

Notes & Deliberations
AOAC Research Institute Board of Directors
Conference Call

Wednesday, November 18, 2009

10:00 am – 12:00 pm (EST)

Conference Line: 800.377.8846, Participant Code: 83933115

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

This meeting of the AOAC Research Institute (RI) Board of Directors was called to order at 10:05 am EST by the presiding chair, Mark Coleman.

II. Approval of Agenda

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

1. Strategic Plan for the RI
2. Review/modify/approve 2010 RI Budget
3. Review/modify/approve 2010 Travel
4. Draft Minutes from October 14 Conference Call

Motion: Trujillo/Burns moved/seconded approval of the agenda for the November 18, 2009 RI conference call.

Vote: *PASSED UNANIMOUSLY.*

III. Strategic Plan for 2010

Mark Coleman opened the floor for discussion on the RI's strategic plan and goals for 2010. Adrian Burns referenced the minutes from the AOAC Research Institute Strategic Planning Meeting held March 16-18, 2009 in Tampa, FL; stating that the strategic goals set forth at that time seem sufficient and that work is already being done to meet these goals.

*Excerpt from AOAC Research Institute
Strategic Planning Meeting Minutes (pg 9)
Intercontinental Hotel Tampa, Florida
March 16 – March 18, 2009*

Strategic Goals: 2009-2010

- Internal Procedures
- Independent Laboratories & PTM certifications support ISO 17025 Laboratory accreditation.
- ERV Program
- Committee on Statistics
- Advisory Council / Contributing Membership
- MONIQA / Market Research
- General Referee

Strategic Goals: 2010-2015

- Expand into China/Japan (Pacific Rim)
- Brand Recognition
- Expand Chemistry Recognition
- Method Verification Program at Annual Meeting
- Increase attendance of Test Kit Users at Annual Meeting
- Method Update Validation Program. (MUV)

Frank Ross and Bert Popping agreed that the plan seems complete.

Ron Johnson stated that the RI is seen as a vehicle for rapid validation by test kit companies, and the RI is currently serving their needs as well as sustaining itself with revenue. The ability to harmonize with OMA as well as expansion into European markets are examples of how the RI does continue to serve its members and AOAC INTERNATIONAL.

Jim Bradford asked that the RI Board continue to evaluate the overarching purpose of the RI, and to determine whether the original purpose in 1991 is different than its current purpose in 2009. He also expressed concern that the RI may be operating more as a business than a nonprofit entity.

Mark Coleman suggested a joint boards meeting with the RI Board and AOACI Board on Monday, December 14. At that time, the RI Board will request feedback from the AOACI Board on its strategic direction. A memo can be created to the AOACI Board using the draft mission and vision statements from the March strategic planning meeting. Next steps can be determined after this meeting.

A RI Board meeting will be scheduled for Wednesday, December 16, 2009.

IV. Review/Modify/Approve 2010 Budget

Mark Coleman distributed a proposed RI budget dated October 29, 2009, by email on November 17, 2009. The proposed budget will be reviewed and adjusted if necessary by Joyce Schumacher, Jim Bradford, and Scott Coates. The budget will then be sent back to the RI Board of Directors. Mark Coleman suggested sharing the RI budget with the AOAC INTERNATIONAL Board of Directors.

The RI Board will consider creating a subcommittee of the Board to regularly monitor the finances and budget throughout the year. Alicia Meiklejohn and Joyce Schumacher will set up monthly conference calls beginning in February 2010 for scheduled budget reviews.

Motion: Ross/Burns moved/seconded RI Board approval of the proposed 2010 RI budget, pending further review of AOAC staff and with the understanding that some figures may change given the fluid, dynamic nature of estimates on future activities.

Vote: PASSED UNANIMOUSLY

V. Review/Modify/Approve 2010 Travel

No discussion or motions presented at this time.

VI. Draft Minutes from October 14 Conference Call

Adrian Burns provided an electronic copy of corrections and modifications to the October 14, 2009 RI conference call minutes. Mark Coleman requested any further corrections be submitted by email no later than December 4, 2009. The minutes from RI meetings should be regularly signed and posted on the RI website; the documentation process should be formalized.

VII. Next Steps

- *Invite RI BOD members to attend all or part of the December AOACI BOD meeting.*
- *Draft a memo to the AOACI BOD with RI draft mission and vision statements.*
- *Schedule RI BOD Meeting for 2 hours December 16 in the morning.*
- *Revise October 14, 2009 minutes after comments received.*
- *Scott Coates to "officially" provide RI budget to Joyce and provide any suggested changes to RI BOD so that budget can be shared at December AOACI BOD meeting.*
- *Schedule monthly meeting - the first to review 2009 finances. Subsequent meetings to review RI financial status on monthly basis. Invite entire RI BOD.*
- *Request RI update on all future AOACI BOD meeting agendas*

VIII. Adjournment

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

Vote: PASSED UNANIMOUSLY

This meeting of the AOAC Research Institute Board of Directors adjourned at 11:38 am EST on November 18, 2009.

Submitted by:



E. James Bradford, Secretary-Treasurer

9/29/10

Date

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