

# AOAC Research Institute Board of Directors

Wednesday, December 16, 2009

10:00 am – 12:00 pm (EST)

AOAC INTERNATIONAL Headquarters

Conference Line: 800.377.8846, Participant Code: 83933115

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## Members Present

(present or on teleconference for all or part of meeting)

**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*  
**Anita Mishra**, *Executive for Scientific Development*

### **I. Call to Order**

This meeting of the AOAC Research Institute (RI) Board of Directors was called to order at 10:03 am EST by the presiding chair, Mark Coleman.

### **II. Approval of Agenda**

Mark Coleman presented the agenda for the December 16, 2009 RI Board meeting:

- I. Call to Order
- II. Approval of Agenda
- III. December 14, 2009 Joint Boards Session
- IV. RI Program Updates
- V. RI Website Improvements
- VI. USDA-FSIS Validation Guidance
- VII. Re-engagement of the RI Advisory Board
- VIII. RI Document Retention Policy

**Motion:** Ross/Johnson moved/seconded approval of the agenda for the December 16, 2009 RI Board meeting.

**Vote:** *PASSED UNANIMOUSLY.*

### **III. Joint Boards Session**

Mark Coleman provided a summary of the Joint Boards Session held at 11:00 am on December 14, 2009, prior to the AOAC INTERNATIONAL Board of Directors meeting.

The AOAC Board of Directors viewed the draft mission and vision statements created by the RI Board of Directors in March 2009, the Board stated that they closely resembled AOAC's own mission.

In efforts to better align the two groups and ensure that the RI is operating in a manner to maintain its 501(c)3 status, it was suggested that legal counsel be brought in to review the RI bylaws and policies. This was later made into a formal motion during the AOAC INTERNATIONAL Board of Directors Meeting:

(The following excerpt was taken from the AOACI BOD Draft meeting minutes)

**2.1.1** Part of the executive session was a Joint Boards Session with the AOAC Research Institute (RI) Board.

**Motion:** DeVries/Titlow moved/seconded requesting the AOAC Research Institute to seek legal counsel to provide clarification on questions relating to its 501(c)3 tax status and its bylaws.

**Vote:** PASSED UNANIMOUSLY

**Action Item:**

- Initiate contact with AOAC's legal counsel (Executive Office)
- Prepare and organize clear objectives for the legal counsel to examine (Coleman/Coates)

**Timeframe:**

Have review completed by March 1<sup>st</sup> and have a report available for the April 14-15, 2010 AOAC Board of Directors Meeting.

#### IV. RI Program Updates

Scott Coates provided updates on the following proposed AOAC RI Programs:

##### A. GovVal

RI staff has received positive feedback from representatives at Canadian Food Inspection Agency, Health Canada, FDA, and USDA on the proposed GovVal program. GovVal would provide a mechanism for government to update and validate methods and would provide a level playing field for test kit companies. AOAC is exploring the possibility of incorporating the GovVal program into a proposal being submitted to the USDA, National Institute of Food and Agriculture, Specialty Crop Research Initiative.

**Action Item:**

Send program outline to RI Board members for final approval by email (AOAC/RI staff).

##### B. Strategic Analytical Methods (SAM) Validation Program

Feedback from test kit companies on the proposed SAM program has been less positive. Scott Coates recommended concentrating on the GovVal program at this time and putting efforts on hold with the SAM program. The Board supported this recommendation.

#### V. RI Website Improvements

Mark Coleman requested that more items be added to the RI website and updated frequently; having additional documentation of RI Board activities will add extra transparency.

**Action Item:**

Post the following items to the RI website: March 2009 Strategic Plan, meeting minutes, mission/vision statements, 2010 objectives and goals (AOAC/RI staff).

## VI. USDA-FSIS Validation Guidance

Peter Evans and David Goldman provided a presentation to the AOAC INTERNATIONAL Board of Directors on December 15, 2009, describing the validation guidelines that USDA FSIS is currently drafting: *FSIS Guidance for Industry: Conducting Validation Studies for Pathogen Detection Methods*. These guidelines will have a major impact on test kit companies, the RI's customers. Scott Coates asked whether AOAC and the RI should provide support or take a stand against this process. Jim Bradford suggested holding a large stakeholder meeting, involving the RI Advisory Board, for groups like AFNOR, NordVal, USDA FSIS, FDA, Health Canada, and CFIA to create harmonized guidelines for the validation of microbiological methods and test kits. The AOAC RI can help fund such a stakeholder meeting.

**Motion:** Trujillo/Johnson moved/seconded moving forward with the planning of a meeting, to include as much international government representation as possible, to work on harmonization guidelines.

**Vote:** *PASSED UNANIMOUSLY.*

**Action Item:**

Engage the RI Board of Directors and RI Advisory Board in the formation of a planning committee to help determine specific meeting objectives and necessary invitees (AOAC/RI staff).

## VII. Re-engagement of RI Advisory Board

Mark Coleman and other members of the RI Board would like to see more engagement with the RI Advisory Board.

**Action Item:**

- Invite all members of the RI Advisory Board to participate in each Board meeting (AOAC/RI staff).
- Schedule RI Board meetings in conjunction with upcoming AOAC Board meetings (AOAC/RI staff).

## VIII. RI Document Retention Policy

Gar Riegler, Sr. Director of Human Resources, made available a draft Document Retention and Disposal Policy. The AOAC RI must have a policy in place to comply with the new IRS 990 tax form requirements. The Board reviewed the draft document and suggested the following change:

- Page 1, paragraph 1, line 3 –should read, “...documents received or created by the AOAC RI”

**Motion:** Johnson/Trujillo moved/seconded adoption of the Document Retention and Disposal Policy, with the noted change.

**Vote:** *PASSED UNANIMOUSLY*

Scott Coates suggested drafting a document policy pertaining to the many scientific and technical documents that the headquarters currently houses.

## IX. Adjournment

**Motion:** Burns/Trujillo moved/seconded adjournment of this meeting.

**Vote:** *PASSED UNANIMOUSLY*

This meeting of the AOAC Research Institute Board of Directors adjourned at 12:04 pm EST on December 16, 2009.

Submitted by:



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E. James Bradford, Secretary-Treasurer

9/29/10  
Date

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