

AGENDA
Strategic Affairs Committee
August 6, 2025
10:00-11:30 am
Omaha, Nebraska

1. Introductions and Agenda Review
2. Strategic Plan
 - 2023-2025: Update (Attachment 1)
 - 2026+: developing the next plan
3. Procedures Manual update/clarification including linkage with By-Laws and Official Publication (expanded from Secretary-Treasurer description update)
 - The WG will:
 - Focus on defining what information is maintained in each of the three. Reduce overlap and duplication. Consideration should be given to minimizing OP content respecting procedures that could be placed in the PM. This would help manage the size of the OP.
 - Conduct fulsome review/update; include consideration of how the PM is managed (information storage; format; maintenance)
 - Work Group: Ashlee-Rose, Kent, Kristen (replacing Ken By-Laws SC), Linda, Stan and Austin (lead)
 - Work outline started in the Bin. Business practices versus association practices need to be differentiated, perhaps with different sections in the PM. By-Laws Subcommittee did a review and made recommendations for a few other activities (Shared in Bin).
 - The Board also developed a charge to form a BOD workgroup (Austin, Ken and George) to review Chapter Three of the Official Publication, excluding the Association By-Laws. This workgroup should consider overlap with the procedure's manual and committee guidelines as well as the creation of internal standard operating procedures associated with routine association work. Special emphasis should also be given to consider including a new table that defines the pre and post meeting deadlines and responsibilities around creating the Business Meeting Agenda. The workgroup should provide a recommendation back to the BOD at the 2023 July BOD meeting. This Board Charge will be integrated into the SAC WG activity.
 - Preliminary review has been conducted to eliminate redundancies and organize categories to realign. Will use the 2024 OP version when available to resume.
 - Timing: Paused due to other priorities. Have a path forward, categorizing in either OP or PM to eliminate duplication. Delayed but getting back on track; anticipate report by Annual 2025.
 - Update: Austin
4. Charitable Foundation
 - Board Charge: Executive Directors recommendation to charge the Strategic Affairs Committee with the task of reviewing the proposal to establish a new AAFCO 501(c)3 charitable foundation to be overseen by the parent AAFCO 501(c)5 organization, and to present a final recommendation back to the AAFCO Board of Directors by the 2024 Annual Meeting.

- Working Group established to review charitable foundation and make recommendations:
Phase 1: Ashlee-Rose (co-lead), Dan D., Tim W., Austin, (Linda co-lead), Mark L.
Phase 2: add industry representatives Charles S., Louise, Dave F.
 - The Foundation basics have been discussed, including planned activities, budget and oversight. A few remaining items require investigation and discussion. Industry representatives have been added to finalize considerations.
 - Update
 - This activity has been paused while other priorities are addressed (i.e.: developing alternative ingredient pathway). Resumption will be considered fall 2025.
5. Business Meeting Guidance – A. Therrell
- Board Charge: Develop a clear procedure that outlines the process by the ED, the President, the President-Elect, and the DRAMF to set the agenda for upcoming business meetings.
 - The Official Publication (OP) and the Procedures Manual (PM) lack specific guidance around setting the business meeting agenda.
 - The Annual and Midyear business meetings do not fall within either of the defined activities for Committee or Board meetings, in either the OP or the PM.
 - FASS and the ED have a good process in place, but need to memorialize it in the correct place for future reference, i.e. the PM.
 - Work Group established (Ashlee-Rose, Austin/FASS, Kristen, Dave E., Leah)
 - Template developed as general meeting checklist that could be used for all meeting. Working on procedure. Anticipate completion by Annual.
 - Timeline - Midyear 2025
 - Update
6. Clarifying roles/responsibilities for AAFCO Life Members – A. Therrell
- Board Charge: review Life Members voting rights
 - Carryover item from trade association meetings
 - Industry has concerns with life member voting since they are no longer representing a member agency or have state accountability.
 - Recent example (MBRC) of a life member casting a tie-break vote
 - The sentence in question:
P.97 – Notification of New Life Members..... *“Life members have the right to vote in committee meetings and workgroups but not the association’s general business meetings.”*
 - Work Group: (Erin (lead), Scott, Leah, Tim, Mark)
 - Timeline - Complete
 - Update residual Action Items:
 - Life Members under contract should have non-disclosure clauses reviewed. (Austin)
 - Communicate to other Committees to identify Life Member ineligible to vote so they have quorum and count votes accordingly. (Dan King: President Elect/Committee Coordinator)
7. Laboratory Training Proposal Requests (New Business per BoD meeting August 5, 2024)
- Board Charge: Documents approved by Board and moved to SAC to include in the appropriate location within the Procedures Manual

- Work Group established: (Linda (lead), Austin/FASS, Kristen)
- Timeline - In progress, expect to complete spring 2025
- Update

Action Item Table:

Responsible	Item	Action	Timing / Status
WG: Ashlee-Rose, Kent, Linda, Kristen, Stan and Austin (lead)	Procedures Manual/By-Laws/Official Publication standardization	Update/clarify Procedures Manual including linkage with By-Laws and Official Publication. Preliminary review has been conducted to eliminate redundancies and organize categories to realign. Will use the 2024 OP version when available to resume.	Report Annual 2025
WG: Ashlee-Rose (co-lead), (Linda co-lead), Dan D., Tim W., Austin, Mark L.	Charitable Foundation	Review the proposal to establish a new AAFCO 501(c)3 charitable foundation	Paused until fall 2025
WG: Ashlee-Rose, Austin/FASS, Kristen, Dave E., Leah	Business Meeting Guidance	Develop procedure outlining agenda development process for upcoming business meetings	Annual 2025
WG: Linda (lead), Austin/FASS, Kristen	Laboratory Training Proposal Requests	Identify appropriate location within the Procedures Manual	Spring 2025

REGULATORY COMMITTEE	NON-REGULATORY COMMITTEE	LIFE MEMBERS	CONFLICT OF INTEREST?	NUMBER OF VOTERS TO MAKE A QUORUM	NON-DISCLOSURE AGREEMENT
*LIFE MEMBERS MAY CHAIR AND VOTE AS PART OF NON-REGULATORY COMMITTEES					
	CURRENT ISSUES & OUTREACH Bethany McAnulty/Jo Lynn Otero	None		6	N/A
	EDUCATION & TRAINING Marissa Kost/Daniel Zangari	Tim Weigner	No Conflicts	14 Total members 22; voting members 20 [3 fromMN]	N/A
ENFORCEMENT ISSUES Blake Pickett/Shannon Campbell		Stan Cook	No Conflicts	10	N/A
ANIMAL FEED Jamie Good/Jessica Gore		None	N/A	9(16 total)	N/A
	FINANCE Ashlee-Rose Ferguson	Ali Kashani Linda Morrison	No Conflicts No Conflicts	7	N/A N/A Contract clause for PTP:“CONFIDENTIALITY, OWNERSHIP OF WORK PRODUCT, AND SOLICITATION”
		Brenda Snodgrass Stan Cook	No Conflicts No Conflicts		N/A
INGREDIENT DEFINITIONS Erin Bubb/David Snell		Ali Kashani Stan Cook	No Conflicts No Conflicts	16 for business; 10 for divided votes	N/A N/A
INSPECTION & SAMPLING Blaine Brown/Jessica Gore		None	N/A		N/A
	LABORATORY METHODS & SERVICES Dominika Kondratko/Erik Pearson	Nancy Thieux Brenda Snodgrass	No Conflicts No Conflicts	12	with AAFCO which contains a specific non-disclosure clause. She also signed the PT Program Code of Conduct which includes a provision to maintain confidentiality of information and records related to the Program. Current contract signed December 22, 2024.
MODEL BILLS & REGULATIONS Dan King/Jordan Mancini		None	N/A	5	N/A
PET FOOD Lizette Beckman/Holly Jewell		Stan Cook	No Conflicts	9	N/A
	PROFICIENCY TESTING PROGRAM	Brenda Snodgrass	No Conflicts	6	Brenda is an employee of AAFCO and works as the Manager of the PTP program. Brenda has a signed contract and non-disclosure agreement

Teresa Rygiel/Rebecca Moseley Nancy Thiex

No Conflicts

Nancy Thiex serves as an advisory to the PTP and Lab Services Committees.

STRATEGIC AFFAIRS

Linda Morrison	No Conflicts	9(16 Total)	N/A
Linda Morrison/Kristen Green Stan Cook	No Conflicts		N/A
Ali Kashani	No Conflicts		N/A
Brenda Snodgrass	No Conflicts		N/A
Dan Danielson	No Conflicts		N/A
Tim Weigner	No Conflicts		N/A
Eric Nelson			N/A