

Strategic Affairs Committee Report/Minutes

January 14, 2015
10:00 am – 12:00 pm
San Antonio, TX

COMMITTEE RECOMMENDATIONS:

1. Report acceptance; no specific recommendations

BOARD RECOMMENDATIONS:

1. Report accepted – date

ASSOCIATION ACTIONS:

1. Report accepted – date

Full Committee Members:

Linda Morrison	Paul Bachman	Ken Bowers	Richard TenEyck
Andy Gray	Roger Hoestenbach	April Hunt	Jamey Johnson
Shannon Jordre	Ali Kashani	Chad Linton	Mark LeBlanc (Board Liaison)
Dragan Momcilovic	Jenny Murphy	Aaron Price	
Nancy Thiex	Judy Thompson	Robert Waltz, Vice Chairperson	

Finance Sub-Committee

Ali Kashani, Chair	Ken Bowers	Jamey Johnson	Mark LeBlanc
Chad Linton	Richard TenEyck	Judy Thompson	

By-Laws Sub-Committee

Ken Bowers, Chair April Hunt

Committee Advisors

Dave Ailor	Nancy Cook	Dave Dzanis	Bob Ehart
Dave Fairfield	Kurt Gallagher	Kristi Krafka	Ed Rod
Richard Sellers			

* Present at meeting

Committee Report:

1. Working Group (Bob/Shannon/Ali/Roger/Ken) :
 - Procedures Manual Review - Committee coordination processes
 - Update/review draft Phase 2 work:
 - Comments to date have been incorporated. Will require Board approval but not membership. Need to communicate presence of final product on web site home page when posted.
 - Action:** WG will re-review and share with Committee by the end of March for final review. Committee will then be asked to comment by end of April. Hope to have final manual for committee consideration by August Annual meeting 2015.
2. Sub-Committee activities:
 - By-Laws:
 - There are currently no Quorum provisions for Committees in the By-Laws.
 - Action:** Ken will seek volunteers to assess establishment of Quorum language for Committees (including Robert's Rules provisions that guide By-Laws) and consider placement in procedures versus By-Laws. Feedback and recommendations will be brought forth at the 2015 August Annual meeting.
 - Finance:
 - Sub-Committee has been functioning well and will be meeting immediately after the SAC meeting. The group will be reviewing budget generating opportunities and assessment of management firm service provision. Information was requested on the financial status of the on-line OP.
 - Action:** Ali will provide on-line OP financial status information at the 2015 August Annual meeting.
3. Strategic Plan (SP) Priority Activities 2013-16
 - Working group (Bob, Jenny, Richard, Linda) report on Integrated Tracking system implementation in FeedBin
 - Roughed out a workplan in the FeedBin, - SAC chair provided feedback. Group has been challenged to meet. Exploring both FASS and Bin for tracking.
 - Action:** WG expect to have a recommendation for the Committee by 2015 August Annual meeting.
 - Workplan status reviewed and updates provided for priority activities:
 - Sound financial planning / More cost effective operations: Ali
 - Need to update the workplan; work is ongoing (e.g. assessing FASS, check sample program expansion; all chairs now receive prompt to identify financial needs)
 - Revenue Generation Plan: Ali
 - Per Finance Sub-Committee report
 - Process for new members: Katie/ Ali
 - On hold due to Committee member changes
 - Build leaders with AAFCO background who support AAFCO: Linda/Tim L.

- On hold due to other priorities of Committee members; next step is course identification/costing; should the group also consider how to identify potential leaders
 - Emergency Preparedness Exercise: Judy
 - Darlene and WG have been making good progress and small table top planning exercise is scheduled for Seminar April 2015. It will then be evaluated and consideration given to holding a larger exercise.
 - Partnership establishment: Ali
 - Actively working with key partner FDA (PFP, 50 state, AFSS), NASDA, AFDO (regional) and reinvigorated USDA collaboration; biggest partner is FDA and work with them will be a priority for now given PFP, FSMA, etc.
 - Support APHL Grant: Nancy
 - On target with deliverables, monthly reporting to APHL and regular Board reports, annual report completed (annual and Mid-Year posted in the FeedBin/web site)
 - Enhanced Communications (6 sub-elements): Ali
 - Leader change continues to be a challenge. On hold, need to review/prioritize activities and establish time lines
- Action:** All SP priority leads to update workplans and submit to SAC for tracking purposes by end of March 2015.

4. Committee structure review Work Group (WG)(Mark (lead), Judy and Richard)
- Survey shared with all committees to elicit feedback. All committees have been asked to provide feedback to the working group by the survey deadline or via their committee report (due by mid-February). SAC Jan. 2015 report contains general comments for the WG.
- Action:** SAC members may complete the survey individually if they wish by March 1. The WG will compile the results from all Committees and present the report, with recommendations at the 2015 August Annual meeting.

SAC comments:

1. Q1. Is the process of running new language through the model bill committee for placement and check for conflicting language necessary?
 - Cross check valuable, but may not need to be by a second “Committee”. Would be useful to have a group that could do it to minimize time to approval. Sometimes Committees are unsure if MBRC review is necessary. Board Liaison interface needs to be improved.
2. Q2. Is the lateral movement of motions between committees with board knowledge working for your committee?
 - Procedure seems to work, sometimes execution is a challenge (documents misplaced).
3. Q3. Are the changes we made in 2010 working for your committee?
 - By-Laws works better as group has more members/structure for support. Finance functions and doesn’t see a need for change. Suggestions have been made to change to reporting to the Board. However the ST has access to the Board and shares

information with them as part of regular business. Sub-Committee has both day to day and long term financial planning information (manage investments) but are more involved in the long term issues. Perhaps day to day should be nested under Board. Merits further discussion and clarification of role in SAC versus Board needs.

4. Q4. Do you have time to address all the issues brought to the combined committee?
 - There generally seems to be enough time to address issues.
5. Q5. Did the combination add value or efficiencies to AAFCO?
 - By-Laws have found it easier because there is a larger Committee for support. Finance has also had the benefit from more structure and more resources from the Committee at large. Consolidation has meant the number of people available were spread over fewer Committees.
6. Q6 Are there any other changes to committee structure that would be useful? For example:
 - a. With National Pet food labeling regulations on the horizon do we need to maintain a separate Feed Labeling committee and a Pet Food committee or could we combine them?
 - b. Should the Finance subcommittee be housed under the BOD instead of strategic affairs?
 - No additional comments

Confirmed Committee has no specific financial needs from the 2015-16 budget.

Motion: To accept the Strategic Affairs Committee report, subject to minor edits/formatting by Bob Waltz; second Mark LeBlanc. Motion passes.

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	WG draft Procedures Manual shared at August AGM 2014	WG will re-review and share with SAC by the end of March for final review. SAC asked to comment by end of April. Hope to have final manual for committee consideration by August Annual meeting 2015.
By-Laws Sub-Committee	By-Laws issues	Review quorum provisions for Committees	Ken will seek volunteers to assess establishment of Quorum language for Committees (including Robert's Rules provisions that guide By-Laws) and consider placement in procedures versus By-Laws. Feedback and recommendations will be brought forth at the 2015 August Annual meeting.
Finance Sub-Committee	Association financial information	Information was requested on the financial status of the on-line OP.	Ali will provide the information at the 2015 August Annual meeting.
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.	WG expect to have a recommendation for the Committee by 2015 August Annual meeting. All SP priority leads to update workplans and submit to SAC for tracking purposes by end of March 2015.
Strategic Affairs: Mark (lead), Judy and Richard	Schedule review of Committee structure two years after implementation to make sure re-organization has been of value.	Proposed workplan presented at August AGM 2014. Survey developed and shared with Committee chairs for committee discussion in January 2015 as well as posting in the Bin for individual response.	SAC members may complete the survey individually if they wish by March 1. The WG will compile the results from all Committees and present the report, with recommendations at the 2015 August Annual meeting.