

# **ACVM Board of Governors Meeting**

**Sunday, Dec. 2<sup>nd</sup> 9am-12pm Central**

1. Call to Order (A. Woolums)- A. Woolums called the meeting to order at 9:02 am Central
2. Approve Agenda (A. Woolums)- motion by K. Clothier to approve, seconded by S. Olsen. Unanimously approved
3. Roll Call (R. Wilkes) BOG members in attendance by phone- A. Zajac, C. Burbick, D. Loy, K. Hendrix, M. Kennedy, T. Gull, T. Frana (treasurer), D. White (Communications chair); those present in person- S. Dee, A. Woolums (president), S. Olsen (VP), C. Chase (past president), K.J. Yoon (CE chair), Jennifer Stalley (Midwest Solutions), and R. Wilkes (secretary); additional Diplomates in attendance- M.M. Chengappa, C. Hayhow, E. Thacker
4. Consent Calendar (approve July BOG meeting minutes)- motion by K. J. Yoon, seconded by S. Dee, unanimously approved
5. Old Business- Midwest Solutions (J. Stalley)- policies and procedures document, important events calendar- J. Stalley is working on a P&P document for the College and plans to have a draft for review for the March meeting. She has requested that SOPs be provided for any activities that should be included from any of the committees. This will also assist with developing a “year at a glance” calendar for the College. J. Stalley prepared a dues reminder for the membership and assisted D. Loy and J. Daniels to facilitate the exam testing that occurred in Nov.
6. Reports
  - a. Amelia Woolums (President)- A. Woolums reminded the BOG that T. Frana’s and R. Wilkes’ terms as treasurer and secretary, respectively will end in July 2020. The BOG needs to consider replacements to be announced at the July 2019 meeting so these individuals can train with Tim and Becky before taking over in 2020. The current plan is to keep the secretary and treasurer positions split. As Midwest Solutions picks up more admin. responsibilities, combining the positions again may be a consideration.  
A. Woolums mentioned the need to create an official title for J. Stalley for official recognition by the membership. R. Wilkes made a motion to use the title Executive Assistant, seconded by K. Clothier, unanimously approved.
  - b. Steven Olsen (VP report and Grad Student Awards Committee)- reminded BOG about need for committee replacements, which will occur in July 2019. S. Olsen told the BOG that ACVM has 40 grad students in the competition. Discussion regarding number and types of

awards occurred. It was determined that there would be an overall winner (Don Khan award-\$500), a poster presentation award- \$250, and 3 oral presentation awards (\$250 each). S. Olsen made a request for additional judges.

- c. R. Wilkes (Secretary- submission of Parasitology RVS request for full recognition by ABVS, banquet, ACVM Microbiologist of Year and Honorary Member for 2018) R. Wilkes updated the BOG on the Parasitology RVS's request for full approval. A committee was formed in the Parasitology group, led by A. Vatta, who put together the document for submission to the ABVS. The report was due Nov. 1<sup>st</sup> to the ABVS and the ABVS will be discussing this at their annual meeting in Feb. 2019. R. Wilkes reminded the group about the annual banquet and honoring the Distinguished Microbiologist of the Year (Ab Osterhaus) and the Honorary Member for 2018 (Tom Inzana).

R. Wilkes provided the report for the Nominating Committee (chair R. Mani was unable to attend). Names were provided for nominees for BOG, Honorary Member for 2019, and Distinguished Microbiologist for 2019. S. Olsen made a motion that the nominations, seconded by K.J. Yoon, and unanimously approved. According to the by-laws, the BOG will select the Distinguished Microbiologist (by anonymous voting online to be set up by R. Wilkes) and the next BOG members and Honorary Member will be selected by the membership- names published in the next newsletter.

Follow-up: The BOG selected T.G. Nagaraja as the 2019 Distinguished Microbiologist of the Year

- d. T. Frana (Treasurer's Report)- T. Frana- based on our income, we may need to do a full tax return. This is the second year we have been over \$50K. J. Stalley and T. Frana will look into this. The College's expenses for the year were in line with projections, except for exams expenses, which were a little higher than expected. Based on income vs. expenses, the College is basically breaking even now each year. The College has a significant amount in the checking and savings accounts. T. Frana will explore moving some of this money into CDs, based on decisions made on updating the website. Next year's budget projection is similar to this year's. T. Frana did add more to the budget for the exam committee expenses. C. Chase suggested addition of a line item for expenses associated with the Distinguished Microbiologist (\$1500 to cover travel expenses and the award). There was some discussion about providing money for the Parasitology RVS to give an award at their annual meeting, potentially a special travel award for a student sponsored by ACVM- suggested by A. Zajac. This will be discussed with the Parasitology group.
- e. D. White (Communications and website use for CE)- D. White mentioned that Communications committee member Yung Yi Mosley is developing an ACVM facebook page. The idea is to cross-post information to this and to the LinkedIn page. The site would be used to spotlight people in ACVM- beginning with current president, Amelia Woolums. D. White also discussed how expanded website capabilities (with the consideration of a website upgrade) may or may not be necessary to deliver CE through the website to our

diplomates but also to veterinary practitioners. D. White is not convinced CE will drive increased traffic to our website but if we are going to do this, changes need to be made to the site and the initiative will require a strong leader for implementation. Some of the other vet specialty colleges are using CE aggregators to provide CE material to their diplomates. Something like this or just providing links to CE content on other sites would keep us from having to update/provide the content and reduce costs associated with website needs. If we develop content, we could consider offering RACE credit, but this not straightforward and would require a program administrator, which would be a big job. It was suggested that lectures we present at meetings could be captured and put on our site. Recommendations for the CE initiative were put forth in a document provided to the BOG- the communications and CE committees would need to spearhead this initiative.

Follow-up: the BOG approved the idea of providing online CE content. The means by which this will be done will be determined by the CE committee, with approval by the BOG.

- f. K.J. Yoon (CE) K.J. Yoon has discussed ACVM providing CE with his committee and the committee is encouraged by the idea of providing web-based CE. He mentioned that the CE committee is heavily represented by those boarded in bacteriology. He would like to recruit people with the other specialties for the committee.
  - g. D. Loy (Exam Committee- approval of new diplomates)- D. Loy provided the information to the BOG for the exams cut-scores determinations based on psychometrician evaluation. Recommended percentages are similar to last year's exams. Each subcommittee chair approved their suggested cut-scores prior to the BOG meetin. A motion was made by D. Loy to accept these cut-scores, seconded by R. Wilkes, and was unanimously approved. Based on these pass scores- 9 potential new diplomates and three new specialties for current diplomates were announced - these results were unanimously approved by the BOG. D. Loy will work with S. Olsen on nominees for the exam committee so each specialty will be accurately represented. D. Loy will send out a post exam survey to the candidates for feedback on the exam process (ie location, dates, etc.)
7. New Business
- a. Website upgrade, consideration of vendors- T. Frana provided information and quotes from website providers for updating our website. Our current platform used by Sephone will not be supported for much longer so we will have to upgrade. Discussions regarding increased functionality of the site, ability to use plug-in options to build the site versus a customized site like we currently have that allows us to track database information for our ABVS reporting and requirements, and prices and vendors were discussed. Discussions will continue by a phone meeting in Jan. before any decisions are made.

Follow-up: The BOG approved Beyond Indigo to update and manage our website.  
Contract was signed 2/14/19.

- b. 5-year approval period and 2 chances for exams (R. Wilkes)- a question arose from the exam committee regarding how to interpret the 5-year approval period and the 1-year waiting period. It was clarified that if an individual fails the general exam twice within the first two years of the approval period, that individual does not have to wait until the end of the 5-year period plus an additional year to reapply. Instead, the individual only has to wait 1 year and can then reapply to take exams. R. Wilkes will determine if wording should be amended in the Certification Procedures document to clarify this.
8. Adjourn- Motion was made by S. Dee to adjourn at 11:23, seconded by S. Olsen, and was unanimously approved.

Minutes were approved by the BOG on 3/19/19