

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

MINUTES

October 27-28, 2014  
Charleston Place Hotel  
Charleston, South Carolina, USA

Luc Beco, Representative of ESVD  
Emmanuel Bensignor, Representative of ECVD  
Mandy Burrows, Secretary WAVD, Representative of the Dermatology Chapter of ANZCVS (DCANZCVS)  
Richard Halliwell, President WCVD1  
Kenneth Kwochka, President WAVD, Representative of ACVD  
David Lloyd, Treasurer WAVD, President WCVD5  
Alberto Martin, Corresponding Member for Latin America  
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 WCVD8

**Apologies:**

Hans Koch, President WCVD3  
Didier Carlotti, President WCVD8

The meeting was called to order at 8:40 AM on October 27 and chaired by Dr. Kwochka.

**I. Welcome and remarks from the President – Dr Kwochka**

Dr Kwochka welcomed the Administrative Committee (AC) and thanked them for their commitment to WAVD. He acknowledged the attendance of Dr Alberto Martin by invitation of the committee as a Corresponding Member of WAVD representing veterinary dermatology in Latin America.

**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 regard to the matter of confidentiality. All discussions at the meeting were bound in confidence and must not be shared with outside parties.

Dr Kwochka also reminded the AC regarding disclosures of conflict of interest. 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. All AC members completed these in 2013. New disclosure forms are required annually and are to be forwarded to the WAVD Secretary.

**Action item:** Each member of the AC must submit their conflict of interest document disclosing their individual conflicts of interest for 2014 as a legal

obligation of company law and forward this to the Secretary. Dr Kwochka will send these forms to AC members in January 2015. - **Entire Committee**

**III. Review outstanding Action items from the meeting of July 23, Vancouver, 2012 and the meeting of June 7, Bordeaux, 2013 and approval of Minutes from the meeting of June 7, Bordeaux, 2013 (Attachment 1) – Dr Burrows**

- A. Action items from the 2012 meeting were reviewed and deemed to have all been completed or satisfactorily resolved.
- B. Action items from the 2013 meeting were reviewed and most deemed to have been completed or satisfactorily resolved. Outstanding matters from the Action List are recorded below:

**Outstanding Action items:**

**i. Member organization relationships**

**Action Item:** AC representatives of constituent member organisations (MO) should check their respective websites to ensure the WAVD logo, the WCVD8 Bordeaux logo and their respective website links are present and functional on the MO Welcome page and report back to the WAVD Secretary - **Drs Beco, Bensignor, Burrows, Kwochka, Roudebush, Taylor.**

**ii. Affiliate and Provisional Membership Guidelines**

**Action Item:** check that Guidelines for WAVD Affiliate and Provisional Membership are on the WAVD website - **Dr Burrows to liaise with Dr Taylor (previously Dr Nett).**

**iii. Images from Vancouver WCVD7**

**Action Item:** images from Vancouver WCVD7 on Fanfare should be stored on the WAVD website - **Dr Burrows to contact Dr Muse to liaise with Dr Taylor (previously Dr Nett).**

**iv. Surplus sharing data from WCVD7**

**Action item:** all disbursements arising from the surplus sharing arrangement between WCVD7 and MO have been paid with the exception of the amount owed to the AiSVD. This payment has been delayed as the society is currently not registered as a charitable organisation and has no bank account. The monies remain in the WAVD account -**Dr Taylor to liaise with the Executive Board of the AiSVD to clarify this status and update the WAVD Treasurer, Professor Lloyd.**

**v. Hugo Schindelka (HS) Award**

**Action Item:** the AC considers it a priority that the award is given adequate recognition in the WCVD8 Congress program. Prof. 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 – **Professor Lloyd will liaise with Drs Bettenay and Outerbridge regarding this matter through the Secretary of WCVD8, Dr White.**

**vi. Royal Canin Dermatology Resident support for attendance at WCVD8**

**Action item:** WAVD will explore other strategies to assist residents from geographic regions that are not included in the Royal Canin initiative for ACVD residents. The 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 the WCVD8 EOC. Further consideration would be given by the WCVD8 EOC to discount fees for nurses and technicians and student fees - **Dr White will liaise with the WAVD and report back to the AC when the registration fees for WCVD8 EOC are determined.**

C. Dr Kwochka highlighted several aspects of the 2013 minutes for discussion:

- i. Under Item I.C. from the 2013 minutes, Dr Roudebush had suggested that the WAVD/WCVD should consider developing a continuous sponsorship strategy to form partnerships with companies that are regular principal sponsors. The AC briefly discussed this strategic approach.
- ii. Under Item IV. A. Asian College of Veterinary Dermatology, Dr Taylor had outlined the circumstances surrounding the formation of a second veterinary dermatology association in Asia. The AC briefly discussed this matter out-of-session.
- iii. A minor spelling and grammatical error in the 2013 minutes was noted for correction.

D. The AC approved the corrected minutes from June 7, Bordeaux, 2013 (**Motion – Roudebush. Second – White; unanimously approved**). These minutes are now a matter of public record and can be forwarded to respective MO Boards.

**Action Item:** The Secretary of WAVD to forward the final copy of the corrected minutes from the WAVD AC meeting in 2013 to MO, affiliate and provisional member representatives for distribution - **Dr Burrows**

E. 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 2014 draft minutes will be prepared by the Secretary, approved by the officers and then forwarded to the AC. AC MO, provisional and affiliate member representatives will then forward this summary to their respective Executive Boards. This report will replace the reports previously prepared by the individual MO representatives. Minutes must be formally approved by the WAVD AC before there is any communication regarding their content to the MO Boards.

**IV. Urgent business not covered elsewhere- Dr Kwochka**

None recorded

**V. Treasurer's Report (Attachment 2) – Prof Lloyd**

**A. 2014 Financial report and comparison to budget**

Professor Lloyd presented the financial activities for the year June 1, 2013 to May 31, 2014 and the status of the WAVD bank accounts on 31 May, 2014. Formal accounts for WAVD 2013 to 2014 have been submitted to the WAVD

accountant, John Norman, and will be submitted to UK Companies House and the Office of the Scottish Charity Regulator.

Net assets of WAVD on 31 May 2014 totalled € 944,145 as per the draft report. Expenditure between June 1, 2013 and May 31, 2014 was within the overall budget. Professor Lloyd highlighted that the cost of the Bordeaux 2013 meeting had been higher than expected but had been difficult to predict because of meeting activities shared with WCVD7 and WCVD8. He also indicated that the figures for disbursement of shares of the surplus from WCVD7 to the MO's were approximately \$ 25,000 less than expected. The final total disbursement figure was € 147,082.10 with a sum of € 32,222 still being held on behalf of the AiSVD pending the opening of a bank account by the Asian society. The details are contained within the attachment.

- B. **Draft Budget (Attachment 3): June 1 2014 – May 31 2015:** Professor Lloyd discussed the draft budget allocations and the projected expenditure for 2014 to 2015. The total projected expenditure is € 62,500 and includes the expenses for the current AC meeting (€ 45,000) and WAVD initiatives including financial support for affiliate and provisional organisations (figure to be finalized). The details are contained within the attachment.

- C. **WAVD Four-year Budget (Attachment 4): June 1 to May 31: 2014 to 2018**

The four-year internal budget cycle assists in projecting the costs and expenses to be sustained by the WAVD AC subsequent to each World Congress meeting. **The surplus generated by each Congress has to pay for WAVD operational expenses for the ensuing four years with a projected 4% annual inflation rate.** The projected budget for this expenditure is € 338,913. The details are contained within the attachment.

- D. **Travel insurance**

Dr Beco raised the issue of travel guidelines and recommended that WAVD subsidise the cost of comprehensive travel insurance for AC members. The AC discussed this proposal. Professor Lloyd agreed that WAVD would remunerate AC members for reasonable costs against cancellation of airfares in this regard.

**Action item:** AC members to include travel insurance in their future travel claims- **Entire committee**

- E. **Sponsorship**

Dr Beco raised the issue of WCVD sponsorship and suggested that industry mergers and amalgamation of companies was likely to reduce the number of individual sponsors for Congress activity in the future. Professor Lloyd asked the committee to again consider the suggestion to obtain sponsorship between Congress meeting years to fund inter-congress WAVD activities or to consider hosting a conference in another location between each World Congress meeting. Dr Roudebush concurred and indicated that to optimise relationships with companies it would be advantageous to establish long-term strategic partnerships with continued communication with sponsors between Congress events. Professor Halliwell expressed some concern that some companies may reduce their sponsorship levels for each Congress if sponsorship funds were diverted to inter-congress activities. Dr Rosenkrantz suggested that sponsorship arrangements could be designed for principal sponsors as a structured four-year

package that could involve delivering other activities in addition to the Congress event.

**Action Item:** Further thought and discussion is needed on this issue. It will be considered in more depth at the 2015 AC meeting.

#### F. Income

Dr Kwochka asked the committee to consider potential income-generating activities for WAVD. Dr Martin suggested that an on-line lecture course or webinar series could be designed and constructed by WAVD. This would serve the dual purpose of generating income and disseminating continuing education in dermatology to under-served areas. Dr Rosenkrantz suggested this could link-in with sponsorship packages. Dr Kwochka raised the suggestion that WCVD8 lecture material could be recorded and distributed to under-served geographic regions but a high quality product would need to be ensured.

**Action Item:** Further thought and discussion is needed on this issue. It will be considered in more depth at the 2015 AC meeting.

**The draft report (Attachment 2), draft budget (Attachment 3) and the WAVD four-year budget (Attachment 4) served as the Treasurer's Report and was approved by the AC. (Motion – Halliwell; Second – Rosenkrantz; 13 approved; Lloyd abstained).**

### VI. Review of Annual Reports- Entire Committee

#### A. ICADA report (Attachment 5) - Dr Kwochka for Dr DeBoer

- i. Dr Kwochka summarised the group's main activities in 2013-2014 and briefly reviewed ICADA meeting minutes from the NAVDF (Phoenix) 2014 and ECVD-ESVD (Salzburg) 2014 meetings. The committee discussed the content of the report and the minutes. Dr Kwochka highlighted several aspects of the report including the projected 2015 Review of the Canine Atopic Dermatitis Practice Guidelines and the establishment of the ICADA website [www.icada.org](http://www.icada.org). While the ICADA committee is clearly making excellent progress in many important areas the slow progress of the IgE Serology Quality Assurance project was formally noted.
- ii. Dr Kwochka indicated that the ICADA group wished to collaborate with WCVD8 and present two lectures each into the comprehensive and advanced continuing education streams at WCVD8. These lectures would be sponsored by WAVD.

**Action item:** contact WCVD8 Program Chairs to confirm that ICADA can be included in the WCVD8 CE program – **Dr White**

- iii. Financial application: ICADA has requested a total of US \$5800.00 from WAVD for financial support for 2014-2015:
  - US \$250 for website domain reservation, web hosting and maintenance;
  - US \$5400 allowance for possible open access publication of two papers in Veterinary Dermatology journal;
  - US \$150 allowance for beverage catering during meetings.

The AC discussed these financial requests. With regard to paying for open access for ICADA publications, the AC expressed the view that funding would be granted on a case-by-case basis contingent upon publications meeting the objectives of WAVD. Certain publications would be likely to be more useful and relevant to veterinarians working in general practice. Such publications would be expected to be made available to veterinarians on the ICADA website with open access for no charge.

**The AC approved the ICADA report and the budgetary request for website maintenance and beverage catering. The remainder of the funding is contingent upon publications meeting the objectives of the WAVD. (Motion – Halliwell; Second – Beco and unanimously approved).**

**Action item:** communicate with ICADA – Dr Burrows

**B. ISVD Annual Report (Attachment 6) – Dr Kwochka for Dr Mansell**

- i. Dr Kwochka summarised the group's main activities in 2013- 2014 noting the group met in London in 2013 at the ESVP/ECVP meeting and at NAVDF in Phoenix, Arizona in 2014.
- ii. Financial application: ISVD has requested financial support from WAVD for 2014-2015:
  - US \$1000 for website maintenance/upgrade;
  - US \$2500 for integration of archived case photos into the new website format;
  - US \$3000 for developing an on-line dermatopathology teaching module;
  - US \$1500 member funding to attend pathology conference.

The AC discussed these financial requests. AC members decided that the development of an on-line teaching module and member funding to attend conferences was not the remit of the WAVD. In-principle support was given for funding website improvements. A request for funding would need to be submitted to the WAVD AC using the appropriate application form (available on the WAVD website) and the monies paid on the provision of appropriate invoices.

**The AC approved the ISVD report. (Motion – Rosenkrantz; Second – Burrows and unanimously approved)**

**Action item:** communicate with ISVD – Dr Kwochka

**C. SLVD report (Attachment 7) – Dr Martin**

- i. Dr Martin summarised the group's main activities in 2013-2014. A successful 2<sup>nd</sup> Latin Congress of Veterinary Dermatology was held in Bogota, Colombia and a 3<sup>rd</sup> Congress is planned for Buenos Aires, Argentina in November 26 and 27, 2015. A website and Facebook page have been developed for the association. The Sociedad Latinoamericana de Dermatología Veterinaria (SLVD) has been registered as a legal entity in Argentina. The SLVD Board meets every 30 days via a web platform.

- ii. Financial application: SLVD have requested financial assistance for the 3<sup>rd</sup> Congress in 2014-2015:
  - US \$1400 Flights: (1 speaker)
  - US \$1000 Hotel (200 per night/ 5 nights): 1 speaker
  - US \$1500 Honorarium 300/hr; 5 hours: 1 speaker
  - US \$1000 Taxis, meals: ( 1 speaker)
  - US \$9800 Total expenses: 2 speakers
  - US \$2200 Translation: (2 days)

Total budget request US \$12000

The AC discussed this financial request in detail. All AC members were in strong favour of supporting this initiative. A consensus was reached that the WAVD would support the budgetary request with regard to flights, travel accommodation and translation costs associated with the 3rd Latin Congress but would not fund the speaker honoraria making the total funding contribution US \$ 9000.00.

**Action item:** communicate with SLVD – Dr Kwochka/Burrows

**VII. Educational outreach from provisional, affiliate and member organisations- (Attachment 8) – Dr Kwochka**

Educational outreach programs already administered by MO's in their regions and other geographical areas were reviewed in order to avoid potential conflict with WAVD activities and ongoing educational outreach programs. Member, Affiliate and Provisional Organisation Presidents/Boards were asked both directly and through their WAVD representatives to provide information on veterinary dermatology educational outreach programs. A summary of their responses in contained in the report.

**VIII. Application from the Global Veterinary Dermatology Education Group (GVDEG) for affiliate membership of WAVD (Attachment 9)– Entire committee**

Dr Kwochka summarised the application from the GVDEG for affiliate membership of the WAVD. The group coordinator and liaison is Dr Sheila Torres and there are regional contact officers (Drs Martin, Panakova, Nishifuji and Hillier) that represent various geographic regions and other members (Drs Ackerman, Budgin, Noli and Song). The group identifies areas underserved in veterinary dermatology around the world and selects speakers and designs programs for delivering continuing education in veterinary dermatology as well as securing funding for speaker airfares and accommodation. Dr Kwochka indicated that the GVDEG and WAVD did share the common goal of educating veterinarians in underserved areas around the world. He requested comments from AC members regarding the application:

Dr Roudebush sought clarification as to whether GVDEG was a legal, not-for-profit organization. He indicated that in his opinion, the current and proposed activities of GVDEG were a good fit with both the mission and the proposed expansion of WAVD into underserved regions. While he was in support of the GVDEG and their short-term goals with regard to the dissemination of knowledge of veterinary dermatology in underserved regions; he required some reassurance that these educational initiatives could be sustained over the longer term. He also affirmed that if GVDEG were delivering educational initiatives as an affiliate

organization of WAVD, then it was important that the contribution of WAVD was clearly acknowledged.

Dr Rosenkrantz was supportive of the application and indicated that in his opinion, this was a template for global advancement. In his opinion, improving knowledge of veterinary dermatology in these areas by providing continuing education would assist in identifying individuals interested in veterinary dermatology and could provide a more sustainable basis for long-term education. He suggested that such geographic regions may be more accurately identified by gathering basic criteria such as the number of veterinarians; the presence of a University with a veterinary school and the number of pet owners in each area.

Dr Beco expressed the sentiment that WAVD could organize and deliver similar types of continuing education opportunities as proposed by GVDEG and that his member organization was already active in these efforts.

Dr Taylor was supportive of the application but expressed some reservations with regard to the criteria that were used by GVDEG to identify and select the underserved countries. Underserved areas, in the context of veterinary medicine, had been defined by GVDEG as regions around the world where veterinarians were not provided with either undergraduate or continuing education necessary to diagnose and treat common diseases that affect animals in their region and did not have the financial means or opportunity to regularly attend scientific meetings. She acknowledged that it was not always easy to identify these areas but in her opinion, there had been some errors and omissions in those identified in the GVDEG application. She felt that a close liaison between GVDEG and already established dermatology organizations in these regions would be imperative if they were a recognized affiliate organization of WAVD. She indicated that it would also be important to avoid potential conflict between local associations organizing veterinary dermatology educational activities and the proposed activities of GVDEG.

Professor Halliwell spoke in broad support of the application with two stipulations. Firstly, he indicated that should the GVDEG intend to deliver educational activities into a geographic region represented by either a local or national dermatologic association and/or a provisional or full member organization of WAVD, that the organisation must communicate and involve all parties in this arrangement. Secondly he indicated that any WAVD funding of GVDEG projects must specifically discuss how these funded educational activities would be sustainable beyond their short-term impact.

Dr Paradis indicated that in her opinion that GVDEG activities were expensive and would only reach a limited audience. She felt that the development of on-line webinars would enable the delivery of continuing education in veterinary dermatology to a much larger audience. She felt that it was difficult to ensure that educational activities such as those offered by GVDEG were sustainable and that in her opinion, this was most likely to be achieved by establishing collegiate relationships that formed a nucleus of interest in veterinary dermatology.

Professor Lloyd commented that the WAVD should develop a mechanism for withdrawing the affiliate status of any organization aligned with WAVD.

In summary, members of the AC were broadly supportive of the activities of the GVDEG but there were some specific concerns about certain aspects of the GVDEG proposal expressed by individual AC members. The AC agreed that the

broad motives of the GVDEG were well aligned with the goal of the WAVD to bring veterinary dermatology to underserved regions.

**The AC resolved to include the GVDEG as an affiliate member of WAVD (Motion – Rosenkrantz; Second – White and unanimously approved).**

**Action-** that the written communication to the GVDEG would be distributed to the AC in a draft form prior to informing the GVDEG of approval of affiliate application - **Kwochka/Burrows**

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

**A. Africa (Attachment 10) – Professor Lloyd**

The South African Veterinary Dermatology Interest Group (SAVDIG) has been established by Dr Andy Leisewitz from the University of Pretoria Veterinary School, assisted by Dr Heidi Schroeder. The group is gradually expanding its activities and has a web based discussion group sponsored by Virbac. (<http://vetderm.co.za/index.php>).

Professor Lloyd visited South Africa in September/October 2014 and met with Dr Leisewitz. He reported that Dr Leisewitz has a heavy work commitment with limited time to dedicate to the further development of this group. Professor Lloyd suggested that while Dr Leisewitz would be probably willing to act as a liaison person, WAVD may need to find a way to actively assist this group in order to facilitate further expansion. Dr Rosenkrantz suggested that perhaps South Africa could be a location for an advanced course in veterinary dermatology such as those provided by ESAVS. This type of activity could provide a structural framework for further development of this group. He also suggested that perhaps GVDEG activities could be linked to involve a South African location. Dr Burrows suggested that the scholarship program for WCVD8 could specifically target individuals from South Africa.

**Action:** identify a key contact that may be able to generate some momentum for further expansion of the SAVDIG with the potential for WAVD to fund activities in this region – **Prof Lloyd**

**Action:** to allocate one scholarship for WCVD8 to a select a recipient from South Africa – **Dr Burrows,**

**X. WCVD8; detailed status report (Attachment 11) – Dr White**

Overall planning for WCVD8 is proceeding well. Six themes (Genetics, Allergy, Living Skin Biology, Infectious Diseases, New Diagnostic Approaches, New Trends in Therapy) have been designed and all state-of-the-art and supporting review speakers have accepted their invitations. The principal sponsors to date are Bayer, Hills, ICF, CEVA, Virbac, Royal Canin and WAVD and Zoetis and Merial have expressed interest in principal sponsorship. The sponsorship amount is predicted to be approximately the same as at WCVD7, at about \$900,000 plus commercial exhibit fees and supplemental sponsorship. Social event planning is well advanced. The Publicity Committee is making good progress with several current publicity initiatives and representation at all the major global veterinary dermatology meetings in 2014. The AC briefly discussed aspects of the report. Dr Kwochka thanked Dr White as the Secretary of WCVD7 on behalf of the AC for the diligence and effort demonstrated by the entire WCVD8 EOC.

**XI. WCVD8: pending questions – Entire committee**

**A. Virtual delegates**

The AC briefly discussed the advantages and disadvantages of virtual delegates (Congress delegates who access lectures in real-time via the internet) and the possibility of WCVD lectures being made available in this regard. The AC concurred that one of the major benefits of the WCVD was the collegiate atmosphere and the opportunity for networking afforded by being present at the Congress and there was a general reluctance by the AC to embrace a concept that might encourage individuals not to attend.

**B. Electronic dissemination of educational materials**

The AC briefly discussed the electronic dissemination of material such as lecture notes and continuing education proceedings after the Congress, potentially as part of a wider continuing education program initiated by WAVD.

**C. Royal Canin proposal status:** discussed under Item III.B.iv.

**D. Additional support for dermatology residents, technicians, nurses and students:** discussed under Item III.B.iv.

**XII. Hugo Schindelka (HS) Award Subcommittee Report (Attachment 12) and new Chair- Dr Lloyd**

**A. Report**

Professor Lloyd reported that following the resignation of Prof Iwasaki and the sad death of Professor Ihrke that two new members had been appointed to the HS subcommittee; Dr Julie Yager and Associate Professor Koji Nishifuji.

A call for nominations for the award was initiated in September 2014 with a broad advertising campaign and the deadline for receipt of nominations for the award is February 28, 2015. Previously nominations for the award have been sent to the Chair of the HS Award subcommittee but are now being submitted to the WAVD Secretary.

**B. Election of a new HS sub-committee Chair**

Professor Lloyd has stepped down from the position of Chair of the HS subcommittee and nominated the active Schindelka Award Laureate, Professor Halliwell, as his successor. Professor Halliwell graciously accepted this nomination and was elected unopposed to this position.

**XIII. WAVD Scholarship Program (Attachment 13) – Dr. Burrows**

Drs Burrows, Taylor and Roudebush serve on the Scholarship subcommittee. Dr Burrows reviewed the award process for WCVD8. 25 fully funded WAVD scholarships will be awarded. The proposed closing date for scholarship applications is December 31, 2015

**A. Final changes to the program for WCVD8**

- i. The major change proposed for WCVD8 is to remove the limitations that currently restrict the award of a WAVD scholarship to those applicants from certain geographic regions. The subcommittee considers that

individuals with genuine financial need may be located in regions of relative geographic wealth but be isolated from continuing education because of other circumstances. The scoring system will be weighted, however, to ensure that geographic regions with a lower socio-economic status attract a higher score. Dermatology residents that are enrolled in a formal training program from Europe, US or Australia and New Zealand will be excluded from the application process.

- ii. The new WAVD website will permit a more efficient management of the scholarship applications with a secure site to store documents and a large file capacity.
- iii. The President of the ISVD has been contacted to propose that successful WAVD scholarship applicants working in the area of veterinary pathology/dermatohistopathology be offered additional free registration to the ISVD conference day at WCVD8.

The ISVD has given an in-principle agreement to this proposal with the understanding that their Executive Board would need to review and approve these applicants. Further discussions are ensuing with ISVD regarding a higher level of financial support for successful scholarship recipients.

- iv. An official welcome WAVD – Scholarship Recipient Reception will be organised for WCVD8.
- v. A request for future scholarship recipients to write and present a summary of their experiences at the WCVD8 congress to their local veterinary organization(s) and communicated to the WAVD AC will be implemented.

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

#### **B. Criteria for Peter Ihrke scholarship**

The AC discussed some potential options for the structure and the criteria for the WAVD scholarship to honour the life and career of Professor Peter Ihrke. Some consideration was given to providing the opportunity for an individual from an under-privileged region to attend a four week externship in the veterinary dermatology service of the University of California- Davis veterinary school using a travel grant to cover the costs of flights and accommodation. Other options were discussed.

**Action item:** the scholarship subcommittee to communicate with the AC to finalise the details of the Peter Ihrke scholarship - **Dr Burrows.**

#### **C. Implementation plan**

The WAVD scholarship program and the Peter Ihrke scholarship for WCVD8 will be promoted in the following manner:

- i. distributed on the Veterinary Dermatology Listserve
- ii. advertised in the Veterinary Dermatology journal
- iii. distributed by MO, provisional and affiliate organizations through newsletters, websites, List serves etc

**Action item:** the subcommittee to organise - **Dr Burrows.**

#### **XIV. Publicity and Communications - Entire Committee**

Dr Taylor spoke regarding the details of the design, construction and delivery of the new WAVD website and her working relationship with the new webmaster. Dr Kwochka indicated that the website offered a fresh and invigorated image of WAVD and he thanked Dr Taylor on behalf of the AC for her effort and dedication in launching this project.

##### **A. Website Review- Taylor**

###### **i. Modifications**

Dr Taylor requested that AC members send images for the WAVD website home page that genuinely reflect the global nature of the organisation. She indicated that images of equine and large animal dermatology, as well as dermatologic procedures were lacking. An image size of not less than 72dpi was required. She also requested that any text be sent as either a doc or docx to facilitate uploading.

**Action item:** equine and large animal images; images of dermatologic procedures that represent global involvement of all member organisations – **Entire Committee**

###### **ii. Current and future content**

Dr Kwochka indicated that he wished the principal sponsors of WCVD to be acknowledged on the WAVD website between Congresses. The approved company logo should appear on the WAVD website with an active link to the homepage of the approved company website.

**Action item:** write to companies that are principle sponsors acknowledging the lapse that occurs between Congress activities and proposing some activities to breach that gap; request company permission and check the accuracy of company logos and website links – **Kwochka**

Dr Kwochka indicated that he would like the website to provide more press releases; for example the WAVD initiative of developing CPG should be a press release and be promoted on the WAVD website. In addition MO representatives should supply two press releases a year regarding MO activities as well as supplying regular updates of CE and dermatology meetings in their region. Each press release should be accompanied by an image.

**Action item:** write a short piece regarding the CPG initiative and post on WAVD website – **Taylor**

**Action item:** write two press releases a year and update the website convenor, Dr Taylor with information regarding national and local veterinary dermatology meetings logo – **MO reps - Drs Beco, Bensignor, Burrows, Kwochka, Roudebush, Taylor.**

Dr Kwochka indicated that he would like the website to store the new PowerPoint promotion of WAVD presentation developed in a draft form

by the President of WCVD8, Dr Didier Carlotti. Some discussion by the AC ensued regarding minor adaptations to the presentation.

**Action item:** edit the PowerPoint promotion draft of WAVD presentation to three independent 1 minute, 5 minute and 10 minute versions –  
**Roudebush**

#### B. Promotion Subcommittee – Kwochka

Dr Kwochka indicated that a subcommittee was required for promotion and publicity of WAVD. He indicated that many of the activities of the website intersected with promotional activities and he suggested that Dr Taylor may like to participate.

**Action:** Dr Kwochka to follow-up with Dr Taylor on chairing a promotion subcommittee to manage the website and other promotional activities with additional members to be involved.

#### XV. Clinical Practice Guidelines (CPG) (Attachment 14) – Rosenkrantz

Dr Rosenkrantz spoke to the report and updated the AC with regard to the progress of the CPG subcommittee. The model for the construction and delivery of the CPG uses key leaders in the field of interest consisting of a small team of individuals with a Chair that drives the organization of the guidelines. As an initial goal, two topics have been selected, **Diagnosis and Treatment of Dermatophytosis:** co chairs Drs Kim Coyner and Sue Patterson and **Staphylococcal infections- diagnosis, therapeutic recommendations and prevention:** Chair Dr Dan Morris. Additional future topics have been identified.

Once a draft of the guidelines is completed then all of the member, provisional member and affiliate organisations of WAVD will be given the opportunity to read and review the content and submit comments to the authors. The proposed timeline for this activity was discussed by the AC and it was concluded that drafts of both topics should be completed in time for presentation at WCVD8 in May/June 2016. Chairs and available members of each CPG team would present the material with Dr Rosenkrantz acting as a facilitator.

**Action Item** – contact Drs Bettenay and Outerbridge (WCVD8 EOC Program co-Chairs) to confirm that each of these topics can be presented as a 45 min (30 min presentation; 15 minute questions) session in the Advanced CE program -  
**Rosenkrantz/White**

The draft material would then be published as part of the WCVD8 Proceedings and also made available on the WAVD and member, provisional member and affiliate organizations websites for comment over a **two-month period**. After a period of review and feedback a final copy of the guidelines would be submitted to the Veterinary Dermatology journal for full editorial review and publication.

Drs Kwochka and Rosenkrantz had received a letter from Dr Aiden Foster, the Editor of the Veterinary Dermatology journal regarding the potential publication of the CPG/consensus statements. This letter is included in the report (Attachment 14) and outlined several concerns. Dr Foster made it clear that the requirement of the journal was to only publish information that contained substantially new and significant information not previously published and that any submitted material would be subject to a formal review process. He also indicated that it was important that all authors gave a clear declaration in relation to potential

conflict of interest and he also discussed the fees involved for open electronic access. Dr Foster specifically requested further information regarding proposed publishing arrangements for CPG and whether or not they would be linked to publications associated with WCVD8.

**Action Item** – write a letter of response to Dr Foster – **Rosenkrantz/Kwochka**

The AC discussed financial compensation of individuals involved in the construction and delivery of the CPG/Consensus statements. WAVD would not pay an honorarium to these individuals but would support any costs associated with the construction of the CPG related to statistical evaluation or literature searches etc. An estimate of these costs would need to be forwarded by the Chairs of each committee to Dr Rosenkrantz and then communicated to the President, Dr Kwochka for approval before the expenditure could be authorized. Dr Rosenkrantz suggested that compensation should be offered to facilitate the Chairs of each committee attending WCVD8. The AC concurred with this suggestion.

**Action item** – construct a budget (airfare, accommodation, speaker fee) for attendance of Chairs of CPG at WCVD8 – **Rosenkrantz/White**

Prof Lloyd raised the issue of the content of CPG. He indicated that it was very important to ensure the robustness of any scientific literature included in CPG, including statistical validity, as well as comprehending that the objectives of those publishing in various topics may be different. The AC briefly discussed these issues.

#### **XVI. WAVD Publication Endorsement Policy (Attachment 15) – Kwochka**

Dr Kwochka spoke regarding the development of this policy. Clinical practice guidelines and review articles developed and/or formally approved by a MO or AO or a non-affiliated organization or author may receive WAVD endorsement with the ability to use the WAVD logo on the publication after review and approval of the WAVD AC. Some discussion ensued amongst the AC regarding the approval process. It was decided that the AC members will be given no more than 28 days for review, discussion and approval. If approval is recommended by 80% (or greater) of AC members, then the document will be approved. Less than 80% approval by the AC will result in rejection of the endorsement by the WAVD.

The AC discussed the potential liability of WAVD in endorsing any information contained within such publications and agreed that, as per the policy, a statement excluding WAVD from liability would be added to any publication endorsed by WAVD.

**The AC resolved to approve the WAVD Publication Endorsement, Dissemination and Funding Policy (Motion – Halliwell; Second – Lloyd and unanimously approved).**

**Action item:** to modify the wording regarding 80% or greater in the policy document – **Kwochka**

#### **XVII. Presentation and review of bids for WCVD9 in 2020 – Entire Committee** **A. Cancun, Mexico (Attachment 16) – Martin**

Dr Martin presented a summary of the bid for Cancun as the location for the WCVD9. Cancun is located in the south east of Mexico and is a cosmopolitan city

in the Mexican Caribbean with world-class tourism development. It is a very popular holiday destination with the appropriate infrastructure for a meeting such as WCVD9 with a convention centre, world-class hotels, unique tourist attractions and a meeting and convention board with a proven experience in hosting international conferences. It is a socially responsible and safe destination with highly competitive prices.

Dr Kwochka thanked Dr Martin for the presentation and AC members briefly reviewed the advantages and the disadvantages of this location.

**Action item:** organize a site visit to Cancun, Mexico for early 2015 to evaluate the location; convention centre, PCO, social venues and hotels – **Martin**

**B. Joao Pessoa, Brazil – Kwochka for Daltro**

Bid withdrawn

**C. Sydney, Australia (Attachment 17) – Burrows**

Dr Burrows presented a PowerPoint presentation of a summary of the bid for Sydney as the location for WCVD9. Sydney is located on the East Coast of Australia and is the major event capital of this nation. It is a dynamic, modern city and a world-class destination with a proven track record of hosting major international conference events. The new international convention centre located on Darling Harbour will be completed by 2016. The local veterinary dermatologists are committed and have been previously involved with WCVD organization and well connected with the world veterinary dermatology community.

Dr Kwochka thanked Dr Burrows for the presentation and AC members briefly reviewed the advantages and the disadvantages of this location.

**Action item:** organize a site visit to Sydney, Australia for 2015 to evaluate the location; convention centre, PCO, social venues and hotels – **Burrows**

**XVIII. WAVD Succession Planning – Entire Committee**

**A. Current term expirations for MO representatives**

Dr Kwochka outlined that a number of members had terms that expired in 2017. The AC discussed this matter.

**B. Discussion of potential new member-at-large**

Dr Kwochka indicated that under normal circumstances the WAVD AC had two members-at-large (MAL) that usually served two terms of two years duration and under extraordinary circumstances could serve a third term. Currently the AC only had one MAL, Dr Rosenkrantz and the AC briefly discussed the appointment of a second MAL. It was decided that a second MAL would be appointed when the AC met for the AC meeting in Bordeaux, 2015.

**Action item:** to appoint a second member-at-large at the AC meeting in Bordeaux, 2015 – **Entire Committee**

**C. Should we establish suggested criteria for new MO representatives?**

Dr Kwochka indicated that the selection of new MO representatives required careful consideration. Such individuals should be cogniscent of the WAVD committee workload and the commitment expected from them as a MO representative. They should have some previous committee experience within their respective organizations. The AC discussed that there was a perception amongst some MO that the WAVD AC was just an advisory committee to the organizing body of each World Congress. Dr Kwochka said this view should be diminished given the other recent initiatives of WAVD, such as funding activities such as the recent GVDEG meeting in Georgia and financial support to affiliate organizations such as ICADA as well as developing initiatives such as CPG. He indicated that it was the responsibility of each MO representative to be active in their communication regarding WAVD with their respective organizations. The AC discussed and agreed that there should be some guidelines for MO representatives, so they were aware of their responsibilities. There was also some discussion about limiting the terms of office of MO representatives, and the advantages and disadvantages of term limits. The AC decided there should be no restriction to the number of terms that an individual could serve as a MO.

**Action item:** to develop a set of criteria/ job description for MO representatives of the WAVD- **Kwochka/WAVD Executive**

**D. Should we consider more Corresponding Members at this time?**

Currently no additional Corresponding Members are necessary.

**XIX. Strategic Planning Discussion – Entire Committee**

- A. **Are we headed in the right direction to fulfill our mission?**
- B. **What should this organization look like in 5 and 10 years?**
- C. **Is the composition of the AC appropriate to accomplish our objectives?**

The AC had a general discussion about all these issues. It was concluded that the Association is making progress in the right direction in order to fulfill our mission but must emphasize the progress that has been made thus far, by regular press updates on the WAVD website and by communicating with our member organizations through our member representatives. Further discussion was had regarding the importance of succession planning and the explicit requirement to include as many young and enthusiastic veterinary dermatologists now in the activities of the WAVD in order to ensure longevity of the Association and the World Congress.

**XX. New business – Entire Committee**

No new business.

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

The next meeting of the WAVD Administrative Committee will be held on May 31 and June 1, 2015 in Bordeaux, France.

Respectfully submitted,  
Mandy Burrows FANZVSC  
Secretary, WAVD