

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

**MINUTES**

July 23, 2012  
Fairmont Waterfront Hotel  
Vancouver, BC, Canada

Emmanuel Bensignor, Representative of ECVD  
Mandy Burrows, Representative of the Dermatology Chapter of ACVS (DCACVS)  
Didier Carlotti, President WAVD  
Richard Halliwell, President WCVD1  
Toshi Iwasaki, President WCVD6  
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)  
Stephen White, Secretary WCVD7

The meeting was called to order at 8:40 AM on July 23 and chaired by Dr. Carlotti. The Committee welcomed Emmanuel Bensignor as the new representative of ECVD replacing Keith Thoday who resigned earlier in the year.

**I. WAVD Code of Conduct Document (Attachment 1) – Dr. Kwochka**

- A. The draft document was reviewed and discussed by the AC. No changes were made to the draft.
- B. Motion to approve the document was made by Dr. Rosenkrantz, seconded by Dr. Roudebush and unanimously approved.
- C. Each member of the AC completed the signatory page and forwarded to the Secretary.

**II. Minutes of the Meeting of August 19-20, 2011 (Attachment 2) – Dr. Kwochka**

- A. Action items were reviewed and deemed to have all been completed or satisfactorily resolved.
- B. Motion to approve the minutes was made by Dr. Rosenkrantz, seconded by Dr. Roudebush and unanimously approved.
- C. There was discussion regarding potential earlier approval of the minutes prior to the following year's AC Meeting, distribution of approved minutes in totality to the

Member Organizations (MO's) and harmonization of the summary report to MO's after the draft minutes are completed after the AC Meeting. The minutes cannot receive final approval earlier because of the financial reports pending submission to UK Companies House and the Office of the Scottish Charity Regulator.

**Decisions and Action Items:**

**Minutes of the Annual AC Meeting will continue to be generated in draft form with final approval at the following year's meeting.**

**A summary report of the draft minutes will be prepared by the secretary, approved by the officers and then forwarded to the AC. AC MO representatives will then forward this summary to their MO Boards. This report will replace the reports previously prepared by the individual MO representatives.**

**When approved, the complete minutes are a matter of public record and can be forwarded to MO Boards.**

**III. Treasurer's Report (Attachment 3) – Dr. Lloyd**

- A. The net assets of WAVD on 31 May 2012 totaled £ 629,289 per the draft report 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 (Motion – Halliwell; Second – Beco; 14 approved; Lloyd abstained).
- B. Draft Budget: June 2012 – May 2013
  - i. Dr. Lloyd presented a proposed budget of approximately €78,000. After discussion of additional initiatives for the fiscal year, the approved amount was raised to €85,000.
  - ii. Funds for any new affiliate or provisional organizations will not be available until fiscal year 2013-2014.
- C. Dr. Lloyd has explored higher yield diversified investment opportunities for WAVD. None are practical based on minimum monetary requirements for the funds.
- D. Financial Risk of Cancelled Congresses
  - i. Dr. Lloyd is awaiting a report from a UK-based PCO on this subject.
  - ii. Operating budget for each congress is now approximately \$2M US.
  - iii. Full coverage for the Vienna Congress (2004) was approximately \$25,000 US.
  - iv. Recommendation is to take full-value cancellation and liability insurance for future congresses.

**Action Item: In the future, WAVD and the WCVD EOC's must be absolutely sure that contracts with PCO's, sponsors, hotels, meeting facilities, etc., clearly indicate limits of liability for cancelled congresses due to unforeseen circumstances. Additionally, legal input should be sought in review of these contracts, especially those from sponsors.**

**Action Item: Full-value congress cancellation and liability insurance will be investigated and taken for WCVD8 and future congresses.**

#### IV. WAVD AC Travel Policy – Dr. Carlotti

- A. The current AC travel policy was discussed and determined to be somewhat vague in its wording.
- B. In order to clarify for the membership and treasurer more specific wording was generated and unanimously approved by the committee (Motion – Paradis; Second – Rosenkrantz).

**Decision for Travel Policy: *Air travel of greater than 6 hours for WAVD AC business will be reimbursed at a reasonable economy fare at the discretion of and with final approval of the treasurer. Air travel of less than 6 hours will be reimbursed at the lowest economy fare available with a reasonable itinerary with final approval of the treasurer.***

#### V. WAVD and Member Organization Relations – Entire Committee

- A. Representatives reported to the AC that the current state of relations with each of their MO's is strong. Drs. Burrows and Bensignor noted appreciation within their organizations for the transparency and openness of WAVD and for the letter to the MO Presidents in 2011 clarifying previous questions.
- B. Dr. Roudebush summarized organizational changes for the North American Veterinary Dermatology Forum (NAVDF). There is now a formal organizing and planning committee comprised of members from ACVD, AAVD, ISVD and the PCO.
- C. There is still somewhat of a perception that WAVD just plans congresses. The association needs to take every opportunity available to remind the MO's of all of the other initiatives including the WAVD Scholarship Grants, Outreach to Dermatologically Underserved Regions of the World, Opportunities for Support through Affiliate and Provisional Status in WAVD, etc.
- D. Dr. Carlotti suggested that MO's might be approached to see if they would agree to identify their affiliation with WAVD on websites, letterheads and other official documents.

**Action Item: AC representatives of MO's should contact their boards regarding the above. It was suggested that the designation might be for example "Canadian Academy of Veterinary Dermatology, a Member Organization of the World Association for Veterinary Dermatology."**

- E. Some representatives had requests from their MO's to furnish details on when current terms expire for AC members.
  - Emmanuel Bensignor, Representative of ECVD: 2016
  - Mandy Burrows, Representative of the Dermatology Chapter of ACVS (DCACVS): 2013; Secretary WAVD: 2016
  - Didier Carlotti, President WCVD8: 2028
  - Richard Halliwell, President WCVD1: Until no longer active in dermatology
  - Toshi Iwasaki, President WCVD6: Resigned 2012
  - Hans Koch, President WCVD3: Until no longer active in dermatology

- Kenneth Kwochka, Representative of ACVD: 2013; President WAVD: 2016
- David Lloyd, Treasurer WAVD, President WCVD5: Until no longer active in dermatology
- Claudia Nett-Mettler, Member-at-Large: 2013
- Luc Beco, Representative of ESVD: 2015
- Manon Paradis, President WCVD7, Representative of CAVD: 2024
- Wayne Rosenkrantz, Member-at-Large: 2013
- Phil Roudebush, Representative of AAVD: 2013
- Carmel Taylor, Representative of the Asian SVD (AiSVD): 2013
- Stephen White, Secretary WCVD7: 2013

## **VI. Formal Presentations from Prospective Member Organizations**

- A. Sociedad Latinoamericana de Dermatología Veterinaria (SLDV) – Dr. Alberto Martin with multiple members of the society also present
  - i. Inception of the organization at a meeting in Cancun, Mexico in November, 2011 at which Dr. Paradis spoke
  - ii. Planning a conference every 2 years: Bogota, Colombia in 2013 with Drs. Paradis and Olivry
  - iii. Drs. Luis Ferrer and Sheila Torres have also provided support
  - iv. Currently 140 members of the society
  - v. Objectives to increase the level of veterinary dermatology in Latin America, integrate Latin America with WAVD and form a Latin American College of Veterinary Dermatology to develop and regulate specialists in the member countries
  - vi. Goal to administer the first college board examination in 2018
  - vii. All but two Latin American countries are represented in the society
  - viii. Dr. Carlotti thanked the group for the presentation and indicated that we will consider the society's request for membership and, depending on the decision, a formal application will need to be submitted to WAVD
  
- B. International Society of Veterinary Dermatopathology (ISVD) – Drs. Judith Nimmo and Sonya Bettenay
  - i. Interested in full membership in WAVD
  - ii. 160 members in 29 countries, most not members of other dermatology organizations
  - iii. Self-funded organization with a \$10,000 annual budget and a \$5,000 annual research grant
  - iv. Supported two WAVD Scholarships to the Vancouver Congress
  - v. Imbedded session within the WCVD Program and trying to do the same with ESVD/ECVD for 2015
  - vi. Stressed the importance of ISVD training since 25% of college exams are currently dermatopathology
  - vii. ISVD is specifically looking for funding opportunities and assistance to disseminate information about the sub-specialty
  - viii. The organization would like more input from clinical dermatologists
  - ix. Dr. Carlotti thanked Drs. Nimmo and Bettenay for the presentation and indicated that WAVD will consider the request for membership in light of new membership categories

## **VII. WAVD Constitution Changes – Dr. Halliwell**

- A. Changes in UK Companies' Law mandate that the constitution be updated.
- B. Dr. Halliwell reviewed the proposed changes (Attachment 4) and discussion followed.
  - i. Corresponding Members Category: these may be individuals, groups of individuals or committees
  - ii. Affiliate Membership Category: these are organizations, preferably multinational in composition
  - iii. Provisional Membership Category: these are organizations, preferably multinational in composition
  - iv. The SLDV and ISVD presentations and letters of intent were considered:

**Decision: SLVD will be offered an opportunity to apply for Provisional Membership in WAVD. ISVD will be offered an opportunity to apply for Affiliate Membership in WAVD.**

**Action Item: Dr. Carlotti will send letters to SLVD and ISVD indicating the decisions with offers to apply for membership in these categories when the new guidelines and applications are completed by WAVD. (Note: Dr. Kwochka will prepare these letters since he was elected president at the end of the AC meeting.)**

**Action Item: Drs. Roudebush and Burrows will update the guidelines and applications to reflect the new categories of membership which will then be sent to SLVD and ISVD.**

- C. By vote of the *Member Organization Representatives*, the new WAVD Constitution (Attachment 5) was unanimously approved (Motion – Roudebush; Second – Kwochka).
- D. Dr. Iwasaki asked if the Japanese Society of Veterinary Dermatology could apply for WAVD Affiliate Membership. Yes, this is possible although preference is for multinational organizations. It should also be noted that WAVD Affiliate status does not equate to discounted congress registration fees. This has yet to be discussed and decided.

#### **VIII. Member Organizations' Charitable Status – Dr. Halliwell**

All of the MO's appear to be compliant at this time.

#### **IX. Changes to Guidelines and Application Process for Existing and New Membership Categories – Drs. Roudebush and Burrows**

- A. After passage of the new constitution, there are now three levels of organizational membership:
  - i. Member Organizations
  - ii. Affiliate Member Organizations
  - iii. Provisional Member Organizations
- B. Drs. Roudebush and Burrows have made some changes to the Guidelines and Application for Affiliation with WAVD (Attachment 6). These changes were found to be acceptable. The guidelines and application for provisional membership status should be almost identical to those for full membership other than the

required annual reports to be sure progress is made toward full membership.

- C. Dr. Burrows indicated that WAVD needs to do a better job of indicating to affiliate organizations that money is available and how to apply for it. There should be guidelines, an application and a clear indication on how WAVD will get acknowledgement of support.

**Action Item: Drs. Roudebush and Burrows will finalize guidelines and applications for the three membership levels and circulate for comments and approval. These should be completed as soon as practically possible since they need to be forwarded to SLVD and ISVD to begin the application process.**

**Action Item: Drs. Roudebush and Burrows will develop the guidelines and application process for WAVD funding opportunities and circulate for comments and approval.**

#### **X. Final Update on Arrangements for WCVD7 – Drs. Paradis and White**

- A. All arrangements are in order with no issues.
- B. Current figures as of 23 July: 1382 regular delegates (including exhibitors); 195 associated people; 667 workshop attendees; 800 people for meet-and-greet; 350 people for the gala; 1,150 delegates for the Canada Evening.

#### **XI. Hugo Schindelka Subcommittee Report (Attachment 7) – Dr. Lloyd**

**Decisions: The award will remain a medal, certificate and US \$5,000 directly from WAVD. Nominations will be initiated 2 years before the congress with selection 1 year before. A Shindelka Memorial Lecture will be given by the recipient at the congress.**

#### **XII. Scholarship Grant Subcommittee Report (Attachment 8) – Dr. Burrows**

- A. Dr. Burrows reviewed the award process for WCVD7 as described in the report. She was commended by the AC for an amazing job with a very challenging program.
- B. Six key issues for WCVD8 were also discussed:
  - i. Modification of application criteria including geography and the nomination process
  - ii. Modification of the application form
  - iii. Management of the applications, especially with regard to file capacity
  - iv. Management of email traffic including volume, content, anonymity, validity, etc.
  - v. Protection of WAVD AC Members from applicant harassment
  - vi. Potential establishment of an Endowment Fund for personal and corporate donations
- C. Dr. Roudebush suggested that the subcommittee seek commercial administrative support to manage this process to address several of the issues as described above. He further suggested the possibility of delegate sponsorship for other dermatology meetings between the congresses. Dr. Nett-Mettler felt that the

WCVD PCO might be able to handle the administrative (including document storage) portion of the process allowing the subcommittee to be able to just make the important decisions. There was discussion on the possibility of having two nomination categories: 1) the candidate nominates themselves as they now do and 2) a mentor/sponsor nominates a candidate. No final decisions were made on these suggestions.

- D. There was extensive discussion on the potential development of a Scholarship Endowment Fund for perpetual support and growth of the program. This fund could accept private and corporate donations.

**Decision: The AC is in support of establishing a Scholarship Endowment Fund.**

**Action Item: Drs. Lloyd and Halliwell will check into the legal status of establishing the fund. If this is acceptable, David, the subcommittee and AC will work together to implement it.**

- E. As Hans pointed out, the networking that occurs for the scholarship recipients is at least as important as the scientific information at the congress. Therefore, at future congresses there should be a WAVD – Scholarship Recipient Reception. Additionally, future recipients will be required to write a summary of their experiences at the congress to be presented to their local veterinary organization(s) and forwarded to the WAVD AC.

**Action Items: Dr. Burrows will modify the application criteria and form based on the subcommittee report and decisions made at this meeting.**

### **XIII. Global Support and Expansion of Veterinary Dermatology (Attachment 9) – Dr. Halliwell**

- A. The constitutional changes approved earlier will assist in this process with the establishment of Corresponding Member and Provisional Member categories. Drs. Roudebush and Burrows are working on the new guidelines and applications for these categories.
- B. SLVD has already done quite an amazing job developing the specialty in a short period of time in Latin America. They will be encouraged to apply for provisional membership in WAVD.
- C. South Africa followed by the rest of the continent should be the next developing geographic area for WAVD to provide assistance. Dr. Andy Hillier spends time in South Africa once a year providing education and other support for the specialty. Dr. Martin Briggs is a practitioner in South Africa very active in clinical dermatology.

**Action Item: Drs. Lloyd and Carlotti will speak with Drs. Hillier, Briggs and other appropriate individuals to develop a plan for Africa. Note: Dr. Kwochka in a subsequent conversation with Dr. Hillier found out that he has already been working on a proposal for the development of the specialty in South Africa and will share this with WAVD when completed.**

- D. Dr. Koch suggested that Russia and the Middle East should also be considered for potential support. Dr. Sveta Belova may be a good contact person for Russia.

#### **XIV. Publicity – Entire Committee**

- A. Dr. Nett-Mettler deserves a great deal of thanks for all of her work on the website. She requests pictures from earlier congresses, especially Dijon.

**Action Item: Send Claudia old pictures!**

- B. Press releases related to WCVD7 should be sent to journals soon after the congress.

**Secretary's Note: These are in preparation and will be distributed when completed.**

- C. There was extensive discussion on differentiating publicity materials for WAVD versus WCVD8 since the WAVD message always seems to get lost in WCVD advertising.
- i. Repetition is the key.
  - ii. More widespread distribution of WAVD brochures is needed.
  - iii. WAVD Exhibit Booths are needed at major and specialty meetings.
  - iv. Both logos should be used on all advertising materials and not just the WCVD8 logo.
  - v. A large poster should be developed for advertising purposes.
  - vi. The WAVD logo should appear on all MO websites, stationary, advertising, etc.

**Action Item: Dr. Rosenkrantz will update the WAVD Brochure and develop a WAVD Postcard and Poster.**

**Action Item: All WAVD MO Representatives will contact their presidents/boards about use of the WAVD logo as described in vi. above.**

#### **XV. WAVD Position on Support of Clinical Practice Guidelines from Outside Organizations (Attachment 10) – Dr. Taylor**

- A. Dr. Taylor provided a very comprehensive report and there was extensive discussion on all of the issues and options associated with this topic. Some of the key points are:
- i. Do we initiate guidelines or review what are submitted?
  - ii. How many per year?
  - iii. What is the cost associated with this process? Industry sponsorship?
  - iv. Consensus or evidence-based?
  - v. One review group or different groups for different topics? How will the individuals on the groups be selected?
  - vi. Who will facilitate the process?
  - vii. How will the information be disseminated?
- B. Dr. Roudebush summarized the process for ACVIM Consensus Statements as he did at last year's meeting.
- i. ACVIM endorses the process and not the details of the report itself
  - ii. ACVIM chooses the committees and topics
  - iii. One year to produce the first draft
  - iv. Presented at annual meeting followed by a comment period
  - v. Finalize and publish



**Decision:** There was strong support among AC Members that WAVD needs to get a draft written process in place to make progress on implementation of a clinical practice guidelines review system.

**Action Item:** Drs. Taylor, Rosenkrantz and Beco will form a sub-committee to draft a report including but not limited to: 1) selection process, 2) review process, 3) terminology, 4) methods for dissemination and 5) ideas to involve MO's in this process.

**XVI. Election of President for WCVD8**

- A. Dr. Carlotti was unanimously elected President of WCVD8.
- B. Dr. Kwochka was unanimously elected President of WAVD to fill the vacancy created by Dr. Carlotti's departure from the position.
- C. Dr. Burrows was unanimously elected Secretary of WAVD to fill the vacancy created by Dr. Kwochka's departure from the position.

**XVII. New Business**

Dr. Iwasaki is retiring from veterinary dermatology and is, therefore, resigning from WAVD. The entire AC thanked Toshi for his enumerable, valuable contributions to WAVD and veterinary dermatology. Toshi's outstanding leadership as President of WCVD6 in Asia was particularly noted as instrumental in fulfilling the mission of WAVD to promote the world-wide development of veterinary dermatology. Thanks so much Toshi and very best wishes in your future endeavors!

**XVIII. Date and Place of Next Meeting**

The next meeting of the WAVD Administrative Committee will be 5-8 June 2013 in Bordeaux, France. This will be in conjunction with the WCVD7 Debriefing Meeting and the initial WCVD8 EOC Meeting.

Respectfully submitted,

Kenneth W. Kwochka, DVM  
Secretary, WAVD