

**ADMINISTRATIVE COMMITTEE
OF THE
WORLD ASSOCIATION FOR VETERINARY DERMATOLOGY

ANNUAL ADMINISTRATIVE COMMITTEE MEETING**

MINUTES

Feb 11-12, 2017
Royal Continental Hotel
Naples, Italy

Dr. Jeanne Budgin, Representative Designate American Academy of Veterinary Dermatology (AAVD)

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 of 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)

Dr. Rusty Muse, Secretary WCVD9

Dr. Catherine Outerbridge, Representative Designate ACVD

Professor Manon Paradis, President WCVD7, Representative Canadian Academy of Veterinary Dermatology (CAVD)

Dr. Susan Paterson, Representative European Society of Veterinary Dermatology (ESVD)

Dr. Phil Roudebush, Representative AAVD

Dr. Carmel Taylor, Representative Asian Society of Veterinary Dermatology (AiSVD)

Professor Stephen White, Secretary (de facto President) WCVD8

Dr. Brett Wildermuth, Member-at-Large

The meeting was called to order at 9:20 AM on February 11, 2017 and chaired by Dr. Kwochka.

Agenda

I. Apologies

Apologies were received from Dr. Emmanuel Bensignor, Representative European College of Veterinary Dermatology (ECVD) and Dr. Wayne Rosenkrantz, Member-at-Large.

II. 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. Catherine Outerbridge as the Representative Designate of the American College of Veterinary Dermatology (ACVD); Dr. Jeanne Budgin as the Representative Designate of the American Academy of Veterinary Dermatology (AAVD) and Dr. Rusty Muse as the Secretary of the World Congress of Veterinary Dermatology (WCVD)9. Dr. Kwochka indicated that this was the last AC meeting that Dr. Phil Roudebush would be attending as AAVD representative and acknowledged his valuable contribution to the WAVD with 16 years of service as AAVD

representative to WAVD for four terms. The committee applauded Dr. Roudebush.

III. 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 with regard to the current meeting. Minutes of this Annual AC Meeting will be generated in draft form with final approval at the meeting in 2018. A summary report of the 2017 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. Review Outstanding Action Items 2016/2017 and Approval of Minutes from the meeting of 31 May and June 1, 2016, Pullman Hotel, Bordeaux – Dr. Burrows

A. Narration for Power Point presentation

- i.** Dr. Roudebush updated a previous Power Point promotion used at the combined WAVD/WCVD9 promotional booth at the WCVD8 Congress Exhibition and has written a narration. This needs to be recorded and made available on the WAVD website.

Action item: record the narration. – **Dr. Kwochka, Dr. Burrows**

B. Relationship with sponsors

- i.** Dr. Kwochka indicated that further information should be forthcoming from this WAVD AC meeting; if we decide to seek a relationship with sponsors then we require some guidance as to how we will develop sponsor interaction between meetings.

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. Kwochka** to proceed.

C. Applications for Financial Support

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

D. WAVD logo

Action item: WAVD logo to be re-drawn in all formats that would be required for printing and promotions in the future. Obtain estimate from current logo designer, Ms. Becky Chilcott engaged for the development of the WCVD9 logo. – **Dr. Taylor**

E. Strategy for briefing of PCO

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

F. Updated selection criteria Schindelka Award on the WAVD website

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

All other outstanding action items from 2016 were reviewed and deemed to have been completed or retained on the 2017 agenda.

G. The AC approved the corrected minutes from 30 May, 2016, Pullman Hotel, Bordeaux (Motion – White; Second – Roudebush; 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 2016 minutes for distribution. – **Dr. Burrows**

V. Urgent business not covered elsewhere – Dr. Kwochka

A. Chairs for WCVD9

The AC approved the appointment of the Chairs for WCVD9 (Motion – White; Second – Wildermuth; unanimously approved).

B. WCVD8 taxation liability

- i. Dr. Kwochka outlined the circumstances of the outstanding taxation liability for WCVD8 and the timing of WCVD8 surplus distribution and disbursements to member organisations. WCVD8 will be liable for tax on any financial surplus from the Congress for a three year period, but the exact amount (projected to be between 15,000 € and 40,000 €) will not be available until the WCVD8 financial accounts are closed at the end of June, 2017. Addendum: the taxation status for WCVD8 has been re-evaluated and there is no outstanding tax liability.
- ii. It was proposed that the most prudent way forward was to calculate the disbursements due to member organisations at the end of June, 2017 after retaining a sufficient monetary sum from the surplus to pay any outstanding tax obligations. A second smaller disbursement would be then distributed to MO when the taxation obligations were finalised.

VI. Treasurer's Report – Prof. Lloyd

A. WAVD Budget Performance June 1, 2017 to November 30, 2017

- i. Prof. Lloyd presented the financial activities for the year June 1, 2016 to November 30, 2016 and the status of the WAVD bank accounts on 30 November, 2016. Complete accounts for WAVD 2016 to 2017 cannot be prepared until after the end of the financial year (May 31, 2017).

- ii. Net assets of WAVD on 30 November, 2016 totaled €1,273,463.96. Expenditure between May 30, 2016 and November 30, 2016 was within the overall budget, however the period covered by this report only represents six months because of the early date of the annual meeting. Expenditure has been low and several items budgeted for the year have not yet been claimed or incurred and these will result in further expenditure.
- iii. Prof. Lloyd outlined that when the budget was created it allowed for only a single meeting to be covered during the financial year and this was the Bordeaux conference and associated activities. Thus, the cost of the Naples meeting is not budgeted and will not be reflected in the accounts until the New Year. It is anticipated that the Naples meeting will cost WAVD approximately €31,400 including €12,753 for travel and €17,447 for accommodation, meals and meeting room facilities. This amount is reduced because many of the WAVD AC members are involved with WCVD8 and/or WCVD9 and the costs have been shared.
- iv. Income during the year has included payment to WAVD in October of the €300,000 fee for use of the World Congress name and procedures by WCVD8. Prof. Lloyd outlined the circumstances with regard to the WCVD8 surplus.
- v. Owing to the unstable financial situation in the EU, in the UK and in the USA, WAVD has continued to keep most of its funds in US dollars but without commitment into fixed deposit accounts, to allow flexibility.

B. Draft Provisional Budget: June 1 2017 – May 31 2018:

- i. Prof. Lloyd discussed the draft budget allocations and the projected expenditure for 2017 to 2018. The budget total projected expenditure is €28,260.00 but assumes that the expenditure for the annual WAVD meeting for 2018 will not occur during the financial year presented in this budget.
- ii. Further budgeted expenditure in the provisional budget includes: €7560 allocated for the Peter Ihrke Scholarship; €1000 allocated for the Guidelines committee, €7000 allocated for support of affiliate member organisations; €5000 for WAVD extension and expansion and €5000 allocated to internet and website costs.

C. WAVD 4 year Budget: 2017-18 to 2020-21

- i. Prof. Lloyd discussed the draft budget allocations and the projected expenditure for 2017 to 2021. The budget total projected expenditure is €302,945 and includes the anticipated expenses for the WAVD AC meetings in 2018 and 2019 as well as attendance at WCVD9 in Sydney in 2020. Prof. Lloyd indicated that at this stage the costs for these meetings are uncertain until a specific location and date are decided.
- ii. Prof. Lloyd discussed the funding of future Peter Ihrke scholarships; provisional and affiliate organisations; Schindelka Award; the South African internship program and the WCVD9 scholarship program.
- iii. Dr. Kwochka outlined that the projected surplus from WCVD8 of approximately of €300,000 should cover operational costs over the ensuing three years. Prof. Lloyd affirmed the importance of having a reservoir of €1,000,000 to offset any unpredicted negative financial outcome.

- iv. Dr. Kwochka discussed the timing of future WAVD AC meetings and outlined the advantages and disadvantages of combining the WAVD AC meeting with either the NAVDF or ECVD/ESVD annual dermatology meeting in the US and Europe. He indicated that there must be significant cost-benefit for the WAVD to commit to this arrangement. Dr. Kwochka suggested that within one four year budget cycle, the WAVD AC group should consider using one teleconference or Skype meeting platform for the annual meeting.

Action Item: survey WAVD AC members to determine whether they are planning to attend the ESVD/ECVD meeting in Dubrovnik, 2018 and the NAVDF meeting in Austin, Texas in 2019; whether they are in support of combining the annual WAVD AC meeting and clarify whether members would be funded to attend these meetings.
– **Dr. Burrows**

- v. Dr. Koch indicated that a teleconference platform may not be suitable for some individuals with English as a second language; and he also underlined that a teleconference was not optimal for developing collegiality and cohesion within the group.

D. The AC approved the Treasurer’s report (Motion – White; Second – Roudebush; 13 approved; Lloyd abstained).

VII. WAVD Constitution

A. Changes to the constitution

- i. In 2016, the WAVD approved in principle, changes to the WAVD constitution to enable:
 - 1. a decrease in the term of a past-President from 8/12 years to 4 years after the Congress for which they have served;
 - 2. limiting the service of MO representatives to two, four year terms;
 - 3. the flexibility to appoint additional Members-at-Large.
- ii. Subsequent to this meeting, Prof. Halliwell obtained legal advice with regard to these proposed changes with the following proposals:
 - 1. Past-President terms will be four years after the Congress for which they have served;
 - 2. MO representatives will be limited to two, four year terms;
 - 3. Up to five additional Members-at-Large can be appointed;
 - 4. Members of the AC can be assigned to more than one role within the AC committee (for example, a MO representative can also be a WAVD officer);
 - 5. All constitutional changes are prospective; effective from the date of this meeting (February 12, 2017);
 - 6. Only MO representatives are entitled to vote, and a 75% majority is required to effect these constitutional changes;
 - 7. A signed copy of the voting document from each MO must be lodged with the WAVD Secretary.

B. All MO representatives voted to approve the changes to the WAVD Constitution (Bensignor (absent), Burrows, Kwochka, Roudebush, Paradis, Paterson, Taylor)

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

A. Current term expirations for MO Representatives

- i. Dr. Susan Paterson, Representative of ESVD: 2020
- ii. Dr. Emmanuel Bensignor, Representative of ECVD: 2020
- iii. Dr. Mandy Burrows, Representative of the Dermatology Chapter of ANZCVS (DCANZCVS): 2017; Secretary WAVD: 2020; President WCVD9: 2028
- iv. Dr. Kenneth Kwochka, Representative of ACVD: 2017; President WAVD: 2020
- v. Prof. Richard Halliwell, President WCVD1; Dr. Hans Koch: President WCVD3: 2024 (as long as active in veterinary dermatology)
- vi. Prof. David Lloyd, President WCVD5; Treasurer WAVD: 2024 (as long as active in veterinary dermatology)
- vii. Dr. Manon Paradis, President WCVD7: 2024; Representative of CAVD: 2017
- viii. Dr. Carmel Taylor, Representative of the AiSVD: 2017
- ix. Dr. Stephen White, Secretary WCVD8: 2024
- x. Dr. Brett Wildermuth: Member-at-Large: 2020
- xi. Dr. Phil Roudebush: Representative of AAVD: 2017
- xii. Dr. Wayne Rosenkrantz, Member-at-Large: 2017
- xiii. Dr. Rusty Muse, Secretary WCVD9: 2020

B. ACVD representative: Dr. Kwochka resigned as the current representative of ACVD effective at the end of this meeting (February 12, 2017). Dr. Outerbridge is the new ACVD representative effective from the end of this meeting (February 12, 2017). Her term will expire at the end of 2021.

C. The AC approved the appointment of Dr. Kwochka as a new WAVD AC Member-at-Large. (Motion – White; Second – Roudebush; 13 approved; Kwochka abstained). His term will expire at the end of 2021.

D. The AC approved the appointment of Dr. Rosenkrantz as a WAVD AC Member-at-Large for a third term. (Motion – White; Second – Roudebush; 14 approved).

IX. WAVD Financial Documents 2015 to 2016

- i. A draft of the WAVD Financial Documents 2015 to 2016 from the WAVD accountant, John Norman was presented to the meeting by Prof. Lloyd.
- ii. These documents will be signed and submitted by the last day of February, 2017 to the WAVD accountant and then can be distributed to MO and posted on the WAVD website.

B. The AC approved the draft of the WAVD Financial Documents 2015 to 2016 (Motion – Roudebush; Second – White; 13 approved; Lloyd abstained).

Action Item: contact MO representatives with a final copy of the WAVD Financial Documents, 2015 to 2016. – **Dr. Burrows**

Action Item: post the final copy of the WAVD Financial Documents, 2015 to 2016 on the WAVD website. – **Dr. Taylor**

X. Donation of Funds to Member Organisations

A. Communication to MO

- i. Dr. Kwochka summarised the advice received in respect of the donation of funds from WAVD to MO to participate in joint projects and other ventures. WAVD is empowered to raise funds and make donations or grants to its members provided that this is within the charitable purpose of advancing education about veterinary dermatology. 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 must have a transparent banking system and a financial structure that complies with these requirements with evidence of financial audit.
- ii. The letter of legal advice received from the attorney to WAVD regarding this matter has been forwarded to individual MO's accompanied by a covering letter from the WAVD Treasurer, Prof. Lloyd. This letter contained a brief summary as to what was required from each MO to ensure that WAVD was compliant with its obligations under Scottish charity law.
- iii. Communication had been subsequently received from three of seven member organisations (ACVD, ECVD, ANZCVS) outlining how each organization planned to spend the funds received and record the expenditure of monies. Dr. Kwochka indicated that a signed letter from every MO would be required and each letter would need to be approved by the WAVD AC.
- iv. Furthermore, MO representatives would need to report back to WAVD regarding expenditure of such funds on an annual basis through their Annual Report.

B. The AC approved the ACVD letter outlining how the organisation intended to fulfil the legal obligations to WAVD regarding the expenditure of WAVD funds (Motion – White; Second – Lloyd; 14 approved).

Action Item: MO representatives should obtain signed documentation from their respective organisations and submit to the WAVD Secretary – (CAVD: Paradis, ESVD: Paterson, AAVD: Roudebush, AiSVD:Taylor)

Action Item: distribute the letters from the remaining MO (ANZCVS, ECVD) to the WAVD AC for electronic voting – **Dr. Burrows**

XI. Website Report – Dr. Taylor

A. Website Provider:

- i. Dr. Taylor outlined the challenges confronted in the past 12 months with the WAVD website. Problems had arisen with the uploading of documents for the Peter Ihrke Scholarship and the documents had to be retrieved from the back end of the website. Dr. Taylor indicated that there were some challenges to working with Mr. Rupert Griffiths with regard to delays and minor errors, but she felt that these problems would probably exist with any website provider.

- ii. Dr. Taylor discussed that updates to the website were overdue and a decision had to be made as to whether we use a newly designed website platform or update the current website.
- iii. Dr. Taylor had contacted members of her committee with a draft of responsibilities, and Dr. Wildermuth had agreed to assist with website content review and Dr. Martin with updates regarding US content.
- iv. Dr. Taylor presented the submission for a replacement website hosting package from Mr. Rupert Griffiths for WAVD AC for discussion and approval. She outlined the advantages of adopting a more updated platform that could be easily edited from the “front-end” permitting the website Chair to add photos and links as well as edit text.
- v. The AC discussed the proposal from Mr. Griffiths. Dr. Kwochka spoke to the meeting and indicated that this could be an opportune time for the website committee to consider a broad review of website content as well as the function and tasks of the website committee; including defining the roles of each committee member and dividing the tasks of website management; including but not limited to; entry management, review of content for currency and relevancy and linkages to other forms of social media. He indicated that it would be optimal to have analytical data to direct the decisions regarding website content but in the absence of this, it would be the responsibility of the committee to determine what should be included on the website and how that information should be submitted and organised.
- vi. Dr. Kwochka also expressed concern about using a single person operator as a website provider as he felt this represented a risk to the WAVD. The AC discussed some options, which included seeking estimates from other website providers. Dr. Budgin indicated that AAVD were considering using a company called ‘Fetching Communications’ to develop their website and their social media.
- vii. Dr. Kwochka outlined that it was imperative for the WAVD website content to remain current. He indicated that this was a challenging task for one person to achieve and that this would require the committee to coordinate as a team to keep the website material updated on a regular basis. He indicated that Dr. Taylor, as the Chair of Publicity for WCVD9 would have increasing responsibilities to the WCVD9 Congress and would be less available to lead the management of the website; he called for expressions of interest to Co-Chair the Website Committee. Dr. Budgin indicated that she would be willing to serve on the committee but not in the role of a Co-Chair or Chair.
- viii. Dr. Kwochka summarised two short-term goals for the Website Committee to be achieved by May1, 2017: i. seek written proposals and estimates for an alternate website provider for WAVD and ii. construct a bullet point list defining a. the roles of each committee member with a division of the tasks required to manage the website and b. key features of website content.

Action item: i. seek written proposals and estimates for an alternate website provider for WAVD and ii. construct a bullet point list defining a. the roles of each committee member with a division of the tasks required to manage the website and b. key features of website content. – **Dr. Taylor**

B. Website Domain name

- i. Dr. Taylor outlined the issues with the legal transfer of the WAVD domain name: wavd.org. Dr. Wildermuth has assisted with this matter.
- ii. Mr. Sebastian Heinrich, an associate of ESAVS has being erroneously paying the monthly hosting fee for WAVD using a personal credit card. Dr. Taylor highlighted the importance of WAVD having control over both the domain name and the payment of hosting fees. Monthly subscriptions to pay for website hosting need to be made by credit or debit card.
- iii. The AC discussed the advantages and disadvantages of the WAVD having a credit card to pay for hosting fees and similar expenses. The Treasurer, Prof. Lloyd was concerned about charity regulations and the lack of security associated with credit card. Some discussion ensued about how a WAVD credit card could be managed and payments authorised to reduce the security risks.

Action item: determine how a WAVD credit card could be authorized and used to meet such expenses– **Prof. Lloyd**

XII. Publicity and Promotional Subcommittee Report – Dr. Wildermuth

A. WAVD Social Media coordinator:

- i. Dr. Wildermuth proposed that he act as the WAVD social media coordinator and open both a WAVD Facebook and a Twitter account in English. In this capacity he would act as the main custodian of both accounts with support from the Publicity and Promotions Subcommittee.
- ii. The WAVD social media coordinator would be involved with lifelong promotion of WAVD activities such as the Schindelka Award, WAVD Scholarships, CPG's, Education committee seminars and Member Organisation activities as well as post WCVD Congress promotion.
- iii. The WCVD9 Chair of Publicity would set up a WCVD9 Facebook; which would parallel the lifespan of the Congress and be focused on WCVD9 activities only. It is envisaged these individuals would share promotional material.
- iv. The duties of the social media coordinator will be to:
 1. Post WAVD and MO/AO content relevant to the main target audience; general veterinarians with an interest in dermatology and dermatology specialists; content will be
 - a. informative, non-controversial, in English and presented in a professional manner;
 - b. contributed by all WAVD AC members as worthy "press release" items arise;
 - c. reviewed by two members of the committee for grammar and appropriateness before being officially posted;
 - d. posted identically on both on Facebook and Twitter.
 - e. posted with a rapid turnaround time of 24 to 48 hours to keep the content relevant and current.
 2. Review Twitter and Facebook sites daily to every few days for negative comments that need to be deleted or people who need to be blocked.

3. Update the WAVD AC regarding the efficacy of publicity efforts on a regular basis.

B. Facebook and Twitter accounts:

- i. Dr. Wildermuth discussed some important considerations that the WAVD AC would need to determine regarding Facebook and Twitter accounts;
 1. Do we make our group open for the general public or closed to veterinary professionals (veterinarians, veterinary technicians, industry)?
 2. Do we share (Facebook “re-post”, “re-tweet” Twitter) non-WAVD, MO or AM, PM material?
- ii. Facebook and Twitter accounts and logos must link into our website and all WAVD AC Members should sign-up and like our Facebook site and follow us on Twitter.

C. The AC approved the specific recommendations from the Publicity and Promotional Subcommittee Report (Motion – White; Second – Paradis; 13 approved: Wildermuth abstained).

Action item: implement the specific recommendations of the Promotions and Publicity Subcommittee with Dr. Taylor, Dr. Martin and Dr. Bensignor including opening a Facebook/Twitter site for WAVD in the next 6 months. – **Dr. Wildermuth**

XIII. Application for Full Membership of WAVD from AiCVD – Dr. Nishifuji

- A. Dr. Nishifuji briefly outlined the AiCVD 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:***
 1. The objectives of the AiCVD are:
 - a. To further scientific progress in veterinary and comparative dermatology research. To provide a forum for discussion and collaboration amongst individuals who devote a significant portion of their professional activity to research, teaching or the practice of dermatology in animals, and who share similar geographical and cultural conditions.
 - b. To promote the speciality of Veterinary Dermatology throughout the Asian region, and to encourage improved methods of diagnosis, treatment and prevention of skin diseases in animals through educative conferences, seminars and courses.
 - c. To establish guidelines for the necessary education and experience required to become a specialist in veterinary dermatology in Asia, and to certify by examination, those individuals that attain these standards.
 2. The formation of Asian College follows the history of the establishment of ECVD.
 - a. Four eminent international members of the veterinary dermatology community were appointed as Grandfathers; Prof. David Lloyd (Chairman, Royal

Veterinary College, London), Prof. Peter Ihrke (University of California, Davis), Prof. Danny Scott (Cornell University) and Prof. Ton Willemse (University of Utrecht).

- b. Subsequently, three of seven candidates were approved as the Founding Diplomates of the Asian College of Veterinary Dermatology, namely Dr. Charles Chen, Dr. Masahiko Nagata and Prof. Toshiroh Iwasaki was completed on August 22, 2005.
- c. Founding Diplomates then invited applications from AiSVD members to become de-facto members of AiCVD and nine AiSVD full members applied.
- d. Five de-facto diplomates met the criteria after peer-review of their CVs, publications and clinical status; Dr. Cheol-Yong Hwang (Korea), Dr. Koji Nishifuji (Japan), Dr. Nobuo Murayama (Japan), Dr. Degui Lin (China), Dr. Tae-Ho Oh (Korea).
- e. The Asian College of Veterinary Dermatology (AiCVD) was established formally at the 6th WCVD Congress (2008) in Hong Kong with members of Founding and de-facto Diplomates.

ii. *Numbers of formally approved residency training programmes, and the number of residents undergoing training:*

1. In 2011-2012, the first two residents started their residency and completed their training in 2014-2015 under the supervision of Dr. Nagata and Dr. Nishifuji. The first examination of Asian Dermatology specialists was held in June 27-28, 2015 at Tokyo University of Agriculture and Technology. Both students passed the examination successfully and became first Asian Dermatology specialists approved through residency and examination (Dr. Keita Iyori and Dr. Yuri Osjima-Terada).
2. A second examination was taken by a third resident on August 26-27, 2016 at Tokyo, however, the candidate failed to pass the examination.
3. At the present time, there are three full time residents in Korea and Japan.
4. AiCVD have also initiated an alternate route residency system. Four alternate route residents (two in Thailand, one in Malaysia and one in USA) are undertaking a residency under the supervision of Dermatology specialists.
5. AiCVD, together with the Asian College of Veterinary Ophthalmology (AiCVO), Asian College of Veterinary Internal Medicine (AiCVIM) and Asian College of Conservation Medicine (ACCM) cooperatively formed the Asian Board of Veterinary Specialties (AiBVS) in 2015 at Kuala Lumpur, Malaysia.

iii. *Steps taken to conform to international standards:* see above

iv. Applications should be preferred from multinational rather than national organisations, and from organisations not already represented by multinational organisations: see below

v. The number of members of the applicant:

1. AiCVD currently has 10 members representing four countries including Japan, Taiwan, China and Korea. These members consist of the first level of founding diplomates (3), de facto members (5) and two additional diplomates who completed regular residency and passed the examination.
2. The official language of the College is English. Officers of AiCVD (2016-2017) are as follows: President; Prof. Iwasaki; Vice President, Dr. Nagata; Secretary, Dr. Hwang; Treasurer, Dr. Murayama.

vi. The standard of congresses and conferences sponsored or organised by the applicant:

1. Scientific meetings of AiCVD/AiSVD have taken place every two years in Asian cities. Most of the speakers in the continuing education streams are AiCVD members.
2. *The 1st Asian Veterinary Dermatology meeting (AVDM)* was convened in Taiwan in 2002, prior to the inception of the AiSVD. There were approximately 70 delegates present.
3. *The 2nd AVDM* took place on the 22nd November 2003 in Seoul, Korea. Dr. Paradis was the invited speaker, and there were approximately 150 delegates.
4. *The 3rd AVDM* was held on the 15th and 16th of October 2005 in Tokyo, Japan. Dr. Michael Shipstone and Dr. Mandy Burrows were the invited speakers, and there were over 200 delegates. In this meeting three founding members were announced officially to the public.
5. *The 4th AVDM* was held on the 3rd and 4th of November 2007, in Hangzhou, China. This meeting was held in conjunction with the 1st Asian Veterinary Internal Medicine Meeting, and attracted about 500 delegates.
6. *The 5th AVDM* was held in conjunction with Veterinary Internal Medicine group, ophthalmology group and surgery group as the 1st Asian Meeting of Animal Medicine Specialties (AMAMS) on 2009 in Bangkok, Thailand. There were over 200 delegates.
7. *The 6th AVDM* (2nd AMAMS) was held in Taipei, Taiwan in 2011 with more than 300 delegates.
8. *The 7th AVDM* (3rd AMAMS) was held on 1st-3rd, December, 2013 in Bogor, Indonesia with more than 300 delegates.

9. *The 8th AVDM (4th AMAMS)* took place on 31st October- 1st November, 2015 in Kuala Lumpur, Malaysia. This meeting attracted 400 delegates.

vii. ***The contributions to veterinary dermatology internationally by members of the applicant through research, publications or otherwise:***

1. Members of the AiCVD have presented lectures, poster publications and research projects and contributed to book chapters. An Appendix of these was attached to the application.

A. The AC discussed several aspects of the application with Dr Nishifuji:

- i. Dr. Burrows, Dr. Wildermuth, Dr. Outerbridge and Dr. Muse and Prof. Lloyd asked Dr. Nishifuji to clarify different aspects of the structure of the residency and alternate training program; with specific questions regarding the number of supervised training days; the type and number of cases and the nature and quality of remote supervision.
- ii. Dr. Burrows and Dr. White requested some clarification regarding the construction and marking of the examination with specific questions regarding the number of examiners, the structure of the examination and external benchmarking. Prof. Lloyd requested some clarification as to whether examinations would be conducted in English. Dr. Nishifuji confirmed this was the case.

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

B. The AC approved the deferral of a decision and a vote on the application of the AiCVD for full membership of the WAVD pending the response to additional questions regarding the examination and residency training program. (Motion – Kwochka; second – Lloyd; 10 in favour; 3 against; abstained: Taylor)

Dr. Kwochka indicated that he would speak with Dr. Nishifuji regarding this outcome.

Action item: write a document outlining the further information required from the AiCVD and circulate it to the AC prior to sending to Dr. Nishifuji – **Dr. Roudebush, Dr. White and Prof. Lloyd: Dr Roudebush to write draft.**

Dr. Martin returned to the meeting room.

XIV. Publications (Clinical Consensus Guidelines) Subcommittee Report – Dr. Outerbridge

A. Status of Current Guidelines

- i. The first two Clinical Consensus Guidelines (CCGs) were presented at a special WAVD sponsored session in the Frontiers of Clinical Dermatology at the WCVD8 in Bordeaux, France June 2nd, 2016: Current Status of Diagnosis and Treatment of Dermatophytosis in Companion Animals: co presenters Dr. Coyner and Dr. Paterson and Guidelines for Methicillin Resistant Staphylococcal Infections (Diagnosis, therapeutic consideration and prevention): presenter Dr. Morris.

- ii. Each presentation included a 25-minute summary of the consensus statement and an overview of the guidelines. After the CCGs were presented and interaction with the conference attendees and panel members had occurred, a draft of each manuscript was made available on the WAVD website for review and commentary. The site required login password and comments could be left for up to 30 days. Chairs and/or working group members of each respective CCGs reviewed the comments and feedback with their teams and then submitted the final document for publication to Veterinary Dermatology. Final editing is underway and tentatively planned to be in Issue 3 of 2017. The initial feedback from the presentations and preliminary publications has been outstanding.
- iii. A background statement written by Dr. Rosenkrantz and Dr. Outerbridge reviewing the development of the Clinical Consensus Guidelines and the role that the WAVD has played in their development will also accompany these two first guidelines at the time of publication in the Veterinary Dermatology Journal.
- iv. Following submission of the first two CCGs to Veterinary Dermatology, some suggestions for future papers have been discussed with the editor of Veterinary Dermatology. Since the documents are large, proposals to streamline the content, and make it more user friendly for readers included the following suggestions:
 1. When applicable, data should be presented in tabulated format;
 2. Separate consensus statements into a summary section;
 3. Divide the paper into specific headings or sections;
 4. Provide a table of contents for larger papers;
 5. Include more images and diagrams.

B. Future Clinical Consensus Guidelines topics: current topics with Chairman and working group members are as follows with some confirmations pending:

Demodicosis

Chairman: Dr. Ralf Mueller

Committee members: Dr. Emmanuel Bensignor, Dr. Patrick Bourdeau, Dr. Joanna Karaś-Tęcza, Dr. Tara Paterson, Dr. Michael Shipstone and Dr. Wayne Rosenkrantz.

Malassezia dermatitis

Chairman: Ross Bond

Committee members: Dr. Emmanuel Bensignor, Dr. Jacques Cabanes, Dr. Doug DeBoer, Dr. Jacques Guillot, Dr. Peter Hill, Dr. Rui Kano, Dr. Ken Mason, Dr. Dan Morris, Dr. Koji Nishifuji.

- i. Those involved with the above CCG topics have been instructed that drafts need to be completed by early 2018 and CCG's presented at the respective 2018 NAVDF and ECVD/ ESVD meetings, with similar interaction and web based comments as performed for first two papers. The goal is for the final CCG manuscripts to be submitted and published by the end of 2018.
- ii. In 2020, proposed topics are "Immune-mediated therapy" and "Equine Hypersensitivity" to be presented at WCVD 9 in Sydney, 2020. Chairman and committee members for these topics have yet to be determined.

- iii. Additional future topics being considered include Equine Sarcoids, Leishmaniasis and Feather picking.

XV. Publication Endorsement Policy – Dr. Kwochka

A. Background

- i. The goal of the WAVD is to foster and encourage the development of the specialty on a global basis. To help accomplish this goal, WAVD can endorse clinical practice guidelines and review articles. Clinical practice guidelines and review articles developed and/or formally approved by a MO or an AO may receive WAVD endorsement with the ability to use the WAVD Logo on the publication after review and approval of the WAVD AC. As per the policy, eighty-percent (80%) or greater approval of a quorum of the voting AC Members is required for endorsement and the AC is given no more than 28 days for review, discussion and approval.
- ii. Recently it has become clear that WAVD AC members are reviewing these publications using a slightly varied approach. Prof. Halliwell suggested that AC Members may benefit from some guidelines as to how best to review these manuscripts, as it seemed there was some variability amongst AC members as to the criteria that were being applied.

Action item: develop some guidelines for the review process of manuscripts submitted for endorsement – **Dr. Kwochka**

XVI. Africa Update – Prof. Lloyd

A. Dermatology internship proposal

- i. The proposal is for the WAVD to support the monthly remuneration of a dermatology internship based at the Onderstepoort Veterinary Academic Hospital, Faculty of Veterinary Science, University of Pretoria, South Africa for a 12 month period.
- ii. Financial expenditure would be a monthly stipend of R13 000 (equating to around \$900 USD per month at an exchange rate of 1:15).
- iii. The intern would be selected following an open advertisement and application process managed by the University Human Resources Office and an interview at the Onderstepoort Veterinary Academic Hospital (OVAH). The eligibility criteria would be as for the current established internship program at the OVAH.
- iv. The selected intern will be trained in clinical dermatology by both Prof. Leisewitz (Professor of Small Animal Medicine, University of Pretoria, Onderstepoort) and Dr. Schroeder (specialist internist in private practice seeing almost entirely skin disease in companion animals). Prof. Leisewitz operates six dermatology clinics a month and Dr. Schroeder practices three days a week. It is envisaged that the intern would attend all the dermatology clinics run by Prof. Leisewitz and spend two days a week with Dr. Schroeder in her dermatology clinic. All dermatology cases seen in the first opinion Outpatients clinic at OVAH would involve the attendance of the dermatology intern. This usually amounts to several cases a day.

- v. All the required equipment for the full investigation of dermatological cases is available at both facilities. The candidate will have full access to the University Internet and full library service.
- vi. The intern will keep a case log; attend daily histopathology rounds; be involved in self-study and reading; journal club twice a month and present two seminars over the course of the year. A research project will be undertaken.
- vii. Any time not occupied by the activities of the dermatology program may be spent on the small animal medicine clinic or Outpatients clinic managing the general hospital case load. The intern would be expected to be included in the after-hours hospital service roster together with the other hospital interns who are in the non-dermatology internship program.
- viii. The internship will not involve any formal didactic teaching or evaluation by examination.
- ix. The intern will receive a Certificate of Internship (Dermatology) as is currently the practice with the general internship program at the OVAH.

B. Decision: the AC discussed the proposal and the following represents a summary of the discussion:

- i. Some concern was expressed that a dermatology intern should be focused primarily on dermatology casework and that while some activity in the small animal medicine clinic or outpatient clinic and the after-hours hospital service roster was reasonable; it would be important that a balance was achieved to ensure the intern was involved as a priority with a dermatology caseload.
- ii. Any research project undertaken by the dermatology intern should be published in either a poster or written publication and optimally presented at a national dermatology meeting (NAVDF, ESVD/ECVD, WCVD).
- iii. It would be important that the successful recipient of the internship was able to be recognised as being sponsored by the WAVD. Some considerations as to how this branding could be achieved included a name badge or consulting attire branded with the WAVD logo; acknowledgement of the sponsorship on any poster or presentations given by the intern; acknowledgement of the WAVD sponsorship on the OVAH website and other social media. The WAVD would welcome any further suggestions from both supervisors as to how to increase the visibility of the WAVD organisation.
- iv. WAVD is strongly motivated to fund projects that have a sustainable impact on the region where monies are directed. In this light, it would be considered highly desirable if the successful recipient of this internship was to apply for either an American or European dermatology residency program or the Peter Ihrke scholarship after completing the internship.
- v. A six month progress report from both supervisors (Prof. Leisewitz/ Dr. Schroeder) and a confidential report from the intern are requested.

C. The AC approved the WAVD funding of the internship for Africa with Prof. Leisewitz and Dr Schroeder as supervisors. (Motion – White: second – Koch; all approved)

Action item: Write to Prof. Leisewitz and Dr. Schroeder indicating the internship has been approved and outlining the content of the discussion with the AC – **Dr. Kwochka**

D. Kenya and other African countries

- i. Prof. Lloyd outlined that Dr. Hillier had previously 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.
- ii. 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 had indicated at the last AC meeting 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**

XVII. Hugo Schindelka Award Subcommittee Report – Prof. Halliwell

A. 2016 Awardee

The very worthy recipient of the 2016 award was Prof. Lloyd who delivered the first Schindelka Lecture “Microbial Interaction and Disease Control”. This was a fascinating glimpse into his work over the years, and his views on the major challenges facing human and veterinary medicine today. Prof. Lloyd intends to submit a manuscript based upon this lecture for publication in due course.

B. Format of the Schindelka Lecture

- i. It is suggested that in future years, provision of a manuscript based upon the lecture material should be a requirement. Such a review would be published in Veterinary Dermatology.
- ii. Additionally, the lecture should be recorded as a video or in webinar form for the website. Thought should be given to making such lectures on the website time-limited to avoid the possibility that material might become outdated.
- iii. It is recommended that a full hour be allowed for the lecture (excluding time taken getting into the lecture) to permit 50 minutes of lecture and 10 minutes of question time.

Action item: Dr Kwochka indicated that all these recommendations for the Schindelka award should be adopted. The application form will need to be modified and posted on the website. – **Dr. Burrows, Dr. Taylor**

C. Guidelines and application process

- i. The new guidelines were approved at the last AC meeting and will be/have been uploaded onto our website. The call for nominations should be sent out 18 month prior to the next WCVD, and the recommendation from the Committee should be made 12 months prior to the meeting to allow timely integration into the programme.

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

Meeting adjourned at 5.50pm February 11, 2017.

The meeting was called to order at 9:30 AM on February 12, 2017 and chaired by Dr. Kwochka.

XVIII. Education Report – Prof. Lloyd

A. Background

The initial aim has been to develop a concept of an educational program and the content which would be required and, as an initial step, to identify relevant educational materials which may be available from MO's and other institutions in the human and veterinary fields. This material could then be indexed and made accessible on the WAVD website.

- i. A second step would be the development of a dedicated educational program aimed particularly at veterinarians in areas of the world where veterinary learning resources in dermatology are lacking and where there is a need to promote the discipline. This will focus initially on the needs of veterinarians working in first opinion companion animal practice. Prof. Lloyd reinforced the importance of WAVD developing an overall strategy for education.

B. Committee discussion

- i. Prof. Halliwell discussed the concept of WAVD creating a basic course in veterinary dermatology composed of 20 to 25 webinars that would provide core knowledge to veterinarians who did not have access to continuing education in veterinary dermatology. He reinforced the importance of such a program because of its potential global impact.
- ii. Dr. Paterson (new Chair of the Education Committee) indicated that she had two proposals for the committee;
 1. She supported the development of foundation webinars for WAVD and indicated these could be developed in partnership with the ESVD, who would require some financial contribution from WAVD towards the cost of creating such webinars.
 2. She indicated that she had access to facilities at BSAVA, who could host the webinars, and being a not-for-profit organisation, would charge a minimal fee with the estimated costs of hosting 20 webinars being approximately £8000.
 3. Her second proposal was to consider using Fact Sheets which provide information on basic dermatology subjects. She had developed up to 30 basic fact sheets for the BSAVA and these could potentially be shared with WAVD and posted on the WAVD website.

Action item: distribute an example of the fact sheets to the AC for perusal – **Dr. Paterson**

- iii. Dr. Kwochka indicated that he was in strong support of developing webinars in partnership with ESVD but it would be important to clarify the relationship

between ESVD and WAVD in embarking upon this venture. He requested that a letter of understanding be obtained from ESVD.

Action item: obtain a letter of understanding from ESVD regarding the development of foundation webinars for WAVD – **Dr. Paterson**

C. The AC approved €10,000 funding for the development of a basic course in veterinary dermatology: (Motion – Kwochka: second – Halliwell; 14 approved)

XIX. WAVD Scholarship Programs – Dr. Burrows

A. Update on the program for WCVD8

- i. WCVD8 scholarships were awarded to 30 applicants. Successful applicants were notified by individual email correspondence by the Chair of the scholarship committee. A link and a password were provided by the PCO that enabled the applicants to register for no charge. A significant delay arose with providing the link which resulted in some anxiety for scholarship recipients. An error occurred with the link that resulted in a substantial number of delegates not being registered for the dinner event at the Chateau, which caused substantial disappointment. An alternate dinner at the Pullman Hotel was arranged for some of these delegates.
- ii. An allowance towards travel and accommodation of 1000 dollars US (in Euro equivalent) was awarded to successful recipients in the form of a cash payment after arrival and registration at WCVD8. Recipients were required to sign a receipt that they had received the monies after providing identification. This was well managed by the reception staff and the PCO.

B. WAVD – Scholarship: Reception

- i. A highly successful official welcome reception lunch for successful scholarship applicants was organized for Wednesday June 1, 2016 at the official Congress hotel venue, Pullman Hotel, Bordeaux with a tapas style menu and wine.
- ii. This was an excellent opportunity for recipients to meet the WAVD committee and the other scholarship recipients and was a very valuable networking experience.

C. WAVD – Scholarship: post Congress reports

- i. WAVD wishes to achieve a sustainable platform for long term development of skills and knowledge in veterinary dermatology for veterinarians and technical staff in these geographic regions. As part of the scholarship criteria for WCVD8, WAVD requested that scholarship recipients reach out to their respective veterinary communities and tell them about an aspect of knowledge that they acquired at the Congress. Scholarship recipients could give lectures, or provide written resources, or a set up a network of interested local practitioners using a List serve format or a blog or a Facebook site and document this in a 500 word statement with a copy of these resources and associated images.
- ii. Excellent responses have been received from many of the recipients with a wide range of activities documented. It would be optimal to have this material stored on the WAVD website.

Action item: contact all scholarship recipients to request permission to use this material on the WAVD website – **Dr. Burrows**

Action item: construct an area on the WAVD website to store the material created by the WAVD Scholarship recipients – **Dr. Taylor**

Action item: develop a plan to profile Scholarship recipients – **Dr. Burrows** and profile on WAVD website – **Dr. Taylor**

D. WAVD Scholarship: ISVD

- i. ISVD awarded two additional scholarships to attend the ISVD day prior to WCVD8 to Dr. Chen and Dr. Larsuprom. The President of the ISVD reviewed the applicants selected by the scholarship subcommittee.
- ii. Further dialogue has ensued between the Chair of the Scholarship committee and the President of the ISVD, David Shearer to streamline the involvement of the ISVD in the scholarship selection process.

Action item: continue dialogue with Dr. David Shearer regarding changing the criteria for the ISVD component of the WAVD Scholarship – **Dr. Burrows**

E. Issues for WCVD 2020 scholarship

- i. The on-line application process
- ii. Registering the scholarship applicants
- iii. Ensuring that recipients receive all registration benefits
- iv. Managing the cash stipend
- v. Managing applicant enquiries

F. Update on WAVD Peter Ihrke Scholarship at UC Davis

- i. The closing date for applications was December 15, 2016, but as only one application was received, the application date was extended to February 15, 2017. There were some problems with the on-line application process. Two applicants were unable to upload documents onto the website and email notifications from the website were being directed to an incorrect email address. These problems have now been rectified. Five applications for the Scholarship have been received at the time of presenting this report.
- ii. Dr. Roudebush raised the concept of AAVD funding a scholarship to honour Prof. Ihrke's career and considering whether this could be administered by WAVD as a second scholarship.

Action item: make contact with AAVD and determine the feasibility of working in partnership with WAVD to award a second Peter Ihrke scholarship – **Dr. Roudebush**

XX. WAVD – WCVD Sponsor Interactions – Entire Committee

A. Sponsor meeting at WCVD8

- i. A meeting between WAVD AC representatives and major and principal sponsors was organised during WCVD8. The purpose of this event was 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.

- ii. The AC discussed the advantages and disadvantages of seeking sponsorship for inter-Congress WAVD projects.

XXI. WAVD - Member Organization Relationships – Entire Committee

A. Reports from MO Representatives: tabled

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

XXII. Global support and expansion of dermatology

A. Unaffiliated Eastern Europe: ESVD strategy – Dr. Paterson

- i. ESVD run an annual Eastern European meeting; in 2017 the meeting was located in Latvia. She indicated that the costs of the meeting are substantive and range from €16,000 to €20,000. She indicated that the ESVD Board had requested some financial support (in the region of €5,000) from WAVD in order to subsidise the costs of meeting in Eastern Europe.
- ii. Eastern European Regional Veterinary Congress is a new entity organised by Dennis Novak and this year will be located in Bucharest. ESVD/ECVD will sponsor a dermatology stream at this meeting

Action item: submit a proposal for WAVD financial support for subsidising ECVD/ESVD attendance at the Eastern European meeting – **Dr. Paterson**

XXIII. 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 delivered two lectures into the advanced program and Dr. Favrot and Dr. Marsella one lecture each into the comprehensive continuing education program at WCVD8 sponsored by WAVD.

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

- i. Dr. Kwochka briefly reviewed the ISVD report.

C. GVDEG report – Dr. Budgin

- i. Dr. Budgin summarised the group's main activities from April 2016 – Jan 2017. In April 2016, Dr. Belova delivered lectures in Yerevan, Armenia and a wetlab on "Diagnostic methods in dermatology" and "Discussion of clinical cases" in Tbilisi, Georgia sponsored by WAVD.

- ii. Dr. Noli is embarking on an intensive CE program in Albania in 2017 and may be seeking funding for this initiative.
- iii. Dr. Kwochka requested 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. Dr Belova, however has resigned from GVDEG so it is unlikely feedback will be forthcoming.

D. SLDV report – Dr. Martin

- i. The SLDV board members had two meetings during 2016. The webpage was updated to provide easy access for membership renewal for colleagues from around Latin America with a login access enabled for full members to access exclusive content and continuing education material.
- ii. The roadmap for the Diplomate for the Latin American College of Veterinary Dermatology is available on the website. The first edition of the SLDV journal was published. Conferences and workshops have been organised in Arequipa and Trujillo in Peru and Santa Cruz de la Sierra in Bolivia; all located in underserved regions in veterinary dermatology and other specialties.
- iii. The 4th Latin American Congress of Veterinary Dermatology is to be held in Merida from June 13th to 16th 2018. The SLDV will request support for the travel expenses for speakers for the 4th Latin American meeting.

Action item: submit a financial application for support for travel expenses for the 4th SLDV Congress of Veterinary Dermatology – **Dr. Martin**

XXIV. New Business

A. Academy of Dermatology Veterinary Technicians – Dr. Wildermuth

- i. The purpose of the Academy of Dermatology Veterinary Technicians (ADVT) is to promote excellence through specialisation in the discipline of veterinary dermatology by demonstrating an advanced proficiency of dermatologic procedures, working with the veterinary team and client to advocate superior patient care, and providing cutting-edge continuing education.
- ii. The ADVT is dedicated to enabling the accredited veterinary technician the opportunity to advance their knowledge and skills to achieve their goal. A brief discussion between AC members indicated that this would be a worthwhile group to pursue for affiliation.

Action item: make contact with the President: Ms Kim Horne and determine whether the ADVT is interested in affiliation with WAVD – **Dr. Wildermuth**

B. WCVD10 Bids

- i. Update bid guidelines:

Action item: circulate bid guidelines to AC members for review – **Dr. Kwochka**

C. Website committee

- i. Dr. Budgin agreed to serve on the Website Committee

D. WAVD Secretary

- i. Dr. Mandy Burrows will be resigning as WAVD Secretary effective from September 1, 2017 to take up her duties as President of WCVD9.

E. The AC approved the nomination of Dr. Outerbridge for WAVD Secretary effective from September 1, 2017: (Motion – Roudebush; Second – White; all approved).

XXV. Amended Draft Budget : June 1 2017 – May 31 2018:

- i. Prof. Lloyd confirmed that the amended draft budget included the additional €10,000 for educational development, thus the projected expenditure for 2017 to 2018 is €38,260.00.

B. The AC approved the Amended WAVD 2017 to 2018 Budget (Motion – Roudebush; Second – Paradis; all approved: abstained Lloyd)

XXVI. Website maintenance payment :

A. The AC approved the payment of the annual maintenance fee for the current website provider Mr. Rupert Griffiths (Motion – Lloyd; Second – Wildermuth; all approved)

XXVII. Confirm date for the 2018 WAVD AC meeting

The location of next meeting of the WAVD Administrative Committee is yet to be determined. AC members will complete the survey distributed by the WAVD Secretary and the meeting date and location announced shortly.

XXVIII. The AC approved to adjourn the meeting at 12.10pm, February 12, 2016

Respectfully submitted,
Mandy Burrows FANZVSC
Secretary, WAVD