



Subgroup Agenda

AOAC Annual Meeting Community Meeting

DATE:	September 18, 2007, 3:45 pm
PLACE:	Anaheim, California
PURPOSE:	Breakout Subgroup Sessions

- 1. Collect a roster of attendees** (see Meeting Roster Form)
- 2. Collect roster of any other "stakeholders" who should be contacted to join this subgroup.**
Include the names of organizations, companies and trade associations who should be notified of the work of this subgroup. (You can use the roster form. You can collect business cards and record the information later, etc)
- 3. Assign someone to take notes of the meeting.** (Notes of this meeting should be reviewed by the Subgroup Chair and shared with the other subgroup members for comment.)
- 4. Minutes are due to the Community Chair/s by October 31, 2007.** It is important to share your information because the Community Chairs must report to the OMB and BOD quarterly.
- 5. Discuss and List Method Needs.** (You might use a flip chart.) What analytes, matrices, concentrations? Why do you need the method? What do you already know about this method need? Are there methods already in use that need improvement or replacement? Why? Try to consolidate similar method needs together.
- 6. Take a verbal vote of the number of persons interested in pursuing each of the methods** (You will not finalize your decision on method need priorities until you have contacted all the stakeholders who are not present at the meeting. You need to include their input in your decisions.)
- 7. If there is significant interest in a particular method, begin developing the method performance criteria.** (See Method Performance Criteria Form)
- 8. Ask for volunteers to work on the subgroup and/or represent the group as "voting members" in the Community. They do NOT need to be AOAC members.**
- 9. Decide on a date and time to hold another meeting.**
Plan for conference call or e-mail communication monthly or at least every 3 months. Perhaps there is another conference where you can meet face-to-face?
- 10. Assign tasks for members such as contacting other stakeholders or developing a method performance criteria document for methods of very high priority.** (There are good examples of method performance criteria on the AOAC Agricultural Materials Community web pages.)
- 11. Post your Minutes, Method Needs and Method Performance Criteria on the AOAC website.** (When ready to post, the Community Chairs can submit them for posting. The documents should also be stored on the e-Community pages of the AOAC website. However, only AOAC members have access to these files.)