

**Strategic Affairs Committee
Addendum 2 Report**

COMMITTEE RECOMMENDATIONS:

- **Report acceptance.**
- **Recommend:**

A. Edit both the Procedures Manual and OP respecting posting of Board Meeting Records.

Edit the last row on Table 2 – BOD Post-Meeting Deadlines and Responsibilities in the 2022 AAFCO Procedures Manual on P.16 to read:

“Post approved minutes to the members only section of the AAFCO Website”

Change language in Table 4 BOD Post-Meeting Deadlines and Responsibilities on P. 94 of the 2023 AAFCO Official Publication to read:

“Post approved minutes to the members only section of the AAFCO Website” *“From: DRAMF” “To: Members”*

BOARD RECOMMENDATIONS:

- **Report accepted – add date**

ASSOCIATION ACTIONS:

- **Report accepted – add date**

Full Committee Members:

Linda Morrison	Kristen Green, Vice Chairperson	Dave Edwards	
Scott Ziehr	Erin Bubb	Doug Lueders	Brenda Snodgrass
Ken Bowers	Chad Linton	Mark LeBlanc	Kent Kitade
Ali Kashani	Eric Nelson	Nancy Thiex	Jennifer Godwin
George Ferguson	Stan Cook	Ashlee-Rose Ferguson (Board Liaison)	

Committee Advisors

Dave Fairfield	Pat Tovey	Leah Wilkinson	Bill Bookout
Julia Fidenzio	Kristi Krafka	Bob Ehart	

By-Laws Sub-Committee

Ken Bowers	Erin Bubb	George Ferguson	Doug Lueders	Kristen Green
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Committee Addendum Report:

1. Board Minute posting: Workgroup Report

Workgroup Members:

Austin Therrell, Leah Wilkinson, Stan Cook, Dave Edwards, Ken Bowers

Workgroup Member Emails:

LWilkinson@afia.org; stan.cook@mda.mo.gov; david.edwards@fda.hhs.gov; Ken.Bowers@ks.gov; austintherrell@aafco.org

Charge:

The AAFCO BOD moves to charge the Strategic Affairs Committee to review the necessity of publishing the BOD minutes on the AAFCO website, while taking into consideration the updated AAFCO Privacy Policy, liability concerns of BOD members, and the language in the Official Publication that directs the placement of the BOD minutes. The Workgroup should direct requests for assistance from legal counsel to the executive committee.

Background:

BOD minutes were taken down in July of 2021

Why? – concerns with documents being used outside of their intended purpose

Call #1 – (2/2/22)

- Bylaws – post to membership - ok
 - Committee guidelines – post to AAFCO website – conflicting with procedures manual
 - Procedure’s manual – post to Feed Bin - ok
 - Remove names from minutes? – need more training
 - Build the business meeting agenda throughout the year and post to next meeting page
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Recommendation to SAC (2/2/22):

The workgroup recommends to the Strategic Affairs Committee to edit the row **“Post Approved Minutes”** in **Table 4 BOD Postmeeting Deadlines and Responsibilities** on P. 100 of the 2022 AAFCO Official Publication to read **“Post approved minutes in FEED BIN” “From: DRAMF” “To: Members”** in order to match the language in **Table 2 – BOD Post-Meeting Deadlines and Responsibilities** in the 2021 AAFCO Procedures Manual on P. 15. The workgroup also requests that the Designated Representative of the Association Management Firm (DRAMF) begin capturing the business meeting items after each BOD meeting to build the business meeting agenda throughout the year and post the updated document in the appropriate upcoming meeting section (Midyear or Annual) on the AAFCO website. This document would be updated with recommendations for the membership after each BOD meeting if appropriate. The workgroup also recommends providing training on best practices for capturing minutes for meetings for all that are taking minutes.

Instruction change April 2023:

In February 2022 there was a discussion that this workgroup had around the placement of the AAFCO BOD meeting minutes. We made a recommendation back to SAC to update Table 4 in the Committee Guidelines section, and that recommendation was ultimately passed on to the BOD and then to membership where it was voted on at the 2023 Midyear January meeting in San Antonio. There are a couple issues that have come up during implementation that we didn’t foresee with our crystal ball early in 2022. They are listed below below:

- A workgroup within the Technology Committee is beginning to draft an RFP that will possibly replace the Feed BIN this year.
- There isn’t a backend process within the feed BIN that will only make these minutes available to AAFCO Members only. (Firewall issues)
- Creating a backend process within the Feed BIN is possible, but has a price tag and time commitment for development, and it’s unwise to spend the resources since we may be transitioning to a new collaboration platform shortly.

Proposed solution:

FASS IT is able to create a page on the new website behind a login, so the BOD minutes are password protected and only available to AAFCO members. This achieves the same goal as putting them in the Feed BIN for the time being and alleviates the concern that they could be used outside of their intended purpose. If you've ever accessed the recordings from a previous Annual or Midyear meeting it would be the same process.

Recommendation to SAC: (REVISED 4/6/23)

The workgroup recommends to the Strategic Affairs Committee to edit the last row on **Table 2 – BOD Post-Meeting Deadlines and Responsibilities** in the 2022 AAFCO Procedures Manual on P.16 to read “Post approved minutes to the members only section of the AAFCO Website” and change language in **Table 4 BOD Post-Meeting Deadlines and Responsibilities** on P. 94 of the 2023 AAFCO Official Publication to read “Post approved minutes to the members only section of the AAFCO Website” *“From: DRAMF” “To: Members”*.

The workgroup also requests that the Designated Representative of the Association Management Firm (DRAMF) begin capturing the business meeting items after each BOD meeting to build the business meeting agenda throughout the year and post the updated document in the appropriate upcoming meeting section (Midyear or Annual) on the AAFCO website. This document would be updated with recommendations for the membership after each BOD meeting if appropriate. The workgroup also recommends providing training on best practices for capturing minutes for meetings for all that are taking minutes. By-Laws Sub-Committee Report: Board transition date adjustment.

E-vote April 12, 2023: Motion to accept Board Minute Workgroup Report - Brenda, second - Mark. Motion carries.

E-vote April 13, 2023: Motion to accept SAC Addendum 2 Report - Kristen, second - Scott. Motion carries.