**Minutes of the ACVAA BOD teleconference**

**Thursday, May 2, 2019**

**5 PM EDT**

In attendance – Drs. Love, Egger, Ebner, Dunlop, Grimm, McMurphy , Aarnes, Kushner

**Administrative business**

1. Approve Agenda: Dr. Love motioned to approve; Dr. McMurphy seconded; all in favor

2. Approve minutes of the May teleconference: Dr. Grimm motioned to approve; Dr. Egger seconded; all in favor

**Old Business**

1. Website update - Discussion began with resident case logs with respect to resident submission of logs to the website through the resident portal

a. Dr. Ebner spoke with current and past committee chairs about the new process of resident case log submissions

i. Primary identifier would be species; possibility, a searchable option to compare case logs to verify that 2 residents do not submit the same case

ii. Once logs are submitted, not editable by resident; sent to and reviewed by evaluator

iii. Dr. Grimm- Try to recruit a couple of new residents to use the web based interface, to follow progress of the new resident system

b. RTS requires residents to demonstrate depth of experience with types of cases and techniques; many species requirements – but question raised about what constitutes proficiency for the species – more discussion is needed

c. For the new website, possibly use same spreadsheet format of columns, with ability to change the data fields as needed

i. It may be too difficult to make big changes now

d. Discussion of the proposed extension to provide greater functionality of membership management, and resident and diplomate portals

i. PHOS proposes an additional $12,000

ii. ACVAA has paid the initial proposed total of $16,000

e. Dr. Kushner reminds that we need to make a decision about hosting and maintenance needs

i. PHOS maintenance charges range from $200- $1,000.00/month, although they never pushed a maintenance contract

ii. They charge $500/year for hosting ( Gary charged us around $380.00/year for hosting )

iii. Dr. Egger- suggests that PHOS should do the hosting; also some maintenance, at least for the first few months

a. There was no opposition to having PHOS host or provide some maintenance

g. Dr. Grimm asked for any objections to the extra $12,000; there were no objections

h. Dr. Grimm motioned to approve the increased level of spending of $12,000 for greater functionality of the website; Dr. Egger seconded the motion; all were in favor.

i. Dr. Kushner will inform PHOS of the BOD’s decision; and we will schedule a call to further discuss our needs \* ( see addendum)

2. Finalize ACVAA-NAVAS appointment – There is no one yet who has made a commitment

a. Dr. Dunlop will ask for volunteers ; Dr. Love will reach out to people

i. Would be good to engage some of the younger folks if possible; important to describe the duties and expectations of this position ; hope to find a volunteer in time for NAVAS’s next BOD meeting

3. Update Education CMTE request for funds at IVECCS –

a. Dr. Kushner asked Dr. Pascoe for specific information – he said it will be about $1500 to cover transportation and hotel for the one MD who will be presenting in a ACVAA Special focus day

b. Dr. Dunlop said we should look at the IVECCS agreement again before we decide to ask for another contract

i. Dr. Kushner suggested that we might be better not to have a new contract so we would have flexibility; Dr. Dunlop thought there may be merit in not pursuing a contract at this time

c. Dr. Kushner asked for input about a possible BOD mtg at IVECCS-

i. It was suggested perhaps an informal mtg

4. MOC document details – Dr. Bauquier could not attend the mtg; -tabled

5. Update on dues payments of membership – Dr. Kushner said there are 34 members who haven’t paid by April 1 – similar to previous years at this time, but more than half has now paid

a. Dr. Kushner expects about 4-5 who will not respond to any more personal emails – and they typically are the same people each year

6. Revisit committee reimbursements , per diems – Dr. Kushner – has received some good input and suggestions from Drs Love, Ebner, Wetmore

a. Dr. Kushner will work on the P&P to send for further comment

**New Business**

1. Possibility of accessing resident review recordings for website content – Dr. Grimm mentioned Dr. Haan’s organization of the exam review that is currently in process

a. It is a session occurring over 3 days – will look into a possibility of an MP3 recording to perhaps have these files on our website

b. Dr. Kushner mentioned that the 2018 ACVAA resident MDR was not included on the IVECCS thumb drive even though the IVECCS resident MDR was there

2. VOSC on member representation for BODs (regions; type of work ; and discussion on implication non-compliance to MOC

a. Dr. Kushner had asked Dr. Mama if she had information or could get information from other College BODs about how their directors are chosen to represent their membership to maintain diversity( via geographic region) and how other colleges plan to manage those diplomates who may not comply with MOC requirements.

i. Dr. Mama received several responses from Specialty organizations (VSO) and comprised responses into the document that Dr. Kushner sent to the BOD prior to the mtg.

a. Dr. Kushner mentioned that no VSO arranges their membership according to geographic locations

b. Due to time constraints, no further discussion

3. Two new inactive Diplomates - Dr. Kushner informed the BOD that Drs. Seeler and LeBlanc requested inactive status despite their eligibility for emeritus

4. Other discussions- Exam and multiple failures -Dr. Love mentioned EC proposal to add language to the bylaws that would limit the number of times a candidate can sit the exam

a. Dr. Kushner mentioned that proposed Bylaws language changes must be presented to the BOD 120 days prior to the annual meeting ; and BOD approved amendments must be sent to the membership 30 days prior to the annual meeting

b. Dr. Love said she will send the BOD the proposed language change for review

5. Other- Dates of upcoming BOD meetings- Dr. Grimm – Date of the July BOD meeting will fall on July 4 – so it was decided that the new date will be July 11th

a. The Cut Score meeting to determine exam scores is scheduled to be Monday July 15; so the BOD meeting to approve the cut score would be Tuesday, July 16

A motion was made to adjourn; all were in favor; meeting adjourned 7:10 PM

Respectfully submitted May 28, 2019

Lynne Kushner, DVM, DACVAA

ACVAA Executive Secretary

\* addendum – PHOS scheduled a phone/video meeting to review the layout as it was on May 9- Drs Grimm and Hawley could not attend; but Drs. Kushner, Egger, Ebner, ( Aarnes?) joined the conference. The diplomate and resident portals were not yet built but other sections such as all the ‘open’ sections were. Overall, it looked good. On closer look, there were issues. PHOS produced a spreadsheet file for us to make specific comments to any of the sections. <https://docs.google.com/spreadsheets/d/1cP4idceGGo7Kdxh9BUvdfZ6Ji9oiiLuM9SjNVXlmRP4/edit#gid=0>

Dr. Kushner expressed concern about the open section that contained a drop down ‘Member’ section where ‘members’ would register themselves for the directory This ‘member ‘section is available to the public which is why they set it up for approval by the secretary. Dr. Kushner again stressed that ‘members’ are diplomates or residents- and not public persons; and asked that this “member ‘ section be removed. Dr. Kushner asked to follow the similar format we now have; to send newly registered residents a URL that goes to the resident section of the directory to register themselves; and have a similar URL for diplomates.