

**Strategic Affairs Committee Report/Minutes**

August 3, 2016  
10:15 am – 12:00 pm  
Pittsburgh, Pennsylvania

**COMMITTEE RECOMMENDATIONS:**

- 1. Report acceptance.
- 2.

**BOARD RECOMMENDATIONS:**

- 1. Report accepted – *add date*
- 2.

**ASSOCIATION ACTIONS:**

- 1. Report accepted – *add date*
- 2.

Full Committee Members:

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

By-Laws Sub-Committee

Ken Bowers	April Hunt	Richard TenEyck
------------	------------	-----------------

Committee Advisors

Dave Ailor	Nancy Cook	Dave Dzanis	Bob Ehart
Dave Fairfield	Pat Tovey	Kristi Krafka	Ed Rod
Richard Sellers			
* Present at meeting			

Committee Report:

- 1. Sub-Committee: By-Laws (Ken)
  - o Update
    - Clarification of Article 5, Section 1 needed.  
*Action: Complete by October and share with Committee*
    - Add Richard T. to Sub-Committee:
- 2. Strategic Plan (SP) Priority Activities 2013-16 - update
  - o Working group (Bob, Jenny, Richard, Linda) report on Integrated Tracking system implementation in FeedBin
    - Further work is not required given the 2017-20 priorities will replace it and will be tracked

in the FeedBin

Motion to dissolve WG - Chad L.; second - Bob W.; motion carries

3. Last update on Strategic Plan 2013-16 work plan progress with responsible Committee Chairs
  - Process for new members: Ali/Vice Chair CIOC
    - New Vice Chair – Kelsey Luebbe
    - New approach implemented for first time attendees
    - Work group is expanding program to include mentoring program
  - Build leaders with AAFCO background who support AAFCO: Linda/Tim L./Jenny
    - Course selected but not service provider. No further action.
  - Partnership establishment: Kelsey/Ali
    - Liaison to AFDO has strengthened relationship
    - NASDA relationship expanded and doing well via technical working groups, FSMA grant application, etc
    - IFPTI through ETC have expanded relationship significantly
    - USDA remains a challenge; Board have continued to use opportunities to meet with individually them
  - Support APHL Grant: Nancy
    - Cooperative Agreement entering 5th and final year
    - Extensive reporting process has enabled synergistic relationship development with AFDO and APHL
    - Discussions underway and will continue in coming months regarding need for next grant round
    - Request for lab corner in AAFCO newsletter

Action: Ali will forward request to Kelsey and Liz
  - Enhanced Communications (6 sub-elements): Kelsey/Ali
    - Kelsey Luebbe, Vice Chair, has drafted a survey
    - Liz Higgins is working establish a newsletter (twice yearly, hope to start in November)
    - Work will transition over to the 2017-20 Strategic Plan priorities under AAFCOs FSMA communication activities
  - Board direction, July 13, 2016, to remove leftover priorities from 2013-16 Strategic Plan and move forward with the 2017-20 priority activities.
4. Strategic Planning 2017-20
  - Update: planning session held May 2 with Board of Directors and Committee Chairs and follow up calls early June to finalize the plan. The Board of Directors accepted the plan and it was approved by the membership August 1, 2016 at the Annual meeting. Committee Chairs were made aware of the need to begin moving the items forward during their respective Committee meetings. Richard has entered the basics into the FeedBin which will be used to track progress.
  - AAFCO FSMA Implementation Task Force priorities have been integrated into the 2017-20 Strategic Plan.

Action: Linda will work to add details to the tracking system in the Bin and will ask responsible Committee Chairs to review it. They will also be asked to develop action plans with milestones and deliverables.
5. Other business

- Suggestion that AAFCO review resource material costing with a view to reducing prices to promote more widespread use.  
**Action: refer to Board for Finance Committee consideration.**
- Consider increasing meeting pricing to make it a substantive source of revenue.  
**Action: refer to Board for Finance Committee consideration.**
- Suggestion that AAFCO again consider the need for an Executive Director.  
**Action: refer to Board for consideration.**

Confirm Committee membership for the 2017 year

Committee financial needs from the 2016-17 budget:

- None at this time

The meeting report was accepted by the Chair without exception. Draft report will be circulated to the Committee prior to finalization.

**Motion: To adjourn the meeting: Bob W.; second – Richard T; Motion carries.**

**Action Item Table:**

Responsible	Item	Action	Timing / Status
Working Group: Bob W. (lead), Jenny and Richard	Strategic Plan and Priority Action Item tracking and progress updates	Integrated Tracking system drafted in FeedBin with FASS support for detail input.	Dissolved. 2017-20 Strategic Plan will be tracked in the bin using the project management tools
Other business	Industry suggestion that guidelines/ manuals be made available at a cost (e.g. Inspector Manual)	Nancy Cook to identify potential items not already listed on web site.	Complete. Reviewed a number of training sites but found they aren't quite ready to suggest adding.
By-Laws	Clarification of Article 5, Section 1 needed	Complete by October and share with Committee	
Linda	Strategic Plan priorities 2017-20	Work to add details to the tracking system in the Bin and ask responsible Committee Chairs to review it. They will also be asked to develop action plans with milestones and deliverables.	August 2016
Board		Suggestion that AAFCO review resource material costing with a view to reducing prices to promote more widespread use. Refer to Board for Finance Committee consideration.	
Board		Consider increasing meeting pricing to make it a substantive source of revenue. Refer to Board for Finance Committee consideration.	
Board		Suggestion that AAFCO again consider the need for an Executive Director. Refer to Board for consideration.	