



Association of American Feed Control Officials

**2020 AAFCO Annual Meeting  
Agenda Book  
Virtual**

**Wednesday, August 5, to Friday, August 7, 2020**

## Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 4 to 5 days in advance of August 5. [Slido](#) will be used for questions from registrants.

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aafco-am20.myconferencenow.com/> and click on “Listen Now.” No access to chat or [Slido](#) will be available for listeners selecting this option.

Committee members and advisors will have live microphones. Chat will be used for voting by committee members. Committee members—please log on 15 minutes prior to each session so the vice-chair can determine quorum and we can do audio checks.

**All times are in eastern daylight time.  
Please adjust for your  
time zone.**

### Wednesday, August 5

11:00 am–12:15 pm  
**AAFCO Business Meeting**

12:15 pm–12:30 pm  
**Break**

12:30 pm–1:15 pm  
***An Introduction to One Health and Its Role  
in the COVID-19 Pandemic,***  
**Dr. Bernadette Dunham,**  
**FDA One Health Initiative and**  
**George Washington University, Milken**  
**Institute School of Public Health**

1:15 pm–1:30 pm  
**Break**

1:30 pm–2:00 pm  
**Inspection and Sampling Committee**

2:00 pm–2:15 pm  
**Break**

2:15 pm–3:00 pm  
**Pet Food Committee**

3:00 pm–3:15 pm  
**Break**

3:15 pm–4:00 pm  
**Model Bill and Regulations Committee**

4:00 pm–4:15 pm  
**Break**

4:15 pm–5:00 pm  
**Current Issues and Outreach Committee**  
**(Presentations by IFPTI Fellows)**  
**Melanie Marquez, MS**  
**Robert Leuer, MS**

5:00 pm–5:15 pm  
***PFI-ALSTAR Pet Food Product Registration***  
***System Demonstration***  
**Michael Hill, ALSTAR**  
**Martin Deubler, ALSTAR**  
**Peter Tabor, PFI**  
**Jacob Fleig, Missouri Dept. of Agriculture**  
**Lauren Myers, Royal Canine**

### Thursday, August 6

11:00 am–1:00 pm  
**Proficiency Testing Program**

1:00 pm–1:15 pm  
**Break**

1:15 pm–3:00 pm  
**Ingredient Definitions Committee**

3:00 pm–3:15 pm  
**Break**

3:15 pm–4:00 pm  
**Education and Training Committee**

4:00 pm–4:15 pm  
**Break**

4:15 pm–5:00 pm  
***Coronavirus Impacts on Animal Food,***  
**Dr. Tim Schell, FDA Office of Surveillance**  
**and Compliance**

### Friday, August 7

11:00 am–1:00 pm  
**Laboratory Methods and Services Committee**

11:10 am–11:45 am  
**Multi-Laboratory Validation: An LC-MS/MS Method  
for Antibiotics in Distillers Grains**  
**Hemakanthi De Alwis, PhD, Research Chemist**

12:05 pm–1:00 pm  
**The Public Health Laboratory Systems**  
**Database (PHLSD)**  
**Lorelei Kurimski, MS, Director,**  
**Quality Systems and Analytics**

1:00 pm–1:15 pm  
**Break**

1:15 pm–3:00 pm  
**Ingredient Definitions Committee**

3:00 pm–3:15 pm  
**Break**

3:15 pm–4:00 pm  
**Feed and Feed Ingredients Manufacturing**  
**Committee**

4:00 pm–4:15 pm  
**Break**

4:15 pm–5:00 pm  
**Strategic Affairs Committee**

#### **Committees Not Meeting**

Enforcement Issues Committee  
Feed Labeling Committee  
Finance Committee



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**Please note AAFCO does not generally record discussions during meetings unless formally announced at the start of the meeting. Having said that, there may be individuals recording presentations/discussions taking place. AAFCO does not have control over individuals who choose to do so. Furthermore, it may be a violation of state and/or other jurisdictions to make these types of recordings without knowledge of participating individuals who are being recorded.**

## Meet the 2020 AAFCO Board of Directors



### **Kristen Green, President**

Kristen Green has worked with the University of Kentucky as a Registration Specialist for the Division of Regulatory Services since 2012. In her role as a regulator, she is primarily responsible for reviewing and registering all livestock and pet foods sold in Kentucky. She has been attending AAFCO meetings for eight years. During that time, she has served on several different committees and workgroups and served as chair of the Pet Food Committee for several years. Kristen lives with her husband and two children in Lexington, Kentucky. She received her B.A. and M.A. from the University of Kentucky.



### **Stan Cook, Immediate Past President**

Since 2011, Stan Cook has managed the Missouri Department of Agriculture Bureau of Feed, Seed and Treated Timber. He holds a Bachelor of Science degree in Business Administration from Lincoln University and is a Graduate of the Agriculture Leadership of Tomorrow, Class I.

Prior to the bureau, Stan served as a loan officer for The Missouri Agricultural and Small Business Development Authority. His experience in Missouri Agriculture also includes twenty-five years in commercial livestock production. He served nine years as a member of the Board of Directors of Farm Credit Services serving as Vice Chairman of the Eastern Missouri Farm Credit Board and has served as a member of the Executive Committee of the Central Production Credit Association Board. He has worked as a USDA Certified Market Reporter responsible for a voluntary direct price-reporting program for hogs, pigs and timber and also, as a relief auction reporter. Stan continues to live and work on a sixth generation farm near California, Missouri.



### **Erin Bubb, President-Elect**

Erin Bubb currently serves AAFCO as President Elect. She received a B.S. in Agricultural Science from the Pennsylvania State University. She started her career with the Pennsylvania Department of Agriculture in 2000 as an Inspector of feed, fertilizer, seed, and pesticide products. Currently, Erin is the Chief of Agronomic Products and Regional Inspection Services. She volunteers as the AAFCO Miscellaneous Products Investigator and the Alfalfa Products Investigator. Her favorite hobbies include gardening, and spending time outdoors with her two dogs. Erin lives

with her husband and daughter in South Central Pennsylvania.



### **Ali Kashani, Secretary-Treasurer**

Ali Kashani serves as the Program Manager in the Food Safety & Consumer Services Division of Washington State Department of Agriculture (WSDA). Ali has 32 years of service with WSDA as inspector, supervisor, program manager and advisor. Ali's career also includes seven years on faculty of South Dakota State University and Assistant Professor at University of Isfahan, Iran. Ali is a past president of Association of American Feed Control Officials (2003) and current Secretary Treasurer, in addition to serving as chair of Current Issues and Outreach Committee and Finance committee. Ali received M.S. and Ph.D. in animal science with major emphasis on biochemistry

and statistics and research work in poultry nutrition.



### **George Ferguson, Director**

George currently works as the Feed Administrator for the North Carolina Department of Agriculture & Consumer Services, where he is responsible for the management of the NC Food and Drug Protection Division's Regulatory Feed Program. While growing up on a small dairy farm in western NC George developed a passion for agriculture that would eventually bring him to NC State, from where he graduated in 1994 with a BS Degree in Poultry Science. While a student at NC State he had the good fortune to have an advisor who had purchased a small feed mill in Fuquay-Varina, where he

would get his start in the feed manufacturing business. After graduation he worked briefly for Perdue Poultry in Ahoskie NC, but found himself drawn back into the world of feed where he would spend the next 15 years. From farm store management to dealer development and sales, George worked with independent dealers of numerous feed manufacturing firms to include Southern States, Purina Mills and Blue Seal Feeds. In 2012 George transitioned from industry to regulatory, as he accepted the position of Feed Safety Officer within the NC Food and Drug Protection Division, Animal Feed Program. He has since served as the Divisions Compliance Officer and now serves as the programs Administrator.



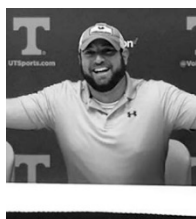
#### **Austin Therrell, Director**

Austin currently serves as the Feed Program Coordinator for the South Carolina Department of Agriculture where he is responsible for the supervision of the animal feed regulatory program. He graduated from Clemson University with a BS in Animal and Veterinary Science in 2013. Prior to his time at SCDA Austin worked for a family owned pet food company in the sporting dog industry. During his time there he was able to learn about the manufacturing and marketing side of the pet food industry and form relationships with feed dealers and distributors across South Carolina. Austin serves on AAFCO's Pet Food Committee, as a Co-Chair of the AAFCO Feed and Feed Ingredient Manufacturing Committee, and as a member of the AAFCO Board of Directors.



#### **Hollis Glenn, Director**

With over 10 years of state regulatory experience, Hollis Glenn became the Director of the Inspection and Consumer Services Division at the Colorado Department of Agriculture (CDA) in 2017. In this position, Hollis oversees a number of inspection programs across Colorado. Prior to coming to the CDA, Hollis worked at the Colorado Department of Regulatory Agencies-Division of Real Estate, where he worked his way up from an investigator to Deputy Director. Hollis is a proud Colorado native and earned his MBA from the University of Colorado at Denver.



#### **Eric Brady, Director**

Eric Brady is the Statewide Supervisor for Ag Inputs Section for the Tennessee Department of Agriculture. Over the last four years, Eric has overseen daily field operations for the Feed, Seed, Fertilizer, and Lime programs and managed field inspectors across the state. Eric has been involved with AAFCO as the co-chair of Feed and Feed Ingredient Manufacturing and on the training cadres for BITS and AITS. Before this role, Eric was the Stormwater Coordinator for the City of Crossville. Eric holds a Master's degree in Agriculture and Natural Resource Systems Management from the University of Tennessee. In his spare time he enjoys cattle farming and hunting.



#### **Josh Arbaugh, Director**

Josh Arbaugh is a Chemist and Seed Analyst with the West Virginia Department of Agriculture. He graduated from West Virginia University with a B.S. in Biology before joining the department in 2011. His work in the laboratory includes the analysis of animal feed, pet food, forage, seed, fertilizer, liming material, and food products. He began attending AAFCO meetings in 2013 and has been an active member of the Laboratory Methods and Services and Proficiency Testing Program Committees. Josh lives with his wife, two daughters, and three dogs in Charleston, WV.



#### **Susan Hays, Executive Director**

Susan Hays is an accomplished Executive Director with a sound association management background. She's worked with agricultural and trade associations as well as foundations as an Executive Director since 1987. Her success supporting senior leaders, board executives and members while expanding the mission and program offerings of the non-profit associations she manages is documented. She brings strong management and leadership experience to AAFCO to improve the value to AAFCO members and industry. She has a BA from the University of Wyoming where she majored in secondary education and French.

# Association Business Meeting Agenda

2020 AAFCO Annual Virtual Meeting

Wednesday, August 5, 2020

11:00 am–12:15 pm (EDT)

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## Agenda

### 1) Convene Business Session of the Association-Kristen Green, President

- 1) Welcome and opening remarks
- 2) Announcement of new life members
- 3) Presentation of awards

### 2) Acceptance of committee reports from: Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Feed Labeling, Ingredient Definitions Committee, Ingredient Definitions eMeeting 3/4/2020, Inspection and Sampling, Laboratory Methods & Services, Model Bills and Regulations, Pet Food, Proficiency Testing, Strategic Affairs-Erin Bubb, President-Elect

(Reports are published on the AAFCO website on the Annual Meeting 2020 page, right side, under the heading "Committee Reports.")

### 3) Acceptance of Committee Recommendations-Erin Bubb, President-Elect Ingredient Definitions Jan. 22, 2020, and eMeeting Mar. 4, 2020

#### 1) Publish in the OP a new feed term: Common or usual

**Common or Usual:** (naming process) The common or usual name of a feed ingredient shall accurately identify or describe, in as simple and direct terms as possible, the basic nature of the ingredient or its characterizing properties. The name shall be uniform among all identical or similar ingredients and may not be confusingly similar to the name of any other ingredient that is not reasonably encompassed within the same name. Each ingredient shall be given its own common or usual name that states, in clear terms, what it is in a way that distinguishes it from other ingredients. Common or usual names of many ingredients used in animal feed are found in the Association of American Feed Control Officials' Official Publication, Chapter 6 - Official Feed Terms and Ingredient Definitions. Some feed ingredients may be a common food; in this case the common or usual name should abide by the principles as provided in this feed term.

#### 2) Publish in the OP a new feed term: Common food

**Common Foods** are commercially available and suitable for use in animal food but are not defined by AAFCO, including but not limited to certain whole seeds, vegetables, or fruits. Common food for animals may include common human foods that are known to be safe for the intended use in animal food.

Manufacturers are responsible for determining whether a common food is safe and has utility for its intended use prior to commercial distribution as animal food.

#### 3) Publish in the OP a new tentative definition T60.117 (B) Dried Black Soldier Fly Larvae

This includes the addition of swine to the feed ingredient definition for black soldier fly larvae

**T60.117 (B) Dried Black Soldier Fly Larvae** is the dried larvae of the Black Soldier Fly, *Hermetia illucens*, with or without mechanical extraction of part of the oil, that has been raised on a feedstock composed exclusively of feed-grade materials. The ingredient must be labeled with guarantees for minimum crude protein and minimum crude fat on an as-fed basis. If oil is mechanically extracted, maximum crude fat must also be guaranteed on the ingredient label. The ingredient is dried by artificial means to no more than 10%

moisture. It is for use in salmonid, poultry **and swine** feed as a source of protein and fat consistent with good feeding practices.

- 4) **Publish in the OP an official definition 57.167 Manganese hydroxychloride to replace the tentative one.**

**57.167 Manganese hydroxychloride** is the reaction product of manganese oxide and hydrochloric acid at the appropriate stoichiometric ratio, having the empirical formula  $Mn_2(OH)3Cl$ . The particle size must not exceed 100 microns. It must contain not less than 44% manganese and is intended to be a source of manganese for use in livestock, poultry, and companion animal diets. It must not contain more than 20% chloride, 50 ppm lead, 50 ppm arsenic, 10 ppm cadmium, and 0.5 ppm mercury.

- 5) **Edit Table 101 to add GRAS Notification AGRN 30 Krill Meal**

| AGRN<br>(select<br>for<br>detailed<br>record) | Notifier                 | Substance                             | Common<br>or Usual<br>Name | Intended Use   | Intended<br>Species | Date of<br>Filing | FDA's<br>Letter<br>(select to<br>view letter)       |
|---|--------------------------|---------------------------------------|----------------------------|--|---------------------|-------------------|---|
| <a href="#">30</a> (PDF-307 pages)            | Aker BioMarine Antarctic | <i>Euphausia superba</i> (krill) meal | Krill meal                 | To be used as a source of protein and lipid in food for adult dogs at a maximum inclusion level of 3% by weight of dry food. | Adult dogs          | 2/19/2019         | <a href="#">FDA has no questions.</a> (PDF-4 pages) |

#### Inspection & Sampling Committee

- 1) Publish the revisions to the AAFCO Feed Inspector's Manual for alignment with FSMA.
- 2) Publish the revisions to the AAFCO Feed Inspector's Manual pertaining to the Aseptic Sampling section of the manual.

#### Model Bills and Regulations Committee

- 4) Add Regulation 6(h) regarding Carriers to the Model Bill and move Statements of Uniformity Interpretation and Policy (SUIP) #17 - Carriers, to the deleted SUIP list if Regulation 6(h) is approved by the AAFCO membership (new language bold and underscored)  
6(h) **Each carrier shall be listed in the ingredient statement on the label unless it meets the criteria for an incidental ingredient [21 CFR 501.100(a)(3)].**
- 5) Revise Model Bill Section 7. Adulteration (new language bold and underscored)  
A commercial feed shall be deemed to be adulterated: (a) (1) If it bears or contains any poisonous or deleterious substance which may render it injurious to **human or animal** health; but in case the substance is not an added substance, such commercial feed shall not be considered adulterated under this subsection if the quantity of such substance in such commercial feed does not ordinarily render it injurious to **human or animal** health;
- 6) Revise Regulation PF3. Brand and Product Names (new language bold and underscored)
  - (a) **The names of the ingredient(s) used in the brand or product name or elsewhere on the product label shall appear in order of predominance by weight in the product. Names of flavors due to their varying intensity can be in any order.**
  - (b) The words "100%," or "All," or words of similar designation shall not be used in the brand or product name of a pet food or specialty pet food if the product contains more than one ingredient, ~~not including water sufficient for processing, decharacterizing agents, or trace amounts of preservatives and condiments.~~
  - (c) An ingredient or combination of ingredients may form part of a **brand or** product name of a pet food or specialty pet food:
    - (1) When the **named** ingredient(s) constitutes at least 95% of the total weight of the product. Water sufficient for processing may be excluded when calculating the



percentage; however, the **named** ingredients shall constitute at least 70% of the total product weight.

- (2) When any named ingredient(s) constitutes at least 25% of the **total** weight of the product, provided that:
  - A. Water sufficient for processing may be excluded when calculating the percentage, however, the **named** ingredients(s) shall constitute at least 10% of the total product weight; and
  - B. A descriptor is used with the ingredient name(s). This descriptor shall imply other ingredients are included in the product formula. Examples of descriptors include "dinner," "platter," "entree," "formula," and "recipe"; and
  - C. The descriptor shall be in the same size, style and color print as the ingredient names(s)
- (3) When a combination of ingredients which are included in the **brand or** product name in accordance with Regulation PF3(c) **provided that:** ~~meets all of the following:~~
  - A. Each **named** ingredient constitutes at least 3% of **the total weight of the product** ~~the product weight~~, excluding water sufficient for processing; and
  - B. ~~The names of the ingredients appear in the order of their respective predominance by weight in the product; and~~
  - B. All such ingredient names appear on the label in the same print size, font style and color print.
- (d) When the name of any ingredient appears in the brand or product name of a pet food **or** specialty pet food or elsewhere on the product label and includes a descriptor such as "with" or similar designation, the named ingredient(s) must each constitute at least 3% of the product weight exclusive of water sufficient for processing. ~~If the names of more than one ingredient are shown, they shall appear in their respective order of predominance by weight in the product.~~  
 The 3% minimum level shall not apply to claims for nutrients, such as, but not limited to, vitamins, minerals, and fatty acids, as well as condiments. The word "with," or similar designation, and named ingredients shall be in the same size, style, color and case print and be of no greater size than:

| Panel Size                | Max "With Claim" Type Size |
|---------------------------|----------------------------|
| 5 in. <sup>2</sup>        | 1/8 in.                    |
| >5–25 in. <sup>2</sup>    | 1/4 in.                    |
| >25–100 in. <sup>2</sup>  | 3/8 in.                    |
| >100–400 in. <sup>2</sup> | 1/2 in.                    |
| >400 in. <sup>2</sup>     | 1 in.                      |

- (e) A flavor designation may be included as part of the product name or elsewhere on the label of a pet food or specialty pet food when the flavor designation meets all of the following:
  - (1) The flavor designation: A. Conforms to the name of the ingredient as listed in the ingredient statement; or B. Is identified by the source of the flavor in the ingredient statement
  - (2) The word "flavor" is printed in the same size type and with an equal degree of conspicuousness as the name of the flavor designation
  - (3) Substantiation of the flavor designation, the flavor claim, or the ingredient source is provided upon request.
- (f) Contractions or coined names referring to ingredients shall not be used in the brand name of a pet food or specialty pet food unless it is in compliance with Regulation PF3 (b), (c), or (d).

- (g) When pet food or specialty pet food consists of raw milk, the words, "Raw (blank) Milk" shall appear conspicuously on the principal display panel. (Blank is to be completed by using the species of animal from which the raw milk is collected.)
- 7) Revise Regulation PF5 (new language bold and underscored)
- (a) Each ingredient of a pet food or specialty pet food shall be listed in the ingredient statement as follows:
- (1) The names of all ingredients in the ingredient statement shall be shown in letters or type of the same size, style and color
  - (2) The ingredients shall be listed in descending order by their predominance by weight in non-quantitative terms
  - (3) Ingredients shall be listed and identified by the name and definition established by AAFCO
  - (4) Any ingredient for which no name and definition have been so established shall be identified by the common or usual name of the ingredient.
- (b) The ingredients "meat" or "meat by-products" shall be qualified to designate the animal from which the meat or meat by-products are derived unless the meat or meat by-products are derived from cattle, swine, sheep, goats, or any combination thereof. For example, ingredients derived from horses shall be listed as "horsemeat" or "horsemeat by-products."
- (c) Brand or trade names shall not be used in the ingredient statement.
- (d) A reference to the quality, nature, form, or other attribute of an ingredient shall be allowed when the reference meets all of the following:
- (1) The designation is not false or misleading
  - (2) The ingredient imparts a distinctive characteristic to the pet food or specialty pet food because it possesses that attribute
  - (3) A reference to quality or grade of the ingredient does not appear in the ingredient statement.
- (e) **Any reference to the percentage of an ingredient or combination of ingredients, by symbol or word, in the brand or product name or elsewhere on a pet food or specialty food label, shall be based in relation to the total weight of all ingredients in the product.**
- (1) **The names of the ingredient(s) shall appear in order of predominance by weight in the product, provided that names of flavors due to their varying intensity can be in any order.**
  - (2) **Where water sufficient for processing is excluded from the declared percentage, the exclusion of water shall be indicated in words juxtaposed to, the same style and color print and at least one-half the print size of the stated percentage (e.g., "95% beef exclusive of water" or "95 percent chicken and liver exclusive of water").**
- 8) Revise Regulation PF7. Nutritional Adequacy and Feeding Protocols (new language bold and underscored)
- (a) The label of a pet food or specialty pet food which is intended for all life stages and sizes of the pet or specialty pet may include an unqualified claim, directly or indirectly, such as "complete and balanced," "perfect," "scientific," or "100% nutritious" if at least one of the following apply:
- (1) The product meets the nutrient requirements for all life stages and sizes established by an AAFCO-recognized nutrient profile; or
  - (2) The product meets the criteria for all life stages as substantiated by completion of the appropriate AAFCO-recognized animal feeding protocol(s);
    - A. **Unqualified claims of nutritional adequacy that include large size dogs be can substantiated by completing the appropriate protocols using large size dogs; or**
    - B. **Can be substantiated by completing the appropriate protocols using dogs less than 70 lbs. adult weight while containing no more calcium and phosphorus than the maximum limits for large size dogs listed in the AAFCO Dog Food Nutrient Profiles; or**

- (3) The product is a member of a product family which is nutritionally similar to a lead product which contains a combination of ingredients that has been fed to a normal animal as the sole source of nourishment in accordance with the testing procedures established by AAFCO for all life stages, provided that:
      - A. The nutritional similarity of the family product can be substantiated according to the Procedures for Establishing Pet Food Product Families developed by AAFCO; and
      - B. The family product meets the criteria for all life stages; and
      - C. Under circumstances of reasonable doubt, the (State Control Official) may require the manufacturer to perform additional testing of the family product in order to substantiate the claim of nutritional adequacy.
    - (b) The label of a pet food or specialty pet food which is intended for a limited purpose (such as size of dog) or a specific life stage, but not for all life stages and sizes, may include a qualified claim such as "complete and balanced," "perfect," "scientific," or "100% nutritious" when the product and claim meet all of the following:
      - (1) The claim is qualified with a statement of the limited purpose or specific life stage for which the product is intended or suitable, for example, "complete and balanced for puppies (or kittens)." The claim and the required qualification shall be juxtaposed on the same label panel and in the same size, style and color print; and
      - (2) The product meets at least one of the following:
        - A. The nutrient requirements for the limited purpose or specific life stage established by an AAFCO-recognized nutrient profile; or
        - B. The criteria for a limited purpose or a specific life stage as substantiated by completion of the appropriate AAFCO recognized animal feeding protocol(s);
          - i. **Qualified claims of nutritional adequacy that include large size dogs can be substantiated by completing the appropriate protocols using large size dogs; or**
          - ii. **Can be substantiated by completing the appropriate protocols using dogs less than 70 lbs. adult weight while containing no more calcium and phosphorus than the maximum limits for large size dogs listed in the AAFCO Dog Food Nutrient Profiles; or**
        - C. The requirements of a product family which is nutritionally similar to a lead product which contains a combination of ingredients which, when fed for such limited purpose, will satisfy the nutrient requirements for such limited purpose and has had its capabilities in this regard demonstrated by adequate testing, and provided that:
          - i. The nutritional similarity of the family product can be substantiated according to the Procedures for Establishing Pet Food Product Families developed by AAFCO; and
          - ii. The family product meets the criteria for such limited purpose; and
          - iii. Under circumstances of reasonable doubt, the (State Control Official) may require the manufacturer to perform additional testing for the family product to substantiate the claim of nutritional adequacy.
    - (c) Dog and cat food labels shall include a statement of nutritional adequacy or purpose of the product except when the dog or cat food is clearly and....
  - 9) Language for Insertion into the Feeding Protocols (new language bold and underscored)  
 AAFCO Dog and Cat Food Nutrient Profiles-Introduction  
 The Pet Food committee recommends that the revisions to the AAFCO Dog and Cat Food Nutrient Profiles not be enforced until 12 months (1/1/2017) for new products in development and 24 months (1/1/2018) for existing products after publication of the revised AAFCO Dog and Cat Food Nutrient Profiles in the print version of the AAFCO OP.  
 The established profiles are the "AAFCO Dog Food Nutrient Profiles" and "AAFCO Cat Food Nutrient Profiles" as the terms are applied in AAFCO model pet food regulations referring to nutritional adequacy. Under these model regulations, dog and cat foods substantiated for nutritional adequacy by reference to the AAFCO Dog and Cat Food Nutrient Profiles for a designated life stage(s) must be formulated to contain at least the minimum concentrations of

nutrients specified in the Profiles, and, for some nutrients, not more than any maximum concentration listed for that specific nutrient in the Profiles as shown in this section. Products with their nutritional adequacy substantiated by AAFCO Feeding Protocols are not mandated to meet the minimum or maximum concentrations listed in the Profiles, **except for large-size dogs growth and all life stage products substantiated by the protocols using non-large size dogs must contain no more than the maximum large size breed calcium and phosphorus concentrations listed in the profiles.** Additionally, snacks, treats or products intended for intermittent or supplemental feeding only are not mandated to meet the concentrations in the Profiles unless their labeling references the Profiles.

#### **MINIMUM FEEDING PROTOCOL FOR PROVING AN UNQUALIFIED REPRESENTATION OF NUTRITIONAL ADEQUACY FOR A DOG OR CAT FOOD**

The minimum testing necessary to prove an unqualified claim for nutritional adequacy may be obtained by using the gestation/lactation and the growth protocols.

Test puppies or kittens shall receive the test diet as their sole source of nourishment, other than dam's or queen's milk, during lactation, weaning, and growth. Selection of puppies or kittens shall be on a statistically sound basis from each of the litters qualifying for the gestation/lactation protocol with equal sex distribution preferred. **Unqualified claims of nutritional adequacy for a product to be fed to large size dogs can be substantiated by completing the gestation/lactation and the growth protocols using large size dogs or can be substantiated by completing the gestation/lactation and the growth protocols with dogs less than 70 lbs. adult weight in which the product contains no more calcium and phosphorus than the maximum limits for large size dogs listed in the AAFCO Dog Food Nutrient Profiles.**

#### **MINIMUM FEEDING PROTOCOL FOR PROVING A GROWTH CLAIM FOR A DOG FOOD PUPPIES**

A minimum of eight puppies from three different bitches shall be required to start the test.

The test group shall have the same gender distribution as the concurrent control group. **A growth claim of nutritional adequacy for a product that includes large size dogs can be substantiated by completing the growth protocol using large size dogs or can be substantiated by completing the growth protocol using dogs less than 70 lbs. adult weight in which the product contains no more calcium and phosphorus than the maximum limits for large size dogs listed in the AAFCO Dog Food Nutrient Profiles.**

#### **Strategic Affairs**

Recommend addition to By-Laws Article V.

Add a new section for the Executive Committee as follows:

- 1) Official Publication 2020, Page 90 Insert language below as Section 2. Move each remaining section down one.

Article V - EXECUTIVE COMMITTEE

**Section 2: There shall be an Executive Committee composed of the following: The Association's President, President-Elect, Secretary/Treasurer and the immediate Past President. The Executive Director will participate as a non-voting member. The Executive Committee shall meet upon call by the President, and three (3) members of the Committee shall constitute a quorum.**

**Executive Committee will act on behalf of the Board of Directors for time critical decisions, or for items that do not need the attention of the full Board of Directors. They will report all decisions to the Board at the next meeting for recording in the minutes.**

Recommend changing what constitutes a quorum for the AAFCO Board of Directors from three (3) to five (5)

- 1) Official Publication 2020, Page 90 Replace the language in Section 5. Quorum. with: **Five (5) members shall constitute a quorum of any duly called regular or special meeting of the Board of Directors.**

Recommend adding language to Table 1: Committee Premeeting Deadlines and Responsibilities.

Recommend adding language to Table 3: BOD Premeeting Deadlines and Responsibilities

- 1) Official Publication 2020, Page 95, add:

**Table 1. at 40 days. Board liaison should review agenda to make sure all topics are appropriate, and all necessary topics are on the agenda.**

Official Publication 2020, Page 97, add:

## Nominating Committee

President: Erin Bubb, PA

**Sec Treas: Ali Kashani, WA**

**Director 1 Austin Therrell, SC**

**Director 3 Eric Brady, TN**

**Director 5 Laura Scott, CFIA**

### 1) **Credential Report: FASS**

Number of states in attendance: **46**

Number of FDA representatives: 77

Total meeting attendance: **439**

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## **Dr. Bernadette Dunham, DVM, PhD**

### **Keynote Speaker**

2020 AAFCO Annual Virtual Meeting  
Wednesday, August 5, 2020  
12:30–1:15 pm (EDT)

### **An Introduction to One Health and Its Role in the COVID-19 Pandemic**

#### **Meeting Access**

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aafco-am20.myconferencenow.com/> and click on "Listen Now." No access to chat or [Slido](#) will be available for listeners selecting this option. Committee members and advisors will have live microphones. Chat will be used for voting by committee members. Committee members—please log on 15 minutes prior to each session so the vice-chair can determine quorum and we can do audio checks.



**Dr. Bernadette Dunham** is with the Milken Institute School of Public Health at the George Washington University (2016 to present) where her focus is on One Health issues. In October 2019, Dr. Dunham was appointed as a member of the National Academies of Sciences, Engineering and Medicine's Board on Agriculture and Natural Resources for a three-year term thru December 2022. Dr. Dunham returned to the FDA in August 2019 to serve as an Advisor to the FDA One Health Initiative. Dr. Dunham has served the FDA as Director of the Center for Veterinary Medicine (CVM) from 2008-2016, Deputy Director of CVM and Director of the Office of Minor Use and Minor Species from 2006-2008, and Deputy Director of the Office of New Animal Drug Evaluation from 2002-2006. Before beginning her government career, she was an Assistant Director with American Veterinary Medical Association's Governmental Relations Division in Washington, D.C. from 1995-2002. Dr. Dunham served as Director of Laboratory Medicine and Adjunct Professor of Pharmacology at the State University of New York Health Science Center, Syracuse, N.Y. from 1987-1995. Before returning to academy in 1979 to pursue her Ph.D. and Post-Doctoral research in cardiovascular pathophysiology at Boston University, Dr. Dunham was in private veterinary practice for four years in Oshawa, Ontario, Canada. Dr. Dunham received her D.V.M. degree from the Ontario College of Veterinary Medicine, University of Guelph, Canada and her Ph.D. from Boston University, MA.

Dr. Dunham is a member of the American Veterinary Medical Association, the American Academy of Veterinary Pharmacology and Therapeutics, the National Academies of Practice, and the American Public Health Association. She is an Honorary Diplomate and an awardee of the K.F. Meyer - James H. Steele Gold-Headed Cane Award from the American Veterinary Epidemiology Society. She has served on peer review panels for the National Academies of Science, the American Heart Association - New York State Affiliate, United States Department of Agriculture-Cooperative State Research, Education and Extension Service, Competitive Programs, and the National Institutes of Health. Dr. Dunham served as the Chairperson for the 18th Session of the Code Alimentarius Committee on Residues of Veterinary Drugs in Foods.

[illegible]



## Inspection and Sampling Committee

2020 AAFCO Annual Virtual Meeting

Wednesday, August 5, 2020

1:30–2:00 pm (EDT)

### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

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### Miriam W. Johnson, Chair

Miriam is the Compliance and Inspection Programs Lead Compliance Officer for the North Carolina Department of Agriculture and Consumer Services. She Graduated from North Carolina State University with a BS in Animal Science and minors in Nutrition and Agricultural Business Management. She started her career working for Murphy-Brown, LLC, a Division of Smithfield Foods, in the commercial swine production division for 4 years before coming to the North Carolina Department of Agriculture & Consumer Services as the Feed Compliance Officer. She held this position for 7 years before accepting a position as a Feed Field Inspector for Southeastern North Carolina. She worked as a field inspector for 3 years and then returned to Raleigh after accepting her current position as the lead compliance officer for the Animal Feed Program and supervisor for field inspection and compliance staff. She has worked for NCDA & CS for 14 years. Miriam has been involved with AAFCO as the Feed Labeling Committee Co-Chair from 2011-2013, the Inspection and Sampling Committee Chair from 2017 to present, and as a member of the training cadres for AITS and BITS. Miriam and her husband, Benton, also operate a small family century farm in eastern North Carolina where they raise swine, cattle and muscadine grapes.

Documents supporting the agenda are posted in the [BIN Library](#) -or- contact the person listed on the agenda with questions.

### Agenda

- 2:00 **Welcome & Opening Remarks**  
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services
- 2:05 **AAFCO Feed Inspector's Manual**  
Update from vote from General Membership  
Where we are with FASS on updates and new edition to be posted to website  
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services
- 2:10 **AITS & BITS**  
2021 AITS & BITS: Schedule and Recruiting  
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services  
Jessica Gore: North Carolina Department of Agriculture & Consumer Services  
Brett Groves: Office of Indiana State Chemist  
AITS/BITS Curriculum Workgroup: Progress and Updates  
Development and update of new materials for AITS  
Marking Guide for 507 citations & 507 cGMP Inspection Form Template  
Miriam Johnson: North Carolina Department of Agriculture & Consumer Services



## Pet Food Committee

2020 AAFCO Annual Virtual Meeting  
Wednesday, August 5, 2020  
2:15–3:00 pm (EDT)

### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aaftco-am20.myconferencenow.com/> and click on "Listen Now." No access to chat or [Slido](#) will be available for listeners selecting this option. Committee members and advisors will have live microphones. Chat will be used for voting by committee members. Committee members—please log on 15 minutes prior to each session so the vice-chair can determine quorum and we can do audio checks.



### Liz Beckman, Chair

Liz is a Feed Advisor with the Washington State Department of Agriculture, Animal Feed Program. Liz's duties currently include Country of Origin reviews, Animal feed standards and Commercial feed Licensing. Liz is also responsible for collection and auditing of inspection fees. Liz has served on various AAFCO committees. Liz is a cat and dog lover, she has two cats and one dog. In her free time Liz enjoys gardening, hunting and fishing and spending time with her niece.

### Agenda

**This is a reminder that this meeting is being recorded.**

1. Human Grade Guidelines Update
2. Therapeutic Claims Guidelines Update

**NOTE: It is the intention of the PFC to address as many of the items above in the first portion of the meeting. The final portion of the meeting is reserved for the items below.**

3. PFLM – Update
4. Fatty Acids and Arachidonic acid (ARA) – Are they essential or not essential per AAFCO Dog Food Nutrient Profiles? Panel Discussion, no action from PFC.

### Notes

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## Model Bills and Regulations Committee

AAFCO 2020 Annual Virtual Meeting

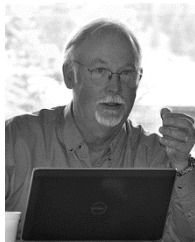
Wednesday, August 5, 2020

3:15–4:00 pm (EDT)

### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aaftco-am20.myconferencenow.com/> and click on "Listen Now." No access to chat or [Slido](#) will be available for listeners selecting this option. Committee members and advisors will have live microphones. Chat will be used for voting by committee members. Committee members—please log on 15 minutes prior to each session so the vice-chair can determine quorum and we can do audio checks.



### Doug Lueders, Chair

For years Doug was the manager of the Minnesota Department of Agriculture's Commercial Feed Program and a member of the MDA Incident Management Team. Doug is a past-President of AAFCO, chairs the Model Bills and Regulations Committee and serves on the Feed and Feed Ingredient Manufacturing Committee, Finance Committee, Strategic Affairs Committee, By-Laws Subcommittee and FSMA Implementation work group. Other professional volunteer work included being a member of the FDA FSMA Implementation Team, the FDA Partnership for Food

Protection, the FDA Animal Food Safety System, the AFRPS development team and the FDA Preventative Controls curriculum development team. In his spare time Doug volunteers as a youth firearms safety training instructor, tends his vineyard and along with grandma, spoils their two grandchildren, Hudson and Olivia who are 10 and 8.

### Agenda Topics

1. Welcome and Committee Member Introductions
2. Albuquerque Minutes (approved as written on 3/11), posted on AAFCO web-site and in the Feed BIN, included in the General Session packet
3. Old Business - none carried forward from Albuquerque
4. New Business
  - Attachment A – Regulation 3
  - Attachment B – Section 3(j)
5. Assignments/homework for midyear meeting
6. Adjourn

### Attachment A

- A.) The Feed Labeling Committee has voted to request a change to Regulation 3(a)(4) in the AAFCO Model Regulations. Specifically, the following language should be inserted into the model regulation.
- XI. Required guarantees for treats (all animal classes and species)
- a. Minimum percentage of Crude Protein
  - b. Minimum percentage of Crude Fat
  - c. Maximum percentage of Crude Fiber
  - d. Other guarantees, as needed to support nutrient content claims in the labeling as per Model Bill Section 5(a)(3), and in accordance with terminology, order of guarantees and units of expression as specified in Model Regulations 3(a)(4) and 4.
- With the addition of the above language, the current 3(a)(4)(XI) will become 3(a)(4)(XII) and the current 3(a)(4)(XII) will become 3(a)(4)(XIII).
- B.) The Feed Labeling Committee has voted to include a change to Regulation 3(a)(3) Purpose Statement. The Feed Labeling Committee has voted to request a change to Regulation (3)(a)(3) in

VIII. The purpose statement of a feed intended as a treat for a designated species shall include the words “treat” or “snack” and the intended species conspicuously on the principal display panel.

Section 3(j) The term “labeling” means all labels and other written, printed or graphic matter (1) upon a commercial feed or any of its containers or a wrapper or (2) accompanying such commercial feed.

- ## Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

## Current Issues and Outreach Committee

2020 AAFCO Annual Virtual Meeting

Wednesday, August 5, 2020

4:15–5:00 pm (EDT)

### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

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### Ali Kashani, Chair

Ali Kashani serves as the Program Manager in the Food Safety & Consumer Services Division of Washington State Department of Agriculture (WSDA). Ali has 32 years of service with WSDA as inspector, supervisor, program manager and advisor. Ali's career also includes seven years on faculty of South Dakota State University and Assistant Professor at University of Isfahan, Iran. Ali is a past president of Association of American Feed Control Officials (2003) and current Secretary Treasurer, in addition to serving as chair of Current Issues and Outreach Committee and Finance committee.

Ali received M.S. and Ph.D. in animal science with major emphasis on biochemistry and statistics and research work in poultry nutrition.

### Agenda

- 4:15 Welcome & Opening Remarks  
Ali Kashani, Committee, Washington State Department of Agriculture
- 4:20 Committee Updates:  
Jennifer Combs, University of Kentucky  
Jo Lynn Otero, New Mexico Department of Agriculture
- 4:30 Consumer perceptions on Impact of Pet Food on Human Health  
Melanie Marquez, MS,  
Pet Food Specialist, Food and Feed Safety Division, Minnesota, Department of Ag.  
IFPTI Fellowship Program
- 4:40 Relationships Between the Violative Conditions Observed at Medicated Feed Manufacturers  
Inspected by the Minnesota Department of Agriculture; Commercial Feed Program  
Robert Leuer, MS, IFPTI Fellow  
Feed Regulatory Advisor, Food and Feed Safety Division, Minnesota Department of Agriculture  
IFPTI Fellowship Program
- 4:50 Comments/Suggestions for Future Meetings & Closing Remarks
- 5:00 Adjourn

## Presentations by IFPTI Fellows

Immediately following Current Issues and Outreach Committee  
Wednesday, August 5, 2020  
5:00–5:15 pm (EDT)

### Consumer Perceptions on Impact of Pet Food on Human Health

Melanie Marquez, MS  
Pet Food Specialist, Food and Feed Safety Division  
Minnesota Department of Agriculture  
IFPTI Fellowship Program



**Melanie Marquez** is a Pet Food Specialist at the Minnesota Department of Agriculture where she helps bring pet food labels into compliance with Minnesota Statutes and Rules. Melanie serves on the AAFCO Ingredient Definitions Committee and is the current Human Food By-products ingredient investigator. Before working for the State of Minnesota she specialized in Food Safety & Quality Assurance, as well as Food Safety and HACCP plan development. Melanie received her bachelor's degree in Foods and Nutrition from San Diego State University in Southern California where she grew up, and a Master's degree in Food Science from the University of Minnesota Twin

Cities. When she is not playing with her Pitbull mix June, Melanie enjoys running, baking, traveling with her boyfriend and remodeling their home.

### Relationships Between the Violative Conditions Observed at Medicated Feed Manufacturers Inspected by the Minnesota Department of Agriculture Commercial Feed Program

Robert Leuer, MS  
Feed Regulatory Advisor, Food and Feed Safety Division  
Minnesota Department of Agriculture  
IFPTI Fellowship Program



**Bob Leuer** is a Feed Regulatory Advisor at the Minnesota Department of Agriculture. Bob conducts commercial feed inspections in the Food and Feed Safety Division along with being a part of the drug residue program in the Dairy and Meat Inspection Division. He received his bachelor's and Master's degree in Animal Science from the University of Minnesota. Bob, his family, and their two cats live on a produce farm in Southern Minnesota.

## Notes

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## Pet Food Institute ALSTAR

Wednesday, August 5

5:00–5:15 pm (EDT)



### Michael Hill

Director, Center for Environmental and Regulatory Information Systems (CERIS)  
Purdue University

Michael Hill is the Director for the Center for Environmental and Regulatory Information Systems (CERIS) at Purdue University. Michael has over 25 combined years of software development experience in the public and private sectors. He joined CERIS in 2005 as a Programmer Analyst, became Systems Analyst in 2010, the Associate Director in 2017, and the Director in 2019. He holds both an A.S and B.S. degree in Computer Information Systems along with an M.S. degree in Adult Education. Michael also is a Certified Information Systems Security Professional (CISSP), Certified Scrum Master (CSM), and Certified Scrum Product Owner (CSPO).

The programs that Michael oversees at CERIS include the National Pesticide Information Retrieval System (NPIRS), Cooperative Agricultural Pest Survey Information Services (CAPSIS), National Plant Diagnostic Network (NPDN) National Repository, and BoilerApps. Additionally, the NPIRS program has managed and operated the Accepted Labels State Tracking and Repository (ALSTAR) since its inception.



### Martin Deubler

Assistant Director for the Center of Environmental and Regulatory Information Systems (CERIS)  
Purdue University

Martin Deubler is currently the Assistant Director for the Center for Environmental and Regulatory Information Systems (CERIS) at Purdue University. Martin has over 15 years of regulatory and state registration experience in the agricultural crop protection sector. He joined CERIS in 2018 as the NPIRS Program Manager and has continued to grow the program. The National Pesticide Information Retrieval System (NPIRS) continues to be the largest program at CERIS. The NPIRS program has managed and operated the Accepted Labels State Tracking and Repository (ALSTAR) since its inception back in 2009 and Martin serves as its Product Owner under an Agile environment. Martin has been an integral part of revamping this legacy program, introduced back in 1982. Martin has also taken on the duties of Assistant Director since 2019.

He holds a B.S. degree in Business Marketing. Martin also holds Agile certificates for Certified Scrum Master (CSM), and Certified Scrum Product Owner (CSPO) and has served on numerous boards over the years.



### Peter Tabor

Vice President of Regulatory and International Affairs  
Pet Food Institute

Peter Tabor serves as the vice president of regulatory and international affairs for the Pet Food Institute (PFI). He coordinates PFI's interaction with federal and state regulatory officials, as well as engages US and foreign government officials regarding market access for US pet food products.

Prior to joining PFI, Peter served in variety of capacities in the US Department of Agriculture Foreign Agricultural Service (FAS), most recently as the director of the plant division. During his tenure with FAS, Peter was charged with addressing export challenges for US plants and plant products. As a senior trade policy advisor for FAS, he also was responsible for negotiations with foreign and domestic stakeholders.

Peter earned his bachelor's degree from the University of California, Santa Barbara, his master's degree from the Monterey Institute of International Studies and his juris doctor degree from Loyola Marymount University.

A California native, Peter enjoys outdoor activities, including golf and cycling. These activities take a backseat, however, to spending time with his wife, Maria, and son, Nico.



**Jacob Fleig**

Program Coordinator

Missouri Department of Agriculture Bureau of Feed, Seed & Treated Timber

In December of 2010, Jacob joined the Missouri Department of Agriculture Bureau of Feed, Seed & Treated Timber as an Inspector II, covering 20 counties in the Northwest corner of the state, inspecting and sampling feed, seed, and treated timber and performing FDA contract work. After 2 years, he took a smaller area in the central part of the state which afforded more time to focus on additional responsibilities which included reviewing FDA contract work for the program, helping to transition into a new software system, attend advanced training related to emergency response and investigation as part of the state's Rapid Response Team and becoming a HACCP trainer for the department. In 2014, Jacob assisted in the transition to a new regulatory software program during which time he assisted with the program's testing, procedure creation and implementation as well as the training of staff on its use. In June 2015, he became a Program Coordinator for the department, with the additional responsibility of coordinating the implementation of the Animal Feed Regulatory Program Standards (AFRPS). For the past 4.5 years, he has been working towards achieving full implementation of the AFRPS, currently completing implementation of Standard 2 to complete this effort. During this time, he also went through the inaugural class of the Missouri Leadership Academy and continued to volunteer as a facilitator for the State's Missouri Way seminar. Jacob currently serves on the USA Food Safety/USA Plants Governing Council, and he is the chair of the USA Plants User Group. Within the AAFCO community, Jacob serves as the Technology Committee Chair and sits on the Ingredient Definitions Committee, the Inspection & Sampling Committee, and the Education & Training Committee.



**Lauren Myers**

Regulatory Innovation Manager

Royal Canin

Lauren Myers is the Regulatory Innovation Manager at Royal Canin located in their St. Charles, Missouri office. With a background in Biochemistry and Biotechnology, she works cross-functionally to enable new and ground-breaking cat and dog first innovations on a global scale, but with a US central focus. She is also responsible for the Food Safety Modernization Act (FSMA) regulatory responsibilities as well as dossier writing. Lauren brings over 10 years of experience with areas of expertise in Cat and Dog foods, Animal Chews, Treats, Supplements, and Drugs, Consumer pesticide products, 25(B) Products, Pesticide Devices, Aquatics, as well as Fertilizers and Plant Foods. Within her career, Lauren has been an active industry participant leading countless industry work groups, speaking at multiple industry and state lead assembly's and conferences, and previously chairing the NPIRS Advisory Council at Purdue University. Lauren is also a NPIRS Lifetime member and the recipient of many other awards and accolades. In her spare time, Lauren enjoys traveling the world, singing, and spending quality time with close family and friends.

## Proficiency Testing Program Committee

2020 AAFCO Annual Virtual Meeting

Thursday, August 6, 2020

11:00 am–1:00 pm (EDT)

### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

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### Brenda Snodgrass, Chair

Brenda Snodgrass, chair, is the Assistant Laboratory Director of the Oklahoma Department of Agriculture, Food & Forestry. She began working in the Oklahoma Agricultural Lab as a Feed & Pesticide Chemist in 1996 and became the agency's first full-time Laboratory Quality Manager in 1999. At that time Brenda became active in AAFCO as a member of the Laboratory Methods & Services Committee (LM&SC).

While serving on the LM&SC, she was a contributing member of the Quality Assurance Workgroup, helping to revise & update the AAFCO Quality Assurance/Quality Control Guidelines for Feed Laboratories for both the 2007 & 2014 Editions. Brenda holds a BSc. in Analytical Chemistry from Southwestern Oklahoma State University. She is a native Oklahoman whose family still actively farms & ranches in southwestern Oklahoma.

### Agenda

- 1) Call to Order
- 2) Review and Approval of Agenda
- 3) Introductions
  - a) Liaison with committee
- 4) Program Leadership and Administrative Update
  - a) Financial
    - i) Fee Increase
  - b) Accreditation Update
  - c) Survey(s)
    - i) Dietary Fiber
    - ii) Antibiotics/Drug
- 5) Scheme Discussion – A. Crawford, L. Ogden and B. Snodgrass
  - a) Program Participation Report
  - b) Animal Feed Scheme
  - c) Pet Food Scheme
  - d) Mycotoxin Scheme
  - e) Minerals Scheme
- 6) Quality Reference Materials
- 7) Official Publication
  - a) Analytical Variances Update
- 8) Roundtable
- 9) Adjournment

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# Ingredient Definitions Committee

2020 AAFCO Annual Virtual Meeting

Meeting via Webinar (2 sessions)

Thursday, August 6, 2020

1:15–3:00 pm (EDT)

Friday, August 7, 2020

1:15–3:00 pm (EDT)

## Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

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### Richard Ten Eyck, Chair

Richard Ten Eyck (pronounced ten ike) was born and raised in Oregon. Richard holds a B.S. in Animal Science from Oregon State University. His 35 years in the feed industry has covered all sides of the business including ingredient buying, farm store sales, nutrition, formulation and state regulatory. He is a past President of the Association of American Feed Control Officials (AAFCO). He has served on several working groups that prepared comments on the FSMA rules and is involved with the NASDA implementation team for the Animal Food Framework for states. He is currently the Feed Safety Specialist with the Oregon Department of Agriculture. The one-person state program regulates 420 mills making 5000 products. He volunteers with Association of American Feed Control Officials (AAFCO) as chair of the Ingredient Definitions Committee and member of the Feed Labeling Committee. Richard lives on the historic family farm in Sandy, Oregon raising goats, Christmas trees and hay. He has been married to his wife Kim for 40+ years and has two adult daughters. He's a grandpa and a Leader of the local 4-H livestock club. The family farm has 2 dogs, Rae a Great Pyrenees and Herkimer an Anatolian Shepard.

Documents supporting the agenda are posted in the [BIN Library](#) / Ingredient Definitions / Investigator Recommendations -or- contact the person listed on the agenda with questions. There are links embedded in the agenda to most of the documents. Log into the BIN first and then open the agenda for best retrieval.

## 8/6/20 Session 1 (105 minutes) 1:15–3:00 pm (EDT)

- 1) Edits on page 350 – Richard Ten Eyck (5 min)  
on page 350 of the 2020 OP rev 1 Edit the paragraph:

### Official Common or Usual Names and Definitions of Feed Ingredients

As Established By The Association Of American Feed Control Officials

The **bold print name** and international feed name (IFN) are both acceptable as ingredient names, unless designated otherwise in the definition.

Occasionally an item may be suggested as an ingredient in a mixed feed that is not listed in this publication. When this happens, the appropriate investigator should be contacted **to develop an ingredient definition, a term developed, and the product defined.** Some ingredients, e.g. sugar, are so common there is no need to define them.

- 2) **T3.1 Sun Cured Alfalfa Meal** ([move to official](#))—Erin Bubb (10 min)
- 3) **57.166 Chromium Propionate** ([revise official definition](#)) to match CFR (3) In feed for horses at a level not to exceed an intake of 4 mg of chromium from chromium propionate per horse per day. -- Jennifer Kormos (10 min)

- 4) **57.169 Iron-choline citrate complex** made by reacting approximately equimolecular quantities of ferric hydroxide, choline, and citric acid may be safely used as a source of iron in animal feed. Minimum iron (Fe) must be specified. 21 CFR 573.580 [new official definition](#) (CFR) – Jennifer Kormos (10 min)
- 5) **T60.118 Ground Juniper** ([move to official](#)) – Erin Bubb (5 Minutes)
- 6) **T71.40 Low Glucosinolate High Erucic Acid Rapeseed Meal**, [new tentative definition](#)- Falina Hutchinson (10 min)
- 7) **71.77 Canola Meal**, [edit current official definition](#), leave official- Falina Hutchinson (5 min)
- 8) **73.046 Silicon Dioxide**, [replace official definition](#) (CFR)- Dave Edwards (10 min)
- 9) **73.052 Sodium Aluminosilicate** as an anticaking agent. [Add to the OP as Official \(CFR\)](#). *This is the same definition IDC approved in March 2020. Returned to IDC by the BOD for clarity on implementation.* -- Richard Ten Eyck (10min)
- 10) **Table 73.001** (page 432 2019 rev 1OP) in section 73, Technical Additives, for sodium silicoaluminate [Add a note in the limitations section](#) **“remove this item in the 2022 OP, replaced with 73.052 Sodium aluminosilicate.”** - Richard Ten Eyck (5Min)
- 11) **Table 73.001** Edit – Richard Ten Eyck (5 Min)  
there is a typo in 73.001 Diacetyl tartaric acid esters of mono and diglycerides ~~or~~ **of** edible fats or oils, or edible fat-forming fatty Acids 2020 rev 1 Online OP page 437

|  |                    |                   |   |
|--|--------------------|-------------------|---|
| Diacetyl tartaric acid esters of mono and diglycerides or edible fats or oils, or edible fat-forming fatty acids<br>IFN 8-07-248 | 21 CFR<br>582.4101 | Emulsifying agent | In accordance with good manufacturing practices |
|--|--------------------|-------------------|---|

- 12) **T73.430 L-Lactic acid** (motion: [replace the tentative definition](#) with this one) – Richard Ten Eyck ( 5 min) page 453 of the 2020 rev 1 online OP  
**T73.430 (A) L-Lactic acid** is a sequestrant with a minimum content of 97% L-lactic acid on a dry matter basis ~~and a maximum of 0.5% D-isomer~~ 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.  
(expected meeting time 95 min)

## 8/7/2020 Session 2 (105 minutes) 1:15–3:00 pm (EDT)

**\*If session 1 covers the planned agenda with time remaining we will start on this session and do up to the first 4 items.**

- 13) \*Hemp Update – Falina Hutchinson, MT (5 min)
- 14) \*IDC to discuss draft workgroup charge: Omaha Workshop – Meagan Davis (10 Minutes)  
The Board of Directors has asked IDC to plan and execute a workshop at the Omaha AAFCO Annual meeting in August 2021 on Developing Ingredient Definition submission requests. Volunteers Include: Meagan Davis, AFIA; \_\_\_\_\_ CVM; Betty Mcphee; Kristi Smedley; Lindsey Meyers; \_\_\_\_\_ IDC; ETC Liaison is \_\_\_\_\_  
draft workgroup charge:  
*Design and deliver a workshop that describes the process of bringing a new ingredient to market, with a focus on the AAFCO process. The workshop should show the extent of data needed and provide discussion of ways to improve the AAFCO definition request process.*
- 15) \*Not-Defined workgroup update .Working on an index of common foods. – Kent Kitade (10 min)
  - a. Recommendations?
- 16) \*NANP workgroup report -- Mike Kropf (10 min)
  - a. [Recommendations to be forwarded](#) to BOD are in the document.

(expected meeting time 110 min)

## Announcements

- 22) GRAS Notice Training - ~~Baltimore 8/5/2020~~ - status update. This will be moved to the midyear 2021 meeting. —Dave Edwards (0 minutes)
- 23) AAFCO Investigator Training - ~~Baltimore 8/4/2020~~ status update. This will be done virtually. - Charlotte Conway (0 minutes).
- 24) Next Meetings: e-meeting October 2020-- Richard Ten Eyck (0 min)

## Notes

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## Notes

## Education and Training Committee

2020 AAFCO Annual Virtual Meeting

Thursday, August 6, 2020

3:15–4:00 pm (EDT)

### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aafco-am20.myconferencenow.com/> and click on "Listen Now." No access to chat or [Slido](#) will be available for listeners selecting this option. Committee members and advisors will have live microphones. Chat will be used for voting by committee members. Committee members—please log on 15 minutes prior to each session so the vice-chair can determine quorum and we can do audio checks.



### Marissa Kost, Chair

Marissa was born and raised in Ohio prior to moving to North Carolina to attend college. She graduated from North Carolina State University with a B.S. in Animal Science and Poultry Science. She continued her education at NCSU to receive her M.S. in Poultry Science with a minor in statistics. She has worked with the North Carolina Department of Agriculture & Consumer Services in the Animal Feed Program for almost 3 years as an Agricultural Compliance Officer. Marissa attended her first AAFCO meeting in 2018 in Ft. Lauderdale, FL. She has been a member of the Education and Training Committee since 2017 and has served as committee chair

since May 2019. In her spare time, she enjoys traveling, cooking, and spending time with friends and family.

### Welcome, Introductions & Opening Remarks

Marissa Kost, Committee Chair

### Workgroup Updates (15 mins)

Training Calendar – Jacob Fleig, MO

Leadership Training – Darlene Krieger, FDA

### Training Availability Update (15 mins)

FDA OTED Training Update – FDA OTED

Industry Training – Scott Ringger, AFIA

AAFCO Online Training Program – Sue Hays, Executive Director

### Workshop Calendar Request Update (5 mins)

Midyear Meeting 2021 (San Antonio, TX): GRAS Workshop (*Rescheduled from Annual 2020*)

Feed Administrator's Seminar 2021 (Estes Park, CO): *Dates TBD (Rescheduled from 2020)*

Annual Meeting 2021 (Omaha, NE): Ingredient Definitions Submission Preparation Workshop

Midyear Meeting 2022 (Mobile, AL): OPEN – Pet Food Labeling Workshop?

### Feed Administrator's Seminar Sub-Committee (10 mins)

### New Business

### Adjourn

## Notes

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## Dr. Timothy Schell, PhD

### Keynote Speaker

2020 Annual Virtual Meeting

Thursday, August 6, 2020

4:15–5:00 pm (EDT)

### Coronavirus Impacts on Animal Food

#### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

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**Dr. Timothy Schell** is the Director of the Office of Surveillance and Compliance (OS&C) in the Center for Veterinary Medicine at FDA. The Office is responsible for monitoring marketed animal drugs, food additives, and veterinary devices to assure their safety and effectiveness. Prior to the OS&C Director role, he led regulatory affairs strategies in several areas at Elanco Animal Health, expanding the firm's global initiatives in animal drugs and feed additives. He rejoined FDA in February of 2019. Previously at the FDA, he served with CVM for fourteen years, joining in 2000 as a reviewer of new animal drugs for swine and poultry. Over the course of his tenure, he held increasingly more challenging and higher profile positions throughout the Center

that solidified his expertise in animal foods and drugs, as well as applied research. He held the positions of Team Leader for the Swine and Poultry Drugs team, Deputy Director of the Division of Animal Feeds, and acting Director and Deputy at CVM's Office of Research. Prior to joining the FDA, Dr. Schell was an Assistant Professor at the University of Georgia with specialization in swine nutrition. He also worked at Continental Grain Company for four years as a swine research consultant, conducting nutrition research and consulting with livestock producers.

Dr. Schell earned his Master of Science and Ph.D. in animal nutrition at Virginia Polytechnic Institute and State University in Blacksburg, Virginia. He completed his undergraduate degree in animal and dairy sciences at Auburn University.

#### Notes

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## Laboratory Methods and Services Committee

2020 AAFCO Annual Virtual Meeting

Friday, August 7, 2020

11:00 am–1:00 pm (EDT)

### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aaferco-am20.myconferencenow.com/> and click on "Listen Now." No access to chat or [Slido](#) will be available for listeners selecting this option.

Committee members and advisors will have live microphones. Chat will be used for voting by committee members. Committee members—please log on 15 minutes prior to each session so the vice-chair can determine quorum and we can do audio checks.



#### **Kristi McCallum, Co-Chair**

Kristi is the Laboratory Manager for the Colorado Department of Agriculture Biochemistry Laboratory. Kristi has worked for the Colorado Department of Agriculture-Biochemistry Laboratory (CDA-BCL) for over 21 years and has been a food microbiologist for over 25 years. She manages the work performed under ISO 17025:2017 requirements, and manages the Federal Grant Cooperative Agreements. Kristi currently performs and supervises the analysis of human and animal food and environmental samples for microbial and chemical toxins, biological threat agents and pathogenic bacteria. She currently supervises the analysis of animal food and fertilizers for regulatory compliance, the Pesticide Unit including the analysis of pesticides in groundwater and surface water, vegetation, soil, and marijuana. Lastly, Kristi supervises the analysis of hemp for THC for the Industrial Hemp Regulatory Program. During her career at CDA, she has validated and implemented rapid methods for testing foods and feeds for *Salmonella*, *Shigella*, pathogenic *E. coli*, *Listeria*, and toxins such as *Staphylococcus* enterotoxins, C. bot toxins, rt-PCR and ELISA. Research work she has been involved in includes pathogen testing in fresh produce, detection of Norovirus by rt-PCR in foods, and detection of biothreat agents in food. Kristi served on the Technical Advisory Committee for the USDA Microbiological Data Program which was a national produce testing program from 2002-2012. She currently serves as a member of the American Association of Feed Control Officials (AAFCO) Laboratory Methods and Services Committee, Co-chair AAFCO Quality Assurance committee, and APHL Feed and Food Testing Accreditation Committee.



#### **Dr. Sharon F. Webb, Co-Chair**

Dr. Webb is the Director of Quality at the University of Kentucky, Division of Regulatory Services (UKDRS). During her undergraduate education, she had the opportunity to work at the National Center for Toxicological Research on 2 projects. Upon receiving her Bachelor of Science in Chemistry, she was admitted to Auburn University as a Ph.D. student receiving a full Graduate Assistance in Areas of National Need for Physical Chemistry. After graduation, she became the Manager of the Mass Spectrum Facilities at the University of Alabama, where she was part of a team that was working in proteomics, examining products of ionizations of small proteins. She is currently the Director of the Quality Program at the University of Kentucky's Division of Regulatory Services. In addition to her volunteer work with AAFCO, she is an active member in the Association of American Plant Food Control Official's (AAPFCO) Magruder Check Program Committee, Terms and Definitions Committee, and is the Vice-Chair of their Laboratory Services Committee. She has been an active Leader of the Mineral and Trace Metals Group of the Methods Forum, associated with AAPFCO, and the study champion for the Association of Official Analytical Chemists International (AOACI) Official Method, 2017.02. She has been married to Ken Webb for 25 years; has three children, Symantha, Matalyn, and Jacob; and three poodles, one in each size. She loves word games, quilting, and sewing in her free time. She is a life-time fan of University of Kentucky Men's Basketball and loves meeting members of the Big Blue Nation when she travels.

|                     |  |   |
|---------------------|--|---|
| <b>11:00 am</b>     | Welcome & Adoption of Agenda   | Co-Chairs   |
| <b>11:10 am</b>     | Multi-Laboratory Validation: An LC-MS/MS Method for Antibiotics in Distillers Grains | Hemakanthi De Alwis, Ph.D., FDA                       |
| <b>11:45 am</b>     | COVID-19 Lessons Learned – A Feed Lab Perspective                                    | Kristi McCallum, CDA<br>AAFCO LMSC Co-chair           |
| <b>12:05 pm</b>     | Public Health Laboratory System Database (PHLSD)                                     | Lorelei Kurimski, APHL<br>Director of Quality Systems |
| <b>1:00–1:15 pm</b> | <b><i>Adjourn - Break</i></b>  |   |

## Hemakanthi De Alwis, PhD

2020 AAFCO Annual Virtual Meeting  
Friday, August 7, 2020  
11:10–11:45 am (EDT)

### Multi-Laboratory Validation: An LC-MS/MS Method for Antibiotics in Distillers Grains

#### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

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**Dr. De Alwis** is a principal investigator involved in the development and evaluation of analytical methods for drug residues and environmental contaminants in animal tissues, fluids and feeds in the Office of Research/Center for Veterinary Medicine (CVM) of the US Food and Drug Administration (FDA). Prior to joining CVM in 2006, she worked at Centers for Disease Control and Prevention, GA, as a research fellow for few years where she developed analytical methods for the trace level determination of pesticide metabolites and flame retardants in human matrices.

She received her doctoral degree in physical organic chemistry from Flinders University, Australia following which she had a teaching career at the Department of Chemistry of the University of Colombo, Sri Lanka, for 14 years before coming to the US.

2020 Annual Virtual Meeting  
Friday, August 7, 2020  
12:05–1:00 pm (EDT)

## Meeting Access

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aafco-am20.myconferencenow.com/> and click on "Listen Now." No access to chat or [Slido](#) will be available for listeners selecting this option.



## Notes



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# Feed and Feed Ingredient Manufacturing Committee

2020 AAFCO Annual Virtual Meeting

Friday, August 7, 2020

3:15–4:00 pm (EDT)

## Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aafco-am20.myconferencenow.com/> and click on "Listen Now." No access to chat or [Slido](#) will be available for listeners selecting this option.

Committee members and advisors will have live microphones. Chat will be used for voting by committee members. Committee members—please log on 15 minutes prior to each session so the vice-chair can determine quorum and we can do audio checks.

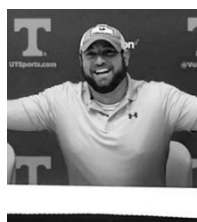


### Austin Therrell, Co-Chair

Austin currently serves as the Feed Program Coordinator for the South Carolina Department of Agriculture where he is responsible for the supervision of the animal feed regulatory program. He graduated from Clemson University with a BS in Animal and Veterinary Science in 2013.

Prior to his time at SCDA Austin worked for a family owned pet food company in the sporting dog industry. During his time there he was able to learn about the manufacturing and marketing side of the pet food industry and form relationships with feed dealers and distributors across South Carolina.

Austin serves on AAFCO's Pet Food Committee, as a Co-Chair of the AAFCO Feed and Feed Ingredient Manufacturing Committee, and as a member of the AAFCO Board of Directors.



### Eric Brady, Co-Chair

Eric Brady is the Statewide Supervisor for Ag Inputs Section for the Tennessee Department of Agriculture. Over the last four years, Eric has overseen daily field operations for the Feed, Seed, Fertilizer, and Lime programs and managed field inspectors across the state. Eric has been involved with AAFCO as the co-chair of Feed and Feed Ingredient Manufacturing and on the training cadres for BITS and AITS. Before this role, Eric was the Stormwater Coordinator for the City of Crossville. Eric holds a Master's degree in Agriculture and Natural Resource Systems

Management from the University of Tennessee. In his spare time he enjoys cattle farming and hunting.

## Purpose Statement

Working cooperatively with the Food and Drug Administration, Canadian Food Inspection Agency, feed and feed ingredient manufacturers and other relevant domestic and international stakeholders, develop science- and risk-based regulations. Such regulations would support the implementation of effective inspection and compliance strategies as well as be useful in providing education and information to stakeholders. The overall goal is to minimize the presence of chemical, microbiological and physical hazards in animal feeds to the levels necessary to protect human and animal health.

## Agenda

- 1.) Welcome and Committee Member Introduction (Eric Brady)
- 2.) Review Action Items/Reports from Working Groups and Liaisons
  - Ingredient Statement Verification Tool Update -Therrell
  - Mineral Guidelines Working Group - Burkholder
  - Working Group 3 – Contaminant and Hazard Lab Strategy - Brady
  - Working Group 4 – Inspector Training for Ingredient Manufacturing Inspections – Brady
- 3.) Canadian Regulatory Update (Laura Scott)
- 4.) Industry Stakeholder Updates
- 5.) Other Business



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## Strategic Affairs Committee

2020 AAFCO Annual Virtual Meeting

Friday, August 7, 2020

4:15–5:00 pm (EDT)

### Meeting Access

The [Full Access Registration](#) includes the live webcast of this committee meeting. Registrants will receive their username and password along with instructions to access and use the portal 3 days in advance of August 5. [Slido](#) will be used for questions from registrants.

Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Access this complimentary listen-only system through this website <https://aaftco-am20.myconferencenow.com/> and click on "Listen Now." No access to chat or [Slido](#) will be available for listeners selecting this option. Committee members and advisors will have live microphones. Chat will be used for voting by committee members. Committee members—please log on 15 minutes prior to each session so the vice-chair can determine quorum and we can do audio checks.



### Linda Morrison, Chair

Linda Morrison, chair, has post-graduate education in Animal Science from Macdonald College of McGill University. She has almost three decades experience managing the Feed Program in Canada and was the Director of the Animal Feed Division, Canadian Food Inspection Agency (CFIA) (1982-2012). Linda also worked with the CFIA's Inspection Modernization Office to develop the Integrated Agency Inspection Model for a common approach to inspecting food, animal and plant health. Linda has been an active AAFCO member since 1986. She has served as Chair of the Strategic Affairs

Committee for many years and led Strategic Planning activities. She has served on the Board of Directors and was President in 1998-99. Linda retired from the CFIA in 2016 whereupon she became a Life Member to continue to support AAFCO.

### Agenda

1. Introductions and Agenda Review
2. Sub-Committee
  - By-Laws: Ken (Appendix 1 including Attachments A-D and A1)
    - Board authority regarding Committee recommendations
    - Clarify Board Liaison role for Procedures Manual
    - Clarify Committee Coordinator Role for Procedures Manual
    - Clarify Life Member rights
    - Proxy voting
3. Strategic Planning 2017-20
  - Update from Responsible Committees
4. Strategic Planning 2021+
  - Update
5. Procedures Manual
  - 2020 Midyear SAC approved edits
    - Conflict of Interest new section
    - Board of Directors - Executive Committee description
    - Board Liaison responsibilities (Table 1 and Table 3)
  - 2020 Annual draft edits
    - Conflict of Interest General Operating Procedures and provisions for Contractors
    - Added Association Support section to detail Executive Director and Association Management Firm roles as well as evaluation procedures
    - Travel procedures
    - Technology Committee (outstanding)
6. Other business

**Action Item Table**

| <b>Responsible</b>        | <b>Item</b>   | <b>Action</b>   | <b>Timing / Status</b>                              |
|---------------------------|---|---|---|
| By-Laws (Ken)             | Board authority regarding Committee recommendations           | Investigate whether AAFCO board can kill/amend a committee recommendation (By-Laws, Article VII). Sub-Committee recommends review by legal counsel. Based on counsel's guidance, new language should be drafted in Article VII to clarify.  | August 2020   |
| By-Laws (Ken)             | COI provisions in contracts                                   | COI provisions should be in contracts as appropriate, subject to Board review, By-Laws to consider adding clarification to the Procedures Manual.   | Draft circulated for August 2020 meeting discussion |
| By-Laws (Ken)             | Clarify Board Liaison role                                    | Provide additional detail in the Procedures Manual to make the role of the Board liaison clearer respecting review of committee agendas and reports.  | August 2020   |
| By-Laws (Ken)             | Clarify Committee Coordinator Role                            | Review Procedures Manual to clarify committee coordinator role and key activities with respect to the process; could include ED as process leader.  | August 2020   |
| By-Laws (Ken)             | Clarify Life Member and multiple member representative voting | Make implicit in By-Laws, Section 2 voting, that it is membership meeting voting only. Multiple representatives from one organization and life members can vote during committee activities. Clarify interpretive language in Official Publication and Procedures Manual as well. | August 2020   |
| Strategic Affairs (Linda) | Procedures Manual   | Consulted Board about making additional edits to the Procedures Manual regarding to travel procedures, Executive Director, Association Management Firm duties, Conflict of Interest information   | Draft circulated for August 2020 meeting discussion |

## **Appendix 1: By-Law Sub-committee report 06/09/2020**

### **Sub-Committee Recommendations to SAC**

- 1) Recommend adding a section in Committee Guidelines in OP and Procedures Manual regarding voting by proxy guidelines. This section would cover proxy voting for general session, board meetings and committee meetings. Edited Proxy Voting Form is attached. **See Attachment A**
- 2) Recommend adding language to Committee Guidelines in OP and Procedures Manual regarding life members have the right to chair an AAFCO committee. AAFCO has long had life members on committees and chairing committee meetings. **See Attachment B**
- 3) Recommend clarifying bylaws Article II section 3 regarding life membership rights. **See attachment C.**
- 4) Recommend adding language to Committee Guidelines in OP and Procedures Manual regarding life members right to vote. **See Attachment D**
- 5) Recommend having the Executive Director, FASS and the Secretary Treasurer manage whether Conflict of Interest provisions should be in contracts. At the previous meeting it was indicated that they already are included in most contracts. **(no document)**

## **By-Law Sub-Committee Minutes 6/9/20**

Sub-Committee Participants present during call on 06/09/2020:

Erin Bubb – PA, Richard Ten Eyck – OR, Ken Bowers – KS.

Doug Lueders – AAFCO life member absent

The by-law sub-committee discussed items regarding proxy voting for the AAFCO general sessions, committee meetings, board meetings and advisors for committee meetings. We determined this needed added clarity and have made recommendations in attachment A.

We also discussed if AAFCO needs to have a procedure to identify which person from each state is the voting representative. At this time, it is our recommendation that this isn't needed. The process of the association business meeting set up should be handled by the ED and FASS. The President should settle any representation discrepancies before the meeting if possible or during the meeting if needed.

We discussed the process of Advisor substitutions. Proxy is not appropriate for advisors. They are not voting. They are there to provide expertise to the conversation if needed. If advisors wish to have a substitute for a meeting they must communicate with the president and committee chairs and be prepared to offer written justification for the substitution to the president, if asked

Life member chairing a committee meeting and voting in committee meeting was discussed. It was determined that life members have the right to chair committees and to vote in committee meetings and workgroups. We have a number of life members that stay active in AAFCO. They are experienced former AAFCO members and are often experts in the committee work. Since committee recommendations have to proceed through the Board and membership business meeting voting, there are enough other "member" only votes to ensure careful Association oversight. Life members should not vote in the business meeting of the association.

Call was adjourned about 90 minutes.

## **Attachment A**

Committee Guidelines Page 96 at end of Committee Meeting Operating Procedures also add attached Proxy Voting Procedure form (Attachment A1).

Procedures Manuel Page 6

Insert language to read:

Voting by Proxy

General session business meetings:

If a Member agency of AAFCO is unable to participate in the association business meeting, but still wants to vote, the Member agency can designate another Member agency to vote by proxy. The Member agency must email the President and the voting member agency that will proxy for them. The proxy template may be used, but at minimum, the notification must include the following:

- The name of the member agency
- The name of the proxy member agency
- The duration of the proxy

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the General session business meeting. The president will announce at the meeting if there are any member agencies who have given their voting rights by proxy to another member agency. This will be recorded in minutes.

AAFCO board meetings:

If a board member is unable to participate in a board meeting, but still would like to vote, the board member can designate another board member to vote for them by proxy. The board member must email the President and the board member that will proxy for them. The Proxy template may be used, but at minimum, the notification must include the following:

- Board member's name
- The name of the proxy board member
- The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the board meeting. The president will announce at the board meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

Committee meetings:

If a committee member is unable to participate in a committee meeting, but still wants to vote, the committee member can designate another committee member to vote for them by proxy. The committee member must email the committee chair /co-chair and the committee member that will proxy for them. The Proxy template may be used but at minimum the notification must include the following:

- Committee member name
- The name of the proxy committee member
- The duration of the proxy.

If duration is not specified, the proxy will only be good for one meeting. This must be done prior to the beginning of the committee meeting. The committee chair will announce at the beginning of the committee meeting if there are any proxies being used at the meeting. This will be recorded in the minutes.

### **Attachment B**

Committee Guidelines Section Life Members Page 103

Procedures Manual Page 23-24

Add:

Life members have the right to chair AAFCO committees.

### **Attachment C**

Pg. 88, By-laws 2020 OP

**Article II Section 3. Life Membership.** The Board of Directors shall have authority to bestow life membership upon any individual who has made an outstanding contribution to the work of the Association. Such person shall thereafter be entitled to exercise all the rights of membership with the exception of voting ~~as identified in Section 2 of this Article~~ **in the association's business meetings** but shall be exempt from the payment of annual membership dues.

### **Attachment D**

Committee Guidelines Section Life Members Page 103

Procedures Manual Page 23-24

**Add:** Life members have the right to vote in committee meetings and workgroups but not the association's general business meetings.

### **Attachment A1**

#### **AAFCO Proxy Voting Procedure**

If a Member is unable to participate, but still wants to vote, the Member must follow the Proxy Voting guidance. The Member may complete this Proxy Voting Form or at minimum, provide the below information in an email to the appropriate persons, as outlined in the Procedures Manual. Completion of the form and notification to the appropriate persons, authorizes the Member designated to vote on the absent Member's behalf.

The completed, signed Proxy Voting Form or an equivalent email notification can be provided to the appropriate person and received in advance or at the Meeting stipulated below in order to exercise the proxy vote.

The form conditions are shown below. It is available at: *website and/or Feed BIN location or from Association Management Firm*



## Proxy Voting Form

Name of Member Agency

---

Name of Proxy Agency

---

I, (printed name to follow)

---

hereby give my proxy to: (printed name to follow)

---

I authorize my proxy to vote on my behalf on any item or issue arising at: (stipulated meeting and date to follow)

---

The proxy designation is valid for the stipulated meeting date(s).

Designated Meeting \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Notes

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