

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

MINUTES

June 7, 2013  
Hotel de Seze  
Bordeaux, France

Luc Beco, Representative of ESVD  
Emmanuel Bensignor, Representative of ECVD  
Mandy Burrows, Secretary WAVD, Representative of the Dermatology Chapter of ACVS (DCACVS)  
Didier-Noël Carlotti, President WCVD8  
Richard Halliwell, President WCVD1  
Hans Koch, President WCVD3  
Kenneth Kwochka, President WAVD, Representative of ACVD  
David Lloyd, Treasurer WAVD, President WCVD5  
Claudia Nett-Mettler, Member-at-Large  
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 9:30 AM on June 7 and chaired by Dr. Kwochka. Dr Kwochka welcomed the committee and thanked them for their efforts over the previous two days

**I. Welcome and remarks from the President – Dr Kwochka  
Feedback on the WCVD7 debriefing meeting**

- A. Dr Kwochka requested some feedback from the WAVD Administrative Committee (AC) as to the timing and the structure of separate meetings on individual days for the WCVD7 debriefing meeting and the WCVD8 EOC meeting.
- B. Overall all AC committee members felt that the meetings were worthwhile and that a separate day for the WCVD debriefing and the new EOC meeting was important. Dr Beco encouraged the committee to work towards increasing efficiencies in order to reduce costs; Dr Paradis commented that the meeting was of considerable value as it assisted all the new WCVD8 EOC members to comprehend and understand their roles within the new committee. Dr Rosenkrantz suggested that in the future to be more efficient, reports could be presented as items to be approved (reports) versus items to be discussed (key agenda items). This suggestion was endorsed by Drs Beco, Rosenkrantz and Dr Halliwell.
- C. Dr Rosenkrantz indicated that it was important that key agenda items such as sponsorship levels were decided during the meeting with the new EOC. Some discussion about sponsorship ensued and Dr Lloyd reassured the AC that preliminary groundwork with regard to both the timing and the roadmap for sponsorship had been discussed by himself and Dr Griffin. Dr Lloyd presented a

short summary of his intentions for sponsorship using a well-established sponsorship model to that used previously for WCVD Congress organization in Europe. This includes drafting an updated list of proposed principal sponsors and contact persons. The WCVD8 LOC will develop a list of sponsorship opportunities to be offered to sponsors on a first-come, first-served basis. Dr Lloyd indicated that the amount requested of principal sponsors at WCVD8 would be the subject of further discussion, but he envisaged that the amount would be between US 60,000 dollars and 70,000 dollars and converted to a suitable Euro amount. Dr Halliwell indicated that in his opinion the current market climate would not bear any increase in sponsorship amounts and he emphasized that maximizing the return for the sponsors should be a priority with the critical organizational decisions. Dr Roudebush suggested that the WAVD/WCVD should consider developing a continuous sponsorship strategy to form partnerships with companies that are regular principal sponsors. Dr Lloyd reassured the AC that he was confident he would be able to manage the issues with sponsors as discussed.

## **II. Acknowledgement of WAVD Code of Conduct – Dr Kwochka**

Dr Kwochka reminded the committee of their obligations with regard to the WAVD code of conduct with particular emphasis on the matter of confidentiality.

## **III. Review outstanding Action items and approval of Minutes from the meeting of July 23, Vancouver, 2012 (Attachment 1) – Dr Burrows**

- A. Action items from the 2012 meeting were reviewed and most were deemed to have all been completed or satisfactorily resolved. Outstanding matters from the Action List are recorded below:

### **Outstanding Action items:**

- i. Liability insurance

**Contact the PCO regarding the organization of cancellation and liability insurance for WCVD8 Congress in Bordeaux and communicate with the AC when this has been completed- Dr Carlotti**

- ii. Member organization relationships

**AC representatives of MO's should contact their boards to check that updated WCVD7 Bordeaux logo and the link to the WCVD8 website is present on the MO Welcome page and report back to the WAVD Secretary - Drs Beco, Bensignor, Burrows, Kwochka, Roudebush, Taylor**

- iii. Affiliate and Provisional Membership Guidelines

**Check that Guidelines for WAVD Affiliate and Provisional Membership are on the WAVD website- Dr Burrows and Dr Nett**

- iv. Application criteria for scholarships for WCVD8

**Complete updated criteria for scholarships for WCVD8 for next WAVD meeting in 2014-Dr Burrows**

- v. Images from earliest WCVD1 and WCVD2 for WAVD website

**Send images to Dr Nett for WAVD website- Dr Kwochka**

- vi. Images from Vancouver WCVD7

**WAVD should manage the historical images from each Congress and the images from Vancouver WCVD7 on Fanfare should be stored on the WAVD website- Dr Burrows to contact Dr Rusty Muse to forward to Dr Nett.**

- B. The AC approved the minutes from July 23, Vancouver, 2012 (Motion – Halliwell; Second – Roudebush; unanimously approved). These minutes are now a matter of public record and can be forwarded to MO Boards.
- C. 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 2013 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. Minutes must be approved before there is any communication to the MO Board.

**IV. Urgent business not covered elsewhere**

**A. Asian College of Veterinary Dermatology (AiCVD)- Dr Taylor**

Dr Kwochka requested that Dr Taylor outline the circumstances surrounding the formation of a second dermatology association in Asia. The matter was discussed by the AC out of session. At this stage the AC deemed that there was no requirement for any action.

**B. Constituent representatives- Dr Roudebush**

A short discussion was undertaken regarding an update of the status of current terms of expiry for AC members.

- Dr Mandy Burrows, Secretary WAVD: 2016; Representative of the Dermatology Chapter of ANZCVS (DCANZCVS): 2013; pending approval July 2013 ACVD meeting – approved as the representative of DCANZCVS for a further 4 years
- Dr Kenneth Kwochka, President WAVD: 2016; Representative of ACVD: 2013; approved as the representative for ACVD for a further 4 years
- Dr Carmel Taylor, current representative of the Asian SVD: approved as the representative for AiSVD for a further 4 years
- Dr Manon Paradis, President WCVD7, Representative of CAVD: 2024; approved as the representative for CAVD for a further 4 years
- Dr Phil Roudebush, current representative of AAVD: 2013; approved as the representative for AAVD for a further 4 years
- Dr Wayne Rosenkrantz, Member-at-Large: 2013: appointment to be determined
- Dr Claudia Nett-Mettler, Member-at-Large: 2013: appointment to be determined

**V. Treasurer’s Report (Attachment 2) – Dr Lloyd**

## A. Financial report

- i. **Bank accounts.** Dr Lloyd reported that bank accounts had been streamlined with regards to bank transfers in different currencies. This would improve the efficiency of reimbursement to AC members from different geographic regions in the future.
- ii. **Assets:** the net assets of WAVD on 31 May 2013 totaled € 654,227.76 per the draft report. This will be reviewed by the accountant, John Norman, and will be submitted to UK Companies House and the Office of the Scottish Charity Regulator after the end of June.

## B. Draft Budget (Attachment 3): June 2013 – May 2014: Dr Lloyd discussed the draft budget allocations for 2013 to 2014. The details are contained within the attachment. The AC agreed that WCVD8 sponsorship should continue at € 60,000.

- i. Dr. Halliwell raised the issue of converting currencies and whether there was a financial advantage in converting monies from US dollars to Euros within the banks or whether we should have the PCO undertake to do this to avoid monetary loss to WAVD.

**Action item: Dr Carlotti to seek clarification with Mr Le Gal from MCI regarding the optimum method for converting currencies.**

- ii. Dr Kwochka raised the issue of the advantage of an internal four-year budget cycle as a more accurate projection of expenses that had to be sustained by the WAVD AC subsequent to each World Congress meeting. Dr Rosenkrantz endorsed this suggestion indicating that it was important to emphasize to the MO that the surplus that is generated after each Congress has to pay for WAVD operational expenses for the ensuing four years.

**Action item: Dr Lloyd to create a four year budget cycle to account for the operational expenses of the WAVD AC to be presented at the next annual AC meeting for internal budgeting processes.**

The draft report (Attachment 2) and draft budget (Attachment 3) served as the Treasurer's Report and was approved by the AC. (Motion – Carlotti; Second – White; 14 approved; Lloyd abstained).

## VI. Review of surplus sharing data from WCVD7 – Dr Halliwell

### A. Surplus sharing calculations (Attachment 4)

- i. Dr Halliwell discussed the calculations associated with the disbursement of monies from WCVD7 based on the number of total paid registrations to the various MO. Dr Halliwell had adjusted the calculations to include the free veterinary registrations (speakers, committee members and Presidents of MO). The total registration delegate numbers were 990 and the total day registrations in registration equivalents were 31. The percentages were recorded as follows: AAVD/ACVD 36.64%, CAVD 13.26%, ESVD/ ECVD 27.78%, AiSVD 18.38% and ANZCVS 3.94% and these final percentages will be used to calculate the disbursement when the funds are available.

- ii. Dr White raised the issue of the large number of Japanese delegates that attracted a reduced daily registration rate contributing significantly to AiSVD income but receiving little benefit because they were not members of AiSVD. Dr Halliwell indicated that it would be important to maintain the reduced daily rate for Japanese delegates because of the number. The AC agreed with this sentiment.
- iii. Dr Kwochka raised a specific request that the disbursement from WAVD to ACVD should be directed into the ACVD research account fund. Some discussion was undertaken that different MO may require payment into different bank accounts.
- iv. Dr Koch indicated that it would be very important for each MO to communicate the disbursement of monies from WCVD7 to their members.

**Action item: each MO representative to contact the Treasurer, Dr Lloyd with instructions as to how the disbursement from WCVD7 should be paid. The Treasurer will contact each MO representative by email to indicate when the monies are ready for disbursement. After the disbursement each MO organisation should communicate the WAVD disbursement to their membership- Drs Beco, Bensignor, Burrows, Kwochka, Roudebush, Taylor, Paradis**

The AC approved the disbursement of monies from WAVD as outlined in the surplus sharing document when funds become available from WCVD7. (Moved; Rosenkrantz, second- Halliwell and unanimously approved).

#### **B. AAVD (NAVDF) meeting income (Attachment 5) – Dr Roudebush**

Dr Roudebush discussed the financial impact of the WCVD Congress on the meeting income of the NAVDF when the both meetings are held in the same year. It is clear that there is financial loss for the AAVD when the NAVDF meeting is not held, however there is also evidence from this document to indicate that there was a marked reduction in NAVDF income even when both meetings are conducted in the same year. There was some discussion amongst the AC regarding this issue.

#### **C. Discussion of any changes to the surplus sharing plan for WCVD8**

The AC resolved that the same model for surplus sharing would be utilised for WCVD8.

### **VII. Revisit of WAVD AC travel policy – Dr Rosenkrantz**

The issue of cost of air flights was raised. The current policy as worded is *“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.”*

Some discussion ensued as to how variable it can be to access reasonable schedules when seeking an upgrade to airline fares and whether AC committee members should have to pay the extra money required to select an airline of their choice. Further discussion was undertaken and a decision was reached by consensus of the committee.

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

The Treasurer, Dr Lloyd requested that AC members furnished the following information with their future claims for reimbursement.

- Receipt for what was spent on the airline fare
- Quote from the airline for the upgradeable economy fare on your preferred airline at the time of booking
- Fill out on the claim form "I bought a fare at this level; I am claiming at this level"

#### **VIII. Hugo Schindelka (HS) Award Subcommittee Report (Attachment 6) and new timeline- Dr Lloyd**

Dr Lloyd raised the issue of appointing a second representative to the subcommittee and a temporary replacement for Dr Irhke while he was unavailable due to illness. Dr Lloyd suggested that Dr Julie Yager and Associate Professor Koji Nishifuji would be excellent additional members for the subcommittee.

A motion was passed to appoint these individuals to the Hugo Schindelka Award Subcommittee- moved Carlotti- second White- passed unanimously.

**Action item: Dr Lloyd to contact Dr Julie Yager and Associate Professor Koji Nishifuji and invite them to serve on the subcommittee.**

Some discussion ensued as to both the confidentiality and the timing of the presentation of the award in the WCVD8 program. The AC agreed that it was optimal that the recipient of the award remained confidential. There was some discussion amongst the AC and a consensus that it would be optimal to present the award during the WCVD8 Opening Ceremony and have the Schindelka presentation given after the award is conferred.

**Action item: The AC considers it a priority that the award is given adequate recognition in the WCVD8 program. Dr Lloyd will consult with the remainder of the HS subcommittee members and liaise with the WCVD8 Program Chair regarding the timing of the award and report back to AC- Dr Lloyd.**

#### **IX. WAVD Scholarship Program – Dr. Burrows, Dr Roudebush**

##### **A. Update on program from WCVD7**

Drs Burrows, Taylor, Irhke and Nett serve on the Scholarship subcommittee. Dr Roudebush has temporarily replaced Dr Irhke on the Scholarship subcommittee. Dr Burrows reviewed the award process for WCVD7 including outlining the criteria and the scoring system that was applied to each candidate. Details are included in the Scholarship subcommittee report presented at the 2012 meeting.

##### **B. Discussion of proposed changes to the program for WCVD8:**

- i. **Modification of application criteria** to include all geographic restrictions but weight the scoring system so that lower geographic regions attract a higher score.
- ii. **Modification of the nomination process** to include with two possible nomination categories: 1) the candidate nominates himself or herself as they now do and 2) a mentor/sponsor nominates a candidate.
- iii. **Modification of the application form:** requires modernization and updating (include a question that would request previous scholarship recipients demonstrate what they have done since receiving the grant).
- iv. **Management of the applications, secure site and file capacity**
- v. **Management of email traffic** including volume, content, anonymity, validity, etc., and protection of WAVD AC members from applicant harassment.
- vi. **Including ISVD in Scholarships** for WCVD8.
- vii. **Organise an official welcome WAVD – Scholarship Recipient Reception.**
- viii. **Request future recipients write a summary** of their experiences at the congress to be presented to their local veterinary organization(s) and forwarded to the WAVD AC.
- ix. **Increased number of scholarships** to thirty for WCVD8
- x. **Exclude residents** from the Scholarship Program

**C. Scholarship endowment fund**

At the WAVD annual meeting in 2012, extensive discussion regarding the potential development of a Scholarship Endowment Fund to accept private and corporate donations for perpetual support and growth of the Scholarship program. Some discussion ensued as to the legal costs associated with trying to establish tax free status for such donations and it is not practical or cost-effective for WAVD to do this. The AC agreed that this would not be pursued.

**Action item: The Scholarship Subcommittee will progress all of the proposed changes to the Scholarship program for WCVD8- Dr Burrows.**

**X. WAVD Code of Conduct- Disclosures of Conflict of Interest – Dr Kwochka**

As an obligation of company law each member of the AC must complete a document disclosing their conflicts of interests with regard to affiliations with industry and pharmaceutical groups and forward these to the Secretary.

**Action item: Each member of the AC must complete a document disclosing their individual conflicts of interest as a legal obligation of company law and forward this to the Secretary- Entire Committee**

**XI. Dermatology Resident support for attendance at WCVD8-Entire Committee**

**A. Royal Canin Resident Support**

Royal Canin has provided a pledge of financial support to provide NAVDF residents with the opportunity attend the WCVD8 Congress in Bordeaux. Some discussion ensued between WAVD AC members as to the nature of the financial support and how far any financial support would extend in relation to the number or residents that would be included and how other residents from other regions of the world could be assisted.

**Action item: WAVD will support Royal Canin in its efforts to provide the opportunity for NAVDF residents to attend as a strategy independent of other sponsorship of WCVD8 Congress.**

**B. Discussion on WAVD resident support**

Further discussion ensued regarding the possible permutations that could be explored to provide support for residents. A general consensus was reached that a reduced registration fee should be charged for residents and this should be calculated by WCVD8 EOC. It was anticipated that a reduced fee would be in the range of approximately 550 Euro.

Dr Luco Beco requested that the AC vote on whether residents should attend the WCVD8 for no cost. Two members of the AC voted for free registration for resident; nine members voted for registration to be levied at cost recovery and one AC member abstained.

**Action item: WAVD will explore other strategies to assist other residents from other geographic regions that may not be included in this initiative. The WAVD AC resolved that a reduced fee for MO residents that covered the fixed costs of registration for individuals to attend WCVD8 would be determined by WCVD8 EOC. Further consideration would be given by the WCVD8 EOC to discount fees for nurses and technicians and students fees- WCVD8 EOC**

**XII. WAVD Funding opportunity guidelines- Dr Burrows, Dr Roudebush**

Drs. Roudebush and Burrows have developed guidelines and an application process for WAVD to provide funding opportunities for projects for either affiliate or provisional members.

**XIII. Update concerning relations between the WAVD and its Member Organisations- Entire Committee**

**A. Matters brought forward from Member Organisations- Entire Committee**

No matters were brought forward by any Member Organisations for discussion.

**B. Term expirations for Member Organisations.**

Discussed earlier in the meeting.

**C. ACVD plan for global outreach and harmonizations among dermatology specialty organisations.**

Dr Muse as the current President of the ACVD had presented a concept of global outreach and developing an international framework for training residents. He was seeking WAVD support for such an initiative. Dr Rosenkrantz indicated that this may not be realistic but that developing reciprocal relationships where residents may visit other training programs might be more achievable. Dr Kwochka indicated that the role of WAVD is more specifically that of educational outreach programs.

**Action item: request Dr Muse present a formal proposal to WAVD with more detail for the AC to consider- Dr Burrows**

#### **XIV. Publicity and Communications Plan for WAVD- Entire Committee**

##### **A. Update on website- Dr Nett-Mettler**

Dr. Nett-Mettler deserves a great deal of thanks for all of her work on the website. She indicated that while the webmaster Sebastian Hientel from Vet Contact was very responsive and efficient, the website was inflexible and restrictive and uploading files was inefficient and slow. Uploading large picture files and sophisticated images are problematic.

Dr Koch suggested that WAVD seek a proposal for costing the development of a new website. Dr Kwochka commented that the current website was neither modern, functional or attractive and that WAVD in the future would require a more active and useful vehicle for the dissemination of information including educational material and press releases. Dr Rosenkrantz indicated that he could obtain an estimate for the design and construction of a new website. The committee agreed that several estimates should be obtained including contacting the designer of the WCVD7 website.

**Action item: approach several website designers for an estimate to design and construct a new WAVD website- Dr Rosenkrantz**

##### **B. Future plans**

Dr Lloyd raised the need for a strategic plan and a concept for publicity of the WAVD brand. Some discussion ensued amongst committee members as to whom the publicity should be directed. Dr Kwochka discussed that WAVD should strategize as to where and how it will direct its educational benefits. There was discussion amongst AC members and a consensus that this should be achieved initially through the provisional and affiliate organisations. It was considered that a marketing and publicity plan would evolve once the strategic direction of WAVD was further developed.

#### **XV. Report and Recommendations on Clinical Practice Guidelines- CPG Subcommittee- Dr Taylor and Dr Rosenkrantz**

- A. Dr. Rosenkrantz suggested that the subcommittee could begin by constructing a list of topics and potential authors and liaise with the Journal of Veterinary Dermatology to publish Clinical Practice Guidelines. This could be a specialized section within the journal and financial support could be provided by WAVD. Dr Rosenkrantz has made initial contact with Dr Sheila Torres in her capacity as a co-author of Veterinary Dermatology and also made preliminary contact with the editor Dr Aiden Foster. Dr Rosenkrantz suggested that open access and translations would be optimal for these publications. AC members could be involved with the

review process if there were areas of specialist expertise within the committee. CPG that were generated from the journal could be posted on the WAVD website.

**Action item: There was strong support among AC Members that WAVD needs to make progress on implementation of a clinical practice guidelines review system. Dr Kwochka will liaise with Dr Sheila Torres regarding access to Veterinary Dermatology. The CPG subcommittee will continue to develop this proposal- Dr Taylor, Dr Rosenkrantz, Dr Beco**

**XVI. WAVD Affiliate and Provisional Organisations- Dr Kwochka, Dr Burrows**

- A. ICADA report (Attachment 7). The report and the ICADA budget for 2013 to 2014 was reviewed and approved by the AC.

**Action item: AC to communicate with ICADA- Dr Burrows**

- B. International Society of Veterinary Dermatopathology (ISVD) application for affiliate membership (Attachment 8). The application was considered by the AC and approved.

**Action item: AC to communicate with the ISVD regarding successful application for affiliate membership- Dr Burrows**

- C. Sociedad Latinoamericana de Dermatología Veterinaria (SLDV) application for Provisional Membership (Attachment 9)

A formal application had been recently received from the SLDV for provisional membership of the WAVD. While the application was sound the application had not been received in the correct format. The AC resolved to provide further support and guidance in modifying the application and the meeting resolved to approve the application out of session once the format had been corrected.

The committee discussed the privileges associated with provisional or affiliate membership. The AC resolved that members of provisional and affiliate organisations should receive the same discount for WCVD registration as member organisations. (Moved-White, second-Rosenkrantz and unanimously approved).

**Action item: The AC will liaise with Dr Alberto Martin as representative of the SLDV in refining the application for provisional membership. The SLDV will present the final application to the AC out-of-session for formal ratification by the committee – Dr Burrows, Dr Roudebush.**

**XVII. WAVD Succession planning- Dr Kwochka**

Dr Kwochka discussed succession planning for WAVD and WCVD EOC and the requirement for including more young people in both groups. He suggested that MO may wish to nominate the successor to their representative role and have them attend the WAVD meeting. Dr Halliwell indicated that it was important to include young members of the profession on the various committees of the EOC.

**XVIII. Global support and expansion of dermatology for parts of the world not served by Member Organisations.**

- A. **Africa:** 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. The plan is to set up a study group in South Africa. Dr Lloyd will meet with Dr Andy Lesovitz in August 2013 to advance this organisation. WSAVA will be held in Cape Town in 2014 and the plan is to have a study group formed by this meeting.

**Action item: Dr Lloyd will liaise with Dr Lesovitz to make preliminary plans for a study group in South Africa – Dr Lloyd.**

- B. **Russia:** there are opportunities in Russia to form a dermatology study group. Ekaterina Kuznetsova has made contact with WAVD indicating interest in establishing a study group in Russia. Some information has been sent regarding provisional membership of WAVD but no response has been received.

**Action item: Dr Burrows will liaise with Dr Kuznetsova.**

Dr Carlotti requested that the AC develop a Powerpoint presentation summarising the history of WAVD to be used when developing dermatology in remote and underdeveloped regions.

**Action items: Dr Carlotti to construct a Powerpoint presentation.**

**XIX. Discussion of potential continents and cities and initiation of the bid process for WCVD9 in 2020 (timeline: initial bids in 2014, site visits in 2014-2015, final bids in 2015, selection in 2015-2016)- Entire Committee**

Dr Kwochka indicated that it was important to announce the opening of the bid process for WCVD9 in 2020. The announcement will be written and released in December and publicized on the WAVD website, the Dermatology List Serve and using press releases. There were guidelines available for the development of a bid. Dr Kwochka indicated that these would need to be updated. The AC discussed the geographic location of WCVD9 in 2020 and a consensus was reached that the Congress should be located in Australasia, although some discussion ensued about a potential location in South America and Africa.

**Action item: Write and post the announcement for the bid process for WCVD9 and update the bid guidelines-Dr Kwochka**

**XX. New business**

**Continuing education (CE) credits: RACE points**

Dr Stephen White discussed the issue of RACE points for New York State Veterinarians when they attend WCVD Congress. There is a nine hundred dollar fee for approving WCVD Congress for CE credits. The AC discussed the issue and decided to not seek approval.

**XXI. Date and place of next meeting**

The next meeting of the WAVD Administrative Committee will be held on October 23-26, 2014 in Charleston, South Carolina, USA.

Respectfully submitted,  
Mandy Burrows FANZVSC  
Secretary, WAVD

DRAFT