



**AOAC Research Institute
Board of Directors
Conference Call
January 28, 2011**

Invitees:

RI Board

Bert Popping, Chair
Adrian Burns, Vice Chair
Jim Bradford, Secretary/Treasurer
Christopher Blake
Joe Boison
Mark Coleman
Paul In't Veld
Socrates Trujillo

AOAC RI/AOAC Staff

Deborah McKenzie, Sr. Director – Research Institute
Alicia Meiklejohn, Executive Assistant
Joyce Schumacher, Chief Financial Officer

This meeting of the AOAC Research Institute was called to order at 9:05 am EST by the presiding chair, Bert Popping.

1. 2011 Budget

On November 30, 2010, a proposed 2011 budget was distributed to Board members via email. The budget included a proposal to support the establishment of a Stakeholder Panel on Proprietary Methodology. Joyce Schumacher gave a verbal overview of the budget and answered questions.

Motion: Trujillo/In't Veld moved/seconded approval of the 2011 proposed budget as presented.

Vote: *PASSED UNANIMOUSLY*

Action Item: Send itemized breakdown of overhead costs to RI BOD by email (staff).

Jim Bradford provided details on the proposed Stakeholder Panel on Proprietary Methodology project. An Advisory Panel made up of RI Contributing Members will set the priorities, but initial topics may include STEC and/or validation harmonization. The overall stakeholder panel will include participants from international standard setting bodies, however AOAC and the RI will lead the efforts.

Action Item: Send monthly reports to the RI BOD on financial and administrative progress (AOAC staff).

Action Item: Include RI BOD on all distribution/invitation lists for this project (staff).

2. Documents

Bert Popping led discussions on the following Draft documents:

Complete reports/presentations referenced herein are included in the "January 2011 Board Meeting Book" and are available upon request

a. Facilities, Services, and Supplies Agreement

The Board removed the last line in Section 2.(a), "AOAC also agrees to provide managerial services...as delegated by the AOAC Board of Directors, the sole member of the RI."

Motion: Boison/Blake moved/seconded approval of the Draft document "Facilities, Services, and Supplies Agreement," as amended by the Board.

Vote: *PASSED BY MAJORITY (6 For, 0 Against, 1 Abstention)*

Action Item: Send approved Facilities, Services, and Supplies Agreement to the AOAC INTERNATIONAL Board of Directors (staff).

b. RI BOD Job Description

The Board revised the following lines in the Draft document:

- Assist the board in the fulfillment of ~~their~~ its fiduciary responsibility.
- Support the AOAC ~~Executive Director~~ on operational activities.

Motion: Burns/Boison moved/seconded approval of the RI BOD Job Description as amended by the Board.

Vote: *PASSED UNANIMOUSLY*

c. InterBoard Duty Chart

The Board revised the chart by removing the following bullet under the AOAC INTERNATIONAL Board of Directors duties:

- Review/approve changes to RI Bylaws

3. RI Program Updates

Deborah McKenzie provided an update on RI activities. At the time of the meeting there were 27 contributing member organizations. There were 30 consulting projects underway and 36 active PTM applications. The expected conclusion of the GovVal project is April 2011.

Action Item: Regular updates on current PTM projects to the RI Board, highlighting any experiencing delays (staff).

4. Scheduling Future Meetings

The Board scheduled the next four meetings:

February 22, 9AM EST

March 14, 9AM EST

April 13, 9AM EST

May 19, 9AM EST

Complete reports/presentations referenced herein are included in the "January 2011 Board Meeting Book" and are available upon request

5. Adjournment

This meeting of the AOAC Research Institute Board of Directors adjourned at 10:55 am EST on January 28, 2011.

Submitted by:



E. James Bradford, Secretary-Treasurer

2/22/2011

Date

Approved by the RI Board of Directors:
February 22, 2011