



AOAC Research Institute
Board of Directors
Teleconference

February 23, 2012

RI Board Members in Attendance

Adrian Burns, *US EPA - Chair/Volunteer Treasurer*
Jim Bradford, *AOAC - Secretary/Treasurer*
DeAnn Benesh, *3M*
Christopher Blake, *Nestlé*
Joe Boison, *CFIA*
Paul in't Veld, *Netherlands VWA*

AOAC Staff

Krystyna McIver
Deborah McKenzie
Gar Riegler
Joyce Schumacher

RI Board Members Absent

Mark Coleman, *Elanco*
Socrates Trujillo, *US FDA – Vice Chair*

I. Introductions

This meeting of the AOAC Research Institute was called to order at 10:03 AM EST by the presiding chair, Adrian Burns. A quorum was identified based on the presence of the above members.

II. Draft Agenda

Chairman Burns prompted the review of the agenda for the February Teleconference.

Motion: Boison/Benesh moved/seconded approval of the agenda as presented.

Vote: PASSED UNANIMOUSLY

III. Minutes of the January 26, 2012 Teleconference

Chairman Burns prompted the review of the minutes of the January 26, 2012 teleconference.

Motion: Benesh/in't Veld moved/seconded approval of the January 26, 2012 RI Board of Directors meeting minutes as presented.

Vote: PASSED UNANIMOUSLY

IV. Research Institute Finances

Chief Financial Officer Joyce Schumacher provided an update on the RI financial position.

Schumacher informed RI Board members that December 2011 finances were almost complete and that \$250,000 will be moved from Bank of America to Sovereign Bank.

No action carried or required by the RI Board.

V. March 2012 Meeting at AOAC Headquarters

An in-person meeting is scheduled for Monday, March 19, 2012 from 12:00PM-1:00PM EDT.

VI. ISPAM Update

McIver updated Board members on the ISPAM ongoing activities and preparations for the ISPAM sessions at the AOAC Mid Year meeting.

VII. AOAC RI Conformity Assessment Programs Update

McKenzie presented a profile of the *Performance TestedSM* certifications.

Action Item: Update the profile to include the latest certification retention based on 2011-2012 renewal cycle.

VIII. Adjournment

Motion: Boison/Benesh moved/seconded adjournment of this meeting of the RI Board of Directors.

Vote: PASSED UNANIMOUSLY

The meeting was adjourned at 10:55 AM EST on February 23, 2012.

Submitted by:



E. James Bradford, Secretary-Treasurer

4/2/12

Date

Approved by the RI Board of Directors:

Approved on March 19, 2012