

ACVM Board of Governors July Meeting

Conference Call

July 15, 2015

11am-1pm EDST

1. Call to Order (C. Chase) meeting called to order at 11:05 am EDST
2. Approve Agenda (C. Chase) motion to approve agenda was made by C. Chase and seconded by T. Frana. Agenda approved unanimously.
3. Roll Call (R. Wilkes) Diplomates in attendance included Chris Chase, Amelia Woolums, Tim Frana, Rebecca Wilkes, Lora Ballweber, Sanjeev Narayanan, Hemant Naikare, Eileen Thacker, Hayley Adams, Josh Daniels, Dave White, and Anil Thachil
4. Consent Calender (C. Chase)
 - a. Approve March minutes- C. Chase made a motion to approve the March BOG meeting minutes, seconded by T. Frana, and approved unanimously.
 - b. Report of Vice President Nominating Committee- A. Woolums presented the nominees for committee vacancies.
5. Officer Reports
 - a. A. Woolums – committee status- Motion to Approve Committee Appointments, seconded by T. Frana, and approved unanimously
 - b. R. Wilkes Secretary and ABVS- R. Wilkes mentioned that the 5 year report for ABVS is due by Nov. 1, 2015.

R. Wilkes also mentioned the annual banquet to be held in Chicago in Dec. She was unsuccessful finding a new location so suggested instead of renting out the entire room at the Weber Grill as previously done, the College rent out a portion

of the room to reduce costs to ACVM that occurred last year as a result of reduced banquet attendance. Based on an estimate of those planning to attend, R. Wilkes made a motion to reserve a room for 40 people at the Weber Grill for Monday evening, Dec. 7th, which would require \$2100 minimum to be spent. The motion was seconded by E. Thacker and unanimously approved.

- c. T. Frana – Treasurer Report- T. Frana provided a summary of the budget and reported that the College currently has a net worth of \$53,000 and will prepare a projected budget for 2016 to be presented at the Dec. BOG meeting. As a result of T. Frana’s efforts to collect past-owed dues, the College has collected \$1500. Difficulty finding current contact info for many owing past dues has slowed the process of converting diplomates with delinquent dues to inactive diplomates.

6. Old Business

- a. Website – T. Frana is working with Sephone to add payment tracking to the website and update data to reflect accurate payment records. This should all be in place in the Fall and an email will be sent out through the website to remind individuals to pay their dues. Following update of the website and email reminder, those that do not become current on dues will be moved to an inactive status.

R. Wilkes mentioned that the next change that will be incorporated into the website is the application process, allowing applicants to apply online and also providing a repository for all the materials needed for approval that could be easily accessed by the exam committee rather than the secretary needing to upload documents to a dropbox. ACVM is paying Sephone for increased security to make sure these documents are kept safe.

- b. Listserv and Newsletter – D. White mentioned the listserv is relatively inactive and wants to establish a rotating schedule with the BOG members to send out info to the listserv to stimulate discussions. D. White mentioned another newsletter would be prepared for the Fall.
- c. Consultation Update (Midwest Solutions)- C. Chase told the group that 12 boxes of old records were sent to Midwest Solutions for evaluation. Based on their recommendations regarding which records should be kept and digitized, Midwest Solutions offered to scan the documents. The cost to the College should be around \$1000.
- d. Exam committee- J. Daniels presented quotes from 3 psychometricians to help ACVM with its exam process. The College needs to prepare an exam blueprint based on a jobs task analysis (required by ABVS every 10 years). J. Daniels will prepare a survey for the job task analysis. ACVM will need to map its exam questions based on the analysis and will need additional help from individuals in the College to get this done. J. Daniels also mentioned development of cut scores based on Modified Angoff scoring rather than having an arbitrary cut score. These are all things that a psychometrician will help us do. J. Daniels was asked to get an estimate for specific deliverables from one of the psychometricians. (J. Daniels prepared a jobs task analysis survey, which was released in Nov 2015. Results will be used in 2016 to update and map the exam).
- J. Daniels is also moving forward to convert the exam to ExamSoft. This online exam software will also help ACVM track exam question performance for Modified Angoff cut scores.

There were 27 applicants this year to take exams. All 27 were approved by the exam committee. J. Daniels made a motion for the BOG to accept the recommendation of the exam committee to approve all 27. Hemant Naikare seconded the motion and it was passed unanimously.

- e. Continuing Education- A Thachil provided a summary of the activities of the CE committee. ACVM will hold a joint symposium with the bacteriology subcommittee of AAVLD at the annual AAVLD meeting in Providence, RI in Oct. 2015. A. Thachil made a motion for ACVM to contribute \$500 toward honoraria for two speakers for the symposium. J. Daniels seconded the motion and it passed unanimously. There will also be CE on Clostridial diseases at the CRWAD meeting in Dec. this year. This mini-symposium will showcase our Microbiologist of the Year, Dr. John Prescott, who is renowned for his Clostridial work.
 - L. Ballweber mentioned that ACVM not forget about potential CE for parasitologists. Suggested that CE be given in association with the AAVP meeting and could be open to all, including ACVIM members.
 - H. Naikare suggested allocating money to CE each year in the budget and maybe CE could be rotated between meetings each year.
- f. By-laws Amendment “Honorary Diplomates” R. Wilkes mentioned we still need to change wording in by-laws regarding Honorary Diplomates. ABVS has changed the wording in its Policies and Procedures to reflect that Honorary Members should not be called Diplomates because the term should be used only for individuals that have successfully passed a specialty board exam. The use of the term Honorary Member is not retroactive, so current ACVM Honorary Diplomates

will maintain their status as Honorary Diplomates. Newly elected Honoraries will be called Honorary Members beginning in 2016 with the change of the by-laws. Honorary Members are not allowed to vote or hold an office. They can be members of committees so potential changes to the by-laws were suggested to reflect this. R. Wilkes made a motion to accept recommended changes to the by-laws. Following further discussion with regard to Honorary Members and committee involvement, D. White made a motion to table the motion, which was seconded by T. Frana and unanimously approved. (Changes were made in the by-laws to remove the term “Honorary Diplomat” and replaced with “Honorary Member.” Honorary Members can be on all committees except the Nominating Committee, Appeals Committee, and Exam Committee. Honorary Members cannot hold offices (including executive positions or BOG positions) as per requirements of the ABVS. These suggested changes were submitted to the BOG by J. Daniels, S. Narayanan, and R. Wilkes. By-laws changes approved unanimously by BOG email vote on 10/29/2015)

7. New Business

- a. Report of ACVM Residency Subcommittee- L.Ballweber presented the finding from an ad hoc committee for development of a Residency pathway for certification. It was determined that guidelines would need to be developed for the by-laws to guide potential residency programs. These guidelines will be provided by the committee at the next BOG meeting.
- b. Recertification document- (postponed until Dec. meeting)

c. Administrative Assistant- A. Woolums mentioned the need for a part-time admin. assistant, which was also a recommendation by Midwest Solutions to improve management of the College. It was mentioned that the executive committee with the help of the exam committee chair would put together a list of duties that could be performed by an admin. assistant so a clear job description could be developed for use in a bidding process. Concern was voiced over the cost and sustainability of funds to cover an admin. assistant. Based on current budget, T. Frana suggested the College should be able to cover part-time professional help. A. Woolums made a motion to seek 3 bids for an administrative assistant, seconded by T. Frana, and unanimously approved. Bids are expected to be presented to the BOG at its next meeting.

8. Adjourn- motion to adjourn was made by A. Woolums, seconded by T. Frana, unanimously approved. Meeting adjourned at 1:04 pm EDST.

Minutes approved by the ACVM BOG 12/6/2015