Minutes
AOAC Research Institute Board of Directors
Conference Call
Thursday, May 27, 2010
10:00 am (EDT)

<u>*Participants:*</u>

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*
P. Frank Ross, *Member*
Socrates Trujillo, *Member*

Members Absent
Paul In't Veld, *Member*

Staff

Scott Coates, *Chief Scientific Officer*
Zerlinde Johnson, *Program Manager - RI*
Nora Marshall, *Administrative Assistant - RI*
Deborah McKenzie, *Sr. Director - RI*
Alicia Meiklejohn, *Executive Assistant*
Anita Mishra, *Executive for Scientific Business Development*
Gar Riegler, *Sr. Director – HR & Administration*

Call to Order

This meeting of the AOAC Research Institute (RI) Board of Directors was called to order at 10:15 am EDT by the presiding chair, Mark Coleman.

Approval of Agenda

Mark Coleman presented the draft agenda for the May 27, 2010 RI BOD conference call:
1. Financial Update (McKenzie)
2. Program Updates (McKenzie)
3. Validation Harmonization Project (Coates/Bradford/McKenzie)
4. Engaging the Advisory Council (Coleman/McKenzie)
5. Future Meetings & Agenda Items for Upcoming Meetings (Coleman/Meiklejohn)

<u>MOTION:</u> Ross/Johnson moved/seconded approval of the draft agenda for the March 27, 2010 RI Board conference call.
<u>VOTE:</u> *PASSED UNANIMOUSLY*

1.   Financial Update

Deborah McKenzie reviewed the results of the 2009 RI audit performed by the firm Goodman & Company. The RI received an unqualified opinion, meaning there were no issues or problems reported. Deborah also reviewed the AOAC RI Balance Sheet and Year-to-Date Budget Assessment. Income from application fees is higher than in years past, partly due to increased number of chemistry applications.

Jim Bradford explained the recent investment of excess cash from RI bank accounts into assorted types of bond and stock mutual funds to reduce risk.

*ACTION ITEM: Provide actual numbers of chemistry submissions/increase in submissions to RI BOD (RI staff).

2.   Program Updates

Deborah McKenzie gave brief updates on RI Programs. The RI/MicroVal joint project has been approved by the RI, is waiting for MicroVal approval. Al Pohland has been added to the RI team of consultants in the area of chemistry.

3.   Validation Harmonization Project

Jim Bradford and Scot Coates outlined a plan to move forward with the Validation Harmonization Project. The RI Board, AOAC RI staff, and AOAC staff have been discussing holding a stakeholder meeting to try and harmonize the various microbiological validation requirements worldwide. This proposal originated as a response to the creation of validation guidelines by USDA. Test kit companies are faced with the task of getting multiple approvals for a single product. Scott Coates suggested starting with North American organizations and broadening the approach at a later time. A realistic goal would be to get high level commitment from AOAC, USDA, FDA, and Health Canada to agree to work toward consistent validation guidelines.

The RI Board discussed the commitment of funds to the project and its potential for success.

MOTION: Popping/Ross moved/seconded the investment of up to $50,000 by the AOAC Research Institute to begin work on the validation harmonization project; the RI Board will re-visit the progress after the first Stakeholder Meeting to determine future funding.
VOTE: *PASSED BY MAJORITY (For: 5, Against: 0, Abstention: 1)*

4.   Engaging the Advisory Council

The Advisory Council will have a conference call with the RI Board following the adjournment of this meeting.

5.   Future Meetings & Agenda Items for Upcoming Meetings

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

Adjournment

MOTION: Burns/Johnson moved/seconded adjournment of this meeting.
VOTE: *PASSED UNANIMOUSLY*

This meeting of the AOAC Research Institute Board of Directors adjourned at 11:05 am EDT on March 22, 2010.

Submitted by:

_____   9/29/10 _____

E. James Bradford, Secretary-Treasurer   Date

Approved by the RI Board of Directors
September 29, 2010