

Strategic Affairs Committee Report/Minutes

August 7, 2019
10:15 am – 12:00 pm
Louisville, Kentucky

COMMITTEE RECOMMENDATIONS:

- **Report acceptance.**
- **Recommend:**
 - that Chairs and Investigators sign AAFCO's Conflict of Interest
 - amending the Procedures Manual (page 8):

Conflict of Interest

The members of the Board and all AAFCO members/volunteers have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. AAFCO Board members, employees, Committee Chairs, and AAFCO Investigators will sign the Association of American Feed Control Officials Conflict of Interest Disclosure Statement annually that affirms such person:

- Has received a copy of the conflict of interest policy,
 - Has read and understands the policy, and
Has agreed to comply with the policy.
- Correcting grammatical errors in Subcommittee definition (OP Page 102 and Procedures Manual page 14) text submitted January 2019:

Subcommittees – Are made up of committee members and are “task/topic specific” (e.g., By-Laws Subcommittee of Strategic Affairs), used to divide responsibilities, or focus work, into more manageable groups of interest or expertise. Subcommittees do not generally have time restrictions imposed on their existence, and work tends to be a subset of the standing committee charge(s). Subcommittees may be created by a committee chair, as needed, to support address the needs on the committee function.

BOARD RECOMMENDATIONS:

- **Report accepted – add date**

ASSOCIATION ACTIONS:

- **Report accepted – add date**

Full Committee Members:

Linda Morrison	Stan Cook	Nancy Thiex	Dragan Momcilovic
Dan Danielson	Erin Bubb	Jamey Johnson	Doug Lueders
Shannon Jordre	Ken Bowers	Chad Linton	Mark LeBlanc
Jenny Murphy	Kent Kitade	Andy Gray	Ali Kashani (Board Liaison)
Brenda Snodgrass	Richard TenEyck (BIN Coach)		Scott Ziehr

Robert Waltz, Vice Chairperson

By-Laws Sub-Committee

Ken Bowers

Erin Bubb

Doug Lueders

Richard TenEyck

Committee Advisors

Dave Fairfield

Dave Dzanis

Bob Ehart

Leah Wilkinson

Nancy K. Cook

Kristi Krafka

Julia Fidenzio

* Present

Committee Report:

1. Sub-Committee: By-Laws Update (Ken)

- Accept Sub-Committee report (Appendix 1)
 - Motion to accept Sub-Committee report - Ken; second - Doug; Motion carries.
- a. Recommend AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators.
 - FDA would rely on their own COI and would not sign one for AAFCO
 - Motion that Chairs and Investigators sign AAFCO's Conflict of Interest - Doug; second - Mark ; Motion carries.
- b. Recommend edits to Procedures Manual page 8 regarding COI.
 - Motion to amend the Procedures Manual (page 8) (per below) - Ken; second - Mark; Motion carries.

Conflict of Interest

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- iii. Has received a copy of the conflict of interest policy,
 - iv. Has read and understands the policy, and
 - v. Has agreed to comply with the policy.
- c. Recommend contractors sign a uniform disclosure statement (if there is a perceived conflict of interest) within the contract with AAFCO.
- Good policy to have for future contractors; should be in any contract with service provider
 - Note there is a difference between a vendor and contractor; if vendor just sells product (to specifications) versus provides service; case dependent that needs to be considered

Table (January 2019) Motion to add "contractors" to those who have to sign COI - Stan; second - Richard; Doug motion to remove from table; Ken seconds; Motion fails.

Action: return to By-Laws to address COI versus disclosure/non-disclosure terminology for contracts. Investigate if and when these conditions should be used for vendors.

Draft language for Procedures Manual as appropriate.

- d. Recommend further subcommittee discussion on establishing language in the bylaws to describe the executive committee authority and membership. By-laws Article IV.
- Informal executive group currently functions; could be subject to challenge
 - Now that there is an ED, should there be consideration to include on executive committee

- If By-Laws amendment recommended, confirm with legal
- Consider who and what executive group does and bring back
- e. Recommend leaving BOD quorum language as-is for now until after discussion on executive group.
- f. Recommend leaving committee advisor language as-is and not changing to appointed advisors.
 - Committee agreement
- g. Recommend discussion in SAC regarding whether AAFCO board can kill a committee recommendation (By-Laws, Article VII)? Can the BOD amend a committee recommendation?
 - Checks and balances currently exist
 - Procedure exists for Board to communicate issues/conflict to member to inform membership vote
 - Opinion that BOD can review but not kill/amend; BOD issue would be conveyed via their recommendation
 - Can Board send it back to Committee? Historically items have routinely been returned (or referred to another Committee) if Board feels additional work is needed
 - The Board receives a report that they may not accept. If so, it gets returned to the committee for clarification/additional work etc.
 - The Association has processes in place to ensure communications between the Board and Committees, including timelines for submission of reports. If timelines are not adequate they should be reconsidered. Similarly, if the processes are not functioning, they should be reviewed. Is an evaluation necessary? Consider legal confirmation relative to By-Laws as necessary.

Action By-Laws will further investigate. Once the process is clarified (By-Laws adjusted), committee recommendations should proceed as indicated in the By-Laws.

2. Strategic Planning 2017-20

- Key progress has been recorded in Attachment 1: Strategic Plan 2017-20 updates from Annual 2019. Edits are in purple text. Progress will be tracked via Attachment 1; the Feed Bin project tracking will no longer be used due to limits reflecting details.
- The Board decided to action the fourth priority goal and identified a fifth. Key activities for both were drafted by the Board and Chairs at the beginning of Midyear and were finalized shortly thereafter Midyear. It was distributed to relevant chairs to incorporate in committee activities.
- CIOC has lead responsibility for almost all of the new activities. Since there are new vice-Chairs, they will need some time to get this work planned and begin to action.

3. Strategic Planning 2021-24

- The Board will begin revising the Strategic Plan Goals for 2021-24, at the fall meeting October 2019. Priority goals will also be identified.
- Activities, deliverables and responsibilities will be developed by the Board/Chairs at Seminar 2020.
- Priority goals and activities will be finalized for presentation for member acceptance at Annual 2020 so implementation can begin in 2021.

4. Procedures Manual (Appendix 2)

- Edit to Travel Procedures
 - Discussion points from Richard (highlight and blue text in Appendix 2)
- Executive Director
 - Insert only addresses evaluation; suggestion from Linda to add section describing Executive Director and duties/relationship with AAFCO
 - Noted that the Association Management Firm is not described either - should it be?
Action - Consult with Board about making additional edits.

5. Subcommittee definition (OP Page 102 and Procedures Manual page 14)

- A grammatical issue was noted in the text just approved at General Session Annual 2019:

Subcommittees – Are made up of committee members and are “task/topic specific” (e.g., By-Laws Subcommittee of Strategic Affairs), used to divide responsibilities, or focus work, into more manageable groups of interest or expertise. Subcommittees do not generally have time restrictions imposed on their existence, and work tends to be a subset of the standing committee charge(s). Subcommittees may be created by a committee chair, as needed, to support address the needs on the committee function.

Action - Make grammatical edits and forward to Board for text correction.

6. Independent Conclusion of GRAS program

- WG (under IDC) Charge: to identify and pursue state acceptable alternatives to CVM review of independent GRAS conclusions. WG Goal: to develop an animal food ingredient review system for independent conclusions of GRAS that is acceptable to all AAFCO member states.
- Board Charge to SAC: consider whether this is the direction that AAFCO wants to go.
- Industry questions whether this will be widely used since it does not include FDA.
- Ingredient accepted through this process would not be in OP (because of MOU).
- Member comments questioning whether AAFCO should proceed.
- Should AAFCO be doing this (even though states may accept).
- Members were surveyed (July 2016) - ~75% positive depending on verifier (RT to confirm); RT can locate (include highlights in SAC);

Action: Redo survey with updated questions to add to conversation and confirm continued work on ICG.

eMotion September 17, 2019: To accept the meeting minutes/report - Ken; Second - Bob; Motion carries.

Action Item Table:

Responsible	Item	Action	Timing / Status
By-Laws (Ken)	AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators	Follow up: 1. Suggestion that individual states that adjust their COI to include AAFCO could be used in lieu of the AAFCO COI. Committee commented that COI is different when acting on behalf of AAFCO versus conducting regulatory activities for a state. As well, this places additional work on AAFCO, including legal review. By-Laws will continue deliberation. 2. Consider how contractors and contractual employees should be covered with COI provisions. AAFCO currently has a number of contractual agreements. Alternative is to ensure uniform disclosure statement in contracts in lieu. Group to include Susan.	1. Complete 2. January 2020
By-Laws (Ken)	Board Executive and Board quorum/voting provisions	Consider defining executive group. Review Board quorum/voting giving change in number of Directors. Instead of majority, also consider "simple majority".	January 2020
By-Laws (Ken)	Advisor language	Consider using "appointed" advisors instead of "committee" advisor in procedures manual references and in OP.	Completed
By-Laws (Ken)	By-Laws authority regarding Committee recommendations	Investigate whether AAFCO board can kill/amend a committee recommendation (By-Laws, Article VII)	January 2020
Strategic Affairs (Linda)	Procedures Manual	Consult with Board about making additional edits to the Procedures Manual regarding to travel procedures and Executive Director duties	January 2020
SAC and IDC (Linda and Richard)	Independent Conclusion of GRAS program	Redo survey with updated questions to add to conversation and confirm continued work on ICG	January 2020

APPENDIX 1

By-Law Subcommittee Report 05/30/19

Subcommittee Recommendations to SAC:

- 1) Recommend AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators.
- 2) Recommend edits to Procedures Manual page 8 regarding COI. See Attachment A
- 3) Recommend contractors sign a uniform disclosure statement within the contract with AAFCO.
- 4) Recommend further Subcommittee discussion on establishing language in the bylaws to describe the executive committee authority and membership. By-laws Article IV.
- 5) Recommend leaving BOD quorum language as-is for now until after discussion on executive committee.
- 6) Recommend leaving committee advisor language as-is and not changing to appointed advisors.
- 7) Recommend discussion in SAC regarding whether AAFCO board can kill a committee recommendation? Can the BOD amend a committee recommendation?

Subcommittee Participants present during call on 05/30/19:

Erin Bubb – PA, Richard TenEyck – OR, Ken Bowers – KS.

Doug Lueders – MN absent

The by-law sub-committee discussed the AAFCO Conflict of Interest (COI) sign off for Chairs and Investigators. It was decided to recommend that committee chairs and investigators sign the COI. When on an AAFCO committee with governing board-delegated powers or serving as an investigator the person is representing AAFCO.

Also discussed whether By-laws Article IV is clear enough regarding executive committee authority and membership. This discussion also relates to the Quorum discussion.

Discussed board actions available on committee recommendations. Discussed possible fix to adoption of the “Guidelines for requesting a new definition” as recommended by the IDC.

By Law committee does not think proposed language in new guidelines violates the bylaws but that the process could be clearer.

Proposed Language:

“Once accepted by membership for publication as a tentative definition the definition will move to Official status six months later without further action by the IDC, Board or Membership. This action can be stopped or modified by the IDC in consultation with the investigator. “

RT will draft amendment language for the BOD to offer on the “Guidelines for requesting a new definition” document. Erin will request it get on BOD agenda for June.

Call was adjourned about 90 minutes in.

Attachment A

Procedures Manual page 8

Insert language to read:

Conflict of Interest

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- b. Has read and understands the policy, and
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APPENDIX 2

TRAVEL PROCEDURES

AAFCO realizes the importance of having effective meetings and this requires committee chairs, investigators, members of the BOD and others to attend. However, sometimes persons serving in these positions are unable to attend meetings without outside financial assistance because of a lack of available travel funds in their agency. AAFCO has a long tradition of assisting control officials, to the extent possible, in attending meetings when it is deemed to be in the best interest of AAFCO to do so.

A control official should request funds for travel from AAFCO only if their agency is unable to provide funds for travel. The official should seek partial travel funds from their agency. Additionally, when requesting AAFCO travel funds, the official should minimize expenses.

Authorization Procedures

- The President is responsible for approving all travel requests. The President may consult with the BOD as necessary or advisable. **In the case of the President's travel, the President Elect is responsible for approving the President's request.**
- All travel requests must be submitted to the AAFCO President and Association Management Firm on the Travel Request Form well in advance of the meeting. The Form can be obtained from the AAFCO website or Association Management Firm. Approval must be obtained before the travel begins.
- Committee chairs and BOD members may make their requests directly to the President.
- Committee members must first submit their requests through their committee chair, who must approve the travel before forwarding the request to the President.
- The chair should justify the requests by explaining why the member's presence is in the best interest of AAFCO.
- Travel advances, **mainly to cover transportation**, are available upon request **and approval**. **Do we want to capture the Airfare purchase policy here (highlight)?**
- The President shall **promptly approve or deny** all requests and send a copy to the person requesting approval, the committee chair (if appropriate), and the Association Management Firm. A copy is to be attached to AAFCO Expense Travel Vouchers after the approved travel has been completed. **A specific timeline should be stated for the President's approval. 5 business days (highlight)? Agree**
- **The person who will be President at the calendar time of travel is responsible for approving the requests and reimbursements. The current President Elect will be responsible for approving proposed travel that takes place during their term as President. Needs rework current does within their year, in consultation with incoming**

Allowances and Receipts

- Room costs will be reimbursed on an actual-cost basis. A receipt is required.

- Food **and incidentals**, including tips, will be **based** reimbursed on an actual cost basis, itemized by meal each day or using **on the current** U.S. federal per diem rate **for meals and incidentals**.
- Automobile travel will be reimbursed at the **current** U.S. federal rate. The claim should show origin and destination points and total mileage. If automobile instead of air travel is chosen, then the less expensive mode of transportation will be reimbursed.
- Airfare should be the lowest available, which may require advance purchase, *staying over Saturday night??*, economy fare or other restrictions. A receipt is required.
- Taxi, limousine, **Uber, Lyft** or other transportation will be reimbursed at actual cost. A receipt is required. **Gratuities must be documented. Receipts are required** if over \$15. Separate justification must be made for rental cars **and preapproved**.
- Registration fees are refunded as charged. A receipt is required.
- Other expenses on behalf of AAFCO may be considered for payment. In these cases receipts and justification must be provided.

Travel Expense Claims

- A properly completed Travel Expense Form must be submitted to the President and Association Management Firm, along with all appropriate receipts as previously outlined. The Form can be obtained from the AAFCO website or Association Management Firm. **In case of presidential travel, the President Elect will approve reimbursements.**
- All requests for reimbursement must be made within 30 days of travel completion. **(If the request cannot be filed by then, the traveler may seek in writing, an extension from the President).**
- The President shall check the voucher and receipts and compare to the travel request to ensure accuracy and appropriateness. Upon approval, the President shall sign the travel expense voucher and send the original with receipts **(promptly notify)** to the Association Management Firm **(that the travel request is approved for payment). Notify traveler and Association Management. Specify number of business days. 10 (highlight)? agree**
- The Association Management Firm shall promptly issue a payment to the member to reimburse the approved travel expenses.
- If the member received an advance and a refund is due to AAFCO, the member shall promptly reimburse the Association.
- The Association Management Firm shall retain a copy of the approved travel expense claim and travel request.

General Travel Policies

- The BOD attends the AAFCO/FDA Briefing and Planning Meeting in Rockville, MD at AAFCO expense, if FDA funds are not available.
- The President or BOD may appoint members of AAFCO to represent the Association at industry, governmental and other meetings at AAFCO expense when it is deemed in the best interest of AAFCO. Likewise, the President may deny requests for reimbursement for expenses to attend any meetings for which prior approval was not given.

Executive Director

Two weeks prior to the Board meeting at the seminar, the immediate Past President will put together and circulate to the Board, a review and yearly evaluation of the work completed by the Executive Director. At the seminar, the immediate Past President, President, President Elect, and Secretary/Treasurer shall meet with the Executive Director to review performance.

This session will be open for any Board member to attend. The time and place of the review will be announced prior to the seminar. If the Executive Director is not able to attend the seminar, the immediate Past President will solicit comments from the Board and then present the Executive Director a written review at a later date.

If the immediate Past President is not able to attend seminar, the President or President Elect may conduct the assessment. It will also discuss future initiatives the Board sees as valuable.