

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

**MINUTES**

May 31 and June 1, 2015  
Pullman Hotel  
Bordeaux, France

Dr. Luc Beco, Representative European Society of Veterinary Dermatology (ESVD)  
Dr. Emmanuel Bensignor, Representative European College of Veterinary Dermatology (ECVD)  
Dr. Mandy Burrows, Secretary World Association for Veterinary Dermatology (WAVD);  
Representative Dermatology Chapter of the Australian and New Zealand College of Veterinary  
Scientists (DCANZCVS)  
Professor Richard Halliwell, President World Congress Veterinary Dermatology (WCVD) 1  
Dr. Hans Koch, President WCVD3  
Dr. Kenneth Kwochka, President WAVD, Representative American College of Veterinary  
Dermatology (ACVD)  
Professor David Lloyd, Treasurer WAVD, President WCVD5  
Dr. Alberto Martin, Representative Sociedad Latinoamericana de Dermatología Veterinaria  
(SLVD)  
Dr. Manon Paradis, President WCVD7, Representative Canadian Academy of Veterinary  
Dermatology (CAVD)  
Dr. Wayne Rosenkrantz, Member-at-Large  
Dr. Phil Roudebush, Representative American Academy of Veterinary Dermatology (AAVD)  
Dr. Carmel Taylor, Representative Asian Society of Veterinary Dermatology (AiSVD)  
Professor Stephen White, Secretary (ex-officio President) WCVD8

The meeting was called to order at 8:40 AM on May 31 and chaired by Dr. Kwochka.

**Agenda**

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

- A.** Dr. Kwochka welcomed the group and thanked the Administrative Committee (AC) for their contribution to the WAVD. Specific thanks were given to Dr. Rosenkrantz for the progress with the Clinical Practice Guidelines (CPG) and Dr. Stephen White for his organization of the current AC meeting and his role in the WCVD8 Executive Organising Committee (EOC). Dr. Kwochka thanked Drs. Burrows, Martin and Paradis and Prof. Halliwell for organising and reporting on the WCVD9 site visits.
- B.** Dr. Kwochka acknowledged the recent sad loss of Dr. Carlotti and reflected on his spirit and commitment to the hosting of WCVD8 in Bordeaux. A collection of historic images of Didier and early WCVD events was presented. It was resolved these should be posted on the WAVD website in the WCVD1 image section and distributed to AC members.

**Action item:** post PowerPoint slides on WAVD website and distribute to committee –  
**Dr. Kwochka and Dr. Taylor.**

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

- A. Dr. Kwochka reminded AC members of their obligations according to the WAVD Code of Conduct. Members have a general duty to act with probity and prudence in the best interests of the Association. They should not act in order to gain financial or other material benefits for themselves, their family, their friends or any other organisation with which they are associated. They should conduct themselves with selflessness, integrity, objectivity, accountability, openness, honesty and respect. All AC members agreed to abide by the code of conduct.
- B. Dr. Kwochka reminded AC members of the importance of confidentiality. Dr. Beco requested that information from the meeting be made available to ensure timely communication with Member Organisations (MO) while still respecting the confidentiality requirements of WAVD. He indicated that any delay in relaying information could be misinterpreted by MO as a lack of transparency. Dr. Roudebush concurred with this view. Dr. Kwochka suggested a compromise for MO representatives would be to list any information in bullet point form and have this approved by the WAVD officers before any communication with their respective organisations. This would permit information to be communicated where necessary prior to the availability of the approved Summary Report of the Minutes.

## III. Review Outstanding Action Items 2013/2014 and Approval of Minutes from the meeting of 27-28 October 2014, Charleston, South Carolina – Dr. Burrows

### A. Member Organisation Relationships: constituent MO, provisional and affiliate MO website maintenance

- i. AC representatives of MO were asked to check their websites to ensure the WAVD logo, the WCVD8 Bordeaux logo and their respective links to each website were present and functional on their website homepage.
- ii. ACVD, CAVD, ECVD, ANZVSC, AiSVD, Global Veterinary Dermatology Education Group (GVDEG) and International Committee on Allergic Diseases in Animals (ICADA) are compliant. For the ESVD, the WCVD8 logo is on the ESVD “Who We Are” page but not on the website homepage and does not link to the WAVD website. Both ESVD and AAVD list WCVD on their events pages but not the homepages. ISVD does not have a link from the WCVD logo to the home page. The SLDV does not have the WAVD and WCVD logo or links evident on the official homepage. The AiSVD needs to remove the call for nominations for the Schindelka award and the ESVD the call for WCVD9 bids.

**Action item:** MO to update websites – **Dr. Beco, Dr. Martin, Dr. Taylor:** website coordinator to contact ISVD – **Dr. Taylor**

### B. Images from Vancouver WCVD 7

- i. Images from Vancouver WCVD7 need to be posted onto the WCVD7 section of the WAVD website.

**Action item:** contact Dr. Muse – **Dr. Burrows**

### C. Travel insurance

Dr. Kwochka discussed the matter of travel insurance and the expense associated with insurance and international travel. He had declined to purchase travel insurance for the current meeting on this basis. The consensus was that individuals should have coverage for remuneration of significant flight costs to WAVD in the event of an unforeseen circumstances preventing travel. Some discretion should be exercised by AC members to ensure the most economic arrangement is obtained. If the re-booking fee is less than the cost of travel insurance then insurance should not be purchased. Alternate arrangements for travel insurance should be sent to the Treasurer for approval prior to purchase.

All other outstanding action items from 2014 were reviewed and deemed to have been completed or retained on the 2015 agenda.

**D. The AC approved the corrected minutes from October 27-28, Charleston, 2014 (Attachment 1) (Motion – Roudebush; Second – Rosenkrantz; unanimously approved).** These minutes are now a matter of public record and can be forwarded to respective MO and provisional MO Boards and affiliate organisations.

**Action Item:** contact MO, affiliate and provisional member representatives with a final copy of the minutes 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 2015 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

### A. ICADA manuscripts

Several manuscripts had been circulated to AC members for endorsement by WAVD. Dr. Kwochka requested that AC members read these and communicate their decision to him as soon as possible.

### B. Five year anniversary of the WAVD name change

Dr. Roudebush has written a press release (**Attachment 2**) for the WAVD website, considered to be very useful material for wider distribution as an editorial or news item for journals and for the newsletters of constituent organisations.

**Action item:** add the logo to the document and distribute this to AC and to the MOs – **Dr. Kwochka**

**Action item:** determine the contact at AVMA to include this as a news item or editorial piece in JAVMA news – **Dr. Burrows**

**Action item:** to distribute via Vet Contact– **Dr. Koch**

**Action item:** discuss with Dr. Foster to include as a news item or editorial piece in the journal of Veterinary Dermatology – **Prof. Lloyd**

**Action item:** translate the article into French for the French journal and send to Dr. Paradis for inclusion in CAVD Bulletin – **Dr. Bensignor**

**Action item:** organise Japanese translation for the Japanese Veterinary Dermatology journal – **Dr. Taylor**

**Action item:** translate the article into Spanish for the Latin American journal – **Dr. Martin**

**Action item:** determine the contact at Vet Record to include this as a news item – **Prof. Halliwell**

### **C. CPG budget for Chair attendance at WCVD8**

The AC approved that Chairpersons from CPG committees be funded to attend WCVD8 to present a consensus statement (25 minutes) and participate in an interactive question and answer session with a remuneration duplicating WCVD8 Supporting Review Speaker payment; free congress registration, up to four nights accommodation, a low cost, budget economy airfare, €100 for incidental expenses and honorarium of €500. (**Motion – Rosenkrantz; Second – White; unanimously approved**).

**Action item;** communicate costs for CPG Chair attendance at WCVD8 to Prof. Lloyd and inform the CPG Chairs of this decision– **Dr. Rosenkrantz**

## **V. Treasurer's Report (Attachment 3) – Prof. Lloyd**

### **A. WAVD Treasurer's Report**

- i. Prof. Lloyd presented the financial activities for the year June 1, 2014 to March 31, 2015 and the status of the WAVD bank accounts on 31 March, 2015. Complete accounts for WAVD 2014 to 2015 cannot be prepared until after the end of the financial year (May 31, 2015); documents will be submitted to the WAVD accountant, John Norman in June or July and the formal accounts will be available towards the end of the year.
- ii. Net assets of WAVD on 31 March 2015 totalled €1,013,793.66 as per the report. Expenditure between June 1, 2014 and May 31, 2015 was within budget after the AiSVD surplus payment is excluded. Professor Lloyd highlighted items of expenditure not specified in the original budget which included a small payment toward the WAVD ad hoc committee meeting at NAVDF in 2014 and a contribution of €2000 towards the memorial meeting in Bordeaux linked to the funeral of Dr. Carlotti. The details are contained within the attachment.
- iii. There were some outstanding travel reimbursements from the previous AC meeting. The President reminded AC members must ensure that travel claims are submitted within 60 days of the meeting to ensure efficient budgeting. The Treasurer reminded AC members they must seek approval for flight costs before purchasing flights from the Treasurer.

**B. Draft Budget (Attachment 4): June 1 2015 – May 31 2016:**

- i. Prof. Lloyd discussed the draft budget allocations and the projected expenditure for 2015 to 2016. The total projected expenditure is €101,160 and includes the anticipated expenses for the current WAVD AC meeting in Bordeaux €33,000. This does not include a budget for AC attendance at WCVD8, for which costs are uncertain and will be largely incurred and met in the 2016-2017 financial year.
- ii. Funds allocated in the 2014-2015 budget for financial support for affiliate and provisional organisations, but not yet claimed or spent have been included again in this budget.
- iii. An amount of €1660 has been allocated to pay for hosting the WAVD website under the domain name but the actual cost of this is uncertain.

**Action:** clarify the cost of hosting the domain name and communicate this to Prof. Lloyd – **Dr. Taylor**

**C. The AC approved the Treasurer's report (Attachment 2) and the Draft Budget (Attachment 3). (Motion – Beco; Second – Roudebush; 11 approved; Lloyd abstained).**

**VI. WAVD Surplus Sharing Policy for Member Organisations – Dr. Kwochka**

- A. WAVD implemented a WCVD Surplus Sharing Program for Member Organisations commencing with WCVD6 in 2008. The attached document (**Attachment 4**) outlines a draft of the policy effective at the time of its approval. AC members concurred that MO that belong to WAVD at the time of the Congress should be included in surplus sharing and that the requirement to belong to the WAVD at least 30 days before the Congress should be removed from the final policy.
- B. In order to be eligible for surplus sharing, the draft policy states that MO will not hold their conference during the calendar year of the congress. It was agreed that not all MO have an annual conference and the word "annual" should be removed from the final policy.
- C. **The AC approved the policy with removal of the 30 day before the Congress clause and the "annual" prior to the conference inclusion with the provision that the final version is distributed to the AC for final perusal: (Motion – Kwochka; Second – Lloyd: unanimously approved).**

**Action item:** WAVD Surplus Sharing Policy to be corrected and distributed to AC – **Dr. Kwochka**

**Action item:** MO representatives to distribute the final policy when final version available – **Drs. Beco, Burrows, Kwochka, Paradis, Roudebush, Taylor**

**VII. Affiliate and Provisional Organisation Annual Reports**

- A. **ICADA Annual Report – Dr. Kwochka for Dr. DeBoer**

Dr. Kwochka briefly reviewed ICADA meeting minutes from the NAVDF (Tennessee) 2015 meeting, noting that since the last AC meeting in October 2014, the group had not met. Dr. Kwochka highlighted several aspects of the report:

- i. The relationship between ICADA and the Journal of Veterinary Dermatology was discussed. The ICADA Diagnostic Criteria and Guidelines for Treatment Recommendations manuscripts will be submitted to the Bio Med Central Veterinary research (BMCVR) and will be available as open access for no fee. Some regret was expressed by WAVD AC members that ICADA had elected not to publish these manuscripts in Veterinary Dermatology. WAVD will however, have the opportunity to endorse these manuscripts. ICADA have reassured WAVD that they will continue to submit manuscripts to Veterinary Dermatology in the future.
- ii. Dr. Roudebush highlighted the importance of appropriate publicity of these specific publications when published in BMC and wished this to be formally communicated to ICADA.

**Action item:** communicate with Dr. Pucheu-Haston and Dr. Mueller –  
**Dr. Kwochka**

- iii. ICADA have reviewed our publication endorsement policy and have sought reassurance that WAVD will not edit manuscripts during the endorsement process. Dr. Kwochka in a meeting with Dr. DeBoer affirmed that the WAVD approval process would not involve editing.
- iv. Dr. Kwochka indicated that he had spoken to Dr. Foster from Veterinary Dermatology and indicated that WAVD would prefer to have the WAVD logo on both the hard and electronic copies of endorsed manuscripts. ICADA have indicated they would be willing to provide us with copies of their relevant manuscripts early in the submission process to enable this.
- v. Dr. Kwochka highlighted that he had indicated to ICADA and Dr. Foster that WAVD funding for open access of ICADA manuscripts was potentially available upon application for material considered to be of global relevance to veterinarians working at the general practitioner level.
- vi. ICADA will be delivering two lectures into the continuing education program at WCVD8.
- vii. Dr. DeBoer has now completed his term as Chair of ICADA and Drs. Mueller and Pucheu-Haston are the new current Chairs.

**The AC approved the ICADA report (Motion – White; Second – Rosenkrantz; unanimously approved).**

#### **B. ISVD Annual Report – Dr. Kwochka for Dr. Mansell**

- i. Dr. Kwochka summarised the group's main activities from October 2014-April 2015 noting that since the last AC meeting in October 2014, the group had not met. The 2015 ISVD conference would be held in Krakow, Poland in September. ISVD are offering a research grant of 5000 US

dollars. ISVD had been active in the planning of the ISVD meeting at WCVD8 in 2016 through their representative, Dr. Verena Affolter.

- ii. The ISVD website has been substantially upgraded to facilitate membership renewals, access to teaching materials, conference and membership information and external links.
- iii. Financial application: ISVD has submitted a formal request for financial support from WAVD: US \$1000 for website maintenance/upgrade and US \$2500 for integration of archived case photos into the new website. This request was approved in-principle last year but was not submitted using a formal financial application. The WAVD Treasurer indicated that as the organisation was not a registered charity that the monies would have to be paid on the submission of appropriate invoices.

**The AC approved the ISVD report and re-approved financial support of \$3500 US for general maintenance of the ISVD website and archiving of images. (Motion – Lloyd; Second – Beco; unanimously approved)**

**Action item:** communicate AC decision to ISVD including the requirement to submit invoices for remuneration – **Dr. Kwochka**

#### **C. SLVD report – Dr. Martin**

- i. Dr. Martin summarised the group's main activities in 2014-2015. The SLVD has a total of 167 active members to March 2015. A bank account has been established in Uruguay. Planning is well advanced for the 3rd Latin Congress of Veterinary Dermatology to be held in Buenos Aires, Argentina in November 26 and 27, 2015 with international speakers, Dr. Claude Favrot and Dr. Sheila Torres. Dr. Martin discussed some of the challenges with hosting a conference in Argentina.
- ii. The current SLVD Executive Board comprises President, Dr. Fernando Fogel (Argentina); Vice President, Dr. Porfirio Trapala (Mexico); Treasurer, Dr. Pablo Manzuc (Argentina); Secretary, Dr. Laureano Rodriguez Beltran (Columbia); representatives for Mexico and WAVD (Dr. Alberto Martin); Venezuela (Dr. Maria Gracia Masiero) and Brazil (Dr. Ronaldo Lucas).
- iii. Dr. Roudebush requested information regarding the distribution of SLVD members between the different Latin American countries and a breakdown of the country of origin for attendance at the Argentinian conference. Dr. Martin indicated he would clarify this and communicate back to the AC.

**Action item:** clarify the distribution of SLVD members between the different Latin American countries and attendance at the upcoming SLVD Congress and report to AC – **Dr. Martin**

- iv. Dr. Martin discussed the existence of two interest groups in veterinary dermatology within Brazil and the importance of working with both groups. He indicated that the Brazilian veterinarians were working towards beginning the road map for specialisation in the discipline.

**Action item:** Dr. Martin to communicate the names of the key contact individuals in Brazil to Dr. Burrows to assist with any scholarship applications from this region – **Dr. Martin**

- v. Dr. Martin requested that the WCVD EOC consider a reduced WCVD8 registration fee for members of SLVD, similar to the arrangement for the Japanese veterinarians. This proposal was discussed and agreed to by the AC, with the contingency that this decision must be supported by the WCVD8 EOC.

**The AC approved SLVD members receiving member organisation registration rates for WCVD8, subject to confirmation from the WCVD8 EOC: (Motion – Rosenkrantz; Second Koch – unanimously approved).**

**Action item:** clarify with WCVD EOC that SLVD members can receive member organization registration rates for WCVD8 – **Dr. White**

- vi. Full membership status of WAVD for SLVD; Dr. Kwochka indicated that this had been discussed and he proposed that Dr. Martin would have more information available after the SLVD conference in November 2015. There is an expectation that SLVD will make an application for full membership of WAVD to be presented at the AC meeting in Bordeaux, 2016.
- vii. Dr. Rosenkrantz requested an estimate of the attendance of SLVD members at WCVD8; Dr. Martin indicated a higher attendance than WCVD7 was expected (approx 35).

**The AC approved the SLVD report (Motion – Lloyd; Second – Rosenkrantz; unanimously approved)**

#### **D. GVDEG report – Dr. Kwochka for Dr. Torres**

- i. Dr. Kwochka summarised the group's main activities from October 2014-April 2015. The Global Veterinary Dermatology Education Group (GVDEG) is an independent international group of veterinary dermatologists committed to improving the knowledge and practice of veterinary dermatology in underserved areas around the world. The group is an affiliate organisation of WAVD. In May 2015, Dr. Belova delivered a WAVD sponsored lecture series in Kazakhstan and Kirgizistan.
- ii. Some discussion ensued between AC members about the activities of GVDEG. Dr. Beco and Dr. Bensignor expressed concern that projected GVDEG activities in Albania and Montenegro sponsored by WSAVA had not been communicated to the MO in the region, which is ECVD/ESVD. These activities were considered to represent a conflict of interest with MO activities in these regions.
- iii. Dr. Kwochka discussed the importance of communication between the GVDEG and the representative MO with regard to projected continuing education activities in all geographic regions. Dr. Roudebush indicated he had some informal discussion with Dr. Torres regarding this matter. Dr. Bensignor reinforced the importance of the Member Organisations needing to be informed about GVDEG activities. Dr. Kwochka indicated



he would communicate with Dr. Torres to ensure that MO are informed of GVDEG activities to avoid competition and conflict in any given region.

**Action item:** communicate with Dr. Torres to ensure that MO are informed of GVDEG activities in their respective regions – **Dr. Kwochka**

- iv. Future plans for GVDEG include Dr. Hillier returning to Kenya to present lectures and wet laboratories at the University of Nairobi. Nairobi will be used as a springboard for future events in Ghana and Malawi. A newly formed Kenyan Small and Companion Animal Veterinary Association under the auspices of the WSAVA (World Small Animal Veterinary Association) exist in the region and are organised, motivated and enthusiastic. The AC discussed potential WAVD involvement in activities in South Africa.
- v. Prof. Lloyd suggested that WAVD should have a representative from WAVD to communicate with international organisations such as WSAVA as well as other organizations such as OIE (*Organisation Internationale*) and the WHO (World Health Organisation). Prof. Halliwell felt that this was the remit of the GDVDEG and that having such a WAVD representative would be duplicating this effort. Prof. Lloyd was concerned that GVDEG had a relatively limited membership with narrow objectives and that WAVD should be initiating this type of communication with international groups in order to establish formal networks.
- vi. Dr. Kwochka suggested that it would most productive at this early stage to have informal discussion with members of these organisations to determine whether there was potential to establish closer synergistic relationships.

**Action item:** communicate with Dr. Hillier regarding WSAVA – **Dr. Kwochka**; communicate with OIE, FAO, WHO – **Prof Lloyd**

**The AC approved the GVDEG report (Motion – Roudebush; Second – Paradis; unanimously approved)**

#### **VIII. Application for Affiliate Membership from ESAVS – Dr. Koch, Entire Committee**

- A. Dr. Koch highlighted the history of ESAVS as a not-for-profit organization providing post graduate training in clinical disciplines. He outlined a comprehensive and structured training program in dermatology consisting of residential courses and distance learning. He indicated that the goal of ESAVS was to promote the development of veterinary dermatology through high quality education in different parts of the world including Europe and Asia, and in this regard, the goals and objectives of both ESAVS and the WAVD were similar. He indicated that ESAVS would not be applying for financial support from WAVD in the foreseeable future.
- B. Several AC members expressed strong support for ESAVS. ESAVS had an excellent reputation in providing continuing education in veterinary dermatology in under-served areas as a stimulus for development of expertise in dermatology. Prof. Halliwell raised the question as to how ESAVS would communicate with GVDEG in the planning and delivery of CE activities. He said it was important for WAVD not to have two groups providing continuing education that were not communicating with each other. Prof. Lloyd suggested that there was a natural

synergy between the activities of the ESAVS and the goals of WAVD and that the experience of ESAVS could assist WAVD to penetrate under-served countries using a well-established educational model. Dr. Taylor expressed some disappointment about previous communication between ESAVS and the AiSVD with regard to the staging of ESAVS courses in China. Dr. Rosenkrantz indicated that financial transparency would be imperative, as there were some differences between the fees that were charged by ESAVS for course attendance in Europe versus China and between the attendance fees charged by GVDEG and ESAVS.

- C. In summary, Dr. Kwochka indicated that the ESAVS would be expected to conform to the same guidelines as the current affiliate organization providing continuing education; GVDEG. In summary:
- i. Educational opportunities must have strong assurance and a plan for long-term sustainability in the region where they are held.
  - ii. Metrics should be evaluated such as numbers of veterinarians, economic need, academic support, other educational opportunities, etc., to help determine appropriateness for the proposed region.
  - iii. Cooperation between GVDEG and local, regional, national and WAVD member organizations is imperative to avoid potential conflicts.
  - iv. WAVD should be acknowledged in ESAVS educational activities.
  - v. As with all WAVD Affiliate Organizations, requests for funding are made through our financial request application on the website and evaluated on a case-by-case basis.
  - vi. For funding purposes, Affiliate Organizations need non-profit organization legal status.
  - vii. Annual reports of affiliate organization activities are due to WAVD on May 31st.
- D. He requested that Dr. Koch consult with the ESAVS Board and report back to the AC. The application for affiliation would be delayed until this information was received.

**Action item:** consult with the ESAVS Board to determine whether these guidelines for an affiliate organization providing continuing education would be consistent with ESAVS activity – **Dr. Kwochka**

## **IX. WAVD Membership and Succession Planning – Entire Committee**

### **A. Discussion and selection of a new WAVD Member-at-Large**

The AC discussed the criteria for the new Member-at-Large. After lengthy discussion several candidates were short listed and Dr. Brett Wildermuth was nominated by the AC.

**Action item:** contact Dr. Wildermuth and outline the tasks expected by a Member- at-Large and gauge his interest – **Dr. Kwochka**

### **B. Current term expirations for MO Representatives**

- i. Dr. Luc Beco, Representative of ESVD: 2015
- ii. Dr. Emmanuel Bensignor, Representative of ECVD: 2016
- iii. Dr. Mandy Burrows, Representative of the Dermatology Chapter of ANZCVS (DCANZCVS): 2017; Secretary WAVD: 2016

- iv. Dr. Kenneth Kwochka, Representative of ACVD: 2017; President WAVD: 2016
- v. Prof. Richard Halliwell, President WCVD1; Dr. Hans Koch: President WCVD3;
- vi. Prof. David Lloyd, President WCVD5; Treasurer WAVD: until no longer active in dermatology
- vii. Dr. Manon Paradis, President WCVD7: 2024; Representative of CAVD: 2017
- viii. Dr. Wayne Rosenkrantz, Member-at-Large: 2017
- ix. Dr. Phil Roudebush, Representative of AAVD: 2017
- x. Dr. Carmel Taylor, Representative of the AiSVD: 2017
- xi. Dr. Stephen White, Secretary WCVD8: 2017

### C. Review and approval of WAVD job descriptions

- i. **WCVD Past President** (see Attachment 5)
- ii. **Member at Large** (see Attachment 6)
- iii. **Member Organisation Representative** (see Attachment 7)
  - 1. Dr. Kwochka discussed the importance of MO representatives being aware of the commitment required to represent their organization on the WAVD AC.
  - 2. Duties include, but are not limited to:
    - a. regular, formal communication to update MO on WAVD activities including timely communication of all WAVD documents; for example the approved minutes and budgets from annual AC meetings and WAVD financial statements;
    - b. regular, formal communication with WAVD Affiliate Organisations, for example the GVDEG to ensure that all educational activities in under-served areas are coordinated;
    - c. updating the WAVD website at least twice a year with regular MO initiatives as they pertain to the mission and objectives of WAVD, including updating the website with the changes in the Executive Board;
    - d. writing an Annual Report to the WAVD of the MO they represent;
    - e. helping to communicate and promote the WAVD mission and programs to the MO.
  - 3. Prof. Halliwell indicated that there should be some inclusion of MO representatives being willing to serve as officers (President, Secretary, Treasurer) of WAVD in the job description.

**Action item:** to include serving as a WAVD officer in the MO and Member at Large job descriptions and distribute the document to the AC – **Dr. Kwochka**

- iv. President (see Attachment 7)
- v. Secretary (see Attachment 8)
- vi. Treasurer (see Attachment 9)

**The AC approved the current job descriptions (with the corrections to the MO representative and Member at Large job descriptions (Motion – Halliwell; Second – Rosenkrantz; unanimously approved)**

**D. Review proposed draft letter to MO's regarding new MO Representatives – Dr. Kwochka**

- i. Dr. Kwochka outlined the content of a draft letter to the MO describing a new process of appointment of MO representatives. The WAVD requires representatives on the AC who have the time and commitment to work cooperatively and enthusiastically for the organization. To ensure that such individuals continue to be appointed for the future, modifications are proposed for the appointment of MO representatives for the AC for a 4-year term.
- ii. In summary, a draft letter has proposed:
  1. The MO will be asked to formally nominate three candidates for appointment to the AC. The current AC will then consider the nominees and elect the MO representative for the 4-year term, having regard to the mix of skills necessary to fulfill the WAVD mission.
  2. A job description (previously discussed) will be approved for the position which the MO should distribute to prospective candidates. Those who wish to apply must have read and understand the job description and have a willingness to actively participate in the work of the Association.
  3. The WAVD-AC is strongly committed to succession planning for the future health of global veterinary dermatology and young dermatologists who have distinguished themselves by productive committee work within their organization and have a desire to contribute globally should be encouraged to apply.
  4. Nominations will be due by May 1 in the year prior to the term expiration of the current representative.
- iii. The AC discussed this proposed appointment process at length. The majority of members expressed in-principle support; particularly with regard to WAVD succession planning and appointing MO representatives with a certain skill-set. There was some concern that the smaller MO may not be able to furnish three applicants for this position.
- iv. Dr. Beco expressed serious concern with the proposal: he asserted that MO representatives should have previous Board experience and that in his opinion, the WAVD MO representative should be selected by the MO, not the WAVD. Dr. Bensignor and Dr. White concurred with this view.
- v. Prof. Halliwell expressed the need for transparency in the selection process; he also reinforced the importance of a strong and mutual relationship between the WAVD and each of the MO; and that the needs and goals of each organization should be met.
- vi. The AC concurred that the best way forward was to update the MO job description and write to each of the MO Executive Boards detailing the

issues of how to meet our common objectives and requesting some feedback regarding the appointment of WAVD MO representatives.

**Action item:** update the MO job description and write to each of the MO Executive Boards and request feedback via their MO representative, at their earliest convenience but no later than October 1, 2016 – **Dr. Kwochka**

**E. Should new MO Representatives attend the AC meeting with the current representative the year prior to formally joining the AC?**

The AC discussed that it would be advantageous for both the individual and the WAVD to have new MO representatives attend the AC meeting the year prior to their formal appointment on a case-by-case basis contingent upon the cost.

**X. Publicity and Communications – Entire Committee**

**A. Website Review – Taylor**

**i. Modifications**

1. The website omissions have been corrected including the inclusion of the guidelines for Affiliate and Provisional membership.
2. An info email account has been set up so that general enquiries can be managed without revealing the identity of the committee member responding.
3. An on-line scholarship application process has been established.

**ii. Images**

1. Dr. Taylor requested that AC members send images for the WAVD website home page that reflect the global nature of the organisation. Images of equine, large animal and exotic animal dermatology, as well as dermatologic procedures were lacking. Images from Asia, including China and Africa are specifically required.
2. These images need to be visual and striking to be suitable for the banner. An image size of not less than 72dpi is required.

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

**iii. Current and future content**

**1. Press releases**

- a. This section is very active; five updates have been added to this since the last meeting, including an obituary for Dr. Carlotti.
- b. MO representatives should each send two press releases a year; regular website updates are one of the main drivers of search engine optimization.
- c. MO representatives should write a short report on key MO events and provide images and check that events have been removed from the website.
- d. Text should be sent as either a doc or docx to facilitate uploading.

## 2. Congress information

- a. Press releases will be utilised to relay information from the WCVD8 Congress next year: scientific updates etc

## 3. Affiliate and provisional MO logos on the homepage

- a. Dr. Kwochka requested that the Affiliate and Provisional MO logos be posted on the WAVD website homepage

**Action:** post Affiliate and Provisional MO logos on the homepage – **Dr. Taylor**

## 4. Congress promotion:

- a. Dr. Lloyd raised the matter of how to promote the congress in the future. ECVD have a promotional video of their meeting and the presentation is professional and of high quality.
- b. Dr. Anthony Chadwick, a veterinary dermatologist from the UK has offered to attend WCVD8 and video the Congress for no fee. Dr. Lloyd proposed that we invite Dr. Chadwick to do this, and then WAVD should fund a video production to be stored on the website.

**Action:** contact Dr. Chadwick and request that he video WCVD8 – **Prof. Lloyd**

**B. MO website checks:** managed under Action Items

## C. Principal Sponsor acknowledgement – Dr. Kwochka

- i. 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.
- ii. **Action item:** approved company logo of principal sponsors of WCVD posted on the WAVD website with an active link to the homepage of the approved company website; logos should be smaller than MO logos and located along the bottom of the homepage: – **Dr. Taylor**

**D. Press release updates – MO Representatives:** managed under Website Report

## E. Promotional PowerPoint – Dr. Roudebush – Dr. Kwochka

- i. Dr. Roudebush has updated a PowerPoint promotion of WAVD presentation developed in draft form by the President of WCVD8, Dr. Carlotti. Dr. Kwochka indicated that a narration covering a brief history and current initiatives of the WAVD should be recorded and made available on the WAVD website.

**Action item:** write a narration for the PowerPoint production – **Dr. Roudebush** and then record the narration – **Dr. Kwochka, Dr. Burrows**

## F. Promotion Subcommittee – Dr. 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 that an additional person was required to strategise and assist Dr. Taylor. He suggested Dr. Bensignor may wish to participate.

**Action item:** liaise with Dr. Taylor as the Chair and contribute to a promotion subcommittee to manage the website and other promotional activities – **Dr. Bensignor**

## **XI. Clinical Practice Guidelines Subcommittee Report – Dr. Rosenkrantz**

### **A. Current guidelines under design and construction.**

- i. Staphylococcal Infections: Diagnosis, Therapeutics and Prevention
- ii. Diagnosis and Treatment of Dermatophytosis in Companion Animals
- iii. The plan is to have these done and published in Veterinary Dermatology as part of the proceedings for the WCVD 8 in Bordeaux 2016.

### **B. Specific deadlines, presentation and posting of guidelines at WCVD 8 Bordeaux, France 2016 and publication of guidelines.**

- i. Chairs and members of each respective committee will present a summary of the content of their guidelines at WCVD8 scheduled for Thursday morning June 2<sup>nd</sup>, 2016 in the Advanced Clinical Dermatology stream for 45 minutes each.
- ii. Committee members will present in a panel format for questions and interaction with the conference attendees. Dr. Rosenkrantz will moderate these sessions. At the time of the presentation the web listing for full review of the draft will be made available on the WAVD web site and MO websites.
- iii. The detailed draft of the guidelines and the one page consensus statement will be made available for all participants and any members of constituent, provisional and affiliate organizations after the presentation.
- iv. Comments and feedback can be made directly to the authors of the guidelines via the WAVD web site.
- v. Chairs and/or committee members of each respective guidelines committee will lead the review of comments and feedback following the WCVD 8 presentation and web-based availability of the draft with their teams. It is envisaged this process will take three months and a final document will be submitted to the WAVD Administrative Committee for approval by September 1 2016.
- vi. The goal to have the guidelines/consensus statements submitted to the Journal of Veterinary Dermatology for publication by October 1, 2016. These will be subject to the same formal review process as any other material submitted to the journal. If the submission is deemed not suitable for publication in Veterinary Dermatology then an alternative journal will be selected. Guidelines will be available in a free open access format on the WAVD website.
- vii. Committee and chair members are on track to meet all of the above outlines with all key members working on their respective assignments for both guidelines.

### **C. Website access**

A draft of the CPG will be available on the website and will be restricted to contributions from individuals from MO, PO and affiliate organisations.

**Action item:** clarify with the website master how to adapt the website to incorporate the document and manage feedback – **Dr. Taylor**

#### **D. Disclaimer**

- i. Dr. Koch raised the issue of WAVD being liable for the information that is published in the CPG.
- ii. Dr. Roudebush indicated that the ACVIM use a disclaimer in their international guidelines and it was suggested that we use a similar wording and seek legal advice as to its suitability for WAVD.

**Action item:** review ACVIM guidelines and disclaimer and a seek legal opinion as to suitability for WAVD CPG – **Dr. Rosenkrantz, Dr. Kwochka**

**Action item:** locate an individual with legal expertise in this area – **Prof. Lloyd**

#### **E. New topics and frequency of CPG production**

- i. Dr. Kwochka indicated that a new Guideline should be generated by WAVD every two years and that guidelines as to how often existing CPG should be reviewed were necessary.
- ii. The AC discussed new topics for future CPG. Topics such as Leishmaniasis, *Malassezia* and tick-borne and viral disease of large animals were discussed.
- iii. Leishmaniasis was selected as an appropriate topic, particularly with the WHO relevance.

**Action item:** the next CPG topic is Leishmaniasis. Dr. Rosenkrantz requires feedback as to who may be able to contribute – **All Committee**

### **XII. Hugo Schindelka Award Subcommittee Report – Prof. Halliwell**

#### **A. Nominations**

- i. There were four nominees for this years' award, one of whom was the subject of two separate nominations. All had made outstanding contributions to the discipline.
- ii. The Schindelka subcommittee (Halliwell, Yager and Nishifuji) have made a unanimous recommendation to Dr. Kwochka, President of WAVD. The successful nomination will be announced at the Opening Ceremony of WCVD8.

#### **B. Further comments and recommendations**

- i. The subcommittee commented regarding the poor quality of some of the nominations and the absence of attached curriculum vitae.
- ii. Recommendations for more precise guidelines to accompany nominations for the Schindelka award in the future will be developed.

**Action:** to develop recommendations for more precise Guidelines for the Schindelka award for WCVD9 to be presented to the next AC meeting – **Prof. Halliwell**



The AC approved to adjourn the meeting at 5.55pm, May 31, 2015

The meeting was called to order at 8:40 AM on June 1, 2015 and chaired by Dr. Kwochka

**XIII. Presentation and review of bids for WCVD9 in 2020 – Entire Committee**

**A. Cancun, Mexico – Dr. Martin**

Dr. Martin presented a short summary presentation of the site bid for Cancun; he highlighted the excellent tourist facilities, accessibility, affordability, a wide range of accommodation options, cultural attractions and the strong PCO support with good sponsor opportunities available in Cancun. He emphasized the rapid expansion of veterinary dermatology in Latin America; strong local support with a high number of Latin American veterinarians attending and fulfilling the mission of WAVD to bring dermatology to developing areas. Dr. Martin responded to several questions from AC members.

**B. Sydney, Australia – Dr. Burrows**

Dr. Burrows presented a short summary presentation of the site bid for Sydney; she highlighted the international accessibility; the global appeal of Sydney with cultural attractions and many options for tourism; a modern new convention centre located in Darling Harbour; a wide range of accommodation options, and experienced PCO support with good sponsor opportunities. Dr. Burrows responded to several questions from AC members.

**C. Site visit reports and discussion – Prof. Halliwell and Dr. Paradis**

- i. Prof. Halliwell presented a comprehensive summary of the site bids evaluating each location against the bid criteria and also outlining potential problems that could arise with either location.
- ii. In summary, both sites offer a very attractive location for the congress with good international access. Airfare costs to Sydney and Cancun from Europe are similar although flying time is longer to Sydney at 22 to 24 hours compared to 16 to 17 hours to Cancun. Airfare costs to Sydney and Cancun from Asia are expensive and flights from Sydney to China are currently very expensive. Air flights to Sydney from the West Coast of the US are direct from major cities in the West Coast and approximately 13 to 15 hours flying time. Cancun is clearly accessible from the US.
- iii. Both cities are cosmopolitan with excellent facilities for managing tourists. There is a wide range of accommodation in both locations, with the hotel rates cheaper in Cancun than Sydney and the rates fixed for 2020 for Cancun but subject to price increases for Sydney.
- iv. Both cities have modern convention centres with adequate room space to deliver the congress; there are two tiered theatres in the Sydney facility, while all the theatres are flat with a slightly lower ceiling height in the Cancun facility; the exhibition space in Sydney is smaller but with natural light and a view, whereas in Cancun the exhibition space is larger but with no natural light. The cost of the convention centre in both locations is approximately equivalent when food and beverage waivers

are taken into account, as long as a minimum number of delegates is attracted to the Sydney location. A state NSW government subsidy of \$115,000 Aust has been pledged if a minimum number of 1100 delegates is achieved.

- v. Both locations will offer regional support with a high attendance expected from the SLVD and Latin American dermatologists in Cancun and moderate attendance expected from local veterinarians in Sydney and Asia in the Sydney location. The PCO support is consistent and strong in both locations but the Morales PCO partnership deserved special mention for the Cancun bid.
- vi. Options for the social events included good options for both locations; the food and wine is of excellent quality but more expensive for lunch boxes and dinners in Cancun than in Sydney.

At this stage the AC retired out-of-session to discuss the site bids and Dr. Burrows and Dr. Martin left the meeting room so that a secret ballot could be conducted.

#### **D. Selection by secret ballot**

- i. Drs. Kwochka and Lloyd counted the secret ballots. Sydney, Australia was the majority vote as the venue for WCVD9 2020. Dr. Burrows was congratulated by the AC for her successful bid on behalf of veterinary dermatology in Australasia.
- ii. Dr. Kwochka thanked Dr. Martin for the extremely strong bid from Latin America. He added that WAVD would consider providing strong support to SLVD over the next 12 to 18 months in moving towards full membership and providing financial support for the association activities.

#### **E. Elect the President WCVD9**

**The AC approved the nomination of Dr. Mandy Burrows as President of WCVD9 (Motion – Martin; Second – White; unanimously approved)**

**Action:** Dr. Koch suggested that the new President should write informally to MO and indicate that this is a united effort and the congress belongs to all constituent organisations – **Dr. Burrows, Dr. Kwochka to write a joint letter**

### **XIV. Late business not arising on the agenda**

#### **A. Surplus sharing**

A different model of WCVD congress surplus sharing was proposed by Dr. Beco. He suggested a guarantee of a minimum dollar amount based on a percentage calculation of WCVD profit and an incentive based on the number of delegates from each region attending should be distributed to member organisations. Prof. Halliwell expressed support for this consideration. Dr. Kwochka indicated this would be a good discussion point for the next AC meeting.

#### **B. Latin America**

Dr. Martin discussed the 4<sup>th</sup> SLVD congress in November 2017 in Cancun and indicated that he would like to develop strategies to globalize the meeting and attract dermatologists from Europe and the US. This would coincide with first meeting of the Latin American College of Veterinary Dermatology. He also planned to develop some strategies to encourage SLVD members to attend the WCVD9 congress in Sydney.

**Action:** to develop a plan to globalize the SLVD meeting for 2017 and attract overseas dermatologists; to develop a plan to promote WCVD9 attendance by SLVD members and communicate back to the AC – **Dr. Martin**

**XV. WCVD8 status report – Dr. White**

**A. WCVD8 update**

- i. Social events: the gala dinner has been cancelled due to financial restrictions; the themed evening in the chateau is scheduled for Thursday night but there is a plan to try to change this to Friday night. On Saturday a Speakers dinner is proposed.
- ii. Program: program planning is making good progress.
- iii. Sponsors: 9 principal sponsors with 3 company symposia.
- iv. RACE point credits: 45 minute lectures only count for 30 minute credit and to get a one hour credit the lectures need to be 50 minutes; the program committee has decided not to change the program timing; a total of 12.5 hours of RACE credits will be available at WCVD8.
- v. The PCO have been responsive and efficient.
- vi. If delegates choose to stay in the centre of Bordeaux then it may be challenging to transport all delegates to the congress centre by tram and buses are being considered.
- vii. Registration fees: 650 € member; 750 € non-member; 500 € residents, technicians, students; 350 € Ambassadors; 130 € Accompanying persons; 130 € one-day 290 € two-day 180 € French day 240 € Exhibitors
- viii. Budget summary based on 1200 full paying delegates; estimate of cost per delegate is 450 €; surplus is projected to be approx. 370,000 € which is approximately our current four year WAVD operating budget.

**XVI. WCVD8: pending questions – Entire Committee**

**A. Electronic dissemination of educational materials**

WCVD8 Proceedings will be available for electronic dissemination

**XVII. WAVD Scholarship Program – Dr. Burrows, Dr. Roudebush**

**A. Scholarship program details for WCVD8**

- i. Dr. Burrows reviewed the award process for WCVD8. 30 fully funded WAVD scholarships will be awarded. At least one WAVD scholarship will be specifically awarded to an applicant from South Africa. The scholarship consists of a free full registration to WCVD8 and an allowance towards travel and accommodation of 1000 dollars US. Delegates will be responsible for their own travel and accommodation expenses. The stipend will be given to successful candidates after arrival at WCVD8.
- ii. The proposed closing date for scholarship applications is December 1, 2015. The scholarship subcommittee will evaluate the applications using

the criteria as listed below and applying a scoring scheme previously used to assess scholarships for WCVD7. Successful applicants will be informed by December 31, 2015.

- iii. Applications will be processed on-line via the website [www.wavd.org](http://www.wavd.org) and all enquiries will be managed using the email address [info@wavd.org](mailto:info@wavd.org). 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.

## **B. Changes to the program for WCVD8**

- i. The WCVD8 scholarships have removed the geographic restrictions previously limiting the award of a WAVD scholarship. 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 has been weighted, however, to ensure that geographic regions with a lower socio-economic status attract a higher score.
- ii. Applicants:
  - 1. Must be licensed veterinarians with at least one year, full-time experience working as a veterinarian. Dermatology residents and interns enrolled in a formal training program are excluded;
  - 2. Must be able to provide proof of residency in a geographic location with limited access to continuing education opportunities in veterinary dermatology;
  - 3. Will provide proof of adequate ability to write and speak in English;
  - 4. Will provide evidence of interest and commitment to the discipline of veterinary dermatology (including an accepted poster or free communication for WCVD8);
  - 5. Will provide a statement of financial need;
  - 6. Will provide a brief curriculum vitae/resume with a written reference from a veterinary professional associate or mentor;
  - 7. Will provide a plan as to how their acquired knowledge will be of benefit to other veterinarians and/or veterinary technicians;
  - 8. Will be available to attend an official welcome WAVD-Scholarship Recipient Lunch Reception at WCVD8;
  - 9. Will provide a written report (500 words) to the WAVD AC after attendance at the Congress within 12 months outlining how the applicant benefited from the scholarship.

**Action item:** update the WAVD website with the new criteria for the WCVD8 2016 Scholarships – **Dr. Burrows, Dr. Taylor**

- iii. Applicants that have previously received a scholarship to attend WCVD will be encouraged to apply, but will need to specifically address how they have used the acquired knowledge from the previous congress to benefit their veterinary communities subsequent to the meeting.
- iv. 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. These arrangements will need to be confirmed with the ISVD Executive Board.

**Action item:** contact the ISVD Executive Board to determine the level of scholarship support from ISVD for the Scholarship program for WCVD8 – **Dr. Burrows**

- v. An official welcome WAVD – Scholarship Recipient Lunch Reception will be organised for WCVD8 at the congress hotel on Wednesday June 1, 2016 to include all scholarship recipients and WAVD AC members.

**Action item:** organize an official welcome WAVD – Scholarship Recipient Lunch Reception for 40 people on Wednesday June 1, 2016 at the Pullman Hotel, Bordeaux; a room will need to be reserved and a budget developed; confirm the costs of lunch – **Dr. White** and relay costs to Prof Lloyd – **Dr. Burrows**

#### **C. Peter Ihrke scholarship**

- i. The WAVD wish to honour the life and career of Prof. Peter Ihrke by offering an annual scholarship to commemorate his contribution to the discipline of veterinary dermatology. It is envisaged the scholarship would provide the opportunity for an individual from an under-privileged region to attend a two-to-four week externship at a mutually convenient time in the veterinary dermatology service of the University of California-Davis Veterinary School. The scholarship would contribute to the costs of airflights and accommodation.
- ii. Applicants:

1. Must be licensed veterinarians with at least three years, full-time experience working as a veterinarian. Dermatology residents and interns enrolled in a formal training program are excluded;
2. Must be able to provide proof of residency in a geographic location with limited access to continuing education opportunities in veterinary dermatology;
3. Will provide proof of adequate ability to write and speak in English;
4. Will provide evidence of interest and commitment to the discipline of veterinary dermatology;
5. Will provide a statement of financial need;
6. Will provide a brief curriculum vitae/resume with a written reference from a veterinary professional associate or mentor;

7. Will provide a plan as to how their acquired knowledge will be of benefit to other veterinarians and/or veterinary technicians;
8. Will provide a written report (500 words) to the WAVD AC after attendance at the Congress within 12 months outlining how the applicant benefited from the scholarship.

**Action item:** update the WAVD website with the details of the WAVD Peter Ihrke Scholarship – **Dr. Burrows, Dr. Taylor**

- iii. Some discussion ensued amongst the AC as to the logistics of delivering the scholarship; Dr. White indicated that it was probable that he could obtain a fee waiver from the University if the individual visited for a two week period; and the importance of the successful applicant having professional liability insurance.
- iv. The AC concurred that we would award one scholarship with a budget covering a low cost, economy-return airflight, modest accommodation with a meal allowance and ensure that this individual is covered by professional liability insurance; the AC would then review the feasibility of awarding further scholarships.

**Action:** clarify the budget for the scholarship and communicate with the WAVD Treasurer; advertise the scholarship in January 2016; award the scholarship at the Opening Ceremony at WCVD8 and undertake the scholarship in 2016-2017 – **Dr. Burrows, Dr. White**

#### **D. 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 scholarship subcommittee to organise – **Dr. Burrows**

#### **XVIII. Inter-Congress WAVD Continuous Sponsorship Strategy – Entire Committee**

- A. Sponsorship requests between congresses and for what activities?**
- B. Long-term partnerships and communications**
- C. Structured 4-year package for WCVD sponsors**

- i. A brief discussion by AC ensued regarding the potential for sponsoring specific WAVD projects between congresses and the advantages and disadvantages of continuous principal sponsors.
- ii. Dr. Roudebush suggested that WAVD meet with principal sponsors on an annual basis and discuss potential synergies and working together strategically to achieve shared objectives in between congress dates. It may be more advantageous to do this on a project basis.

**Action item:** meet with major or principal sponsors at/after WCVD8 and ascertain if there are individual programs for which WAVD and principal sponsor companies can combine their efforts – **Dr. Beco, Dr. Kwochka, Prof. Lloyd, Dr. Roudebush**

- iii. Dr. Bensignor raised the issue of intellectual autonomy and WAVD developing a policy statement regarding the relationship between the association and sponsors so that ethical integrity is not compromised.

**Action:** to develop a policy statement regarding the relationship between the WAVD and sponsors – **Dr. Bensignor, Dr. Burrows**

#### **XIX. Income-Generating Activities for WAVD – Entire Committee**

##### **A. On-line teaching modules**

The AC discussed the options for using on-line teaching modules that already exist; are there materials that WAVD could use for educational purposes?

##### **B. On-line webinar series**

AC members have produced educational webinars that could be utilised as educational materials for WAVD; we need to assess the quality of the webinars and any copyright issues;

**Action:** collect the webinar material; ascertain the breadth of topics; and any legal or ethical restrictions to using these – **Dr. Beco**

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

##### **A. Africa – Prof. Lloyd**

- i. The South African Veterinary Dermatology Interest Group (SAVDIG) continues to operate under the leadership of Dr. Andy Leiswitz of the University of Pretoria Veterinary School and the web-based discussion group sponsored by Virbac (<http://vetderm.co.za/index.php>) provides a focus for case presentation and discussion.
- ii. Prof. Lloyd indicated that progress in the development of the group is slow and that Dr. Leiswitz is over-committed. He has been encouraged to submit a short communication or poster to WCVD8 and Chair a WCVD8 workshop. Dr. Leiswitz is distributing publicity material for the WCVD8 congress. Dr. Hillier has been active in the region delivering lecture material.
- iii. Prof. Lloyd suggested that Dr. Heidi Schroeder may be a useful contact in South Africa and potentially a deserving recipient of a WAVD scholarship.

**Action:** send contact for Dr. Schroeder to Dr. Burrows – **Prof. Lloyd**

- iv. There are other initiatives designed to assist the development of veterinary medicine in Africa, including AFSCAN, which is supported by

WSAVA and Zoetis, and perhaps WAVD should examine the possibility of synergy with such programs in the development of dermatology.

**B. Unaffiliated Eastern Europe: ESVD strategy – Dr. Beco**

- i. ESVD had a successful pre-Congress in Warsaw in March 2015 which was well attended. The location of the annual ECVD meeting in Krakow, Poland has permitted the group to forge links with the Polish Dermatology group which will continue to be developed.
- ii. ESVD has an ongoing commitment to the promotion of veterinary dermatology in Eastern Europe and the group is subsidising the Eastern European meetings to make them affordable for veterinarians to attend. The ESVD are currently designing a proposal to outline projects for the next three years. They have a unique network of contacts in key Eastern European countries and will be working with these contacts to arrange further dermatology meetings and workshops.
- iii. The ESVD plan to present a more detailed breakdown of these projects including projected costs to WAVD. ESVD would value financial support from WAVD to support these activities.

**Action item:** present a more detailed breakdown of ESVD projects planned for unaffiliated Europe including projected costs to WAVD – **Dr. Beco**

**XXI. New business**

**A. Amended Draft Budget (Attachment): June 1 2015 – May 31 2016:**

- i. Prof. Lloyd discussed an amended draft budget and the projected expenditure for 2015 to 2016. The total projected expenditure is € 99,470.00.
- ii. CPG Guideline budget for Chair attendance at WCVD8

The AC approved that Chairpersons from CPG committees be funded to attend WCVD8; estimated to be a total cost of €10,000 of which €5000 would be allocated to the 2015-2016 WAVD budget. (**Motion – Rosenkrantz; Second – Halliwell; unanimously approved**).

- B. Dr. Kwochka reminded the AC of the importance of confidentiality with regard to all the meeting content and discussion.
- C. Prof. Halliwell will coordinate the nominations for WAVD President, Secretary and Treasurer officer positions for elections in 2016.

**XXII. Confirm date for the 2016 WAVD meeting in Bordeaux**

The next meeting of the WAVD Administrative Committee will be held on Monday May 30, 2016 at the Pullman hotel, Bordeaux, France.

**The AC approved to adjourn the meeting at 6.20pm, June 1, 2015**

Respectfully submitted,  
Mandy Burrows FANZVSC  
Secretary, WAVD



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