

**Minutes**  
**AOAC INTERNATIONAL Board of Directors**  
**And**  
**International Business Advisory Council**  
**Meeting**

AOAC INTERNATIONAL Headquarters  
481 N. Frederick Ave, Suite 500  
Gaithersburg, MD, USA  
April 14-15, 2008

**Members Present**

(present for all or part of the meeting)

**Samuel Page**, *President*  
**Robert Koeritzer**, *Immediate past-President*  
**Darryl Sullivan**, *President-Elect*  
**Gayle Lancette**, *Secretary*  
**Jon DeVries**, *Treasurer*  
**Stan Bacler**, *Director*  
**Mark Coleman**, *Director*  
**Russell Flowers**, *Director*  
**Katherine Sharpless**, *Director*  
**Barry Titlow**, *Director*  
**Ron Johnson**, *Director-at-Large*

**Members Absent**

(with regrets)

**Xiumei Liu**, *Director*  
**Douglas Hite**, *Director-at-Large*

**Guests**

(present or participated by telephone for all or part of the meeting)

**Robert Buchanan**, *FDA*  
**James Griffiths**, *US Pharmacopeia*  
**Norma Hill**, *Chair, Official Methods Board*  
**Stephen Tomasino**, *EPA*  
**Frankie Trull**, *Policy Directions*  
**Nicole Trishal**, *Policy Directions*

**AOAC Staff Present**

(present for all or part of meeting)

**E. James Bradford**, *Executive Director*  
**Lauren Chelf**, *Director, Meetings & Expositions*  
**Scott Coates**, *Sr. Director, Research Institute*  
**Shane Flynn**, *Director, Proficiency Testing*  
**Arlene Fox**, *Sr. Director, Proficiency Testing*  
**Dawn Frazier**, *Sr. Director, Membership & Professional Development*  
**Olayinka Ladeji**, *Program Manger, Method Validation Programs*  
**Krystyna McIver**, *Sr. Director, Communications*  
**Deborah McKenzie**, *Director, Methods Approval Processes*  
**Alicia Meiklejohn**, *Executive Assistant, Board of Directors Liaison*  
**Tien Milor**, *Managing Editor, ILM*  
**Anita Mishra**, *Executive for Scientific Business Development*  
**Al Pohland**, *Chief Scientific Officer - Chemistry*  
**Robert Rathbone**, *Sr. Director, Publications & Method Validation Programs*  
**Joyce Schumacher**, *Chief Financial Officer*  
**Bradley Stawick**, *Technical Consultant*

**Organizational Affiliates**

(present or participated by telephone for all or part of the meeting)

**Lou Anne Blanchard**, *Kraft*  
**Henry Chin**, *Coca-Cola*  
**Stuart Cram**, *ThermoFisher*  
**Julie Lorenz**, *Kellogg*  
**Paul Milne**, *Pepsi*

## **I. Introductory Items**

### 1.1 Call to Order, Introductions, Announcements

President Page called a meeting of the Board of Directors to order at 1:00 pm on Monday, April 14, 2008. A quorum was declared based on the presence of the above directors.

### 1.2 Review of Policy Statements

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

### 1.3 Approval of the April 14-15, 2008 DRAFT Agenda

President Page presented the DRAFT Agenda for the April 14-15, 2008 Board of Directors Meeting.

**Motion:** Sullivan/DeVries moved/seconded approval of the April 14-15, 2008 Board of Directors DRAFT Meeting Agenda.

**Vote:** *PASSED UNANIMOUSLY*

### 1.4 Approval of June, September, and December Meeting Minutes

President Page presented the DRAFT minutes of the June, September, and December 2007 Board of Directors Meetings.

**Motion:** DeVries/Titlow moved/seconded final approval of the DRAFT minutes of the June 25-26, 2007 Board of Directors Meeting.

**Vote:** *PASSED UNANIMOUSLY*

**Motion:** DeVries/Bacler moved/seconded final approval of the DRAFT minutes of the September 16, 2007 Board of Directors Meeting, with the following modification:

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

##### ***5.2 Report on Results of 2007 Election and Balloting***

*Second paragraph, final sentence should read: 'Katherine*

*Sharpless and Stan Bacler will each begin a one year term as Director...'*

**Vote:** *PASSED UNANIMOUSLY*

**Motion:** Sullivan/Coleman moved/seconded final approval of the DRAFT minutes of the December 10-11, 2007 Board of Directors Meeting.

**Vote:** *PASSED UNANIMOUSLY*

**Action Item:** Coleman suggested that the BOD minutes be added to the AOAC eCommunities web site. (Page/AOAC staff)

### 1.5 Review of Previous “To Do” Lists

President Page reviewed the “To Do” List from the December 10-11, 2007 Board of Directors Meeting.

- Item 1 – DRAFT minutes of the June 25-26, 2007 Board of Directors Meeting were approved on April 14, 2008.
- Item 2 – Dawn Frazier reported that additional content has been added to the Organizational Affiliates portion of the AOAC website in lieu of a “welcoming package.”
- Item 3 – Guidelines for annual review of test kit literature have been reviewed by the OMB with no recommendations.

**Motion:** Flowers/Sullivan moved/seconded to table Item 3 until the next Board of Directors Meeting, on the condition that the Board accepts responsibility for the review process decision, not the OMB.

**Vote:** *PASSED UNANIMOUSLY*

**Action Item:** Discussion of the guidelines for annual review of test kit literature will be put on the DRAFT Agenda of the July 10-11, 2008 Board of Directors Meeting. (Page/AOAC staff)

Item 4 – Barry Titlow will present the Board of Directors with the preferred community name change within one month for the Dietary Supplements Task Force.

Item 5 – President Page published an article on community development in the ILM. Further guidance discussed and approved in agenda item 2.6

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

### 2.1 AOAC Business Information

Jim Bradford presented the following handouts:

- 2.1a – Office of Research Integrity Annual Report Submission
- 2.1b – Policy on Authorship – Jon McNeal, AOAC Ethics Officer Report
- 2.1c – DHS/Lieberman Letter and Chertoff letter
- 2.1d – FDA Co-Sponsorship Agreement

**Motion:** DeVries/Koeritzer moved/seconded the co-sponsorship with the FDA Northeast Regional Laboratory of the workshop: “Microbiological Contamination of Foods: Rapid Detection,” to be held May 28-30, 2008.

**Vote:** *PASSED UNANIMOUSLY*

- 2.1e – USP – Letter and Meeting Notes
- 2.1f – Waters Food Safety Summit

## 2.2 Report from the Finance Committee

Jon DeVries and Joyce Schumacher presented a verbal update from the Finance Committee. The following proposed changes to documents were presented:

### 2.2a – Policy on Reserve Account

**Motion:** DeVries/Titlow moved/seconded review and re-approval of the AOAC International Policy on Reserve Account.

**Vote:** *PASSED UNANIMOUSLY*

### 2.2b – Appendix A, Chapter 8

**Motion:** DeVries/Sullivan moved/seconded review and re-approval of the Appendix A to Chapter 8.

**Vote:** *PASSED UNANIMOUSLY*

### 2.2c – Section 11, Board of Directors Policies and Procedures Compendium

**Motion:** DeVries/Coleman moved/seconded review and approval of the revisions to Section 11: Financial Management, Budgets and Planning.

**Vote:** *PASSED UNANIMOUSLY*

**Action Item:** Put a statement on the AOAC website that the Financial Policies are available upon request. (AOAC staff)

## 2.3 Strategic Investment of Resources

Jim Bradford presented a plan to invest AOAC's resources into business development. The plan would entail investing staff time in initiatives to develop consensus in the areas of Dietary Supplements and Seafood. Potential returns on investments will be more Organizational Affiliates and properly funded Official Methods. The Board endorsed the plan.

## 2.4 Report from the Nominating Committee

Robert Koeritzer presented a verbal update from the Nominating Committee.

**Action Item:** The Board of Directors will vote to approve the slate for the 2008 Election of Officers and Directors by email by May 5, 2008. (Nominating Committee/AOAC staff)

## 2.5 Report on the 2008 Annual Meeting

Lauren Chelf presented the Preliminary Technical Program Outline for the 122<sup>nd</sup> Annual Meeting and Exposition.

**Action Item:** The Board Open House timeslots will have specific topics for feedback from visitors. (Page)

## 2.6 AOAC Organizational Relationships, including Guidelines for Community Development

Deborah McKenzie and Dawn Frazier presented the document, “General Guidelines and Information about Analytical Communities.” The Board acknowledged that AOAC Staff’s efforts in establishing procedures for community development are going in the appropriate direction.

**Action Item:** The General Guidelines and Information about Analytical Communities was well received by the Board of Directors. Two additions were requested. One is to add details on how to formally recognize new communities and the second is to add information on the Communities relationship to OMB. A plan should be created, allowing a forum for feedback and communication between potential communities and AOAC staff. The guidelines should be published. (AOAC staff)

## 2.7 Mycotoxin Community Proposal

President Page presented the document, “Justification for the formation of an AOAC Mycotoxins Community.”

**Motion:** Lancette/Bacler moved/seconded acceptance of the proposal to form a Mycotoxins Community.

**Vote:** *PASSED UNANIMOUSLY*

**Action Item:** Request Terms of Reference from the Mycotoxins Community (Page/AOAC staff)

## 2.8 EPA Antimicrobial Efficacy Update

Stephen Tomasino presented a verbal update on the work being done under the current EPA Antimicrobial Contract. He expressed interest in accelerating the pace of the work and in adding necessary funding.

### **III. International Business Development Council**

#### 3.1 Business Development for AOAC – Next Steps

Dawn Frazier presented a DRAFT Terms of Reference for the Business and Liaison Advisory Committee. The Board discussed the composition and responsibilities of the Committee. The Committee should include, but not be limited to, Organizational

Affiliate representatives. The Committee should provide strategic advice to the Board of Directors and the Executive Director; the group can be called upon as needed or can bring issues to the Board.

**Motion:** DeVries/Titlow moved/seconded the creation of the Business and Liaison Committee.

**Vote:** *PASSED UNANIMOUSLY*

**Action Item:** Terms of Reference should be modified using input from Board of Directors and Organizational Affiliates and resubmitted for approval at a later date. (Page/AOAC staff)

**Action Item:** Submit position description/Terms of Reference to FDA to find out if there are conflicts that would keep FDA employees from participating on the Advisory Committee. (AOAC staff)

### 3.2 Update on Sections, including Discussions on Section Support

Dawn Frazier presented a verbal update on section activity. A calendar of upcoming AOAC section meetings was presented.

### 3.3 Proposed AOAC Activity in Conjunction with the IUFoST Meeting in Shanghai

President Page presented information on the IUFoST Meeting to be held in Shanghai, October 19-23, 2008. AOAC has been asked to host a full day symposium with the aid of the China Section and interested Organizational Affiliates. This could be an opportunity to promote public and private partnership.

**Motion:** Titlow/Koeritzer moved/seconded pursuance of participation; pending more information on actual costs; in view of AOAC's goals of leveraging our expertise, developing further OA participation, and fostering more contracts.

**Vote:** *PASSED UNANIMOUSLY*

**Action Item:** Gather more information on the expected commitment level from AOAC and find out next steps. (Page)

### 3.4 OA/CFSAN Call

Robert Buchanan was present to give information on two FDA Requests for Comments (Docket No. FDA-2008-N-0183 and Docket No. FDA-2008-N-0188). The FDA is asking for comment on 3rd party certification programs and the Food Protection Plan. The goal is to increase import safety and maintain a level playing field between US and import/export countries.

AOAC will respond to the FDA requests. AOAC will produce a one paragraph response to the Food Protection Plan request, and will construct a more formal response to the 3rd

party certification programs request. Darryl Sullivan, Gayle Lancette, Stan Bacler, and Brad Stawick, presented the document “FDA Use of 3rd Party Labs,” with bulleted points that should be considered in the formal response.

**Action Item:** Staff will put together a “straw man” response, which will be circulated to the Board and OAs for feedback. (AOAC staff)

### 3.5 Laboratory Consortium

Darryl Sullivan and Jim Bradford opened a discussion on the Laboratory Consortium. There are currently 12 bills in Congress dealing with food safety and testing. The current goal is to get others to see the value in what AOAC does, and convince them that we offer a solution. AOAC should work with groups like GMA and FMI.

### 3.6 Opportunities for Business Development, i.e., Dietary Supplements, Seafood, Produce

Opportunities for business development were covered by Jim Bradford in item 2.3.

### 3.7 FDA Bacteriological Analytical Manual

Robert Buchanan was asked about the status of the FDA Bacteriological Analytical Manual. The BAM will not ever be available in hard copy again. The FDA is trying to revitalize BAM and make it a living document. There is a need for more, and more modern, microbiological methods in the BAM.

**Action Item:** Bob Buchanan will send a list of microbiological method needs to AOAC for a potential article in ILM. (Page/AOAC staff)

## **IV. Official Methods Board Update**

### 4.1 Official Methods Board Report Update

#### 4.1a - OMB Restructure Terms of Reference

**Motion:** Coleman/DeVries moved/seconded approval of the OMB Terms of Reference, with the following modification:

#### **III. RESPONSIBILITIES:**

*Strike the words: “and repeal” from the third line item.*

**Vote: PASSED UNANIMOUSLY**

#### 4.1b - Bylaws Changes

Norma Hill presented OMB proposed changes to Article VIII of the AOAC INTERNATIONAL Bylaws.

**Motion:** DeVries/Johnson moved/seconded to send the proposed changes to Article VIII of the bylaws to the membership for a vote.

**Vote:** *PASSED UNANIMOUSLY*

4.1c - Selection of OMB Members

Norma Hill presented the document: "Process for Selecting Members of the Official Methods Board."

**Motion:** DeVries/Sullivan moved/seconded adoption of the process, with the following modifications:

**Process**

*-Move the criterion, "must provide a current curriculum vitae" to the first bullet point.*

*-For bullets 2-7, strike the word "must" and replace with "should."*

**Composition of the Official Methods Board**

*-In the first sentence, strike the word "Secretary." Also, strike the word "Statistical" and replace with "Statistics."*

**Vote:** *PASSED UNANIMOUSLY*

**V. Laboratory Proficiency Testing Program**

5.1 Update on Laboratory Proficiency Testing Soft Drink Project

Paul Milne presented an update on Pepsi's request of the AOAC INTERNATIONAL Laboratory Proficiency Testing Department to establish a proficiency testing program for soft drinks in India. Efforts are strictly exploratory at this time.

**VI. New Business**

None

**VII. Other Business**

7.1 Announcement of Next Scheduled Meeting of the Board of Directors

President Page scheduled the next meeting of the Board of Directors for July 10-11, 2008 (Thursday and Friday), in Gaithersburg, MD.

**VIII. Adjournment**

**Motion:** Koeritzer/Sharpless moved/seconded adjournment of this meeting.

**Vote:** *PASSED UNANIMOUSLY*

This meeting of the AOAC INTERNATIONAL Board of Directors was adjourned at 2:32 PM on April 15, 2008.

Submitted by:

  
Gayle Lancette

  
Date