



AOAC INTERNATIONAL  
Board of Directors Meeting  
April 6 – 7, 2009  
AOAC Headquarters  
Gaithersburg, MD, USA

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Attendees:

**Members**

(present or on teleconference for all or part of meeting)

**Darryl Sullivan**, *President (Covance)*

**Samuel Page**, *Immediate Past President (WHO – Retired)*

**Gayle Lancette**, *President-Elect (FDA – Retired)*

**Jonathan DeVries**, *Treasurer (Medallion Laboratories)*

**Russell Flowers**, *Secretary (Silliker)*

**Stan Bacler**, *Director (Canadian Food Inspection Agency)*

**Mark Coleman**, *Director (Eli Lilly)*

**Douglas Hite**, *Director (TN Department of Agriculture)*

**Hilde Skår Norli**, *Director (NMKL)*

**Barry Titlow**, *Director (Compound Solutions)*

**Ronald Johnson**, *Director-at-Large (bioMerieux)*

**Members Absent**

(with regrets)

**Xiumei Liu**, *Director (Chinese Center for Disease Control & Protection)*

**Robert Brackett**, *Director-at-Large (Grocery Manufacturers Association)*

**James Harnly**, *Director-at-Large (USDA-ARS)*

**Invited Guests**

(present for all or part of meeting)

**Stuart Cram**, *Organizational Affiliate (Thermo Fisher Scientific)*

**Matthew Davenport**, *Presenter (DHS)*

**David Gombas**, *Presenter (United Fresh Produce)*

**William Herz**, *Organizational Affiliate (The Fertilizer Institute)*

**Norma Hill** *Chair – Official Methods Board (Alcohol, Tobacco, Tax & Trade Bureau)*

**Paul Milne**, *Organizational Affiliate (Pepsi)*

**Renee Olson**, *Organizational Affiliate (Agilent)*

**Frank Orlandella**, *Organizational Affiliate (Agilent)*

**AOAC Staff**

(present for all or part of meeting)

**E. James Bradford**, *Executive Director*

**Scott Coates**, *Chief Scientific Officer - Microbiology*

**Arlene Fox**, *Sr. Director – Laboratory Proficiency Testing Program*

**Dawn Frazier**, *Sr. Director – Membership & Professional Development*

**Krystyna McIver**, *Sr. Director - Communications*

**Deborah McKenzie**, *Sr. Director – Methods Approval Processes*

**Alicia Meiklejohn**, *Executive Assistant*

**Tien Milor**, *Managing Editor, ILM*

**Anita Mishra**, *Executive for Scientific Business Development*

**Albert Pohland**, *Chief Scientific Officer - Chemistry*

**Garlon Riegler**, *Sr. Director – Human Resources & Administration*

**Joyce Schumacher**, *Chief Financial Officer*

## **I. Introductory Items**

### **1.1 Call to Order, Introductions, Announcements**

President Sullivan called a meeting of the Board of Directors to order at 1:01 pm on Monday, April 6, 2009. A quorum was declared based on the presence of the above members.

### **1.2 Review of Policy Statements**

The Board's attention was called to the Association's Bylaws and the Policies of Antitrust, Use of Association Name and Logo, and Conflict of Interest.

### **1.3 Approval of April 6-7, 2009 Draft Agenda**

President Sullivan presented the DRAFT Agenda for the April 6-7, 2009 Board of Directors Meeting.

**Motion:** Lancette/Coleman moved/seconded approval of the DRAFT Agenda as presented.

**Vote:** *PASSED UNANIMOUSLY*

### **1.4 Approval of December 8-9, 2008 Draft Meeting Minutes**

President Sullivan presented the DRAFT minutes of the December 8-9, 2008 Board of Directors Meeting.

**Motion:** DeVries/Lancette moved/seconded final approval of the DRAFT minutes of the December 8-9, 2008 Board of Directors Meeting.

**Vote:** *PASSED UNANIMOUSLY*

### **1.5 Review Previous "To Do" Lists**

President Sullivan reviewed the "To Do" List from the December 8-9, 2008 Board of Directors Meeting:

1. Contact Don Zink at FDA to request information on FDA microbiological methods needs for a potential article in ILM.  
Russ Flowers contacted Don Zink, who is willing to work on an article with AOAC. AOAC staff will keep in contact with Russ Flowers and Don Zink to facilitate collaboration. (AOAC staff)
2. Formalize a core group of members for the BLAC.  
The original intent of the BLAC has evolved since its inception. The OA's participation in the OA Business Meeting scheduled for Jun25-26 will help to further define the protocols of this committee.
3. Put together a plan for a business-oriented meeting geared to the OAs.  
The business meeting planning is currently underway; more details are covered in agenda item 5.1.

## **II. Board of Directors and Executive Office Affairs**

\*Complete reports/presentations referenced herein are included in the "April 2009 Board Meeting Book" and are available upon request\*

## **2.1 Executive Session Report**

No action items were brought forward from the Executive Session held on the morning of April 6, 2009.

## **2.2 Finance Committee Report**

Jonathan DeVries, Treasurer, presented the Finance Committee Report. The Finance Committee met on Monday, April 6, 2009, prior to the Board of Directors Meeting. The Association's reserve account balance is \$3,277,267, a decrease from the last Board Meeting. The Board revisited its decision from December to temporarily suspend AOAC's investment policy, and to invest only in CDs and bonds. The Committee does not wish to reinstate the policy at this time.

**Motion:** DeVries/Titlow moved/seconded approval of the recommendation of the Finance Committee to hold monthly teleconferences to monitor the investment accounts. The Finance Committee will consider options for reinvesting money from maturing bonds, with the intent of eventually returning to the 60/40 equities/bonds targets prescribed by AOAC policy.

**Vote:** *PASSED UNANIMOUSLY*

**Action Item:** Schedule a conference call of the Finance Committee, with the full Board invited, prior to May 7, 2009 – and monthly thereafter. (AOAC staff)

## **2.3 Nominating Committee Report**

Jonathan DeVries, Member-at-Large on the Nominating Committee, presented the following proposed slate of candidates for the 2009 general election:

Recommendations to be placed on 2009 Ballot:

President-Elect – Russ Flowers – agreed to run

Secretary – Barry Titlow – agreed to run

Treasurer – Jonathan DeVries – agreed to run

Director – Doug Hite – agreed to run

Director – Ron Johnson – agreed to run

**Motion:** DeVries/Lancette moved/seconded approval of the recommended slate of candidates for the 2009 general election as presented by the Nominating Committee.

**Vote:** *PASSED UNANIMOUSLY*

## **2.4 Increasing 3<sup>rd</sup> Party Testing Proposal\***

On February 17, 2009 a group of AOAC Organizational Affiliate members and other interested parties participated in a presidential summit meeting at AOAC headquarters with the goal of drafting a statement to be sent to lawmakers regarding increasing laboratory food testing capacity for the US.

Jim Bradford presented the AOAC position paper on "The Use of Private Sector Laboratories to Bolster Regulatory Agency Testing Capacity," as drafted from the input at this meeting.

AOAC will begin distributing this position paper on Capitol Hill very soon and something similar to FDA and USDA.

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## 2.5 Board Member Update

- ◆ *Barry Titlow* – would like to improve communications to membership especially highlighting AOAC's work in the areas of threat detection and produce. Presidential Task Force on Dietary Supplements is moving forward, more will be covered in agenda item 8.1.
- ◆ *Jonathan DeVries* – United States Pharmacopeia (USP) will hold a Food Protein Workshop June 16-17, 2009 in Rockville, MD. Darryl Sullivan and Jonathan DeVries are on the agenda to speak.
- ◆ *Russell Flowers* – has spoken to Don Zink, Acting Senior Science Advisor, Center for Food Safety and Applied Nutrition – FDA, he is willing to cooperate with AOAC on an article or whatever our needs may be.
- ◆ *Hilde Skår Norli* – there was a call for melamine methods at the Codex meeting in March. She was approached by many individuals inquiring how to access the Official Methods of Analysis.
- ◆ *Douglas Hite* – there has been an increase in testing of salad products as well as antibiotics in everything from feeds and seafood to honey. He has been recruiting OAs, currently talking to Leap Technologies, Bruker Daltonics, and Varian.
- ◆ *Ronald Johnson* – would like to work to improve benefits for OAs, suggested reinstating the quarterly pre-Board Meeting teleconferences. Would like to support the idea of Study Directors being carried forward from RI to OMA when applicable for continuity in the methods process.

**Action Item:** Poll OAs to gauge interest in quarterly teleconferences, or some other type of regular communications. (AOAC staff)

- ◆ *Stan Bacler* – the new fiscal year in Canada begins April 1, new money will be available for new projects. There is a current parliamentary investigation underway regarding food safety due to media coverage surrounding recent food scares.
- ◆ *Gayle Lancette* – suggested that an important ally for AOAC lobbying efforts toward improved food safety may be the AARP, as foodborne outbreaks affect senior citizens.
- ◆ *Mark Coleman* – the Elanco contract is still underway, ERPs (ractopamine, tylosin, and monensin) are tentatively scheduled for June 15-17, 2009.
- ◆ *James Harnly* – sent a written report, a Dietary Supplements Element Methodology Workshop was held in March during which the adaptability of methods for foods to methods for supplements was discussed. There is a need for validated methods for total metals in supplements and speciation methods for the toxic elements.

## III. Liaison Updates

### 3.1 Codex Alimentarius Update\*

Hilde Skår Norli submitted a written report from the 21st Inter-Agency-Meeting (IAM), held on March 6, 2009, at the Hungarian Food Safety Office in Budapest and the 30th Meeting of Codex Committee on Methods of Analysis and Sampling (CCMAS) held March 9-13, 2009 in Balatonalmádi, Hungary. She attended these meetings as an official representative of AOAC INTERNATIONAL.

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### 3.2 ISO Update\*

Scott Coates submitted a written report on ISO Technical Committee 34 Standing Committee 9; he was appointed the official AOAC INTERNATIONAL observer in December 2008.

## IV. Official Methods Board (OMB) Update

### 4.1 Threat Detection Method Validation Proposal\*

Norma Hill, Chair of the Official Methods Board, presented the Board of Directors a proposal on a specialized method validation scheme for biological threat detection methods to make such validations more efficient, rational, and affordable. The proposal includes a stage where a method would obtain “provisional first action status” while field data is collected.

*When sufficient field data has been collected to the satisfaction of the Statistics Committee, the method will be reviewed by the OMB and granted PTM or OMA status or repealed.*

Scott Coates, Chief Scientific Officer, and the Board discussed the provisional status concept and determined it to be an unnecessary step. Manufacturers can collect field data beforehand and should be requested to supply this along with the study design. If no previous field data exists after the collaborative study, the method can be designated first action but with a disclaimer that it has been validated for laboratory use only and further verification may be required for field use.

**Motion:** Lancette/Johnson moved/seconded acceptance of the OMB Proposal on the Validation of Biological Threat Agent Methods, replacing the section detailing provisional status with the first action for laboratory use only concept, also making grammatical changes for consistency of the use of the words “will” and “shall” throughout the document.

**Vote:** PASSED UNANIMOUSLY

### 4.2 OMB Policy Updates\*

Norma Hill presented the following items for the Board’s review:

- ◆ Expert Review Panel – Selection Criteria and Report Cover
- ◆ Approved ERPs (Vitamin B6, B12, and Ractopamine)
- ◆ Action Plan for Volunteer Training
- ◆ Official Method – Final Action Approvals and Repeals

The Board was supportive of the above work done by the OMB.

For the Board’s approval:

- ◆ Official Methods Program Awards Updates
  - Changes were made to the awards for Topic Advisor of the Year, General Referee of the Year, Study Director of the Year, and Committee Advisor of the Year Awards.
  - Two new awards were created: Community Volunteer of the Year and Expert Review Panel of the Year.

**Motion:** Coleman/Flowers moved/seconded approval of the slate of the awards as presented, assuming that administration of the Community Volunteer of the Year Award is handled by the OMB.

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**Vote: PASSED UNANIMOUSLY**

**V. Organizational Affiliate (OA) Program**

**5.1 June 25-26 Kickoff Meeting Agenda and Goals\***

Krystyna McIver presented an update on the meeting planned for June 25-26, 2009. The meeting will have over 100 attendees that will include representatives from government, academia, appropriate organizations and industry where attendees will learn about AOAC's consensus standard development activities in the areas of Produce, Dietary Supplements, Seafood, Threat Agents, Infant Formula, and Fertilizers. Also at the meeting, attendees will prioritize and develop the performance requirements for new and modern methods for Produce, Seafood, and Infant Formula.

**VI. AOAC Research Institute (RI) Update**

**6.1 Emergency Response Validation (ERV) Program\***

Scott Coates updated the Board on the Research Institute's initiative to develop a quick response program to extend the matrix claims of *Performance Tested Methods* (PTM) when a food contamination occurs involving a food for which there are PTMs validated for the analyte, but not for that particular food and analyte combination. The process was first used in February 2009 in response to a food borne crisis involving *Salmonella* in peanut butter.

**VII. AOAC Annual Meeting Update**

**7.1 Update on the 2009 Annual Meeting in Philadelphia\***

Dawn Frazier updated the Board on the upcoming 2009 Annual Meeting. Registrations are slightly higher this year than in 2008 at this time, as are exhibit sales. Five new training courses have been added.

**VIII. Updates on Current, Pending, and Potential Contracts**

**8.1 NIH – Dietary Supplements\***

Al Pohland presented a report on the Dietary Supplements work contracted by the National Institutes of Health (NIH), which was renewed in 2008 and calls for five additional expert review panels (ERP). The Ingredient Ranking Subcommittee determined the ingredients for which the ERPs will be held: Vitamins B6, B12, D, milk thistle, and cranberry. The Vitamin B6 and B12 ERPs were held on April 2 and 3, 2009; Vitamin D is scheduled for June 8, 2009.

**8.2 DHS – Threat Detection\***

Matthew Davenport, Program Manager of the Chemical and Biological Research & Development Branch of the US Department of Homeland Security (DHS), presented an update on the current AOAC-DHS project. On April 14-15, 2009, AOAC and DHS will hold the 7<sup>th</sup> meeting of the Stakeholders Panel on Agent Detection Assays (SPADA), a group working on laying the foundation for a consensus-based national standard program for the independent evaluation and validation of threat agent detector systems, including PCR-based methods and hand-held assays.

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### **8.3 Fertilizer\***

William Herz, Vice President of Scientific Programs of The Fertilizer Institute, presented an update on the Fertilizer Community Validation Initiative. An agreement was signed on February 23, 2009, for a three year project to validate new methods and modernize existing methods as prioritized by the community.

### **8.4 Infant Formula**

Jim Bradford updated the Board on the status of a project with the International Formula Council. A kickoff session is planned during the June 25-26, 2009 Business Meeting. The infant formula community's objective is to modernize and harmonize methods used for infant formula and medical foods, using AOAC's stakeholder consensus-building processes.

### **8.5 Produce Initiatives**

David Gombas, Sr. Vice President, Food Safety and Technology for United Fresh Produce, presented background information on projects AOAC is trying to secure in the area of produce testing and safety. AOAC has been working with United Fresh Produce to set up a program not unlike the DHS SPADA project. To help fund collaboration, AOAC is applying for support through the Specialty Crop Research Initiative (SCRI), a grant set up by the US Department of Agriculture, Cooperative State Research, Education, and Extension Service (USDA, CSREES).

### **8.6 Indefinite Quantity/Indefinite Deliverable Contract (IDIQ)**

Anita Mishra updated the Board on a new umbrella contract through the US Food and Drug Administration (FDA) that any Health and Human Services (HHS) Agency (FDA, NIH, and Centers for Disease Control and Protection (CDC)) can use as a vehicle to transfer money with an associated task order for AOAC.

### **8.7 EPA**

Jim Bradford updated the Board on two new opportunities with the US Environmental Protection Agency (EPA). The EPA submitted a proposal on a towelette project and would like to add a workshop/symposium at the annual meeting. They have also contacted AOAC regarding an endocrine disruptor project in the near future.

## **IX. Other Business**

### **9.1 Announcement of Upcoming Board Meeting**

President Sullivan announced the next meeting of the Board of Directors:

*June 23-24, 2009 (Tuesday and Wednesday), at AOAC Headquarters in Gaithersburg, MD*

## **X. Adjournment**

**Motion:** Lancette/DeVries moved/seconded adjournment of this meeting.

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**Vote: PASSED UNANIMOUSLY**

This meeting of the AOAC INTERNATIONAL Board of Directors was adjourned at 2:11 pm on April 7, 2009.

Submitted By:



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Russell Flowers, Secretary

10/6/2009

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Date