

**ADMINISTRATIVE COMMITTEE
OF THE
WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY
ANNUAL ADMINISTRATIVE COMMITTEE MEETING**

MINUTES

August 19-20, 2011
Jugendstilhotel Bellevue
Traben Trarbach, Germany

Mandy Burrows, Representative of the Dermatology Chapter of ACVS (DCACVS)
Didier Carlotti, President WAVD
Richard Halliwell, President WCVD1
Peter Ihrke, President WCVD4
Hans Koch, President WCVD3
Kenneth Kwochka, Secretary WAVD, Representative of ACVD
David Lloyd, Treasurer WAVD, President WCVD5
Claudia Nett-Mettler, Member-at-Large
Luc Beco, Representative of ESVD
Manon Paradis, President WCVD7, Representative of CAVD
Wayne Rosenkrantz, Member-at-Large
Phil Roudebush, Representative of AAVD
Carmel Taylor, Representative of the Asian SVD (AiSVD)
Keith Thoday, Representative of ECVD
Stephen White, Secretary WCVD7

The meeting was called to order at 9:05 AM on August 19 and chaired by Dr. Carlotti. Didier welcomed the group and thanked Hans for all of the arrangements associated with this meeting. Toshi Iwasaki was unable to attend the meeting and designated Carmel Taylor as his proxy by letter. The Committee welcomed Luc Beco as the new representative of ESVD.

I. Minutes of the Meeting of September 26-27, 2010 – Dr. Kwochka

A. Action items were reviewed:

Sections I. A. I. A.; I. A. VII. D.; I. A. VIII. C. (which were still pending from 2009 and recorded in the 2010 minutes) – All Completed. The US \$5,000 check for the WCVDA Schindelka Award at WCVD6 was received and cashed by Dr. George Muller.

III. B. – Completed. David determined that WAVD legally assumes the surpluses from the World Congresses after the financial reports are closed.

VI. B. – Completed. All WAVD Member Organizations (MOs) agreed to offer the President of WAVD free registration to their annual meetings. Reciprocally, the sitting Presidents of the MOs will be offered free registration to the WCVD.

Secretary's Note: The MO representatives should remind the proper individuals within their organizations of this agreement and give them Didier's name should he elect to attend any of these meetings within the next year. Additionally, Stephen should relay this information to the

WCVD7 PCO to determine how to handle the MO Presidents' free registration.

VI. C. – Completed. None of the MOs agreed to have their WAVD Representative as a permanent member of their Executive Board. Carmel is currently on the AiSVD Board but this arrangement is not guaranteed for the future. There is subcommittee status for WAVD within ESVD and DCACVS.

IX. B. 1. – Completed. Phil Roudebush and Mandy Burrows completed and the WAVD AC approved the application for Affiliate Member Organization status during the past year.

IX. B. 4. – Still Pending Action Item.

Status: Assessment of Clinical Practice Guidelines by WAVD to be discussed later in the meeting.

X. B. – Completed. Richard drafted a document on the History of WCVD and WAVD which was submitted to all of the MOs.

X. D. – Still Pending Action Item.

Status: All MOs have a link to WAVD on their websites except ECVD. Keith Thoday will arrange this as soon as possible.

X. F. – Completed. All of the major publicity and advertising efforts planned for 2010-2011 have been successfully completed.

XI. A. – Completed. RACE has approved WCVD7 for CE credits.

XI. B. – Still Pending Action Item.

Status: WCVD7 is approved for CE credits in France (CNVFCC French equivalent of RACE in the US) but not Germany or Switzerland. Stephen, Hans and Claudia will communicate so that Stephen can provide the necessary program and speaker information for Hans and Claudia to complete the process.

XII. A. – Completed. David confirmed the following WAVD payments to WCVD7: US \$60,000 Sponsorship and US \$40,000 Loan

B. The minutes were approved with one typographical correction.

II. A. - £ 466.476 was incorrect and replaced with £ 466,476

II. Treasurer's Report – Dr. Lloyd

A. The net assets of WAVD on 31 May 2011 totaled £ 676,104 per the Draft Report (Attachment 1) that was reviewed by the accountant, John Norman, and will be submitted to UK Companies House and the Office of the Scottish Charity Regulator. This Draft Report served as the Treasurer's Report and was approved by the AC.

B. To clarify any misunderstanding on the part of MOs, spouse expenses are not nor have they ever been paid by WAVD. Spouse expenses are to be paid

directly to the hotel and restaurants by the individuals incurring those expenses at the time of service.

Decision: AC Member expenses must be submitted to the Treasurer within 60 days of the Annual Meeting to be considered for reimbursement.

Action Item: Claudia will put the Expense Form on the Member's Section of the WAVD Website.

Decision: Reimbursement for automobile mileage should be calculated based on the standard mileage rate approved for the member's country.

Decision: The WAVD Annual Budget will be set based on the fiscal year June 1 – May 31.

Decision: Drs. Halliwell and Lloyd will remain as signatories on the bank accounts as they must be residents of the UK.

- C. There was discussion regarding the net assets of the Association. Hans questioned whether the money which we have as a reserve for congresses which might be cancelled due to unforeseen circumstances should be identified as a separate line item in the treasurer's report. Phil suggested that an endowment could be set up with restrictions such that the money could only be used for specific purposes. Luc felt that if the Association has insurance for the congresses and the liability of AC Members is limited to £1 each, then we do not need to hold a large sum of money in reserve for potentially cancelled congresses. Phil questioned whether anyone really knows what the Association's actual liability would be if a congress were cancelled. What is the real risk?

None of the MOs appear to have a specific line-item in their budget as a reserve fund for potentially cancelled congresses. Luc indicated that ESVD does have enough funds in reserve for a failed or cancelled congress. For all of the MOs, liability would likely be covered by the general assets of the organization.

There was also discussion on the need to invest the reserve funds in a diversified portfolio.

Action Item: In the future, WAVD and the WCVD EOCs must be absolutely sure that contracts with PCOs, sponsors, hotels, meeting facilities, etc., clearly indicate limits of liability for cancelled congresses due to unforeseen circumstances.

Action Item: During the next year, David will consult with a financial advisor and report back to the AC on diversified investment options.

Action Item: During the next year, David will seek professional advice to better understand the actual risk associated with a cancelled congress.

III. Discussion and Response to the Letter from the Presidents of the Member Organizations of the WAVD dated 24 June 2011 – Entire Committee

- A. The letter from 24 June 2011 was discussed extensively by the entire AC in Executive Session.

- B. The WAVD AC's response was drafted and edited with input from all members present at the meeting. The text of the letter (Attachment 2) is part of the official minutes.

Action Item: Ken will forward the final approved response letter to Didier for electronic distribution to the Presidents of all of the MOs.

Action Item: David will forward the WAVD Annual Financial Report to Ken after submission and acceptance by the regulatory bodies in the UK.

Action Item: Ken will then review and forward to the MO Representatives for electronic distribution to their respective Presidents and to Claudia to display on the WAVD Website.

Action Item: David will prepare a prospective Annual Budget which will be distributed to the MO Presidents through their representatives, but not displayed on the WAVD Website. David estimates that this will take about 4 weeks to complete. In the future, the goal will be to distribute the Annual Financial Report and the Annual Budget at the same time.

IV. WAVD Bylaw Changes – Dr. Halliwell

- A. Changes in UK Companies' Law mandate that the bylaws be updated.
- B. All Board Members must be Directors of the Association by law. Richard had all those AC Members not already Directors fill out the appropriate application which will be forwarded to the lawyer.

Action Item: Richard will be responsible to coordinate the Bylaw changes with the Association's attorney. The changes will be reflective of new UK Companies' laws, agreed to changes in the terms of WCVD Past-Presidents on the WAVD AC (see Attachment 2) and a new category of "Corresponding Members" comprised of individuals from key geographical areas and with unique expertise to provide help to WAVD (see section VII. A.). They will be non-voting members and will not attend the Annual WAVD AC Meeting.

V. Surplus-Sharing with WAVD Constituent Organizations – Dr. Halliwell

Richard has determined that WAVD cannot give unrestricted funds to non-charitable organizations. Apparently, ECVD is not a charitable organization and did receive surplus-sharing funds from WAVD from WCVD6.

Action Item: Keith will look into the charitable status of ECVD and report back to the AC.

Action Item: Richard will clarify the payments from WCVD6 to determine if all were in compliance with the law and, if not, what must be done to rectify the situation.

VI. Update on Arrangements for WCVD7 – Drs. Paradis and White

Manon and Stephen gave an update on WCVD7. **Please see the report**

(Attachment 3) from Stephen that includes most of the information presented and discussed. Additionally:

- A. Phil indicated that Hills had committed to do a Company Symposium, however, this was not communicated to Doug DeBoer. This should not be an issue since there is room for two more companies in addition to Bayer, Pfizer, Novartis and Royal Canin.
- B. Audiovisual costs will be very high for this Congress at approximately US \$140,000.
- C. The registration fee is still to be set but should be finalized by the end of September to possibly open registration in mid-October. The registration fee will actually be in CN \$ but the consensus was that a US \$ fee is also important to have available. Hans indicated that the credit card charge rate in Canada is 4% so that the registration site should be set up in the US.
- D. Sponsors are still needed for the social events except for the Tuesday evening "Meet and Greet" which will be sponsored by Dechra. WCVD7 (4 days) has been approved for CE credits by RACE in the US and CNVFCC in France. Switzerland and Germany are pending.

Action Item: Stephen, Hans and Claudia will communicate so that Stephen can provide the necessary program and speaker information for Hans and Claudia to complete the process in Germany and Switzerland.

- E. There was discussion as to whether the members of the Japanese Society of Veterinary Dermatology (JSVD) should receive reduced registration fees to the Congress if they are not members of AiSVD which is now a WAVD MO. JSVD members did receive a discount in Hong Kong but that was before the AiSVD was a MO. Carmel indicated that it is very cheap to be an AiSVD member so cost should not be a deterrent to membership. Stephen noted that we need to encourage Japanese veterinary attendance, there are 1500-2000 JSVD members and very few are AiSVD members at this time.

Decision: JSVD members will be offered reduced registration at the same level of a MO Member for WCVD7.

- F. David (Chair) presented the Hugo Schindelka Award Subcommittee (David, Peter, Toshi) report. The Award is now being advertized (see Attachment 4) in *Veterinary Dermatology* and on Dipderm Listserves with a deadline for nominations of 25 January 2012. At that time the Award Committee will be selected. The medals of which 9 still remain are cast with the WCVDA designation. The subcommittee will develop something to include with the medal indicating the new name of the Association – WAVD. The time and place for presentation of the medal during the Congress is still to be decided. It was suggested that the presentation should be projected into all of the meeting rooms with concurrent sessions if possible.
- G. The Scholarship Subcommittee (Mandy, Claudia, Manon, Didier, Carmel, Peter) presented their report. The term "Scholarship" has been difficult to transfer to different languages and retain the intended meaning as it pertains to the Congress. It has, therefore, been changed to "Scholarship Grant." All of the information and application can be found on the WAVD and WCVD7 websites. Individuals who are members of this subcommittee cannot write letters of recommendation for candidates. The US \$1,000 travel and accommodation

stipend will be given in cash at the Congress.

Secretary's Question: Will WCVD7 or WAVD be responsible for the cash distribution at the Congress?

- H. Phil discussed the need for a public relations plan in Vancouver during the Congress such that TV, radio and newspapers are aware that a veterinary dermatology meeting is in town and convey information about the specialty to the community. He described the "Animal Survivor Program" very successfully used by ACVIM at their Annual Forum and included on their website (<http://www.weareanimalsurvivors.com/>). All agreed that some type of public relations plan is needed for WCVD7. It is likely that Venues West and/or the Vancouver Visitors and Conventions Bureau would have some ideas on this since they have organized veterinary congresses in Vancouver in the past. With regard to an Animal Survivor type program, Manon will speak with Mike Chiarach and Vincent Defalque but in Canada there is no veterinary dermatology specialist designation so this type of public relations event might be difficult. Richard and Peter believe that this type of activity is more of a MO function and would be up to CAVD to organize. Wayne is concerned about using private practice dermatologists for this because of perceived competition issues with general practitioners. Hans felt that this type of event would be enormously valuable for public awareness of the specialty.

Action Item: Manon will discuss the need for an organized public relations plan with Rusty Muse, WCVD7 Publicity Chair, and the EOC. She will report back to the WAVD AC when there is a more formal plan in place.

VII. Plan to provide CE to parts of the World not served by Member Organizations – Entire Committee

- A. Didier and Peter still believe as they have stated at previous AC Meetings that WAVD should affiliate with WSAVA to collaborate on CE efforts. Peter stated that WAVD should contact Jill Madison at WSAVA offering to work together to achieve mutual educational goals.

Richard felt very strongly that the goal of energizing sustainable interest in veterinary dermatology in a specific underserved geographical area cannot be accomplished by offering sporadic CE programs given by outside associations. A meaningful process has to be directed from within the area by motivated individuals. WAVD can provide input and assist in this effort by identifying "Corresponding Members" of WAVD in the key geographical areas and working with them to achieve their goals. The relationship should be WAVD working with individuals internally in these countries and not WAVD and WSAVA dictating educational programs externally. Peter suggested that CE may be the spark of enthusiasm needed to ignite the process in these countries and WSAVA already has or can arrange the proper internal contacts.

Carmel indicated that AiSVD is against any formal collaboration with WSAVA. Ken felt that whatever means (Corresponding Members or WSAVA) is chosen to help achieve this mission of the Association, tangible progress is needed at this time. Mandy broadly supports a WSAVA affiliation. Phil would like to see a formal proposal generated for discussion and decision. Manon indicated that this will involve a great deal of work and that the prospective budget needs to have a line-item identified for this program. Stephen agreed with Richard that help from

within using “Corresponding Members” is the best approach, but that WAVD should still consider an informal relationship with WSAVA.

David indicated that no matter what approach is used, South Africa should be the first target country followed by areas of Central and South America. WAVD should conduct a pilot project in one area first and then expand from there if it goes well with lessons learned from the first one. Hans felt that any association with WSAVA would require a very clear-cut agreement with cost control. Wayne felt that WAVD should remain independent of WSAVA and should establish very specific criteria and timelines for training programs. Also, WAVD may consider working with MOs as they try to provide education and training to areas that are underserved in their geographical areas. Luc and Claudia pointed out that these types of programs are very hard to manage as was their experience trying to do similar educational efforts in Eastern Europe.

Decision: There will be a “Corresponding Member” category within WAVD. These individuals will be from key geographical areas and have unique expertise to provide help to WAVD for educational efforts and other objectives of the Association. They will be non-voting members and will not attend the Annual WAVD AC Meeting.

Action Item: As part of updating the WAVD Bylaws, Richard will add this membership category.

- B. The AC agreed that a formal plan is needed which would initially address the objectives of the program, methods to achieve the objectives, specific countries and individuals (Corresponding Members) within those countries for a pilot, a prospective budget, input from MOs and informal input from WSAVA. It was also discussed that perhaps a MO could identify underserved areas in their geographical area and submit a proposal for funding to help educational efforts in these areas. Mandy feels that WAVD should work closely with the MOs on this to reach a consensus on how to best deliver these programs.

Action Item: Richard will chair a subcommittee of WAVD AC members and report back to the AC with a plan. Members will initially consist of Mandy, Peter, David and Carmel.

VIII. Presentation of Bids for WCVD8 – 2016 – Entire Committee

- A. Ken chaired this portion of the meeting since Didier represents the bid from Bordeaux.
- B. Richard and Hans did the original site visits of the venues for the three potential cities. Richard reviewed some of the important criteria and indicated that the aim is to have 1,500-2,000 delegates, 2,000 m² of built space is needed for the commercial exhibition and it is mandatory to have catering in the exhibit hall.
- C. Chiara Noli presented the final bid from Milan. Didier presented the final bid from Bordeaux. David presented the final bid from London.
- D. Discussion of the bids with input from all AC members followed. David and Didier were excused from the session and did not participate in the vote. Chiara is not an AC member so was also not present. All of the bids were very strong and all of the cities would have provided excellent venues for WCVD8.

- E. A vote was taken by secret ballot and counted by the Secretary with oversight by Phil. Bordeaux, France was selected for WCVD8 on the first ballot having received more than 50% of the 14 total votes cast for the three venues.

IX. WAVD Affiliate Organization Status – Entire Committee

- A. The application for affiliate status from the International Committee on Atopic Diseases of Animals (ICADA) was read and discussed. Several AC members expressed surprise that ICADA has no formal legal, organizational or constitutional structure and that this may not be in their best interest for future endeavors. A motion was made and passed to afford ICADA Affiliate Organization Status (Attachment 5) with the following provisions:
 - i. The request for annual support not to exceed US \$1,000 for two meetings was approved.
 - ii. The request for one-time support not to exceed US \$9,500 for a “working retreat” associated with WCVD7 in Vancouver in 2012 was also approved.
 - iii. ICADA will need to determine one point of contact to which the WAVD Treasurer may transfer the approved funds as a lump sum for each of these meetings.
 - iv. WAVD will require an annual report from ICADA covering the Committee’s activities and accomplishments over the previous year. Part of this report should also include requests for financial support for the next year. The report will be due by May 31 of each year to correspond to the end of the WAVD fiscal year. The report may be submitted to the UK Companies House and the Office of the Scottish Charity Regulator as part of the WAVD Annual Report.
 - v. The WAVD AC requested that one of the following designations be used to identify ICADA’s affiliate status for all formal purposes:
 - 1. International Committee on Atopic Diseases of Animals, an Affiliate of the World Association for Veterinary Dermatology
 - 2. International Committee on Atopic Diseases of Animals, an Affiliate Organization of the World Association for Veterinary Dermatology

- B. The application for affiliate status from the International Veterinary Dermatology Nomenclature Committee (IVDNC) was read and discussed. Several AC members expressed concern that IVDNC has no formal structure, no financial support, no tangible accomplishments, and that the leadership seems to be in transition. However, the AC realizes that the goals and objectives of this committee are of a long-term nature and WAVD affiliation may be beneficial to these efforts. A motion was made and passed to afford IVDNC Affiliate Organization Status (Attachment 6) with the following provisions:
 - i. For any financial support, IVDNC will need to determine one point of contact to which the WAVD Treasurer may transfer the approved funds as a lump sum.
 - ii. WAVD will require an annual report from IVDNC covering the Committee’s activities and accomplishments over the previous year. Part of this report should also include requests for financial support for the next year. The report will be due by May 31 of each year to correspond to the end of the WAVD fiscal year. The report may be submitted to the UK Companies House and the Office of the Scottish Charity Regulator as part of the WAVD Annual Report.
 - iii. The WAVD AC requested that one of the following designations be used to identify IVDNC’s affiliate status for all formal purposes:

1. International Veterinary Dermatology Nomenclature Committee, an Affiliate of the World Association for Veterinary Dermatology
2. International Veterinary Dermatology Nomenclature Committee, an Affiliate Organization of the World Association for Veterinary Dermatology

Action Item: Now that WAVD has reviewed two applications for affiliate organization status, Mandy and Phil will determine if changes are needed to the application and report back to the AC.

X. Publicity – Entire Committee

- A. Overall, there has been a very good increase in the visibility of WAVD through the publicity efforts of WAVD AC members and the MOs over the last year. The history of the Association, prepared by Richard, has been widely disseminated in publications and websites; the WAVD Brochure was prepared and distributed by Wayne; WAVD as the parent organization of WCVD7 has been broadly acknowledged in promotional materials; and the WAVD Website has been updated and improved. The one disappointment is that some high profile publications such as *JAVMA* have not published the submitted material.

Action Item: The MO Representatives will again contact publications that were sent promotional materials but have not published them.

- B. Luc indicated that there will be advertising at ESVD-ECVD in Brussels in 3 weeks. There will be some of the WAVD Brochures but the emphasis will be on WCVD7 less than one year before the Congress.
- C. Claudia reviewed the status of the WAVD website. The budget for the next year is €3,000. The website provider and webmaster have been changed. She is assessing how to better format the pictures on the site. Pictures and Logos are needed from previous congresses.

Action Items: Hans to contact Bill Schroeder for WCVD2 pictures. Stephen to look for WCVD4 Logo and Keith for WCVD3 Logo. Ken and Didier to look for WCVD2 Logo. Claudia to add Bordeaux 2016 to the site and request ICADA and IVDNC material to add.

XI. WAVD Position on Support of Clinical Practice Guidelines from Outside Organizations – Entire Committee

- A. This topic was initiated when Ralf Mueller approached WAVD to endorse a set of demodicosis practice guidelines.
- B. Carmel has reviewed this topic extensively and found an Australian document “Key Principles for Developing Guidelines” (Attachment 7) which addresses this issue in human medicine.
- C. Phil reviewed how ACVIM has addressed this important topic with its Evidence Based Consensus Committee Reports (<http://www.acvim.org/websites/acvim/index.php?p=22>).

Consensus Statements of the American College of Veterinary Internal Medicine (ACVIM) provide the veterinary community with up-to-date information on the

pathophysiology, diagnosis, and treatment of clinically important animal diseases. The ACVIM Board of Regents oversees selection of relevant topics, identification of panel members with the expertise to draft the statements, and other aspects of assuring the integrity of the process. The statements are derived from evidence-based medicine whenever possible and the panel offers interpretive comments when such evidence is inadequate or contradictory. A draft is prepared by the panel, followed by solicitation of input by the ACVIM membership which may be incorporated into the statement. It is then submitted to the Journal of Veterinary Internal Medicine, where it is edited prior to publication. The authors are solely responsible for the content of the statements.

Two to four of these have been published per year since 2000.

- D. Discussion followed with the general consensus that WAVD should be involved in assessing and/or developing practice guidelines to some degree and should generate a plan to accomplish this objective. Some type of expiration date on practice guidelines will be mandatory.

Action Item: By the end of the year, Carmel will review the ACVIM Consensus Statement process and any other pertinent materials to propose to the AC the process which might be used for developing and/or evaluating clinical practice guidelines.

XII. WAVD Co-Branding of Educational Materials from Member Organization Meetings.

This topic was tabled until the 2012 AC Meeting.

XIII. New Business

David presented a draft prospective budget for 2011-2012 which was discussed.

Action Item: David to finalize and distribute to the officers for final review and comment. When completed, Ken will forward to the MO Representatives for distribution to their Presidents.

XIV. Date and Place of Next Meeting

The next meeting of the WAVD Administrative Committee will be 23 July 2012 in Vancouver, BC, Canada at the site of WCVD7.

The meeting was adjourned at 5:45 PM on August 20th.

Respectfully submitted,



Kenneth W. Kwochka, DVM
Secretary, WAVD