

AAPFCO Magruder Committee Meeting Notes

August 02, 2022

St. Louis, MO

Approval of Agenda and Previous Meeting Minutes

Agenda: James/Sharon -approved

Minutes: Sally/Ametra -approved

Treasurer's Report -Matt was not able to attend

Welcome new committee member: Wendy Zellner, Melanie Titley

Zach Smith with TKI was also nominated

Motion to approve Zach's membership: Bill/James -approved

Administration Update

New N, P, and K sample schemes

Number of labs enrolled

Regular scheme -approximately 90 labs

Nitrogen -30 / Phosphorus -35 / Potassium -22

Paid vs unpaid labs

Of Paid labs (130 Regular): Number of labs that paid has increased since samples are now shipped only after they pay.

Frank showed breakout of labs by category (International, US Regulatory, US Manufacturer, US Service)

153 paid labs in 2022 due to addition of new schemes

US Public -42 / US Private -48, International -63

179 total including unpaid, most of which are international labs that haven't paid

Income vs Expenses

Total income has increased this past fiscal year. In previous years the expenses have always been less than income.

Scheduled Samples

Scheduled is set for the year, refer to schedule for details

Bill reviewed the sample makeup for the data gap samples. Most materials are roughly 2/3 sulfate based and 1/3 oxide based. The first sample (221011) has been prepared.

For Sept Magruder meeting Frank will prepare a suggested sample list for next year

Updating Lab Portal

FASS is doing the work to upgrading the lab portal. It will be moved to the web so users can make changes as to who has access to it. Labs can pay via the lab portal and use credit cards to pay invoices. The QRM materials will be available for purchase through the portal.

Method Codes -will be put into Excel. It is currently a pdf file. It will be either posted on website or through lab portal.

Magruder Newsletter

Open discussion for ideas for the Winter newsletter -Sharon really liked the last letter. Frank thanked Sally for making it look better. Zach -suggested to add a Tips section for instrument and methods. James suggested to add an article on Biostimulants and Johns efforts.

Bill -need to have someone evaluate methods, some seems to work well, and some have high bias. Frank gave an example for Humic acid.

Sharon -Best practices work group -we need a set up like AAFCO. Sharon volunteered to chair it. (Recommended starting members: Sharon -chair, Josh, Rebecca, Jared). First topic would be Nitrogen.

Motion: Form a Best Practice Working Group -Sharon/Wendy -approved

Sally -talked about a new session called Vendor's corner -she encouraged vendors to contribute troubleshooting topics which would greatly help new employees.

Bill asked if anyone had topics they would like to see at the Methods Forum. Frank suggested an article on the Methods Forum to be written by Bill.

Solomon suggested that a survey be done on staffing issues. The results could then be published.

Duplicate samples to be submitted in the same year with a lab performance report provided to each participating lab

Andy's idea -came from reading the Magruder history that Frank put together. See PowerPoint put together by Andy. A couple of blind dups to be sent out as part of the regular 12 sample scheme. It doesn't take anything away from their Z score. There is critical added value such as the duplicate test the sample as well as the lab. For example, the Z scoring on samples is driven by the other participating labs at that time and therefore subject to unavoidable population sampling difference. Cost and time savings -one less samples to prepare.

Frank showed an example of what the duplicate report would look like. The labs would still get the regular report and an additional report to show the comparison between the two.

This is proposed for ground samples and there will be no extra cost from Andy.

Motion to accept the proposal: James/Sharon -approved

Survey on methods used for K

When labs report data on K, 40% of data is reported as Other Method. So, Frank sent out a survey to gather information. He is hoping to be able to review the info before the next meeting.

New Topics

Sharon -asked, have we ever talked to our regulatory customers to see what they would like us to work on? Would it be helpful to put together a small group (10 lab staff) to get a survey together to send out to the regulatory group to see if there testing needs are being met?

Adjourn

Motion: Ametra/Sharon -approved

AAPFCO Magruder Committee Meeting Notes
September 14, 2022
Zoom conference call

9/14/22, 3 pm ET

Meeting Attendees: Frank Sikora, Job Fugice, James Bartos, Andy Crawford, Bill Hall, Maryam Khosravifard, Patty Lucas, Steve McMurry, Matt Pearson, Kevin Sapp, Sharon Webb, Wendy Zellner

1. Treasurer honorarium for Jamey Johnson.

Jamey requested \$3,000 for July 2020- June 2021 payment and \$1,500 for July 2021- December 2021. Motion passed to reimburse him all except \$1,625 from the Magruder budget for computer security support he purchased. He was sent \$2,875.

Discussion: The question of whether we pay the rest of the \$1,625.00 was discussed. Sharon recommended holding off until AAPFCO is finished with the process. Steve gave an update, AAPFCO is sending everything to the Arkansas AG as the final step (due diligence) and then information will be released. A question was asked as to whether Jamey is holding AAPFCO funds. It is at a standstill; discussed holding off to see what AG says. There was no prior approval for Jamey to purchase the security policies. Jamey split cost between AAPFCO and Magruder. Magruder was out \$1625, total cost was more. Bill asked if AAPFCO had honored it. Jamey had already reimbursed himself, BOD was not aware. Steve gave background info including that Jamey split things 1/3 Magruder and 2/3 AAPFCO. Sharon asked if we had anything (policies) in place to prevent this. We didn't have it either. James asked who has check writing capabilities now and the answer was that both Matt and Steve have the ability. Sharon said going forward we need to have a policy; routine expenses may not need approval but if something more, would need to get approval. Frank said the language in the by-laws is vague. Bill asked a general question, from the BOD perspective, was there intent to do something wrong or a mistake in judgment. Steve said no intent but lack of judgment. Shared details surrounding his old/new computer and security issue. Andy recommended we do things with FASS as they have the right programs. Frank said the lab portal is through FASS. There was discussion on the need to be consistent with what AAPFCO is doing. It was asked whether Jamey requested an honorarium to be paid or charged the AAPFCO account. Jamey paid himself his honorarium; BOD asked for funds to be returned and then planned to pay him for his expenses, etc.

Motion by James Bartos to pay Jamey \$1000 for honorarium July 2021-December 2021/transition period; seconded by Bill Hall. Motion passed.

Bill asked if Jamey has received a thank you for your service letter or will someone pen this. Frank will pen the letter. James asked if Jamey is still a life member. Steve said as of right now, Jamey is still a life member and doesn't know if the board will talk about that. Maryam said she is wondering if there has been any type of policy change to prevent this in the future. Frank said AAPFCO is working on it on their side and Magruder needs to do it as well. James asked if we can make it an agenda item for the next meeting. Bill said let AAPFCO take the lead and draft ours to match (be consistent). What AAPFCO is doing is going to be in our procedures manual; could include Magruder in there. On agenda for October meeting.

2. Treasurer's report

Matt emailed information out. Thanked Frank for clearing up details from earlier time period. Provided a list of how many subscriptions we have. Matt's goal is transparency. Said he has access to numerous

reports and would like to find out what we'd like. Frank said a report that shows assets and liabilities. Profit/Loss valuable down the road. Bill said he has 3-4 questions, how much money do we have in the Magruder account at the moment? Matt said \$109,407.87, CD \$63,105 and savings \$6,655.24. Next question, how many outstanding labs do we have? Frank said 25 labs outstanding, majority are in Pakistan. Next question, FASS fees, should we expect their fees to go up? Frank said yes, they will go up; particularly with the changes to the Lab Portal. Doesn't have the amount. There will be a lab portal upgrade. Should we consider increasing our fees? Frank suggested waiting until we have a full year of accounting for income/outgo expenses. This past fiscal year is problematic but we should have it soon. Last question, regarding Method Forum Expense, its \$8,004.66 and we took in \$17,230.41. Sharon asked how we are paying FASS, quarterly or when job is finished. Frank said when job is finished. Subscription management fee will be quarterly. Matt said something to consider is that when FASS starts taking some of this over, his honorarium should go down. James asked if we are going to use FASS for the Methods Forum or just Magruder? We are using them for registration, and are working on something with Melinda; either way we will have online registrations. Bill is in favor of doing the same as AAPFCO. Frank says he doesn't know when the deadline is for reports but our next meeting is November 9, 2022.

Methods Forum hotel info - La Fonda on the Plaza, Santa Fe, NM Saturday, February 11-Thursday, February 16, 2023. AAPFCO through Feb 14 with BOD meeting Wednesday, February 15. Methods Forum to start Wednesday afternoon, February 15 through Thursday night, February 16. Go home Friday; Bill discussed tour on Friday but don't have anything at this time.

3. Sample schedule for 2023 (Job)
 - a. Proposed worksheet of samples for different schemes
 - b. Duplicate sample reports
 - c. Samples from AFPC

See spreadsheet. Job put a list on for last year and this year. Depends on if we can get samples. On left, put schemes. On right side, Frank mentioned duplicate samples throughout the year and put some samples as a repeat for now. First repeat sample would be in a different year; main idea. Questions? Andy said it doesn't matter is its in a different year but recommends not having them too far apart. Amount of moisture would affect data. Initial weight would change results. Frank asked if we want to have two duplicate samples in same year? Andy said that wouldn't matter but only 3-4 months apart. Storage conditions will affect results over several months; degree to which is an unknown. Sharon said the only ones she'd be concerned about would be liquid samples due to segregation. Andy, also for feed, vitamins/others could degrade/change over time. Last time was a whole year; recommends keeping it within 6 months. Should we try to disguise this? Andy said blinds are best. Sharon said she doesn't think people realize it's the same sample. Recommend changing the name slightly; implies its slightly different. Have two per year. Discussed quarterly ones. Discussed acquisition of rock sample; rock is important to labs who signed up for this. Kevin Sapp said he heard high marks about reporting and data on website. Bill asked if Kevin is ok with what we did last year (re: reimbursement); Kevin said yes, but shipping overseas is really high. Kevin said product is showing up within the week now. Had product returned over a year later with previous shipper. May have to adjust costs as we learn more from current process. James asked if the May sample is exclusively a Si product or one that contains Si? Not sure everyone is doing Silica right now. Consensus is that it would be good to have it with other nutrients. Bill asked about coated product in June, based on sending out unground material that is coated and seeing how labs handle it. Job going to see if he can get an NPK coated product (more than just N). Bill has some products for the CR study that he may be able to provide.

4. Update on Lab Portal work by FASS (Frank)

Frank shared an update. Frank received a new test link for the portal. Will be a great addition. Andy and Bob are already familiar with it from feed side. Timeline is hoping to have it ready for labs to enroll in early November. Then, samples will be sent when labs pay. Decision to be made on overlap of current program with new program. Two options, one is to have a separate URL for the new program that labs could go too. The current program won't be over until the end of January on the December sample. New program available in early January. Period of time where they overlap. Andy said he hasn't been faced with this before. Frank said it's the whole computer program/site that is different. What will the new URL do? It will take you to the new program that can handle the new features. Need to further discuss the phase in/phase out. Could ask FASS what we did when we started new schemes with AAFCO? They may have options that were used before.

5. Winter 2023 newsletter, due date for articles 12/1/22

- a. Chairman notes (Frank)
- b. Samples scheduled for 2023 (Job)
- c. Update on number and type of labs participating in various schemes (Frank)
- d. Information on new Lab Portal (Frank)
- e. Measurement Uncertainty (Frank)
- f. Methods Forum over the years (Bill)
- g. Vendor webinars and training opportunities
- i. Upcoming meetings

Frank shared the information listing for Winter Newsletter. Due date for articles is December 1, 2022. Includes Methods Forum over the Years articles. Suggestion to make sure the Method Forum can use the Magruder email list. Frank said he's been doing that anyway. But, the question is whether we need permission. Methods Forum is a subcommittee of Magruder. Additional topics discussed included addressing how folks are handling stress in the lab with staffing issues.

6. Next meeting date/time

- a. November 9, 2022 at 3:00 pm.

Meeting adjourned at 4:15 pm.

AAPFCO Magruder Committee Meeting Notes
November 11, 2022
Zoom conference call

11/16/22, 3 pm ET

Attendees: Frank Sikora, Job Fugice, James Bartos, Andy Crawford, Bill Hall, Bob Kieffer, Patty Lucas, Matt Pearson, Hugh Rodrigues, Kevin Sapp, Zach Smith, Sharon Webb.

1. Treasurer honorarium for Jamey Johnson - update.

Jamey requested \$3,000 for July 2020- June 2021 payment and \$1,500 for July 2021- December 2021.

Motion passed to reimburse him all except \$1,625 from the Magruder budget for computer security support he purchased. He was sent \$2,875.

Frank wrote a letter to Jamey for Matt to send conveying the committee's approval to send an additional \$1,000 and thanking him for his years of service to AAPFCO and Magruder.

Frank provided an update. He said the letter to Jamey went out with the check. Sharon asked if the issue was now resolved with Magruder and Frank said yes. Bill asked about the letter to the Arkansas AG; Matt said that it was from the Association and that an update will be put in the new OP.

2. Treasurer's report –

Matt doesn't have anything to share today; but, will send copies of the financial information out for review. And, he will have something more formal before the next meeting. Frank asked if Matt can share information with him before it is published in the OP. Matt said yes and explained that the Association is working on switching the financials from fiscal year to calendar year.

3. Finances – Handling Income and Expenses
 - a. Arrangement with FASS. Current arrangement contractually agreed on is shown below. Frank had a conversation with Jeremy Holzner in FASS for possibility of expanded this to handling expenses.
 - b. Approval process for expenses paid (see current language in Magruder by-laws at end of agenda)

5 Additional Services

FASS will also provide services to process payments in the form of wires, ACHs, checks, and credit cards and provide the needed customer service to complete such requirements. These funds will be distributed to Magruder at least one time per quarter each calendar year. Additional administration and accounting time will be tracked on a quarter-hour basis and billed on a monthly basis at the then current service fee hour rate for administrative services (currently \$53.75) and accounting services (currently 65.35).

Discussion: Frank said FASS was to be handling the income and would be distributing it to the treasurer on a quarterly basis. From last meeting, committee discussed having FASS involved in additional aspects (payouts to statistician, etc.). Frank discussed it with FASS and they are open to it; and wanted to further discuss details with Frank and Matt. Matt said that would work well. Frank said that after they meet, he could provide an estimate and Frank would relay that to the committee. Sharon asked about them handling a QRM; and how that would work for

postage, etc. That would be a payable that FASS would send back. James asked if most billing is done at one time; and then payment at one time (quarterly). Would they pay us after taking income minus their expenses? Frank said yes and it will show all that information. There was discussion about the reimbursement process with the University. Will go directly through FASS.

4. New FASS program

- a. 2023 subscriptions opened on 11/7/22. Samples only sent to labs paid. View of what Frank and Bob see to keep track of paid labs shown below.
- b. QRM purchases not yet available on FASS dashboard. Needs more review.
- c. Lab Portal link for reporting data and viewing reports will change to the new site after the deadline for the Dec 2022 sample on Jan 15, 2023.

Proficiency Testing Program – Data Reporting – Admin

[Home](#)
[Labs](#)
[Users](#)
[Programs & Subscriptions](#)
[Rounds & Shipments](#)
[Analytes & Methods](#)
[Log Out](#)

Viewing Programs and Subscription Definitions

[Jump to](#)
[Active Subscriptions](#)
[Active Programs](#)
[Pro-forma Invoices for Subscription Renewals](#)

Active Subscription Definitions

[Add New Subscription Definition](#)

Total: 4

Code	Name	Activity Range	Subscription Range	Qtys: Labs / Ordered / Active	Rounds	Options
2023R	2023 Scheme R	1/1/2023–1/31/2024	11/1/2022–10/31/2023	2 / 2 / 2 VIEW LIST	12 VIEW ROUNDS	EDIT
2023P	2023 Scheme P	1/1/2023–1/31/2024	11/1/2022–10/31/2023	1 / 1 / 1 VIEW LIST	3 VIEW ROUNDS	EDIT
2023N	2023 Scheme N	1/1/2023–1/31/2024	11/1/2022–10/31/2023	1 / 1 / 1 VIEW LIST	3 VIEW ROUNDS	EDIT
2023K	2023 Scheme K	1/1/2023–1/31/2024	11/1/2022–10/31/2023	1 / 1 / 1 VIEW LIST	3 VIEW ROUNDS	EDIT

* Quantities description
Labs: Number of labs that have placed an order for this subscription
Ordered: Number of subscriptions ordered (paid and unpaid)
Active: Number of subscriptions paid for

Discussion: Sharon asked about the timeline for the switch to FASS. Frank said the enrollment portion went live two weeks ago. Only received 3 enrollees; will send another email reminding folks they have to enroll. James asked if Frank has access to the information as to who has enrolled/paid, etc. Frank said yes, its on the Magruder homepage under 2023 subscriptions now accepted; and you need login and password for dashboard. Directions are on the page. Bob sends follow up emails as people are signing up; sometimes a missing sample prompts this. Frank asked Andy what the breakpoint is for data submission regarding the number of labs. Andy recommended sending additional reminders to sign up. James asked if the samples are sent retroactively if they have enrolled late. Yes, they get all the samples they enrolled for. They just won't have their report for the sample if not submitted on time. Frank said the QRM purchases will be on the FASS dashboard. And it's helpful with inventory. Frank will be writing new instructions on the new program.

5. Sample schedule for 2023 (Job)

- a. Jan samples for regular scheme normally sent end of November will be sent mid-December to wait for lab payments.
- b. Review proposed samples
- c. Samples from AFPC (Kevin)

Discussion: Job is working hard at getting the samples. Frank shared the sample schedule information with the committee. Job said there haven't been any changes to the spreadsheet. There was a question about the high micros sample and if we are going to repeat the sample to

get more data. Also, for the repeat sample scheduled, there wasn't as much participation. But, there was extra sample available for that one so it will be ok. Job asked the group about sample 221011 which shows it as 12.0% Manganese; and if there is a concern about it being around 7%. Frank said there was a pretty good range of results on it, but it was being found lower. Will have to look at the data for it. Frank asked about the potassium scheme and what 'Greensand' is. Its like a soil amendment; very low amount. Sharon said the organic sample for August is a humic acid; maybe we could get potassium thiosulfate or potassium sulfite. Sharon said she would prefer potassium thiosulfate which works for others too. Frank asked about the potassium scheme and said that potash is produced and used in large quantities and asked if it should be included as one of the ones in the scheme. Job said it can be. Bill said that 90% of the folks in the potassium scheme will want to see the main ones (muriate of potash or potassium sulfate). Job will work on getting a KCl for the April sample. Job asked Kevin about when the samples will be ready; will need the first one in December. Kevin said he can have everything out the beginning of January and asked how many bags/how much is needed. Frank thinks getting samples ready to go to Bob in December will be good. Job said he's getting the coated urea product ready. Bill asked if it will be unground or ground. Frank said maybe send the first sample unground. If just urea, will it be sent to just N or everyone? Bill said if we are going to send it unground, how much will be needed? If sending 200 grams of unground to 140 participants, will need to provide instructions that the entire sample should be ground. James said that from a discussion in the slow release committee, it should be run like any other unground sample that comes in the lab. Would need to know it is coated due to equipment concerns. Andy said a sample like that would make a very interesting duplicate. Bill will send an unground sample to Bob. Discussed getting a type of product that is used for nurseries, osmocote, nutricote, etc. type.

6. Winter 2023 newsletter, due date for articles 12/15/22
 - a. Chairman notes (Frank)
 - b. Samples scheduled for 2023 (Job)
 - c. Update on number and type of labs participating in various schemes (Frank)
 - d. Information on new Lab Portal and FASS dashboard (Frank)
 - e. Measurement Uncertainty (Frank)
 - f. Tips and Techniques for N via combustion (Hugh and Kevin)
 - g. Methods Forum over the years (Bill)
 - h. Vendor webinars and training opportunities (James)
 - i. Upcoming meetings

Discussion: Frank said he pushed the deadline back a little. The group went over the topics above. Frank asked if there were any other items/topics. Discussed sending a flyer out with next Magruder sample. Frank will send a flyer to Bob. Frank received an email to get the Magruder agenda ready for the AAPFCO meeting; will send some proposed agenda items out to committee for review/input.

7. Next meeting date/time
 - a. January 11, 2022, 3 pm ET

Frank asked if there were any additional topics/items for discussion. Andy asked to be notified ahead of time if a duplicate sample is being sent out. Bill asked if it changes how the data is handled. Andy said yes, it is an extra report, but he needs to know at the beginning.

Meeting concluded at 4:10 pm.
