

Strategic Affairs Committee Agenda

2015 AAFCO Annual Meeting
Marriott City Center
Denver, Colorado
Wednesday, August 5th, 2015
10:30 am – 12:00 pm
Colorado E & F

To view meeting via WebEx register here: <http://fass.webex.com>
And/Or to listen to meeting Conference Call Line: #1-800-944-8766, Passcode: 70236#

1. Introductions and Agenda Review

2. Working Group (Bob/Shannon/Ali/Ken) :

- Committee coordination processes - Procedures Manual review
 - Update/review Phase 2 work

3. Sub-Committee:

- By-Laws: Ken
 - Quorum provisions for Committees
 - update
- Finance: Ali
 - Sub-Committee report (January 2015) for SAC approval (Appendix 1)
 - update

4. Strategic Plan Priority Activities 2013-16

- Working group (Bob, Jenny and Richard)
 - Update on Integrated Tracking system implementation in FeedBin
- Review SAC related work plan progress with responsible Committee Chairs
 - Sound financial planning / More cost effective operations: Ali
 - Revenue Generation Plan: Ali
 - Process for new members: Jennifer G./ Ali
 - Build leaders with AAFCO background who support AAFCO: Linda/Tim L.
 - Emergency Preparedness Exercise: Judy
 - Partnership establishment: Jennifer G./ Ali
 - Support APHL Grant: Nancy
 - Enhanced Communications (6 sub-elements): Jennifer G./ Ali

5. Committee structure review (Mark, Judy and Richard)

May 27, 2015

- Survey (in the FeedBin) results and review report presentation

6.Strategic Planning 2017+

- FSMA Implementation Task Force priority activities

Action Item Table:

Responsible	Item	Action	Timing / Status
Working Group: Bob, Roger, Shannon, Ali and Ken	Phase 1: Review terms and conditions of Committees, Sub-Committees, Working Groups, Task Forces and Investigators, for more efficient effective work flow	Revised version was submitted to SAC August 9, 2013 and discussed at the SAC meeting August 14, 2013. Draft returned to WG to align text for Advisors and Task Forces with that in the OP (pp. 80-87 and 121 respectively). Final version shared with SAC December 2013 and accepted at Midyear, January 2014. Committee recommendation to Board/membership for vote/acceptance	Complete pending membership acceptance
	Phase 2: general review of the Procedures Manual to ensure timely work flow between Committees	Goal: increased engagement with related Committees such as Model Bill and Regulation to minimize work movement between Committees and the Board as well as minimize double voting with sub-Committees and Committees. Align with Phase 1 timeline. Ken Bowers added to the WG to coordinate with OP pp. 80-87 revisions.	WG to provide first draft for Committee consideration at Annual meeting, August 2014
Ken and Judy	Create definitions for Committee Chairperson, Co-Chairperson and Vice Chairperson		Provide draft for consideration at the Annual meeting, August 2014
Finance Sub-Committee	Building base budget and scenarios for new revenue streams Sub-Committee also needs to develop: - Budget - Long term investment strategy	Charge: "Provide oversight of financial planning for long-term financial stability. Identify and pursue revenue generating opportunities by conducting analyses, sourcing funds and making recommendations to the Board. Further identify productive uses and justification for funding needs." 2013 Budget developed and approved by Board January 21, 2013. Investment strategy developed and implemented May 2013 (Complete). Budget creation procedure report submitted and accepted by SAC, August 14, 2013. Standardized funding request format will be added to the	Budget creation procedure complete pending membership acceptance. Sub-Committee Chair to review and provide recommendations on incorporation into the OP.

Responsible	Item	Action	Timing / Status
		committee report template. SAC to budget creation procedure accepted and forwarded to the Board membership for vote/acceptance	
Working group: Bob W. (Vice) (lead), Jenny and Richard [Kurt (PFI) may be interested and will follow up]	Strategic Plan Priority Action Items	Strategic Plan key priorities for 2013-16 completed by Board October, 2012 (Washington, D.C.). Priority goals, outcomes, activities and Committee assignments established and posted on web site. Shared with Committee Chairs for review, work assignment and workplan drafting (November 2012-January 2012). December 2013: All workplans submitted and reviewed by the Board of Directors. Workplans accepted with adjustments requested of CIOC (slight re-structure and addition of timelines	Integrated Tracking system will be implemented in FeedBin with FASS support for detail input. Suggested a webinar be held initially, including Linda, preferably at the beginning of February. Updated workplans will be requested based on work at Midyear 2014 (Linda).
Working group: Mark (lead), Judy and Richard	Schedule review of Committee structure two years after implementation to make sure re-organization has been of value.	Suggestion is to start with survey of Committee chairs, advisors and members.	Proposed plan will be presented at the Annual meeting, August 2014.



Finance Subcommittee Report/Minutes

Wednesday, January 14, 2015

12:00 – 1:30 PM

San Antonio, Texas

COMMITTEE RECOMMENDATIONS:

1. Post Association's Annual Statements in the Feed BIN for Members to view
2. The current subcommittee structure is working well and members would like the Finance Subcommittee to continue to report to the Strategic Affairs Committee.
3. No need for development of "Dashboard" as this need has been filled by other tools available through FASS.

BOARD RECOMMENDATIONS:

1. Board approved posting of Association's Annual Statements in the Feed BIN for Members to view at their January 15th meeting

ASSOCIATION ACTIONS: Posting completed _____

Committee Participants:

Members present: Richard Ten Eyck, Judy Thompson, Bob Waltz, Mark LeBlanc, Ken Bowers, Jamey Johnson, Doug Lueders and Ali Kashani.

Member absent: Chad Linton.

Committee Report/Minutes:

1. Meeting called to order by Ali Kashani at 12:30 pm CT.
2. Update on investment of AAFCO funds – The sub-committee discussed the investment portfolio and the possibility of moving additional funds from the reserve into the portfolio. It was suggested to inquire with our financial advisor about the possibility and best timing for investing an additional \$100,000.00.
3. Status of "dashboard" development – Very little progress made as it is unclear exactly what information we are looking to illustrate and the required level of detail. With the work being done by FASS, it was determined that the dashboard was no longer required.
4. Committee structure discussion – Discussion of the options for the Finance Committee to report directly to the BoD versus continue as a Sub-Committee under the Strategic Affairs Committee.

Members felt that the current subcommittee structure is working well and the Finance Subcommittee continue to report through the Strategic Affairs Committee.

5. Discussion of Budget Generating Plan – Discussion of options related to check sample program, meetings, training activities and monographs as potential sources of ongoing/new revenue in additional to the OP.
6. AAFCO budget in general (monthly financial statements, invoices, etc.) –
 - Discussion of Association’s budget and development of documents to track the Association’s financial status and activities were discussed. No required changes to fiscal reports were identified.
 - It was recommended that the chairs should be encouraged to submit plans for their committee activities as funds are available to conduct needed activities. This can be done during chair meetings and by emails when secretary treasurer sends budget generation plans during the month of December.
 - Discussion about transparency with membership, regulated parties and the public regarding AAFCO’s finances. After a thorough discussion, the sub-committee recommended that the Association’s Annual Statements be posted in the Feed BIN for Members to view.
7. Meeting adjourned at 1:30

(This report was voted electronically and accepted by the majority of the members.)