

AAFCO Board of Directors
Project Management Plan
AAFCO Resource Availability for Parties Associated with Federal Lawsuit
October 23, 2019

year), the print OP version for the subscriber's year will be shipped, not the next or new version of the print OP. This keeps all subscribers to the AAFCO OP on an equal footing.

- AAFCO committee service, including work groups, task forces, expert panels, or other involvement with AAFCO business.
 - AAFCO emails originating from AAFCO headquarters. These emails are sent to a broad list of 2,000+ individuals and organizations.
 - AAFCO Midyear and Annual meeting attendance. If registered, the registration will be refunded using the same payment method as the registration was paid. Due to the conference line information being publicly available, starting with the Midyear 2020 meeting, only those individuals who are known and identified by name on the conference line will be allowed to remain; all unidentified participants or known representatives of the Plaintiff, intervenors, or associated individuals will be dumped from the conference call without notice. The AAFCO meetings are not public meetings and AAFCO is not a public agency.
- **Quality:** the degree to which product characteristics fulfill requirements.
 - Consistency in AAFCO's management of resource access will be important. All individuals associated with the Plaintiff, intervenors, or associated organizations must be treated in exactly the same manner in order to be consistent.
 - **Resources:** People (individuals or teams), equipment, services or supplies needed to fulfill requirements
 - FASS and the AAFCO Executive Assistant are the individuals who will keep the list of names and organizations identified as removed from AAFCO resources, and receiving the print OP.
 - Individuals other than FASS and the AAFCO Executive Assistant may not grant access to or restore access to AAFCO resources.
 - **Budget:** the approved estimate for the project
 - Estimated time to remove access to the resources identified in this document is 10 minutes per individual name. The number of individuals estimated to be in this group is not more than 20.
 - Those names not currently in the AAFCO database may be added in order to facilitate a complete listing of individuals included in the resource access restrictions.
 - **Risk:** An uncertain event or condition that, if it occurs, has an effect (usually negative) on project results
 - Media outcry and negative articles, podcasts or blog posts are expected. As is AAFCO's practice, AAFCO will not respond or counter any of these media activities. The exception to this is if AAFCO counsel advises action be taken for the protection of AAFCO and its members.
 - Telephone or email campaign to state officials, congressional representatives, or state legislators in objections to the removal of access to AAFCO resources. This method was employed in the past and AAFCO succumbed to this pressure to allow individuals access to AAFCO resources.
 - **Time:** The deadline by which products, services and results are to be delivered
 - List of all representatives of the Plaintiff and the intervenors is not established. This list needs to be built ASAP and compared to the resource availability. Deadline is November 1, 2019 to gather the names and provide these names to FASS and the Executive Assistant so the names can be removed from access to AAFCO resources.

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- Committee chairs need to be notified of the removal of access for the Plaintiff and intervenors to AAFCO committees, work groups, and task forces. Executive Director drafts this message on October 23 and submits to the Executive Committee for review. When approved, the message will be sent by the Executive Assistant to all committee chairs for action, including removal of representatives of the Plaintiff and Intervenor from committee adviser status, work groups, and task forces. This removal of access will be effective the date and time the email message is sent; no notice to the removed representatives of the Plaintiff or intervenors is authorized. Any questions from representatives of the Plaintiff or the intervenors are referred to the Executive Director via email only at exec@aafco.org; no phone conversations will take place with representatives of the Plaintiff or the intervenors.

Email message to go to Committee Chairs on October 23, 2019:

Dear Committee Chairs:

The AAFCO Board of Directors, on the advice of legal counsel, is removing access to AAFCO resources from representatives of the Plaintiff and Intervenor in a lawsuit filed in federal district court in Colorado in July 2019. As a committee chair, please remove the following individuals from all adviser roles, committees, work groups, task forces or any other meetings or conference calls your committee may hold effective immediately until advised by the AAFCO Board of Directors that the federal lawsuit has been settled.

The names of individuals specifically included in this group include:

- Roxanne Stone, Answers Pet Food
- Cathy Alinovi, Next Generation Pet Food Manufacturers Association
- Chelsea Kent, Next Generation Pet Food Manufacturers Association
- Dr. Judy Morgan
- Susan Thixton, Truth About Pet Food
- Kohl Harrington,
- Mollie Morrissette, Poisoned Pets

If there are more people added to this list as the lawsuit proceeds, you will be advised. In addition to removal from any committee or adviser activities, these individuals are not accepted as registrants at AAFCO meetings, are withdrawn from access to the Feed BIN and its resources, and are withdrawn from access to the emails sent from AAFCO. The exception will be that the print OP may be subscribed by the individuals currently on this list and anyone who may be added in the future.

We appreciate your cooperation on this. FASS and Jennifer Roland are the only individuals authorized to return one of these individuals to access to AAFCO resources. If you have questions, please call me at 910-215-0077. Sending an email may subject you and your agency to FOIA requests. Thank you.

Sue Hays, Executive Director