



**AOAC Research Institute
Board of Directors Meeting**

AOAC Annual Meeting
Sheraton New Orleans
Nottoway Room

Wednesday, September 21, 2011
10:00 am – 12:00pm

Members Present

Bert Popping, *Chair*
Adrian Burns, *Vice Chair*
E. James Bradford, *Secretary/Treasurer*
Christopher Blake, *Member*
Mark Coleman, *Member*
Paul in't Veld, *Member*
Socrates Trujillo, *Member*

Absent

Joe Boison, *Member*

Guests

Jim Agin, *Q Laboratories*
Stan Bacler, *Health Canada, AOAC President*
Lei Bao, *AQSIQ*
Erin Crowley, *Q Laboratories*
Carmen Diaz-Amigo, *Eurofins*
Russell Flowers, *Silliker, AOAC President-Elect*
Kurt Johnson, *R-Biopharm*
Mark Mozola, *Neogen*
Hilde Skaar Norli, *NMKL, AOAC Board of Directors*
Darryl Sullivan, *Covance, AOAC Board of Directors*

Staff

Delia Boyd
Dawn Frazier
Zerlinde Johnson
Nora Marshall
Krystyna McIver
Deborah McKenzie
Alicia Meiklejohn
Maria Nelson
La'Kia Phillips
Joyce Schumacher
Virginia Trainor

1. Introductory Items

1.1 Call to Order, Introductions, Announcements

This meeting of the AOAC Research Institute was called to order at 10:02 am EDT by the presiding chair, Bert Popping.

1.2 Review of Policy Statements

The Board's attention was called to the Research Institute's Bylaws.

1.3 Approval of September 21, 2011 DRAFT Agenda

Chairman Popping presented the DRAFT Agenda for the September 21, 2011 Board of Directors Meeting.

1.4 Approval of Outstanding DRAFT Meeting Minutes

Chairman Popping presented the following DRAFT Board of Directors meeting minutes:

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

May 19, 2011 DRAFT minutes
August 30, 2011 DRAFT minutes

Motion: Coleman/Trujillo moved/seconded final approval of the DRAFT minutes of the May 19, 2011 Board meeting and the August 30, 2011 Board meeting.

Vote: PASSED UNANIMOUSLY

Action Item: Upload all final minutes to the RI website (Staff).

2. **Review of Financial Reports**

Joyce Schumacher, Chief Financial Officer, presented the update on the AOAC RI's finances. The report included the balance sheet as of July 31, 2011, and the 2011 statement of revenue and expenses. In the first seven months of the year, the RI experienced a net gain of \$294,555 on income of \$953,850 and expenses of \$659,295. The GovVal program had expenses of \$34,206 and the SPPM (ISPAM) program had expenses of \$220,951.

Motion: Trujillo/in't Veld moved/seconded acceptance of the Research Institute finance report as provided by Chief Financial Officer Joyce Schumacher.

Vote: PASSED UNANIMOUSLY

3. **International Stakeholder Panel on Alternative Methodology (ISPAM) Updates**

3.1 Working Group Updates

Russ Flowers provided an update on the progress of the microbiology working group of ISPAM. The working group has reviewed qualitative method validation guidelines from the following organizations: ISO, FDA, USDA, CFIA, Health Canada, and AOAC. The group identified major differences that need to be harmonized between the different guidelines.

Bert Popping provided an update on the progress of the chemistry working group. The chemistry group did identify the same type of guidance documents for chemistry methods as there are for microbiology methods. The group began developing Standard Method Performance Requirements for gluten.

3.2 Next Steps

Krystyna McIver reiterated that both groups have accomplished a lot during 2011; she is hoping to extend and broaden the program.

4. **AOAC RI Program and Project Updates**

Deborah McKenzie, Sr. Director of the Research Institute, presented a report on RI programs and projects. The report included an update on the PTM Program. At the time of the meeting there were 165 PTM certifications. The inaugural project under the GovVal process has been completed, the RI will issue a final report covering the entire process.

5. **2011-2012 Board Election Results**

The AOAC INTERNATIONAL Board of Directors, under advisement of the AOAC RI Nominating Committee, elected the following individuals to serve three year terms on the RI Board of Directors. The terms begin at the conclusion of the AOAC Business Meeting on Wednesday, September 21, 2011.

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DeAnn Benesh (1st term) – 3M Food Safety
Paul in't Veld (2nd term) – Food & Consumer Product Safety Authority (Netherlands)

6. Nominations for Chairman and Vice Chairman Positions

Motion: Coleman/in't Veld moved/seconded nomination and election of Adrian Burns to serve a one year term as Chair of the RI Board of Directors.

Vote: *PASSED UNANIMOUSLY*

Without objection, it was determined that Adrian Burns would also continue in the role of volunteer treasurer which he began in May 2011.

Motion: Coleman/in't Veld moved/seconded nomination and election of Socrates Trujillo to serve a one year term as Vice Chair of the RI Board of Directors.

Vote: *Passed by Majority/One Opposed*

7. Next Steps & Future Meetings

The budget planning process will begin in mid-November, the RI Board should meet by conference call prior to the December AOAC INTERNATIONAL Board meeting to approve its budget. New chair Adrian Burns expressed interest in scheduling RI Board meetings adjacent to AOAC I Board meetings, and having at least one face-to-face meeting during the upcoming year.

Jim Bradford recommended that the Board consider expansion and extension of the ISPAM program, specifically bringing test kit companies together to identify analytical needs and create Standard Method Performance Requirements.

Action Item: Schedule RI Board meetings for the upcoming year (RI Board & Staff).

Action Item: Prepare a proposal and draft 2012 budgets for the RI Board to consider by its next meeting (AOAC staff).

8. Adjournment

Motion: Coleman/Burns moved/seconded adjournment of this meeting.

Vote: *PASSED UNANIMOUSLY*

This meeting of the AOAC Research Institute Board of Directors adjourned at 11:06 am EDT on September 21, 2011.

Submitted by:



E. James Bradford, Secretary-Treasurer

December 2, 2011

Date

Approved by the RI Board of Directors: December 2, 2011

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