



Information Technology Committee Agenda

2023 AAFCO Annual Meeting

Monday July 31, 2023

4:45 – 5:15 pm EDT

Baltimore, MD

Welcome & Opening Remarks

George Ferguson – Committee Chair (NCDA&CS)

Meeting was called to order at 5:00 pm EDT by George Ferguson. No roll call was made as there were no topics to entertained requiring a vote.

A request was made by George Ferguson for those AAFCO participants with an interest in IT to reach out to himself or Sarah Condra to discuss joining the IT committee. He noted that while there was currently little work going on under the committee, there would be significant work coming up over the next year.

Mr. Ferguson also announced the transition to the new IT Committee Chair, Sarah Condra of NCDA&CS. She will take over the position sometime before January of 2024.

Call for New Business

George Ferguson – Committee Chair (NCDA&CS)

No new business was entertained.

Committee Updates

Common Foods Index, SharePoint site development. George Ferguson (NCDA&CS)

The Common Foods Index submission portal will create an automated submission, tracking, voting and posting system for submitted items. While the board of directors had already approved a SharePoint site specifically for the CFI, since the new collaboration portal under SharePoint had also been approved the decision was made to combine the efforts into a single site with the development to managed by the same services provider.

Announcement of new committee Chair George Ferguson (NCDA&CS)

See notes in Opening Remarks section above.

Workgroup Updates

AAFCO Collaboration Site Update Jennifer Roland (NASDA)

Jennifer Roland announced that the board had accepted the RFP from Konica Minolta and All Covered to manage the development and launch of AAFCO's new collaboration portal. The first meeting with the firm to initiate the work was



scheduled for August 8th. Jennifer Roland, Executive Assistant with NASDA, was named as the project manager to oversee this task by the AAFCO BOD as per the agreement under the joint NSADA/AAFCO federal funding opportunity.

Meeting was adjourned at 5:15 pm EDT.

Action Items

Responsible	Item	Action	Timing / Status