

## Association Business Meeting Minutes

2022 AAFCO Midyear Meeting

Mobile, Alabama

Renaissance | Bon Secour Bay 2& 3

Tuesday, January 18, 2022

8:30 am–10:00 am (CST)

- 1) **Convene Business Session of the Association**—George Ferguson, President
  - 1) Welcome and Opening Remarks
  - 2) Announcement of new life members
    - Ali Kashani, WA
    - Mika Alewynse, FDA
- 2) Presentation of awards
  - Distinguished Service Award – Jennifer Combs, for chairing the CIOC and leading the development of the communications plan, including the logo design and facilitating much improved communications. Your leadership and excellent work results have greatly benefited AAFCO and its members.
  - Distinguished Service Award – Heather Bartley, for co-chairing the EIC, starting up the Hemp Work Group and leading the development of the hemp position paper. Also, for leading the Seminar planning committee and facilitating the transition to a virtual format in 2021. Your leadership and excellent work results have greatly benefited AAFCO and its members.
  - Certificate of Appreciation – Austin Therrell, Dr. Larry Thompson, DVM, PhD, DABVT, Dr. Dave Dzanis, DVM, PhD, DACVM and Dr. Jim LaMarta, PhD, CFS, for their contributions and subject matter expertise on the MSBC Working Group for the Ingredient Definition Committee.
  - Certificate of Appreciation – Hunter Buffington, for her leadership at the Hemp Feed Coalition and her continued collaboration with AAFCO and the hemp industry.
  - Certificate of Appreciation – Melissa Kunze, for her outstanding contributions and assistance to the AAFCO Board of Directors, Executive Director and membership.
- 3) **Acceptance of committee reports from:** Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Feed Labeling, Ingredient Definitions, Ingredient Definitions eMeeting 10/28/2021, Laboratory Methods & Services, Model Bills and Regulations, Pet Food, Proficiency Testing Program, Strategic Affairs – Austin Therrell, President-Elect

(Reports are published on the AAFCO website on the Midyear Meeting 2022 page, right side, under the heading “Committee Reports.”)

**Austin Therrell moves to accept committee reports, Scott Absher Seconds. Motion Carries.**

- 4) **Acceptance of Committee Recommendations**—Austin Therrell, President-Elect

### Ingredient Definitions Committee

- 1) **Publish a tentative definition T12.8 Barley Protein Concentrate and withdraw 12.6 Barley Distillers Protein Concentrate if T12.8 is accepted by Association Membership.**

**T12.8 Barley Protein Concentrate** is the dried protein fraction of barley prepared by enzymatic hydrolysis of starch, beta glucans, and fiber. The ingredient is prepared from barley that is dehulled or of a hullless variety. It must not contain less than 60% crude protein on a dry matter basis. The finished ingredient should not contain more than 10% moisture. It is to be used in the feed of fish as a source of protein. (proposed 2022)

**Board Recommends Acceptance. Austin Therrell moves, Robert Tolton Seconds, Motion Carries.**

- 2) **Publish a tentative definition: T33.29(A) Black Soldier Fly Larvae Oil (T33.29 to remain in place)**

**T33.29(A) Black Soldier Fly Larvae Oil** is the product obtained by mechanically extracting the oil from dried

larvae of Black Soldier Fly, *Hermetia illucens*, that have been raised on a feedstock composed exclusively of feed grade materials. It is intended for use in swine, finfish feed, and adult dog food, as a source of energy consistent with good feeding practices. It consists predominantly of glyceride esters of fatty acids and contains no additions of free fatty acids or other materials obtained from fats. It must contain, and be guaranteed for, not less than 90% total fatty acids, not more than 2% unsaponifiable matter and not more than 1% insoluble impurities. Maximum free fatty acids and moisture must also be guaranteed. If an antioxidant(s) is used, the common name or names must be indicated, followed by the words “used as a preservative” (proposed, xxx; amended xxx)

**Board Recommends Acceptance. Austin Therrell moves, Ben Jones Seconds, Motion Carries.**

**3) Add to table 101.1: AGRN 36 Marine Microalgae Oil (for dogs)**

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
36 <a href="#">Part 1</a> (PDF – 1023 pages) <a href="#">Part 2</a> (PDF – 1023 pages)	Veramaris USA LLC	Marine microalgae oil from <i>Schizochytrium</i> sp.	Marine Microalgae Oil	To be used as a source of long chain polyunsaturated fatty acids (PUFAs), docoahexanoic acid (DHA) and eicosapentaenoic acid (EPA) in canned and dry/extruded dog foods	dogs	1/2/20	<a href="#">FDA has no questions.</a> (PDF – 4 pages)

**Board Recommends Acceptance. Austin Therrell moves, Josh Arbaugh Seconds, Motion Carries.**

**4) Add to table 101.1: AGRN 37 Marine Microalgae Oil (for cats)**

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
-----------------------------------	----------	-----------	----------------------	--------------	------------------	----------------	--------------------------------------

37 <a href="#">Part 1</a> (PDF – 400 pages) <a href="#">Part 2</a> (PDF – 585 pages)	Veramaris USA LLC	Marine microalgae oil from Schizochytrium msp.	Marine Microalgae Oil	To be used as a source of long chain polyunsaturated fatty acids (PUFAs), docosahexanoic acid (DHA) and eicosapentaenoic acid (EPA) in canned and dry/extruded cat foods	cats	6/29/20	<a href="#">FDA has no questions.</a> (PDF - 4 pages)
--	-------------------	--	-----------------------	--	------	---------	---

**Board Recommends Acceptance. Austin Therrell moves, Stan Cook Seconds, Motion Carries.**

**5) Publish a new table 90.27 concerning vitamin names in ingredient statements on finished pet foods. Insert at 2021 OP Rev. 1, page 508 after table 90.26 footnotes.**

**Table 90.27 Vitamin Ingredient Nomenclature for Labeling of Finished Pet Foods.**

The names in the Label Listing column may be used to represent the vitamins in the right-hand column in finished foods and treats for dogs and cats. This table is intended to aid in the labelling of pet foods and provide more familiar names for vitamins for consumers.

This table is not intended to list all available vitamins for use in pet food. In all cases the ingredient definition should be reviewed to ensure that it is appropriate for the intended use.

Label Listing	AAFCO Ingredient Definition or 21 CFR listing
Vitamin A (Vitamin A Acetate)	90.25 Vitamin A Acetate
Vitamin A (Vitamin A Palmitate)	90.25 Vitamin A Palmitate
Vitamin A (Vitamin A Propionate)	90.25 Vitamin A Propionate
Vitamin B1 (Thiamine Hydrochloride)	90.25 Thiamine Hydrochloride
Vitamin B1 (Thiamine Mononitrate)	90.25 Thiamine Mononitrate
Vitamin B2 (Riboflavin)	90.25 Riboflavin
Vitamin B2 (Riboflavin-5-phosphate)	21 CFR 582.5697 Riboflavin-5-phosphate
Vitamin B3 (Niacin)	90.25 Niacin; nicotinic acid
Vitamin B3 (Niacinamide)	90.25 Niacinamide; nicotinamide
Choline (Choline Pantothenate)	90.25 Choline Pantothenate
Choline (Choline Chloride)	90.25 Choline Chloride
Choline (Choline Bitartrate)	90.26 Choline Bitartrate
Vitamin B5 (Calcium Pantothenate)	90.25 Calcium Pantothenate
Vitamin B5 (Choline Pantothenate)	90.25 Choline Pantothenate
Vitamin B5 (D-Pantothenyl Alcohol)	21 CFR 582.5580 D-Pantothenyl Alcohol
Vitamin B5 (Sodium Pantothenate)	21 CFR 582.5772 Sodium Pantothenate
Vitamin B6 (Pyridoxine Hydrochloride)	90.25 Pyridoxine Hydrochloride
Vitamin B7 (Biotin)	90.25 Biotin
Vitamin B9 (Folic Acid)	90.25 Folic Acid
Vitamin C (Ascorbic Acid)	90.25 Ascorbic Acid

Vitamin C (L-Ascorbyl-2-polyphosphate)	90.25 L-Ascorbyl-2-polyphosphate
Vitamin C (Calcium Ascorbate)*	90.25 Calcium Ascorbate
Vitamin C (Calcium L-Ascorbyl-2-Monophosphate)	90.25 Calcium L-ascorbyl-2-monophosphate
Vitamin C (Erythorbic Acid)	90.25 Erythorbic Acid (Iso ascorbic acid)
Vitamin D2 (Ergocalciferol)	21 CFR 582.5950 Vitamin D2
Vitamin D3 (Cholecalciferol)	21 CFR 582.5953 Vitamin D3
Vitamin E ( $\alpha$ -Tocopherol Acetate)	90.25 a-tocopherol acetate
Vitamin E (Tocopherols)	90.25 Tocopherol (a-tocopherol)

Notes: \* Vitamin C activity in dry feeds of < 13% moisture only.

**Board Recommends Acceptance. Austin Therrell moves, Landen Kidd Seconds, Motion Carries.**

**6) Make the following changes in ODI and publish the changes for record in the Official Publication, starting on page iii (tentative changes do not go into ODI) \*\***

<b>ODI Action</b>	<b>Name</b>	<b>Reference</b>	<b>Comments</b>
Delete Ingredient Name Delete Reference	Barley Distillers Protein Concentrate	12.6	Business meeting xx/xx/xxxx
Add Ingredient name //add reference	Marine Microalgae Oil	Table 101.1	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin A (Vitamin A Acetate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin A (Vitamin A Palmitate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin A (Vitamin A Propionate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B1 (Thiamine Hydrochloride)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B1 (Thiamine Mononitrate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B2 (Riboflavin)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B2 (Riboflavin-5-phosphate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B3 (Niacin)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B3 (Niacinamide)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Choline (Choline Pantothenate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Choline (Choline Chloride)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Choline (Choline Bitartrate)	Table 90.27	Business meeting xx/xx/xxxx

<b>ODI Action</b>	<b>Name</b>	<b>Reference</b>	<b>Comments</b>
Add Ingredient name // add reference	Choline (Ferric Choline Citrate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B5 ( Calcium Pantothenate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B5 (Choline Pantothenate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B5 (D- Pantothenyl Alcohol)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B5 (Sodium Pantothenate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B6 (Pyridoxine Hydrochloride)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B7 ( Biotin)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin B9 (Folic Acid)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (Ascorbic Acid)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (L- Ascorbyl-2- polyphosphate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (Calcium Ascorbate)*	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (Calcium L- Ascorbyl-2- Monophosphate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin C (Erythorbic Acid)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin D2 (Ergocalciferol)	Table 90.27	Business meeting xx/xx/xxxx

Add Ingredient name // add reference	Vitamin D3 (Cholecalciferol)	Table 90.27	Business meeting xx/xx/xxxx
<b>ODI Action</b>	<b>Name</b>	<b>Reference</b>	<b>Comments</b>
Add Ingredient name // add reference	Vitamin E (α-Tocopherol Acetate)	Table 90.27	Business meeting xx/xx/xxxx
Add Ingredient name // add reference	Vitamin E (Tocopherols)	Table 90.27	Business meeting xx/xx/xxxx

*In advance of the vote, President-Elect, Austin Therrell, notified the voting members that Choline (Ferric Choline Citrate) was inadvertently added to the table and was not to be considered as part of the vote.*

**Board Recommends Acceptance. Austin Therrell moves, Scott Absher Seconds. Motion Carries.**

### Ingredient Definitions 10/28/21 eMeeting

**1) Move T73.430(A) L-Lactic Acid from tentative to official, Set up new subsection “Sequestrants (73.426- 449)” in the Official Publication.**

~~Tentative~~ **Sequestrants (73.426- 449)**

**T73.430(A) L-Lactic Acid** a sequestrant with a minimum content of 97% L-lactic acid on a dry matter basis for use in dry cat food products (less than 20% moisture). It is intended for use as a dental plaque and tartar control agent for adult maintenance cat food at levels not to exceed 1.2% on a dry matter basis. (Proposed 2021 rev. 1)

**Board Recommends Acceptance. Austin Therrell moves, Josh Arbaugh Seconds, Motion Carries.**

**2) Publish the MSBC document at the end of OP chapter 5.**

Copies of the Recommendations for use of Menadione Sodium Bisulfite Complex (MSBC) in Animal Feed document are available for viewing on the aafco.org website located under the Ingredient Definitions Committee’s Forms and Information section: [https://www.aafco.org/Portals/0/SiteContent/Regulatory/Committees/Ingredient-Definitions/Recommendations\\_for\\_Use\\_of\\_Menadione\\_Sodium\\_Bisulfite\\_Complex\\_\(MSBC\)\\_in\\_Animal\\_Feed.pdf](https://www.aafco.org/Portals/0/SiteContent/Regulatory/Committees/Ingredient-Definitions/Recommendations_for_Use_of_Menadione_Sodium_Bisulfite_Complex_(MSBC)_in_Animal_Feed.pdf)

**Board Recommends Acceptance. Austin Therrell moves, Eric Brady Seconds, Motion Carries.**

**3) Make the following changes in ODI: (tentative changes do not go into ODI) \*\***

ODI Action	Name	Reference	Comments
Add Ingredient name // add reference	L-Lactic Acid	73.430	Business meeting xx/xx/xxxx

*\*\*ODI updating—in order to add transparency of the impact of committee decisions on the Online Database of Ingredients (ODI) label validation tool, the committee recommendations will include a table of the anticipated changes to ODI to reflect changes to common or usual names and/or references in the OP. It is anticipated this table will also appear in the front of the OP with the dates of adoption by the Association Membership. OP section editors are responsible for the accuracy of the ODI updates.*

**Board Recommends Acceptance. Austin Therrell moves, Ben Jones Seconds, Motion Carries.**

## Strategic Affairs Committee

### 1) Board Liaison role, Procedures Manual, page 13, delete bullet:

- Appoint BOD members as liaisons on each committee and to external associations (e.g., NASDA, AFDO) to serve as special representatives of the BOD. Liaisons assist the BOD in keeping track of issues in other organizations and provide opportunities for exchange of information between AAFCO and related organizations. Liaisons speak to AAFCO policy issues when called upon to represent national issues. They are obligated to check with the BOD to ensure messaging reflects current BOD direction. Liaisons also provide a continuous point of contact as they serve for several years and are not changed annually.

### After the General Operating Procedures bullets and before the last paragraph describing Tables 1 and 2, insert:

The BOD has the authority to appoint members as liaisons to AAFCO committees and external associations (e.g., NASDA, AFDO). The purpose of these liaisons is to represent the BOD and serve as a conduit for communication and representation between the two groups. Board members will be appointed as liaisons to specific committees, whereas the BOD may appoint any AAFCO member to serve as a liaison with an external association. Expectations for these liaisons (in either role) are detailed below:

- BOD liaison to an AAFCO Committee
  - Communicate directives from the BOD to the committee.
  - Serve as special representative of the BOD.
  - Assist the BOD in keeping track of committee issues.
  - Speak to AAFCO policy issues.
  - Ensure messaging reflects current BOD direction.
  - Provide a continuous point of contact.
  - Review and contribute to committee agenda.
  - Assist Committee Chair to ensure the minutes capture the committee intent, actions, and recommendations accurately.
- AAFCO/BOD liaison to an external association:
  - In addition to the list above, the primary role of the external liaison is to ensure clear communications between the two organizations by serving as the contact point.
  - Ensure the Board understands the other organization.
  - Represents AAFCO and AAFCO mission to that organization.
  - Monitor the business and activities of the external organization and provide regular reports and updates to the BOD on any items of note.
  - Identify issues that arise between external group and AAFCO.

**Board Recommends Acceptance. Austin Therrell moves, Scott Absher Seconds, Motion Carries.**

### 2) President-Elect Role and Duties, Procedures Manual, Page 16-17 substitute existing section with:

#### President-Elect

The President-Elect must be knowledgeable on key issues of the association. The role of the President-Elect is both supportive and strategic. The broad range of duties of the President-Elect are designed to familiarize the upcoming President with committee business, strategic affairs and association leadership to help the President-Elect be an effective association President.

The President-Elect performs the duties of the President in the absence of the President or in the event of the President's inability or refusal to act. When so acting, the President-Elect shall have all the powers of and be subject to all the restrictions upon the President.



The President-Elect serves as a member of the BOD and performs such other duties as may be assigned by the President or BOD. The person in this position normally does not serve as a committee or task force chair.

#### General Operating Procedures:

- Serve as the committee coordinator. The President-Elect is responsible for ensuring each committee report is complete and accurate. The Committee Coordinator should assist the committee chair to identify any conflicts before the BOD meetings. When clarity on a report is needed, the President-Elect informs the committee chair of the problem and requests clarification before the information is presented to the BOD. If conflicts cannot be resolved prior to the BOD meeting, the committee chair is requested to attend the BOD meeting where discrepancies will be pointed out for discussion and resolution. The President-Elect must be well enough acquainted with the background of proposed changes, and other matters, to facilitate questions and answers with the committee chair. (e.g., reason for and need of change, problems presently being encountered, how change will help, what has happened in the past, where the committee recommendation may be in error, etc.). This is extremely important to avoid the necessity of postponing action until the next meeting because of confusion and to expedite BOD meetings. Other duties of Committee Coordinator:
  1. Coordinate with Executive Director, Executive Assistant and Committee Liaisons to advise Committee Chairs on meeting the AAFCO timelines for their meeting agendas, meeting minutes and other responsibilities.
  2. Convene meetings of Committee Chairs immediately preceding and following the Annual and Midyear meetings to foster committee collaboration and communication with the BOD.
  3. Remain accessible to committee chairs, regulated industry and consumer groups for assistance, directions and advice.
- Serve as Vice-Chair to the Ingredient Definition Committee.
- Serve as member of the Finance Committee.
- Serve as member of the Executive Committee.
- Initiate BOD recommendations to the membership at Annual and Midyear Business Meetings

**Board Recommends Acceptance. Austin Therrell moves, Josh Arbaugh Seconds. Motion Carries.**

- 3) **Create a fillable format for the template to make changes to the Procedures Manual. Make it available on the website and in the Feed BIN. Include a link to the template in the Administrative Procedures and Policies section of the Procedures Manual.**

**Board Recommends Acceptance. Austin Therrell moves, Eric Brady Seconds, Motion Carries.**

- 4) **Finance Committee description, Procedures Manual, page 33 substitute existing section with:**

#### Purpose

Oversees financial planning to provide strategic advice, financial stability and support to the BOD. The committee maintains familiarity with the revenue, expense, and investments elements of AAFCO to assist the Secretary-Treasurer in managing and meeting strategic objectives and to assure management strategies that support AAFCO's long-term financial sustainability.

#### Membership

Members should be those who have served in executive level AAFCO positions or persons who by right of employment in their professions have relevant finance and money management experience and are familiar with the fiscal policy and philosophy of the organization. The Secretary-Treasurer will serve as the Chairperson. The committee should consist of no less than five members, including the Board

members. Committee members should include:

- The current President
- The President-Elect and at least one other Board member
- At least 2 Past Presidents
- Leadership representing the major revenue generating AAFCO programs; (e.g. Proficiency Testing Program, Official Publication management, meetings and trainings); and,
- Leadership from the Strategic Affairs Committee (SAC)

#### General Operating Procedures

The Finance Committee:

- Shall provide support to the Secretary-Treasurer and to the BOD in developing fiscal scenarios to attain strategic goals, and provide management options for the BOD.
- Works with other committees or persons to gather data for fiscal analyses related to strategic goals under consideration.
- Reviews and recommends adoption of strategies related to AAFCO finances to the BOD by the Secretary-Treasurer.
- Reviews investment policy strategies periodically and makes recommendations to the BOD for updates.
- Prepares the annual budget, with support from the Executive Director, for review and approval by the BOD.
- Gathers and supplies year-end reporting for the BOD.
- Makes arrangements for audits of AAFCO finances and responds to questions but should not participate as auditors.

**Board Recommends Acceptance. Austin Therrell moves, Jamie Good Seconds, Motion Carries.**

**This concludes committee and board recommendations needing membership approval.**

#### 5) **Credential Report: FASS**

Number of voting members represented: 33

Number of states in attendance: 45

Number of countries: 6 (including USA)

Number of FDA representatives: 76

Number of life members: 6

Total meeting attendance: 427 (139 in person/288 virtual)