

AOAC INTERNATIONAL Research Institute

Board of Directors

August 24, 2009

Official Minutes

Members Present

Mark Coleman, Chair
Bert Popping, Vice Chair
James Bradford, Secretary-Treasurer
Adrian Burns
Paul In't Veld

Members Absent (with regrets)

Ron Johnson
Frank Ross

Staff Present

Scott Coates, Managing Director
Zerlinde Johnson
Nora Marshall

1. Call to Order:

Chairman Coleman called the meeting to order and asked if members had the relevant documents. Coleman requested approval of the agenda. Motion to approve the agenda by Burns, seconded by Popping, approved unanimously.

2. Financial Update:

Coates reported that, as of June 30, 2009, the Research Institute had a net accrued result of \$270,873 on \$741,120 in revenue. He attributed this very positive result to a 73% increase in application fees, a 20% increase in renewal fees, and the fees collected for the Emergency Response Validation of the salmonella in peanut butter pilot project.

Bradford commended Marshall for her relentless efforts to collect funds that are owed to the Research Institute.

There were a number of questions raised regarding the consistency of the various financial report documents. Bradford said that AOAC uses three kinds of reports and each has a different purpose. He said that AOAC uses a "cash basis" accounting system to track the day-to-day operations of the association, an "accrued basis" system to meet

generally accepted accounting standards, and a “three-year comparison” system to enable managers to put the numbers in the context of a longer term. The cash and accrued systems differ in that the cash basis simply records money in and money out, whereas the accrued basis reflects revenues and expenses when they are actually earned or incurred, respectively. Bradford said that this is very often a source of confusion.

3. RI By-Laws and the Facilities Agreement:

Burns noted that there is not a policies and procedures manual for the RI that is similar in nature AOAC’s policies and procedures. Given that the RI Board of Directors had earlier discussed a revision of the RI by-laws, the group was much in favor of launching an effort to develop policies and procedures that would be consistent with the revised by-laws. Burns and Coleman offered to take the lead on this and try to have something started by the annual meeting.

Bradford said that these projects (updating by-laws and developing a policy manual) should be done with great care and not with a sense of urgency. He noted that the by-laws were last reviewed in 1999 and, until now, have not been a problem.

He urged the RI Board to take advantage of the small workshop that will occur during the AOAC Board meeting in September. Gerard Hurley will be explaining common and best practices for the conduct of board activities and this may help everyone better understand how boards function at their best. He also said that President-Elect Lancette is willing to further explore these roles during the December meeting of the AOAC Board.

Burns brought up the subject of the “Facilities, Services, and Supplies” agreement between AOAC and the RI (this is the agreement that enables the RI to essentially purchase space and management services from AOAC). He pointed out that this agreement had expired in 2005 and that it should be properly renewed. Bradford said that any new agreement should make reference to the fact that AOAC and the RI had been operating for the past few years as though the agreement had not expired.

4. Revisions to the Performance Tested Method Certificate

Coates explained a proposal to modify the current certificate to include more information such as a lower level of detection table based on the most probable number (MPN). In’t Veld suggested that the additional information on the certificates should include the qualitative and quantitative data for both microbiological and chemical test kits.

The group discussion of this proposal was quite positive. Coates indicated that it would not be feasible to go back to existing kits and change their certificates but that these recommendations would be employed going forward. Bradford commented that a reference to the journal article or Inside Laboratory Management article that describes the validations might be useful as well.

5. Potential New Validation Programs

Coates described a number of variations on validations that may meet specific needs. Bradford said that the “government validation scheme, or GoVal” could be especially

useful at this time as AOAC and AOACRI approach agencies with the technology providers as our partners. Coates said that he would flesh out the ideas for a broader discussion in a larger forum.

6. RI Reception at the AOAC Meeting

Coates provided an overview of the plans for this reception, including a description of a running power point slide show. Bradford suggested that a summary of the RI's capabilities be included.

7. Adjournment

There being no further business to come before the RI Board of Directors, Chairman Coleman adjourned the meeting.

Submitted by:



E. James Bradford, Secretary-Treasurer

9/9/09

Date

**Approved by the RI Board of Directors
September 16, 2009**