



Association of American Feed Control Officials

**2021 AAFCO Annual Meeting
Agenda Book**

Virtual

August 2–4, 2021

AAFCO 2021 Annual Meeting - Virtual Schedule of Meetings and Speakers

All times are in Eastern Daylight Time. Please adjust for your time zone.

Meeting Access

- The [Full Access Registration](#) includes the live webcast of all committee meetings and speakers. Registrants will receive the webcast link with a unique password to use to access all AAFCO committee meetings and speakers.
- Complimentary live [Audio Listen-Only Access](#) (no webcast access) will be available. Instructions to access this complimentary listen-only option will be available on the AAFCO website.

Monday, August 2

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

12:15 pm–12:30 pm
Break

12:30 pm–1:30 pm
Current Issues and Outreach Committee

1:30 pm–1:45 pm
Break

1:45 pm–3:15 pm
Pet Food Committee

3:15 pm–3:30 pm
Break

3:30 pm–5:00 pm
Ingredient Definitions Committee - Session 1

5:00 pm–5:30 pm
PFI-ALSTAR Update

Tuesday, August 3

10:30 am–11:00 am
USAPlants SAFHER Update

11:00 am–11:30 am
Dr. Tim Schell, FDA CVM Activities Update

11:30 am–11:45 am
Break

11:45am–12:45pm
Proficiency Testing Program

12:45 pm–1:00pm
Break

1:00 pm–2:00pm
Feed Labeling Committee

2:00 pm–2:15pm
Break

2:15pm–3:15
Education and Training Committee

3:15pm–3:30pm
Break

3:30pm–5:00pm
Ingredient Definitions Committee - Session 2

Wednesday, August 4

11:00 am–1:45 pm
Laboratory Methods and Services Committee

1:45 pm–2:00 pm
Break

2:00 pm–2:45 pm
Feed and Feed Ingredient Manufacturing Committee

2:45pm–3:00 pm
Break

3:00 pm–3:45 pm
Model Bills and Regulations Committee

3:45 pm–4:00 pm
Break

4:00 pm–5:30pm
Strategic Affairs Committee

Committees Not Meeting:
Enforcement Issues Committee
Inspection and Sampling Committee
Technology 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 2021 AAFCO Board of Directors



Erin Bubba, President

Erin Bubba currently serves AAFCO as President. 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.



George Ferguson, President-Elect

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.



Kristen Green, Immediate Past 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.



Ashlee-Rose Ferguson, Secretary-Treasurer

Originally hailing from outside of Philadelphia, Ashlee-Rose Ferguson obtained her Bachelor of Science in Wildlife Science from State University of New York: College of Environmental Science & Forestry/Syracuse University. Then going on to gain valuable public and environmental health experience with: Washington State Department of Health in the Zoonotic Disease section; Clemson University in the Department of Entomology, Soils, and Plant Sciences; South Carolina Department of Health & Environmental Control in Retail Food Protection and Vector Surveillance Programs.

She moved back to Washington State in late 2017 to work with Washington State Department of Agriculture's Animal Feed Program as their Animal Feed Regulatory Program Standards (AFRPS) Coordinator, now Assistant Program Manager. Prior to her third cross-country move, Ashlee-Rose served as the Vice President for South Carolina Environmental Health Association. She is currently serving as the International Health Committee Vice Chair with Washington State Environmental Health Association, is a Registered Sanitarian/Registered Environmental Health Specialist, and a Cohort VII graduate of the International Food Protection Training Institute (IFPTI) Fellowship in Food Protection.

When Ashlee-Rose is not working, she enjoys living in a lush temperate rainforest along a salmon spawning creek, photography, traveling, and spending time with her loved ones (which includes her fiancé, Vladimir and their three cats: Koca, Luna, and Mickey, probably a dog soon too).



Austin Therrell, Director

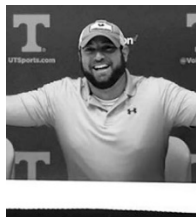
Austin currently serves as the Feed Program Coordinator for the South Carolina Department of Agriculture where he is responsible for the supervision of the animal feed regulatory program. He graduated from Clemson University with a BS in Animal and Veterinary Science in 2013. Prior to his time at SCDA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



Laura Scott, Director

Laura is a National Manager in the Animal Feed Division of the Canadian Food Inspection Agency where she is responsible for leading the feed regulatory modernization project and outreach and communications for the feed program. She graduated from the University of Guelph with a BSc in Animal Biology and an MSc in Animal Nutrition. Her experience with the CFIA includes product registration, policy development and regulatory development. Laura serves on AAFCO's Feed and Feed Ingredient Manufacturing, Ingredient Definition, and Inspection and Sampling

Committees, and as a member of the AAFCO Board of Directors.



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

2021 AAFCO Annual Virtual Meeting

Monday, August 2, 2021

11:00 am–12:15 pm (EDT)

Meeting Access

Full access registration includes the live webcast of this committee meeting. The virtual service provider for this meeting is the same provider AAFCO worked with in January for the 2021 AAFCO Midyear Meeting.

July 26: full access registrants receive their username and password along with a video offering instruction on how to access and use the portal. Because of the updates to the platform, we recommend you watch this video to be sure you maximize your experience.

Lost your access codes or need other technical support for the video platform? Email support@performedia.com any time you need assistance—even during or after our meeting.

Full access registrants may use these buttons during our meeting:

- Join Live Sessions
- Chat – make an inquiry which is visible to all meeting attendees
- Ask a Question – make an inquiry privately, and automatically send an email to AAFCO representatives
- Schedule – single page agenda-at-a-glance for the full meeting (all days)
- Speakers – pictures and brief biographies of the panelists and the keynote speakers
- Resources – agenda book will be available to download here along with other helpful resources
- Button to launch a PDF of committee members and advisers in the meeting (nonparticipating committee members or advisers will not be noted, and late arrivals may not be on the list)

The chat feature will be available to everyone with full access registration and is one option for questions during committee meetings. Chat is not planned to be used for voting at this meeting.

At the direction of the committee chair, verbal comments may be made during committee meetings.

Instructions for joining a queue to voice a comment during a committee meeting will be provided in the platform after you log in with your username and password.

Complimentary live-audio listen-only access (no video webcast access) will be available. The connection to access this complimentary feature will be available via a button on the video platform. No access to the webcast features and benefits available under the full access registration will be available for listeners selecting this option. If you decide you need to upgrade to full access registration, you are invited to do so at any time during our meeting through the Meetings page on our [website](#).

Committee members—please log on 45 minutes prior to each session to allow the vice chair to determine quorum and to do audio checks.

Agenda

- 1) Convene Business Session of the Association—Erin Bubb, President
 - 1) Welcome and opening remarks
 - 2) Announcement of new life members
 - 3) Presentation of awards
 - 4) Memorials
- 2) **Acceptance of committee reports from:** Current Issues and Outreach, Education and Training, Feed and Feed Ingredient Manufacturing, Feed Labeling, Ingredient Definitions, Ingredient Definitions eMeeting 4/1/2021, Inspection and Sampling, Laboratory Methods & Services, Model Bills and Regulations, Model Bills and Regulations eMeeting 3/2/2021, Model Bills and Regulations eMeeting 6/15/21-6/22/21, Pet Food, Proficiency Testing, Strategic Affairs, Technology Committee—George Ferguson, President-Elect
(Reports are published on the AAFCO website on the Annual Meeting 2021 page, left side, under the heading “Committee Reports.”)
- 3) **Acceptance of Committee Recommendations**—George Ferguson, President-Elect
Ingredient Definitions Committee
 - 1) **Publish a new tentative definition: T33.29 Black Soldier Fly Larvae Oil** is the product obtained by mechanically extracting the oil from dried larvae of Black Soldier Fly, *Hermetia illucens*, that have been raised on a feedstock composed exclusively of feed grade materials. It is intended for use in swine and finfish feed as a source of energy consistent with good feeding

practices. It consists predominantly of glyceride esters of fatty acids and contains no additions of free fatty acids or other materials obtained from fats. It must contain, and be guaranteed for, not less than 90% total fatty acids, not more than 2% unsaponifiable matter and not more than 1% insoluble impurities. Maximum free fatty acids and moisture must also be guaranteed. If an antioxidant(s) is used, the common name or names must be indicated, followed by the words "used as a preservative".

Board Recommends Acceptance.

- 2) **Publish T60.117 (B) as official and delete the current 60.117.** The new 60.117 to read: "**60.117 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 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.

Board Recommends Acceptance.

- 3) **Publish in the OP a new tentative definition T60.117 (C) 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 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 **and in adult dog food**, as a source of protein and fat consistent with good feeding practices."

Board Recommends Acceptance.

Ingredient Definitions Committee eMeeting 4/1/21:

- 1) **Publish a tentative definition: T73.309 Urea Formaldehyde Condensation Polymer** is an amino resin that may be used in animal feeds: (a) as a pelleting aid, excluding feed for aquatic species. The free formaldehyde must not exceed 0.1 ppm in the finished pelleted feed, and (b) as an agent to reduce the solubility and fermentation of soybean meal intended for ruminant feed. It must not exceed 1% of the treated soybean meal.

Board Recommends Acceptance.

- 2) **Add to table 101.1: AGRN 33 Dried Methylobacterium extorquens biomass**

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
33 (PDF – 64 pages)	KnipBio Inc.	Dried Methylobacterium extorquens biomass	Dried Methylobacterium extorquens biomass	To be used as a source of protein in food for aquaculture crustacean species at a level up to 6% of the diet.	Crustacean species	Sep 20, 2019	FDA has no questions. (PDF – 4 pages)

Board Recommends Acceptance.

- 3) **Add to table 101.1: AGRN 34 Dried L-Threonine Fermentation Product**

AGRN (select for detailed record)	Notifier	Substance	Common or Usual Name	Intended Use	Intended Species	Date of Filing	FDA's Letter (select to view letter)
34 (PDF – 494 pages)	CJ CheilJedang Corp.	Dried L- Threonine Fermentation Product (≥75% L-Threonine) produced by bioengineered Corynebacterium glutamicum	Dried L- Threonine Fermentation Product	To be used as a source of the nutrient L- threonine in food for livestock and poultry	Livestock and Poultry	Nov 26, 2019	FDA has no questions. (PDF - 4 pages)

Board Recommends Acceptance.

Model Bill and Regulations Committee - eMeeting 2/12/21-3/2/21:

The Model Bills and Regulations Committee recommends the following revisions be made to the Model Bills and Regulations, and that the AAFCO Board of Directors review the proposed revisions for future consideration by the Association membership.

Guidelines for Making Therapeutic Diet Claims

AAFCO supports and recommends the following guidelines, as based on FDA CPG 690.150, for dog and cat food products that are intended for use to diagnose, cure, mitigate, treat, or prevent diseases and that are also labeled and/or marketed to provide all or most of the nutrients in support of meeting an animal's total daily nutritional requirements by serving as the pet's sole diet.

1. The product is made available to the public only through a valid veterinarian- client-patient relationship (VCPR) or through retail or internet sales to individuals purchasing the product under the direction of a veterinarian.
2. The product does not present a known safety risk when used as labeled (e.g., when a product labeled for use in dogs or cats with a particular disease would be unsafe in such animals).
3. The product *label* does not include representations that it can be used to treat or prevent disease (e.g., obesity, renal failure).
4. Distribution of labeling and other manufacturer communications that contain representations that the product is intended for treatment or prevention of disease is limited so that it is provided only to veterinary professionals.
5. Electronic resources for the dissemination of labeling information and other manufacturer communications related to the intended use of the product are secured so that they are available only to veterinary professionals.
6. The label and labeling of the product is not false or misleading in other respects (e.g., dog food labeled and promoted for the treatment of cancer with no basis for the claim).
7. The product is not marketed as an alternative to approved new animal drugs.
8. The manufacturer is registered under section 415 of the FD&C Act.
9. The product is manufactured in accordance with CGMPs applicable to animal food (see 21 CFR part 507 subpart B) and other regulations applicable to animal food manufacturing.
10. The product's labeling complies with the current AAFCO Model Regulations and all other food labeling requirements for such products (see 21 CFR part 501).
11. The product contains only ingredients that are GRAS ingredients, approved food additives, or ingredients defined in the most recent version of the *Official Publication*.

The Model Bills and Regulations Committee recommends publishing these guidelines in the AAFCO OP following the guidelines for “human grade” claims on page 157 of the 2021 AAFCO Official Publication.

Board Recommends Acceptance.

Model Bill and Regulations Committee - eMeeting 6/15/21-6/22/21:

Publish in the 2021 AAFCO OP on page 240, the Common Food Index Policy as a new Guideline in Chapter 5.

Common Food Index Guidelines

Purpose:

The Common Food Index (CFI) is a repository of common foods that may be appropriate for use in animal food and are not defined by AAFCO. These common foods must align with the feed term *Common Foods* in the Feed Terms and Definitions within Chapter 6 of the AAFCO *Official Publication*.

The CFI is intended for ingredients that are considered common foods that do not require a safety assessment. The CFI is not a substitute for the AAFCO process for new feed ingredient definitions; Chapter 6 of the *Official Publication*, alone, maintains the officially recognized feed ingredient definitions.

Subcommittee:

A CFI subcommittee of four (4) AAFCO members will be appointed by the Chair of the Ingredient Definition Committee (IDC).

The subcommittee will investigate the proposed common foods alone or with assistance of experts anytime the subcommittee deems it necessary. Experts are not limited to regulatory officials or academia and may include other stakeholders with relevant knowledge. Experts shall declare any conflicts of interest as a condition of consideration of their participation.

The CFI subcommittee will provide a report of recommendations for modifications to the CFI to the IDC prior to each IDC meeting.

Indexing:

IDC must accept the CFI subcommittee report for addition to the index. IDC challenges to common foods in the subcommittee report can be accomplished with a motion to strike the item(s) in the list prior to report acceptance.

The CFI may be edited immediately upon acceptance of the IDC meeting minutes by the AAFCO Board of Directors (BOD). No further action by the BOD or membership acceptance is required.

The CFI will be maintained on the AAFCO.org website and incorporated into the Online Database of Ingredients (ODI) for reference.

Note:

Feed/food manufacturers are responsible for evaluating and documenting the safety of common foods for their intended use prior to distribution.

Board Recommends Acceptance.

Strategic Affairs Committee:

1) Board Authority Regarding Committee Recommendations –

Insert the following in Procedures Manual - (August 7, 2020 version, page 23, at the end of Committee reporting, prior to Work Timelines and OP 2021, page 96, Committee Guidelines at the end of the introduction, prior to Committee Work Timelines)

AAFCO implements its vision under the direction of the BOD through the work of committees that provide recommendations to the Association. These recommendations should align with the vision and mission of the Association, the strategic plan and follow the appropriate procedures.

1. Committee Agendas: The Board liaison to the committee should monitor the development of the committee agenda for alignment with the Association policies and strategic plan in the Official Publication.
2. Committee Recommendations:
 - a. If a committee recommendation is in conflict with Association By-Laws or procedures the BOD may return the recommendation to the committee pointing out the conflicting policy.
 - b. If the BOD disagrees with the committee recommendation, they must pass it to Association membership for a vote. It is appropriate to attach a “Do not pass.” recommendation to the membership. The BOD must put an explanation of their “Do not pass” recommendation in the business meeting agenda.
3. Committees may pass recommendations among each other without BOD recommendations. (e.g. new label nutrient guarantee. Feed Labelling to Model Bill)

Board Recommends Acceptance.

2) Voting by Proxy –

Edit in the 2021 OP (page 99) and Procedures Manual – (August 7, 2020 version, page 7)

Changes denoted in bold/strikeout

Voting by Proxy

AAFCO board meetings:

If a board member is unable to participate in a board meeting, but ~~still~~ would like to **cast a vote(s)**, the board member can designate another board member to ~~vote for them by~~ **serve as their proxy**. The board member must email the President and the board member ~~that will~~ **serving as their 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~~ **would like to cast a vote(s)**, the committee member can designate another committee member to ~~vote for them by~~ **serve as their proxy**.

The committee member must email the committee chair /co-chair and the committee member **serving as their proxy** ~~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.

AAFCO Proxy Voting Procedure

If a Member is unable to participate, but ~~still wants to~~ **would like to cast a vote(s)**, 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 and/or from Association Management Firm**

Proxy Voting Form Template

Name of Member Agency

Name of Proxy Agency

I, (printed name to follow)

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

~~I authorize my~~
as my proxy.

~~This designation of proxy is effective to vote on my behalf on any item or issue arising at: (stipulated meeting and meeting date(s)) to follow~~

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

Designated Meeting _____

Date(s) of Meeting _____

Signed: _____

Dated: _____

Board Recommends Acceptance.

- 3) **Make Proxy Voting Form Template (above) available as fillable PDF in Feed BIN and from FASS**

Board Recommends Acceptance.

Board of Directors:

- 1) **The BOD recommends the AAFCO Vision and Mission Statements be revised to align the strategic plan and communication strategy and if passed by membership, published in the Official Publication.**

VISION

AAFCO is a trusted leader that safeguards animal and human health.

MISSION

AAFCO is a collaborative association that supports members and stakeholders through unified system-based regulation, feed ingredient standards and laboratory operations that promote a safe feed supply.

Nominating Committee:

The nominating committee recommends the 2022 AAFCO Officers and Board of Directors

President: George Ferguson, NC

Past President: Erin Bubb, PA

Secretary Treasurer: Ashlee-Rose Ferguson, WA

President Elect: Austin Therrell, SC

Director 1 Hollis Glen, CO

Director 2 Eric Brady, TN

Director 3 Joshua Arbaugh, WV

Director 4 Laura Scott, CFIA

Director 5 Darrell Johnson, KY

This concludes committee and board recommendations needing membership approval.

- 4) **Credential Report: FASS**

Number of voting members represented

Number of states in attendance

Number of countries

Number of FDA representatives

Number of life members

Total meeting attendance

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Current Issues and Outreach Committee

2021 AAFCO Annual Virtual Meeting

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Committee members—please log on 45 minutes prior to each session to allow the vice chair to determine quorum and to do audio checks.



Jennifer Combs, Chair

Jennifer Combs is the Animal Food Regulatory Program Standards (AFRPS) Coordinator at the University of Kentucky, Division of Regulatory Services (UKDRS). Upon receiving her Bachelor of Science in Agriculture and minor in chemistry, she began working with the University of Kentucky Animal Sciences Department in ruminant nutrition research. She joined UKDRS in 2014 working in the Feed and Fertilizer laboratory and moved into the AFRPS position in late 2016. She, her husband, Jarrod Combs; and their two girls raise cattle, chickens, working bird dogs, and horses on their farm.

Jo Lynn Otero, Vice Chair

Jo Lynn currently serves as the Program Manager in the Feed, Seed, & Fertilizer Section for the New Mexico Department of Agriculture. She has been with the department since 2014. She graduated from New Mexico State University with a BS and Master's in Agriculture Extension Education. She enjoys spending her free time with her family going fishing and camping. She is an educator by heart and loves volunteering as a 4-H leader and working on 4-H project with her boys.

Jo Lynn serves on AAFCO's Pet Food Committee, Technology Committee, Education and Training Committee, and Co-Vice Chair of the AAFCO Current Issues and Outreach Committee.

Agenda

0:5 min	Welcome & Opening Remarks Jennifer Combs, University of Kentucky Jo Lynn Otero, New Mexico Department of Agriculture
0:20 min	Committee Updates: Jennifer Combs, University of Kentucky
0:20 min	Philosophy Communications – Tera Keatts
0:10 min	Comments/Suggestions for Future Meetings & Closing Remarks
0:05 min	Adjourn

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.

Pet Food Committee

2021 AAFCO Annual Virtual Meeting

Monday, August 2, 2021

1:45–3:15 pm (EDT)

Meeting Access

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Liz Beckman, Chair

Liz Beckman 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.



Stan Cook, Co-Chair

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

Agenda

PFC Welcome and Updates

Work Group Reports:

- ## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Ingredient Definitions Committee

2021 AAFCO Annual Virtual Meeting

Monday, August 2, 2021, 3:30–5:00 pm (EDT)

Tuesday, August 3, 2021, 3:30–5:00 pm (EDT)

Thursday, August 5, 2021, 11:30 am–12:30 pm (EDT)

Meeting Access

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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 37 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 Preventive Control Framework for states.

He is currently the Feed Safety Specialist with the Oregon Department of Agriculture. The one-person state program regulates 400 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.

**Kent Kitade, Vice Chair**

Former program manager at the California Department of Food and Agriculture, past AAFCO president and AAFCO Life Member.

IDC Session 1

Roll call on Google Doc – Displayed – Kent Kitade

- 1) *Hemp Update – Falina Hutchinson, MT hemp roundtable? (10 min)
- 2) Publish a [tentative](#) definition (T12.XX Barley Protein Concentrate) Dan King (10 min)
- 3) Withdraw 12.6 Barley Distillers Protein Concentrate – Dan King (10min)
- 4) Edit a [tentative](#) definition (**T33.29 Black Soldier Fly Larvae Oil**) Bernadette Mundo (10 min)?
- 5) CVM Placeholder 1 – 5 min
- 6) CVM Placeholder 2 – 5min
- 7) Add to table 101.1: AGRN 36- Nathan Price (10 min)
- 8) Add to table 101.1: [AGRN 37](#)- Nathan Price (5 min)
- 9) Add to table 101.1: AGRN XX- Nathan Price (5 min)
- 10) **90.27 (NEW Table)** Pet food parenthetical [Vitamin common name table](#) (investigator update with action item) -- Tom Phillips (10 min) Motion to publish new table in the OP.
- 11) CVM update on review performance – Dave Edwards (10 min)

** If session one runs fast we will jump to items 14 & 15 to utilize our time fully.

IDC Session 2

- 12) Common Food Index subcommittee report– Kent Kitade (35 min)
- 13) MSBC Workgroup Report -Austin Therrell (30 minute)
- 14) **Report from workgroup reviewing animal proteins - Stan Cook (20 min)
- 15) **Review use of finished feed vs complete feed in chapter 6 of the OP – CVM (10 min)

IDC Session 3

Will be separate zoom link, not part of annual meeting

- 16) Discussions on changing established common or usual names:
 - a. topic 1(Corn Gluten Meal):– Dan King (20min)
 - b. topic 2 (Bagasse)- Mark LeBlanc (10 min)
 - c. Workgroup report on sunseting (withdrawing) procedures for common or usual names in the OP. – (need a new lead) (10 min)
- 17) [ICG workgroup report](#) – Richard Ten Eyck (5 min)
- 18) Update on the ingredient submission workshop modules – Meagan Davis (10 min)
- 19) Online training modules for ingredient requests. – Sue Hays, E.D. (15 min)
- 20) Adjourn

Run time __90 +85+70 = 245 (4.08 hours)___ minutes draft five___

Announcements

- A. Next Meetings: October 2021
- B. New Investigators:
- C. **Stale Ingredients:** The following are being removed from consideration as definition requests. Please submit a new request if still desired.
 - a.
- D. Parking Lot topics:
 - a. Facilitate a round table discussion on the use of hemp in animal food.
 - b. Establish a feed term for “Finished Feed” and “Total Ration.”
 - c. NANP Subcommittee report –have not met -Ashley Shaw /Casey/AI
 - d. ODI Subcommittee report – working on getting ODI changes table in front of OP –Jacob, Kelly
 - e. **FROM PFC (draft):** Vitamin common names for pet food should be addressed by IDC independent of the PFLM project. Information from the qualitative consumer research should

- f. Remove calcium Lignin Sulfonate from ODI.
- g. Human Grade feed term edits accepted by IDC in January 2021 are being held until the human grade guidelines are passed out of model bill committee.

[illegible]

[illegible]

Pet Food Institute–ALSTAR Update

2021 AAFCO Midyear Virtual Meeting

Monday, August 2, 2021

5:00–5:30 pm (EST)



Jacob Fleig

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.



Michael Hill

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

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

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.

USAPlants SAFHER Project Update

2021 AAFCO Annual Virtual Meeting

Tuesday, August 3, 2021

10:30–11:00 am (EDT)



Jennifer Pierquet

Jennifer Pierquet (P-R-Key) joined the Association of Food and Drug Officials (AFDO) in May 2019 as a project manager to oversee two support and maintenance contracts for 20 state inspection systems. She also manages the project work for a future IT platform that will replace the aforementioned systems. In addition, Jenny leads the recall modernization project and Co-Chairs AFDO's Food Protection and Defense Committee. She formerly worked for the Iowa Department of Inspections and Appeals, Food and Consumer Safety Bureau as the Manufacturing Foods Regulatory Program Standards Coordinator and was involved in Iowa's Rapid Response Team. Prior to Iowa, she worked for the Minnesota Department of Agriculture. Jenny received a Master's in Public Health from the University of Minnesota, School of Public Health and is proud alumni of the University of Wisconsin–Madison.

Keynote Speaker: FDA CVM Activities Update

2021 AAFCO Annual Virtual Meeting

Tuesday, August 3, 2021

11:00–11:30 am (EDT)



Tim Schell

Dr. 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.

Proficiency Testing Program Committee

2021 AAFCO Annual Virtual Meeting

Tuesday, August 3, 2021

11:45 am–12:45 pm (EDT)

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Brenda Snodgrass, Chair

Brenda currently serves as the Chair of the AAFCO Proficiency Testing Program. She is the Assistant Laboratory Director of the Oklahoma Department of Agriculture, Food & Forestry. Brenda 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.

Feed Labeling Committee

2021 AAFCO Annual Virtual Meeting

Tuesday, August 3, 2021

1:00–2:00 pm (EDT)

Meeting Access

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David Dressler, Chair

David Dressler has worked with the Pennsylvania Department of Agriculture for 14 years, with 12 of those years involved in the animal feed program. Prior to starting his career with the PA Department of Ag, David received a Bachelor's Degree in Agricultural Science from Penn State University. In May 2014, David attended his first AAFCO meeting, the Feed Administrator's Seminar in Big Sky, MT and became the voting Control Official for Pennsylvania in January 2015. David assumed his first leadership role in AAFCO by becoming the Chair of the Feed Labeling Committee in August 2016.



Heather Bartley, Vice Chair

In 2006, Heather Bartley received a BS in Business Administration from UW-River Falls. In 2014, she joined the Commercial Feed Program in the Agricultural Resource Management Division at the Wisconsin Department of Agriculture, Trade and Consumer Protection. As the Feed Program Specialist, Heather coordinates compliance surveillance of all types of animal feed via inspections and sampling, leads the label review process for medicated feeds, and serves as a technical resource to all internal and external stakeholders. Heather is active in the Association of American

Agenda

- David Dressler: Pennsylvania Department of Agriculture
- Heather Bartley: Wisconsin Department of Agriculture, Trade and Consumer Protection

- Suggested Changes to the model bill.
- Insert “**(9) Maximum Vitamin D3, In IU per pound.**” Into Regulation 3 (a)(4)(X)(b) (page 127 of the 2019 OP) of the AAFCO model regulations. So that it reads: Regulation 3. (a)(4)(X)(b) **(9) Maximum Vitamin D3, In IU per pound.**

- Any Needed Updates?

- Use on Label
- Safety Data to Maintain for Distribution

- Non-Medicated Feed Labeling Workshop: Mid-Year 2023?
- Medicated Feed Labeling Workshop: Mid-Year 2024

[illegible]

Education and Training Committee

2021 AAFCO Annual Virtual Meeting

Tuesday, August 3, 2021

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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 2 years as an Agricultural Compliance Officer. Marissa attended her first AAFCO meeting in January 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.

Agenda

Welcome, Introductions & Opening Remarks

Marissa Kost, Committee Chair

Workgroup Updates (5-10 mins)

Leadership Training – Darlene Krieger, FDA (5 mins)

Training Endorsement Policy & Tables – Marissa Kost, NC (5 mins)

Feed Administrator's Seminar (FAS) Sub-Committee Update (10-15 mins)

FAS 2021 & 2022 Update – Scott Ziehr, CO (10-15 mins)

Training Availability Updates (25 mins)

AITS & BITS Update – Miriam Johnson, NC (5 mins)

FDA OTED Training Update – Kimberly Hull & Janet Williams, FDA OTED (10 mins)

AAFCO Online Training Program Update – Sue Hays, AAFCO Executive Director (10 mins)

Workshop Calendar Request Updates (10 mins)

Webinar: GRAS & Ingredient Definitions Submission Preparation Workshop – Meagan Davis

Midyear Meeting 2022 (Mobile, AL): Face-to-Face portion of ISWS (5 mins)

Annual 2022 (St. Louis, MO): OPEN / Pet Food Labeling Workshop (next in rotation, unless higher priority workshop is required at this time [e.g., PF Label Modernization]) (5 mins)

New Business

Adjourn

Notes

[illegible]

Ingredient Definitions Committee

2021 AAFCO Annual Virtual Meeting

Tuesday, August 3, 2021

3:30–5:00 pm (EDT)

Please see full agenda starting on page 19.

Laboratory Methods and Services Committee

2021 AAFCO Annual Virtual Meeting

Wednesday, August 4, 2021

11:00 am–1:45 pm (EDT)

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Kristi McCallum, Co-Chair

Kristi is the Deputy Laboratory Manager for the Colorado Department of Agriculture, Division of Laboratory Services, Biochemistry Laboratory. Kristi has worked for the State of Colorado, Department of Agriculture for 21 years. During her 20+ years at CDA, she has validated and implemented testing for *Salmonella*, *Shigella*, pathogenic *E. coli*, *Listeria*, and toxins such as *Staphylococcus* enterotoxins, and plant toxins in foods and feeds by rt-PCR and ELISA. Kristi oversees the analyses and staff at the Biochemistry Laboratory. Kristi has previously served on the USDA AMS Technical

Advisory Committee for the Microbiological Data Program and the Rocky Mountain Food Safety Committee. Kristi currently serves as a member of the APHL Human and Animal Food Testing subcommittee which assists other state agriculture laboratories in pursuit of ISO17025 accreditation. Kristi has led research work through the Food Emergency Response Network including pathogen testing in fresh produce, Norovirus rt-PCR analysis in foods, and has published a paper for the detection and identification of *Staphylococcal* enterotoxins in foods by ELISA.

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Feed and Feed Ingredient Manufacturing Committee

2021 AAFCO Annual Virtual Meeting

Wednesday, August 4, 2021

2:00–2:45 pm (EDT)

Meeting Access

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- Resources – agenda book will be available to download here along with other helpful resources
- Button to launch a PDF of committee members and advisers in the meeting (nonparticipating committee members or advisers will not be noted, and late arrivals may not be on the list)

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Committee members—please log on 45 minutes prior to each session to allow the vice chair to determine quorum and to do audio checks.

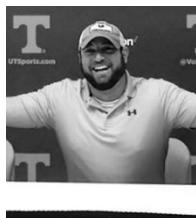


Austin Therrell, Co-Chair

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 in sales for a family owned pet food company in the sporting dog industry working one on one with trainers and breeders. 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 has served on AAFCO's Pet Food Committee, as a Co-Chair of the Feed and Feed Ingredient Manufacturing Committee, and now as a member of the 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 & Austin Therrell)
- 2.) Review Action Items/Reports from Working Groups and Liaisons
 Working Group 3 – Contaminant and Hazard Lab Strategy - Brady
 Working Group 4 – Inspector Training for Ingredient Manufacturing Inspections – Brady
 Mineral Guidelines Working Group - Therrell
 Ingredient Verification Tool – Therrell
- 3.) Consideration of AAFCO establishing procedures for model standards of contaminants (i.e. chemical, physical, and biological) in animal feed and feed ingredients
- 4.) Canadian Regulatory Update (Laura Scott)
- 5.) Industry Stakeholder Updates
- 6.) Other Business

Responsible	Item	Action	Timing / Status
Mineral Guidelines Working Group	Mineral Guidelines	To review and revise the “Official Guidelines for Contaminant Levels Permitted in Mineral Feed Ingredients”.	Update: August 2021
FSMA Implementation Task Force – Working Group 3	Hazard & Contaminant Action Levels and Enforcement Strategies	Work with FSPCA, EIC, ISC, IDC and LMSC to develop a prioritized list of method development once list of contaminants and hazards has been identified by the FSPCA and FDA. A plan of action should be created by the working group to determine the processes of implementing the decision making and method development.	Update: August 2021
FSMA Implementation Task Force – Working Group 4	Inspector Training Development	Gap Analysis performed on FSCPA training to determine if there is any missing education that should be provided to inspectors whom perform feed ingredient manufacturing inspections	Update: August 2021

[illegible]

Model Bills and Regulations Committee

2021 AAFCO Annual Virtual Meeting

Wednesday, August 4, 2021

3:00–3:45 pm (EDT)

Meeting Access

Full access registration includes the live webcast of this committee meeting. The virtual service provider for this meeting is the same provider AAFCO worked with in January for the 2021 AAFCO Midyear Meeting.

July 26: full access registrants receive their username and password along with a video offering instruction on how to access and use the portal. Because of the updates to the platform, we recommend you watch this video to be sure you maximize your experience.

Lost your access codes or need other technical support for the video platform? Email support@performedia.com any time you need assistance—even during or after our meeting.

Full access registrants may use these buttons during our meeting:

- Join Live Sessions
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- Schedule – single page agenda-at-a-glance for the full meeting (all days)
- Speakers – pictures and brief biographies of the panelists and the keynote speakers
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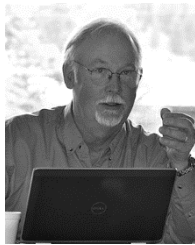
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Committee members—please log on 45 minutes prior to each session to allow the vice chair to determine quorum and to do audio checks.



Doug Lueders, Chair

Recently retired, Doug was the manager of the Minnesota Department of Agriculture's Commercial Feed Program for 16 years. 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, Ingredient Definitions Committee Independent Conclusion of GRAS work group, 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 9 and 7.

Agenda

1. Welcome and Committee Member Introductions
2. 2021 Mid-year Meeting Minutes (approved as written on 3/5), February 17 – March 2 e-Meeting (approved as written on 3/5) and June 15-22 e-Meeting (approved as written on 6/22), posted on AAFCO web-site and in the Feed BIN, included in the General Session packet.

3. Committee/Work Group reports –
 - a.) “Labeling” work group report -George
 - b.) “Flavors” work group report - Dan
4. Old Business –
5. New Business –
 - a.) Human Grade Pet Food Guidelines (see Attachment)
 - b.) What about 21 CFR 501.22 Colors? work group or hand off
6. Assignments/homework for annual meeting
7. Adjourn

Attachment: Guidelines for “Human Grade” Pet and Specialty Pet Food Claims

AAFCO recommends and supports the following guidelines for the use of the term “human grade” in the labeling of pet foods and specialty pet foods. Pet and specialty pet foods using the labeling claim “human grade” are first and foremost animal food products and subject to inspection under 21 CFR part 507. In order to substantiate that a human grade claim is truthful and not misleading, these guidelines describe how all human grade pet food products should be manufactured in accordance with the applicable human food regulations for a ready-to-eat human food.

- (1) In the AAFCO defined feed term “human grade”, the use of the term “human grade” is only acceptable in reference to the product as a whole. The feed term specifies that every ingredient and the resulting product must be stored, handled, processed, and transported in a manner that is consistent and compliant with 21 CFR part 117 and those applicable federal human food laws as required by ingredient, process and/or facility type.
- (2) All facilities that process or package a final “human grade” pet food product that is considered ready-to-eat must be registered as both an FDA food facility and an FDA feed facility.
It shall be the manufacturing firm’s responsibility to ensure it is able to manufacture in a human food facility and be licensed/registered and inspected by the authorized agency for human food production. Human Grade Pet Food claims are voluntary, and as such, no feed control official, neither state nor federal, can mandate that a human food authority license a facility that is only manufacturing a pet food product.
- (3) The firm must maintain written procedures to help ensure “human grade” products are stored, transported, and handled throughout the distribution channel in a manner that maintains the product’s “human grade” status.
- (4) In order to substantiate that a “human grade” pet food claim is truthful and not misleading on products under the federal authority of FDA for human food production and subject to 21 CFR Part 117, the firm must maintain and make available upon request, documentation sufficient to show that:
 - a. All individual ingredients supplied to the manufacturer that are further utilized in the manufacture of human grade pet food, are fit for human consumption;
 - b. Every ingredient and the resulting product are stored, handled, processed, and transported in a manner that is consistent and compliant with 21 CFR part 117 and the final product is considered ready-to-eat;
 - c. The manufacturing facility is licensed to produce human food by all appropriate/required authorities.
- (5) In order to substantiate that a “human grade” pet food claim is truthful and not misleading, on products that are under the federal authority of an agency other than FDA for human food production (e.g., USDA FSIS):
 - a. Where final processing (i.e., mixing, blending) and/or packaging occurs in a registered FDA Human Food Facility subject to 21 CFR Part 117, the firm must maintain and make available upon request, documentation sufficient to verify that:
 - i. The product is ready-to-eat with all included ingredients processed, packed, held and shipped in compliance with the applicable federal regulations for the manufacture of human foods prior to final mixing/blending and/or packaging;
 - ii. All facilities utilized in the manufacture of the included ingredients are authorized by the appropriate regulatory authority to produce human food;
 - iii. The FDA facility that processes and/or packs the “Human Grade” Pet Food is licensed to produce human food by all appropriate/required authorities.

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a template for writing or drawing. The background is a solid off-white color.

Strategic Affairs Committee

2021 AAFCO Annual Virtual Meeting

Wednesday, August 4, 2021

4:00–5:30 pm (EDT)

Meeting Access

Full access registration includes the live webcast of this committee meeting. The virtual service provider for this meeting is the same provider AAFCO worked with in January for the 2021 AAFCO Midyear Meeting.

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Committee members—please log on 45 minutes prior to each session to allow the vice chair to determine quorum and to do audio checks.



Linda Morrison, Chair

Linda 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.



Stan Cook, Vice Chair

Since 2011, Stan Cook has managed the Missouri Department of Agriculture Bureau of Feed, Seed since 2011. He holds a Bachelor of Science degree in Business Administration from Lincoln University and is a Graduate of the Missouri 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 serves on various AAFCO committees and is Vice Chair of the Strategic Affairs Committee and the Pet Food Committee. He served on the AAFCO Board of Directors from 2014 to 2020 and as its president in 2018. He continues to live and work on a sixth generation farm near California, Missouri.

Agenda

1. Introductions and Agenda Review
2. Sub-Committee
 - By-Laws: Ken
 - Clarify Board Liaison role for Procedures Manual (WG: Shannon, Erin, Scott and Ken) (Appendix 1)
 - Clarify Committee Coordinator Role for Procedures Manual (WG: Shannon, Erin, Scott and Ken) (Appendix 2)
3. Strategic Planning 2017-20
 - Update from Responsible Committees
4. Strategic Planning 2021+
 - Vision and Mission Statement revisions (Board acceptance May 20, 2021)
 - VISION: AAFCO is a trusted leader that safeguards animal and human health.
 - MISSION: AAFCO is a collaborative association that supports members and stakeholders, and promotes a safe feed supply through unified system-based regulation, feed ingredient standards and laboratory operations.
 - Update Planning Process
5. Procedures Manual
 - Draft template for Procedures Manual changes (Kent) (Appendix 3)
 - Update/clarify Secretary-Treasurer description (Kent, Ashlee-Rose, Sue) (Appendix 4 - in progress; still to come)
 - Update Finance Committee description (Appendix 5)
 - Draft Complimentary OP/BIN subscription policy (Dave E., Richard, Sue, Kent, Doug) (Appendix 6)
 - Draft Privacy Policy review (Appendix 7)
 - Board charge: the Strategic Affairs Committee with reviewing drafted language for the AAFCO Privacy Policy and consulting with the Attorney to come up with a proposed policy and report back to the Board of Directors.
 - Resolutions Draft Policy (Hollis) (Appendix 8: AFDO reference material)
 - Common Food Index (Kent) (information only)
6. Other business

Action Item Table

Responsible	Item	Action	Timing / Status
By-Laws (Ken) (WG: Sue (lead) Shannon, Erin, Ken, Scott)	Clarify Board Liaison role	Provide additional detail in the Procedures Manual and OP to make the role of the Board liaison clearer respecting review of committee agendas and reports.	Draft end of March; Share with committee by June; Present in August for acceptance
By-Laws (Ken) (WG: Erin (lead), Ken, Mark, Stan)	Clarify Committee Coordinator Role	Review Procedures Manual and OP to clarify committee coordinator role and key activities with respect to the process; could include ED as process leader.	Draft end of March; Share with committee by June; Present in August for acceptance
WG: Kent (lead) Ashlee-Rose, Sue	Secretary- Treasurer description	Update/clarify Secretary-Treasurer description in Procedures Manual	Draft end of March; Share with committee by June; Present in August for acceptance
Kent	Template for Procedures Manual changes	Draft template suggested for Procedures Manual changes. SAC feedback to Kent by March 1. Finalize for SAC acceptance	March 2021
Kent	Finance Committee description	Finance Committee WG updating description; once accepted by Finance Committee it will be forwarded to SAC for Procedures Manual update	Hold
WG: Dave E. (lead), Richard, Sue, Kent, Doug	Complimentary OP/Bin subscriptions	Develop a policy related to procedures for complimentary OP/Bin subscriptions	Meeting/discussion by end of March; Draft end of April, Circulate and finalize with SAC by end of June; To Board in July; Acceptance by members in August

Appendix 1: BOD Liaisons—Internal and External

Task: to clarify Procedures Manual section under BOD General Operating Procedures

Workgroup submission to SAC chair on 4-14-21

The workgroup was tasked with clarifying the section in the January 2021 version of the AAFCO Procedures Manual, Board of Directors, General Operating Procedures, bullet point 3 discussing the appointment of members as liaisons to committees and external organizations. The members of the workgroup included:

- Sue Hays, leader
- Shannon Jordre
- Erin Bubb
- Ken Bowers
- Scott Ziehr

The workgroup met twice in the month of April 2021 and developed the following proposed language for consideration by the AAFCO SAC.

From v. January 2021 Procedures Manual language, page 13:

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

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

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

Appendix 2: Committee Coordinator Role Clarification for Procedures Manual

Work Group Report: President-Elect Role and Duties as defined in the Procedures Manual

Page 16,17 AAFCO Procedures Manual: Suggested edits

President-Elect

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

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

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

General Operating Procedures:

~~Propose a list of incoming committee chairs, committee members, investigators, task forces and industry advisors for the Annual Meeting at which she/he is nominated for president. The proposed list shall be prepared for BOD review by April, immediately preceding the Annual Meeting at which the President-Elect is nominated for President.~~

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

Appendix 3: Updating the AAFCO Procedures Manual Form

Instructions

Complete this form to propose and facilitate the process of updating any component of the AAFCO Procedures Manual. Examples and descriptions are provided to assist with the accurate completion of this form. Where applicable, replace the examples with requested content. Add as many duplicate tables in the Updates section as needed. Refer to the Legend for guidance.

Legend

<Date> version of the AAFCO Procedures Manual	Keep/Revise/Remove
Current language • Notes [Example: Kent or Linda: Insert good past example]	Above option (Name(s) of proposer(s)) [Example: Revise (Kent)]
Proposed Revision [Example: Kent or Linda: Insert good past example]	(Name of author(s)) [Example: (Kent)]
MM/DD/YYYY Proposed Revision [Create this row in the Updates table(s) if subsequent revisions are made as a result of Committee/Workgroup review, etc.]	(Name of author(s))

Purpose

[Example purpose] Update the description of <insert description> described in the AAFCO Procedures Manual

Reason

[Example reason] Updating the description of <insert description> will remedy <insert specifics>.

Updates

<Location in Manual>	Keep/Revise/Remove
Current language • Notes	Above option (Name(s) of proposer)
Proposed Revision	(Name of author)

Name of Form Submitter and Reviewers: <Names>

Progress Tracking

Date of Form Submission:	<Month DD, YYYY>
Date of Committee Review:	<Month DD, YYYY>
Decision of Workgroup/Committee Review:	<Insert description of discussion and final decision>
Date Sent to Board of Directors:	<Month DD, YYYY>
Date of Board of Directors Review:	<Month DD, YYYY>
Decision of Board of Directors Review:	<Insert description of discussion and final decision>

Inputted into Procedures Manual:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which version:	<Month DD, YYYY>

Appendix 4: Secretary-Treasurer Description

Update/clarify Secretary-Treasurer description - In progress

Appendix 5: AAFCO Finance Committee Description

AAFCO Finance Committee Description

(approved by Finance Committee February, 16, 2021)

Procedures Manual review and update:

Substitute the following language in the Procedures Manual, page 33 (August 7, 2020 version):

Purpose

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

Membership

~~The committee should consist of no less than five members including the two ex-officio members and no more than seven members.~~ Members should be those who have served in executive level AAFCO positions or persons who by right of employment in their professions have relevant finance and money management experience and are familiar with the fiscal policy and philosophy of the organization. ~~The President-Elect and Secretary-Treasurer should generally serve as ex-officio members. Also, the Chair of the Strategic Affairs Committee (SAC), or, if not the Chair, at least one representative from the SAC should be represented in the membership of the committee.~~ **The Secretary-Treasurer will serve as the Chairperson. The committee should consist of no less than five members, including the Board members. Committee members should include:**

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

General Operating Procedures

The Finance Committee:

- ~~The Secretary-Treasurer serves as the Committee Chair.~~
- ~~The committee should not participate in audits of AAFCO finances other than to respond to questions posed by auditors.~~
- **The committee Shall** provide support to the **Secretary-Treasurer** and to the BOD in developing fiscal scenarios to attain strategic goals, and provide management options for the BOD.
- **Works** with other committees or persons to gather data for fiscal analyses related to strategic goals under consideration.
- **Reviews and recommends** adoption of strategies related to AAFCO finances to the BOD by the **Secretary-Treasurer**.
- **Reviews investment policy strategies periodically and makes recommendations to the BOD for updates.**

- **Prepares the annual budget, with support from the Executive Director, for review and approval by the BOD.**
- **Gathers and supplies year-end reporting for the BOD.**
- **Makes arrangements for audits of AAFCO finances and responds to questions but should not participate as auditors.**

Existing Procedures Manual language for reference:

Purpose

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

Membership

The committee should consist of no less than five members including the two ex officio members and no more than seven members. Members should be those who have served in executive level AAFCO positions or persons who by right of employment in their professions have relevant finance and money management experience and are familiar with the fiscal policy and philosophy of the organization. The President-Elect and Secretary-Treasurer should generally serve as ex officio members. Also, the Chair of the Strategic Affairs Committee (SAC), or, if not the Chair, at least one representative from the SAC should be represented in the membership of the committee.

General Operating Procedures

- The Secretary-Treasurer serves as the Committee Chair.
- Reviews and recommend adoption of strategies related to AAFCO finances to the BOD by the Treasurer.
- The committee should not participate in audits of AAFCO finances other than to respond to questions posed by auditors.
- The committee shall provide support to the Treasurer and to the BOD in developing fiscal scenarios to attain strategic goals, and provide management options for the BOD.
- Work with other committees or persons to gather data for fiscal analyses related to strategic goals under consideration.

Working Group Comments:

- Reject maximum; Chair to manage as with other Committees;
- Need some Past Presidents for historical context regarding finances
- Chair will review current Committee membership annually and remove past Presidents >2 as appropriate
- Review Committee to ensure members are active to meet quorum and representation for Committee functioning; as such, the Committee does not need to be disbanded and reformed

Existing Committee Members for reference:

Ashlee-Rose

Ali

Erin

George

Kristen

Kent

Linda

Ken

Stan

Mark L.

Doug L.

Hollis

Brenda S.

Richard TE

Appendix 6: Complimentary OP/BIN Subscription Policy

Objective:

Identify and document the parameters whereby an Applicant receives a complimentary OP/BIN subscription

Procedure:

Requests for comp OP/BIN or comp BIN subscriptions must be submitted via an application to the AAFCO President and Executive Director with confirmation from the Committee Chair.

Most people will be encouraged to purchase BIN or OP access as part of their work with AAFCO.

Exceptionally, participants may need to request complimentary BIN or OP access.

Eligible to receive complimentary OP/BIN access on request:

Committee Chairs
Active Committee Members and Investigators
Paid Voting Members*
Members (Regulators)
Life Members
FDA staff working on ingredients – Annual List to come from the Director, Division of Animal Feeds
Contractors to AAFCO – Executive Director, FASS personnel, PTP Manager, etc.

*Paid voting members receive one online OP/BIN subscription automatically. Requests for additional complimentary online OP/BIN subscriptions by a member should follow the application process.

Complimentary 2-week OP/BIN Retail access:

Workshop or training attendees
Annual or Midyear Registrants (Member and Non-Member)

Eligible to receive complimentary BIN access:

Active Committee Advisors
Participants on Projects or Work Groups
Other interested parties

The starting point for our process to request a complimentary OP/BIN subscription is an application. This application will be housed on the FASS database system, similar to an AAFCO member meeting registration.

1. The application is requested from the Executive Assistant at aafco@aafco.org.
2. The Executive Assistant will provide the completed application to the Committee Chair and request the Committee Chair's confirmation that the Committee Chair agrees with providing a complimentary OP/BIN subscription to the Applicant.
3. The Executive Assistant shares the application with the President and Executive Director. After their separate reviews of the application, the President and Executive Director will communicate their recommendation on the status of the application to the Executive Assistant. The options for the recommendation are:
 - a. Approved – Comp OP/BIN subscription begins as soon as possible and ends on day 365.
 - b. Declined – without cause.

Complimentary OP/BIN subscribers have the same benefits as paid subscribers.

Annual renewal of the Comp OP/BIN subscription is allowed. Renewal requests follow the same process as the initial request. Renewal requests may begin 45 days ahead of the subscription expiration date.

A complimentary OP/BIN subscription may not be assigned to another individual. Should the Applicant leave the sponsoring organization, the sponsoring organization may initiate the Comp OP/BIN subscription procedure by submitting a new application for the successor.

Appendix 7: Privacy Policy Review

Association of American Feed Control Officials (AAFCO)

Privacy Policy (Draft)

Charge to SAC:

Develop a privacy policy for AAFCO that informs people on the information that AAFCO collects and how that information might be used.

Begin draft text submitted to the Board for review and referral to SAC on May 20, 2021:

This privacy policy will explain how AAFCO uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?
- Marketing
- What are your data protection rights?
- What are cookies?
- How do we use cookies?
- What types of cookies do we use?
- How to manage your cookies?
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us

What data do we collect?

AAFCO collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- **[Add any other data AAFCO collects – credit card info for online sales, address, etc.]**
 - The addresses, shipping information, and credit card is used for processing of registrations, orders, and subscriptions. Only the last 4 digits of the credit cards is retained for reference.
 - User submitted data for participation in AAFCO programs.
 - User submitted profile pictures.
 - User submitted documents.
 - Information about visits to the web sites are logged. This can include the IP address of the visitor, pages visited, and dates/times.

How do we collect your data?

You directly provide AAFCO with most of the data we collect. We collect data and process data when you:

- Register online or place an order/subscription for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website.
- **[Add any other ways AAFCO collects data]**
 - User submitted data for participation in AAFCO programs.

AAFCO may also receive your data indirectly from the following sources:

- **[Add any indirect source of data AAFCO has]**
 - User generated data sourced from the Feed BIN
 - Contact information submitted by Agencies about their employees

How will we use your data?

AAFCO collects your data so that we can:

- Process your order and manage your account.
- Email you regarding upcoming events and available opportunities we think you might like.
- **[Add how else AAFCO uses data]**
 - Enable your participation in AAFCO programs.

If you agree, AAFCO will share your data with other organizations so that they may offer you their products and services. (John Dillard asked if this applies, Sue Hays said “No, we don’t share this data”

- [List organizations that will receive data]
- AAFCO provides information to the Feed BIN to enable subscription to the AAFCO online OP.

When AAFCO processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

(Kevin Wolter added “Specific details of security information is not recommended.”

AAFCO will keep your **[enter type of data]** for **[enter time period]**. Once this time period has expired, we will delete your data by **[enter how you delete users' data]**. (Kevin Wolter added: “AAFCO has provided no instructions to FASS with regard to retention of customer information.”

Marketing

AAFCO would like to send you information about products and services of ours that we think you might like, as well as those of partner organizations. (John Dillard asked if this applies. Sue Hays replied “It might. Sometimes, we share information on trainings from AFDO or FDA.”

- [List partner companies here]

If you have agreed to receive marketing, you may always opt out at a later date.

You have the right at any time to stop AAFCO from contacting you for marketing purposes or giving your data to other organizations.

If you no longer wish to be contacted for marketing purposes, please click here.

<https://www.aafco.org/cvweb/cgi-bin/memberdll.dll/info?wpr=GDPRComp.htm>

What are your data protection rights?

AAFCO would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

The right to access - You have the right to request AAFCO for copies of your personal data. We may charge you a small fee for this service.

The right to rectification - You have the right to request that AAFCO correct any information you believe is inaccurate. You also have the right to request AAFCO to complete information you believe is incomplete.

The right to erasure - You have the right to request that AAFCO erase your personal data, under certain conditions.

The right to restrict processing - You have the right to request that AAFCO restrict the processing of your personal data, under certain conditions.

The right to object to processing - You have the right to object to AAFCO’s processing of your personal data, under certain conditions.

The right to data portability - You have the right to request that AAFCO transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any **of these rights, please contact us at our email:**

Call us at: 217-356-4221

Or write to us:

AAFCO

Attn: Data Protection Request

1800 S Oak St

Champaign, IL 61820

What are cookies?

Cookies are text files placed on your computer to collect standard Internet log information and visitor behavior information. When you visit our websites, we may collect information from you automatically through cookies or similar technology.

For further information, visit allaboutcookies.org.

How do we use cookies?

AAFCO uses cookies in a range of ways to improve your experience on our website, including:

- Keeping you signed in and provide a personalized experience.

- Understanding how you use our website
- **[Add any uses AAFCO has for cookies]**

What types of cookies do we use?

There are a number of different types of cookies, however, our website uses:

- **Functionality** – AAFCO uses these cookies so that we recognize you on our website and remember your previously selected preferences. These could include what language you prefer and location you are in. A mix of first-party and third-party cookies are used.
- **Advertising** - AAFCO uses these cookies to collect information about your visit to our website, the content you viewed, the links you followed and information about your browser, device, and your IP address. AAFCO sometimes shares some limited aspects of this data with third parties for advertising purposes. We may also share online data collected through cookies with our advertising partners. This means that when you visit another website, you may be shown advertising based on your browsing patterns on our website. (John Dillard asked if this applies, Sue Hays said “No.”)
- **[Add any other types of cookies your company uses]**

How to manage cookies

You can set your browser not to accept cookies, and the above website tells you how to remove cookies from your browser. However, in a few cases, some of our website features may not function as a result.

Privacy policies of other websites

The AAFCO website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

AAFCO keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on January 19, 2021.

How to contact us

If you have any questions about AAFCO’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: aafco@aafco.org

Call us: 217-356-4221

Or write to us at:

AAFCO

Attn: Privacy Policy Request

1800 S Oak St

Champaign, IL 61820

Appendix 8: Resolutions

Excerpt from: <https://www.afdo.org/resolutions/>

AFDO resolutions

Each year prior to the AFDO Annual Educational Conference, resolutions are submitted to the AFDO Board of Directors for consideration.

It is through this process that members, committees and regional affiliate associations surface concerns, and suggested action, relating to legislative, regulatory and technical issues as they apply to foods, drugs, cosmetics, medical devices and consumer product safety issues.

All resolutions reviewed and approved by the Board of Directors are presented to the membership during the Annual Business meeting on Wednesday for consideration and vote for adoption.

After the annual conference actions are taken to carry out those resolutions adopted by the membership. These actions may include referral to one of the federal agencies for consideration, letters to Congress or to other organizations, or referral to the appropriate AFDO committee (i.e., development of an AFDO position paper, model code or other action).

AFDO Policy No.: 23 Resolutions

I. POLICY

To establish protocols for the receipt and consideration of Resolutions submitted through the AFDO Executive Director that involves time frames, format, and detailed procedures.

II. PROCEDURES:

1. In January of each year, the Executive Director shall call for resolutions by contacting the Regional Affiliate Presidents, Regional Affiliate AFDO Board Members, and AFDO Committee Chairs.
2. Proposed resolutions will be accepted only if they come from an AFDO member or affiliate association. If needed for explanatory purposes, a resolution should be accompanied by a statement (not to exceed one page) summarizing the purpose of and the justification for the proposed resolution.
3. The Executive Director shall review all proposed resolutions as to clarity and form and may modify language if deemed advisable, as long as the intent is not changed and is in consultant with the sponsor. The Executive Director may consolidate resolutions that are similar in content and intent and so indicate when presenting the revised resolution to the Board.
4. The Executive Director shall also prepare and present those additional resolutions which by tradition are of a memorial or recognition nature or in good etiquette and are appropriate for the Association at the time and place of its annual meeting.
5. All proposed resolutions reviewed and approved by the Executive Director shall be submitted to the Board of Directors no later than 10 days prior to their meeting just prior to the annual meeting for review and recommendations. Board members are expected to have reviewed each proposed resolution prior to the meeting to expedite the review process by the Board.
6. The Executive Director shall be responsible for the posting of the proposed resolutions which are to be presented for membership approval. A copy of each shall be made available for review by the membership at least one day prior to the annual business meeting.
7. All resolutions reviewed and approved by the Board of Directors shall be presented to the membership during the annual business meeting by the Executive Director, with the Board of Director's recommendations of approval or disapproval.
8. Resolutions may be offered for voting individually or in a group of resolutions identified as a "consent calendar". Consent calendar resolutions are those assembled as a single voting item by the Board of Directors prior to the voting session on the assumption that they are non-controversial. All proposed resolutions must be publicized and posted in a designated area, clearly identified as individual or consent calendar items, at least one day prior to the annual business meeting. Prior to the vote, upon a member request or otherwise, the presiding chair may move any individual resolution from the consent calendar to be voted upon individually. Any resolution publicized as outlined in this

9. Floor action on resolutions shall be by majority vote of the members present and constituting a quorum.
10. If the provisions of paragraphs 1-6 cannot be met, resolutions may be presented from the floor during the annual business meeting provided:
 - A. The purpose/intent as to form and clarity has been approved in advance by the AFDO Board of Directors,
 - B. Such resolutions shall be considered after all other resolutions have been acted upon.
11. Following the annual business meeting, a copy of all resolutions approved by the members shall be supplied to all regional associations.
12. The AFDO Board of Directors shall initiate all action required by the approved resolutions and will attempt to achieve the resolutions intent during the ensuing year.

[illegible]

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]