



AOAC Research Institute
Board of Directors
Conference Call
December 2, 2011

Attendees:

RI Board

Adrian Burns, Chair/Volunteer Treasurer
Socrates Trujillo, Vice Chair
Jim Bradford, Secretary/Treasurer
DeAnn Benesh
Christopher Blake
Joe Boison
Paul in't Veld

AOAC RI/AOAC Staff

Deborah McKenzie
Krystyna Mclver
Alicia Meiklejohn
Gar Riegler
Joyce Schumacher

Absent

Mark Coleman

I. Introductions

This meeting of the AOAC Research Institute was called to order at 10:02 am EST by the presiding chair, Adrian Burns. A quorum was identified based on the presence of the above members.

II. Minutes from Annual Meeting

Chairman Burns presented the following DRAFT Board of Directors meeting minutes for review:

September 21, 2011

Motion: Boison/Trujillo moved/seconded approval of the September 21, 2011 RI Board of Directors Meeting minutes as presented.

Vote: *PASSED UNANIMOUSLY*

Action Item: Include review of previous/unfinished action items on future meeting agendas (Staff/Chair).

III. 2012 Budget

Chief Financial Officer, Joyce Schumacher provided a proposed consolidated budget for the Research Institute for 2012 by email, on November 30, 2011. The proposed consolidated budget consists of a general RI budget, and an ISPAM budget. Board members have requested a written outline of the plan for ISPAM for 2012 from AOAC staff.

Motion: Benesh/Trujillo moved/seconded approval of the consolidated 2012 budget as presented. Discussion indicated the Board's desire that travel funding be revisited throughout the year.

Vote: PASSED UNANIMOUSLY

IV. Other Items

a. 2012 Meeting Schedule

Chairman Burns proposed monthly meetings of the RI Board be scheduled for the 4th Thursday of each month, from January through August 2012. A face-to-face meeting would be scheduled for the week of March 19, 2012 – to coordinate with the AOAC INTERNATIONAL Board Meeting and the AOAC Midyear Meeting.

Action Item: Propose potential times for the AOAC RI Board face-to-face meeting in March 2012, taking into consideration the scheduling of other stakeholder activities in which members will be participating (Staff).

b. Correspondence

Chairman Burns requested that draft minutes be distributed within two weeks of a meeting, and that the Board continue to receive quarterly financial updates.

V. Adjournment

Motion: Boison/in't Veld moved/seconded adjournment of this meeting of the RI Board of Directors at 11:10 am EST on December 2, 2012.

Vote: PASSED UNANIMOUSLY

Submitted by:


E. James Bradford, Secretary-Treasurer

1/25/12
Date

Approved by the RI Board of Directors: