



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

ANNUAL GENERAL MEETING MINUTES

June 2nd -3rd, 2018

Melia White Hotel

London, England

In Attendance (16):

- Dr. Jeanne Budgin, Representative American Academy of Veterinary Dermatology (AAVD)
- Dr. Mandy Burrows, Representative Dermatology Chapter of the Australian and New Zealand College of Veterinary Scientists (DCANZCVS), President World Congress of Veterinary Dermatology (WCVD)9
- Dr. Vincent Defalque, Representative Canadian Academy of Veterinary Dermatology (CAVD)
- Dr. Richard Halliwell, President WCVD1
- Dr. Hans Koch, President WCVD3
- Dr. Kenneth Kwochka, President WAVD, Member-at-Large
- Dr. David Lloyd, Treasurer WAVD, President WCVD5
- Dr. Alberto Martin, Corresponding Member representing Sociedad Latinoamericana de Dermatología Veterinaria (SLVD)
- Dr. Rusty Muse, Secretary WCVD9
- Dr. Koji Nishifuji Representative Asian Society of Veterinary Dermatology (AiSVD)
- Dr. Catherine Outerbridge, Representative ACVD, Secretary WAVD
- Dr. Manon Paradis, President WCVD7
- Dr. Susan Paterson, Representative European Society of Veterinary Dermatology (ESVD)
- Dr. Wayne Rosenkrantz, Member-at-Large
- Professor Stephen White, Secretary, de facto President WCVD 8
- Dr. Brett Wildermuth, Member-at-Large

The meeting was called to order at 9:14 AM on June 2, 2018 and chaired by Dr. Kwochka.

Regrets (1):

Apologies were received from Dr. Emmanuel Bensignor, Representative European College of Veterinary Dermatology (ECVD) and shared by Dr. Kwochka.

Agenda

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

- A)** Dr. Kwochka welcomed Dr. Koji Nishifuji as the Representative of the Asian Society of Veterinary Dermatology (AiSVD) and Dr. Vincent Defalque as the Representative of the Canadian Academy of Veterinary Dermatology (CAVD) to their first WAVD AC meeting.
- B)** Dr. Kwochka welcomed the group and thanked the entire Administrative Committee (AC) for their contributions to, and work on behalf of the WAVD over the intervening months since the last meeting. Dr. Kwochka highlighted the contributions of several members: Dr.

Sue Paterson's efforts to start to put together an educational program and Dr. Richard Halliwell for assisting Sue in generating a schedule for webinars, Dr. Brett Wildermuth for all of his efforts with social media, which is playing an important role in promoting and advertising WCVD 9, Dr. Stephen White's considerable time and effort to facilitate everything involved in preparing the new WAVD web site, Dr. Wayne Rosenkrantz's efforts in organizing and overseeing everything involved in the development of the Clinical Consensus Guidelines, and the successful presentations of the CCGs at NAVDF. Dr Kwochka thanked the WAVD AC officers: Dr. Richard Halliwell as past president, Dr. David Lloyd as treasurer and Dr. Catherine Outerbridge as secretary for their support and efforts for the WAVD over the past year.

II) Acknowledgement of Code-of-Conduct - Dr. Kwochka

- A)** Dr. Kwochka reviewed WAVD Code-of-Conduct, as it is a legal responsibility to discuss this at the meeting. It was emphasized that all AC members need to be completely objective in their deliberations and that to have accountability requires that all discussion and decisions be made in accordance with the WAVD Constitution and legal requirements of the organization. All AC members must be open and honest in the discussions that occur, and if anyone has a conflict of interest, they need to declare that and not participate on voting on that subject.
- B)** Dr. Kwochka reminded the AC that everything discussed in the meeting is confidential. The secretary will send a summary report for distribution to Member Organizations (MOs) and full minutes of the meeting will be developed and distributed in draft form for approval. These meeting minutes will be finalized at the next meeting, will then go to the website and become a legal document, and then be sent to all MOs via their WAVD representatives. The summary report can be used during the year by MO representatives to present information to their organization prior to approval of the final minutes.

III) Review Outstanding Action Items and Approval of the Minutes from the 2017 Meeting in Naples, Italy - Dr. Outerbridge

- A) Outstanding action items from the past meetings were each reviewed individually.**
- 1. Record narration for the power point promotion used at WAVD/WCVD9 promotional booth post WCVD 8 Congress and on the WAVD website (2016 Action item #1):**
>> *Dr. Phil Roudebush had recorded this but it was decided it should be updated and that this task should become part of the social media program. Dr. Brett Wildermuth shared that there had been some version of this distributed but was not sure, how close to completion this project was.*

RESULTING ACTION ITEM:

Brett will get an update and see what needs to be done to complete it before placing on website. - Wildermuth

- 2. Ensure form for Financial Application is available on the website – Dr. Taylor (2016 Action Item #3):**

- >> a. *This form for constituent organizations to apply for funding needs to go onto the **new** WAVD website.*
- b. *Discussion followed that with development of the new website it will be important to verify that essential forms are placed on the new website in addition to policy documents. These include the policy document for travel (used to be within minutes), policy document for publication endorsements and the application for provisional and affiliate membership. The latter does not have a specific form but lists criteria that need to be addressed in the application process. Dr. White felt it was relatively easy to have an area on the new website where all forms, policies and criteria documents could be placed.*

RESULTING ACTION ITEM:

Ensure that all existing documents, policy documents and applications forms are transferred onto the new website - Burrows, Kwochka, Outerbridge, and White

3. Schindelka Award: Action Items pertaining to this were reviewed

- a. *Update the Selection Criteria for the Schindelka Award on the WAVD website. – Dr. Taylor*
 - b. *Modification of the application form and posting on the website - Dr. Burrows and Dr. Taylor*
- >> *All items were completed or nearing completion and this information needs to be placed on the new WAVD website*

RESULTING ACTION ITEM:

Ensure that updated selection criteria for Schindelka Award and nomination form are on the new website - Halliwell and White

4. Determine how a WAVD credit card could be authorized and used to meet applicable expenses– Dr. Lloyd

- >> *Dr. Lloyd has been in touch with the Bank of Scotland. WAVD can have a credit card but need to determine what currency it will be in, who will be permitted to use it, how they will use it, what limit should it have and what security measures it should have in place. It is strongly recommended by the bank to avoid wide dispersal of the number and password among individuals. It was proposed that only the treasurer would use it.*

Questions were asked if there were any rewards associated with a credit card, or could a credit card be issued from a bank outside of Bank of Scotland. Dr. Lloyd stated that certain regulations need to be adhered to in terms of what bank could be source of credit card but shared that he thought that there were numerous different credit card options within Bank of Scotland.

RESULTING ACTION ITEMS:

- 1) Update the AC via email once new information becomes available from the bank**
- 2) Make specific financial decisions regarding what sort of credit card, what currency, limit, etc. – Lloyd**

5. Implement specific recommendations for 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
>> *WAVD now has had a Facebook page for over a year with around 500 people (international group both general practitioners and specialists) following it. No Twitter account yet, as that requires some additional help to place content frequently. Dr. Wildermuth will provide more details in his report later in the meeting.*

PARTIALLY COMPLETED Carry over to 2018 Action Items –Wildermuth and Promotions and Publicity Committee members

- 6. Contact the Kenyan Small and Companion Animal Veterinary Association with Information regarding the scholarship program for the WCVD9 – Dr. Burrows**
>> *Not contacted specifically as of yet*

ONGOING ACTION ITEM – Burrows

- 7. Distribute an example of the fact sheets to the AC for perusal – Dr. Paterson**
>> *Dr. Paterson believes that this occurred some time ago. Secretary's notes: In 2017 Minutes Dr. Paterson proposed WAVD could 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:

Revisit use of fact sheets on WAVD website – Outerbridge and Paterson

- 8. Construct an area on the WAVD website to store the material created by the WAVD scholarship recipients- Dr. Taylor**
>> *This was delayed with the decision to design a new website. Dr. White confirmed he has some WAVD scholarship recipients' reports for the new website.*

ONGOING ACTION ITEM:

Design area of website to host this information, ensure information has been obtained –White and Burrows

- 9. Develop a plan to profile Scholarship recipients – Dr. Burrows and profile on WAVD website – Dr. Taylor**
>> *Dr. Burrows requested that a place on the new website be designated to place the scholarship material and formatted to display scholarship recipients' reports and profile these individuals and their geographic areas. Further discussion on this topic occurred during website report at the meeting.*

ACTION ITEM:

Design area of website to host this information - White and Burrows

- 10. Continue Dialogue with Dr. David Shearer regarding changing the criteria for the**

ISVD component of the WAVD scholarship- Dr. Burrows

- >> *Dr. Burrows updated that ISVD board had discussed this. There was a need to formalize and integrate ISVD more effectively into the selection process of the scholarship recipients and to encourage increased participation, as there were only two ISVD scholarship applicants at WCVD 7 and only five at WCVD 8.*

ACTION ITEM:

This is in progress - Burrows

11. Make contact with AAVD and determine feasibility of working in partnership with WAVD to award a second Peter Ihrke scholarship- Dr. Roudebush:

- >> *Dr. Outerbridge updated that Dr. Roudebush had presented this to AAVD board and the board was supportive of the idea. The scholarship idea has continued to be discussed but AAVD felt that an AAVD funded scholarship should be focused on supporting recipients from areas only within North America as the American Academy's mission is to promote dermatology within North America. Current proposal is to organize an AAVD Past President's scholarship that would include recognizing Peter Ihrke as a past president of AAVD and having UC Davis host a scholarship recipient but would also allow scholarships to occur at other institutions including private practices where past AAVD presidents have affiliation. Idea was to broaden options where people could be going but ensuring it involved veterinarians within North America and promoted underserved areas of North America. This would be different from the WAVD Peter Ihrke scholarship.*

ACTION ITEM:

AAVD will update WAVD on progress of this and if any advice is needed from WAVD in how the current Peter Ihrke selection process takes place - Outerbridge and Budgin

12. Make contact with the president of Academy of Dermatology Veterinary Technicians (ADVT), Kim Horne, and determine if the ADVT is interested in affiliation with the WAVD- Dr. Wildermuth:

- >> *Dr. Brett Wildermuth and Dr. Catherine Outerbridge met with them at the NAVDF. Brett will share more information under new business but they are interested in being affiliated with the WAVD*

ACTION ITEM:

Follow up with ADVT about any needed assistance in submitting paperwork for consideration as an affiliate WAVD member – Wildermuth and Outerbridge

B) The AC approved the corrected minutes from Feb 11-12, 2017 Naples, Italy (Motion- Lloyd, Second- White: unanimously approved by all in attendance)

These minutes are now a matter of public record and will be forwarded to representatives of respective MOs, Provisional Member Organizations (PMO) and Affiliate Organizations (AO).

IV) Urgent matters arising not covered elsewhere – Dr. Kwochka

WAVD President's request of all AC members to consider their commitment to the WAVD

The success of the WAVD as an international specialty organization in veterinary medicine including the cooperation amongst multinational MOs and affiliates and the fact that the WAVD AC is a working board not an advisory board was reviewed. Dr. Kwochka asked each AC member to think about what their current role is on the AC: their contributions to the WAVD, which WAVD committees they are serving on, and how much time they currently spend and will commit to spend working for WAVD. To continue the original spirit of comradery that WAVD was founded on will require open communication within WAVD and with its member organizations. To dispel erroneous misconceptions about the WAVD requires that all AC members are working on behalf of the WAVD to move it and its objectives and accomplishments forward. MO representatives need to report to their boards so that WAVD can ensure that all MOs have a better idea about what the WAVD is working on and accomplishing.

V) Treasurer's Report- Dr. Lloyd

A) 2017 Financial Report and comparison to Past Budget

IMPORTANT TO NOTE that the Treasurer's report was revised. The WAVD secretary emailed this revised report June 1st, 2018 to AC members as a separate document

1. Report covers financial activities June 1, 2017 to March 19th 2018.
2. WAVD financial year begins first of June of each year and complete accounts are prepared from June 1st to May 31st each year. The accountant in Edinburgh reviews all transactions in the WAVD accounts and final, signed accounts are submitted to two organizations: Company House and the Office of the Scottish Charity Regulator where they are tabled and available publicly. WAVD also publishes them online and sends them to our MOs.
3. The net assets of WAVD on June 1, 2017 had totaled €1,273,463.96. Expenditures between June 1, 2017 and March 19, 2018 totaled €283,136. Predominantly this is composed of the WCVD 8 surplus payments (€166,279) to MOs and loans/sponsorship of WCVD 9 (€21,581 advance and €58,612 principal sponsorship payment). Other expenditures totaled €36,663.
 - a. WAVD expenditures included a number of items not budgeted for in the past financial year, either because they had not been anticipated or were not yet known:
 - i. The South African internship required that money (€10,069) be provided in advance as so that the university would match these funds, and in fact the university has more than doubled the original amount
 - ii. Costs for the speakers for presentation of the CCGs (€7,863) at the NAVDF in Maui was not an anticipated expenditure included in the prior budget.

- iii. Expenses for many items in past budget were actually under estimate. This included the Peter Ihrke scholarship, GVDEG expenses, WAVD extension and expansion committee, the web page and, WAVD education program.
- iv. WCVD 8 surplus based on final figures from the PCO resulted in payments totaling €166,279 made to WAVD MOs according to the agreed formula. However, a recharge error was detected in preparation for this meeting. Specifically costs incurred, that were the financial responsibility of the WAVD were within the WCVD 8 budget and were not recharged to WAVD. The costs were for scholarships, sponsored speakers, WCVD 9 Executive Organizing Meeting in Naples, WAVD AC meeting in Naples, and sponsorship of the ICADA meeting. These costs total €111,679. WAVD had already advanced €20,299 to WCVD8, so the total to be added to the surplus comes to €97,379. One third of this additional surplus, €32,460, will be available for distribution to MOs according to the distribution plan used for the distributions that have already occurred. This payment will be reflected in the 2018-19 WAVD accounts.
 - a) Dr. Kwochka will contact MOs, and inform them of what had transpired, provide the amount of the additional surplus they will be receiving, and asking them to provide bank transfer information to Prof Lloyd.
 - v. WAVD AC members were advised that the budget amount for the accountant will likely increase as the current accountant is retiring and WAVD will likely need to pay more in the future for accounting.
- 4. Income included closing surplus for the 8th WCVD transferred to the WAVD Sterling account amounted to £114,030.41 (€129,454.97) and interest paid by the Bank of Scotland on the WAVD US dollar accounts which totaled \$7,157.18 (€5,825.48).
- 5. Status of WAVD bank accounts. Due to current world political environment in the USA, UK and Europe, WAVD has kept most of its money in US dollars but slightly increased more in the Euro account than past years.
- 6. The WAVD net assets as of March 19, 2019 were €970,711.
- 7. Dr. Kwochka asked if there were any questions about the treasurer's report. Dr. Nishifuji requested clarification about the advances to WCVD 9 expenditures. This is the method whereby WAVD provides advanced funds to a World Congress to be operational, for WCVD 9 this was providing money for an EOC meeting in Naples and WAVD paying to be the first principal sponsor.

ACTION ITEM:

Contact MOs to inform them of what transpired and the additional surplus amount they will be receiving and request they verify financial wiring information to the WAVD

B) Provisional 2018- 2019 Budget (version 2 sent to AC members with the revised Treasurer's report)

1. Dr. Lloyd explained this is a second version, which now also includes the additional £ 32,460 of disbursements that need to be made from the corrected WCVD 8 surplus.
2. The current provisional budget is also higher than previously anticipated as it now accounts for expenses for both this meeting, and the 2019 AC meeting to occur in Austin.
3. The provisional budget includes expenditures for the following: £11,000 allocated for the Guidelines and Publication Committee for CCGs (travel for presentations and fees to publish if needed), £7250 for the Peter Ihrke Scholarship, €7,000 allocated for support of Affiliate and Provisional Organizations, €5,000 for WAVD Education Committee, €5,000 for the extension and expansion/Publicity Committee, and €5,000 allocated to internet and website costs.

C) WAVD 4 year (2018-2019 to 2021-2022) Projected Budget

1. Total for the four-year period is £465,661, this is an increase from projected expenditures of €302,945 last year because it includes an advance to WCVD10 of £60,000, the increased surplus distributions from WCVD 8 (£32,460), the cost for scholarships at WCVD9 (€45,800) and expenses for meetings up to and including 2021. This includes a combined meeting (WAVD AC, WCVD9 debriefing, WCVD10 initial EOC planning) in 2021 after WCVD9 (estimated €45,000) and allows for future payment of WAVD sponsorship (€60,000) for WCVD10.
2. The WCVD8 surplus was €494,743, reduced to €328,464 after distribution of one third to member organizations.
3. The importance of WAVD having a reserve of at least €1,100,000 (approximately one-half of a current WCVD operating budget) to offset any unpredicted negative financial outcome from a World Congress was reiterated and emphasized. The WAVD is currently slightly short of that goal.
4. Discussion occurred about WAVD financial liability for World Congresses including:
 - a. Conference or meeting insurance to cover loss from natural disasters. This has been in place for past world congresses and confirmed by Dr. Muse to exist for WCVD9.
 - b. Contractual obligations with sponsors should a World Congress be cancelled and whether the congress or WAVD would be liable to pay them back. All contracts WCVD asks sponsors to sign are reviewed legally to be sure that a WCVD is not liable for cancellation from circumstances beyond

the control of the congress organizers. Some companies want a separate contract and it would be particularly important that legal representatives also review any of these contracts.

ACTION ITEM:

Monitor individual contracts provided by Sponsors and ensure legal representatives review them. – Burrows and Lloyd

- D) The AC approved the Treasurer’s report**
Motion-White, Second- Rosenkrantz: All present voted to approve, except Dr. Lloyd who abstained

VI) The Office of the Scottish Charity Regulator: Safeguarding - Keeping Vulnerable Beneficiaries, Volunteers and Staff Safe – Dr. Halliwell/Dr. Kwochka

A) Safeguarding Background

In the UK recently there have been issues regarding how charities treat their own workers/volunteers or how the people they are working with in other countries are treated. The Office of the Scottish Charity Regulator (OSCR) sent a communication requesting that this issue and what constitutes notifiable events be addressed by all charities at their next meeting. This communication was attachment #6 for the agenda.

B) Discussion about what this means for WAVD

For WAVD this would include not only the WAVD AC but also member organizations, affiliate member organizations and scholarship recipients. Discussion occurred about the need for a risk registry, which identifies the degrees of both financial and reputational risk that an organization faces. It was shared with the AC that BSAVA and ANZCVS each have one. Good governance suggests that we should have a risk committee and risk registry. Scholarship recipients do sign a waiver that WAVD is not liable for any accidents.

1. Notifiable events listed in attachment #6 are perhaps framework for risk registry and WAVD needs to ensure all requested key actions set out by OSCR have been addressed. This maybe a topic to involve WAVD lawyer.

ACTION ITEMS:

1. **Provide copies of Risk Registries for BSAVA and ANZCVS – Paterson and Burrows**
2. **Develop WAVD risk registry -**

VII) Current Term Expirations of AC Members- Dr. Kwochka

In 2017, WAVD Constitutional changes were approved that all future past WCVD presidents will only serve a 4-year term after each congress. However, these changes were not legally retroactive so Dr. Mandy Burrows as president of WCVD9 will serve until 2028 and Dr. Stephen White as acting past president of WCVD8 until 2024. The current terms of the AC members were reviewed and the dates below reflect end of calendar year.

1. Susan Paterson, Representative of ESVD: 2020
2. Emmanuel Besignor, Representative of ECVD: 2020,
3. Mandy Burrows, Representative of the Dermatology Chapter of ANZCVS (DCANZCVS): 2021; President WCVD9: 2028
4. Kenneth Kwochka, Member-at-Large: 2021; President WAVD: 2020
5. Catherine Outerbridge, Representative of ACVD: 2021
6. Richard Halliwell, President WCVD1: 2024 (as long as still active in veterinary dermatology)
7. Hans Koch, President WCVD3: 2024 (as long as still active in veterinary dermatology)
8. David Lloyd, President WCVD5; Treasurer WAVD: 2024 (as long as still active in veterinary dermatology)
9. Manon Paradis, President WCVD7: 2024 (as long as still active in veterinary dermatology)
10. Vincent Defalque, Representative of CAVD: 2021
11. Koji Nishifuji, Representative of the AiSVD: 2021
12. Stephen White, Acting President WCVD8: 2024
13. Brett Wildermuth, Member-at-Large: 2020
14. Jeanne Budgin, Representative of AAVD: 2021
15. Wayne Rosenkrantz, Member-at-Large: 2021
16. Rusty Muse, Secretary WCVD9: 2020.

VIII) WAVD Donation of Funds to Member Organizations – WAVD and Member Organizations’ Legal Obligations – Dr. Kwochka

A. Background

For financial accountability, WAVD as a registered charity must be able to ensure that all WAVD funds received by a MO are spent in a way that is in accordance with the mission of the WAVD. Each MO must have a transparent banking system and financial structure and every MO is required to submit an annual report that includes a summary of how they utilized any funds received by their organization from the WAVD. The receipt of these reports and the subsequent review ensures that WAVD has transparent accounting.

B. Submitting reports

The financial information outlining how any WAVD-received funds were spent can be contained within the required MO’s annual report to the WAVD or it can be a separate financial statement from that organization submitted with the annual report. The MO’s WAVD representative is responsible for submitting these reports.

C. MO Reports for 2017-2018

Reports were received from all MOs for the 2017-2018 fiscal year and were reviewed during the WAVD AC meeting and approved

ACTION ITEM:

ALL MO representatives will be requested next year to submit the 2018-2019 MO annual reports that outlines how any funds received from WAVD were used. – Outerbridge and Kwochka

IX) Website Subcommittee Report – Dr. White

A. Website Update

Dr. Stephen White reported that 706 Media Web Studio with Mr. Eric Blosch based out of Davis, CA was selected to develop a new website for WAVD and Stephen has met with Eric regarding the website. Content from the prior website has been moved and is now on the new website including all Financial and Policy documents and the Articles of the Association from the old website. Information about the Peter Ihrke Scholarship and WCVD Scholarships including applications are on the new website. Information about the Hugo Schindelka Award and nomination form are also present. The AC was asked for input about what is currently in place.

1. Discussions about Website Appearance

Discussions occurred to help shape the final appearance of the website.

- a. This included discussion about the hero (what shows up first on the webpage). Decision made to have WAVD mission next to representative images that rotate and this content would appear first without a need to scroll down the page. Images to be included would be Dr. Lloyd giving Schindelka lecture at WCVD 8. Proposed that one of the rotating images could be a composite of all MO logos. Any images submitted should be vertically oriented.
- b. Promotion of WCVD 9 should then appear followed by logos of sponsors for WCVD9 but with clear indication that they are principal sponsors of WCVD 9 and not WAVD. It was proposed that these should remain for a couple of years after the WCVD.
- c. Information about what WAVD does as a “what we do” with links for more information about Scholarships and Awards, past World Congresses and Continuing Education are to be on the web page. A clear link to the published Clinical Consensus Guidelines and the Continuing Education notes from WCVD 8 need to be visible on the webpage.
- d. Dr. Halliwell requested larger photos for Peter Ihrke Scholarship and Hugo Schindelka Award, if feasible.

2. Member Organization Content

There is current information about all Member, Affiliate and Provisional Organizations with links to their websites under our member menu tab.

- a. Organizations are asked to send any desired updated information to go onto the website describing their organization and its activities.
- b. The AAVD, AiSVD, and ECVD have sent updated descriptions but AAVD needs updated logo.
- c. Updated information should not include board members as this information changes annually and increases likelihood information on WAVD website becomes outdated. If website visitors want to know who the officers are for any member organization, they can go to that MOs web page
- d. Discussed that all AC MO representatives provide 2 pieces of news items annually and this could include upcoming CE events to keep that content current.

3. Still to be Done Discussion

- a. More content needs for website: vertically oriented images for the webpage, updated MO logos, descriptions and content from MOs including upcoming CE meetings.
- b. Need to ensure the website will continue to have more content added notably content from past scholarship winners who attended WCVD8 and the recipients of the Peter Ihrke Scholarship
- c. Several questions arose about the information gathered when people complete the “Stay Informed” form on the website. What is done with the “Stay Informed” information collected on the website? Can there be a way to update those who complete “Stay Informed” forms when new content is added? Currently Mail Chimp is program utilized.
- d. Dr. White suggested that MO representatives should be responsible for content on website pertaining to their organizations.
- e. Dr. Budgin suggested that Website Committee have delegated responsibilities to members, which would result in assigned tasks.

B. Website Reciprocity with WAVD Non-member Organizations (topic submitted for discussion by Dr. Taylor)

1. Linkage between WAVD and other Non-MO websites: example WSAVA, LAVC, FSAVA

- a. Discussion occurred that most on AC felt this was worth exploring and WAVD should consider doing this. However there needs to be reciprocal exchange so would want to have some affiliation with that organization.
- b. Reach out to Dr. Taylor to determine if WSAVA was officially approached about this.
- c. Dr. Burrows and Dr. Outerbridge as past and current secretary received request if information about WSAVA/FSAVA could be placed on WAVD website. Dr. Outerbridge responded that new website was under construction. When new website is live need to consider if this should occur.

C. Privacy

1. Stringent EU rules requires privacy policy or fines

Strict privacy policy is required or face fines. This needs to be on old website and new website. Mr. Dave Guest (who is paid monthly fee to help with digital marketing) and Mr. Eric Blosch are looking at other nonprofit professional organizations to be sure we have appropriate privacy policy in place.

2. Need to determine formal privacy policy. Dr. Wildermuth has taken care of informing individuals who had used past website with an email message to be in compliance.

ACTION ITEMS:

1) Content for Website:

- a. MO Updates from all AC MO reps, new AAVD logo - all MO reps
- b. vertically oriented photos for hero portion of web page – AC members

2) Ensure all policy documents and applications are provided for webpage and uploaded – Burrows, Kwochka, Outerbridge and White

- 3) Reach out to Dr. Taylor about any official discussion with WSAVA, reach out to WSAVA marketing person – Outerbridge
- 4) Privacy Policy – White and Wildermuth

X) Publicity and Promotional Subcommittee Report – Dr. Wildermuth

A. Committee Structure and Goals

1. Committee members include Dr. Brett Wildermuth, Dr. Alberto Martin, Dr. Manon Paradis, and Dr. Emmanuel Bensignor. Brett is the Chair, coordinates input, social media, liaises with education committee and coordinates with Mr. Dave Guest at Workshop Media Digital Marketing. There is a monthly fee paid to Workshop Media Digital Marketing that the chair felt was worthwhile and advised be continued.
2. Each committee member is assigned specific responsibilities for information from within WAVD/WCVD (publication, sponsorship, CCGs, Schindelka) and from outside WAVD (MOs, affiliate organizations and national meetings).
3. Outgoing member is Dr. Carmel Taylor and Brett thanked her for her efforts. Dr. Koji Nioshifuji and Dr. Vincent Defalque have agreed to join the committee.
4. Current target audience is both general veterinarians and veterinary dermatologists. The goal is to promote WAVD activities such as the Clinical Consensus Guidelines, WAVD scholarships, and the upcoming WAVD education webinar series but also the activities (publications, meetings) of Member, Affiliate and Provisional Organizations.
5. The committee is an important interface with WCVD 9. Brett is a WCVD9 publicity ambassador so is aware of what publicity is occurring.

B. Social Media

1. Active: Facebook, Youtube Channel G-Suite (run surveys), Hootsuite (post on Facebook and Twitter simultaneously)
2. Twitter is not yet active as it requires committed individual to oversee and supervise
3. Facebook page was established a year ago and there are currently 470 followers from over 50 countries. Content includes updates about MO meetings, ISVD case of the month, a book give away (Handbook of Veterinary Dermocosmetics) with winner posted on Facebook, announcements about publication of CCGs

C. Ongoing projects with Workshop Media

1. Continuing relationship with Workshop Media is recommended.
 - a. Social media survey. What are attendees from WCVD 8 using as far as social media to help us to focus our efforts.
 - b. We have numerous testimonials from Bordeaux and NAVDF 2017. Individual clips from people. Need to identify who the people are/titles with graphic
 - i. How do we want to use these?
 - c. Sponsor survey planned
2. Contact emails for 1600 individuals from WCVD8 were sent out to comply with EU General Data Protection Regulation (GDPR). Contacts were asked if they wished to

remain in contact. Now have list of 350 that is in compliance with privacy law.

3. A video of the WCVD8 Schindelka Lecture given by Dr. David Lloyd is being finalized and then will be promoted on the Facebook page and will be available on the WAVD website. Completed videos, such as the final post congress video about WCVD8 in Bordeaux will also be available on the new website.
4. Current united domain that hosts domain name WAVD.org is a German company that needs to be paid twice a year. Trying to switch to an English speaking company and sign a longer contract so do not have to pay as frequently. HostGator hosts website.

D. Future Directions

1. Consider sponsoring resident breakfast at national meeting of member organizations
2. Place message on vet derm list serve about Facebook page and perhaps include information about what WAVD does. Dr. Wildermuth asked if WAVD pamphlet is in a PDF form.
3. Networking- Cross promotion with other big meetings (WSAVA) to promote WAVD. Merida meeting WCVD9 congress has a booth consider placing WAVD information there.
4. Survey of sponsors before the Congress
5. As some MOs have Facebook pages it was proposed that cross pollination sharing WAVD content on MO pages and MO content on WAVD FB page could be considered.
6. President asked AC to consider ways that they can promote WAVD within their organizations or geographic regions.

Website Committee and Chair were thanked for all of their efforts

ACTION ITEMS:

- 1) **Continue financial arrangement with Dave and Digital Media - Wildermuth and Lloyd**
- 2) **Undertake Twitter Account - Publicity committee**
- 3) **Continue placing relevant content on Facebook page, MO reps can send to Website Committee Chair or members**
- 4) **Consider ways to publicize WAVD within MOs and geographic regions - MO reps**

XI) Application for WAVD Full Membership from AiCVD – Dr. Koji Nishifuji

Agenda Item #11 Attachment– Application for full membership in WAVD from AiCVD

- A. Last year WAVD entertained the application of the Asian College of Veterinary Dermatology. WAVD asked for further points of clarification:
 1. Confirm the overall length of the residency training programs (both conventional and alternative ones) and specify how many hours of supervised and non-supervised clinical trainings are expected.
 2. Clarify whether AiCVD is setting a limit as to how many residents an AiCVD Diplomate is permitted to train at any one time.
 3. Provide some details regarding how the AiCVD exam was constructed, reviewed and validated and how it was benchmarked against international standards.

B. Dr. Nishifuji presented summary about the Asian College and further clarification about the above questions:

1. **Summary** The formation of Asian College follows the history of the establishment of ECVD and was established formally in 2008. AiCVD started residency programs, both formalized and alternative ones, since 2011. As of 2017, AiCVD certified two formalized Diplomates who completed the program and passed the board exam. AiCVD has been under the umbrella of AiBVS since 2015
2. **Confirm overall length of training programs and how many hours are supervised and non-supervised**

Dr. Nishifuji described expectations of formalized and alternate training programs.

a. Formalized training Program-Minimum Requirement

- i. Should have completed > 1 year of general clinical training
- ii. Clinical dermatology training: supervised by AiCVD
 - A total of >250 full-days (8h/day) -Ideal 900 half days
 - >500 primary cases under their responsibilities
 - >750 cases for re-evaluation or as co-clinicians
- iii. Dermatohistopathology training – ideal 150 half days
- iv. Research project
- v. Publication: >2 publications including >1 as the 1st authorship
- vi. Scientific presentations: >6 lectures, each of >30 min
- vii. Participation to scientific meetings
- viii. Ideal 3-year training program would be 900 half days of clinical dermatology training, 150 half days of dermatopathology training, medical dermatology training 30 half days, 30 half days of clinical pathology, microbiology, 420 half days of academic learning (internal medicine, basic science and research) (40 half days of basic science), 50 half days scientific meetings and congresses.
- ix. The Executive Committee shall review training program for each resident. Executive Committee includes Dr. Toshiroh Iwasaki, Dr. Masahiko Nagata, Dr. Charles Chen. The program shall be approved only if it is regarded as equivalent to the model-training course.
- x. Four residents have completed formal training program: Dr. Keita Iyori (Japan: Nishifuji, 2011-2014) and passed the board exam 2015, Dr. Yuri Oshima-Terada (Japan: Nagata, 2012-2015) and passed the board exam 2015, Dr. Yun Hsia Hsiao (Taiwan: Chen, 2013-2016) & passed the board exam 2017, Dr. Jaeun Hyun (South Korea: Hwang, 2014-2017) will take the board exam 2018.

b. Alternative training Program-Minimum Requirement

- i. 250 full-days supervised by Diplomates of AiCVD/ACVD/ECVD /DCANZCVS
- ii. This could include distance learning (< 125 full-days).
- iii. Requirements for publication/presentation *etc...* are equivalent to those for regular residents.
- iv. Program needs to be approved by the Executive Committee.
- v. The requirements should be equivalent to those appearing on the

- ECVD website.
- vi. Three residents are in alternative training programs: Hock Siew Han (Malaysia: Chen, Noli) 253 days, 520 cases, Lerpen Duangkaew (Thailand: Chen) 252 days, 534 cases, Chie Tamamoto-Mochizuki (Japan: Olivry). Residents see cases by themselves but there is distance learning/mentoring.
 - vii. Current alternative residency program had contributed to expansion of AiCVD Diplomate in new Asian countries.
- c. During discussion, one concern was raised about the number of days in alternative programs, and whether 250 days, for any training program was sufficient. It was recognized in discussion that the Asian College has a need for alternative programs as there are not enough diplomates to train residents and there are barrier issues of licensing and local language for residents from one country to train in another country.
- 3. Clarify whether AiCVD is setting a limit as to how many residents an AiCVD Diplomate is permitted to train at any one time?**
- a. No limit currently
 - b. An AiCVD diplomate may train residents in both formalized and alternative residencies at the same time. Example provided showed that Dr. Chen had four residents (1 formalized program and 3 alternative) overlapping at one time.
- 4. Provide some details regarding how AiCVD exam was constructed, reviewed and validated and how it was benchmarked against international standards**
- a. Questions are prepared by the following members 8 AiCVD Diplomate: 3 first-line specialists: Iwasaki, Nagata, Chen, 3 de facto specialists: Nishifuji, Murayama, Hwang, 2 specialists pass the exam in 2015: Iyori, Terada-Oshima
 - b. Questions from the someone's field of expertise are preferred.
 - c. Invited examiners (from the exam 2017): Histopath: an ACVP Diplomate, Exotics/equine/livestock: 3 ACVD Diplomates, Immunology/mycology: 2 Japanese derm researchers
 - d. Consists of 4 sections: Essay, images, histopath, multiple choice
 - e. During discussion, concern was raised if those training should be involved in setting the exam. Concern how exam was being benchmarked and mention that some colleges have used Angoff evaluation. Discussion about reaching out to other colleges to inquire about sharing copies of exams but many may not be receptive to this. Some collaboration with ANCZS as similar geographic region should be considered

Dr. Nishifuji was excused and Executive Session occurred with discussion and vote

C. Discussion and Vote

1. Proposed that vote be to accept full membership with a strong recommendation to liaise with one or more of the other colleges to ensure quality and benchmarking of exam.
2. **Vote:** motion to accept the Asian College of Veterinary Dermatology as a full member of WAVD with strong recommendation to conduct a benchmarking of their exam. Motion– Dr. Halliwell, Second- Dr. Lloyd- all voted in favor
3. Dr. Nishifuji returned, he was congratulated, and AiCVD was welcomed as a Member Organization of the WAVD. He will speak to those in AiCVD about a WAVD representative.

ACTION ITEM:

- 1) **Identify AiCVD MO representative - Nishifuji**

XII) Education Subcommittee Report – Paterson

A. Webinar Series

Dr. Paterson shared update on the work that she and Dr. Halliwell had accomplished in designing a WAVD series of webinars.

1. There are 29 webinar topics planned and each has a brief synopsis of content to be covered. Some speakers have been identified and a general invitation has been prepared together with a basic contract of engagement.
2. Discussion about proposed speaker list occurred. Current confirmed speakers include for topic of canine atopic dermatitis focusing on therapy (Dr. Doug DeBoer), cutaneous adverse food reactions (Dr. Ed Rosser), feline allergic skin disease (Dr. Craig Griffin), dermatophytosis (Dr. Karen Moriello), and approach to the pruritic cat (Dr. Danny Scott).
3. The webinars will be 50-minute audio presentations to accompany PowerPoint slides. Dr. Paterson has arranged with the BSAVA to start recording the first of the webinars at the European Veterinary Dermatology Congress and a room for this purpose has been reserved. The goal is to complete the first 12 to 20 webinars by April 2019. Plan would be to put them on line as they are completed.
 - a. Live webinars were determined to be problematic (time zones and links) and recorded was deemed best. Dr. Paterson reported that she had not noticed difference in quality if recorded lectures were done independently so long as it is a quiet room. However, the greatest challenge is getting people to complete them.
4. Dr. Jeanne Budgin volunteered to join the committee and help in facilitating getting webinars completed.
5. Cooperation with ESVD in sharing videos they already have has been discussed.
 - a. There are probably 3 or 4 ESVD videos that could be used including food animal dermatology (Dr. Stephen White), parasitic diseases of the horse (Dr. Andy Durham), and leishmaniosis
 - b. Links to WAVD from ESVD and vice versa were discussed. Link to ESVD is problematic as it is password protected.
 - i. Consider cloud storage that all videos are uploaded to or ESVD transferring their videos to be housed on WAVD education

webinar site. Links to Cloud storage may be possible with Eric.

- ii. Discuss with Mr. Eric Bosch.
6. Discussion about offering CE credit resulted in decision that it would be too complicated and expensive with so many potential different national and state veterinary licensing groups involved.
7. Legalities were discussed and it was mentioned that there should be a disclaimer that the webinars are intellectual property. All speakers would need to be reminded that all PowerPoint slides must be their original material and permission for use of any copyrighted material obtained. This would be done in the speakers' contract.
 - i. There was discussion of adding the WAVD logo to the PowerPoint slides after the webinar was produced, or alternatively authors could use a template with the WAVD logo in the lower corner. It was decided to use WAVD templates for the first and last slides only with the last slide indicating the copyright issues.
8. Need for a policy and procedures to update webinars was recognized. This would include some sort of notice appearing stating when it was last updated.
9. Costs were discussed. BSAVA is charging 300.00 pounds per webinar and a proposed honorarium for each speaker is 400.00 US dollars, making the cost per webinar approximately €600.00. Fifteen webinars would cost approximately €12,000
 - a. During his report, the treasurer asked if the amount budgeted for the Education Committee should be increased to €10,000. Dr. Paterson stated at that time that €15,000 would be better.

Discussion of costs led to discussion about reaching out for commercial funding from industry. This is on the agenda as Item XVII.

B. Discussion about potential industry sponsorship

Members of the AC expressed several concerns or comments about industry sponsorship.

1. Any corporate sponsor should not have any control over content or who is the speaker.
2. Should it be sponsorship of the entire program rather than individual lectures/webinars to avoid companies targeting for commercial purposes?
3. How long would a corporate sponsorship last? Every 3 years was one proposal.
4. Sponsorship would be acknowledged in an introduction on the first page stating that these education programs received the following sponsorship....
5. Avoid initiating until after all sponsorships were in place for WCVD 9. The last 6 months before Sydney was proposed as possible.
6. Want to ensure that sponsorship of the WAVD educational webinars does not compete for industry support of residencies.
7. Approaching corporate sponsors could occur before all webinars were completed if the final financial cost of sponsorship was shared. This might depend on how much money was being sought.
8. It was decided that this would be tabled until WCVD 9 sponsorship was in place and then revisited.

ACTION ITEMS:

- 1) Continue to organize speakers to complete webinars –Paterson, Halliwell and Budgin
- 2) Determine final mechanism for how webinars will be accessed to avoid password protection issues with different websites, discuss with ESVD – Education Committee
- 3) Consider further discussion about future corporate sponsorship of webinars at next AGM – Place on agenda - Outerbridge
- 4) If seeking corporate sponsorship will need to draft WAVD policy statement regarding the relationship between the WAVD and sponsors - Kwochka and Outerbridge

XIII) Publications (Clinical Consensus Guidelines) Subcommittee Report - Dr. Rosenkrantz

A. Background

The first two Clinical Consensus CCGs were published as open access in *Veterinary Dermatology*. These were 1) Diagnosis and Treatment of Dermatophytosis in Dogs and Cats authored by Dr. Karen Moriello, Dr. Kimberly Coyner, Dr. Susan Paterson and Dr. Bernard Mignon and 2) Recommendations for Approaches to Methicillin-resistant Staphylococcal Infections of Small Animals authored by Dr. Dan Morris, Dr. Anette Loeffler, Dr. Meghan Davis, Dr. Luc Guardabassi and Dr. Scott Weese. An editorial was published in the same issue of *Veterinary Dermatology*, written by Dr. Aiden Foster, Dr. Wayne Rosenkrantz, Dr. Catherine Outerbridge and Dr. Tony Barnett. It provided background review of the development of the CCGs and the role that the WAVD played in their development.

B. Update on most recent CCGS

The next two CCGs were presented at the NAVDF meeting in Maui. Dr. Ralf Mueller presented his group's statements on Demodicosis and Dr. Ross Bond presented his group's guidelines on *Malassezia* Dermatitis. After the CCGs were presented, there was an interactive session with the conference audience. Both of these CCGs will be presented again in Dubrovnik Croatia, at the European Veterinary Dermatology Congress. Dr. Bond will also present the *Malassezia* guidelines in July 2018 at the International Society for Human and Animal Mycology (ISHAM). This meeting is held every three years and is an international forum on medical mycology. A draft of each manuscript is available on the WAVD website for review and comments. This feedback will be considered for incorporation into the final manuscripts to be prepared for submission to publication at the end of 2018.

1. Discussion occurred about *Veterinary Dermatology* open access fees. This included:
 - a. discussion about considering another journal that provides free open access fees
 - b. working with *Veterinary Dermatology* to negotiate free open access fees
 - c. establishment of an ESVD open access fund to sponsor costs of 1 to 3 open access publications a year
 - d. asking for cooperation with ACVD to co-sponsor with ESVD such a fund
 - e. WAVD contributions to fund cost of open access publication.

C. Future CCG Topics

The next proposed topics for CCGS to be presented at WCVD 9 in Sydney were to be

Equine Hypersensitivities and Immune Mediated therapy. It was proposed that the topic of Otolaryngology be considered. The AC members were asked to vote on topics for the next CCGs. The final vote was to begin the development of guidelines on veterinary otology and equine dermatology. This will begin with identifying chairs and members of the working group for these topics. The goal will be to have these CCGs presented at WCVD9 in Sydney

1. Possible individuals for the otology CCG include Dr. Tim Nuttal, Dr. Susan Paterson, Dr. Emmanuel Besignor, Dr. David Robson, Dr. Alberto Martin, and Dr. Mike Canfield.
2. For the equine CCG: Dr. Rosanna Marsella, Dr. Kirstin Bergval, Dr. Tony Yu, Dr. Stephen White were considered possible individuals to ask to participate

ACTION ITEMS:

- 1) **Contact *Veterinary Dermatology* by reaching out to Dr. Annette Loeffler about free open access or reduced price – Rosenkrantz**
- 2) **Support fund for open access costs to be shared by ECVD, WAVD and possibly ACVD – reach out to ACVD EB inquire if this topic has been discussed and would they support a shared cost agreement to support an open access fund – Outerbridge**
- 3) **Reach out to prospective Chairs for newest CCGs – Rosenkrantz and Outerbridge**

XIV) World Congress of Veterinary Dermatology – Dr. Burrows

A. WCVD9 Update

1. Structural Organization Update

Dr. Burrows provided update on the structural organization of WCVD 9.

- a. Established a licensing fee between WAVD and WCVD9 in order to design a financial infrastructure.
- b. A PCO, ICMSA, has been selected and a good working relationship has been developed with them

2. Program Update

- a. Dr. Peter Hill chairs the Program Committee.
- b. The program themes have been identified and include:
Theme 1: Allergy and Atopic Dermatitis
Theme 2: Immunity and Autoimmunity
Theme 3: The Cutaneous Ecosystem and Infectious Skin Disease
Theme 4: Skin Biology and Genetics
Theme 5: New Trends in Diagnosis and Therapy
Theme 6: The Hair Coat and Alopecia
- c. State of the Art Speakers for each theme have been invited and four have accepted: Dr. Susan Prescott {(MD, PhD),(Theme1)}, Dr. Deedee Murell {(MD), (Theme 2)}, Dr. Darren Trott {(BVMs, PhD), (Theme 3)} and Dr. Rod Sinclair {(MBBS, MD, FACD), (Theme 6)}. Supporting Review Speakers are currently being finalized and three have been confirmed: Dr. Rosanna Marsella (Theme 1), Dr. Richard Malik (Theme 2) and Dr. Richard Squires (Theme 5)
 - i. Dr. Halliwell expressed concern about limited number of veterinarians as identified speakers and suggested more of

remaining speakers should be veterinarians

- d. The program will include a feline, equine and exotics stream.
- e. There will be a half-day program of CE in Japanese organized by the Japanese Society of Veterinary Dermatology and 3 ½ days of simultaneous Japanese translation in the basic CE stream.

3. Sponsorship Committee

- a. The Sponsorship and Exhibition Committee is chaired by Dr. David Lloyd and includes Dr. Wayne Rosenkrantz with responsibility for the Americas and Dr. Mike Shipstone for Asia and Australasia.
- b. Principal Sponsors at this time include WAVD, CEVA, Virbac and Zoetis. Hill's is a major sponsor. Discussion occurred about possible further sponsors: Elanco, Dechra, Merial, Greer, ALK, Purina, Royal Canin, Blue Buffalo, and Dermoscent
- c. In the fall of 2018, a document detailing additional sponsorship opportunities will be shared with potential sponsors. Exhibitor's information is also being prepared for late 2018.

4. Treasurer

- a. Dr. Craig Harrison
- b. Draft Budget nearing completion
- c. Current budget numbers 1375 paid registrants are needed for breakeven based on current early bird fee for registration of 1200 AUD (908 US dollars).
 - i. Registration fees have not been finalized however; a reduced registration fee for dermatology residents is planned.
 - ii. Visas will be needed for most countries. An Electronic Travel Authorization (ETA) visa with sign up on line and payment of fee is available for many countries.
- d. The current budget projects a congress surplus of 595,000USD.

5. Local Organizing Committee

Dr. Beth Macdonald chairs the Local Organizing Committee. The local theme evening will take place in Luna Park in Sydney. The Congress, the Welcome Reception and the Opening Ceremony will take place at the Sydney International Convention Center (ICC).

6. Publicity

The Publicity Committee Co-chairs, Dr. Carmel Taylor and Dr. Leena Saijonmaa-Koulumies, have finalized the list of ambassadors and plans have been made for WCVD9 booths at a number of future veterinary meetings. Additionally, WCVD9 has its website established with updated information. Dr. Taylor has contacts in Asia and there has been active Facebook activity

Meeting adjourned at 5.50pm June 2, 2018

The meeting was called to order at 9:28 AM on June 3, 2018 and chaired by Dr.

Kwochka.

B. Geographic Sequencing of Future World Congresses- Dr. Halliwell

1. Background

Dr. Halliwell had written a document on this issue that he reviewed, providing background and history that the initial rotation of World Congresses had been between North America (Canada and United States of America) and Europe. At WCVD4 in San Francisco it was discussed whether in addition to this rotation between North America and Europe if the idea should be considered that a WCVD meeting should take place somewhere in “The Rest of the World”. This had overwhelming support. Sydney, Tokyo and Hong Kong were all mentioned as possible venues and ultimately Hong Kong hosted WCVD5. After Vancouver and Bordeaux, the next “rest of the world” congress location was narrowed between Cancun and Sydney, with Sydney ultimately the chosen venue for WCVD9. If the past system of rotations were followed then North America would be the location for the 10th WCVD. Dr. Halliwell asked if a more formal policy about geographic sequencing should be drawn up and if Mexico is considered within North America or Rest of the World

2. Discussion is summarized that occurred in regards to these two questions

a. Question was posed to AC: should the system of rotations developed after WCVD 4 in San Francisco be continued or changed in anyway?

- i.** Discussion included ideas of dividing possible locations by geographic regions versus dividing locations based on large population areas of veterinary dermatologists or having bids come from colleges.
- ii.** Requires a balance between trying to select location to ensure a financially successful meeting as MOs want to see a large surplus and the goal of this association, which is to promote veterinary dermatology and bring World Congresses to other areas.
 - a)** WAVD must be prepared sometimes to have World Congresses in places other than North American or European cities.
 - b)** Need to consider sequence of locations that lessen impact of having successive poorly attended and less financially successful meetings.
 - c)** Location may have influences on industry sponsorship.
 - d)** Every MO needs to be treated with equally.
- iii.** The possibility that new regions may emerge with increased interest or research in veterinary dermatology to support large attendance needs to be considered.
- iv.** Should bids be able to come from anywhere but a preferred targeted region be stated within each call for bids. Need to formalize policy but cannot be inflexible.

b. Question was posed where Mexico should be considered in the future. Is it

part of North America based on geography (submitted bid this year) or Latin America and therefore “the Rest of the World” (for WCVD 9 bid process Mexico submitted a bid)?

- i. Geographically it was agreed that Mexico is within North America.
- ii. Dr. Martin was asked if Mexico were considered with North America would this be viewed negatively by other Latin American countries. He replied that most Latin American countries would be very comfortable travelling to Mexico for a world congress. Geographically it is in North America but as it is a Latin American country, they would view it as supporting Latin America.

ACTION ITEM:

Formalize a more formal policy and put it out for discussion to AC- Kwochka

XV) Presentations of Preliminary Bids for WCVD10 in 2024

Dr. Kwochka reminded the AC that these initial bids were meant to address the important points listed in the WCVD Bid Guidelines document to host the 10th World Congress of Veterinary Dermatology.

A. Mexico – Dr. Martin

Dr. Martin reviewed the information about proposals for Cancun or Guadalajara. This is the second time Mexico is presenting a bid.

B. United States of America (Chicago and Boston) – Outerbridge

Dr. Outerbridge reviewed the proposed USA Bid that included 2 possible venues in Chicago and the Boston Hynes Convention Center.

C. Argentina (Buenos Aires) – Kwochka

Dr. Kwochka shared with the AC that the bid from Argentina, although most welcome, was incomplete and did not address or provide all of the information that had been requested in the bid guidelines. For that reason, it cannot be considered.

Executive session was held to discuss the bids. Drs. Martin and Outerbridge were excused for this session.

D. Summary of AC Decision

Dr. Kwochka thanked Drs. Outerbridge and Martin for their presentations.

1. Dr. Kwochka shared that Guadalajara primarily due to access concerns and limited direct flights would not be considered.
2. Dr. Kwochka went on to inform Dr. Martin and Dr. Outerbridge that three cities would be considered as the location for WCVD 10: Cancun, Boston and Chicago.
3. There will be site visits for Boston and Chicago and as Dr. Paradis and Dr. Halliwell had already visited Cancun as proposed site for WCVD9, it will not require another site visit.
4. Drs. White and Halliwell will visit Boston and Chicago and then all 3 cities will be considered and discussed at the next WAVD meeting in Austin in April 2019.
5. Dr. Wildermuth asked if a proposed budget would be included in final bids.

ACTION ITEMS:

- 1) **Work with Venue West and representatives for venues in Chicago and Boston for site visits –Outerbridge**
- 2) **Boston and Chicago Site Visits- Halliwell and White**

XVI) WAVD Scholarship Programs – Dr. Burrows

A. Program for WCVD9

1. Background

The objective of the WCVD scholarship program is to provide the opportunity to help develop long-term skills and knowledge in veterinary dermatology for veterinarians and veterinary technical staff in the geographic regions scholarship recipients are working. There is the expectation that scholarship recipients perform outreach and share the knowledge they acquired at the Congress.

2. WCVD9 Scholarships

For WCVD 8, thirty scholarships were awarded. The scholarship included one full free registration and an allowance towards travel and accommodation of 1000 USD (in Euro equivalent) cash payment

- a. A commitment to continue financial support of this program for WCVD 9 was made by the AC and that financial commitment of €45,800 is included in the future budget.
- b. For WCVD9 the following should be considered: A welcome luncheon for scholarship recipients should be planned; the on-line application process and registration of scholarship applicants; ensuring that recipients receive all registration benefits; how to manage the cash stipend and how to manage applicant enquiries.

3. WAVD ISVD Scholarships

ISVD awarded two scholarships for the ISVD day prior to WCVD8. Discussion with the President of the ISVD to further involve their organization in the scholarship selection process has taken place.

4. Past Scholarship Recipient Reports

As part of the scholarship criteria for WCVD8, WAVD requested that scholarship recipients produce reports sharing an aspect of knowledge that they acquired at the Congress with their veterinary communities.

- a. Recipients were asked to acknowledge the WAVD Scholarship and advertise WCVD9 in the material they develop.
- b. Past scholarship, recipients have produced interesting and compelling reports of the impact the scholarship opportunities have provided. Plans are to have these reports showcased on the new WAVD website in the future.

B. Update on the Peter Ihrke Scholarship at UC Davis – White/Burrows

1. Background

WAVD established a scholarship in recognition of the many contributions to veterinary dermatology by Dr. Peter Ihrke. This scholarship provides an opportunity for an individual from an underprivileged region to attend a 2 to 4-week externship with the Dermatology Service at the University of California, Davis (UCD) Veterinary School. The scholarship provides financial assistance of 6,000 to 8,000 US dollars to cover economy airfare, modest accommodations, meal allowance and professional liability insurance while attending the externship.

2. Recipient Update

There were two evenly matched and very deserving recipients of the Peter Ihrke Scholarship awarded for 2017 and 2018 from 13 applications.

- a. Dr. Veronica Pareja Mena from Ecuador, who was a past WCVD scholarship recipient, spent a 4-week externship in the fall of 2017. Dr. Pareja's report regarding her scholarship experience was very positive and in it, she thanked the WAVD for this opportunity. Dr. Burrows would like to highlight profiles of scholarship recipients on the website. Dr. Pareja Mena is proposed as the first one
- b. Dr. Sabrina Costa from Brazil is the second recipient. She has a long history of demonstrated interest in dermatology as evidenced by a Master's degree, PhD and publications. She will spend 4 weeks in June-July 2018 with the UCD Dermatology Service.

ACTION ITEMS:

- 1) **Design place on website for scholarship recipient content, this would also include place for profiles of scholarship recipients – Burrows and White**
- 2) **Preparation for application process for Scholarship recipients, forms on website - Burrows, White and Outerbridge**

XVII) WAVD-WCVD Sponsor Interactions – Entire Committee

A. Potential joint WAVD – Industry Sponsor projects

1. Discussion occurred about potential sponsorship for the education committee's goal of establishing webinars when the Education Committee report was given in item XII
2. Timing of approaching sponsors needs to avoid adverse impact on WCVD sponsorship.
3. Further discussion occurred in New Business (Item XXI) about possible CE sponsorship.

B. Acknowledgement of Industry Sponsors between congresses

1. Sponsors; logos can remain on the website for a period after each World Congress. This was proposed to be 2 years during discussion on Section IX

XVIII) Hugo Schindelka Award Subcommittee Report – Halliwell

A. Committee Members

Dr. Richard Halliwell (Chair), Dr. Julie Yager and Dr. Koji Nishifuji

B. Timeline

1. Request for nominations should go out 18 months prior to WCVD9 so that the awardee can make travel arrangements, prepare a lecture, and that the necessary time slot for the lecture be incorporated into the WCVD 9 program.
2. To enable the Committee to meet in Austin to finalize the selection, it is proposed to use the following timelines:
 - a. First request for nominations: Feb 1st 2019
 - b. Second request for nominations: March 1st 2019
 - c. Nominations close: April 1st 2019
 - d. Recommendation made: May 1st 2019

C. Website Content Requested

1. There should be a section with the text describing the Purpose of the Award and scholarship and publication criteria for consideration when nominating along with a photo of Schindelka.
 - a. This information about the Purpose of the Award can be found on the website, along with the criteria for Scholarship and Publications.
2. A section describing previous recipients with photos
3. A link to the nomination form which would be a separate file to be completed and submitted to the WAVD secretary.

ACTION ITEMS:

- 1) **Prepare and send out request for nominations – Halliwell**
- 2) **Confirm website meets needs for Schindelka Award -Halliwell and White**

XVIII) Reports from MO Representatives and MO-WAVD Interactions – Entire Committee

The following reports were submitted, and the representatives present shared brief updates and answered any questions. These contained the required financial information about how funds received from the WAVD are used. All reports were accepted.

- A. ESVD – Paterson
- B. ECVD – Bensignor presented by Dr. Paterson
- C. ANZCVS – Burrows
- D. ACVD – Outerbridge
- E. CAVD – Defalque
- F. AAVD – Budgin
- G. AiSVD – Nishifuji

XIX) Review of Annual Reports – Entire Committee

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

1. Dr. Kwochka briefly reviewed the ICADA report outlining the status of several of their working groups and ICADA concerns about the journal *Veterinary Dermatology*.

2. It was hoped that the new editor understood the concerns and would work to address them.
3. ICADA did not meet at NAVDF in Maui.
4. A request by ICADA to have WAVD host their website instead of them having to pay for this service was discussed and deemed not possible. It was determined that it would be best if ICADA request authorization from the WAVD treasurer and submit an invoice for reimbursement.

ACTION ITEM:

Update ICADA about their request for WAVD to host their website- Kwochka

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

1. It was shared in the report that ISVD had their daylong program as part of NAVDF in Orlando in 2017 and Maui in 2018.
2. They awarded a research scholarship for a project using expansion of canine hair follicle organoids as a tool for in vitro investigation of non-inflammatory alopecia.
3. The ISVD website is being updated and their case of the month and list serve remain active and successful.

C. GVDEG Annual Report – Dr. Budgin

1. Dr. Budgin shared that Drs. Chiara Noli and Elisa Maini are providing ongoing CE in Albania, started in 2017 and will continue until end of 2019. They provide 2 weekends a year of lectures. This has had some sponsorship by CEVA.
2. In addition to future CE efforts in Albania, GVDEG is anticipating future CE activities in Vietnam, India and Latin America.

D. SLDV Annual Report – Martin

1. Two educational lecture tours were organized in 2017. The first tour lectures were given by Dr. Chiara Noli accompanied by Dr. Gustavo Tartara, a member of SLDV board, lectures occurred in Argentina, Paraguay and Chile. The second tour lectures were given by Dr. Manon Paradis accompanied by Dr. Milena Carmona representing the SLDV and these occurred in Nicaragua, Panama, and Ecuador. Neither generated a financial profit but resulted in new memberships to the SLDV, which now has 260 members.
2. The 4th Latin American Veterinary Dermatology Congress will be held in Merida, Mexico, from June 13 – 16, 2018. Anticipated attendance is 1000.
3. The creation of the Latin American College of Veterinary Dermatology (LACVD) began over 4 years ago with establishment of an international supervising committee (ISC) to supervise the creation of the college and guidelines to become a de facto diplomate. Documentation for application for defacto diplomate status was to be submitted to the ISC by Dec 31st 2017. There were 22 applicants and the ISC selected 17. These defacto diplomats will receive their diplomate certificates at the LAVD congress in June 2018.

XX) Global Support and Expansion of Dermatology

A. Africa Update and South Africa Dermatology Internship status – Lloyd/Kwochka

1. South African Internship

- a. Background: The WAVD approved at its last meeting funding to support a 12-month dermatology internship at the Onderstepoort Veterinary Academic Hospital, Faculty of Veterinary Science, University of Pretoria, South Africa.
- b. The selected intern will be trained in clinical dermatology by both Dr. 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).
- c. Originally, there was difficulty in identifying a candidate for the position, in part due to difficulties securing sufficient funding. The university will now provide joint funding of the position.

2. Other African Outreach:

- a. Dr. Lloyd shared the possibility of WAVD funding training in dermatology for a veterinarian in East Africa, specifically Kenya. Dr. Anita Patel has contacts at University of Nairobi.

ACTION ITEM:

Acquire more details about interest and proposed training program – Lloyd

B. Unaffiliated Eastern Europe Update – Paterson

1. Organized meeting in Sofia, Bulgaria in January 2018: ase based discussion Dr. Katarina Varjonen, Dr. Luc Beco, Dr. Sue Paterson, Dr. Claudia Nett-Mettler, Dr. Lucia Panakova , Dr. Robert Cikota and Dr. Jevgenija Kondratjeva. Some of these speakers will be going to Belarus in early 2019.
2. There is funding for a Travel Award

XXI) New Business

A) ADVT (Academy of Veterinary Dermatology Technicians)

1. Dr. Brett Wildermuth and Dr. Catherine Outerbridge met with representatives of the technician group at the NAVDF in Maui. Bret met with Kim Horne a member of their executive board. The ADVT representatives would like to apply to have the ADVT become an affiliate member of the WAVD. They were provided with instructions to fill out forms to apply to become an affiliate member of the WAVD.
2. The AC members were supportive of the ADVT becoming an affiliate WAVD member.
3. There was discussion about veterinary dermatology technicians in other parts of the world becoming members. As there is not a geographic specific name to the organization this was thought to be a possibility to make inquiries with the ADVT.

4. Discussion that the education committee, in particular Dr. Sue Paterson and Brett, could reach out to see what partnerships in regards to education for technicians could be fostered.

ACTION ITEMS:

- 1) Provide WAVD information regarding application for affiliate membership in WAVD - Wildermuth
- 2) Find out if ADVT would like awareness of their organization promoted in other countries and if membership is open to technicians from outside North America - Outerbridge
- 3) Consider educational opportunities - Wildermuth and Paterson will liaise to work with the ADVT leadership

B) WAVD sponsored CE meeting in a non WCVD year

Dr. Halliwell wanted to propose an idea to have an additional WAVD sponsored CE meeting. As WCVD occurs only every 4 years, in order to meet that part of the mission of the WAVD to increase knowledge in veterinary dermatology and promote its development around the world, it was discussed that perhaps WAVD needs to have sponsored meetings on a less large scale than a World Congress.

1. One proposal discussed is a meeting that could perhaps be two streams of CE for perhaps 300 to 500 attendees and about half a dozen speakers. It would be a way to reach additional underserved areas of the world. It was proposed that it happen alternating with WCVD so that there was a WAVD sponsored meeting every 2 years. It was discussed that it would likely require a PCO and an organizing committee but would have a WAVD brand. One concern raised was to be sure that such a meeting did not take sponsorship support away from other regional meetings.
2. The possibility of a roadshow style program was then discussed, described as being a series of lectures that were given several times, each time in a different location often within a geographic region. Several members shared their experiences with this style of providing continuing education: Sue Paterson in areas of Europe and Manon Paradis in Latin America.
 - i. It was asked if the lectures would be in English, most felt it would but possibility of translation would need to be investigated.
 - ii. It was proposed that 2022 would be a possible year to aim to implement this additional WAVD sponsored continuing education.
3. Dr. Kwochka asked AC members to take the lead and get ideas on paper about a roadshow style continuing education program versus a meeting with one to two lecture streams in a set location that happens just once.
 - a. Drs. Budgin, Paterson, Paradis and Halliwell volunteered to undertake developing ideas and putting together more information about these two different continuing education concepts that might increase the ability of the WAVD to sponsor continuing education and to provide CE to a broader audience and reach developing areas of veterinary dermatology.

ACTION ITEM:

Gather information about additional CE opportunities for non-WCVD years that WAVD could facilitate organizing and sponsoring. – Budgin, Paterson, Paradis, and Halliwell

C) ECVD request regarding cost for ECVD residents to attend WCVD 9

The concern was raised that when WCVD is outside of Europe, in particular the long distance to Australia, it is associated with an increased expense for residents. ECVD would like WAVD to consider if European residents could be offered a free or greatly reduced registration fee

1. ECVD currently already provides some financial support to residents to attend world congresses in terms of a travel grant, but the costs for WCVD 9 will outweigh that support.
2. Discussion about the feasibility of WAVD financially supporting residents to attend the WCVD focused on the importance of working with industry to try to find financial support for residents. Concern was expressed if WAVD were to just step up at this time to offer financial support it would decrease chances of getting industry sponsorship.
3. It was proposed that ECVD seeks and encourages industry sponsorship to support the financial costs of residents attending WCVD9.
 - a. It was highlighted that for WCVD8 in Bordeaux, Bayer paid for registration for ACVD residents and Royal Canin had a program that provided airfare as part of a sponsored trip to their plant in France.
4. It was acknowledged that the increased financial expense for all residents was a concern but what sort of industry sponsored financial assistance they might receive was likely too soon to tell, as most companies will likely be making those decisions in the fall of 2019.
5. The AC was reminded to share with MOs that residents have paid a reduced registration rate at past world congresses and it was agreed that that would again be the plan for WCVD9.

ACTION ITEMS:

- 1) **The information in regards to the commitment of a reduced registration fees for residents attending WCVD 9 and hopes for ongoing industry support for residents would be shared with ECVD - Paterson**
- 2) **The reduced registration for residents would be shared with all MOs via sharing of minutes summary**

D) ECVD request to share budgeting and predicted surplus of the WCVD – Paterson on behalf of Bensignor

1. As ECVD cannot operate to fund all of its training programs without the income of a congress, the lack of the income of a European congress in the year of a WCVD makes the budgeting for ECVD difficult because the amount distributed is not predictable. Requesting that WCVD budget and financial report be shared with MOs.
2. Discussion occurred regarding challenges in honoring this request as budgets can change and some expenses and income are not finalized until after a congress. It was proposed that a broad outline summarizing estimates of income and expenses and projected surplus could be shared.

ACTION ITEMS:

- 1) Respond to request from ECVD – Kwochka**
- 2) Prepare budget summary after next WCVD EOC – Burrows and Kwochka**

E) WAVD AC review of the President's leadership and AC confidence in Dr. Kwochka

1. The WAVD President asked the AC to please discuss any concerns with his leadership. He then left the room for that discussion to take place and asked the secretary to chair.
2. No concerns were raised. There was unanimous support expressed for Dr. Kwochka's leadership and gratitude for all of efforts and dedication to the WAVD.
3. Dr. Kwochka returned to the room and was informed that he had the unanimous support of the AC members.

F) Venue and date for the 2019 WAVD AC Meeting

1. WAVD secretary had tabulated responses from AC members regarding any plans they had to attend the NAVDF meeting April 2019, and their availability to attend a WAVD meeting if it were to occur in advance of the NAVDF meeting.
2. Not all members are available and for those who cannot attend arrangements will be made to have them to participate via Skype or similar modality.
3. The plan will be to meet for a day and a half before the NAVDF. This will be the Monday and the Tuesday before the NAVDF, April 8th and 9th, 2019. WAVD will cover additional hotel costs for those already attending the NAVDF.

ACTION ITEMS:

- 1) Reach out to work with Ms. Jill Senior who is PCO for NAVDF to find out about whom to contact to arrange a meeting room and needed food and beverages - Outerbridge**
- 2) Arrange for SKYPE or ZOOM to permit those unable to travel to Austin to participate in the meeting - Outerbridge**

Meeting was adjourned at 3:30 pm June 3rd, 2018

Motion to adjourn: Dr. White, Second Dr. Lloyd

Respectfully Submitted
Catherine Outerbridge
Secretary WAVD