



**AOAC Research Institute
Board of Directors
Conference Call
May 19, 2011**

Attendees:

RI Board

Bert Popping, 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
Krystyna McIver, Sr. Director – Stakeholder
Communications
Alicia Meiklejohn, Executive Assistant

Guest

Russ Flowers, President - AOAC

Absent (with Regrets)

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

1. Approval of Past Meeting Minutes

Bert Popping presented Draft meeting minutes from the following past meetings:

March 14, 2011

April 13, 2011

Motion: Trujillo/Burns moved/seconded approval of the March 2011 and April 2011 draft meeting minutes as presented.

Vote: *PASSED UNANIMOUSLY*

Action Item: The Board requested documents be distributed at least one week prior to meetings.

2. Financial Update

Joyce Schumacher provided an update on the RI financial statements. In the first three months of 2011, the RI experienced an overall net gain of \$409,973 in an income of \$641,913. The RI has invested \$44,354 in the ISPAM project.

Action Item: Set up meeting with Adrian Burns, Joyce Schumacher, and Jon DeVries to further define the Treasurer position.

3. ISPAM Update

Russ Flowers and Krystyna McIver provided an update on the ISPAM Project. Three working groups were established: Microbiological Guidelines, Qualitative Chemistry Guidelines, and Statistics. The inaugural meeting will take place June 29-30, 2011.

4. AOAC Food Microbiology Method Guidelines (Appendix X)
Russ Flowers presented an update on the revisions to AOAC Appendix X. He proposed that certain parameters under consideration in the guidelines regarding specified data collection for robustness, product consistency, and instrument variability be removed because they may be redundant to RI PTM certification requirements. He proposed that such parameters be added to the RI Annual Renewal process.

Action Item: Send proposed language to the RI Board regarding additional criteria potentially to be added to the annual renewal process (demonstration of robustness/ruggedness, product consistency, and instrument variation).
5. Volunteer Treasurer Position
Bert Popping announced the election of Adrian Burns to the volunteer treasurer position on the RI Board.
6. RI Program Updates
Deborah McKenzie provided an update on the Contributing Membership Program which was up to 28 enrollees at the time of this call. Morgan Wallace of DuPont Qualicon was elected to serve as Chair of the RI Advisory Council. She also provided updates to the "Current RI Projects" spreadsheet to the Board.
7. Adjournment
This meeting of the AOAC Research Institute Board of Directors adjourned at 9:51 am EDT on May 19, 2011.

Submitted by:



E. James Bradford, Secretary-Treasurer

September 21, 2011

Date

Approved by the RI Board of Directors: September 21, 2011