



**Notes & Deliberations**  
**AOAC Research Institute Board of Directors**  
**Conference Call**

Monday, March 22, 2010  
12:00 pm (EDT)

*Conference Line: 800.377.8846, Participant Code: 83933115*

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**Participants:**

**Members**

(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**

**Members Absent**

**Socrates Trujillo, Member**

**Advisory Council Members**

**Laura Allred, ELISA Technologies**  
**Yan Cao, Applied Biosystems**  
**Kristine Clemons, Idaho Technologies**  
**Mark Mozola, Neogen**  
**Bruce Ritter, ELISA Technologies**  
**Robert Salter, Charm Sciences**  
**Brooke Schwartz, Applied Biosystems**  
**Meredith Sutzko, Strategic Diagnostics**  
**Stephanie Thatcher, Idaho Technologies**

**Staff**

**Scott Coates, Chief Scientific Officer**  
**Arlene Fox, Sr. Director – Laboratory Proficiency Testing Program**  
**Dawn Frazier, Sr. Director – Membership & Professional Development**  
**Zerlinde Johnson, Program Manager - RI**  
**Nora Marshall, Administrative Assistant - RI**  
**Krystyna McIver, Sr. Director - Communications**  
**Deborah McKenzie, Sr. Director - RI**  
**Alicia Meiklejohn, Executive Assistant**  
**Gar Riegler, Sr. Director – HR & Administration**

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**Call to Order**

This meeting of the AOAC Research Institute (RI) Board of Directors was called to order at 12:08 pm EDT by the presiding chair, Mark Coleman.

**Approval of Agenda**

Mark Coleman presented the draft agenda for the March 22, 2010 RI BOD conference call:

1. Introduction of the new Managing Director of the RI - Mark Coleman
2. RI plans for 2010 and beyond - Deborah McKenzie
3. Status of action items from last BOD meeting – Mark Coleman & Alicia Meiklejohn
4. Re-connecting with the Advisory Council
5. Scheduling RI BOD meetings for 2010
6. Review 2009 year-end budget and 2010 budget year to date – Joyce Schumacher

**MOTION:** Burns/Popping moved/seconded approval of the draft agenda for the March 22, 2010 RI Board conference call.

**VOTE:** PASSED UNANIMOUSLY

**1. Introduction of the new Managing Director of the RI**

Mark Coleman announced that personnel changes have been made at AOAC INTERNATIONAL and the AOAC RI. Scott Coates has been promoted to the Chief Scientific Officer of the Association, and Deborah McKenzie has assumed the role of Managing Director of the RI.

## 2. RI Plans for 2010 and Beyond

Deborah McKenzie reported to the Board of Directors and Advisory Council that she has been working on a strategic plan for the RI. She emphasized her desire to be inclusive in developing plans for the RI so that all stakeholders are able to participate. Deborah said she reviewed the minutes from the March 2009 RI Board Strategic Planning Meeting when coming up with her goals. The four main goals she described were:

1. *Building a solid foundation for chemistry methods.* She explained that the process for getting microbiology methods through the program is very efficient and has a solid foundation – she would like to see similar structure built for chemistry.
2. *Continuing harmonization between the AOAC INTERNATIONAL Official Methods and the RI Performance Tested Methods Programs.* Opportunities are developing within the scope of AOAC's work with the Department of Homeland Security for RI involvement. Additionally, a proposal was submitted for the USDA's Specialty Crop Research Initiative which included the RI's GovVal Program.
3. *Implementing an internal QA/audit process for the PTM Program.*
4. *Establishing a strategic communication plan, focusing on building Advisory Council, communities, and BOD relationships.*

\*ACTION ITEM: Distribute an outline of the goals listed, including targeted timeframes for each goal. (McKenzie)

## 3. Status of Action Items from last BOD meeting

Alicia Meiklejohn reviewed the status of the following action items from the December 16, 2009 RI BOD meeting:

1. Initiate contact with AOAC's legal counsel (Executive Office)  
**Completed**
2. Prepare and organize clear objectives for the legal counsel to examine (Coleman/Staff)  
**Completed**
3. Send GovVal program outline to RI Board members for final approval by email (AOAC/RI staff)  
**In Progress** - When available, the program outline will be distributed.
4. Post the following items to the RI website: March 2009 Strategic Plan, meeting minutes, mission/vision statements, 2010 objectives and goals (AOAC/RI staff)  
**In Progress** - AOAC staff is in the process of uploading all completed and approved minutes to the website. To date, the approved minutes ready to be uploaded are from the following meetings: RI Board Strategic Planning Meeting - March 2009, RI Board April 2009, RI Board June 2009, and RI Board August 2009.
5. 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)

**Incomplete**

6. Invite all members of the RI Advisory Board to participate in each Board meeting (AOAC/RI staff)

**Ongoing**

7. Schedule RI Board meetings in conjunction with upcoming AOAC Board meetings (AOAC/RI staff)

**Pending**

**4. Re-connecting with the Advisory Council**

Deborah McKenzie asked for feedback from the Advisory Council. Advisory Council members on the call voiced concern over the decrease in both travel and in the use of consultants beginning in 2009, mentioning that travel and consultants are important to maintain the efficiency of the PTM Program. Deborah suggested a follow-up Advisory Council call with a goal of preservation of the efficiency of the program. Bert Popping requested a 'discussion paper' be drafted and distributed prior to the proposed call, so that comments can be prepared ahead of time.

\*ACTION ITEM: Schedule an Advisory Council call, preferably before April 12, 2010, and draft/distribute a discussion paper for the call. (McKenzie)

**5. Scheduling RI BOD meetings for 2010**

The RI Board did not schedule any future meetings at this time.

**6. Review 2009 year-end budget and 2010 budget year to date**

The RI Board did not review the 2009 year-end budget at this time.

**Adjournment**

MOTION: Popping/Johnson moved/seconded adjournment of this meeting.

VOTE: *PASSED UNANIMOUSLY*

This meeting of the AOAC Research Institute Board of Directors adjourned at 1:08 pm EDT on March 22, 2010.

Submitted by:



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E. James Bradford, Secretary-Treasurer

9/29/10  
\_\_\_\_\_  
Date

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

