

## Association Business Meeting Minutes

2021 AAFCO Annual Meeting Virtual  
11:00 am–12:15 pm (EDT)

- 1) **Convene Business Session of the Association**—Erin Bubb, President
  - 1) Welcome and opening remarks
  - 2) Announcement of new life members
    - Bob Church, MT
  - 3) Presentation of awards
    - E.B. Voorhees Award – Nancy Thiex, Life Member, for her long-time dedication to AAFCO and laboratory methods. She embodies the spirit of the Voorhees award as Nancy has demonstrated a commitment to educating, advocating, developing, implementing and representing the best practices and policies for quality lab methods, operations and accreditation. She has represented AAFCO in both national and international forums, and is highly respected by her peers.
    - Distinguished Service Award – Bill Burkholder, FDA, for his dedication and leadership with the Pet Food Committee, pet food expertise and participation in the PFLM project.
    - Distinguished Service Award – Doug Lueders, Life Member, for his dedication and leadership chairing the Model Bill and Regulations Committee.
    - Distinguished Service Award – Bob Church, Life Member, for his leadership in AAFCO.
    - Presidential Award – Susan Hays, AAFCO Executive Director, for her initiative
    - Certificate of Appreciation – Falina Hutchinson, MT Department of Agriculture, for her leadership as investigator for Oil Seed Products, and all of the speaking events she has participated, representing AAFCO Ingredient Definitions process for hemp and hemp products.
  - 4) Memorials
    - Mary Lee Hasselberger, (1939-2021)
- 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—Austin Therrell, 2022 President-Elect

(Reports are published on the AAFCO website on the Annual Meeting 2021 page, left side, under the heading “Committee Reports.”)

**Austin Therrell moves to accept committee reports, Ben Jones Seconds. Motion Carries.**

- 3) **Acceptance of Committee Recommendations**—Austin Therrell, 2022 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. Austin Therrell moves, Robert Tolton Seconds, Motion Carries.**

**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. Austin Therrell moves, Tom Phillips Seconds, Motion Carries.**

**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. Austin Therrell moves, Tom Phillips Seconds, Motion Carries.**

#### **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. Austin Therrell moves, Ben Jones Seconds. Motion Carries.**

**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)
<a href="#">33</a> (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	9/20/19	<a href="#">FDA has no questions.</a> (PDF – 4 pages)

Board Recommends Acceptance. Austin Therrell moves, Nathan Price Seconds. Motion Carries.

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)
<a href="#">34</a> (PDF – 494 pages)	CJ CheilJedang Corporation	Dried L-Threonine Fermentation Product (≥75% L-Threonine) produced by bioengineered <i>Corynebacterium glutamicum</i>	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	11/26/19	<a href="#">FDA has no questions.</a> (PDF - 4 pages)

Board Recommends Acceptance. Austin Therrell moves, Miriam Johnson Seconds. Motion Carries.

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

The Model Bills and Regulations Committee recommends publishing the Guidelines for Making Therapeutic Diet Claims in Chapter Five of the AAFCO OP, AAFCO Model Guidance Documents, following the Guidelines for “Human Grade” Claims on page 157 of the 2021 AAFCO Official Publication

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. Austin Therrell moves, Ben Jones Seconds. Motion Carries.**

**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. Austin Therrell moves, Robert Tolton Seconds. Motion Carries.**

**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.

## Business Meeting Minutes – 2021 AAFCO Annual Meeting Virtual

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. Austin Therrell moves, Miriam Johnson Seconds. Motion Carries.**

### 2) Voting by Proxy –

Edit in the 2021 OP (page 99) and Procedures Manual – (August 7, 2020 version, page 7)  
Changes denoted in red/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~~ **serve 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 **serve 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~~ **FeedBin 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)

\_\_\_\_\_ **as my proxy.**

~~I authorize my~~ **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. Austin Therrell moves, Ken Bowers Seconds. Motion Carries.**

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

**Board Recommends Acceptance. Austin Therrell moves, Miriam Johnson Seconds. Motion Carries.**

**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. Austin Therrell moves, Scott Absher Seconds. Motion Carries.**

**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 Glenn, CO**  
**Director 2 Eric Brady, TN**  
**Director 3 Joshua Arbaugh, WV**  
**Director 4 Laura Scott, CFIA**  
**Director 5 Darrell Johnson, KY**

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

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

- 4) Credential Report: FASS**  
Number of voting members represented: 33  
Number of states in attendance: 46  
Number of countries: 7 (including USA)  
Number of FDA representatives: 74  
Number of life members: 8  
Total meeting attendance: 407