



## AOACRI Advisory Council Meeting

March 11, 2019  
12:45 pm ET – 2:30pm EDT

AOAC INTERNATIONAL MIDYEAR MEETING  
Marriott Washingtonian Center  
Gaithersburg, MD

**DRAFT**

### ADVISORY MEMBERS:

Patricia Meinhardt R-Biopharm (Chair)  
Ron Johnson bioMerieux  
Ramin Khaksar Clear Labs  
Jason Robotham BioFront Technologies  
Jessica Williams ThermoFisher Scientific (via web)  
Wai Leung Tao Vitargent International Biotech, Ltd.

### AOAC STAFF:

Scott Coates Senior Director  
Nora Marshall Manager, AOACRI  
Nancy Thiex AOAC Consultant  
Sharon Brunelle AOAC Consultant (via web)  
Maria Nelson AOAC Consultant (via web)  
Dawn Dowell AOAC Consultant (via web)

### OBSERVERS:

Peggy Monson Abbott Nutrition  
Erin Crowley Q Laboratories  
Patrice Arbault Nexidia  
Paul Wehling General Mills, Inc.  
Sean Peschisolido Bio-Rad  
Joe Boison Independent Consultant  
Dustin Starkey Abbott Nutrition  
Tammy Blakemore SORA Labs  
Markus Lacorn R-Biopharm, Inc.  
Joe Thompson Abbott Nutrition  
Wayne Wargo Abbott Nutrition

## Meeting Minutes:

### 1. Preliminary Items (Patricia Meinhardt, Chair)

- a. Introductions
- b. Announcements
- c. AOAC Policies and Procedures ([AOACRI Policies & Procedures](#))
- d. Review and approval of Agenda (attachment 1)
- e. Erin Dreyling (Thermo Fisher Scientific) was elected unanimously to Advisory Council Chair-Elect

### 2. Quick Review of Changes at AOAC (Coates)

In July 2018 the decision was made to restructure the AOACI Official Methods of Analysis and AOACRI Performance Tested Methods<sup>SM</sup>. Standards Development, Senior Director Deborah McKenzie, will continue to administer the Official Methods of Analysis (OMA) program and Standards whereas the AOAC Research Institute, Scott Coates was appointed Senior Director, will continue administering the Performance Tested Methods<sup>SM</sup> (PTM) program.

Additionally, as of December 31, 2018 the AOAC Research Institute was integrated into the AOAC INTERNATIONAL. This change eliminated the need for a separate AOACRI Board, as now the AOAC INTERNATIONAL Board oversees AOAC Research Institute issues.

### 3. Advisory Council Terms of Reference (Coates)

- The Terms of Reference was reviewed (attachment 2) for stipulations that could regulate the types of organizations or persons that would be eligible to join the Advisory Council.
- Addition of a “technical division” or the like, was discussed.
- Members voiced need for AOAC Research Institute to increase global presence and marketing, especially in Asia.
- Participation in international meetings and venues was recommended.
- Addition of a closed 30-minute session held at the end of the Advisory Council meeting for Full Members only.

### 4. Certification Mark License Renewal Process (Coates)

- Coates presented several options for renewals. (attachment 3)
- Members questioned how AFNOR/ISO/MicroVal executed renewals. These organizations have a “Technical Committee” dedicated to reviewing certified methods.
- Members questioned if AOACRI would consider running renewals for longer than every 2 years.
- Side-effect of having renewals every-other year or longer would lose benefit of rolling-in level 1 or 2 modifications at the time of renewal review each year.
- Request to develop a renewal guideline detailing the renewal process including the allowable modifications within that process.
- Discussion will continue regarding best time of year for companies to process their renewals.
- Bi-yearly renewal option was discussed and possibly acted on at the annual meeting. No action.

5. **Update 'Automation' of PTM Application Process** (Coates)

- Coates reviewed status of development with FengOffice and Through the Noise companies.
- Automation is expected to assist Method Developers with status reports, time-line goals, alerts, and method submissions for both new PTM reviews and Renewals.
- New RI website will allow for multiple users per company account.
- Communications, such as minutes, were suggested to be posted on the AOACRI website.
- Members requested a benefit of having their company logo displayed on RI website.
- Test Users will be utilized when initial dry run is activated. Test User will be a company that has method application ready for consulting service submission.

6. **Meeting/Conference Call Schedule** (Meinhardt)

- Advisory Council agreed to a 4-5 meeting schedule per year.
- Face-to-face meeting IAFP in July, Louisville, KY, USA 2019
- Face-to-face meeting AOAC INTERNATIONAL Annual Meeting, Denver, CO, USA 2019.
- Conference call/webinar December 2019.
- Face-to-face meeting AOAC INTERNATIONAL Midyear Meeting, Gaithersburg, MD, USA 2020.
- Face-to-face meeting IAFP Europe, April 2020.

7. **New Business** (Meinhardt)

- No new business.

Adjourn Open Advisory Council Meeting 2:25pm

**ACTION ITEMS:**

1. Logo display of Full members of the AOACRI Advisory Council members on new AOACRI website. (Marshall)
2. Senior Director to develop a proposal for "technical division" or similar. Coates to review proposal during the Annual Meeting 2020.
3. Proposal will be drafted for Associate Contributing Membership. (Coates)
4. Determination of AOACRI Advisory Council meetings.
  - a. Current proposal:
    - IAFP Louisville, KY, USA. July, 2019 Face-to-Face.
    - AOACI Annual meeting, Denver, CO, USA. September 2019.
    - Teleconference/webinar December 2019.
    - AOACI Midyear Meeting, Gaithersburg, MD. USA, March 2020.
    - IAFP Europe, TBD, April 2020.
6. Doodle poll will be delivered to determine the most efficient time and date during the IAFP in 2019 to meet. (Marshall)
7. Revise proposal of Renewal options. (Coates)
8. Annual renewal modification guideline draft. (Coates)
9. "Test user" recruitment for new AOACRI automation assessment.
10. Add agenda item to review the "on-site method review" process for future AOACRI Advisory Council meeting. (Coates)
11. Closed 30-minute session for Full Members only to be held at the end of Advisory Council meetings at the discretion of the AOACRI Advisory Council Chair.

**AOAC Research Institute  
Advisory Council Meeting**

March 11, 2019

12:00 noon – 3:00pm EST

**AOAC INTERNATIONAL 9<sup>th</sup> Annual Midyear Meeting**

**Gaithersburg Marriott Washingtonian Center**

9751 Washingtonian Boulevard

Gaithersburg, MD 20878

USA

**APPROVED**

8. Preliminary Items (Patricia Meinhardt, Chair)
  - a. Introductions
  - b. Announcements
  - c. AOAC Policies and Procedures ([AOACRI Policies & Procedures](#))
  - d. Approve Agenda\*
  - e. Election of an Advisory Council Vice-Chair\*
9. Quick Review of Changes at AOAC (Coates)
10. Advisory Council Terms of Reference (Coates)\*
11. Certification Mark License Renewal Process (Coates)

[Coates to propose options for the renewal process]
12. Update 'Automation' of PTM Application Process (Coates)
13. Meeting/Conference Call Schedule (Meinhardt)
14. New Business (Meinhardt)
15. Adjournment (Meinhardt)

\* ACTION ITEM

AOAC INTERNATIONAL  
TERMS OF REFERENCE

- I. NAME:  
AOAC RESEARCH INSTITUTE ADVISORY COUNCIL
- II. MISSION:  
To advise on and support the future development of the Performance Tested<sup>SM</sup> program and other activities of the AOAC Research Institute.
- III. RESPONSIBILITIES:
1. Make recommendations for and on policies and procedures of the AOAC Research Institute (AOAC RI);
  2. Support and advance the goals of the programs administered by and activities of the AOAC RI;
  3. Respond to inquiries from the AOAC RI Board of Directors;
  4. Recommend nominees for the AOAC RI Board of Directors when requested by the AOAC Research Institute Nominating Committee.
  5. Assist the AOAC RI in identifying and addressing stakeholder's needs.
  6. Advise AOAC RI on technical issues.
- IV. COMPOSITION:
1. The membership of the Advisory Council is open to all Contributing Member Organizations and shall be composed of representatives from participating Contributing Member Organizations and individuals or representatives of other organizations as may be appointed from time to time by the AOAC RI Board of Directors.
  2. Participating Contributing Member Organization shall be entitled to one primary representative per organization.
  3. The AOAC Research Institute Board of Directors may appoint individuals or representatives from other organizations as necessary to ensure that important perspectives and key stakeholders are represented on the Advisory Council.
- V. ORGANIZATION
1. The members of the AOAC RI Advisory Council shall elect a Chair-Elect position annually to one year terms from within its membership each calendar year;
  2. The Chair and Chair-Elect shall continue in office until the close of the meeting at which the new Chair-Elect shall have been elected. No individual may serve more than two (2) consecutive terms as Chair;
  3. The Chair shall preside at the meetings of the Advisory Council. In the absence of the Chair, the Chair-Elect shall preside as Chair;
  4. Whenever possible, the Chair, Chair-Elect, or designee will attend all AOAC RI Board of Directors meetings upon request of the AOAC RI Board of Directors and serve in a non-voting, advisory role to the AOAC RI Board of Directors;
  5. As needed working groups, task groups, and other appropriate subgroups shall be appointed by the Chair of the AOAC RI Advisory Council;
  6. Decisions and actions of the AOAC RI Advisory Council require motions that are passed with a minimum of a majority vote (51%) of the representative voting members of the AOAC RI Advisory Council membership;
  7. Decisions of the AOAC RI Advisory Council are recommendations only that must be authorized, ratified, or affirmed by or through the AOAC RI Board of Directors;
  8. Meetings of the AOAC RI Advisory Council shall be called by the Chair or by action of the AOAC RI Advisory Council;
  9. Notices of meetings shall be sent to members at least two (2) weeks prior to the date of the meeting;
  10. Meetings of the AOAC RI Advisory Council require a quorum of members. A quorum of AOAC RI Advisory Council members is the presence of a majority (51%) of the members;
  11. The AOAC RI Advisory Council shall meet by teleconference at least quarterly; and in person at least once annually;
  12. The AOAC RI Advisory Council shall operate within the policies of AOAC INTERNATIONAL and in accordance with the bylaws of AOAC INTERNATIONAL and the AOAC Research Institute. Unless otherwise specifically provided for, the AOAC RI Advisory Council will use the rules contained in the current edition of Roberts Rules of Order Newly Revised in all cases in which they are applicable.
- VI. STAFF LIAISON:  
AOAC Research Institute Senior Director
- VII. REVIEW SCHEDULE:  
The terms will be reviewed not less than every five years.
- VII. DATE ESTABLISHED:  
February 6, 1997
- VIII. DATES REVISED:  
3/99, 6/2017, 8/2019

**DRAFT****Renewal Options**

Option 1:	Current	
	Term:	Annual
	Renewal Period:	October – January
	Cost:	\$3000.00 (or prorated)
	Includes:	Level 1 Modifications
Option 1.a	Rolling Anniversary	
	Term:	Annual
	Renewal Period:	Anniversary of PTM approval
	Cost:	\$3000.00 (or prorated)
	Includes:	Level 1 Modifications
Option 1.b	Installment Plan	
	Term:	Annual
	Renewal Period:	Anniversary of PTM approval
	Cost:	Two installments of \$1,650 = \$3,300 Four installments of \$900 = \$3,600
	Includes:	Level 1 Modifications
Option 2:	Bi-Annual Review	
	Term:	October – January, Bi-Annual (every 2 years)
	Renewal Period:	Bi-Anniversary of PTM approval
	Cost:	\$5,500.00 (or prorated)
	Includes:	Level 1 Modifications
Option 2.a	Rolling Anniversary	
	Term:	Bi-Annual Review (every 2 years)
	Renewal Period:	Anniversary of PTM approval
	Cost:	\$5,500.00 (or prorated)
	Includes:	Level 1 Modifications
Option 2.b	Installment Plan	
	Term:	Bi-Annual Review (every 2 years)
	Renewal Period:	Anniversary of PTM approval
	Cost:	Two installments of \$3000 = \$6,000 Four installments of \$1500 = \$6,000
	Includes:	Level 1 Modifications