

**ASSOCIATION OF AMERICAN FEED CONTROL OFFICIALS (AAFCO)  
1800 SOUTH OAK STREET, SUITE 100  
CHAMPAIGN, ILLINOIS**

**MINUTES OF THE STRATEGIC AFFAIRS COMMITTEE MIDYEAR MEETING  
HELD AT THE NEW ORLEANS MARRIOTT  
555 CANAL STREET  
NEW ORLEANS, LOUISIANA  
JANUARY 22, 2026, 10:00 A.M. CT**

**MEMBERS:**

Kristen Green  
(Co Chair)  
Erin Bubb

Ashlee-Rose  
Ferguson  
Ali Kashani  
Josh Arbaugh

Dan King  
Dave Edwards  
Scott Ziehr

**ADVISORS:**

Bill Bookout (NASC)  
Charles Starkey  
(NARA)

Berit Foss (NGFA)  
Patrick Tovey (PFI)

Leah Wilkinson  
(AFIA)

**GUESTS:**

Austin Therrell  
Lori Goshert

Executive Director, AAFCO  
Recording Secretary, Minutes Solutions Inc.  
(via teleconference)

**1. CALL TO ORDER**

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 10:00 a.m.

**2. INTRODUCTIONS AND AGENDA REVIEW**

A roll call of members and advisors was conducted.

**3. STRATEGIC PLAN**

**3.1 2023 to 2025: Final Update**

A copy of the 2023 to 2025 strategic plan was included in the agenda book for review. Questions should be directed to Kristen Green or Linda Morrison.

**3.2 2026 to 2030: Plan Developed September of 2025; Rolling Out 2026**

A copy of the 2026 to 2030 strategic plan was included in the agenda book for review.

**4. PROCEDURES MANUAL (PM) UPDATE AND CLARIFICATION, INCLUDING LINKAGE WITH BYLAWS AND THE OFFICIAL PUBLICATION (OP)**

The Workgroup was charged with ensuring information is in its proper place and reducing redundancies where possible. Work is ongoing and an update is expected at the 2026 annual meeting.

## 5. CHARITABLE FOUNDATION

Kristen Green reported that, while fruitful discussions have taken place regarding a charitable foundation, the activity has been paused so that volunteers can focus on other items, such as education, outreach, and the Scientific Review of Ingredient Submissions (SRIS) program.

## 6. BUSINESS MEETING GUIDANCE

The Workgroup was charged with developing a clear procedure outlining the process of setting the agenda for business meetings, as the OP and PM lack specific guidance. The Workgroup has met once, exchanged emails, and added details to the OP regarding committee and Board timelines. Feedback was obtained from the Federation of Animal Science Societies (FASS), and the content is expected to be finalized soon for voting.

## 7. LABORATORY TRAINING PROPOSAL REQUESTS

The Workgroup completed its charge, and the documents have been added to the PM.

## 8. NEW BUSINESS

### 8.1 Resolution Policy Process Review

**On a motion made by Dan King, seconded by Scott Ziehr, it was resolved to accept the changes to the Resolution Policy. Motion carried.**

The Workgroup added text to the Resolution Policy, shown in red in Appendix 1 in the agenda, noting that it is best practice to provide membership with as much advance notice as possible when submitting amendments and to do so using track changes formatting. This allows sufficient flexibility to submit amendments dealing with current matters and updates, while providing guidance to facilitate clarity for voting members.

### 8.2 Basecamp

The question was asked whether challenges have arisen during and after the transition from the Feed Bin to Basecamp. Attendees provided positive feedback overall and noted minor challenges with the tool.

It was noted that Basecamp does not provide previews of Word documents, forcing users to download the documents to determine their content. It was suggested that PDFs be uploaded instead whenever possible, as Basecamp provides previews of PDFs. It was also suggested that document names and descriptions be made more precise and detailed.

It was noted that Basecamp does not provide an option to collaboratively edit documents in real time.

It was suggested that best practices regarding Basecamp, including the suggestions offered by attendees, be included in the newsletter and/or explained during a future meeting.

Austin Therrell noted that Basecamp has a feature request option. He has submitted three feature requests on behalf of AAFCO, which have been well-received. An updated version of Basecamp, with new tools, is expected to be available in the spring of 2026. Anyone who would like to submit a feature request on behalf of AAFCO should contact Austin Therrell.

A question was asked regarding whether anyone was experiencing initial difficulties in getting into Basecamp, noting a lack of response compared to email. Attendees stated that they had not heard of advisors experiencing difficulty getting in and noted that different forms of communication attract different levels of attention. Basecamp sends a lot of notifications, meaning individual notifications may be lost or forgotten.

It was noted that committee chairs and co-chairs are added to their committees' workgroups on Basecamp so that they can monitor progress. Austin Therrell can also see all workgroup activities. Austin Therrell or Ben Tran of FASS should be notified if an individual needs to be added or removed from a workgroup on Basecamp.

**8.3 Advisor Nomination Form**

There was a question about advisor nomination forms. An advisor nomination form must be completed each year, usually after the annual meeting, to ensure the list of advisors is up to date. An advisor replacing another individual who has left the company may submit the form between meetings and note the advisor they are replacing. It was noted that the formal notification process would benefit from improvement.

**9. ADJOURNMENT**

**On a motion made by Dave Edwards, seconded by Scott Ziehr, and carried, it was agreed that there was no further business to transact; the meeting closed at 10:34 a.m.**

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**AAFCO POLICY ON RESOLUTIONS WG REPORT****September 24, 2025****Attendees: Ashlee-Rose Ferguson, Trish Dunn, Leah Wilkenson, Dan King**

The group discussed and decided to add some language describing best practices to amending resolutions after the designated submission timeline. The group did not want to limit floor amendments allowed in Robert's Rules. The consensus was to provide as much advanced notice so Membership could review prior to discussion at Annual. Also, changes would be best if shown with a tracked changes format for easy viewing.

It was also discussed that "Emergency Resolutions" could be added by the Board if a major event happened after the deadline for submitting the Annual agenda.

**(Proposed Amendments (red))****I. PURPOSE**

Each year prior to the AAFCO Association Business Meeting, resolutions are submitted to the AAFCO Board of Directors by members or committees for consideration. Through this process, members and committees may raise concerns and suggested action relating to legislative, regulatory, and technical issues as they apply to commercial animal feed and food safety issues.

**II. SCOPE**

To establish protocols for the receipt and consideration by members of proposed resolutions submitted through the AAFCO Board of Directors that involves procedures, format, and frames.

**III. PROCEDURES**

1. In January of each year, the President shall call for resolutions at the Midyear Association Business Meeting. The Executive Director may follow up with members through additional communications and seek the submission of resolutions by members and committee chairs.
2. Proposed resolutions will be accepted only if they come from an AAFCO member representative or committee recommendation. If needed for explanatory purposes, a resolution should be accompanied by a statement (not to exceed one page) summarizing the purpose and the justification for the proposed resolution. Guidance and resolution samples will be provided to members to assist with drafting.
3. The Executive Director shall receive and accept all resolutions that meet established guidance on clarity and form and may modify language if deemed advisable, as long as the intent is not changed and the change is in consultation with the resolution sponsor. The Executive Director may consolidate resolutions that are similar in content and intent and so indicate when presenting the revised resolution to the Board.
4. The Executive Director, by tradition, shall also prepare and present at the time and place of AAFCO Annual Meeting additional resolutions that are of a memorial or recognition nature or in good etiquette and are appropriate for the Association.
5. All proposed resolutions reviewed and accepted for clarity and form by the Executive Director shall be submitted to the Board of Directors no later than 60 days prior to the Annual Meeting for approval by the Board of Directors. The Board may invite the sponsor of the resolution to attend a Board of Directors meeting to provide context for the resolution and answer questions. Resolutions that are not passed by

the Board of Directors for approval shall not be provided to members for consideration at the Annual Association Business Meeting.

6. The President or President-Elect will be responsible for coordinating the inclusion of the Board-approved proposed resolutions, which are to be presented for membership approval, into the meeting materials for the Annual Association Business Meeting.
7. All resolutions reviewed and approved by the Board of Directors shall be presented to the membership during the Annual Association Business Meeting by the President-Elect, with the Board of Directors' recommendations of approval.

**\*It is a best practice to provide Membership with as much advanced notice of known amendments that arise after the submission deadline. Amendments should be provided in a format that shows tracked changes and can be projected visually to the audience.**

8. Floor action on resolutions shall be by two-thirds majority vote of the members present or by proxy at the Annual Association Business Meeting, which constitutes a quorum.
9. The AAFCO Board of Directors shall initiate all action required by the approved resolutions and will attempt to achieve the resolution's intent during the ensuing year. Board members may delegate actions to the Executive Director or Committee Chairs for implementation.
10. The Executive Director shall coordinate the posting of resolutions on AAFCO's website and forward copies to appropriate parties at the direction of the Board of Directors. Response to a resolution may be posted on AAFCO's website at the discretion of the Board of Directors.