



AOAC INTERNATIONAL
Board of Directors Meeting
June 28 – 29, 2010
AOAC Headquarters
Gaithersburg, MD, USA

Attendees:

Members

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

Gayle Lancette, *President (Retired FDA)*
Darryl Sullivan, *Immediate Past President (Covance)*
Russ Flowers, *President-elect (Silliker)*
Jon DeVries, *Treasurer & OA (Medallion Labs)*
Barry Titlow, *Secretary & OA (Compound Solutions)*
Mark Coleman, *Director & OA (Elanco)*
Doug Hite, *Director (TN Department of Agriculture)*
Ron Johnson, *Director & OA (bioMerieux)*
David Acheson, *Director-at-Large (Leavitt Partners)*
Jim Harnly, *Director-at-Large (USDA-ARS)*
Clay Detlefsen, *Director-at-Large (International Dairy Foods Association)*

Members Absent

(with regrets)

Stan Bacler, *Director & OA (CFIA)*
Xiumei Liu, *Director (Chinese Center for Disease Control & Protection)*
Hilde Skaar Norli, *Director (NMKL)*

Organizational Affiliate (OA) Representatives

(present for all or part of meeting)

Gerry Broski, *Thermo Fisher*
Patricia deLisio, *MPI*
Zoe Grosser, *PerkinElmer*
Keith Jolliff, *Qiagen*
Erik Konings, *Nestle*
Mary McBride, *Agilent*
Eric Phillips, *Thermo Fisher*
Gyan Rai, *Mead Johnson*
Lars Reimann, *Eurofins*
Joe Romano, *Waters*
Morgan Wallace, *DuPont Qaulicon*

Invited Guests

(present for all or part of meeting)

Joe Betz, *National Institutes of Health, Office of Dietary Supplements*
Norma Hill, *Chair – Official Methods Board & US Tobacco, Tax, and Trade Bureau*
Patrick Jeanville, *Bruker*
George Manning, *Bruker*
Paul Milne, *Consultant*
Katherine Sharpless, *National Institute of Standards and Technology*

AOAC Staff

(present for all or part of meeting)

E. James Bradford, *Executive Director*
Lauren Chelf, *Director – Meetings & Exposition*
Scott Coates, *Chief Scientific Officer*
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*
Garlon Riegler, *Sr. Director – Human Resources & Administration*
Joyce Schumacher, *Chief Financial Officer*

Monday, June 28

I. Introductory Items

1.1 Call To Order, Introductions, Announcements

President Lancette called a meeting of the Board of Directors to order at 1:00 pm on Monday, June 28, 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 June 28-29, 2010 DRAFT Agenda

President Lancette presented the DRAFT Agenda for the June 28-29, 2010 Board of Directors Meeting.

Motion: Sullivan/Titlow moved/seconded approval of the DRAFT Agenda.

Vote: PASSED UNANIMOUSLY

1.4 Approval of April 14-15, 2010 DRAFT Meeting Minutes

President Lancette presented the DRAFT minutes of the April 14-15, 2010 Board of Directors Meeting. Ron Johnson suggested the following modification:

Section 3.1.4: change "OMA and PTM micro policies" to "OMA and PTM microbiology policies and procedures."

Motion: Titlow/Johnson moved/seconded final approval of the modified DRAFT minutes of the April 14-15, 2010 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:

April BOD Meeting

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

Completed – Scott Coates attended the Analytical Week meeting and provided visit reports to the Board. The Board encouraged continued participation with ISO. David Barbano, who served more than 10 years on the American Dairy Science Association

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

(ADSA) Board of Directors, offered to speak to the AOAC Board about his experience with ADSA.

***Action Item:** David Barbano on the September 25, 2010 Board of Directors Meeting agenda (AOAC staff).

2. Define objectives of the RI Presidential Task Force and appoint members of the RI Presidential Task Force (Lancette).

Completed – Gayle Lancette approved a Terms of Reference for the Task Force, outlining the objectives and tasks to be completed. President Lancette appointed Jon DeVries, Treasurer of the AOAC Board, and Socrates Trujillo, member of the RI Board, as members of the task force.

3. 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).

Completed – The Official Methods Board met on June 9-10, 2010. Norma Hill, Chair, will give an update under item 3.2 of this meeting's agenda.

4. Regarding the proposal to host a Validation Harmonization Meeting, schedule a meeting between the AOAC RI Board and Advisory Council (AOAC staff).

Completed – The AOAC RI Board and Advisory Council met by teleconference on May 27, 2010. The group supported the plan to move ahead with the planning of a stakeholder type meeting to discuss the global harmonization of microbiological test kit validation guidelines.

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 June 28th. The Board discussed the relationship between the AOAC RI Board of Directors and the AOAC INTERNATIONAL Board of Directors. Based on a report from the RI Presidential Task Force, the Board has created the following list of action items to be completed prior to the September Board meeting.

***Action Items:**

1. Include an RI financial update at each AOAC INTERNATIONAL Finance Committee meeting.
2. Create better channels of communication between the Secretary/Treasurer of the RI and other RI Board Members.
3. Define the roles and responsibilities of the RI Board, including the role of Secretary/Treasurer.
4. Update and implement the “Facilities, Services, and Supplies Agreement.”

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2.2 Finance Committee Report

Jonathan DeVries, Treasurer, presented the Finance Committee Report. The Finance Committee met on Monday, June 28, 2010, prior to the Board of Directors Meeting. The Association's reserve account balance is \$4.032 million. AOAC received the 2009 Auditor's Report from Goodman & Company, LLP. No deficiencies were reported.

Motion: DeVries/Titlow moved/seconded acceptance of the May 13, 2010 Auditors Report as presented.

Vote: *PASSED UNANIMOUSLY*

2.3 Fellows Nominations

Darryl Sullivan, Past President, presented the 2010 Fellows Award nominations as recommended by the Committee on Fellows. The following candidates were presented: Norma Hill, Chris Maragos, and James Neal-Kababick.

Motion: Sullivan/DeVries moved/seconded approval of the proposed 2010 Fellows Award recipients: Norma Hill, Chris Maragos, and James Neal-Kababick.

Vote: *PASSED UNANIMOUSLY*

2.4 Wiley Award Update

President Lancette declared Dr. Steven Lehotay as the 2011 Harvey W. Wiley Award recipient, as selected by the Wiley Award Committee. There were many excellent potential candidates this year.

2.5 TDRM Special Award Request

Katherine Sharpless, on behalf of the TDRM Executive Committee, presented a recommendation to the Board to honor Donna Zink with a Special Recognition Award for her years of exemplary service to the Technical Division for Reference Materials.

Motion: DeVries/Flowers moved/seconded approval of the recommendation to present Donna Zink, retiring Chair of the Technical Division for Reference Materials, with a Special Recognition Award at the 2010 Annual Meeting.

Vote: *PASSED UNANIMOUSLY*

***Action Item:** Formalize a process for bringing requests for special recognition awards to the Board. Develop a program to recognize very active volunteers who may not fit into one of the specific categories of the traditional annual awards.

III. Official Methods Board (OMB) Update

3.1 OMB Policy and Program Updates

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Norma Hill, OMB Chair, presented an update to the Board on recent OMB activities. The OMB approved the appointment of three Stakeholder Chairs at their April meeting: Darryl Sullivan, Infant Formula and Adult Nutritionals; Nancy Thiex, Endocrine Disruptors; and Doug Hite, Seafood Contaminants Resulting from Gulf Oil Disaster. Several annual award winners were selected for volunteer recognition awards. The OMB drafted a Volunteer Role Description

3.2 Standing Committees – Follow-up

The OMB recommended that methods continue to shuffle through active committees, and that the members of such committees will remain as a “pool of experts” to be available for ad hoc method committees as needed in the future.

IV. Research Institute (RI) Update

4.1 AOAC RI Program Updates

Deborah McKenzie, Senior Director of the AOAC Research Institute, updated the Board on the Research Institutes programs and activities. There are currently 148 PTMs, and 26 Contributing Member Organizations.

V. RI Nominating Committee

5.1 RI Board of Directors 2010 Election

Russ Flowers, President-elect, presented a report from the RI Nominating Committee. The Committee is interested in adding more individuals with chemistry backgrounds to the RI Board of Directors, as more chemistry test kits are submitted. No slate of candidates was available at the time of this meeting.

VI. Membership & Professional Development

6.1 Annual Meeting 2010 Updates

Lauren Chelf, Director of Meetings and Exposition, presented an update on the 2010 Annual Meeting to be held in Orlando, FL, September 26-29. As of June 28th, there were 99 poster presentations, 270 registrants, and 56 exhibitor booths sold.

Tuesday, June 29

I. Board of Directors Member Updates

Darryl Sullivan There may be an opportunity for additional education in Central America on AOAC and the Official Methods Program. There seems to be a lack of knowledge. Additionally, there is a need for new technology and new methods for multi-residue detection.

Jonathan DeVries Economic adulteration concerns remain high. The stir over BPA in can coatings seems to have quieted down politically. Soluble and insoluble dietary fiber remains a hot topic.

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Russ Flowers Another recent *Salmonella* outbreak will raise more awareness and possibly ramp up FDA's testing and sampling needs. Other *E. coli* strains (STECs) are becoming hot topics, may require fast validation as there is a lack of methodology available for the lesser *E. coli*.

Jim Harnly The hot topics in botanicals remain ID testing methods. Mark Roman is chairing an AOAC committee creating validation protocols for ID methods.

Ron Johnson Testing of new pathogens is on the radar, AOAC needs to react to shifts in regulation by evolving validation programs. Harmonization of microbiological validation guidelines would ease the burden off test kit companies to pay for extra layers of validation.

Doug Hite The public is always urging for faster results of testing. Recent cases of presumptive positives in deli products turned out to be negatives. The kick off meeting for an initiative for seafood testing as a result of the Gulf oil spill will occur on June 29th.

Barry Titlow Prop 65 regulations continue to affect the dietary supplement business. There is also ingredient testing wanted for *E. sakazakii*.

Mark Coleman Hot topics are sampling issues in animal feed, and ethanol by-products in animal feed in the form of distillers grain can lead to food safety issues.

Clay Detlefsen Dioxin is back in the news; EPA is re-assessing proposed RFD for dioxin is very low. Required testing will probably be coming. In food defense, DHS and FBI are concerned about potential attacks, and are examining vulnerabilities in the food and agriculture arena.

David Acheson With continuing outbreaks, the FDA and CDC "high risk food list" gets longer and longer. This is driving companies toward more testing. There have been changes in the leadership at FDA, CFSAN and CVM report to Mike Taylor; and Mike Landa replaced Stephen Sundlof as acting director of CFSAN.

II. AOAC Current and Pending Project Updates

2.1 US Department of Homeland Security

2.2 US Environmental Protection Agency

- Antimicrobial Efficacy Testing Project
- Endocrine Disruptors Project

2.3 US National Institutes of Health (NIH) – Dietary Supplements

- *Update from Joseph Betz, Ph.D.*
NIH Office of Dietary Supplements (ODS)
Director, Analytical Methods and Reference Materials Program

2.4 International Formula Council

2.5 Elanco – Animal Drug Residues

2.6 Oil Spill Testing

III. "Orphan Methods" Update

Jim Bradford thanked the technology providers for their input in ranking the "orphan methods." AOAC staff members have been assigned to individual methods to help work through the system to become First Action Methods.

IV. Organizational Affiliate (OA) Updates

Thermo Fisher Gerry Broski announced new website updates, investments in the Gulf, and the opening of the Food Safety Response Center in Germany

MEETING MINUTES

Waters Joe Romano announced the opening of the new JIFSAN International Food Safety Training Laboratory (IFSTL) at the University of Maryland.

Agilent Mary McBride announced updates to the Agilent website, the acquisition of Varian, and a cooperation with National Center for Food Safety and Technology (NCFST) to develop methods.

V. Other/New Business

No new business was brought forward.

VI. Adjournment

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

Vote: PASSED UNANIMOUSLY

This meeting of the AOAC INTERNATIONAL Board of Directors was adjourned at 11:00am on June 29, 2010.

Submitted By:



Barry Titlow, Secretary

9/26/10

Date