



AOAC INTERNATIONAL  
Board of Directors Meeting  
June 23 - 24, 2009  
AOAC Headquarters  
Gaithersburg, MD, USA

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Attendees:

**Members**

(present)

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

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

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

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

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

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

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

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

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

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

**Members Absent**

(with regrets)

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

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

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

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

**Invited Guests**

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

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

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

**Joe Romano**, *Organizational Affiliate (Waters Corp.)*

**Lou Anne Blanchard**, *Organizational Affiliate (Kraft)*

**John Szpylka**, *Organizational Affiliate (General Mills)*

**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*

**Wendy Wheeler**, *Customer Service Coordinator*

**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*

**Robert Rathbone**, *Sr. Director – Publications & Method Validation Programs*

**Lauren Chelf**, *Director – Meetings & Exposition*

## **I. Introductory Items**

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

President Sullivan called a meeting of the Board of Directors to order at 1:00 pm on Tuesday, June 23, 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 June 23-24, 2009 Draft Agenda**

President Sullivan presented the DRAFT Agenda for the June 23-24, 2009 Board of Directors Meeting.

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

**Vote:** *PASSED UNANIMOUSLY*

### **1.4 Approval of April 6-7, 2009 Draft Meeting Minutes**

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

**Motion:** DeVries/Titlow moved/seconded final approval of the DRAFT minutes of the April 6-7, 2009 Board of Directors Meeting.

**Vote:** *PASSED UNANIMOUSLY*

President Sullivan noted a special thank you to Alicia Meiklejohn for the preparation of the minutes from the April 6-7, 2009 Board of Directors meeting.

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

President Sullivan reviewed the "To Do" List from the April 6-7, 2009 Board of Directors Meeting:

1. Schedule a conference call of the Finance Committee, with the full Board invited, prior to May 7, 2009 – and monthly thereafter. (AOAC Staff)  
This call was held on May 7, 2009. No further calls were required prior to this Board meeting.

President Sullivan stated that there is no further action required for this item. Remove from the "To Do" list.

2. Poll OAs to gauge interest in quarterly teleconference, or some other type of regular communications. (AOAC Staff).  
Communications with the OAs have mainly centered on the upcoming June 25-26 meeting and agenda over the last few months.

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This action item will be carried over to the September 2009 Board of Directors Meeting.

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

### **2.1 Executive Session Report**

President Sullivan presented the Executive Session Report. Directors-at-Large Robert Brackett and James Harnly have agreed to another term.

**Action Item:** The Executive Committee is looking for a third candidate to fill the final position. (Executive Committee)

### **2.2 Finance Committee Report**

Jonathan DeVries, Treasurer, presented an update on the Finance Committee Report and the Auditors Report dated June 4, 2009. The Finance Committee met on Tuesday, June 23, 2009, prior to the Board of Directors Meeting. The Association's reserve account balance is \$3.468 million, an increase from the last reported numbers during the April 2009 Board Meeting. There were no significant disclosures in the June 4, 2009 Auditors Report which would affect AOAC INTERNATIONAL's financials.

**Motion:** DeVries/Lancette moved/seconded approval of the June 4, 2009 Auditors Report as it stands.

**Vote:** *PASSED UNANIMOUSLY*

### **2.3 Fellows Nominations \***

Dawn Frazier, Sr. Director – Membership & Professional Development, submitted a written report and presented to the Board the candidates recommended by the Committee on Fellows to receive the Fellow of AOAC INTERNATIONAL Award for 2009. Recommended candidates are Adrian Burns, Paula Brown, Gary Lombaert, and Mark Roman.

**Motion:** DeVries/Johnson moved/seconded approval of the recommended slate of candidates to receive the Fellow of AOAC INTERNATIONAL Award for 2009 as presented by the Committee on Fellows.

**Vote:** *PASSED UNANIMOUSLY*

### **2.4 Wiley Award Update \***

President Sullivan announced that the Harvey W. Wiley Award Committee has selected Dr. David M. Barbano as the 2010 Harvey W. Wiley Award recipient. This information is confidential until after the 2009 Annual Meeting in September.

### **2.5 Board Member Update**

- ◆ *Barry Titlow* – Two areas of interest are Dietary Supplements and Infant Formula. Dietary Supplements industry sales are up 6-7% this year. Several health care companies recalled Hydroxycut and industry is now focused on the ingredients. There is an opportunity for AOAC to get involved to help correct this situation. Infant Formula is a smaller, yet more proactive group.

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The teleconference on Infant Formula set-up by AOAC last week was impressive. Internal and external Regulatory Affairs groups want to improve testing standards. The Infant Formula industry would like to have a contract in place within the next few months.

- ◆ *James Harnly* – Focus is on Analytical Methods for Botanicals in Food Safety and Adulteration. Attended a symposium this quarter on Food Safety and Nutrition sponsored by the FDA and The Central Science Laboratory (UK). Attended a workshop held by the American Society for Mass Spectrometry (ASMS) which discussed Insurance Company stakeholders and the requirements for liability coverage, as insurance providers require testing. Also, attended a meeting for Analytical Solutions for Adulteration held by *United States Pharmacopeia* (USP) during which a discussion in regards to possible collaboration between AOAC and USP for Official method(s) took place. No action taken. Note: USDA just released a database that consumers can use to view ingredients in dietary supplements.
- ◆ *Stan Bacler* - April 1<sup>st</sup> was the start of new fiscal year. Rolled out \$5M of additional funds for testing foods and a safety testing plan which is a similar plan as the FDA. The timeline is 2010 for both National Chemical Residue Monitor Program and Food Safety Action Plan which is estimated at \$10M. New guidelines were released for Listeria and are focused on environmental/stainless steel surfaces.
- ◆ *Doug Hite* – Focus is currently on imported honey products as well as produce, pesticides, seafood, deli foods and prepackaged foods. Met with health departments and is doing cooperative work with Homeland Security, who commented that their primary issue is with handheld detection systems and training first responders. There is a new pest control case regarding pesticide misapplications which covers several states.
- ◆ *Robert Brackett* – Over next 6 weeks will be focused on the Food Safety Initiative between U.S. Government and Asia-Pacific Economic Cooperation (APEC) forum for Partnership Training Institute Management (PTIM). APEC PTIM will likely be receiving publicity from Federal Government and will have an impact that will affect testing and audits and how they should manage the supply chain. Specifications are Codex-based.
- ◆ *Ronald Johnson* – Focus is on raw materials guidelines and moving safety to the next level for all stakeholders. Pressure is on test kit manufacturers to deliver testing more in a prevention and pre-harvest mode. The Organizational Affiliate Business Meeting on June 25-26 is a great forum for these issues. Discussed potential opportunity for the Official Methods Board and the AOAC Research Institute.
- ◆ *Mark Coleman* - Last week attended the Expert Review Panel (ERP) meeting at AOAC for Drugs in Animal Tissue. The Feed Industry is interested which may lead to the possibility of additional opportunities for AOAC. The AFCO meeting is in Washington, DC next month. Mark Coleman has been asked to speak.
- ◆ *Jonathan DeVries* – Echoed sentiments expressed by Jim Harnly in regards to the topic of intentional adulteration.
- ◆ *Gayle Lancette* - Discussed position paper on “The Use of Private Section Laboratories to Bolster Regulatory Agency Testing Capacity”. FDA needs assistance with the testing of products in dietary supplements. Congress also might be interested. Lancette went to Japan and gave a presentation on the Research Institute certification process. There was interest in a

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change to the methods comparison studies and how to get other methods to be considered as reference methods.

- ◆ *Hilde Skár Norli* – sent a written report, to strengthen AOAC INTERNATIONAL's position in Europe is through the AOAC Europe Section and to be involved in, or lead, projects mandated under the framework of EC. Next AOAC Europe meeting will be held on October 15, 2009 in Paris, France. As an AOAC representative she will present an update on AOAC activities at the 63<sup>rd</sup> NMKL Annual Meeting on August 21-25, 2009 in Iceland. .

## **2.6 Committee on Sections Updates**

### **2.6.1 Proposed Change to Bylaws for the Southern California Section\***

Dawn Frazier, Sr. Director–Membership & Professional Development, presented a proposal to change to the bylaws for the Southern California Section (SGS). During the Southern California Section Meeting on April 1, 2009 and the two-day Dietary Supplements Meeting on May 7-8, 2009 in Irvine, CA, it was proposed by several members to alter the Tenure of the President of AOAC SCS from 1 year to 2 years. The Committee on Sections supports the Section's request that a change be made to the bylaws to reflect the new Tenure of the AOAC SCS President. Change is noted in the bylaws under Article V: Officers, Section IV. Duties of Officers, 1.a.

**Motion:** Titlow/DeVries moved/seconded to approve the proposed Southern California Section bylaw change to reflect the new Tenure of the AOAC Southern California Section Present from 1 year to 2 years.

**Vote:** *PASSED UNANIMOUSLY*

### **2.6.2 Recommendation for a Special Recognition Award for the Founding Members of the First AOAC Section\***

Dawn Frazier, Sr. Director – Membership & Professional Development, proposed in the interest of celebrating milestones in AOAC'S 125 year history and in effort to better recognize the effort of AOAC Sections, the Committee on Sections recommends that a Special Recognition Award be presented to Michael Wehr and John Wiskerchen at the 2009 Annual Meeting for founding the first AOAC Section, the Pacific Northwest Section.

**Motion:** Lancette/Harnly moved/seconded to approve the proposed Special Recognition Award for the Founding Members of the First AOAC Section that will be presented at the 2009 Annual Meeting.

**Vote:** *PASSED UNANIMOUSLY*

## **III. Official Methods Board Updates**

### **3.1 OMB Policies Update\***

John Szpylka, Vice Chair Official Methods Board, presented the following items via teleconference and submitted a written report on the Official Methods Board

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Updates.

- ◆ **Awards** – Presented list of the awards granted. New this year is the Community Volunteer of the Year Award, which will be nominated by other members of AOAC. Credentials for this award were discussed and voted on during the previous OMB Meeting. In the process of reviewing CVs for the Single Lab Validation (SLV) of the Year Award winner.
- ◆ **Expert Review and Stakeholder Panels** - The OMB would like to amend the ERP guidance documents to include an appeals process and changes to established ERPs. The OMB will oversee technical decisions made by the ERP.

**Action Item:** Send Board of Directors the verbiage for the guidelines process modification and the addition to the Expert Review Panel procedures. Update the OMB flow chart to include an appeals process. (Szpylka)

- Approved ERPs - Eight have been approved with the new ERP numbering system.
- Stakeholders Panel for Seafood/Marine & Freshwater Foods – Had first conference call last week and currently working on a first stakeholders panel.
- ◆ **OMB proposal for Biological Threat Agent Methods Update.** The OMB will replace the section detailing provisional status with the first action for laboratory use only concept, as recommended by the AOAC Board of Directors. Also, adopted the recommendations of Committee L on managing the process.

**Action Item:** Send Board of Directors Committee L recommendations by August 2009 to discuss during the September 2009 Board of Directors Meeting. (Szpylka)

- ◆ **Official Methods Process Update**
  - A new OMB balloting process has been adopted with an official voting process for new members.
  - OMB open positions - all vacancies are filled. New members are Shauna Roman, Lars Reiman, Wayne Ziemer, and Patricia Nedialkova.
  - Working Groups – Matrix Extensions: In response to many requests to review matrix extensions, the OMB created two working groups for microbiology, headed up by Paul Wheling, and one chemistry working group, which will be lead by John Szpylka and Nancy Thiex.
- ◆ **Action plan for Volunteer Training**

The OMB Volunteer Training Subcommittee would like to create an online base training module to further educate its members on the new methods validation process. The first version of this process was completed at the 2008 AOAC Annual meeting. The OMB will continue updating the process during the 123<sup>rd</sup> 2009 Annual Meeting. Topics are volunteer specific members to the OMB for Single Lab Validation, Multi-lab Validation, Collaborative Study, and Study Director. Will have a plan and costs available for discussion during the 123<sup>rd</sup> Annual Meeting.

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#### **IV. Organizational Affiliate Program Update**

##### **4.1 OA Business Meeting Update\***

Krystyna McIver, Sr. Director, Communications, presented an update on the New and Modern Methods meeting on June 25-26, 2009 in Rockville, Maryland. The meeting has nearly 200 registered attendees that include representatives from government, academia, appropriate organizations and industry. There are 23 meeting supporters/sponsors and because of these efforts AOAC has gained 5 new Organizational Affiliates. Board of Directors members Darryl Sullivan, Bob Brackett, Stan Bacler, and Barry Titlow are scheduled speakers at this meeting.

#### **V. AOAC Research Institute (RI) Update**

##### **5.1 RI Board of Directors\***

Gayle Lancette, President-Elect, presented the AOAC Research Institute's (AOACRI) Nominating Committees recommended slate of nominees to become AOACRI Board members.

**Motion:** Lancette/Johnson moved/seconded to approve the AOAC Research Institute's Nominating Committees recommendation to appoint Adrian Burns to a second three-year term and to appoint Socrates Trujillo to a three-year term to start in September 2009 as RI Board Members. Both terms will expire during the annual Meeting in 2012.

**Vote:** *PASSED UNANIMOUSLY*

#### **VI. AOAC Annual Meeting Update**

##### **6.1 Update on the 2009 Annual Meeting in Philadelphia\***

Lauren Chelf, Director of Meetings & Exposition, updated the Board on the upcoming 2009 Annual Meeting. Registrations and exhibit sales are slightly higher this year than in 2008 at this time. There is only 1 booth available. New this year - AOAC will offer Exhibitors a lead retrieval system. The theme is "Evolve" since AOAC has evolved over the past 125 years. There are 12 exhibitors that are new or have not exhibited in the past few years. The Preliminary Program has been mailed. Vendor presentations are sold out. AOAC is now on Facebook to attract students to AOAC. We are promoting a special rate for students to register to attend the 123<sup>rd</sup> Annual Meeting which includes a 1-year Student Membership.

##### **6.2 Update on AOAC Anniversary Plans\***

Dawn Frazier, Sr. Director-Membership & Professional Development, updated the Board on the preparation of celebrating AOAC's 125<sup>th</sup> anniversary during the 2009 Annual Meeting. AOAC staff is planning several commemorative items/events. Dr. Al Pohland's book will be available at the meeting and a book signing will be held during the President's Welcome Reception.

**Action Item:** Need a speaker to present the History of the Research Institute at the 2009 Annual Meeting. The Board discussed and suggested Frank Ross, Russ Flowers, or Scott Coates. (Sullivan)

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## **VII. Updates on Current, Pending, and Potential Contracts**

### **7.1 Department of Defense\***

Jim Bradford, Executive Director, updated the Board on the Department of Defense contract. Jim Bradford and Scott Coates had a meeting with Jason Roos of DOD on June 5, 2009. They wrapped up discussions on the past contract which expired on May 31, 2009, and discussed future projects. Hope to gain a new contract by October 2009.

### **7.2 Department of Homeland Security\***

Jim Bradford, Executive Director, presented an update on the current AOAC-DHS project. Bradford has a meeting with DHS on Monday, June 29, 2009 to discuss PCR assays. There is money left in the contract for Phase IB, AOAC and DHS are discussing some possible uses such as setting up the analyst training program that will be required under the BTAM Validation Guidelines or to have DHS pay for AOAC to become ANSI accredited. AOAC staff is preparing for the SPADA meeting scheduled for August 3-4, 2009.

### **7.3 Infant Formula\***

Anita Mishra, Executive for Scientific Business Development, updated the Board on the status of a project with the International Formula Council (IFC). AOAC staff and the IFC are currently in negotiations over a Documents of Understanding for the proposed infant formula methods project. Members of the infant formula community will hold a session during the June 25-26, 2009 Methods Meeting. Estimated Timeline: July 2009 signed contract. Length of contract will be 2 ½ years thru December 2011.

### **7.4 US Food and Drug Administration – IDIQ Contract Update\***

Anita Mishra, Executive for Scientific Business Development, presented an update on the US Food and Drug Administration (FDA) – IDIQ Contract. AOAC is in the process of procuring an IDIQ contract with the FDA. The contract would have a 5 year/\$3 million ceiling. This is an umbrella contract that any HHS agency (FDA, NIH, and CDC) can use as a vehicle to transfer money with associated task order for AOAC. FDA is planning on doing a competitive bid process. Estimated Timeline for open announcement for acceptance of bids is in late July/early August 2009 and awarded by September 19, 2009. If not, this contract will move into the next fiscal year.

## **7.5 Status of Potential Contracts**

### **7.5.1 Environmental Protection Agency (EPA)**

Anita Mishra, Executive for Scientific Business Development, provided the status on the EPA contract. Stephen Tomasino, Study Director of the EPA contract, has given approval to add an endocrine disrupter project on to Task #6, which is a miscellaneous task order and has flexibility. This task is currently being negotiated. Arlene Fox, Sr. Director – Laboratory Proficiency Testing Program, discussed the EPA's interest in Proficiency Testing as the lab is preparing for 17025 Lab Accreditation. The EPA will have a Round Table Discussion on Wednesday morning during the 123<sup>rd</sup> Annual Meeting.

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Robert Rathbone, Sr. Director – Publications & Method Validation Programs, mentioned that a workshop for the towelette project is in planning stages.

### **7.5.2 Signature Science Collaboration**

Arlene Fox, Sr. Director – Laboratory Proficiency Testing Program, is still waiting to hear an update on the Signature Science Collaboration from the CDC. Potentially AOAC will provide an oversight to make sure that the CDC meets requirements while setting up their new Proficiency Testing program.

### **7.5.3 US Department of Agriculture – Specialty Crop Research Initiative**

Jim Bradford, Executive Director, provided an update on the Specialty Crop Initiative which has \$3 million from a grant to spend. This is a 3-year initiative to select 6 high-value items in produce (spinach, leafy greens, etc.) and develop 6 sampling strategies. Based on those 6, AOAC will develop performance requirements for pathogen detection. Estimated Timeline: August 2009 to receive notice if awarded to AOAC.

## **VIII. Other Business**

### **8.1 Announcement of Upcoming Board Meeting**

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

*Sunday, September 13, 2009, 8:00am to 12:00pm during the 2009 Annual Meeting in Philadelphia, Room: Salon D.*

President Sullivan also mentioned that the Board of Directors should plan to attend Gayle Lancette's meeting on Thursday, September 17, 2009 from 9:00am to 11:00am during the 2009 Annual Meeting in Philadelphia.

**Action Item:** Have a conference call with the Board approximately two weeks prior to the 2009 Annual Meeting. (Sullivan)

## **IX. Adjournment**

**Motion:** Coleman/Johnson moved/seconded adjournment of this meeting.

**Vote:** *PASSED UNANIMOUSLY*

This meeting of the AOAC INTERNATIONAL Board of Directors was adjourned at 12:03 pm on June 24, 2009.

Submitted By:



Russell Flowers, Secretary

10/6/2009

Date

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