

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

ANNUAL ADMINISTRATIVE COMMITTEE MEETING

MINUTES

May 30, 2016
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), President World Congress Veterinary Dermatology (WCVD)9
Professor Richard Halliwell, President WCVD1
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, Corresponding Member representing Sociedad Latinoamericana de
Dermatología Veterinaria (SLVD)
Professor 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
Dr. Brett Wildermuth, Member-at-Large

The meeting was called to order at 8:20 AM on May 30 and chaired by Dr. Kwochka.

Agenda

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

- A.** Dr. Kwochka welcomed the group and thanked the entire Administrative Committee (AC) for their contribution to the WAVD. Dr. Kwochka welcomed Dr. Brett Wildermuth as the new Member-at-Large. Specific thanks were given to Dr. Stephen White for his role in the organization of WCVD8 as the Secretary of the WCVD8 Executive Organising Committee (EOC) and his sustained commitment to successive WCVD Congresses; Dr. Carmel Taylor for her diligent effort with the WAVD website and her role as the manager of the combined WAVD/WCVD9 booth; Dr. Wayne Rosenkrantz for his excellent work with the Clinical Practice Guidelines (CPG); officers; Dr. Amanda Burrows for her role as Secretary and Chair of the WAVD Scholarship committee and Prof. David Lloyd for his role as Treasurer and co-Chair of Sponsorship of WCVD8.

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.

III. Review Outstanding Action Items 2015/2016 and Approval of Minutes from the meeting of 31 May and June 1, 2015, Pullman Hotel, Bordeaux – Dr. Burrows

A. Images from Vancouver WCVD7

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

Action item: post images on WAVD website – **Dr. Taylor**

B. Narration for Power Point presentation

- i. Dr. Kwochka updated a previous Power Point promotion of WAVD to be used at the combined WAVD/WCVD9 promotional booth at the WCVD8 Congress Exhibition. 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 updated Power Point production – **Dr. Roudebush** and then record the narration. – **Dr. Kwochka, Dr. Burrows**

C. Relationship with sponsors

- i. At the WAVD AC meeting in 2015, Dr. Bensignor raised the issue of intellectual autonomy and the potential for WAVD to develop a policy statement regarding the relationship between the association and sponsors so that ethical integrity was not compromised. An Action Item to develop this policy statement had been issued. Dr. Bensignor and Dr. Burrows have had some preliminary communication about this matter but no formal policy had been developed.
- ii. Dr. Kwochka indicated that further information should be forthcoming from the WAVD meeting with principal sponsors scheduled for Thursday June 2 and that this Action Item should be reviewed in the light of this meeting.

Action item: to consider whether a policy statement regarding the relationship between the WAVD and sponsors is required – **Dr. Kwochka, Dr. Burrows** and if so **Dr. Burrows and Dr. Bensignor** to proceed.

D. Unaffiliated Eastern Europe: ESVD strategy

- i. At the WAVD AC meeting in 2015, Dr. Beco reported that the ESVD had an ongoing commitment to the promotion of veterinary dermatology in Eastern Europe and were committed to designing a proposal for projects for the next three years and would value financial support from WAVD. An Action Item had been generated for Dr Beco to present a more detailed breakdown of these projects including projected costs to WAVD. Dr Beco indicated that these projects were currently still being budgeted

and would be considered at the upcoming ECVD-ESVD Annual General Meeting.

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

All other outstanding action items from 2015 were reviewed and deemed to have been completed or retained on the 2016 agenda.

E. The AC approved the corrected minutes from 31 May and June 1, 2015, Pullman Hotel, Bordeaux (Attachment 1) (Motion – White; Second – Rosenkrantz; unanimously approved). These minutes are now a matter of public record and can be forwarded to representatives of respective Member Organisations (MO), Provisional Member Organisations (PMO) and Affiliate Organisations (AO).

Action Item: contact MO, PMO and AO representatives with a final copy of the minutes for distribution. – **Dr. Burrows**

F. 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 2016 draft minutes will be prepared by the Secretary, approved by the officers and then forwarded to the AC. AC MO and PMO member representatives will then forward this summary to their respective Executive Boards. This report replaces 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. No business recorded

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, 2015 to March 13, 2016 and the status of the WAVD bank accounts on 13 March, 2016. Complete accounts for WAVD 2015 to 2016 cannot be prepared until after the end of the financial year (May 31, 2016); 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. Final accounts for the year 2014 to 2015 have already been published.
- ii. Net assets of WAVD on 13 March, 2016 totalled € 955,384.27 as per the report. At May 30, 2016 the net assets are € 961,040. Expenditure between June 1, 2015 and March 13, 2016 was within the overall budget, however substantial items budgeted for the year have not yet been claimed or incurred and these will result in further expenditure.
- iii. Prof. Lloyd highlighted items of expenditure not specified in the original budget. These included: a slight increase in the cost of the WAVD Scholarship program because of the lunchtime function for scholarship delegates and additional bank charges; funds granted to SLDV for their Congress which appeared in last year's budget (€ 8074.72) but paid during the current financial year; the educational grant to GVDEG (€ 967)

not specified in the budget but included under the category of Additional Support and WAVD internet costs that were higher than anticipated (€ 1814.39) because of unexpected changes required for the website.

- iv. No income for the year was recorded but a 12-month fixed term deposit generated € 5,338 in May 2016. Prof. Lloyd indicated that WAVD had continued to keep most of its funds in US dollars. The WAVD charity accounts had been calculated in UK sterling and may reflect further benefit because of currency fluctuations; in the financial year 2014 to 2015 such fluctuations had yielded a positive sterling benefit of £ 66,601.
- v. Prof. Lloyd indicated that there were some outstanding travel reimbursements from the previous AC meeting. The President reminded AC members that they must ensure that travel claims are submitted within 60 days of the meeting to ensure efficient budgeting and that all travel claims must be presented within the fiscal year.
- vi. Dr. Kwochka raised the issue of the WAVD grant to ISVD in 2015 (budgeted item € 3190) subsequent to a request for financial support for the purpose of cataloguing slides on their website. The money had not been claimed and it was discussed that another formal request for financial assistance would need to be submitted by ISVD if the money was still required. Prof. Lloyd reminded the WAVD AC of the important obligation for financial accountability and due governance with regard to all WAVD financial matters.
- vii. A short discussion ensued about the importance of receiving timely submissions for financial support from all AO, PMO and MO groups with individual financial applications for each item, so that WAVD can observe due governance.

Action item: write to all AO, PMO and MO groups to remind them of the obligation for timely and appropriate applications for financial support. – **Dr. Kwochka**

Action item: ensure form for Financial Application is available on the website. – **Dr. Taylor**

B. Draft Provisional Budget (updated) (Attachment 4): June 1 2016 – May 31 2017:

- i. Prof. Lloyd discussed the draft budget allocations and the projected expenditure for 2016 to 2017. The total projected expenditure is €177,799 and includes the anticipated expenses for the current WAVD AC meeting in Bordeaux of €30,000. Prof Lloyd discussed the importance of AC members keeping him updated with their projected travel costs. Dr. Roudebush raised the issue of a budget for a second meeting of WAVD AC, as a meeting in early 2017 would have to be included in the 2016-2017 financial budget. Prof. Lloyd indicated that at this stage the costs for this meeting are uncertain until a specific location and date are determined.
- ii. Further budgeted expenditure in the provisional budget includes: €5400 to €7200 allocated for the Peter Irhke Scholarship; €50,000 allocated to WCVD9 sponsorship; € 3500 for the combined WAVD/WCVD9 booth expenses and €5000 allocated to internet and website costs.

- C. The AC approved the Treasurer's report (Attachment 2). (Motion – Halliwell; Second – Rosenkrantz; 13 approved; Lloyd abstained).**
- D. The AC approved WAVD as a principal sponsor for WCVD9 at whatever rate is determined by EOC for principal sponsorship of the WCVD9 Congress in 2020 in Sydney. (Motion – Roudebush; Second – Rosenkrantz; unanimously approved).**

VI. Donation of Funds to Member Organisations

A. Legal advice

- i. Dr. Kwochka outlined advice received in respect of the donation of funds from WAVD to MO to participate in joint projects and other ventures. He outlined that WAVD was empowered to raise funds and make donations or grants to its members provided that this was within WAVD's overall charitable purposes of advancing education about veterinary dermatology. As a charity, all of WAVD's funds must be used in pursuit of this purpose. In order to disburse funds to its MO, however, WAVD must be reassured that recipient organizations were themselves subject to strict financial regulations and that their purposes were sufficiently in line with WAVD's own charitable aims such that the funds could not be spent in any other manner. He indicated that WAVD should monitor the expenditure of any donated funds to ensure that the charitable funds were properly spent and accounted for.
- ii. Prof. Halliwell indicated that WAVD must be able to satisfy itself that the funds were being used for charitable purposes which would comply with the terms of the Scottish legislation to which WAVD was subject. It was feasible that some MO recipient entities outside Scotland or the UK may be subject to a lesser degree of regulation within their jurisdiction, but that the Association must comply with Scottish charity law.
- iii. Prof. Lloyd indicated that for financial accountability and appropriate fiscal probity, WAVD must be able to ensure that funds are spent by the recipient entity in a manner that would have fulfilled WAVD's purposes if the funds had been directly spent by WAVD on a project or venture. Such funds had to be clearly spent to provide public benefit. Each MO, PMO or AO must have a transparent banking system and a financial structure that complied with these requirements with evidence of financial audit.
- iv. Some discussion ensued amongst AC members. Prof. Halliwell indicated that each MO, PMO and AO should provide WAVD with their annual Treasurer's report. Dr. Koch was concerned with the potential for misunderstanding from MOs perceiving that WAVD was intruding into their financial management. Dr. Beco concurred with this view. Dr. Rosenkrantz suggested that MOs could be asked to provide information about the expenditure of funds without supplying an entire financial report. Dr. Roudebush and Dr. Rosenkrantz suggested that a MO Treasurer's report may not provide the detailed information sufficient to satisfy these requirements.

- v. The AC resolved that the letter of legal advice received from the attorney to WAVD regarding this matter should be forwarded to individual MOs. This would be accompanied by a covering letter from WAVD. The covering letter would contain a brief summary as to what would be required from MO to ensure that WAVD is compliant with its obligations under Scottish charity law.

Action item: write the covering letter to be forwarded to MO. – **Prof. Lloyd**

VII. Education Subcommittee Report – Dr. Beco

A. Educational material on WAVD website

- i. Dr. Beco indicated that the provision of educational material by WAVD had to be completed in a systematic fashion. Access to current and evidence-based material on the WAVD website would require a detailed index/catalogue which could include subsections on different topics such as skin biology, diagnostic methods, pathophysiology, therapy (with guidelines) and division into small and large animals and exotic pets.
- ii. Dr. Wildermuth introduced the World Continuing Education Alliance (WCVA) organisation that has a free web-based software system for the management and distribution of educational material. This group has a partnership with the internationally accredited World Veterinary Association (WVA) that distributes continuing educational material to international networks. The WVA has a commercial relationship with authors that provide educational material for distribution and their motive is to disseminate material from developed geographic regions to those less served with educational opportunities. A short video presentation was played.
- iii. Dr. Wildermuth suggested that the options for WAVD could be to either utilise the free software platform provided by WCVA through linkage via the WAVD website or to create an alliance with WVA.
- iv. Dr. Koch expressed the view that WAVD should exercise some caution with any such an initiative as international accreditation could be company driven and be influenced by commercial interests. In his view, it was important not to suppress local initiatives.

B. Recording lectures from the World Congress

- i. Dr. Beco indicated that lectures from the World Congress should be recorded and translated into several languages. He also raised the question of copyright which he indicated could be a complex and difficult issue.
- ii. Prof. Halliwell suggested that some of the lectures presented at WCVD8 could be made into webinars with free access to the WAVD website. Presenters could be reimbursed by WAVD.

C. Using existing educational material

- i. Prof. Lloyd proposed that the WAVD website should be used as a platform with links to existing materials in collaboration with organisations

but webinars should ideally be labelled WAVD. The way to proceed to make it acceptable by the organisations remains questionable.

D. Summary

- i. Dr. Kwochka indicated that while the Education Subcommittee had a challenging task overall, that the priority for the WAVD was to disseminate basic clinical educational material for the general practitioner on a global basis.
- ii. He indicated that the Education Subcommittee should move forward by achieving the following:
 1. indexation of the major categories of educational material required;
 2. identifying content that could be available for linkage to the WAVD website from our AO (e.g. ICADA), or MO (ECVD, ACVD) or human dermatology organisations, etc;
 3. identifying speakers presenting into the WCVD8 Scientific Program and approaching them to record an audio version of their lecture; this could be made available accompanied by PowerPoint slides on the WAVD website.

Action item: the Educational Subcommittee to achieve the tasks as outlined above and report to the WAVD AC by December 1, 2016. – **Dr. Beco**

VIII. Website Report – Dr. Taylor

A. Website Provider:

- i. Dr. Taylor outlined the challenges confronted in the past 12 months with the WAVD website and the circumstances that had led to the change in the WAVD website provider. Problems had arisen from the shared hosting arrangement and a requirement to increase the bandwidth of the website at short notice. The previous WAVD webmaster had not been responsive to repeated communication. Subsequently the WAVD website had crashed. Mr. Rupert Griffiths had been subsequently engaged to retrieve and transfer the website onto a new site.
- ii. Currently, Dr. Taylor owns the new host site and is paying for this using her personal credit card; the website is hosted by Hostigator using a basic, inexpensive, small business model. She considered both these arrangements less than satisfactory. Her recommendation was that WAVD assume responsibility for the website hosting and utilise a hosting package that is more business oriented.

Action item: investigate a replacement website hosting package for WAVD. – **Dr. Taylor**

B. Website Domain name

- i. Dr. Taylor outlined the issues with the WAVD domain name: wavd.org. It was not clear who had originally registered the domain name and who was currently paying for it. The domain name is listed as being currently registered with Dr. Claudia Nett; a previous member of the WAVD AC. Dr. Nett indicated that Dr. Hans Koch registered the domain name in the

first instance, but Dr. Koch was not clear about this. Dr. Taylor highlighted the importance of WAVD having control over the domain name. Dr. Kwochka indicated that it was urgent that this be transferred to WAVD as soon as possible.

Action item: determine to whom payments are currently being made for the domain name – **Prof. Lloyd** and organize legal transfer of the name to WAVD. – **Dr. Taylor**

C. WAVD website functions

- i. Dr. Taylor raised the concept of web analytics as an important tool to determine WAVD website usage and she recommended using Google Analytics.

Action item: evaluate the cost of using Google Analytics and develop a budget by communicating with Mr. Rupert Griffiths. – **Dr. Taylor**

D. Managing website content

- i. Dr. Kwochka outlined that it was imperative for the WAVD website content to remain current. He indicated that this would require a team of two to three people that were coordinated to keep the website material updated on a regular basis.
- ii. The first step would be to define a job description for a website committee and a timeline over which the website would be reviewed for content in terms of currency and relevancy.
- iii. Dr. Kwochka reminded the MO representatives of their obligation to provide the website committee with press releases twice a year about educational content and upcoming meetings etc. Dr. Kwochka indicated that the website committee would need to drive the production of this material and the production of other content for the website.

Action item: write a job description with a draft of responsibilities using a committee for the maintenance of the website involving 3 or 4 AC members; design a 12-month time-line to outline how often the website would be reviewed and circulate this to WAVD AC for discussion and approval. – **Dr. Taylor**

Action item: replace the current photograph on the WAVD Homepage with a current image of the WAVD AC. – **Dr. Taylor**

IX. Publicity and Promotional Subcommittee Report – Dr. Taylor, Dr. Bensignor

A. Social media platforms:

- i. Dr. Taylor presented a summary of her report. She indicated that the pivotal question in designing a strategy to detail publicity and promotional opportunities for the future was to carefully define the target audience. The key priority should be to promote veterinary dermatology to veterinarians working in general practice.
- ii. Dr. Taylor's report detailed a thorough analysis of various social media platforms such as Facebook, You-tube and Twitter and Linked-In. She recommended that the same content be used but delivered through different platforms, such as Twitter and Facebook, but she cautioned that

this would require an individual from the AC to both monitor and update the content. Dr. Rosenkrantz suggested that the committee select one option and perhaps trial one modality; Dr. Kwochka raised the possibility that the AC may need to employ members outside of the organization to support and maintain momentum for these and other projects. These individuals may need to be compensated by WAVD in some manner. Dr. Roudebush concurred with this view. Dr. Rosenkrantz suggested that Dr. Colleen Mendelson may be an ideal individual as she was an accomplished photographer and confident with social media.

- iii. Dr. Kwochka suggested that WAVD take a conservative attitude with regard to social media platforms and he raised the issue of liability for the organization and the content of media postings. He suggested that given Dr. Taylor's current workload with the website that Dr. Wildermuth assume the Chair of the Promotions and Publicity Subcommittee with Dr. Taylor, Dr. Martin, Dr. Paradis and Dr. Bensignor serving on the committee.
- iv. Dr. Taylor was formally thanked for the detailed and thorough analysis presented in her report.

Action item: Chair the Promotions and Publicity Subcommittee with Dr. Taylor, Dr. Martin and Dr. Bensignor; explore the options to develop a Facebook/Twitter site for WAVD in the next 6 months. – **Dr. Wildermuth**

B. WAVD logo: Dr. Taylor outlined some challenges with the currently available versions of the WAVD logo.

- i. The logo was difficult to reproduce and the original versions of the logo had been difficult to access from the designer, Mr. Tom Diederich. She recommended that the logo be re-drawn in a format appropriate for printing and promotions in the future. Dr. Kwochka indicated that he had a version of the WAVD logo that had been re-formatted and he would forward this to Dr. Taylor.

Action item: send logo image to Dr. Taylor – **Dr. Kwochka** – WAVD logo to be re-drawn in all formats that would be required for printing and promotions in the future. – **Dr. Taylor**

- ii. Some discussion ensued as to the current ownership of the logo. Dr. Koch indicated that WAVD owned the logo and that the ownership had been transferred to Dr. Carlotti (deceased).

Action item: obtain a letter from Mr. Tom Diederich outlining that WAVD are the legal owner of the current WAVD logo. – **Dr. Koch**

X. Publications (Clinical Practice Guidelines) Subcommittee Report – Dr. Rosenkrantz

A. Current Guidelines

- i. A special WAVD sponsored session in the Frontiers of Clinical Dermatology at the upcoming WCVD8 is confirmed. Two current Clinical Practice Guidelines (CPG) will be presented: *Current Status of Diagnosis and Treatment of Dermatophytosis in Companion Animals*: co presenters Dr. Kim Coyner and Dr. Susan Paterson and

Guidelines for Methicillin Resistant Staphylococcal Infections (Diagnosis, therapeutic consideration and prevention): presenter Dr. Dan Morris. Dr. Rosenkrantz acknowledged the commitment of each of the Chairs and indicated that this was key to the success of each of these projects.

- ii. Each presentation will be approximately a 25-minute summary of the consensus statement and an overview of the guidelines. Time will be made available for interaction with the conference attendees and panel members. A draft of each manuscript will be available on the WAVD website for review and commentary. The site will require login password and those leaving comments will be required to list their name, email and affiliations. There will be a 30-day time period for comments and feedback. Chairs and/or committee members of each respective guidelines committee will review the comments and feedback with their teams before creating the final document for publication submission.

B. Current committee structure

- i. Dr. Rosenkrantz indicated that he wished to modify the structure of the current CPG Subcommittee. Dr. Ferrer had not been able to contribute and Dr. Beco had other responsibilities on the WAVD AC. Dr. Rosenkrantz indicated that Dr. Taylor should remain on the committee because of the CPG involvement with the website and moving forward he suggested that Dr. Outerbridge be included as she is the new WAVD ACVD Member Organisation representative for 2018.

C. Future CPG topics

- i. In 2018: it is proposed to include the topics “Demodicosis” and “*Malassezia* dermatitis” and present these at both the NAVDF and ECVD/ESVD meetings. For demodicosis, individual members that could be suitable for the role of Chair include Dr. Tara Paterson or Dr. Linda Frank with committee members Dr. Emmanuel Bensignor, Dr. Patrick Bourdeau, Dr. Lluís Ferrer and Dr. Ralf Mueller. For *Malassezia* dermatitis; potential individuals for the Chair position could include Dr. Ross Bond and committee members could include Dr. Dan Morris, Dr. Koji Nishifuji, Dr. David Robson and Dr. Gustavo Tartare.
- ii. In 2020, proposed topics are “Immune-mediated therapy” and “Equine Hypersensitivity” to be presented at WCVD9 in Sydney, 2020.
- iii. Drs Roudebush and Prof. Halliwell suggested that “Equine Sarcoid” could also be a worthy topic.

D. Nomenclature

- i. Prof. Halliwell raised the issue of the nomenclature of the Guidelines. He was concerned that the term “Guidelines” was overly authoritative and could be subject to misinterpretation. He expressed a preference for the terminology “Clinical Consensus Statements.” Dr. Koch concurred with this view. Dr. Rosenkrantz responded by indicating that the Guidelines were in fact a consensus statement, where the final product was a combination of analysis of evidence-based material and a consensus opinion of experts.

- ii. Prof. Lloyd expressed the opinion that a title should be selected that did not actually define the nature of the document; he contended that different terminology would be subject to a different interpretation depending on the geographic location of the reader. After some discussion the AC reached a decision that the document should be referred to as “Clinical Consensus Guidelines.”

E. The AC approve that the “Clinical Practice Guidelines” should be herein referred to as “Clinical Consensus Guidelines” (Motion - Rosenkrantz: Second - Kwochka: 13 in favour and 1 against: Dr. Koch.)

XI. WAVD Scholarship Programs – Dr. Burrows

A. Update on the program for WCVD8

- i. The scholarship for WCVD8 consisted of 30 free full registrations to the Congress and an allowance towards travel and accommodation of the equivalent of 1000 dollars (US) to be awarded to successful recipients in cash (880 Euros) after arrival and registration at WCVD8.
- ii. The scholarship grants were advertised on the WCVD8 website, the WAVD website and on the Vet Derm Listserv from June 2015 with the standard application requirements.
- iii. A new stipulation this year was that scholarship recipients would attend an official welcome WAVD – Scholarship Reception lunch at WCVD8 with a tapas style menu and wine on Wednesday June 1, 2016 at the official Congress hotel venue, Pullman Hotel, Bordeaux giving individuals the opportunity to meet the WAVD committee and the other scholarship recipients. WAVD AC members available will be in attendance and encouraged to communicate with scholarship recipients.
- iv. A further stipulation was that recipients would provide a written report (500 words) to the WAVD Administrative Committee after attendance at the relevant Congress within 12 months. Dr. Burrows will collate these using the WAVD website and communicate back to the committee.

Action item: communicate with scholarship recipients to reiterate the commitment to a written report and organise a mechanism for submission of these using the WAVD website. – **Dr. Burrows**

- v. The closing date for applications was December 1, 2015 and successful applicants were informed of their scholarship by December 31, 2015.
- vi. It was the intention of the subcommittee that the scholarship applications would be submitted on-line via the WAVD website www.wavd.org. Unfortunately the website was not functional at this time and so applications had to be diverted by email to the Chair of the Scholarship subcommittee. 62 applications were received and each application was judged by the subcommittee using the WAVD scholarship marking criteria which allots points for five different selection criteria. 30 scholarships were awarded to recipients from 17 different countries; 12 of these applicants were individuals who had received scholarships to WCVD7 in Vancouver.

- vii. As for WCVD7, the ISVD pledged support of the scholarship scheme and offered free registration for the ISVD day for up to up to five successful WAVD scholarship applicants with an active interest in dermatohistopathology. The President of the ISVD reviewed the applicants selected by the scholarship subcommittee. Two ISVD scholarships were awarded to Dr. Larusprom and Dr. Chen. Dr. Burrows suggested that it would be of benefit to contact ISVD prior to WCVD9 and to better define how ISVD are involved both with setting the criteria for their component of the scholarship and evaluating the candidates.

Action item: contact ISVD and define criteria for the ISVD component of the scholarship – **Dr. Burrows**

- viii. Successful applicants were notified by individual email correspondence and a link and a password were provided that enabled the applicants to register for WCVD8. There were some challenges to registering applicants with the PCO and it was noted that some applicants were not registered for the social events, particularly the gala dinner. It was concluded that a more thorough briefing of the PCO regarding the handling of scholarship applicants may avoid some of these challenges for WCVD9.

Action item: develop a strategy for more thorough briefing of PCO for registration of scholarship applicants for WCVD9 – **Dr. Burrows**

B. Update on the Peter Ihrke Scholarship at UC Davis

- i. The scholarship will provide the opportunity for an individual from an under-privileged region to attend a two-to-four week externship in the veterinary dermatology service of the University of California-Davis (UCD) Veterinary School. The scholarship will contribute 6000 to 8000 US dollars to fund a low cost, return economy airfare, modest accommodation and a meal allowance for two weeks; professional liability insurance and the fee waiver (150US) for UCD. The plan is to award one scholarship in 2017 and then review the feasibility of awarding further scholarships.
- ii. The plan moving forward is to announce the scholarship at the WCVD8 Opening Ceremony and immediately after the Congress update the WAVD website with the details of the Scholarship and write a press release with an accompanying photograph.
- iii. The scholarship will be advertised from July 1, 2016 by promotion through the Veterinary Dermatology List Serve; distribution by MO, provisional and affiliate organizations through newsletters, websites, List Serve and advertisement in the Veterinary Dermatology journal. Applications will be processed via the WAVD website. The closing date for applications will be December 15, 2016 and the award ratified by the WAVD Administrative Committee by December 31, 2016.

Action item: advertise WAVD Peter Ihrke Scholarship via the Veterinary Dermatology List Serve; distribution by MO, provisional and affiliate organizations through newsletters, websites etc and an advertisement in the Veterinary Dermatology journal. – **Dr. Burrows**

XII. Application for Full Membership of WAVD from SLVD – Dr. Martin

- A. Dr. Martin briefly outlined the SLVD application for full membership of WAVD and addressed the application criteria.
- i. **Specify the major role of the organisation, and give a brief history, including date of inauguration and criteria for membership:** the SLVD aims to raise the awareness and the level of expertise of veterinary dermatology in Latin American countries, as well as encourage scientific publication, professional education, training and exchange of knowledge in veterinary dermatology. The association was originally established in November 2011 at the first Latin American Congress of Veterinary Dermatology in Cancun. Current SLVD membership requirements include being: a licensed veterinarian with at least eight years of experience working as a veterinarian in general practice with an interest in veterinary dermatology; a resident of a Latin American country and having three letters of recommendation from current SLVD members.
 - ii. **Numbers of formally approved residency training programmes, and the number of residents undergoing training:** at this juncture, the SLVD has no formal veterinary dermatology residency training program.
 - iii. **Steps taken to conform to international standards:** the SLVD board has nominated an International Supervising Commission (ISC) for the formation of the Latin American College of Veterinary Dermatology (LACVD). This is composed of 3-5 board-certified American and European dermatologists and criteria for the initial *de facto* Diplomate status in the LACVD have been established. These criteria have been advertised to the Latin American veterinary dermatology community and veterinarians fulfilling the proposed criteria encouraged to apply within a five-year period. Dr. Burrows requested some clarification of the time-line for the establishment of the College and the achievement of diplomate status.
 - iv. **Applications should be preferred from multinational rather than national organisations, and from organisations not already represented by multinational organisations:** SLVD is a multinational organization with members from 21 countries: Argentina (37), Bolivia (2), Brazil (42), Canada (1), Chile (13), Colombia (29), Costa Rica (6), Ecuador (6), El Salvador (1), USA (2), Spain (1), France (1), Guatemala (1), Honduras (1), Mexico (21), Panamá (2), Paraguay (7), Peru (13), Republica Dominicana (2), Uruguay (5), Venezuela (9).
 - v. **The number of members of the applicant:** The association currently has 203 active members from 21 Latin American countries.
 - vi. **The standard of congresses and conferences sponsored or organised by the applicant:** The SLVD organises a veterinary dermatology congress every two years. To date, conferences have been held in Cancun, Mexico in 2011; Bogota, Columbia in 2013 and Buenos Aires, Argentina in 2015. A fourth congress is planned for Merida, Mexico in June 2018. Attendance has ranged from approximately 300 (Argentina) to 600 (Cancun, Bogota) veterinarians. Dr. Kwochka asked Dr. Martin to comment on the decision to locate the meeting in Argentina, given the political, economic and financial instability of the region and the

reduced attendance figures in 2015. Dr. Martin acknowledged that it had been a challenge for the organisation to deliver a congress in these circumstances. He indicated that attendance figures were predicted to be much higher (approx. 1000) in Mexico in 2018.

- vii. ***The contributions to veterinary dermatology internationally by members of the applicant through research, publications or otherwise:*** Members of the SLVD have presented lectures, poster publications and research projects and contributed to book chapters. An appendix of these was attached to the application. Dr. Kwochka commented that many of these publications were not from peer-reviewed publications and asked Dr. Martin to comment. Dr. Martin acknowledged that it had been difficult to obtain complete information from some members.

B. The AC discussed several aspects of the application with Dr Martin:

- i. Dr. Kwochka asked Dr. Martin to clarify the financial structure and solvency of the organisation including details of the banking arrangements and the location of the bank account. Dr. Martin responded by indicating that in 2014, the SLVD obtained legal recognition in Argentina and established a bank account in Uruguay.
- ii. Prof Lloyd requested some details regarding the not-for-profit status of the organization and some confirmation that the financial records of the association were subject to regular accounting practices. Dr. Martin confirmed this was the case.

Dr. Martin left the meeting room and the application was discussed by the AC (in camera).

C. Motion: that WAVD accept the application of the SLVD for full membership of the WAVD (Proposed - Kwochka: no second: all opposed.)

Dr. Martin returned to the meeting room.

D. Dr. Kwochka summarised the in camera discussion:

- i. The WAVD congratulated Dr. Martin on the progress that SLVD had made as a provisional member of the organisation and his leadership and representation of the group. He indicated that it was the consensus of WAVD that SLVD would benefit from further opportunities for growth and development. He indicated that WAVD would continue to support the organisation as a provisional member including financial support upon application and that the SLVD should submit a re-application in 2018 for a review at the 2019 AC meeting with view to achieving full membership of the WAVD by 2020.
- ii. Specific areas that would need to be addressed for the re-application for full membership would include:
 - 1. More information with regard to research productivity and publications of SLVD members: individuals applying for de facto status should supply their curriculum vitae to be included with the next SLVD application.

2. The organisation of another successful conference in Latin America which would further the growth of the specialty and the membership of the association.
3. The provision of documentation that outlines the financial structure of the organisation to ensure financial compliance.

Action item: write a document outlining what progress is required by the SLVD to assist with re-application and circulate it to the AC prior to sending to Dr. Martin – **Dr. Paradis and Dr. Roudebush.**

XIII. WAVD AC Membership and Succession Planning Update – Dr. Kwochka

A. Current term expirations for MO Representatives

- i. Dr. Luc Beco, Representative of ESVD: 2019
- ii. Dr. Emmanuel Bensignor, Representative of ECVD: 2020
- iii. Dr. Mandy Burrows, Representative of the Dermatology Chapter of ANZCVS (DCANZCVS): 2017; Secretary WAVD: 2016; President WCVD9: 2028
- iv. Dr. Kenneth Kwochka, Representative of ACVD: 2017; President WAVD: 2016
- v. Prof. Richard Halliwell, President WCVD1; Dr. Hans Koch: President WCVD3: until no longer active in veterinary dermatology
- 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: 2020
- xii. Dr. Brett Wildermuth: Member-at-Large: 2020

B. New MO Representatives

- i. **New ACVD representative:** Dr. Kwochka indicated that his term as the current representative of ACVD ends in 2017 and that the association had nominated Dr. Catherine Outerbridge as the new ACVD representative from 2018. Dr. Outerbridge would be present at the WCVD8 EOC debriefing meeting in 2017 and would be invited to attend the concurrent WAVD meeting.
- ii. **New AAVD representative:** Dr. Roudebush indicated that his term as the current representative of AAVD ends in 2017 and that the association had nominated Dr. Jeanne Budgin as the new AAVD representative. He suggested that AAVD would fund Dr. Budgin attending the next WAVD AC meeting in 2017 to ensure a smooth transition of the role.
- iii. **ECVD representative:** The ECVD has renewed the term of the current WAVD MO representative, Dr. Emmanuel Bensignor.

C. Review of WAVD job descriptions

- i. Dr. Kwochka affirmed the importance of MO representatives being aware of the commitment required to represent their organization on the WAVD AC. These duties include, but are not limited to:

- a. regular, formal communication to update MO on WAVD activities
- b. updating the WAVD website at least twice a year with written material/press releases
- c. serving as a Chair on WAVD committees if necessary or as an Officer of WAVD if so elected.
- d. updating the WAVD website with the changes to their respective Executive Board
- e. writing an Annual Report for WAVD
- f. regular, formal communication with WAVD Affiliate Organisations, for example the GVDEG to ensure that all educational activities in under-served areas are coordinated
- g. helping to communicate and promote the WAVD mission and programs to the MO.

D. MO Representatives selection process

- i. At the WAVD, AC meeting in 2015, there had been discussion regarding the potential to adopt a new process of appointment for MO representatives in the future. A proposal had been drafted whereby each MO would nominate three members as candidates for appointment and the WAVD AC would elect the MO representative. While the majority of AC members expressed in-principle support; there was significant objection expressed by some MO organisations, therefore, MO will continue to nominate their WAVD representative.

E. Changing length of terms of WAVD AC members

- i. Prof. Halliwell discussed the current length of terms of service for AC members: he posed three questions:
 - 1. Should WAVD further limit the terms of office of past-Presidents? Currently the term of office is either 8/12 years (requires clarification); should this term be further reduced to 4 years?
 - 2. Should WAVD limit the service of Member Organisation representatives to two, four year terms in order to foster succession planning?
 - 3. Should WAVD make provision for the appointment of an increased number (up to two in addition to the current number of two) of Members-at-Large selected on the basis of the potential skills and expertise they could bring to the WAVD?
- ii. Prof. Halliwell indicated that the reason for suggesting a change in the MO representatives length of service was that it had been suggested by a member who was a MO representative that the organisation needed “new blood.”
- iii. Prof. Halliwell indicated that provision for two additional Members-at-Large would give more flexibility to retain experienced individuals still active in the organization, as well as incorporating new members to distribute the increased workload associated with the growth and expansion of the WAVD. Dr. Rosenkrantz supported this view, and discussed that an expanded budgetary allocation for increased AC

membership could be indicated with the increased workload requirements. Dr. Koch reiterated that it was important to retain the experience within the group.

- iv. Dr. Kwochka indicated that any change to the current terms of service would require clarification and/or change to the constitution. WAVD AC members would need to be informed of any change to the constitution 21 days prior to a vote being undertaken.

F. Motion: that WAVD approve in principle the constitutional changes to enable the following:

- i. **a decrease in the term of a past-President from 8/12 years to 4 years after the Congress for which they have served**
- ii. **to limit the service of Member Organisation representatives to two, four year terms**
- iii. **the flexibility to appoint up to two additional Members-at-Large**

Proposed - Kwochka: Halliwell- second: 13 in favour and 1 abstained: Dr. Koch.)

Action item: seek clarification regarding the constitutional changes required to achieve i. to iii. and legal advice regarding when these changes to the terms of service should be applied to current members. – **Prof. Halliwell**

XIV. WAVD - Member Organization Relationships – Entire Committee

A. Review of Annual Reports

ICADA Annual Report – Dr. Kwochka for Dr. Pucheu-Haston and Dr. Mueller

- i. Dr. Kwochka briefly reviewed the ICADA report. ICADA representatives Dr. Pucheu-Haston and Dr. Favrot will be delivering two lectures into the advanced and comprehensive continuing education program at WCVD8 sponsored by WAVD. Dr Kwochka noted with some disappointment that WAVD had not been acknowledged as a sponsor of these lectures either in the WCVD8 program or the comprehensive CE proceedings.
- ii. The ICADA publications on the pathogenesis of atopic dermatitis published in Veterinary Dermatology and the ICADA Diagnostic Criteria and Guidelines for Treatment Recommendations for Atopic Dermatitis published in the Bio Med Central Veterinary research (BMCVR) had both received WAVD endorsement. Dr. Kwochka indicated that WAVD would continue to support and strongly encourage ICADA to submit material to Veterinary Dermatology.
- iii. A late application for financial support had been received from ICADA for update and maintenance of the ICADA website. Nine hundred dollars was requested over a one-year fiscal period. The application was briefly discussed.

B. WAVD approve the application for financial support from ICADA for nine hundred dollars to update and maintenance to the ICADA website. (Motion - Halliwell: Second - Rosenkrantz: all in favour)

C. ISVD Annual Report – Dr. Kwochka for Dr. Shearer

- i. Tabled. No questions or comments

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

- i. Dr. Kwochka summarised the group's main activities from April 2015 – April 2016. In May 2015, Dr. Belova delivered a WAVD sponsored lecture series in Kazakhstan and Kyrgyzstan. In April 2016, Dr. Belova delivered lectures in Yerevan, Armenia and a wetlab on “Diagnostic methods in dermatology” and “Discussion of clinical cases” in Tbilis, Georgia sponsored by WAVD. Dr Kwochka commented that he would like further feedback from GVDEG regarding WAVD funded activities in Georgia and Armenia; GVDEG had now visited the region twice and further information should be available to document long term plans for sustainable growth in the region.
- ii. Prof. Lloyd mentioned that he had advanced GVDEG money for these WAVD funded activities and that it was imperative that receipts for all GVDEG activities including car travel and subsistence provisions are furnished before expenses can be reimbursed.

Action item: write to GVDEG seeking further feedback from the group regarding their activities in Georgia and Armenia and remind the group of the requirement for receipts for monetary reimbursement. – **Dr. Kwochka**

XV. Global support and expansion of dermatology

A. Africa Update – 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. Prof. Lloyd indicated that progress in the region had been discouraging. Dr. Leiswitz while being a very worthy individual was over-committed and probably unable to assist WAVD with further initiatives in the region. It was noted that Dr. Leiswitz was a delegate at the upcoming WCVD8 meeting. Prof. Lloyd suggested that perhaps WAVD could fund some coursework for the region to be presented over several years.
- ii. As discussed at the AC meeting in 2015, Dr. Heidi Schroeder from South Africa had been encouraged to apply for and had been successful in obtaining a WAVD Scholarship to attend WCVD8. Dr. Burrows indicated that she had already initiated communication with Dr. Schroeder to meet during WCVD8 Congress to discuss plans for developing initiatives in the region.

Action item – meet with Dr. Schroeder to discuss plans for developing initiatives in South Africa and report back to WAVD AC. – **Dr. Burrows**

- iii. Prof Lloyd outlined that Dr. Hillier had been active in Kenya presenting 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 has been established and Dr. Hillier has a list of the membership; their primary contact person is Dr. Alan Elavula. Dr. Burrows suggested that

he may be a useful individual to contact with regard to the scholarship program for WCVD9 in 2020.

Action item – contact the Kenyan Small and Companion Animal Veterinary Association with information regarding the scholarship program for WCVD9. – **Dr. Burrows**

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

- i. No report was presented.

XVI. WAVD - Member Organization Relationships – Entire Committee

A. Reports from MO Representatives: tabled

- i. ESVD – Dr. Beco
- ii. ECVD – Dr. Bensignor
- iii. ANZCVS – Dr. Burrows
- iv. ACVD – Dr. Kwochka
- v. CAVD – Dr. Paradis
- vi. AAVD – Dr. Roudebush
- vii. AiSVD – Dr. Taylor

XVII. Hugo Schindelka Award Subcommittee Report – Prof. Halliwell

A. Application Process

- i. During the course of deliberations on the selection for this year's award, the Committee felt it would be useful to develop more precise guidelines to assist those nominating candidates, as well as aiding the selection process. In addition, a slight revision of the nomination form has been recommended, dividing the supporting statements into those pertaining to scholarship and those referring to publications.
- ii. **Purpose of the Award:** the award recognises excellence in scholarship and publication in Veterinary Dermatology. Scholarship includes organisation and development of the discipline, achievements in basic and applied research providing new knowledge, teaching at both undergraduate and postgraduate levels in universities and within other educational systems, the development of courses and teaching materials and the development of diagnostic and therapeutic methods.
- iii. Contributions to scholarship will be assessed by multiple criteria, including but not limited to the following:
 - a. Development and delivery of courses for veterinary degree programmes;
 - b. The development of novel teaching materials for course delivery;
 - c. The delivery of continuing education for veterinarians at regional, national and international meetings;
 - d. Invited state-of-the-art presentations at national and international meetings;
 - e. Participation and leadership in national and/or international organisations devoted to veterinary dermatology;

- f. Training and mentorship of residents in veterinary dermatology;
 - g. Basic research that enhances our understanding of the discipline;
 - h. Applied research leading to improved diagnostic and therapeutic strategies;
 - i. Training and mentorship of postgraduate students enrolled in MSc and PhD programmes.
- iv. Publications evaluated in the assessment can be of any type, and can be scientific papers, popular articles, books and electronic media etc. They can include, but are not limited to the following:
- a. Scientific publications reporting original research, some of which should be in high impact journals;
 - b. Reports of cases and series of cases that add new knowledge;
 - c. Publications in the popular press that enhance the standing of the discipline;
 - d. Insightful review papers, particularly where they change our perceptions pertaining to the diagnosis and treatment of disease conditions;
 - e. Textbooks and chapters in textbooks used for the teaching of veterinary students and/or the postgraduate education of those in clinical practice or in academia;
 - f. Editorships and/or service on the editorial boards of journals devoted to veterinary dermatology and/or the allied disciplines.
- v. It is, of course, not expected that nominees should necessarily have been active in all of these areas, and the awarding committee will assess the overall outcomes resulting from involvement in any of the relevant fields in determining the significance of the nominee's contributions to the discipline. The award is not restricted to veterinary graduates.

Action item – update the selection criteria for the Schindelka Award on the WAVD website – **Dr. Taylor**

XVIII. Amended Draft Budget (Attachment): June 1 2016 – May 31 2017:

- i. Prof. Lloyd discussed an amended draft budget and the projected expenditure for 2016 to 2017. The total projected expenditure is €187,499.

B. The AC approved the Amended Budget (Motion – Bensignor; Second – Beco; all approved).

XIX. WAVD – WCVD Sponsor Interactions – Entire Committee

A. Input for sponsor sit-down meeting

- i. A meeting between WAVD AC representatives and major and principal sponsors during WCVD8 has been organized for Thursday June 2, 2016 at The Pullman Hotel. The purpose of this event is to both promote a sustainable commitment from sponsors for future Congress involvement and to discuss the potential for working together strategically to achieve

shared objectives in between Congress dates. Prof. Lloyd has organized an agenda and 31 company representatives are expected to attend. It is envisaged that the potential for sponsoring specific WAVD projects between congresses will be discussed at the sponsor meeting.

XX. New Business

WCVD8 Manuscripts

- i. Dr. Roudebush raised the issue of WAVD endorsement for upcoming WCVD8 manuscript publications. Dr. Kwochka discussed the WAVD Publication Endorsement Policy and how authors could potentially approach WAVD independently for endorsement.
- ii. Dr. Kwochka formally thanked Dr. Roudebush for his hard work and efforts on the Publication Committee for WCVD8.

XXI. Confirm date for the 2017 WAVD AC meeting in conjunction with the WCVD8 EOC debriefing and the inaugural WCVD9 EOC meeting

The next meeting of the WAVD Administrative Committee is to be held in February or March 2017 in Europe. The potential location of Naples, Italy, with alternate locations were discussed.

Action item: evaluate the feasibility of a meeting in Naples as a potential venue – **Prof. Lloyd and Prof. Halliwell**

XXII. Nomination and election of new officers – Prof. Halliwell

- A. President: Ken Kwochka
- B. Secretary: Mandy Burrows
- C. Treasurer: David Lloyd

Motion: that these individuals be elected for a four-year term: proposed – Halliwell; second: Beco: 11 approved; Kwochka, Burrows, Lloyd abstained.

XXIII. Nomination of WCVD9 EOC – Dr. Burrows

The AC discussed various options for the different EOC positions.

XXIV. The AC approved to adjourn the meeting at 5.20pm, May 30, 2016

Respectfully submitted,
Mandy Burrows FANZVSC
Secretary, WAVD