

ACVM Board of Governors Phone Conference Meeting

Thursday, July 17, 2014

1. Meeting called to order by Jim Fahey at 12:05 pm Eastern
2. Members in attendance:

Jim Fahey, Steven Olsen, Barbara Byrne, Amelia Woolums, Dave White, Amy Swinford, Hemant Naikare, Deep Tewari, Lora Ballweber, Sanjeev Naraynan, Chris Chase, Tim Frana, Eileen Thacker, Becky Wilkes

3. A moment of silence was observed for diplomats Bruce Charlton and Leroy Coggins.

4. Officer Reports

- a. J. Fahey- Vice President election, a motion was made to appoint Amelia Woolums as VP for the term 2014-2015, seconded by Dave White, approved unanimously.
- b. S. Olsen – Committee recommendations were discussed and a motion to postpone voting for approximately 2 weeks pending further discussions with the Examination Committee Chair with voting to approve committee recommendations by email was made by Dave White, seconded by Amelia Woolums, and unanimously approved.

Update: Committee appointments were approved. A list of current committees and members is provided on the ACVM website:

<http://members.acvm.us/appointments>

- c. R. Wilkes- Applications for ACVM certification exams: Motion made by Barb Byrne to approve all 23 applicants for 2014, based on recommendations by the

Examination Committee and Chair. The motion was seconded by Tim Frana and unanimously approved.

2014 Banquet: Weber Grill, Chicago, IL. Costs (\$54.95 per person before taxes and gratuity) and fees associated with beer and wine bar (\$25 per person for two hours) were discussed. Becky Wilkes will obtain additional information about the possibility of a cash bar and expenses. Voting to approve the banquet arrangements will take place via email.

Update: The BOG voted to charge \$55 per person. ACVM will cover the additional taxes and gratuity and provide 1 drink (beer or wine) per person. A cash bar will be available for purchase of additional drinks.

- d. T. Frana – Provided summary of the budget. Approximately \$29,000 is currently in the checking/savings accounts, with an additional \$17,500 in CDs. Budget looks good for the current year. Some additional discussion took place regarding considering the establishment of an ACVM Foundation, as previously suggested by Scott McVey, to assist with fund raising.

A motion was made by Lora Ballweber to accept the officer reports, seconded by Deep Tewari, and unanimously approved.

5. Old Business

- a. Website – R. Wilkes, Based on email approval by the BOG following the last meeting, transfer of the website from Iowa State to Sephone has begun. Becky Wilkes is working with Brady Charron of Sephone to make the website more user friendly and have the ability to track and export data. Additional discussions with Sephone regarding dues tracking is ongoing and has been determined by

Sephone to be outside of the original contract. Becky Wilkes has asked for an estimate for the additional fees required to make this feature possible and will provide additional information to the BOG as it becomes available. Problems with data transfer from the ACVM database to the website have occurred and additional data entry and website “clean-up” are required. A motion was made by David White to approve student help for this at \$10 per hour, seconded by Steven Olsen, and unanimously approved.

Update: This work has since been completed, resulting in 20 hours of service at \$10 per hour, totaling \$200 spent on website data entry and clean-up.

- b. Listserv – D. White, Ohio State will host the listserv. The listserv will provide an open forum for members for discussions and postings about job opportunities, etc. Dave provided the listserv options and outlined those that have been selected specifically for the ACVM listserv. An updated email list will be provided to Dave by Becky Wilkes to set up the listserv.

Update: B. Wilkes has provided the email addressed to D. White for those members for whom addresses are current, at least to the best of our knowledge.

- c. Newsletter – D. White, Dave provided an example of a newsletter prepared with Microsoft Publisher. Discussion included continuation of the newsletter biannually for now, and maybe switched to quarterly if needed in the future.

Dave said he would prepare a Winter newsletter. Dave White made a motion to establish a permanent Communication Committee and volunteered to serve as chair, motion was seconded by Amelia Woolums and passed unanimously. The membership at large will be asked for additional volunteers for the committee.

Appropriate steps will be taken to amend the by-laws to include this new committee.

6. New Business

- a. Secretary and Treasurer vote for full-time appointment (no longer interim appt.)

Jim Fahey motioned for a one time suspension on section 1 part 4 of the by-laws and for approval of Wilkes and Frana to full-time appointments as secretary and treasurer, respectively. The motion was seconded by Sanjeev Naraynan and passed unanimously. Wilkes and Frana will serve as secretary and treasurer, respectively until 2017.

- b. Digital Badges (R. Wilkes) The AVMA has suggested that ABVS RVSOs adopt digital badges for digital proof of certification. The service would be provided by Badge Cert Inc. and would cost approximately \$3.50 per person per year. Becky Wilkes has provided information through email from the ABVS discussion forum. The discussion was tabled and voting will be done through email. AVMA needs the BOG vote by Aug 1.

Update: The BOG voted against adoption of digital badges.

- c. Clerical/other assistance for Secretary and Treasurer – including better utilization of database. Tim Frana asked for access to database/website so he can update dues and fees payments and for a central method to update the database so that there are not multiple, different copies of the database circulating. Becky Wilkes suggested hiring someone located on site during busy times of the year to help (ie, during exam application submission time). She is working with Sephone to determine how the website can be used to track and export data so the website

itself can also serve as the College database. Chris Chase will obtain a quote from a professional organization manager/consultant for evaluation of and suggestions to improve our methods to manage the College.

Jim Fahey thanked the BOG members for their service and recognized the new President, Chris Chase, and the new BOG members, Eileen Thacker, Tim Frana, and Becky Wilkes.

7. Chris Chase called for a motion to adjourn, which was seconded by Tim Frana and the meeting was adjourned at approximately 1:45 pm Eastern.

Minutes approved 12/7/2014