



**AOAC Research Institute
Board of Directors Meeting**
AOAC Annual Meeting
Loews Royal Pacific at Universal Orlando
Java Sea Room

Wednesday, September 29, 2010
10:00 am – 12:00pm

Members

Mark Coleman, *Chair*
Bert Popping, *Vice Chair*
E. James Bradford, *Secretary/Treasurer*
Adrian Burns, *Member*
Paul In't Veld, *Member*
Ron Johnson, *Member*
P. Frank Ross, *Member*
Socrates Trujillo, *Member*

Guests

Christopher Blake, *Nestec Ltd. - Nestle Research Center*
Joe Boison, *Canadian Food Inspection Agency*
Jonathan DeVries, *Medallion Laboratories, AOAC
Treasurer*
Russell Flowers, *Silliker, AOAC President-Elect*
Pauline Kalkman-Spruyt, *NEN Food & Care*
Gayle Lancette, *FDA Retired, AOAC President*
Hilde Skaar Norli, *NMKL, AOAC Board of Directors*
Darryl Sullivan, *Covance, AOAC Past President*
Wayne Ziemer, *USDA, OPHS, FSIS, FERN - Retired*

Staff

Sharon Brunelle, *Technical Consultant*
Zerlinde Johnson, *Technical Program Manager - RI*
Nora Marshall, *Administrative Coordinator - RI*
Krystyna McIver, *Sr. Director - Communications*
Deborah McKenzie, *Sr. Director – RI & Method Approval
Processes*
Alicia Meiklejohn, *Executive Assistant*
Maria Nelson, *Technical Consultant*
Joyce Schumacher, *Chief Financial Officer*
Virginia Trainor, *Contract Programs Administrator*

Advisory Council

Yanxiang Cao, *Applied Biosystems*
Kurt Johnson, *R-Biopharm*
Mark Mozola, *Neogen*

1. Introductory Items

1.1 Call to Order, Introductions, Announcements

This meeting of the AOAC Research Institute was called to order at 10:17 am EDT by the presiding chair, Mark Coleman.

1.2 Review of Policy Statements

The Board's attention was called to the Research Institute's Bylaws.

1.3 Approval of September 29, 2010 DRAFT Agenda

Chairman Coleman presented the DRAFT Agenda for the September 29, 2010 Board of Directors Meeting.

Motion: Burns/Popping moved/seconded approval of the DRAFT Agenda with the inclusion of a discussion of journal publication of PTM Reports under item 5.

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

Vote: PASSED UNANIMOUSLY

1.4 Approval of Outstanding DRAFT Meeting Minutes

Chairman Coleman presented the DRAFT minutes of the following Board of Directors Meetings: September 2009 Board Meeting
September 2009 Business Meeting
October 2009 Board Conference Call
November 2009 Board Conference Call
December 2009 Board Meeting
March 2010 Board Conference Call
May 2010 Board Conference Call

Motion: Ross/Trujillo moved/seconded final approval of the DRAFT minutes of the September 2009 Business Meeting, and September 2009, October 2009, November 2009, December 2009, March and May 2010 Board of Directors Meetings; with any necessary grammatical/editorial corrections.

Vote: PASSED UNANIMOUSLY

Action Item: Upload all final minutes to the RI website (Staff).

2. Review of Financial Reports

Joyce Schumacher, Chief Financial Officer, presented the update on the AOAC RI's finances. The report included the balance sheet as of July 31, 2010, the 2010 statement of revenue and expenses, and an investment chart. In the first seven months of the year, the RI experienced a net gain of \$429,879 on income of \$897,337. This compared favorably to the same period in 2009 when the organization had a net gain of \$289,476.

Action Item: As budget and investment updates are available from the Chief Financial Officer (quarterly at a minimum), send to the RI BOD to review by email (Staff).

Action Item: *Item to include on December RI BOD agenda:* consider investing in an RI communications initiative using input from the Advisory Council. This may include some of the following elements: a response to USDA FSIS method validation guidelines white paper preparation and/or Stakeholder type meetings; social and educational endeavors; engaging AOAC publications: JAOAC, ILM, and website (AOAC RI staff to draft goals including costs, timeframes, and major milestones for the RI Board to consider).

Action Item: *Item to include on December RI BOD agenda:* Consider adding a volunteer "treasurer" position to the RI BOD – further explore Article VIII, Section 3 of the RI Bylaws to determine necessity, feasibility, and process to create the position (AOAC RI staff).

3. AOAC RI Program and Project Updates

Deborah McKenzie, Sr. Director of the Research Institute, presented a report on RI Programs and projects. The report included an update on the PTM Program, at the time of the meeting there were 157 PTMs, including 9 modifications and 15 new approvals in 2010. There were 28 RI Contributing Member companies. The inaugural project under the GovVal process is forecast to be complete in the winter of 2011. AOAC RI is also initiating an effort to establish communication

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regarding method validation harmonization across many governmental and non-governmental agencies.

Action Item: Create a document outlining the typical PTM process to share with the RI BOD, so they can help create more efficient processes and possibly identify where projects get hung up. (AOAC RI staff)

Pauline Kalkman-Spruyt presented an update on the MicroVal/AOAC Cooperation. The first two methods with joint validation protocol and reviews have been successfully completed. Four companies are interested in submitting methods for the PTM-MicroVal joint evaluation.

Action Item: Share the presentation given by Pauline K Kalkman-Spruyt with the Advisory Council. (AOAC RI staff)

4. Member Updates

4.1 Updates from the AOAC INTERNATIONAL Board of Directors

4.1.1 RI Presidential Task Force Recommendations

Due to time constraints, discussion of this item was postponed until the next Board Meeting.

Action Item: *Item to include on December RI BOD agenda:* Solicit and collect comments on the following DRAFT documents: RI BOD Job Description, Facilities and Services Agreement, Inter-Board Duty Chart (AOAC RI staff).

5. RI Advisory Council Updates

Kurt Johnson, Chair of the Advisory Council, provided the Advisory Council update. The Advisory Council met on September 29, 2010, prior to the Board of Directors Meeting. The primary action item to come out of the meeting was the request of staff to help coordinate a response from the test kit community to the USDA FSIS proposed microbiological methods requirements guidelines.

6. Recognition of Outgoing Board Members

Chairman Coleman recognized outgoing Board of Directors members P. Frank Ross and Ronald Johnson and thanked them for their years of hard work and committed volunteerism with the Board.

7. 2010-2011 Board Election Results

The AOAC INTERNATIONAL Board of Directors, under advisement of the AOAC RI Nominating Committee, elected the following individuals to serve three year terms on the RI Board of Directors. The terms begin at the conclusion of the AOAC Business Meeting on Wednesday, September 29, 2010.

Christopher Blake, Ph.D. - Nestle
Joe Boison, Ph.D. – Canadian Food Inspection Agency

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8. Nominations for Chairman and Vice Chairman Positions

Motion: Burns/Ross moved/seconded nomination and election of Bert Popping to serve a one year term as Chair of the RI Board of Directors.

Vote: *PASSED UNANIMOUSLY*

Motion: Johnson/Popping moved/seconded nomination and election of Adrian Burns to serve a one year term as Vice Chair of the RI Board of Directors.

Vote: *PASSED UNANIMOUSLY*

9. Adjournment

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

Vote: *PASSED UNANIMOUSLY*

This meeting of the AOAC Research Institute Board of Directors adjourned at 12:16 pm EDT on September 29, 2010.

Submitted by:



E. James Bradford, Secretary-Treasurer

2/22/2011

Date

Approved by the RI Board of Directors:

February 22, 2011