

## **ACVM Board of Governors Meeting**

### **Marriott Chicago Magnificent Mile**

Indiana/Iowa Room - 6<sup>th</sup> Floor

**9:00 AM- 12:00 PM CST, Sunday, December 7, 2014**

1. Call to Order C. Chase called the meeting to order at 9:13 am CST.
2. Approve Agenda A motion was made by E. Thacker to approve the agenda, seconded by Chengappa and unanimously approved
3. Roll Call R. Wilkes, BOG voting members in attendance: E. Thacker, S. Narayanan, A. Woolums, T. Frana, R. Wilkes, H. Naikare (by phone), L. Ballweber (by phone), D. Tewari (by phone)- quorum reached  
C. Chase (BOG president), J. Fahey (past president)  
Additional members present: M.M. Chengappa, K. Clothier, L. Gershwin, S. McVey
4. Moment of Silence for Any ACVM Members who have passed away since July – (C. Chase) No members have passed away since July, but a moment of silence was observed for all those that have previously passed away.
5. Approve July 2014 minutes- were sent out by email Motion made by R. Wilkes, seconded by T. Frana, approved unanimously
6. Officer Reports
  - a. C. Chase– President’s Report
  - b. A. Woolums – committee status, will send out through listserv committees  
needing new members- need names by July 2015 meeting for approval by BOG;

will first contact those that volunteered previously but not placed on a committee (R. Wilkes will send names she has of previous volunteers to A. Woolums)

- c. R. Wilkes Secretary- made an announcement about the annual banquet at the Weber Grill on Monday night (12/8) at 6pm; discussed the need for a cocktail hour prior to serving dinner (R. Wilkes to contact Weber Grill to arrange); discussed the required minimum (\$3100) and the low number of people planning to attend banquet- asked for and given approval to add appetizers and additional drinks (ie wine at tables) to reach minimum- unfortunately ACVM will end up paying for most of the banquet cost; discussed need for new venue for banquet next year but may be difficult- need to keep within walking distance of hotel; R. Wilkes will look for new venue with help from C. Chase's contact in Chicago and will ask C. Hayhow for advice.
- d. T. Frana – Treasurer Report- T. Frana gave summary of ACVM finances (attached at end of minutes); T. Frana mentioned we budget for dues from 225 people, but only about half are actually paying dues so income has been lower than projected. This was discussed later in the meeting. S. Narayanan made a motion to approve the budget, seconded by E. Thacker, unanimously approved.

## 7. Committee Reports

- a. ABVS- R. Wilkes, ACVM received full recognition by ABVS as a specialty College for another year; Recertification was a main topic at the ABVS meeting held in Feb 2014. Colleges are required to have recertification procedures in place for use in 2016. Certificates issued in 2016 and beyond are required to be time dated and expire according to time set forth by our College and made clear

in our by-laws. It is up to each College whether or not to “grandfather in” those diplomates that were certified prior to 2016 (not require recertification activities and documentation), but the general consensus at ABVS meeting is that the Colleges will require recertification of all their diplomates. ACVM will consider this; A recertification draft document outlining our process has been produced, R. Wilkes will contact D. Volokov (chair of the committee) for the latest draft and send out to the diplomates again via email for further comments by the membership at large.

Further discussion regarding dues payments occurred; according to our by-laws, diplomates that have not paid for more than 2 years are required to be made inactive following appropriate notification, though this has not been enforced. R. Wilkes mentioned ACVM does not have current contact info for many diplomates that are years behind in dues payments and records for exact amount owed by individuals are not available; E. Thacker made a motion to provide “amnesty” for individuals that owe dues for more than two years. These individuals must pay two years of dues @\$125 per year plus the current year’s dues (\$125) by July 1, 2015 to remain active in ACVM. Otherwise, anyone that is overdue with dues payments two or more years will become inactive on July 1, 2015. Motion was seconded by S. Narayanan and unanimously approved. R. Wilkes and T. Frana will work together to identify the individuals that need to pay dues and will contact them ASAP.

- b. Examinations Committee- J Daniels; general microbiology exam- 15/16 passed; Bact/Myo specialty- 3/7 passed; Immunology specialty 2/7 passed; Virology

specialty- 5/12 passed, Parasitology general exam 2/2 passed and parasitology specialty exam 2/2 passed, which would result in a total of 13 new diplomates. A motion was made by T. Frana to approve the exam results, seconded by E. Thacker, and unanimously approved. J. Daniels read the names of the new diplomates. Exam committee is now statistically analyzing the exam questions, which has made it clear there is need for a workshop to evaluate the exams again. J. Daniels also suggested ACVM consider switching the exam to ExamSoft to allow for exams to be given at each university rather than at a central location each year. J. Daniels will put together proposals for an exam workshop and ExamSoft for the BOG to consider in March 2015.

#### 8. Old Business

- a. Website – R. Wilkes, mentioned that the website had been moved from Iowa State to Sephone (company located in Maine) for maintenance; ACVM secretary has access to make changes to the website as needed. R. Wilkes has generated a new email list through the University of Tennessee and has updated email addresses as possible; the email addresses have been given to D. White for development of the listserv that will be provided by the Ohio State University free of charge. The listserv will be available soon (D. White is working on it).

#### 9. New Business

- a. Residency Training Program- L. Ballweber, Colorado State University requested in 2012 the BOG consider residency training programs as an additional route for certification to take ACVM exams. J. Fahey had previously done some research

on this topic but no official decision was made by the BOG. Members present at the meeting volunteered to form an ad hoc subcommittee (J. Fahey, S. McVey, S. Narayanan, headed by L. Ballweber) to research this further and make a proposal to the BOG that would follow the Policies and Procedures set forth by ABVS with regard to residency training programs. This topic will be discussed by the BOG in July 2015. A motion was made by D. Tewari to accept the subcommittee, seconded by E. Thacker, and unanimously approved.

- b. Website upgrades: R. Wilkes made a motion to accept a proposal from Sephone to upgrade the ACVM website to (1) allow diplomates to login to update their own contact information, (2) allow dues payment tracking so members will know how much they owe and when they made payments, (3) allow applicants to apply for approval to take exams through the website with necessary upgrade of site security to handle secure documents from applicants (ie transcripts), and (4) exam tracking through the website to allow for applicants to see their eligibility and results and to allow for easier reporting to ABVS. The cost of upgrades will be approximately \$12,000. The motion was seconded by A. Woolums and unanimously approved.
- c. Consent Calendar- C. Chase will use this in the future for setting up agendas and distribution of materials for BOG meetings, to expedite the process.
- d. Bylaws change: the addition of the Communications Committee to the by-laws- An ad hoc communications committee (D. White chair) has been set up for newsletter and listserv production but the committee must be added to the by-laws. D. White will provide R. Wilkes the suggested by-laws change, which will

require signatures from 2 additional diplomates in good standing. Once obtained, the suggested by-laws committee addition will be sent out by email by R. Wilkes to the BOG for voting.

- e. Clerical/other assistance for Secretary and Treasurer: C. Chase suggested seeking professional advice from an Association Manager (who also happens to be a lawyer) that he knows for suggestions on how ACVM can better be managed. A director who is not a diplomate and who stays in the position for multiple years could help give ACVM continuity of management as different diplomates rotate in and out of leadership positions from year to year. This individual could also assist with archiving of ACVM records (currently 16 boxes of records with J. Fahey and possibly files archived at Iowa State by J. Roth). The proposed consultation fee is \$100/hr for 20-10 hours. C. Chase will obtain a proposal from this consultant to present to the BOG for voting through email.
- f. Secretary and Treasurer stipend: T. Frana and R. Wilkes were asked to leave the room for this discussion but were informed the BOG voted to provide the secretary (R. Wilkes) a \$1500 stipend and the treasurer (T. Frana) a \$1000 stipend for their service to the College. The BOG commended them for their work. R. Wilkes and T. Frana expressed their gratitude.
- g. Changes to application document: R. Wilkes- Remove requirement for graduates from foreign veterinary schools to submit proof to practice vet med (not required per ABVS), change of Sec-Treas. wording to Secretary, and modification of other wording to reflect some changes in mediation at the

ABVS. Motion to approve the changes was made by R. Wilkes, seconded by A. Woolums, and unanimously approved.

10. Adjourn- Motion was made by C. Chase to adjourn at 11:55 am CST, seconded by A. Woolums, and unanimously approved. Meeting was adjourned.

## **Cash Flow Statement**

### **American College of Veterinary Microbiologists**

**March 15 through November 30, 2014**

#### **Income**

Refund (C. Hayhow)	\$144.00
Annual Dues	\$14,955.00
Application Fees	\$7,200.00
Exam Fees	\$15,300.00
Banquet at CRWAD 2014	\$275.00
Interest	\$0.17
<b>Total Income</b>	<b>\$37,874.17</b>

#### **Expenses**

Banquet, (Weber Grill)	\$300.00
BOG Liability Insurance (Laiming)	\$1,170.00
CRWAD Speaker Registration	\$890.00
Payment Gateway (Authorize.net)	\$1,521.64
Reimbursement, (Rebecca Wilkes, ABVS flight)	\$444.73
Reimbursement, (Rebecca Wilkes, Mailing certificates)	\$94.73
Tax (State)	\$0.63
Web development (Sephone)	\$2,700.00
Webpage/Database support, (Emily Dyke, Sarah Elliot, Kevan Flaming & Naomi Backus)	\$350.00



Websupport (Sephone)	\$149.85
Wells Fargo Account (checks, deposit slips)	\$158.51
<b>Total Expenses</b>	<b>\$7,780.09</b>
<b>Summary</b>	
Total Income	\$37,874.17
Total Expenses	\$7,780.09
<b>Net Income</b>	<b>\$30,094.08</b>
Beginning Balance (3/15/2014)	\$13,565.03
Income	\$37,874.17
Expenses	(\$7,780.09)
<b>Total Checking and Savings (11/30/2014)</b>	<b>\$43,659.11</b>
<b>Assets</b>	
Ending Balance- Checking (11/30/2014)	\$42,458.94
Ending Balance- Savings (11/30/2014)	\$1,200.17
CD #0982 De Soto, Kansas	\$8,852.90
CD November 2005	\$8,874.12
<b>Total Assets as of 11/30/2014</b>	<b>\$61,386.13</b>

## **AMERICAN COLLEGE OF VETERINARY MICROBIOLOGISTS**

### **PROPOSED BUDGET 2015**

#### **Income**

Dues (fees \$125.00 each x 225 payments) \$28,125.00

Examination/Application fees \$21,000.00

(this would be based on 20 applicants at \$300.00 each, and 50 tests to be given at \$300.00 per test.

Donations \$Zero

Banquet payments (increase to \$55.00 per person) \$3,000.00

Total income **\$52,125.00**

### **Expenses**

Graduate Student Awards \$2,200.00

Examinations Committee \$6,000.00

Honoraria \$2,700.00

Banquet \$3,800.00

Sephone (web maintenance) \$600.00

Sephone (web development) \$10,000.00

Authorize.net (Payment gateway) \$2,500.00

Laiming Insurance \$1,200.00

Total expenses **\$29,000.00**