

Official Minutes
AOAC INTERNATIONAL
Board of Directors Meeting

AOAC Headquarters
481 N. Frederick Ave, Ste 500
Gaithersburg, MD 20877 USA
December 8-9, 2008

Members Present

(present for all or part of meeting)

Darryl Sullivan, *President*
Samuel Page, *Immediate Past President*
Gayle Lancette, *President Elect*
Russell Flowers, *Secretary*
Jonathon DeVries, *Treasurer*
Mark Coleman, *Director*
Douglas Hite, *Director*
Xiumei Liu, *Director*
Hilde Skaar Norli, *Director*
Barry Titlow, *Director*
Robert Brackett, *Director-at-Large*
James Harnly, *Director-at-Large*
Ronald Johnson, *Director-at-Large*

Members Absent

(with regrets)

Stan Bacler, *Director*

AOAC Staff

(present for all or part of meeting)

James Bradford, *Executive Director*
Lauren Chelf, *Director, Meetings & Exposition*
Scott Coates, *Chief Scientific Officer - Microbiology*
Shane Flynn, *Director, Proficiency Testing*
Arlene Fox, *Sr. Director, Proficiency Testing*
Dawn Frazier, *Sr. Director, Membership & Professional Development*
Krystyna Melver, *Sr. Director, Communications*
Deborah McKenzie, *Sr. Director, Methods Approval Processes*
Alicia Meiklejohn, *Executive Assistant*
Tien Milor, *Managing Editor, ILM*
Albert Pohland, *Chief Scientific Officer - Chemistry*
Robert Rathbone, *Sr. Director, Publications & Method Validation Programs*
Garlon Riegler, *Sr. Director, Human Resources & Administration*
Joyce Schumacher, *Chief Financial Officer*

Organizational Affiliate Representatives

(present for all or part of meeting)

Lisa Bezzole, *bioMerieux*
Henry Chin, *Coca-Cola*
Stuart Cram, *ThermoFisher*
Robert Koeritzer, *3M*
Mary McBride, *Agilent*
Paul Milne, *Pepsi*
Mark Mozola, *Neogen*
Brian Plew, *Applied Biosystems*
Gyan Rai, *Mead Johnson Nutritionals*
Joe Romano, *Waters*
Daniel Schmitz, *Abbott Nutrition*
John Szpylka, *Medallion Labs/General Mills*
John Urh, *CEM*
Mark Vossenaar, *Agilent*
F. Morgan Wallace, *DuPont*

Invited Guests

(present for all or part of meeting)

William Hall, *Mosaic*
William Herz, *The Fertilizer Institute*
Norma Hill, *Chair, Official Methods Board*
Marguerite Klein, *National Institutes of Health*
Yaguang Luo, *US Department of Agriculture, Agricultural Research Service*
Mark Roman, *Tampa Bay Analytical Research Inc.*
Bradford Ward, *Dewey & LeBoeuf*

I. **Introductory Items**

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

President Sullivan called a meeting of the Board of Directors to order at 1:15 pm on Monday, December 8, 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 Antitrust, Use of Association Name and Logo, and Conflict of Interest.

1.3 **Approval of December 8-9, 2008 Draft Agenda**

President Sullivan presented the DRAFT Agenda for the December 8-9, 2008 Board of Directors Meeting.

It was requested that meeting documents be distributed earlier in the future so that board members have adequate time to review before the meeting.

Motion: DeVries/Page moved/seconded approval of the amended DRAFT Agenda.

Vote: *PASSED UNANIMOUSLY*

1.4 **Approval of September 21, 2008 Draft Meeting Minutes**

President Sullivan presented the DRAFT minutes of the September 21, 2008 Board of Directors Meeting.

Motion: DeVries/Lancette moved/seconded final approval of the DRAFT minutes of the September 21, 2008 Board of Directors Meeting.

Vote: *PASSED UNANIMOUSLY*

1.5 **Review of Previous To Do List**

President Sullivan reviewed the "To Do" List from September 21, 2008 Board of Directors Meeting.

1. **Coordinate with an FDA contact for information for an ILM article on microbiological methods needs:**

This action item originated with AOAC contact Dr. Robert Buchanan of the FDA. Dr. Buchanan has retired from the FDA; the appropriate new contact for follow-up is Don Zink.

Action Item: Russell Flowers volunteered to contact Don Zink to request information on FDA microbiological methods needs for a potential article in ILM. (Flowers)

2. **Post new Board Roster and revised bylaws on AOAC website and publish an article in ILM:**

2008-2009 Board information and revised bylaws were added to the website on October 2, 2008. ILM article will appear in November/December issue.

3. **Appoint chair to the Business and Liaison Advisory Committee:**

As his final official act as president, Samuel Page appointed Robert Koeritzer as chair of the BLAC during the AOAC Business Meeting on September 24, 2008.

4. Explore the feasibility of a Food Safety Town Hall project:
The Board and invited Organizational Affiliate representatives discussed the feasibility and logistics of holding a large food safety meeting under agenda item VI.

II. Board of Directors and Executive Office Affairs

2.1 Finance Committee Report

Jonathon DeVries, Treasurer, presented the Finance Committee Report. The Finance Committee met on Monday, December 8, 2008, prior to the Board of Directors meeting. AOAC financial policies require a 60/40 equities/bonds balance of investments. With the unstable stock market, it is not reasonable to continue to rebalance the accounts to meet this requirement.

Motion: DeVries/Page moved/seconded the recommendation to temporarily suspend the current AOAC investment policy and invest only in CDs and bonds, this decision should be reviewed at the next Board meeting.

Vote: *PASSED UNANIMOUSLY*

2.2 Approval of 2009 Association Budget

The proposed 2009 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 \$6.668 million, with revenue estimated at \$7.150 million resulting in a predicted net revenue over expenses of \$479,750.

Motion: DeVries/Lancette moved/seconded adoption of the 2009 Association budget as presented by the Chief Financial Officer.

Vote: *PASSED UNANIMOUSLY*

2.3 125th Anniversary Plans

Alicia Meiklejohn, Executive Assistant, presented an overview of AOAC staff plans to commemorate the 125th Anniversary of AOAC in 2009. The primary focus of the anniversary celebration will be the publication of an updated book on AOAC's history and progress over last 25 years, written by Chief Scientific Officer and Past President Albert Pohland. The campaign will also include the use of a special logo throughout the year, and several special events at the annual meeting.

2.4 Current Contracts Report

James Bradford presented an overview of AOAC's current contract work.

- ◆ DHS – AOAC is currently working on three projects for the Department of Homeland Security with one more on the way.
- ◆ DOD – AOAC recently completed its work with the Department of Defense.
- ◆ NIST – AOAC is currently working on a sampling standard project with the National Institute of Standards and Technology which is related to DHS.
- ◆ Elanco – AOAC is currently working on a veterinary drug residue method modernization project, funded by Elanco.
- ◆ USDA – AOAC continues its salmonella in eggs proficiency testing partnership with the US Department of Agriculture.

- ◆ NIH – AOAC continues to work with the National Institutes of Health on dietary supplements projects.
- ◆ EPA – AOAC is executing one contract with the US Environmental Protection Agency and in negotiations for one more.
- ◆ Seafood – The seafood community that launched at the 2008 annual meeting has working groups that continue to meet.
- ◆ Infant Formula – The funds for the work of the infant formula community that launched at the 2008 annual meeting have been depleted, but we still hope to get more support.
- ◆ OSTEP EOP – An AOAC contact with the Office of Science and Technology Policy, Executive Office of the President (White House), has asked AOAC to put together a plan for developing standards for the United States.
- ◆ Produce – AOAC continues to plan for a way to engage the produce community in a meaningful project.
- ◆ The Fertilizer Institute – A proposal is underway with the Fertilizer Institute to modernize methods.

2.5 Request for Temporary Authority to Waive Membership Dues

According to AOAC policy all committee members and volunteers must be active members of the Association. In light of the current US financial situation, some employers are unwilling to fund individual memberships at this time.

Motion: Titlow/Page moved/seconded temporarily granting the Executive Director authority to recommend individuals to the Executive Committee for approval of individual membership dues waivers, under the strict criteria that it be for one year and only for active members of active committees performing funded work. The entire Board of Directors should be duly notified when such waivers occur.

Vote: *PASSED UNANIMOUSLY*

III. Official Methods Board (OMB) Update

3.1 OMB Report on Policies and Procedure Updates

Norma Hill, Chair of the Official Methods Board, presented an update. The OMB has been working on updating policy and procedure documents. Three documents were provided to the board prior to the meeting:

1. “Duties of the Vice Chair,” outlining the duties of the newly redefined vice chair position.

Motion: DeVries/Page moved/seconded approval of the document as presented.

Vote: *PASSED UNANIMOUSLY*

2. “Terms of Reference for Methods Committees,” a proposed standard format for methods committees to use.

Motion: DeVries/Page moved/seconded approval of the document with suggested changes throughout.

Vote: *PASSED UNANIMOUSLY*

3. “Expert Review Panels – Policies and Procedures,” this document was redrafted during the meeting and resubmitted for approval.

Motion: DeVries/Page moved/seconded approval of the redrafted version of the document as presented.

Vote: *PASSED UNANIMOUSLY*

The OMB also presented, "Process for Retiring a Standing Methods Committee," a proposed procedure the Board fully supported.

IV. Board of Directors and Official Methods Board

4.1 Collection and Publication of Performance Requirements

Norma Hill led a discussion on a new project the OMB will begin working on in January 2009: the collection and codification of AOAC's consensus-type standards. The output from Stakeholder Panels hosted by AOAC comes in the form of standard performance requirements for methods. AOAC should collect and publish this information so that interested parties who want to develop new methods can access it. There is currently no formal procedure to capture the intellectual property coming out of groups like Stakeholder Panels or Expert Review Panels. The Board of Directors fully supports this project and is willing to provide further input as the process gets underway.

V. AOAC Business Update

5.1 Board Member Discussions and Updates

President Sullivan asked each board member to provide an update on hot topics in their respective fields.

- ◆ *Stan Bacler* – melamine remains a big issue at the Canadian Food Inspection Agency (CFIA). The focus for food safety programs for the upcoming year will be mycotoxins, undeclared allergens and allergen controls, heavy metals, and nutrition.
- ◆ *Hilde Skaar Norli* – "Method Criteria" is established in the European Union (EU) and in Codex Alimentarius (CAC). Within chemistry, Method Criteria allows use of any collaborative validated method that meet the specified method performance characteristics. However, within microbiology (in EU), the Criteria restrict the use of reference methods to CEN/ISO methods. As most of these methods are not collaboratively validated, the European Standardization Organisation (CEN) has an EU mandate to validate a number of these. If other methods than ISO methods should be used as reference method, it has to be documented that they are in compliance with the corresponding ISO methods.
- ◆ *Russell Flowers* – sees the practice of composite sampling as a major problem. Results are not reliable when composite sampling is used.
- ◆ *Douglas Hite* – the TN State lab has focused on testing for melamine and heavy metals in feeds, heavy metals in fertilizers, and pharmaceuticals in water. They spend too much time looking for methodology for problems when they arise.
- ◆ *Ronald Johnson* – test kit companies are willing to work together to see the globalization of performance criteria and to establish programs to bring food and kit companies together to solve problems.
- ◆ *Barry Titlow* – the Presidential Task Force on Dietary Supplements under the NIH contract is moving forward. The Ingredient Ranking Subcommittee has identified which ingredients will go through Expert Review Panels.
- ◆ *James Harnly* – new opportunities include the need for official methods in the infant formula and seafood communities, non-targeted chromatographic profiling methods, and chemical identification using spectral profiling methods.
- ◆ *Jonathon DeVries* – dietary fiber is still a hot topic in food industry, as well as BPA in packaging and, as always, pesticides are an issue.
- ◆ *Robert Brackett* – there is always a problem with "chasing zero," as there are groups in the industry now using extreme methods of extraction to show more of a presence of a dangerous, as a scare tactic aimed at consumers.

- ♦ *Mark Coleman* –as the Elanco project moves forward, there has been some interest shown by counterparts in the industry, this could potentially refuel parts of the project.

5.2 **President's Initiatives**

President Sullivan presented his initiatives for the coming year. AOAC should look at lessons learned from its past business successes and adapt its strategy as needed.

1. Find a way to become more valuable and relevant to our customers.
2. Leverage AOAC's value and relevance with our customers to efficiently and effectively engage our customers' customers.
3. Fully utilize all of AOAC's resources – especially the Board, the Organizational Affiliates, and the staff – to achieve success in the first two initiatives.

5.3 **Evolution of Business Model**

James Bradford gave a presentation detailing the need to further evolve the AOAC business model. During the past six months, customers have been coming to AOAC wanting to be a part of AOAC communities because their participation could potentially expand their business. Dr. Bradford proposed that we put our customers in a position to control the pace of their own business development through AOAC.

5.4 **Board of Directors and Organizational Affiliates Roles**

The roles of Organizational Affiliates and the Board of Directors were further discussed under agenda item 6.1.

VI. **Business and Liaison Advisory Committee Recommendations and Discussion**

6.1 **Overview of BLAC**

Robert Koertitzer, Chair of the newly formed Business and Liaison Advisory Committee, presented an overview of the BLAC for invited guests. The BLAC was created during the 2007-2008 board year; its membership will consist of high level individuals from industry (namely Organizational Affiliates) and regulatory bodies. BLAC originated as a way for the Board to get information from various sectors. In light of AOAC's new business needs, it can now be seen as a group that can help lead the Association in business directions.

Action Item: Robert Koertitzer and AOAC staff will work to formalize a core group of members for the BLAC. (Koertitzer/AOAC staff)

6.2 **Strategic Planning for the Association**

The Board and invited guests engaged in a discussion revolving around new business strategies. AOAC can host a yearly 2 to 3 day business-oriented meeting. The meeting would include parallel running sessions on predetermined topic areas defined by the Organizational Affiliates (OAs) and BLAC. By pooling resources and money toward a specific goal, OAs can get what would normally take a full year in only 2 to 3 days. The desired outcome of such a meeting would be method performance requirement standards.

Action Item: AOAC staff will put together a prospectus for such a meeting and will proceed with information gathering. (AOAC staff)

VII. New Business

There was no new business brought up before the Board.

VIII. Other Business

8.1 Announcement of the Next Meeting of the Board of Directors

President Sullivan reviewed the schedule for the next three Board of Directors meetings. The schedule is as follows:

April 6-7, 2009 - Two day meeting at AOAC Headquarters in Gaithersburg, MD

June 22-23, 2009 - Two plus day meeting at Covance in Madison, WI

September 13, 2009 - Sunday meeting during the Annual Meeting in Philadelphia, PA

IX. Adjournment

Motion: Titlow/Johnson moved/seconded adjournment of this meeting.

Vote: *PASSED UNANIMOUSLY*

This meeting of the AOAC INTERNATIONAL Board of Directors was adjourned at 3:51 pm on December 9, 2008.

Submitted By:

Russell S Flowers

Russell Flowers, Secretary

7-06-09

Date