

AMERICAN COLLEGE OF VETERINARY MICROBIOLOGISTS  
BOARD OF GOVERNORS' MEETING  
9:00 AM Central Standard Time, Sunday, July 21, 2013  
Conference Call

MINUTES

**Attendees:** Dr.'s L. Ballweber, B. Byrne, J. Daniels, J. Fahey, C. Hayhow, D.S. McVey, H. Naikare, S. Olsen, A. Swinford, D. Tewari, H. Van Campen, D. White, A. Woolums, and J.L. Hayhow

**Call To Order**

President J. Fahey called the meeting to order at 9:00 AM Central Standard Time. All of the attendees introduced themselves. There was a quorum of the Board. The minutes from the December 2, 2012 ACVM Board of Governors' meeting, which was held in Chicago, Illinois were reviewed. Motion by H. Van Campen and second by D. Tewari to approve the minutes. The motion passed unanimously.

**President's Report**

President J. Fahey welcomed all diplomates to the meeting. He welcomed new ACVM Board members, Lora Ballweber, Sanjeev Narayanan, and Elankumaran Subbiah, who will take office at the close of the Board meeting today. President Fahey thanked Johnora Hayhow for accepting her new contract and he thanked Chris Hayhow for his continued support as Secretary/Treasurer. Dr. Fahey briefly discussed having four (4) ACVM Board meetings a year. The current two meetings would remain the same, with one being held in conjunction with AVMA and the other in conjunction with CRWAD; and then adding two additional conference call meetings that would each be for one hour. His reasoning for the addition of two meetings is the fact we have so much information to cover in a three hour period. He requested the board to consider the possibility of a procedure manual being developed for all new board members

**Vice President's Report**

Vice President S. Olsen gave his report. He stated that he will discuss new committee appointments later in the meeting.

**Executive Director's Report**

J. L. Hayhow thanked the ACVM Board for renewing her contract for one more year. She stated that all 20 applicants for 2012 were approved to sit for our exams and have been contacted. She has also contacted all eligible applicants from 2009 through 2012. J. Hayhow requested that if any diplomates are aware of an applicant that was not contacted that you have them contact the office, as many relocate and change their email address and she has no way to contact them. The revised application forms are working very well and the statement of not sending the application package with a signature required was a success. J. L. Hayhow stated that the 2012 Honorary Diplomat, Dr. Steven Krakowka, has

been contacted via email. J. Daniels stated he had personally spoken to Dr. Krakowka regarding his award. The 2013 Distinguished Veterinary Microbiologist of the Year, Dr. M. M. Chengappa, has been contacted by J. Hayhow as well as Chris Hayhow. These two individuals will receive information regarding the banquet to be held in December 2013 at a later date. J. Hayhow stated that she had a couple other topics but that they would be discussed during new business.

### **Secretary-Treasurer's Report**

- a. Chris Hayhow summarized the financial status of the college. We have approximately \$28,000.00 in checking and approximately \$16,000.00 in the two Certificates of Deposits. Our tax return was filed with the IRS and approved. The liability Insurance has been renewed for another year. Also, our 2012 annual reports were submitted and approved by the ABVS.
- b. Request for Emeritus Status: We had no requests for Emeritus status.
- c. Chris stated that he will be looking at couple of potential restaurants for our banquet in December 2013, while he is in Chicago for the AVMA meeting.
- d. Deceased: Lynn Joens, Honorary Diplomat #373, 2009. A moment of silence was taken.

Motion to approve the officer reports by H. Van Campen and second by A. Woolums. The motion passed unanimously.

### **Committees**

- a. **Examinations Committee:** Dr. Amelia R. Woolums, Chair  
Dr. Woolums stated that she will be giving part of the Examinations Committee report and then J. Daniels will give a report. She discussed the Job Analysis Survey and the progress the committee has made. A. Woolums has been working on a revised version of our appeals process. A brief discussion took place regarding the appeals process. It was also requested that we start requiring a fee of \$100.00 for an applicant to file an appeal. D. Tewari stated he felt this was a good idea. We also discussed where the information regarding an appeal should be located. C. Hayhow stated it should be included in the application form, in letters the Examinations Committee sends to the applicants that sit for exams in December, and that it should also be in the Certification documentation. J. Fahey, questioned if we would need to change the By-laws. A. Woolums will send out the revised verbiage to the appeals process for the Board to review. C. Hayhow asked for an update concerning our Examinations Committee Policy and Procedure manual. J. Hayhow noted that many universities/colleges do not allow electronic devices in the exam room. She requested the Board consider not allowing electronic devices in the exam rooms. She stated this policy of no electronic devices should

be sent to the applicants that are registered to sit for exams with the information the Examinations Committee Chair sends out prior to the exams, and it should be posted at each exam location. The ACVM Examinations Committee will consider this proposal. There was a discussion regarding the ACVM examination question bank, and L. Ballweber brought up several questions regarding the question bank for the Parasitologists. At this time A. Woolums turned Examinations Committee discussions over to J. Daniels. He stated he had four items to discuss. First, he gave a financial update on the cost of copying the exams. He has contacted a company regarding a cheaper fee that could save the college money. D. Tewari, stated that this must be reviewed for the security of the exams. H. Naikare mentioned how much time would be involved in allowing a company to have access to the exams. C. Hayhow stated that since the Examinations Committee does not have a budget one needs to be presented to the Board. The consensus of the Board was to move ahead with the proposal. Second, J. Daniels discussed the advantage of a multiple choice electronic grading system, Grade Cam. The fee would be \$10.00 a year, with a one-time Web Cam purchase fee of approximately \$65.00. There was a brief discussion regarding this proposal. The consensus of the Board was to move ahead with the proposal. Third, he gave a follow-up regarding a request for an administrative assistant. Fourth, he will also need additional administrative assistance with the exam bank database. It was suggested again that J. Daniels submit a budget proposal to include all of the above and submit it to J. Hayhow to send to the Board for review.

b. **Continuing Education and Program Committee:** Dr. Kamesh Sirigireddy, Chair

J. Fahey stated that due to personal reasons K. Sirigireddy was not able to attend the meeting. J. Fahey stated that the survey that had been sent to the membership in December 2012, had been finalized by K. Sirigireddy. The committee felt they had received good ideas. It was also reported that unfortunately the NEFA grant proposal that the committee had worked on was not approved. K. Sirigireddy is requesting that any diplomates that may have worked on a NEFA grant to contact him if they would like to assist on this project. D.S. McVey then reported on the ACVM/AAVP symposium that will be held on July 23, 2013, in conjunction with the AVMA meeting. There was a lengthy discussion regarding how to acquire more funding for ACVM sponsored activities. D. S. McVey is working on an ACVM Foundation to help acquire more donations. He stated this will take much work but may prove to have some long term good results. J. Hayhow requested that they keep the office informed so the accountant can verify that we do not impact our non-profit status.

c. **Graduate Student Awards Committee:** Dr. Steven Olsen, Chair  
S. Olsen stated that he had little to report at this time; however, to please remember that help is always needed at CRWAD to grade papers and posters for the ACVM.

- d. **Nominating Committee:** Dr. Mary DeBey, Chair  
J. Hayhow had been in contact with M. DeBey who was unable to attend. She stated that thus far they have completed all required activities. They will begin searching for members to run for office in 2014.
- e. **Budget Committee:** Dr. C. L. Chase, Chair  
No report was given. C. Hayhow mentioned that the in-depth financial reports are given in December.
- f. **American Board of Veterinary Specialties:** Dr. Chris Hayhow  
C. Hayhow reported that the ACVM annual reports for 2012 were submitted to AVMA, reviewed at the ABVS meeting in February 2013, and approved. The ACVM was approved for continued recognition as an AVMA recognized veterinary specialty organizations for another year.
- g. **COBTA:** No report.

There was a motion to approve all of the committee reports by H. Van Campen and second by B. Byrne. J. Hayhow questioned that we were approving the committee reports but not the additional requested financial support of the Examinations Committee until J. Daniels provides the Board with a budget. All reports were approved unanimously.

### **Old Business**

- a. ACVM Symposium: J. Fahey spoke about our annual meeting at CRWAD. He stated that the Continuing Education Ad Hoc committee is still working on new ways to obtain financial support for upcoming symposiums. H. Van Campen asked if the pharmaceutical companies are no longer willing to help with financial support. D. S. McVey stated that the corporation sponsoring days are gone. H. Van Campen questioned the possibility of a piggy-back symposia. A discussion on past and future piggy back symposia was discussed. L. Ballweber asked if the symposium would have Continuing Education (CE) hours, and who would have the authority to decide what was or was not approved for CE hours. J. Hayhow reminded us that the ACVM is an educational non-profit college and we must start having some form of educational seminars, even if you do not receive CE hours. J. Hayhow also stated that she had contacted Dr. R. Ellis, regarding the ACVM having a symposium in conjunction with CRWAD in 2014. The only time slot available in 2014 is Sunday morning. A discussion took place regarding having a symposium on Sunday morning. Unfortunately, that is the same time as our current board meeting. The possibility of moving the board meeting to another time was discussed. A. Woolums stated that the applicants that passed boards must be approved by the ACVM Board at the meeting and moving the meeting time might cause a conflict. No action was taken at this time.
- b. The Distinguished Veterinary Microbiologist Award for 2013 will be presented on Monday, December 9, 2013. Dr. M. M. Chengappa is the

recipient for 2013. The ACVM Honorary Diplomate for 2013 is Dr. Steven Krakowka.

### **New Business**

- a. Election of ACVM Vice President for 2013-2014: Dr. Steven Olsen was requested to leave the call for several minutes. J. Fahey stated that two names were put forward for Vice President and one diplomate declined. J. Fahey, put forth the name of our current Vice President. Motion by J. Fahey and second by D. White to nominate Dr. Steven Olsen. No additional nominations were made from the floor. Motion passed.
- b. Recertification: J. Fahey stated that D. Volokhov was unable to attend the meeting. A discussion took place regarding the recertification information that was sent to the Board in May. C. Hayhow once again stated that according to ABVS this requirement is not retroactive. "Maintenance of certification will not be retroactive to previously certified diplomates. That is, certificates awarded prior to the initiation of a maintenance of certification program (i.e., certificates that are not time dated) cannot be withdrawn for noncompliance with the maintenance of certification program." The ACVM must have a policy for recertification in effect by 2016. All new diplomates will receive time-dated certificates. It was also stated that the recertification committee must work under the direction of the ACVM Board.
- c. Committee members for 2013: S. Olsen stated that the proposed new members for the ACVM Examinations Committee are A. Verma ( Bacteriology / Mycology), Y. Bommineni (Immunology), D. Loy (Virology), and K. Snowden (Parasitology). J. Hayhow reminded the Board that we need to vote for J. Daniels as the new Examinations Committee Chair. Motion by D. White and second by H. Van Campen to approve the new members. Motion passed. J. Hayhow said she would check and make sure all new members were current on their dues.
- d. Colorado State University request for a Residency Program route to apply by: H. Van Campen gave a summary of the request by Colorado State University (CSU) for the ACVM to add an additional route 4 for residency programs. J. Fahey requested J. Van Campen and L. Ballweber to leave the call and return shortly. A lengthy discussion took place. C. Hayhow gave the recommendations of the ABVS regarding residency programs. It was decided to form an ad hoc committee to generate guidelines. Motion by A. Woolums and second by D. Tewari to form an ad hoc committee to develop guidelines and to table the request from CSU and send it to the committee for consideration.
- e. Renovation of ACVM website: J. Fahey stated that he has been working with IT companies regarding bids for the hosting and maintaining of the ACVM website. A discussion took place regarding items such as hosting a chat room. J. Fahey agreed to send the bid information to the Board the next day for review.

- f. Status / listing of members delinquent in paying dues as inactive: J. Hayhow stated that she is waiting for the Board to take action on the IT host.
- g. Expenses of mailing plaques: J. Hayhow stated that when we ship plaques to new diplomates outside the U.S. it is very expensive. She requested that we place a fee for overseas shipments. A discussion took place and it was suggested that we no longer issue the certificate on a wood plaque but just send out a certificate. J. Hayhow stated that she disagreed and so did C. Hayhow, as many of our diplomates are very excited with the nice plaque and with the fees they should receive more than a certificate. S. Narayanan agreed. There was a motion by A. Woolums to stop sending the wood plaques to any diplomates and just issue certificates, second by H. Naikare. Motion passed. This action will go into effect for the 2013 new diplomates.
- h. Meeting at CRWAD in 2013 in Chicago, Illinois: December 8, 2013
- i. Recognize outgoing Board members for service: J. Fahey recognized P. Meeus, D. L. Suarez, and H. Van Campen.

### **Adjourn**

There was a motion by J. R. Fahey to adjourn the meeting. The meeting was adjourned at 11:50 AM Central Standard Time.