



AOAC INTERNATIONAL
Board of Directors Meeting
September 26, 2010
Loews Royal Pacific Orlando
South China Sea Room
Orlando, FL, USA

Attendees:

Members

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

Gayle Lancette, *President (FDA - Retired)*

Darryl Sullivan, *Immediate Past President (Covance)*

Russell Flowers, *President-Elect (Silliker)*

Jonathan DeVries, *Treasurer (Medallion Laboratories)*

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

Mark Coleman, *Director (Eli Lilly)*

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

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)*

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

Members Absent

(with regrets)

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

Barry Titlow, *Secretary (Compound Solutions)*

Guests

(present for all or part of meeting)

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

Gerry Broski, Thermo Scientific - *OA*

Andy DiNovo, Guild Associates

Norma Hill, Alcohol and Tobacco Tax and Trade Bureau –
Chair, OMB

Steve Holroyd, Fonterra - *OA*

Robert Koeritzer, 3M Microbiology - *OA*

Mark Mozola, Neogen - *OA*

Lars Reimann, Eurofins - *OA*

Dave Schofield, Guild Associates

John Szpylka, Medallion Laboratories – *Vice Chair, OMB*

Socrates Trujillo, FDA CFSAN – *RI Board Member*

Mike Wallace, MPI Research – *OA*

Wayne Zeimer, USDA FSIS - *Retired*

Maria Ines Santoro, *University De Sao Paulo*

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*

Catherine Wattenberg, *Production manager - JAOAC*

I. Introductory Items

1.1 Call to Order, Introductions, Announcements

President Lancette called a meeting of the Board of Directors to order at 9:10 am on Sunday, September 26, 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 September 26, 2010 Draft Agenda

President Lancette presented the DRAFT Agenda for the September 26, 2010 Board of Directors Meeting.

Motion: Coleman/Harnly moved/seconded approval of the DRAFT Agenda as presented.

Vote: *PASSED UNANIMOUSLY*

1.4 Approval of June 28-29, 2010 Draft Meeting Minutes

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

Hilde Skaar Norli suggested the following two editorial changes to the document:

Section 1.5, number 1, should read: American Dairy Science Association (ADSA), not American Dairy Science Institute (ADSI).

Motion: DeVries/Sullivan moved/seconded final approval of the DRAFT minutes of the June 28-29, 2010 Board of Directors Meeting as corrected.

Vote: *PASSED UNANIMOUSLY*

1.5 Review Previous "To Do" Lists

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

1. Include an RI financial update at each AOAC INTERNATIONAL Finance Committee meeting.
Completed – *The RI financial update was included in the agenda the September 26, 2010 meeting of the Finance Committee.*
2. Create better channels of communication between the Secretary/Treasurer of the RI and other RI Board Members.
Ongoing
3. Define the roles and responsibilities of the RI Board, including the role of Secretary/Treasurer.
Ongoing – *Proposed definitions of roles will be presented under agenda item 6.2.*

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

4. Update and implement the “Facilities, Services, and Supplies Agreement.”
Pending – An updated draft agreement will be presented under agenda item 6.2.
5. 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.
Ongoing – A “Special Recognition Award” category already exists. Staff members Alicia Meiklejohn, Dawn Frazier, and May Jones have begun discussing promotion of this award for the 2010-2011 year and awards program.

II. Board of Directors and Executive Office Affairs

2.1 Finance Committee Report

Jonathan DeVries, Treasurer, presented the Finance Committee Report. The Finance Committee met on Sunday, September 26, 2010, prior to the Board of Directors Meeting. As of August 31, 2010, the AOAC reserve account balance was \$4,098,016, and the Association experienced a net gain of \$265,419 on income of \$3,376,047 and expenses of \$3,110,628, for the first seven months of the year.

2.2 Approval of Official Treasurers Report

Jonathan DeVries presented the Treasurer’s Report that will also be presented at the 2010 Business Meeting on Wednesday, September 29, 2010.

Motion: DeVries/Sullivan moved/seconded acceptance of the Treasurer’s Report as presented.

Vote: *PASSED UNANIMOUSLY*

2.3 Ratification of Director-at-Large Nominations

The terms of Directors-at-Large Clay Detlefsen and James Harnly expire at the conclusion of the 2010 Annual Meeting. On a September 2nd conference call both individuals agreed to serve another term on the BOD if appointed.

Motion: DeVries/Johnson moved/seconded the appointments of Clay Detlefsen and James Harnly for one year terms as Directors-at-Large

Vote: *PASSED UNANIMOUSLY*

2.4 Ratification of RI Board Election

An electronic election was held on September 7, 2010, to elect new members to the RI Board of Directors. RI Nominating Committee Chair Russ Flowers reported that the results were inconclusive. He suggested the Board deliberate in closed session immediately following the adjournment of the meeting. Elected members will assume their position on the RI Board following the Business Meeting on September 29, 2010. Official results will be reported in the minutes of the December 2010 meeting.

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

III. Tellers Committee

3.1 General Election Results 2010

President Lancette presented the 2010 Election and Balloting Report which was provided to AOAC INTERNATIONAL on August 25, 2010 by Survey and Ballot Systems (SBS) and certified by the Tellers Committee on August 27, 2010. The report is a summary of the election results along with detailed comments regarding the process.

3.2 Terms of Reference Revisions

Jon McNeal, Chair of the Tellers Committee, submitted proposed revisions to the committee's Terms of Reference. The proposed revision would change Section IV. Composition and Organization to read as follows:

The Committee shall consist of a Chair and 3 members appointed annually by the President from the ranks of Individual Members residing in the geographic vicinity of AOAC headquarters offices. A voting quorum consists of at least 2 members.

Motion: DeVries/Harnly moved/seconded approval of the Terms of Reference Revisions as proposed, with the added deletion of the "geographic vicinity" clause.

Vote: *PASSED UNANIMOUSLY*

IV. Contract and Project Updates

4.1 International Formula Council

Anita Mishra and Scott Coates described the work that AOAC is doing with the International Formula Council and explained the upcoming steps to creating Standard Method Performance Requirements for the first five identified priority nutrients. The first stakeholder meeting was held prior to the Annual Meeting on September 25, 2010.

4.2 10 Methods Experiment

Jim Bradford updated the Board on the 10 Methods Experiment. Several methods are moving along. His goal is to re-visit the project at the December Board meeting, looking at the financial standing of the Association before deciding how to proceed for the upcoming year.

4.2.1 PAH in Seafood

One of the 10 methods chosen was an updated PAH testing method in response to the Gulf Oil Spill. The Collaborative Study is set to begin in October, many labs have volunteered to participate, and NIST donated reference material for the study.

4.3 Dietary Supplements

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Jim Harnly discussed the next phase of AOAC's work with NIH ODS on Dietary Supplements. The new contract deliverables include a Presidential Task Force on Dietary Supplements and one Expert Review Panel.

4.4 EPA – Endocrine Disruptors

Anita Mishra presented an update on AOAC's contract through Pegasus Technical Services for the EPA to create Standard Method Performance Requirements for "Quantitative Determination of Estrone (E1) in Freshwater." The project is scheduled to end on September 29, 2010.

V. Official Methods Board

Norma Hill presented the Official Methods Board Update. The OMB has created a total of ten method-centric committees since the 2009 Annual Meeting, in response to various AOAC projects. Eleven methods have been approved *Official First Action* in the past year. The Board noted that the OMB has done a tremendous job keeping up with the fast pace of AOAC projects.

VI. AOAC Research Institute (RI)

6.1 Program Updates

Deborah McKenzie presented the RI Program Updates. On September 29, 2010, both the AOAC RI Advisory Council and the AOAC RI Board of Directors will hold meetings. At the time of this meeting the RI had 25 Contributing Members, 157 approved methods, and 12 PTM modifications.

6.2 Presidential Task Force Report

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 December AOAC Board Meeting Agenda.

VII. New Business

Norma Hill brought forward an item of Old Business, the OMB was asked to have a plan for the disbanding of the final standing method committees by the Annual Meeting, she asked for an extension on behalf of the OMB. Darryl Sullivan asked that the OMB come back with a revised schedule for the Board at the December Board Meeting.

Action Item: OMB to provide a schedule/timeline for the disbanding of the standing method committees.

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

VIII. Adjournment

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

Vote: *PASSED UNANIMOUSLY*

This meeting of the AOAC INTERNATIONAL Board of Directors was adjourned at 11:05am.

Submitted By:



Barry Titlow, Secretary

12/14/10

Date