

ACVM Board of Governors Quarterly Meeting

Conference Call

Tuesday July 12, 2016

1. Call to Order (C. Chase) Meeting called to order at 11:35 AM EDT
2. Approve Agenda (C. Chase) J. Daniels asked to add discussion about Exam Soft to his report and D. White asked to add communications to the agenda. The amended agenda was unanimously approved.
3. Roll Call (R. Wilkes) Diplomates present included C. Chase, A. Woolums, T. Frana, A. Phipps, E. Thacker, S. Narayanan, L. Ballweber, D. White, J. Daniels, C. Miller, D. Loy, A. Zajac, and R. Wilkes.
4. C. Chase recognized new BOG members: Dustin Loy, Claire Miller, Anne Zajac
5. C. Chase also recognized and thanked outgoing members of BOG: Vice President Amelia Woolums, Andrew Phipps, Lora Ballweber, and Sanjeev Narayanan
6. Consent Calendar (C. Chase)
 - a. Approve March minutes- R. Wilkes made a motion to approve the minutes from the March meeting, seconded by T. Frana, and was unanimously approved.
2. Officer Reports
 - a. A. Woolums – committee status- Committee Appointments; A. Woolums joined the call late, so C. Chase presented a list of potential people to replace individuals rotating off of committees that was prepared by A. Woolums. No VP candidate was presented during the meeting but a candidate will be provided for BOG voting through email. Steven Olsen has been the chair of the grad student awards committee for several years now. He has agreed to continue as the chair

for another year, but we will need to suspend the by-laws to allow him another year on the committee so he can train a new chair. Mary DeBey is rotating off the nomination committee, so that committee also needs a new chair and the chair can be appointed from the committee by the BOG.

A motion was made by A. Woolums to suspend the by-laws to allow Steven Olsen one more year on the Grad Student Awards Committee to serve as chair to train the next chairperson. The motion was seconded by E. Thacker and unanimously approved.

b. R. Wilkes Secretary and ABVS- ACVM received its official letter from ABVS recognizing it as an approved College for another year (both our yearly and in-depth 5 year report were approved). Our next ABVS yearly report is due Nov 1. The Parasitology RVS can apply for full recognition now. R. Wilkes will obtain the required forms from ABVS and share with the Parasitology group by email to Anne Zajac.

c. T. Frana – Treasurer Report, T. Frana provided a summary of the budget (provided below). The budget is in good shape but there are still a large number of people not paying dues. There are 221 active members listed in the database, but only about ½ of the members are paying. Those not paying dues need to be removed from active status. It will be the first priority of a new administrative assistant to work to get individuals that are delinquent to pay. Dues reminder sent out through the listserv was helpful and resulted in a good response for dues payments. Database on website is helping diplomates track their payments.

The budget for this fiscal year was discussed. The budget should support hiring of an administrative assistant. Additional expenses for next year not included on the projected budget will be for Angoff scoring (Virtual Psychometrician approximately \$3000), development of CE tracking on the website (Sephone, approximately \$10,000), fees for online exam administration (Exam Soft- \$40 per person, \$85 per hour (about 75 hours) for assistance with exam formatting and uploading to Exam Soft), and administrative assistant (Midwest Solutions, approximately \$17,000).

- d. Communications- D. White- Discussion about an ACVM LinkedIn group took place. It is thought that a LinkedIn group would duplicate effort, at least for a forum for discussion. We have the listserv for that purpose. There is not much traffic on the listserv (mainly used for job announcements), so not likely that people will use the LinkedIn group. The idea for use of social media is to get ACVM more recognition as a specialist group. D. White mentioned it does not take much time to set up the LinkedIn group, so he will set up the group and send out an announcement on the listserv. We will reevaluate at the next BOG meeting whether we keep the LinkedIn group established.

D. White will ask the new BOG members to contribute something to the listserv to try to increase traffic and listserv awareness. D. White will prepare a short newsletter to send out prior to the BOG meeting in Dec.

3. Old Business

- a. Administrative Assistant –Midwest Solutions- A. Woolums has sought 3 bids for an admin. assistant (AA) based on a job description put together with input from

the Exam Committee Chair, Treasurer, and the Secretary. All three bids were higher than ACVM can afford. It was determined one company would not really meet our needs, so that company was removed from consideration. The job description for the AA was amended (reduced) and resubmitted to the two remaining companies. One of two companies chose not to rebid. The remaining company (Midwest Solutions- Jennifer Stalley) told A. Woolums that they would work with us within our budget and provided a contract to ACVM for review for \$17,000 annually (plus printing/mailing/travel costs). Midwest Solutions is a company owned by 2 lawyers with about 7 employees that works with several licensing boards and professional associations, including the South Dakota Vet Med Association. ACVM has contracted with them previously to digitize our old records and to provide suggestions for how to improve our methods for conducting business. The BOG will evaluate the contract from Midwest Solutions and vote on this by email. T. Frana suggested we confirm that this would be fee for service, not considered an ACVM employee requiring employment taxes and social security payments. A. Woolums will confirm with Midwest Solutions prior to the vote.

- b. Exam committee- Update and applicants for 2016 -J. Daniels, J. Daniels mentioned there were 24 applicants this year. The exam committee determined 23 have met the requirements for approval.

A motion was made by J. Daniels to approve the 23 qualified applicants, seconded by T. Frana, and unanimously approved.

J. Daniels mentioned that the Job Task Analysis has been completed and the exam subcommittees have used it to build a blueprint for the exam. The exam committee members are now working to tag the exam questions in our databank according to the blueprint. The committee may need help from the membership to write questions for certain areas of the blueprint lacking adequate numbers of questions. The exam committee has worked hard to prepare an exam according to best practices. The exam will be scored with a set cut-score again this year, but ACVM will work with a psychometrician to establish Angoff scoring for next year's exam.

The exam committee is also working to move the exam to an online format using Exam Soft. J. Daniels has been working with The Ohio State University (OSU) to get permission for ACVM to host our exam there this year using Exam Soft. The cost will be \$2000 to use the OSU facilities and to have an Exam Soft resource person available during the exam. Additionally, ACVM will have to pay \$40 per person to use Exam Soft. It is too late this year to increase test fees to cover this, but we need to increase the exam fee \$40 next year to cover this cost. Discussion took place regarding exam dates for this year. The general consensus was that the exams will still be held on Dec 2-3 because that is when the applicants expect them to take place this year. The contract for use of Exam Soft is still in OSU legal. R. Wilkes will inform the candidates about the potential exam location change by email when she notifies them of their acceptance. R. Wilkes will also notify previous applicants when she sends out exam email reminders.

J. Daniels also mentioned contracting with Rob Mallinowski (Michigan State) for assistance with formatting our exam questions and uploading them to Exam Soft. Rob charges \$85 per hour. The switch to the online format will save ACVM money because only one exam proctor is needed, instead of one for each specialty. Therefore, there will be no travel expenses for administration of the online exams because J. Daniels can proctor and will not have to travel to do so. J. Daniels was told he can use the money saved in travel expenses (approximately \$6500) toward contracting with Rob for exam question formatting and uploading to Exam Soft.

J. Daniels will check into reserving a block of hotel rooms in Columbus for the candidates, assuming the exam location will be at OSU.

- c. Continuing Education- A Thachil, A. Thacil was not available for the call, but C. Chase told the BOG about the mini-symposium planned around Dr. Prem Paul (our Microbiologist of the Year for 2016) in the Virology Section of the CRWAD meeting in Dec. There is no AAVLD CE planned for this year. D. Loy said there might be an opportunity for a joint symposium with the Bacteriology Subcommittee again next year at the AAVLD meeting. C. Chase mentioned that he would like for something to be planned in conjunction with the AAVP meeting for the Parasitologists.
- d. ACVM Residency Subcommittee- L. Ballweber, L. Ballweber will work on the residency pathway criteria and have something for the BOG to discuss within the next 6 weeks.

- e. Travel Awards-criteria, A question was raised about eligibility criteria for the travel awards. To clarify the criteria, J. Daniels made a motion that only those graduate students still in their programs during the time of the meetings will be eligible to apply. This motion was seconded by Eileen Thacker and unanimously approved.

A motion was made by T. Frana to approve all the committee reports, seconded by D. White and unanimously approved.

4. New Business

- a. Banquet Chicago; AAVLD? R. Wilkes found another option for our annual banquet- Grand Lux Café in Chicago. They have a room that will hold up to 70 people for \$1500 minimum. The general consensus was that we would like a change of location for the banquet this year. R. Wilkes will work with Grand Lux Cafe to set up the banquet for Dec. 5th.

R. Wilkes will also work with the restaurant in the hotel hosting the AAVLD meeting to set up a lunch for ACVM diplomates on Sunday, Oct. 16th during the conference.
- b. VP ACVM- C. Chase will inform the BOG of a nominee for VP. Voting will be by email.
- c. WCEA CE Discussion- We did not have time to discuss this topic.
- d. Brainstorming- How can be ACVM be seen by AVMA and other associations as the go to group for infectious disease/immunology expertise?

We ran out of time before we could discuss this topic.

5. Adjourn R.Wilkes made a motion to adjourn, seconded by T. Frana, and unanimously approved. Meeting was adjourned at 1:12 PM EDT.

American College of Veterinary Microbiologists Financial

Report

July 2016 Income – July 1, 2015 to June 30, 2016

Annual Dues	\$22,625.00
Application Fees	\$7,500.00
Exam Fees	\$16,200.00
Banquet Fees	\$1,315.00
Misc	\$40.80
Total	\$47,680.80

Expenses - July 1, 2015 to June 30, 2016

Annual Banquet	\$3,100.00
CRWAD Expenses	\$876.74
CRWAD Symposium Honoraria	\$750.00
CRWAD Student Awards	\$1,200.00
AAVLD Symposium	\$500.00
Exam expenses	\$5,540.23
Virtual Psychometric	\$1,665.00
ACVM Honoraria	\$3,250.00
Liability Insurance	\$1,170.00
IA State Tax	\$0.63
IL Non-Profit Report	\$39.25
Misc Fee	\$8.73
GoTo Meetings	\$147.00
Websupport Development	\$10,453.50
Websupport Monthly	\$599.40
Wells Fargo Banking	\$9.00
Wells Fargo Market Services	\$2,190.99
Total	\$31,500.47

Net Income FY2016 **\$16,180.33**

Net Worth as of 7/1/2016

Checking Account	\$47,665.18
Savings Account	\$4,201.36
Certificates of Deposit	\$18,038.57
Total	\$69,905.11

AMERICAN COLLEGE OF VETERINARY MICROBIOLOGISTS

PROPOSED BUDGET 2016

Income

Dues (fees \$125.00 each x 150 payments) \$18,750.00

Examination/Application fees \$22,500.00

(this would be based on 25 applicants at \$300.00 each, and 50 tests to be given at \$300.00 per test.

Donations \$Zero

Banquet payments (20 X \$55.00 per person) \$1,100.00

Total income **\$42,350.00**

Expenses

Graduate Student Awards \$2,200.00

AAVLD Symposium \$500

Examinations Committee \$6,500.00

Honorarium \$3000.00

Banquet \$2,000.00

Sephone (web maintenance) \$600.00

Sephone (web development) \$4,000.00

Wells Fargo Merchant Services \$2,500.00

Midwest Solutions \$3,000.00

Liability Insurance \$1,200.00

Total expenses **\$25,500.00**

Projected Income – Expense \$16,850.00

Minutes approved by BOG 10/30/16 by email.