

ACVM BOG Meeting Minutes

ACVM Board of Governors Conference Call : April 1, 2014 2pm Eastern time

BOG Participants in attendance:

Jim Fahey

David White

Barb Byrne

Lora Ballweber

Amy Swinford

Deep Tewari

Hemant Naikare

Amelia Woolums

Treasurer- Tim Frana

Secretary- Becky Wilkes

1. 2014 election
 - a. Move to suspend By-laws mandated election date until 2nd presidential candidate found.-
Motion made by Tim Frana, seconded by David White, passed unanimously
 - b. Jim Fahey will notify membership of the by-laws suspension and postponed election and contact Mary De Bey (Nominations Committee chair) regarding a second presidential candidate.
2. Initiate Listserv activity

Dave White summarized Ohio State's willingness to host the ACVM Listserv free of charge. The Listserv has already been set up, minus the memberships' email addresses. Dave made a motion to continue gathering information regarding the Listserv format and to bring that information back to the BOG, prior to the Listserv going live. He also requested the membership database to add members' email addresses, suggesting members could opt out if not interested. There was some discussion regarding opting in or out of the Listserv but no decisions have been made yet as to how members should be added. Barb Byrne seconded the motion to continue information gathering and it passed unanimously.

Dave has prepared a summary about the Listserv that will be included in the newsletter to inform the membership.

3. Initiate changes to ACVM website

Determine whether it is financially okay to make changes including database of members. Explain oversight requirements. The ACVM website is currently on the Iowa State University server and is handled through Dr. Jim Roth; however, due to reduction in support staff at Iowa State, the website needs to be moved to a private server. It has been suggested ACVM contract with Sephone Interactive Media in Maine. This would provide ACVM (Secretary) access to the website to add announcements and make changes as needed. The company would provide daily backup. The cost is approximately \$2700-\$2900 one-time fee for set-up and approximately \$50/mo for maintenance. ACVM currently has roughly \$14,000 in its checking and savings accounts. Tim Frana mentioned online payments through the website has been developed and will be managed by Authorize.net for direct deposit into the ACVM checking account. This will be live on the website in a few days. Jim Fahey will contact Sephone to get a more accurate quote prior to making a motion for voting on this topic.

4. Archivist

Should we seek and/ or appoint an archivist to keep ACVM records as an alternative to shipping them from place to place? Jim Fahey volunteered to serve as the archivist until further arrangements can be made. It was suggested old unneeded documents be shredded and current documents be scanned so the paper documents do not have to be transported.

5. Newsletter Committee

a. Should we establish a Newsletter Committee to oversee the renovation and upgrading of our College newsletter?

b. Based on need to communicate more frequently, utilize a more attractive format, open newsletter to more information from membership.

A motion was made by Dave White to form an ad hoc newsletter committee, seconded by Amelia Woolums, and passed unanimously. Dave White volunteered to be the chairperson of the committee with help from Lora Ballweber and will request volunteers for the committee from the membership at large.

Meeting adjourned 2:40 pm Eastern time.