

Strategic Affairs Committee Report/Minutes
January 23, 2025
8:45 – 9:45 am
In Person/Virtual

COMMITTEE RECOMMENDATIONS:

- **Report acceptance.**
- **Recommendations:**

A. Life Member amendments:

(Note: For clarity Strategic Affairs, Current Issues and Outreach, Finance, Education and Training, Laboratory Methods and Services Committees as well as the Proficiency Testing Program are not considered regulatory committees. Life Members can continue to vote, and Chair as part of non-regulatory committees.)

Recommendation 1 - New section language in red, strikethrough edits

Official Publication

Chapter 3, Association By-Laws, and Guidelines
Guidelines, Life Membership
Page 97, 2024 OP

Pause of Benefits:

- (1) If the life member accepts a position with an external stakeholder (e.g., animal food industry consultant, representative of any animal food related trade or professional association, etc.), the life member must notify the President of AAFCO. The President will suspend the privileges of the life membership until such time as the life member is no longer representing the external stakeholder. **Suspended privileges include access to closed meetings (including Board of Directors meetings), complimentary meeting registration, travel assistance and committee membership.**
- (2) If the life member refuses to suspend their privileges, the BOD may choose to suspend or revoke until such time as the individual again meets the condition of life membership as stated.

Notification of New Life Members:

Life member nominees approved by the BOD, shall be notified in writing, by the President, within 10 days of the decision and will be included in the list of Life Members in the next version of the OP. ~~Life members have the right to vote in committee meetings and workgroups but not the association's general business meetings.~~ **A life member may participate as a member of any committee, but the life member may not have their vote counted in animal food regulatory matters on committees, except in work groups. A life member may not chair any regulatory committee.**

Recommendation 2 - New language in red, strikethrough edits

Procedures Manual

Page 28, Life Memberships

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~~Life members have the right to chair AAFCO committees. (remove)~~

~~Life members have the right to vote in committee meetings and workgroups but not the association's general business meetings. (remove)~~

Association Activities of Life Member:

A life member may participate as a member of any committee. The life member may make motions, and aid in discussion but the life member may not have their vote counted in regulatory matters on committees.

A life member may chair only committees that represent internal association business, not committees that represent regulatory matters.

A life member may chair committee work groups and vote in committee work groups.

A life member may independently contract with AAFCO but must sign a non-disclosure agreement prior to any contractual work being performed.

A life member with suspended privileges may serve as an advisor on committees.

B. By-Laws amendments removing tentative status from definitions:

Official Publication (page 83 / 2024 version)

By-Laws Chapter VII deletion of strikethrough language:

"Any proposed new legislation, regulatory principles, definitions, or amendment to existing legislation, regulatory principle, or definition, must be referred to the Board of Directors before being presented to the membership for action. The Board of Directors shall review all such proposals and present them together with its recommendations to the members of the Association for action. ~~Any new definition or change, except an editorial change, in a definition becomes tentative when first adopted and remains tentative until it is thereafter adopted or rejected. A recommendation shall be made on all matters in tentative status at each annual meeting. Any definitions previously approved by FDA listed in 21 CFR 573 may become official status when first adopted.~~"

BOARD RECOMMENDATIONS:

- Report accepted – add date

ASSOCIATION ACTIONS:

- Report accepted – add date

Full Committee Members:

Linda Morrison	Kristen Green, Vice Chairperson	Dave Edwards
Erin Bubb	Brenda Snodgrass	Stan Cook
Mark LeBlanc	Kent Kitade	Ali Kashani
Jennifer Godwin	Josh Arbaugh	Dan Danielson
Ashlee-Rose Ferguson (Board Liaison)		Tim Weigner

Committee Advisors

Berit Foss	Angele Thompson for Pat Tovey	Leah Wilkinson	Charles Starkey
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Bill Bookout

Julia Fidenzio

Kristi Krafka

Bob Ehart

* Present

** Virtual

By-Laws Sub-Committee

Kristen Green (Chair)

Erin Bubb

Josh Arbaugh

Committee Report:

1. Strategic Plan

○ 2023-2025: Update

- 2023-2025 Strategic Plan updates from Committee work (Attachment 1)

○ 2026+: developing the next plan

2. 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, add Kristen 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 Kristen 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 to resume. Paused due to other priorities. Have a path forward, categorizing in either OP or PM to eliminate duplication.

• Timing: Report by Midyear 2025 and finish by end of 2025

• Update: Austin

- Delayed but getting back on track; anticipate report by Annual 2025

3. Charitable Foundation

• Board Charge: Executive Director's 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 to review charitable foundation and make recommendations (Appendix 3)

- Phase 1: Ashlee-Rose (co-lead), Dan D., Tim W., Austin, (Linda co-lead), Mark L.
- Phase 2: add industry representatives Charles S., Leah, Dave F.

• Update: Linda

- 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. This activity has been slowed while other priorities are addressed (i.e.: developing alternative ingredient pathway). A recommendation is anticipated over the course of the coming year.

4. Business Meeting Guidance

- 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 (lead), Austin/FASS, Kristen, Dave E., Leah)
- Timeline - Midyear 2025
- Update: Ashlee-Rose Ferguson
 - Template developed as general meeting checklist that could be used for all meeting. Working on procedure. Anticipate completion by Annual.

5. Clarifying roles/responsibilities for AAFCO Life Members (Appendix 1)

- 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 established: (Erin (lead), Scott, Leah, Tim, Mark)
- Timeline - Midyear 2025
- Update: Erin
 - It is acceptable for Life Members to serve as Advisors; PM recommendation language amended to include this information (edit in green).
 - WG also recommend that Life Members under contract should have non-disclosure clauses reviewed.
 - **ACTION: Austin**
 - Clarification that SAC, CIOC, FC, ETC, LMSC & PTP are not considered regulatory committees. Life Members can continue to vote and Chair said committees.
 - Need to communicate to other Committees to review their members identify Life Member ineligible to vote so they have quorum and count votes accordingly.
 - **ACTION: President Elect/Committee Coordinator – Dan King**

Motion to accept Life Members work group report - Kristen second – Ashlee-Rose Ferguson. Motion carries.

Motion to accept Recommendation 1 (OP) and Recommendation 2 (PM) respecting Life Member pause of benefits and association activities with the additional bullet regarding serving as an Advisor (Rec. 2) - Kristen second - Josh. Motion carries.

Recommendation 1 - New section language in red, strikethrough edits

Official Publication

Chapter 3, Association By-Laws, and Guidelines

Guidelines, Life Membership

Page 97, 2024 OP

Pause of Benefits:

- (3) If the life member accepts a position with an external stakeholder (e.g., animal food industry consultant, representative of any animal food related trade or professional association, etc.), the life member must notify the President of AAFCO. The President will suspend the privileges of the life membership until such time as the life member is no longer representing the external stakeholder. **Suspended privileges include access to closed meetings (including Board of Directors meetings), complimentary meeting registration, travel assistance and committee membership.**
- (4) If the life member refuses to suspend their privileges, the BOD may choose to suspend or revoke until such time as the individual again meets the condition of life membership as stated.

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Recommendation 2 - New language in red, strikethrough edits

Procedures Manual

Page 28, Life Memberships

Pause of Benefits:

- C.** If the life member accepts a position with an external stakeholder (e.g., animal food industry consultant, representative of any animal food related trade or professional association, etc.) the life member must notify the President of AAFCO. The President will suspend the privileges of life membership until such time as the life member is no longer representing the external stakeholder. **Suspended privileges include access to closed meetings (including Board of Directors meetings), complimentary meeting registration, travel assistance and committee membership.**
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~~Life members have the right to chair AAFCO committees. (remove)~~

~~Life members have the right to vote in committee meetings and workgroups but not the association's general business meetings. (remove)~~

Association Activities of Life Member:

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A life member with suspended privileges may serve as an advisor on committees.

6. New Business per BoD meeting August 5, 2024: Laboratory Training Proposal Requests

- 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 - Fall 2024
- Update: Linda
 - In progress, expect to complete spring 2025

7. By-Laws Subcommittee: Article VII, Legislative Standards and Definitions, to align with the Animal Food Ingredient Consultation (AFIC) (Appendix 2)

- Charge: The Ingredient Definitions Committee, based on the AFIC work group report, recommends the By-Law Subcommittee of the Strategic Affairs Committee review Article VII, Legislative Standards and Definitions to propose an alignment for accepting the Animal Food Ingredient Consultation (AFIC) and align this process with said Article.
- Update: Kristen

Motion to accept By-Laws Subcommittee report - Kristen second - Scott. Motion carries.

Motion to accept Recommendation 1, By-Laws amendment - Scott second - Brenda. Motion carries.

RECOMMENDATION 1:

The By-Laws Subcommittee recommends the following change (deletion of strikethrough language) to Chapter VII of the By-laws (found on page 83 of the physical 2024 Official Publication) to the Strategic Affairs Committee:

“Any proposed new legislation, regulatory principles, definitions, or amendment to existing legislation, regulatory principle, or definition, must be referred to the Board of Directors before being presented to the membership for action. The Board of Directors shall review all such proposals and present them together with its recommendations to the members of the Association for action. ~~Any new definition or change, except an editorial change, in a definition becomes tentative when first adopted and remains tentative until it is thereafter adopted or rejected. A recommendation shall be made on all matters in tentative status at each annual meeting. Any definitions previously approved by FDA listed in 21 CFR 573 may become official status when first adopted.~~”

Motion to accept January 23, 2025, SAC Midyear meeting report – Ashlee-Rose Ferguson; second - Scott. Motion carries.

Action Item Table:

Responsible	Item	Action	Timing / Status
WG: Ashlee-Rose, Kent, Linda, Kristen, Stan and Austin (lead)	Procedures Manual/By-Laws/Official	Update/clarify Procedures Manual including linkage with By-Laws and Official Publication. Preliminary review has been conducted to eliminate	Report Annual 2025

	Publication standardization	redundancies and organize categories to realign. Will use the 2024 OP version when available to resume.	
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	Recommendation expected in coming year
WG: Ashlee-Rose, Austin/FASS, Kristen, Dave E., Leah	Business Meeting Guidance	Develop procedure outlining process to agenda for upcoming business meetings	Annual 2025
WG: Erin (lead), Scott, Leah, Tim, Mark	Life Member roles	Review Life Member voting rights	Complete
WG: Linda (lead), Austin/FASS, Kristen	Laboratory Training Proposal Requests	Identify appropriate location within the Procedures Manual	Spring 2025
By-Laws Subcommittee: Kristen (Chair), Erin	Alignment with AFIC	Chapter VII amended to remove tentative provision	Complete

APPENDIX 1

Life Membership Work Group

Clarifying roles/responsibilities for AAFCO Life Members

- 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 established: (Erin (lead), Scott, Leah, Tim, Mark)

Additional as of October 16, 2024 per Board:

Clarify when life members, conducting work with industry, may attend closed session meetings (EIC, Finance committee etc.) or board meetings.

The work group met October 22nd and the meeting consisted of Erin Bubb (regulatory member), Mark LeBlanc (regulatory member), Tim Weigner (life member), Scott Ziehr (regulatory member), Leah Wilkinson (advisor)

The work group first reviewed feedback solicited from active life members that currently have committee memberships. Feedback from life members was favorable to restrict the life member from voting on regulatory committees and from chairing regulatory committees.

The work group determined it to be appropriate to restrict life members from voting on or chairing regulatory committees since the life member no longer represents a regulatory agency. Note: Restricting life members from chairing regulatory committees is necessary since the Chair has a deciding vote in a tie. However, the work group recommends continuing to allow life members to have the ability to chair and to vote on non-regulatory committees. Example: Strategic Affairs Committee, Current Issues and Outreach Committee, and Finance Committee.

The work group also discussed if life members, conducting work with industry, may attend closed session meetings (EIC, Finance committee etc.) or board meetings.

The work group recommends that closed session meetings be restricted from life members that accept a position with an external stakeholder. This should already be addressed under the current Pause of Benefits, but the work group is offering further clarifying language to that section.

The work group also discussed how a life member may be an independent contractor with AAFCO. It is recommended that the life member sign a Non-Disclosure Agreement prior to conducting any contractual work.

Recommendation 1 - *New section language in red, strikethrough edits*

Official Publication

Chapter 3, Association By-Laws, and Guidelines

Guidelines, Life Membership

Page 97, 2024 OP

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- (5) If the life member accepts a position with an external stakeholder (e.g., animal food industry consultant, representative of any animal food related trade or professional association, etc.), the life member must notify the President of AAFCO. The President will suspend the privileges of the life membership until such time as the life member is no longer representing the external stakeholder. **Suspended privileges include access to closed meetings (including Board of Directors meetings), complimentary meeting registration, travel assistance and committee membership.**
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Recommendation 2 - New language in red, strikethrough edits

Procedures Manual

Page 28, Life Memberships

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- E.** If the life member accepts a position with an external stakeholder (e.g., animal food industry consultant, representative of any animal food related trade or professional association, etc.) the life member must notify the President of AAFCO. The President will suspend the privileges of life membership until such time as the life member is no longer representing the external stakeholder. **Suspended privileges include access to closed meetings (including Board of Directors meetings), complimentary meeting registration, travel assistance and committee membership.**
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APPENDIX 2

October 28, 2024

By-Laws Subcommittee: Kristen Green, Erin Bubb

Charge: The Ingredient Definitions Committee, based on the AFIC work group report, recommends the By-Law Subcommittee of the Strategic Affairs Committee review Article VII, Legislative Standards and Definitions to propose an alignment for accepting the Animal Food Ingredient Consultation (AFIC) and align this process with said Article.

Background:

The By-Laws subcommittee was tasked by the IDC to consider what amendment might be necessary to the By-Laws to allow for a new pathway for scientific review and subsequent approval pathway for new ingredients from the Animal Food Ingredient Consultation (AFIC) to be included in the AAFCO Official Publication. The subcommittee felt that removal of the strikethrough language in the recommendation below allows AAFCO flexibility in the process by which an ingredient is reviewed and removes requirements for tentative status, which are not currently part of the proposed new ingredient pathway.

RECOMMENDATION:

The By-Laws Subcommittee recommends the following change (deletion of strikethrough language) to Chapter VII of the By-laws (found on page 83 of the physical 2024 Official Publication) to the Strategic Affairs Committee:

“Any proposed new legislation, regulatory principles, definitions, or amendment to existing legislation, regulatory principle, or definition, must be referred to the Board of Directors before being presented to the membership for action. The Board of Directors shall review all such proposals and present them together with its recommendations to the members of the Association for action. ~~Any new definition or change, except an editorial change, in a definition becomes tentative when first adopted and remains tentative until it is thereafter adopted or rejected. A recommendation shall be made on all matters in tentative status at each annual meeting. Any definitions previously approved by FDA listed in 21 CFR 573 may become official status when first adopted.~~”

IDC/AFIC Background:

AFIC workgroup report to IDC 9/12/24 (corrections 10/17/24); IDC accepted report 10/17/24.

The Animal Food Ingredient Consultation workgroup met twice virtually in September of 2024 and have voted to accept the following language to be added to the guidelines at the start of chapter six of the AAFCO official Publication.

Workgroup members: Sarah Hubert -NGFA, Richard Ten Eyck, Erin Bubb, Kristi Smedley, Katie Vassalli, Amy Tryon DaPrato, Charlotte Conway, Leah Wilkinson -AFIA, April Hunt, Kimberly Truett, Alan Keller, David Snell, Cathy Alinovi and Justin Hill

Recommendation #1: Publish this language after page 351 of the 2024 Official publication after acceptance by Association membership:

“Animal Food Ingredient Consultation by FDA

The FDA has established the Animal Food Ingredient Consultation (AFIC) as a process for firms to consult with FDA regarding these animal food ingredients and for FDA to review such ingredients and identify any safety concerns associated with them. Ingredients that make up a significant proportion of an animal’s diet, such as, but not limited to, plant materials, grains, or human food by-products could go through the AFIC process.

Ingredients that have completed the AFIC process shall be added to the relevant ingredient section of Chapter 6. The appropriate investigator will provide a recommendation form using information in the "consultation complete" letter and forward it to the chair of the Ingredient Definitions Committee for consideration at the next committee meeting. These definitions should be referenced as "(AFIC, adopted XXXX [year voted on by membership])" at the end of the definition. Firms making AFIC submissions should be prepared to answer questions from the Ingredient Definitions Committee or Association if needed. The AFIC ingredients are voted on by the Ingredient Definitions Committee, the AAFCO board, and accepted by the Association membership for publication in the AAFCO Official Publication.

Since the ingredient has gone through the FDA consultation process, once the AAFCO Ingredient Definitions Committee, the AAFCO Board, and AAFCO membership have approved the definition, the entry will be incorporated in the AAFCO Official Publication as Official."

Recommendation #2: The AFIC work group recommends the By-Law Subcommittee of the Strategic Affairs Committee review Article VII, Legislative Standards and Definitions to propose an alignment of this process with said Article.