

# Strategic Affairs Committee Agenda

2016 AAFCO Midyear Meeting  
Wild Dunes Resort  
Isle of Palms, South Carolina  
Wednesday, January 20<sup>th</sup>, 2015  
10:30 am – 12:00 pm  
Palms Ballroom

To view meeting via WebEx register here: <http://fass.webex.com>  
And/Or to listen to meeting Conference Call Line: US TOLL  
1-650-479-3207  
Access code: 666 642 052

## AGENDA

1. Introductions and Agenda Review
2. Working Group (Bob/Shannon/Ali/Ken) :
  - Committee coordination processes - Procedures Manual review
    - Update Phase 2 work
3. Sub-Committee:
  - By-Laws: Ken
    - Quorum provisions for Committees:  
**ARTICLE VI**  
**Section 3.** "Voting. For committee work, one-half of the members of any committee are required to be present or represented by proxy (in person or by phone) to conduct a vote. A majority of those voting must vote in the affirmative for the motion to pass. Only the Chair or Co-Chairs/Vice-Chairs may preside over a vote."
    - International Membership (Appendix 2)
  - Finance: Ali
    - Sub-Committee report (August 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
    - Process for new members: Ali/Vice Chair CIOC
    - 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. Strategic Planning 2017+

- Update

6. AAFCO FSMA Implementation Task Force

- Update and Next Steps

**Action Item Table:**

Responsible	Item	Action	Timing / Status
Working Group: Bob, Roger, Shannon, Ali and Ken	Phase 2: general review of the Procedures Manual to ensure timely work flow between Committees	Additional revisions were shared with SAC immediately prior to August AGM 2015.	SAC comments requested by end of September. WG will re-review and share final draft by mid-December for committee consideration at January 2016 Midyear meeting.
By-Laws Sub-Committee	By-Laws issues	Quorum provision suggestions discussed.	Proposal to be shared with Committee by end of September so it can be integrated into Procedures Manual.
Working Group: Bob W. (lead), Jenny and Richard	Strategic Plan and Priority Action Item tracking and progress updates	Strategic Plan key priorities for 2013-16 completed by Board October, 2012. Committee Chairs drafted workplans which were reviewed and accepted by the Board of Directors (with adjustments requested of CIOC (slight re-structure and addition of timelines)). Integrated Tracking system drafted in FeedBin with FASS support for detail input. SAC chair provided feedback. Exploring both FASS and Bin for tracking. No updates received from SP priority leads to update workplans for tracking purposes. WG expect to have a recommendation for the Committee by 2015 August Annual meeting.	No action.
Strategic Plan 2017-20 (Linda)	Organize planning session pre-Seminar 2016.	Board/Committee Chairs to identify SP priorities for 2017-20. Prepare funding needs for travel.	



**Finance Subcommittee Report/Minutes**

Tuesday, August 4, 2015

12:15 – 1:30 PM

Denver, Colorado

**COMMITTEE RECOMMENDATIONS:**

1. No need to invest further in the market at this time.
2. Purchase certificate of deposit for the amount that is above the FDIC limit in bank account.
3. Arrange for external audit with the firm conducted the last, one three years ago.

**BOARD RECOMMENDATIONS:** None

**ASSOCIATION ACTIONS:** Previous Board Recommendation of Posting Association's financial statements were 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.

**Guests Present:** Randy Treadwell, Feed & RRT Program Manager, Washington State Department of Agriculture

**Committee Report/Minutes:**

1. Meeting called to order by Ali Kashani at 12:15 pm CT.
2. Update on investment of AAFCO funds – The sub-committee discussed the investment portfolio and recommended moving additional funds from savings account to a certificate of deposit. Ali will work with FASS to bring the account below the FDIC limit.
3. Official publication (OP) sales and total net income were discussed. Both electronic and paper OP sales have increased during the last two years (by about 25% and 53%, respectively). This information was to be presented at the Strategic Affairs committee meeting on Wednesday, August 5<sup>th</sup>, as had been requested at their last meeting.
4. A question was asked about the association's budget and investment level related to the status

as not-for-profit organization. There appears to be no concern at this point.

5. Discussion of Budget Generating Plan – Discussion of options related to check sample program, meetings, training as potential sources of ongoing/new revenue were briefly discussed in addition to OP sales.
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 committee chairs 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.
7. Meeting adjourned at 1:30

By-Laws: International Membership:

### **Summary**

The Board created a Task Force (Judy Thompson, Bob Gieger, Ellen Buchanan and Ken Bowers) were given an assignment regarding International Membership and possible ways to engage other countries in AAFCO. The following is a summary of discussions and recommended path forward.

AAFCO was founded to encourage uniformity between the States and this remains a key AAFCO mandate. With Canada and Costa Rico as members, AAFCO is already an international organization though membership is currently limited to the Americas. If we want China to actively participate in AAFCO, the Task Force felt we need to offer them the opportunity to be members. The current AAFCO definition of membership is very broad and the Task Force feels that feed control officials from any country could join now. In over a hundred years, we haven't had a line knocking on our door to become members so the risk is considered minimal.

We discussed the possibility of removing Canada and Costa Rico from the membership, drafting language like NASDA for non-voting members or just inviting others to come and get involved in discussions from the floor but we didn't see any of these options as the right approach. In order to determine the best strategy, we need to think a bit more about why we are inviting others (e.g., China) to participate and how much involvement we want from other countries and what influence they should have on how the US is going to regulate feed.

The Task Force agreed that AAFCO should continue to allow international participation. This would do nothing but help AAFCO and the feed industry. Feed moves globally now so this could be an incentive to invite other countries. We discussed limiting geographic catchment and limiting AAFCO membership to only feed control officials from the Americas. We could also add language for non-voting members from other jurisdictions (e.g, Europe and Asia) that allow them to be on committees in a similar capacity to industry advisors, e.g., no voting privilege. These feed control officials would be international associate members with restrictions on their participation in AAFCO.

The Task Force did not believe that we should have two AAFCO organizations. There are not enough volunteers available to support the management and leadership of two organizations.

The Canadian perspective on participation is to understand what is happening with US feed regulation and contribute so as to not have conflicting systems. Assuming China would be participating for the same reason, there is no risk in letting them vote (e.g.: Canada does not vote on pet food and other issues that are not relevant to them).

### **Recommendations**

1. The Task Force felt that if AAFCO wants to promote international participation, feed control officials from other countries should join as members but we might want to change the By-Laws so that countries, other than the US, would only have one vote in the membership vote (e.g.: Federal only for countries other than US). This would not limit committee participation as often times there are two or

more representatives from the same State or FDA on a Committee and they can all participate and vote individually.

- For Committee work, the Task Force didn't see broader participation in committee work as a huge issue because committee work is approved and vetted by the Board and then the entire membership.
- For eligibility to serve on the Board of Directors, The Task Force does not foresee a problem with this but maybe in the future limit number of board members to 1 or 2 that are not US.
- For the By-Laws, a change would be needed. To facilitate this change, *Article II, Section 2. Voting* of the By-Laws would need to be amended as follows:

Each State, District or Territory engaged in regulating animal feed or livestock remedies in the United States of America and each Federal Agency primarily responsible for regulating animal feed or livestock remedies in their country, and paying annual dues as prescribed in Article II Section 4 of these By-Laws, shall designate one member as the voting representative of that State or Agency.