



**Strategic Affairs Committee Report/Minutes
2022 AAFCO Annual Meeting
August 6, 2022, 8:00 am – 10:00 am, St. Louis, MO**

COMMITTEE RECOMMENDATIONS:

- **Report acceptance.**
- **Recommend:**

A. Board Minutes publishing:

Edit the row ***“Post Approved Minutes”*** in **Table 4 BOD Post-Meeting Deadlines and Responsibilities** on P. 100 of the 2022 AAFCO Official Publication to read ***“Post approved minutes in FEED BIN” “From: DRAMF” “To: Members”*** in order to match the language in **Table 2 – BOD Post-Meeting Deadlines and Responsibilities** in the 2021 AAFCO Procedures Manual on P. 15.

Additional comments for Board consideration:

The workgroup also requests that the Designated Representative of the Association Management Firm (DRAMF) begin capturing the business meeting items after each BOD meeting to build the business meeting agenda throughout the year and post the updated document in the appropriate upcoming meeting section (Midyear or Annual) on the AAFCO website. This document would be updated with recommendations for the membership after each BOD meeting if appropriate.

The workgroup also recommends providing training on best practices for capturing minutes for meetings for all that are taking minutes.

- Discussion: need to provide guidance on balancing information (e.g., not too much)
- Suggest that ETC handle drafting guidance and CIOC include in member toolkit. Meeting minutes template should be stored in Bin Library.

B. Life Member privileges

Excerpt from the OP with suggested changes (Guidelines, Page 106, 2022 Hard copy of OP):

(unchanged) To qualify for life membership a candidate must have met the following criteria or have performed meritorious service to the Association or to the principals of animal feed control determine by the AAFCO BOD to be equivalent of these criteria:

1. The candidate shall have completed a minimum of eight (8) years active committee, investigator, seminar, task force or officer service; or a minimum of fifteen (15) years tenure in a member agency with semi-active or indirect service to the association.
2. The candidate shall have terminated his or her tenure as a feed control official and shall not have accepted a position in any feed control regulated business, trade or professional association servicing the animal feed industry.

Nomination Procedure: (unchanged)



Assessment of Life Membership Nomination: (unchanged)

Pause of Benefits: *(new language)*

If the life member accepts a position with an external stakeholder (e.g., animal food industry consultant, representative of any animal food related trade or professional association, etc.) the life member must notify the President of AAFCO. The President will suspend the privileges of life membership until such time as the life member is no longer representing the external stakeholder.

If the life member refuses to suspend their privileges, the BOD may choose to suspend or revoke until such time as the individual again meets the condition of life membership as stated.

Notification: (unchanged)

BOARD RECOMMENDATIONS:

- **Report accepted – add date**

Full Committee Members:

Linda Morrison	Nancy Thiex	Dave Edwards	Scott Ziehr
Jennifer Godwin	Erin Bubb	Doug Lueders	Brenda Snodgrass
Ken Bowers	Chad Linton	Mark LeBlanc	Kent Kitade
Ali Kashani	Eric Nelson	Ashlee-Rose Ferguson (Board Liaison)	
Richard Ten Eyck (BIN Coach)		Stan Cook, Vice Chairperson	

Committee Advisors

Dave Fairfield	Roger Hoestenbach	Bob Ehart	Leah Wilkinson
Nancy K. Cook	Kristi Krafka	Julia Fidenzio	

* Present
** Virtual

By-Laws Sub-Committee

Ken Bowers	Erin Bubb	Doug Lueders	Richard TenEyck
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Committee Report:

1. Strategic Planning 2017-20+2
 - Key progress is recorded in Attachment 1: Strategic Plan 2017-20+2 updates from Annual 2022. Edits are in purple text.
2. Strategic Planning 2023-25 - Update
 - Priority Goals and Objectives have been identified to better align with the updated Vision and Mission Statement;



- Task activities, deliverables and responsibilities were drafted at Seminar 2022. Finalization is expected fall 2022 for presentation to the Board by the end of the year. Once approved the 2023-2025 Strategic plan will be presented to members.

3. Procedures Manual

a. Privacy Policy

- Board charge: the Strategic Affairs Committee will review drafted language for the AAFCO Privacy Policy and consult with the Attorney to come up with a proposed policy and report back to the Board of Directors.
- First draft developed with assistance from FASS and legal. Counsel provided suggestions to bring it into compliance with GDPR; FASS have also commented.
- Work Group: Erin, Jacob (Technology Comm. Rep), Scott, FASS rep
- Identify placement in Procedures Manual.
- Update: Restarting with AAFCO's legal counsel who have a template and will continue working with FASS on drafting. Have added Mocaworks/Tribe to include their comments.
- Timeline: Anticipate document for Midyear 2023.

b. BOD Minutes Review (Appendix 1)

- Board charge to SAC: Review the necessity of publishing the BOD minutes on the AAFCO website, while taking into consideration the updated AAFCO Privacy Policy, liability concerns of BOD members, and the language in the Official Publication that directs the placement of the BOD minutes. The Work Group should direct requests for assistance from legal counsel through the Board Executive Committee.
- Work Group: Austin (lead), Stan, Dave, Ken, Leah

[Motion to accept Work Group report \(Appendix 1\) - Ken, second - Ashlee-Rose. Motion carries.](#)

Recommendation to SAC:

The workgroup recommends to the Strategic Affairs Committee to edit the row ***"Post Approved Minutes"*** in **Table 4 BOD Post-Meeting Deadlines and Responsibilities** on P. 100 of the 2022 AAFCO Official Publication to read ***"Post approved minutes in FEED BIN" "From: DRAMF" "To: Members"*** in order to match the language in **Table 2 – BOD Post-Meeting Deadlines and Responsibilities** in the 2021 AAFCO Procedures Manual on P. 15.

[Motion to accept the recommendation above - Ken, second - Dave. Motion carries.](#)

The workgroup also requests that the Designated Representative of the Association Management Firm (DRAMF) begin capturing the business meeting items after each BOD meeting to build the business meeting agenda throughout the year and post the updated document in the appropriate upcoming meeting section (Midyear or Annual) on the AAFCO website. This document would be updated with recommendations for the membership after each BOD meeting if appropriate.

The workgroup also recommends providing training on best practices for capturing minutes for meetings for all that are taking minutes.

- Discussion: need to provide guidance on balancing information (e.g., not too much)



- Suggest that ETC handle drafting guidance and CIOG include in member toolkit. Meeting minutes template should be stored in Bin Library.
- c. Life Member privileges (Appendix 2)
- Board charge: Examine the life membership nomination process and procedures to specifically focus on conflict of interest and make recommendations to changes to the By-Laws and Procedures Manual and any subsequent procedures.
 - Need to consider modifications to Life Member privileges where the Life Member is engaged by and representing regulated industry at meetings. Considerations for modification should include the By-Laws, Official Publication and Procedures Manual.
 - Background: An AAFCO Life Member has been asked to be an Advisor. Given the information that AAFCO Life Members are privy to, this could potentially be a Conflict of Interest. A potential solution could be suspension of Life Membership privileges while serving as a Committee Advisor. Another consideration is requiring the completion of an annual Conflict of Interest Affidavit for continued Life Member privileges. If a Life Member becomes an Advisor, Feed BIN access, voting in Committee Meetings, complimentary meeting registrations must all be considered. Additional language may be required in the Life Membership award letter to help clarify AAFCO's expectations of Life Members.
 - Work Group: Erin (lead), Doug, Eric
- [Motion to accept Work Group report \(Appendix 2\) - Stan, second - Dave. Motion carries.](#)

Excerpt from the OP with suggested changes (Guidelines, Page 106, 2022 Hard copy of OP):

(unchanged) To qualify for life membership a candidate must have met the following criteria or have performed meritorious service to the Association or to the principals of animal feed control determine by the AAFCO BOD to be equivalent of these criteria:

3. The candidate shall have completed a minimum of eight (8) years active committee, investigator, seminar, task force or officer service; or a minimum of fifteen (15) years tenure in a member agency with semi-active or indirect service to the association.
4. The candidate shall have terminated his or her tenure as a feed control official and shall not have accepted a position in any feed control regulated business, trade or professional association servicing the animal feed industry.

Nomination Procedure: (unchanged)

Assessment of Life Membership Nomination: (unchanged)

Pause of Benefits: *(new language)*

If the life member accepts a position with an external stakeholder (e.g., animal food industry consultant, representative of any animal food related trade or professional association, etc.) the life member must notify the President of AAFCO. The President will suspend the privileges of life membership until such time as the life member is no longer representing the external stakeholder.

If the life member refuses to suspend their privileges, the BOD may choose to suspend or revoke until such time as the individual again meets the condition of life membership as stated.



Notification: (unchanged)

Motion to accept the recommendation above - Ashlee-Rose, second - Ken. Motion carries.

4. Deferred Business

a. Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)

- A fulsome discussion raised the relationship between By-Laws, Official Publication (OP) and Procedures Manual (PM). There is a need for a better understanding and consequently clarification. The WG will:
 - focus on defining what information is maintained in each of the three. Reduction in overlap and duplication is a goal. Consideration should be given to minimizing OP content respecting procedures that could be placed in the PM. This would help manage the size of the OP.
 - conduct fulsome review/update; include consideration of how the PM is managed (information storage; format; maintenance)
- Comprehensive By-Laws legal review ~7yrs ago.
- Secretary-Treasurer (ST) needs more work; legal review which yielded options; need to address level of detail in By-Laws versus elaboration of duties in ST PM description; discussion expanded to include review of ED and Association Management Firm; restage WG function to consider review of all linkages with ST duties;
- WG adjusted: Ashlee-Rose, Kent, By-Laws SC, Linda, Stan
- Update: Delayed due to other priorities
- Timing: Draft plan by Midyear 2023 with goal of finalization Annual 2023

b. Resolutions Policy

- Resolutions Policy was accepted in August 2022.
- Develop guidance on drafting resolutions (WG) and implementation recommendations (CIOC/Philosophy?)
- WG: Stan, Erin (lead), Hollis, Ashlee-Rose
- Update: Have not met
- Timeline: Midyear 2023

d. Common Food Index

- Update: Procedures and Guidelines passed through IDC this meeting and will go to Board with recommendations for placement in Chapter 5 of OP together. Next step will be to develop AAFCO.org portal. No action anticipated for SAC.

5. Other Business

- SAC Bin coach change to George Ferguson

Motion to accept August 6, 2022 Midyear SAC meeting report with minor grammar edits - Stan, second - Dave. Motion carries.

Action Item Table:



Responsible	Item	Action	Timing / Status
WG: Ashlee-Rose, Kent, + By-Laws Sub Committee, Linda, Stan	Procedures Manual/By-Laws/Official Publication update	Update/clarify Procedures Manual including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update) then proceed with ST, ED and AMF review	Draft plan by Midyear 2023 with goal of finalization Annual 2023
WG: Erin, Jacob (Technology Comm. Rep), Scott, FASS rep	Privacy Policy	Restarting with AAFCO's legal counsel who have a template and will continue working with FASS on drafting. Have added Mocaworks/Tribe to include their comments.	Anticipate document for Midyear 2023.
WG: Stan, Erin, Hollis, Ashlee-Rose	Resolutions Policy	Review AFDO policy and consider for AAFCO; Draft policy developed for discussion Midyear 2022	Policy Complete; Draft guidance to develop and implement resolutions at Midyear 2023.
WG: Austin (lead), Stan, Dave, Ken, Leah	Board Minutes availability	Review the necessity of publishing the BOD minutes on the AAFCO website	Complete
WG: Erin (lead), Doug, Eric	Life Member privileges	Examine life membership nomination process and procedures to specifically focus on conflict of interest	Complete

APPENDIX 1

Board Minutes Review Working Group

Workgroup Members: Austin Therrell, Leah Wilkinson, Stan Cook, Dave Edwards, Ken Bowers

Charge:

The AAFCO BOD moves to charge the Strategic Affairs Committee to review the necessity of publishing the BOD minutes on the AAFCO website, while taking into consideration the updated AAFCO Privacy Policy, liability concerns of BOD members, and the language in the Official Publication that directs the placement of the BOD minutes. The Workgroup should direct requests for assistance from legal counsel to the executive committee.

Background:

BOD minutes were taken down in July of 2021

Why? – Concerns with documents being used outside of their intended purpose

Call #1 – (2/2/22)

- Bylaws – post to membership - ok
- Committee guidelines – post to AAFCO website – conflicting with procedures manual



- Procedure's manual – post to Feed Bin - ok
- Remove names from minutes? – Need more training
- Build the business meeting agenda throughout the year and post to next meeting page

Recommendation to SAC:

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APPENDIX 2

Life Member Privileges Working Group Report June 16, 2022

Workgroup Members: Erin Bubb, Eric Nelson and Doug Lueders

The working group drafted some proposed language in the guidelines for Life Membership found in the OP. This will hopefully assist the association with some guidance when a Life Member chooses to represent industry or other external stakeholders outside of the public official credentials they once held.

We also decided it could be handled well enough in the guidelines so the By-Laws would not have to be modified. We agreed that changes to by-laws should be minimum and limited to just those that are absolutely necessary.

Excerpt from the OP with suggested changes (Guidelines, Page 106, 2022 Hard copy of OP):

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