



AOAC INTERNATIONAL  
Board of Directors Meeting  
December 13-14, 2010  
AOAC Headquarters  
Gaithersburg, MD, USA

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Attendees:

**Members**

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

**Russ Flowers**, *President (Silliker)*

**Gayle Lancette**, *Immediate Past President (Retired - FDA)*

**Barry Titlow**, *President-Elect (Compound Solutions)*

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

**Darryl Sullivan**, *Secretary (Covance)*

**Mark Coleman**, *Director (Elanco)*

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

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

**Ronald Johnson**, *Director (bioMerieux)*

**David Acheson**, *Director-at-Large (Leavitt Partners)*

**Clay Detlefsen**, *Director-at-Large (IDFA)*

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

**Members Absent**

(with regrets)

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

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

**Guests**

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

**Arti Arora**, *The Coca-Cola Company - OA*

**Edward Askew**, *Askew Scientific Consulting*

**DeAnn Benesh**, *3M - OA*

**LouAnne Blanchard**, *Kraft - OA*

**Gerry Broski**, *Thermo Scientific - OA*

**Adrian Burns**, *US EPA*

**Patricia deLisio**, *MPI Research - OA*

**Brad Guskowicz**, *Microbiologics - OA*

**Zoe Grosser**, *Perkin Elmer - OA*

**Mary McBride**, *Agilent - OA*

**Karin Pauly**, *Microbiologics - OA*

**Diane Rains**, *US EPA*

**Joe Romano**, *Waters - OA*

**John Szpylka**, *Medallion Laboratories - Chair, OMB*

**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*

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

**Deborah McKenzie**, *Sr. Director - Methods Approval Processes & Research Institute*

**Alicia Meiklejohn**, *Executive Assistant*

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

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

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

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

**Monday, December 13, 2010**

**I. Introductory Items**

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

President Flowers called a meeting of the Board of Directors to order at 1:01 pm on Monday, December 13, 2010. 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 December 13-14, 2010 Draft Agenda**

President Flowers presented the DRAFT Agenda for the December 13-14, 2010 Board of Directors Meeting.

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

**Vote:** *PASSED UNANIMOUSLY*

### **1.4 Approval of September 26, 2010 Draft Meeting Minutes**

President Flowers presented the DRAFT minutes of the September 26, 2010 Board of Directors Meeting.

**Motion:** Lancette/Titlow moved/seconded final approval of the DRAFT minutes of the September 26, 2010 Board of Directors Meeting as presented.

**Vote:** *PASSED UNANIMOUSLY*

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

President Flowers reviewed the "To Do" List from previous Board of Directors Meetings:

September 26, 2010:

1. Add Review of the Facilities and Services Agreement, Inter-Board Duty Chart, and Job Description to the December AOAC Board Meeting Agenda.

*Ongoing* – This item is on the agenda under item 6.2, a compilation of the RI Board feedback will be available at the meeting.

2. OMB to provide a schedule/timeline for the disbanding of the standing method committees.

The OMB will give a report under agenda item V.

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

### **2.1 Executive Session Report**

\*Complete reports/presentations referenced herein are included in the "December 2010 Board Meeting Book" and are available upon request\*

President Flowers reported on the Executive Session held prior to the Board meeting on December 13th. The Board discussed aligning Executive Director Jim Bradford's yearly goals and objectives more closely with the Association's overall strategies directions, as they have evolved in recent years.

In closed session, the Board also nominated and elected David Acheson to a second one-year appointment as a Director-at-Large on the Board.

## **2.2 New 2011 Business Directions**

James Bradford, Executive Director, provided details on proposed business directions for AOAC during 2011. Because of positive changes in recent years, Dr. Bradford proposed engaging in activities to strengthen the brand of AOAC throughout the world. With over 70% of anticipated expenses for 2011 in reserve funds, he stated that AOAC can afford to re-invest its own money in creating stakeholder panels and hosting stakeholder meetings. One area AOAC will invest in will be a Food Stakeholder group, for AOAC's multi-national food company Organizational Affiliates. This group will set its own priorities, but may focus on dietary supplements, nutraceuticals, labeling and labeling claims. A second group will be funded by the AOAC RI and will engage AOAC's proprietary test kit manufacturers, focusing on methodology and global harmonization of evaluation and validation schemes.

## **2.3 Finance Committee Report**

Jonathan DeVries, Treasurer, presented the Finance Committee Report. The Finance Committee met on Monday, December 14, 2009, prior to the Board of Directors Meeting.

## **2.4 Consideration of the 2011 Association Budget**

The proposed 2011 Association budget was distributed by email by the Chief Financial Officer, Joyce Schumacher, prior to the board meeting. The budget shows an expense total of \$5,899,103, with revenue estimated at \$6,105,953 resulting in a predicted net revenue over expenses of \$206,850.

**Motion:** DeVries/Titlow moved/seconded adoption of the proposed 2011 Association budget as presented.

**Vote:** *PASSED UNANIMOUSLY*

## **III. Committee Updates**

### **3.1 Editorial Board Terms of Reference Updates**

Robert Rathbone, on behalf of the Editorial Board, presented two proposed changes to the Editorial Board Terms of Reference. The Editorial Board recommended adding the following two provisions:

1. Allow the Board Chair to extend the length of an appointment of a section editor for an additional year or two beyond a second 3-year term as necessary to avoid a turnover of four or more appointees in a single year.

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2. Allow appointed individuals to serve additional two, 3-year terms after a hiatus of at least one year.

**Motion:** Harnly/Johnson moved/seconded approval of the revised Editorial Board Terms of references as presented.

**Vote:** *PASSED UNANIMOUSLY*

### **3.2 Wiley Committee Terms of Reference**

Gayle Lancette, Chair of the Harvey W. Wiley Award Committee, presented proposed revisions to the committee's Terms of Reference, Nominations Form, and Policy. The proposed revisions included the addition of electronic voting for committee members, and the following clause relating to the nomination of committee members:

*If a committee member is nominated, that member must remove himself/herself from the committee until the nomination is no longer under consideration, or suspend his/her nomination until he/she is no longer on the committee.*

**Motion:** Harnly/Norli moved/seconded approval of the revised Terms of Reference Revisions as proposed.

**Vote:** *PASSED UNANIMOUSLY*

## **IV. New Community Proposal**

### **4.1 Proposed AOAC Community for Drinking Water and Wastewater**

Edward Askew, of Askew Scientific, presented a proposed Terms of Reference seeking approval to form a new AOAC Community for Drinking Water and Wastewater. Mr. Askew has been soliciting support from AOAC members and potential stakeholders; he also provided a contact list of interested individuals. The Board was supportive of the plan to move forward and President Flowers encouraged Mr. Askew to seek funding from potential stakeholders. Gayle Lancette suggested that OMB aid in revising the proposed Terms of Reference to reflect current community practices.

**Motion:** Lancette moved that the Board support the establishment of an AOAC Community for Drinking Water and Wastewater, and that the group return with a new proposed Terms of Reference.

**Outcome:** The motion was not seconded, the motion was not called to question.

## **V. Official Methods Board Updates**

John Szpylka, Chair of the Official Methods Board, presented an update to the Board. Five new members have been appointed to the OMB since the last Board Meeting.

**Action Item:** Provide a current OMB Roster to AOAC Board (staff).

The OMB will further discuss the details of disbanding standing committees at their winter meeting in February 2011. A proposal was presented to create executive committees within communities to aid in the transition of active committees to a

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community-based structure. President Flowers requested more details on how this proposed structure would operate.

**Action Item:** OMB to provide more details on proposal to create executive committees for active committees/communities at the March Board Meeting (staff/Szpylka).

Mr. Szpylka reported that the revised Draft Microbiology Method Validation Guidelines, coming from the Committee on Statistics and the Committee on Microbiology, have been approved with comments by the Official Methods Boards. A final version will be on the agenda of the February OMB meeting. Concerns have been raised over the revisions by proprietary test kit manufacturers regarding harmonization with other validation organizations. James Bradford proposed that stakeholders in the new proprietary kit stakeholder group may choose to review the guidelines and provide feedback.

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

### **6.1 AOAC RI Program Updates**

Deborah McKenzie presented the RI Program Updates. At the time of this meeting the RI had 28 Contributing Members and 35 PTM Review applications. The RI Board was in the process of approving its 2011 budget, which includes funding the formation of a proposed stakeholder group on proprietary methodology.

### **6.2 Consideration of AOAC/RI Documents**

The RI Board has requested time to review the draft documents: Facilities and Services Agreement, Inter-Board Duty Chart, and Job Description, and would like to provide feedback to the AOAC Board.

**Action Item:** Add Review of the Facilities and Services Agreement, Inter-Board Duty Chart, and Job Description to the March AOAC Board Meeting Agenda.

## **VII. RI Nominating Committee**

Following the September 26, 2010 Board of Directors Meeting, the Board met in Executive Session to elect two new members to the RI Board of Directors. The Board elected the following individuals to begin three-year terms on the RI Board at the conclusion of the Annual Meeting:

Christopher Blake, Ph.D. – Nestec Ltd.  
Joe Boison, Ph.D – Canadian Food Inspection Agency

**Motion:** DeVries/Lancette moved/seconded ratification of the September 26, 2010 vote to elect Christopher Blake and Joe Boison to the RI Board of Directors for three-year terms.

**Vote:** *PASSED UNANIMOUSLY*

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**Tuesday, December 14, 2010**

**I. Board of Directors Member Updates**

- ◆ *David Acheson:* The Food Safety Modernization Act (S510) passed in the US Senate two weeks prior to the Board Meeting. There is potential for AOAC because the bill calls for increased testing, validation of systems, and risk-based preventative controls.
- ◆ *Clay Detlefsen:* The legislation will also require food defense plans which are thus far only voluntary. Concerns over intentional contamination are very high. Food defense involves the US Department of Homeland Security, US FDA, and USDA.
- ◆ *Barry Titlow:* AOAC's dietary supplement work and the International Formula Council work are exploring similar areas but are still contractually separate projects. The partnership with NIH is invaluable. The nutrition market has many opportunities to create globally accepted methodology. GMPs now require full ID testing.
- ◆ *Darryl Sullivan:* The first five working groups for the IFC project met in November. The excitement over the project is great. One roadblock to mirroring such a project in dietary supplements may be the lack of a cohesive group of manufacturers engaged with AOAC.
- ◆ *Xiumei Liu:* A new National Standards Committee on Nutrition was created in China, new laws will require more testing. The National Food Standards Committee will issue new standards for dairy products regarding mycotoxins and chemical contaminants.
- ◆ *Jonathan DeVries:* Risk reduction remains a top priority relating to food safety, especially regarding contaminants and identity/purity verification. He also expressed concern for AOAC maintaining its reputation as the top validation organization.
- ◆ *Ron Johnson:* Supportive of the AOAC RI stakeholder panel. He continues to urge AOAC to keep global solutions as a top priority and to move toward harmonization with international organizations.
- ◆ *James Harnly:* There is tremendous interest in botanical ID testing but it is technically challenging. The Presidential Task Force on Dietary Supplements met at the Annual Meeting and discussed protocols for method validation and new techniques.
- ◆ *Mark Coleman:* Elanco and AOAC have completed 6 total Expert Review Panels covering 8 analytes. Concerns remain over reaching OMA status however. He is also interested in the AOAC making membership more accessible in developing countries.
- ◆ *Hilde Skår Norli:* NordVal has become part of NMKL and started a program for validation of chemical methods and test kits. They are exploring a relationship with the AOAC RI. AOAC and AOAC RI should put together a response to the CCMAS proposed policy on proprietary kits.

**II. AOAC Current and Pending Project Updates**

James Bradford provided updates on the following AOAC projects:

- ◆ **US Department of Homeland Security - SPADA**  
The next SPADA meeting will be held on March 31, 2011. The project has slowed; the next task will focus on variola. AOAC is also engaging new communities of potential law enforcement participants and other government agencies to keep progress moving.

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- ◆ International Formula Council - SPIFAN  
The next SPIFAN meeting will be held April 4-6, 2011. Working Groups for the first five priority nutrients (Vitamin A, Vitamin D, Vitamin B12, inositol, and folic acid), met at AOAC headquarters in November and drafted Standard Method Performance Requirements (SMPRs). The SMPRs are scheduled to be presented to the Stakeholder Panel at the April meeting.
- ◆ Elanco  
Mark Coleman provided a report to the Board on the Elanco project during his update under item I.
- ◆ PAH Testing  
On June 29, 2010, AOAC began a project evaluate method needs for the potential increase of seafood testing as a result of the Gulf Oil Spill. The project was sponsored by Bruker, PerkinElmer, Pace Analytical Services, Thermo Fisher Scientific, Covance, Microbac, Eurofins, Silliker, Dionex, and Restek. Efforts led to a candidate method for validation. Kate Mastovska and Wendy Sorenson were named Study Directors for the collaborative study which was in the first phase at the time of this meeting. There have been delays with qualifying labs and method optimization.
- ◆ “Orphan” Methods  
Following the April 2010 Board meeting, AOAC initiated a project to validate 10 high value, high throughput methods. At the time of this meeting six methods were still moving forward. Delays have occurred in the pre-collaborative and collaborative study phases for many of the methods.

### **III. Potential New Areas of Interest**

1. **Microbiology Stakeholder Community**  
Members of the RI Board have endorsed supporting a stakeholder panel made up of RI Contributing Members; the panel would explore issues considered top priorities by proprietary test kit manufacturers. Potential tracks may include harmonization of microbiological method validation, STEC, or the AOAC Microbiology Guidelines.
2. **Food Stakeholder Community**  
AOAC will invest in the creation of a stakeholder panel led by the food industry. LouAnne Blanchard, a representative from Kraft, supported the idea of a group focusing on methodologies which can promote positive foodstuffs, rather than detection of contaminants. AOAC staff will begin contacting multi-national food industry OAs to serve as an Advisory Panel.

### **IV. Invited Guest Updates**

Karin Pauly and Brad Goskowicz of Microbiologics introduced themselves. Microbiologics is a 40 year old reference material provider in Minnesota. They are joining AOAC as an Organizational Affiliate to help their customers who are looking for networks to help navigate the changing world of testing as a result of the Food Safety Modernization Act.

### **V. Organizational Affiliate (OA) Updates**

PerkinElmer – Zoe Grosser

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Ms. Grosser stated that she supported AOAC in its efforts to move toward global harmonization. Other countries and industries all seem to acknowledge harmonization as a common goal.

Waters – Joe Romano

Mr. Romano spent a day at AOAC Headquarters in November 2010. Waters has proposed a session for the 2011 AOAC Annual Meeting which would be for and by Chinese scientists.

Thermo Fisher – Gerry Broski

Mr. Broski and Vincent Paez spent a day at AOAC Headquarters in December 2010.

bioMerieux – Ron Johnson

Mr. Johnson discussed the OA program and communications, as well as the method submittal process. He raised concerns over the new method-centric committee structure.

3M – DeAnn Benesh

Ms. Benesh stated her support for the proposed microbiology stakeholder community. She was also interested in a coordinated effort to provide input to the aforementioned CCMAS policy document on proprietary kits.

Coca-Cola – Arti Arora

Ms. Arora stated her support for a food stakeholder community. She stated that she would like to see more activity relating to water and water sustainability in the future.

**VI. Other/New Business**

No new business was discussed at this time.

**VII. Adjournment**

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

**Vote:** *PASSED UNANIMOUSLY*

Submitted By:



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Darryl Sullivan, Secretary

June 27, 2011

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Date