

AOAC INTERNATIONAL
Board of Directors Meeting

AOAC Headquarters
481 N. Frederick Ave, Suite 500
Gaithersburg, MD, USA



Wednesday, April 14, 2010 – Thursday, April 15, 2010

Attendees:

Members

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

Gayle Lancette, *President*
Darryl Sullivan, *Immediate Past President*
(*Covance*)
Russ Flowers, *President-Elect (Silliker)*
Jonathan DeVries, *Treasurer (Medallion Laboratories)*
Stan Bacler, *Director (CFIA)*
Mark Coleman, *Director (Eli Lilly)*
Ronald Johnson, *Director (bioMerieux)*

Members Absent

(with regrets)

Barry Titlow, *Secretary (Compound Solutions)*
Douglas Hite, *Director (TN Department of Agriculture)*
Xiumei Liu, *Director (Chinese Center for Disease Control & Protection)*
Hilde Skår Norli, *Director (NMKL)*
David Acheson, *Director-at-Large*
Clay Detlefsen, *Director-at-Large (IDFA)*
Jim Harnly, (*USDA – ARS*)

Organizational Affiliates

(present or for all or part of meeting)

Arti Arora, *Coca-Cola*
Zoe Grosser, *Perkin Elmer*
Robert Koeritzer, *3M*
Mark Mozola, *Neogen*
Joe Romano, *Waters*
Brooke Schwartz, *Applied BioSystems*
Morgan Wallace, *DuPont Qualicaon*

AOAC Staff

(present for all or part of meeting)

E. James Bradford, *Executive Director*
Scott Coates, *Chief Scientific Office*
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*
Robert Rathbone, *Sr. Director, Publications & Method Validation Programs*
Garlon Riegler, *Sr. Director – Human Resources & Administration*
Joyce Schumacher, *Chief Financial Officer*

Invited Guests

(present or for all or part of meeting)

Lei Bao, *AQSIQ and AOAC China Section President*
Shana Cole, *Grocery Manufacturers Association*
Will Daniels, *Earthbound Farm*
Matthew Davenport, *US Department of Homeland Security*
Norma Hill, *US Tax and Trade Bureau, and Official Methods Board Chair*
Stephen Tomasino, *US Environmental Protection Agency*

Wednesday, April 14, 2010

I. Introductory Items

1.1 Call To Order, Introductions, Announcements

President Lancette called a meeting of the Board of Directors to order at 1:06 pm on Wednesday, April 14, 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 April 14-15, 2010 DRAFT Agenda

President Lancette presented the DRAFT Agenda for the April 14-15, 2009 Board of Directors Meeting.

Motion: DeVries/Sullivan moved/seconded approval of the DRAFT Agenda, with the addition of "OA Updates," as item VIII on April 14, 2010.

Vote: *PASSED UNANIMOUSLY*

1.4 Approval of December 14-15, 2009 DRAFT Meeting Minutes

President Lancette presented the DRAFT minutes of the December 14-15, 2009 Board of Directors Meeting.

Motion: DeVries/Johnson moved/seconded final approval of the DRAFT minutes of the December 14-15, 2009 Board of Directors Meeting.

Vote: *PASSED UNANIMOUSLY*

1.5 Review Previous "To Do" Lists

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

December BOD Meeting

1. Initiate contact with AOAC's legal counsel (Executive Office)
Prepare and organize clear objectives for the legal counsel to examine (Coleman/Coates)

Completed - Representatives of the AOAC RI and AOAC staff met with Eric Horvitz and John Wisiackas of Odin Feldman, & Pittleman, on March 4, 2010. The objective of the meeting was to answer questions pertaining to the 501c3 tax status, perceived ambiguities in the bylaws, and the balance of power between AOAC and the AOAC RI. The lawyers did not recognize any immediate problems with the current bylaws.

2. Distribute electronic version of the revision of the ALACC Guidelines and an electronic ballot for the Board's vote (Meiklejohn).

Completed - The ALACC revision passed by majority vote on January 12, 2010. The vote was captured by electronic ballot.

3. Organize follow-up with volunteers to accelerate the AOAC/CNCA project (Meiklejohn).

Incomplete - This project has been moving along, representatives from CNCA have visited AOAC Headquarters. A more detailed update will be given under Agenda Item 3.5 on April 15th.

II. Board of Directors & Executive Office Affairs

2.1 Executive Session Report

President Lancette reported on the Executive Session held prior to the Board meeting on April 14th.

2.1.1 The Board explored the possibility of re-engaging with IDF and ISO.

Action Item:

- create and distribute a position paper to the Board discussing/exploring various options for re-engaging with IDF and ISO (AOAC staff).
- attend the IDF/ISO Analytical Week meeting in Montreal, Canada, to be held May 17-21, 2010 (AOAC staff).

2.1.2 Part of the meeting was a Joint Boards Session with the AOAC Research Institute (RI) Board.

President Lancette announced the formation of a Presidential Task Force to examine the structure of the AOAC RI and its Board of Directors, as it functions in 2010; including a look at the outstanding Services and Facilities Agreement and the Bylaws. The Task Force will be asked to investigate several concerns brought before the AOAC INTERNATIONAL Board of Directors by the RI Board of Directors concerning potential problems in operations, and to ensure customer satisfaction.

Action Item:

- Define objectives of the RI Presidential Task Force (Lancette).
- Appoint members of the RI Presidential Task Force (Lancette).

2.2 Finance Committee Report

Jonathan DeVries, Treasurer, presented the Finance Committee Report. The Finance Committee met on Wednesday, April 14, 2010, prior to the Board of Directors Meeting. The AOAC INTERNATIONAL reserve account balance as of March 31 was \$4,153,109. There were no recommendations by the Finance Committee at this time.

2.3 Nominating Committee Report

Darryl Sullivan, Chair of the Nominating Committee, presented the following proposed slate of candidates for the 2010 general election:

Recommendations to be placed on 2010 Ballot:

- President-Elect – Barry Titlow – agreed to run
- Secretary – Darryl Sullivan – agreed to run
- Treasurer – Jonathan DeVries – agreed to run
- Director – Mark Coleman – agreed to run
- Director – Xiumei Liu – agreed to run

Discussion by the Board included the recommendation to emphasize to the candidates the importance of attendance at each Board meeting. If attendance is impossible, there should be an expectation that the Board member provide a written update to the Board.

Motion: DeVries/Flowers moved/seconded approval of the recommended slate of candidates for the 2010 general election as presented by the Nominating Committee.

Vote: *PASSED BY MAJORITY (6 in favor, 1 abstention)*

III. Official Methods Board (OMB) Update

3.1 OMB Policy and Program Updates

Norma Hill, Chair of the OMB provided a report on the OMB's activities since the last Board meeting.

3.1.1 The OMB recommended that a Topic Advisor and a Statistics Advisor be appointed at the beginning of the formation of a Stakeholder Panel or Expert Review Panel.

Motion: DeVries/Sullivan moved/seconded endorsement of the OMB's plans to make a Statistics Advisor and Topic Advisor required appointments during the formation of Stakeholder and Expert Review Panels.

Vote: *PASSED UNANIMOUSLY*

3.1.2 The OMB moved three methods to final action in January 2010.

3.1.3 The OMB requested guidance in the process of retiring the remaining standing committees, these committees appear to have active methods in process, but are operating under policy guidelines which no longer exist.

Action Item:

The Board requested a list of the remaining standing committees, a list of options and a pro/con analysis of various options for disbanding the committees. They also suggested polling members of the committees for any additional guidance. The Board requested a follow-up report at the June 2010 Board meeting (Official Methods Board).

3.1.4 Scott Coates reported on the method modification/extension working group which was formed in Sept 2009 to review and reconcile policy differences between OMA and PTM microbiology policies and procedures, the group will draft policy revisions to go to OMB and RI BOD possibly in May/June.

IV. Research Institute (RI) Update

4.1 AOAC RI Program Updates

Deborah McKenzie, Sr. Director of the Research Institute (RI), provided an update on the programs and operations of the RI. The RI recently implemented the new GovVal Program, the program validates modifications to government reference methods and at the same time compares the analytical performance of Performance Tested Methods (PTMs) to the modified reference method; working with US and international regulatory bodies. There are currently 26 contributing member organizations in the RI and 146 PTMs.

V. Publications & Method Validation Programs

Robert Rathbone, Sr. Director of Publications and Method Validation Programs, provided an update to the Board. The Official Methods of Analysis, 18th edition (Revision 3) was recently printed and is now available for purchase. Updated material since its last printing includes" 19 First Action Methods, 30 Final Action Methods, and 12 significantly modified Methods.

VI. Membership & Professional Development

6.1 Annual Meeting 2010 Updates

Lauren Chelf, Director of Meetings and Exposition, provided an update to the Board. The 2010 Annual Meeting will be held in Orlando, FL, September 26-29. The theme of this year's meeting is "educate, network, and collaborate."

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

VII. Agricultural Materials Community Update

7.1 Revised Terms of Reference

Krystyna McIver, Sr. Director of Communications, presented a request from the Agricultural Materials Community to revise their Terms of Reference. The proposed revision includes a name change and alterations to the sub-group structure.

Motion: DeVries/Sullivan moved/seconded approval of the revised Agricultural Materials Community Terms of Reference as presented.

Vote: *PASSED UNANIMOUSLY*

VIII. OA Updates

President Lancette asked for any updates from the attending Organizational Affiliate Representatives. Mark Mozola of Neogen expressed a concern for the future of the AOAC RI PTM Program, specifically regarding operations and time commitments of consultants. There have been no specific issues at this time. Jim Bradford discussed a proposal coming out of the RI Board to initiate a Global Validation Harmonization of Microbiological Test Kits.

Action Item:

Schedule a meeting between the AOAC RI Board and Advisory Council (AOAC staff).

Thursday, April 15, 2010

I. Board of Directors Member Updates

Hilde Skaar Norli It is important for AOAC to consider re-engaging with IDF and ISO. At the recent CCMAS meeting, the concept of adding proprietary methods to Codex came up, AOAC members are encouraged to weigh in on the proposal by submitting comments for consideration.

Darryl Sullivan US food safety laws are still in discussion in the Senate, the proposed legislation will call for increased import and domestic testing by third party labs. Secondly, there are many opportunities in Asia either in testing or helping align AOAC methods and Chinese GB methods closer together.

Jonathan DeVries Adulteration continues to be a big concern; this involves a need for testing for “unknowns,” there are rumors of melamine re-surfacing in the near future. OMA continues to be important, would like to see an improvement in the precision of instrumental methods.

Russ Flowers Silliker just opened a new lab in India, India is currently revising food safety laws – may be an important time to get involved. AOAC should try to have meetings with food safety officials internationally to provide input and get them to align with AOAC.

Ron Johnson Would like AOAC to continue driving toward universally accepted analytical tools. There is a great need for harmonization of acceptance criteria for test kits, and a need for consistency.

Stan Bacler CFIA is getting ready to participate in the GovVal Program with AOAC RI, regarding ready-to-eat meats.

Mark Coleman From the regulated industry viewpoint, it is important to give regulators education on various aspects of testing, including sampling. He recently participated in Association Of American Feed Control Officials (AAFCO) Meeting, they are a potential partner in providing education on sampling.

II. Invited Guest Updates

Will Daniels, *Vice President of Quality, Food Safety, and Organic Integrity of Earthbound Farm*, gave a presentation titled, “Multi-Hurdle Food Safety Program.”

Shana Cole, *Director of Science Operations of Grocery Manufacturers Association*, gave a presentation titled, 2010-11 GMA Strategic Priorities: A Food Industry Perspective.”

III. AOAC Current and Pending Project Updates

3.1 US Department of Homeland Security

- Update from **Matthew Davenport**, *DHS S&T Directorate, Chemical and Biological Division*

3.2 US Environmental Protection Agency

- Antimicrobial Efficacy Testing Project

Update from **Stephen Tomasino**, *Senior Science Advisor, U.S. EPA Environmental Science Center OPP Microbiology Laboratory*

- Endocrine Disruptors Project

3.3 US National Institutes of Health – Dietary Supplements

3.4 International Formula Council

3.5 CNCA/AOAC Collaboration

3.6 Elanco – Animal Drug Residues

Complete reports/presentations referenced herein are included in the “April 2010 Board Meeting Book” and are available upon request

IV. Strategies for Validating “Orphan Methods”

Jim Bradford gave a presentation to the Board and invited guests. AOAC would like to launch an initiative to strengthen our brand. We are in a position to conduct an experiment to push 10 high-need, high-technology, nonproprietary methods through the Official Methods process in one year’s time. From our contracts, communities, and individual members, we have collected a large list of unfunded methods. We will allow a segment of our OAs to prioritize these methods and AOAC will help push them through the OMA process.

V. Adjournment

Motion: Sullivan/DeVries moved/seconded adjournment of this meeting.

Vote: *PASSED UNANIMOUSLY*

This meeting of the AOAC INTERNATIONAL Board of Directors was adjourned at 3:21 pm on December 15, 2009.

Submitted By:



Barry Titlow, Secretary

June 28, 2010

Date