

Notes & Deliberations
AOAC Research Institute Board of Directors
Conference Call
Wednesday, October 14, 2009

Members Present

(present for all or part of call)

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

Members Absent

Staff

Scott Coates, *Sr. Director - RI*
Zerlinde Johnson, *Program Manager - RI*
Nora Marshall, *Administrative Assistant - RI*
Alicia Meiklejohn, *Executive Assistant*
Joyce Schumacher, *Chief Financial Officer*

I. Call to Order

The meeting of the AOAC Research Institute Board of Directors was called to order at approximately 10:20 am EDT by the presiding chair, Mark Coleman.

II. Approval of Agenda

Mark Coleman presented the agenda for the October 14, 2009 RI BOD conference call meeting:

1. Review 2010 goals for RI
2. Review/approve 2010 RI Budget
3. Review/approve 2010 travel

Motion: Johnson/Burns moved/seconded approval of the agenda for the October 14, 2009 BOD conference call meeting.

Vote: *PASSED UNANIMOUSLY.*

III. Review 2010 Goals for RI

A. AOACI and AOAC RI Directions

Jim Bradford announced that he has stepped into the role of staff liaison to the AOAC RI Board of Directors. Bradford's goal, as the staff liaison, is for the RI to have more engagement with AOAC INTERNATIONAL and to establish a more mutually beneficial relationship between the two groups.

Mark Coleman requested that Scott Coates update the BOD on the status of the 2010 goals and budget for the RI. Jim Bradford suggested taking a step back before getting into those details; he requested that the RI BOD explore ways to function in concert with the strategic direction of AOAC.

B. Discussion

Discussion included viewpoints on how and why the RI was set up in 1991. The Board discussed whether the RI needed to be more aligned with AOAC INTERNATIONAL. One conclusion reached was that the RI may go in the same direction as AOAC, but also keep in mind its original

purpose. There would be value in having this discussion with the AOAC INTERNATIONAL BOD.

The RI has been doing very well financially. Adrian Burns noted that the RI has steadily been improving its revenues. In fact, since Nora Marshall has been coordinating renewals the RI has experienced 100% retention rates.

The RI's vast resources of test kit companies and technology providers could be very helpful in leading AOAC in future endeavors.

Mark Coleman proposed that the RI BOD explore further how the RI can be more integrated with AOAC's goals, and reconvene in 2-3 weeks by conference call.

IV. Review/Approve 2010 Budget

Mark Coleman proposed that the budget and travel need not be finalized today in order to possibly integrate ideas which may work better for everyone and that another meeting be held before December when they may be addressed.

Motion: No motions presented at this time.

V. Review/Approve 2010 Travel

Motion: No motions presented at this time.

VI. Next Steps

Mark Coleman proposed another meeting be held within 2-3 weeks. Because time exists to work on a budget, the RI BOD should spend time thinking about integration with AOAC as a whole.

Action Items:

- *Distribute minutes of the October 14th call by Friday, October 16 (Meiklejohn).*
- *Schedule follow-up conference call within 2-3 weeks (Meiklejohn).*

VII. Adjournment

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

Vote: *PASSED UNANIMOUSLY*

This meeting of the AOAC Research Institute Board of Directors adjourned at 11:09 am EDT on October 14, 2009.

Submitted by:



E. James Bradford, Secretary-Treasurer

9/29/10

Date

**Approved by the RI Board of Directors
September 29, 2010**