



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

**Zoom Meeting**

**Aug 2020**

**In Attendance:**

- Dr. Emmanuel Bensignor**, Representative European College of Veterinary Dermatology (ECVD)  
**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  
**Professor David Lloyd**, Treasurer WAVD, President WCVD5  
**Dr. Alberto Martin**, Representative Sociedad Latino Americana de Dermatología Veterinaria (SLVD)  
**Dr. Rusty Muse**, Secretary WCVD9  
**Dr. Koji Nishifuji**, Representative AiSVD, Representative AiCVD  
**Dr. Catherine Outerbridge**, Secretary WAVD, Representative American College of Veterinary Dermatology (ACVD)  
**Dr. Manon Paradis**, President WCVD7  
**Dr. Susan Paterson**, Representative European Society of Veterinary Dermatology (ESVD)  
**Dr. Wayne Rosenkrantz**, Member-at-Large  
**Dr. Stephen White**, Secretary (de facto President) WCVD8  
**Dr. Brett Wildermuth**, Member-at-Large

The meeting was called to order at 10:10 am EST, August 29, 2020 and was chaired by WAVD President, Dr. Kwochka.

**Preliminary Agenda sent to all WAVD AC members in advance of the meeting**

1. Urgent Matters Arising: Kwochka
2. Secretary's Report: - Approval of Minutes from May 2020 meeting, Review Pending Action Items: Outerbridge  
Attached as Document #1, pending action Items are page 1-2
3. WCVD9 Update: Burrows, Muse
4. Treasurer's Update Related to WCVD9: Lloyd
5. WCVD10 Update: Outerbridge  
(Page 3 in this document)
6. ADVT Revised Application: Kwochka  
Attached as document #2 or pages 4 to 9 in this document
7. International Veterinary Dermatology Day Proposal Update: Defalque, Paterson, Outerbridge

(Page 10 in this document)

8. Any Additional Committee Updates Since the May Meeting: Committee Chairs  
Website. Publicity/Outreach, CCG, Education  
CCG update pages 11-12 in this document - Rosenkrantz
  - a) Education committee would like to discuss publicity of webinar series and requests from at least one vet school to be able to edit them to use specific content within webinar- Halliwell
9. New Business –
  - a) WAVD Executive Secretary Discussion: Entire AC
  - b) David Lloyd's successor as treasurer: Peter Forsythe is proposed, needs approval and would need to be appointed as another Member- at- Large position – Halliwell & Lloyd

### **Agenda Item #1 Urgent Matters Arising: Kwochka**

- There were no urgent matters arising

### **Agenda Item #2: Approve Past Minutes (Attachment#1) & Review Action Items: Outerbridge**

- Past minutes sent out after last AC Zoom meeting in May and all edits that were forwarded to the secretary were made.
- The secretary asked for a motion to approve the minutes.
  - Richard Halliwell proposed the motion to accept the minutes
  - David Lloyd seconded the motion
  - All voted in favor to accept the minutes
  - None were opposed, the Secretary abstained
  - Minutes were approved

**ACTION ITEM** Send to MO representatives and place on website

#### **Action Items**

1. *Determine if there is a way to utilize PowerPoint promotional material from WCVD8 in some way Brett and Promotion Committee*
  - Outline is being used by Dave in Workshop Media. He is utilizing the power point to make a living representation about WAVD. The information is being converted into a video form to highlight the WAVD and will be utilized in the virtual stand for WCVD9. The video will answer "Who we are", "who are the member organizations?", Where previous congresses have been and profile accomplishments and WAVD projects: Advances in Vet Derm , Peter Ihrke Scholarship, CCGs, educational webinar series. There are videos taken in Edinburgh
  - Deadline for the virtual stand content will be October 5 from the technical company that is doing the virtual exhibition. Brett will send link for everyone in advance of WCVD 9 to review the content
  - There will be two monitors one with "Who we are" about the WAVD and the webinars and the other monitor will be promoting WCVD10

- Brett will send links of video for final approval before WCVD9
2. *Catherine and Sue will look at a couple of the fact sheets to see if they can be used as fact sheets on WAVD website, need to be clear what copyright may exist and authorship*
    - Sue updated that these exist with World Veterinary Society (WVS) charitable outreach society run by Luke Gamble.
    - We can get a link once they go up and goes live
  3. *Continue to add content to website with information about past WCVD scholars –White and Burrows*
    - Peter Ihrke Scholarships have no new information as past recipient was not able to complete her entire time at UCDavis due to COVID 19 shutdown
    - WCVD9 scholars...will be profiled in the future on the website scholarship section and social media (action item #4)
    - This will become part of updates from website and scholarship reports going forward
  4. *Continue to profile scholarship recipients on Facebook Brett and Promotion committee*
    - All have been done, will be able to recycle content
    - Propose follow up with Ihrke scholarship recipients to ask a few follow up questions asking how has their practice been impacted
    - This will be ongoing and included in updates from scholarship and promotion committee
  5. *AAVD scholarships for WCVD9*
    - AAVD will be offering 5 scholarships for registration for WCVD9 to AAVD members that are not diplomats or in residency programs
    - Will be application with scholarship awarded on lottery basis if there are more than 5 applications
    - Scholarship will be for full registration
  6. *Acquire copies of Risk Registries for BSAVA and ANZCVS from Drs. Paterson and Burrows to be used to develop WAVD risk registry- Kwochka and Outerbridge*
    - Sue and Mandy have shared copies of the risk registries from their organizations
    - Ken is working on a draft based on this information to share with AC

**Action Item: Ken will have a draft to share at December meeting**
  7. *Monitor and revisit if needed the idea of cooperative support to generate a fund to support the costs associated with online publications*
    - This is no longer an action item as there are national programs addressing open

- access in many regions of Europe
- Will bring up again in future if there is a perceived need

8. *Discuss at future WAVD meeting: Do we need to continue to do this combined meetings and debriefing? Is there a way to streamline this? -AC*

- Part of this will be contingent on the WCVD10 EOC past experience.
- Need a mechanism to transfer information from one congress to another and avoid reinventing the wheel
- Dr. Burrows and Dr. Muse shared that a consistency of a PCO would markedly reduce the reinventing of the wheel phenomenon from one congress to another

**Action Item:** To be discussed as post WCVD9/WCVD10 item in the future

9. *Consider if we need to revisit having a permanent PCO for future world congresses – AC Mandy commented on advantages of having a consistent PCO between congresses Rusty echoed this would be distinct advantage*

- This will be revisited and determined after WCVD10 when WCVD 10 EOC can report on how things functioned with Venue West serving as the PCO for the second time for a World Congress
- Idea for a paid Executive secretary for the WAVD was brought up by Hans Koch

10. *WAVD virtual booth content: Promotion and publicity committee responsible for setting this up – Brett asked to spearhead how to promote WAVD and WCVD10 at the WCVD9 booth - -Ken will help select what to display & highlight for WAVD accomplishments. Get material/links from MOs*

- Brett had already updated on this
- 90% of the material is weblinks from each of the different groups.
- Moving it around to see what is most appealing visually.
- WCVD10 will have content and website ready but not a commercial video for the congress but will likely use the Boston promotional video
- Doing well on deadlines

**Action Item:** Vincent and Catherine will send information from WCVD10 to Brett

11. *Determine schedule and process for reviewing and updating webinars AC / Education committee*

- Remain as action item for the Education Committee
- Process for updating webinars has not yet been determined
- Still have one more webinar to get recorded and online
- Dr. White has reached out to Yvonne Van Zealand to do Avian webinar for Congress and she was planning to do just that webinar

Action Items; SDW will check on avian speaker

Education committee will plan future discussion to determine the process for updating webinars

*12. Brett will send out report about Vimeo statistics regarding webinar viewing*

- This was done after the last meeting
- Will do this again as it is approaching 6 months since this information was last shared
- People viewing the webinars represent a pretty diverse number of countries
- Richard commented to Brett after the report was shared how few Nordic countries, (where English is also spoken) were watching webinars so Brett paid for a Facebook advertisement (about 25 euros) to promote/boost webinars in Denmark, Norway, Finland and Sweden but did not see a bump up in numbers of views
- Brett commented that as he has been focused on the virtual stand and posting less about the webinars there has been a dip which would suggest that there is a relationship between promotion on social media and people watching the webinars
- Biggest peak was when it was brand new, and after that when COVID lockdowns first took place
- Highlight video about the webinars is being produced
- Endorsements from Tim Nuttall, Karen Moriello and a few others to be shared on social media
- Richard suggested compiling positive comments and trying to reach out to veterinary schools to make them aware of the Webinars existence and encourage their use in vet schools
- Sue will ask Royal College to use in clinical year
- Concerns were raised that they cannot replace lectures given by vet school faculty but could supplement clinical year education
- Richard suggested a promotional video for the use of the webinars is needed to provide to veterinary schools
- Brett shared plan to have ability to collect feedback after each video that viewers can complete
- Brett shared some concern about the length of the webinars as most viewers are not finishing them
- Brett shared that most viewed webinars are the some of the first ones as most viewers start at the beginning and work their way down the list

Action Item Brett will send updated report

Need to reach out to get endorsements from vet schools, students, perhaps ADVT that could be used in promotion

*13. Reach out again to WASAVA in the New Year to see if there is any interest in the idea of joining forces for a WAVD dermatology stream-Kwochka*

- Remains an action item for next year

14. Subcommittee will give report of possible ideas as agenda item at the next meeting in regards to WAVD having a virtual CE meeting on World Veterinary Dermatology Day-Vincent, Sue and Catherine

- This update will be given later in the meeting

15. WCVD10 will select remaining EOC members and propose to WAVD for a vote

- This update will be given later in the meeting

16. More complete Latin American College will supply application that provides all evidence: requirements for de facto diplomats, CVs & pub list of de facto diplomats, copies of guidelines for college, by laws, completed residency program guidelines, plans for board exam. Alberto

- Gathering all the necessary documents and requirements
- 95% of the requirement for residency program guidelines are done. Working cases in exotics and farm animals is being determined in the residency program guidelines
- Second group of De Facto diplomats will need to send in credentials in June next year giving them more time to spend time with a diplomat in NA or Europe
- Most things are there just a few things to complete

17. Alberto will let the WAVD secretary know when LACVD plans to resubmit the application addressing previously stated concerns or requested clarifications so it can be placed on the agenda

- Likely to submit next year

18. Update contact list used for promotion and publicity, used for sharing information about webinars: Brett and Jeanne

- Contact list needs to be updated and then could use information sent out regarding the webinars
- Data base could be moved to TEAMS
- List needs to be revamped and organized
- Dr. A. Tiwari in Kashmir is very active in India and interested

19. Investigate costs and what is needed for translation of webinars

- This discussion followed the discussion for action item #12
- David updated that recorded lectures for WCVD9 are being translated into Portuguese and Spanish. Each 45-minute WCVD9 webinar per language is \$475. This is voice over translation
- Sue commented that there is currently a lot of continuing education content online for English language speakers and translating webinars might make them have a broader audience

- Proposed to trial first in one language and David proposed to translate for South America
- Suggestion was to start with selecting the 6 most popular webinars and translate into Portuguese and Spanish and see how much interest there is then it could be expanded and might consider seeking sponsorship
- Alberto shared that has reached out to industry for sponsorship of translation for webinars of WCVD9
- David voiced concerns that principal sponsors are associated with specific WCVD9 themes
- Ken shared that WAVD does not yet have document in place for sponsorship and that Hans is working on what sort of documents or contract in place for those relationships
- Jeanne proposed the GVDEG and other MOs could perhaps support costs of translations
- Wayne brought up whether they could be RACE approved and if that might increase their use.
- Stephen shared that WAVD is already verified as a RACE provider. In order to get the webinars approved each webinar needs to have 5 MC questions
- Susan commented that we don't want to promote webinars at the detriment of registration for WCVD9
- Koji said he would speak to the Japanese Society if they would be interested in translating the webinars. They are translating some of the WCVD9 webinars
- Jeanne commented that the need for promotion of translated webinars will be important to make people aware
- To avoid competing with WCVD9 it was proposed that a place to start is to determine which webinars should be translated and then start process to accomplish translation but not launch them right away. Consider planning to be early next year
- David commented that he felt that there was enough money budgeted for education committee to cover the costs of translation of 6 webinars

**Action Item:** Brett will use statistics to generate list of the top 6 webinars to share with AC so plans to determine if these are the ones to translate can be made

*20. Entire AC was asked to send proposed CCG topic ideas to Catherine and Wayne*

- CCG committee has not received any further suggestions

*21. Review ADVT application and send comments to Dr. Kwochka and Dr. Outerbridge*

- Materials were shared with AC in advance of this meeting and will be discussed later in the meeting

### **Agenda Item #3 WCVD9 Update: Burrows & Muse**

- Mandy Burrows provided an update on WCVD9 now that it has transitioned to an online version

- This transition to online version is being organized by the Webinar Vet and contacts are Anthony Chadwick and Helen Patterson. Rusty, Mandy, David and Craig have been meeting with them
- Scientific program includes most of the original content of the originally planned in person meeting and has about 100 hours composed of
  - Approximately, 40 General and Advanced Continuing Education lectures
  - All Species specific programs are intact
  - Retained all 6 original themes with all the 6 State of the Art speakers, most of the Supporting Review Speakers and 16 Supporting Original Studies
  - So have nearly 100 hours which does not include the resident review day lectures, ISVD & ASVP
  - Working on recording all that content. The Webinar Vet is doing all of that on Zoom.
  - No lectures will be live; there may be some speakers available for question and answer sessions
- Separate Veterinary Pathology program somewhat abridged from original but will have comprehensive and advanced dermatopathology workshops
- Residents review day lectures are going ahead
- Plan is to have company symposia released first day
- Then there will be an opening ceremony and the Schindelka medal awarded and then the rest of the content and the Schindelka lecture will be released
  - Details on how the Schindelka award will take place will be discussed between Mandy, Richard and Ken
- Need for discussion regarding translation.
  - There has been a lot of discussion about translation into Portuguese and Spanish
  - Translation into Japanese will be done by the Japanese society for the general continuing education
  - Ukraine group has expressed interest in having lectures translated into Ukrainian
  - Koji shared that some companies that translate into Chinese are in fact PCOs that will use the webinars for their own benefit and their meetings so need to be sure that there is a contract that states that webinars translated into Chinese are not used
  - Rusty was asked to share estimates to translate the general and advanced CE lectures into Portuguese and Spanish.
    - A number of estimates have been obtained and the most affordable option is to work with Alberto's PCO contact in Mexico
    - Cost for translating the General CE seminars would be US\$24,000 to translate voice over and US\$11,000 to translate the accompanying proceedings. So this would be about US\$35,000
    - The WCVD9 EOC recognizes that this fits with the mission and philosophy of the WAVD but need to know if there is there financial support from the WAVD
    - There may be some possibility for corporate sponsorship support



- Without any sponsorship would need 330 additional registrants to recoup the cost for the basic CE, if they registered at the lowest registration for 100 pounds
    - David commented that the US\$35,000 investment would likely have small risk not to be recouped by increased by at least 300 registrations at the lowest level
    - Alberto commented that there may be some opportunity for some individuals in Latin America get corporate sponsorship
    - Mandy asked Alberto to be involved in promoting
  - Sue asked before determining about assuming more costs if it was possible to know what the breakeven point of registration to cover costs of the virtual congress and fees for webinar vet would need to be. Other calculation is to see at what registration numbers would be similar income as predicted for Sydney
  - Ken and David recommended that translation costs will be paid for by WCVD9
- David provided an update about sponsorship
    - We have lost a few sponsors at the lowest level mainly in Australia and lost one supporting sponsor
    - All the rest of the sponsors were Major or Principal sponsors
    - 2 major sponsors changed levels of sponsorship, one went from major to principal which is Hill's and another dropped from Major to Supporting sponsor which is Boehringer Ingelheim and will still have a stand in the virtual exhibition
    - Have 9 commercial Principal Sponsors plus WAVD for total of 10 principal sponsors which is equal to the most of any congress.
    - All principal sponsors are building stands for the virtual exhibition
    - Sponsorship seems to be similar as it would have been with an in person meeting or may even be a little higher
    - Exhibition may be provide less income as virtual stands are less expensive and there will be fewer exhibitors
    - Principal sponsors are all having Symposia for no additional fee and there will be 27 hours of Symposia content
      - They are being done independently by the companies who will then send the material to Webinar Vet
  - Sue proposed having a rolling number of registrants on website may allow MOs to see how registration is approaching needed goals. Rusty said this could ask the Webinar Vet if this was possible.
    - Ken commented that he was not in favor of putting registration numbers on website but that an update be provided to MOs periodically.
  - Ken proposed that projections could be shared with MOs that surplus sharing could be similar to the originally planned in person meeting
  - Mandy said that it may be premature to know what registration may be like
  - Publicity becomes critical

- Rusty shared that reaching MOs is easier but how do we reach GPs around the world is Rusty's concern.
- Ken asked if Principal sponsors help in publicity. Wayne stated that sponsors realize they can market directly to their veterinary clientele. David stated Principal sponsors are really keen to make this work. Companies are interested in promoting their symposia. Some are sponsoring individuals to attend.
- The Webinar Vet are using their own mailing list to promote WCVD9 but they are promoting other virtual congresses
- Need all MO representatives and publicity ambassadors to work to promote registration
- Tickets will be sold up until the end of December

**ACTION ITEM: David will calculate break even number to use it to try and project what surplus might be**

#### **Agenda Item #4: Treasurer's Update Related to WCVD9: Lloyd**

- WAVD does not seem to need to provide further financial support to WCVD9
- The Webinar Vet is not requiring payment in advance
- Payment of WAVD licensing and management fees by WCVD9 is delayed for obvious reasons and by end of year we will know how much it is and we will have most of it
- If we have 3000 registrants will likely get back the money agreed upon to pay as licensing and management to WAVD from WCVD9.
- If we get 4000 delegates after Webinar Vet is paid 713,000 pounds profit and includes monies lost for contracts
- There may be some ability to claim with convention insurance for Luna Park deposit as there is no way the event could take place in October

#### **Agenda Item #5: WCVD10 Update: Outerbridge**

Catherine shared that the following have been accomplished since May 2020 for WCVD10

- WCVD 10 logo was finalized and shared with all on the WAVD AC
- Bylaws and non-profit organization (NPO) documents for WCVD 10 were drawn up by lawyer and finalized
  - WCVD10 NPO Board is made up of the current WCVD10 EOC (Catherine Outerbridge, Emily Rothstein, Rosario Cerundolo and Vincent Defalque)
- NPO documents for WCVD10 have been filed in the State of Colorado (home state for the lawyer helping with NPO status)
- Still need to put together financial estimates for final 501C3 application
- Tim Nuttall was asked to serve as chair of WCVD10 program committee and agreed to do so if there was a North American co-chair
- Petra Bizikova was asked to serve as North American co-chair and agreed to do so
- Karen Campbell has agreed to serve as co-chair of Publication committee
- Search for second co-chair for Publication committee is currently underway
- Search for co-chairs for Sponsorship and Exhibition is underway and past co-chairs have been consulted for input
- Asked for motion to approve these three individuals to the EOC

- So moved by Stephen, seconded by Ken
- No discussion, all voted in favor
- Vincent Defalque (Publicity) has met with Anne Keller, our most recent Venue West contact to discuss/plan WCVD10 website
- Website has been designed, welcome address written and will go live at the virtual exhibition for WCVD 9
- No further updates have been received regarding possible sale of the Hynes Convention Center
- David asked for a promotional slide for WCVD10
- Jeanne asked if there was an updated slide to promote the virtual congress

**ACTION ITEM: Make a Power WatermarkPoint slide for promoting WCVD10 Catherine and Vincent**

**ACTION ITEM: Send out an updated promotional slide for the virtual congress**

### **Agenda Item #6: ADVT Revised Application**

- The revised application from the ADVT and requested information was shared with the WAVD AC in advance of the meeting
- Ken commented that all comments he has received from the AC after our last meeting have been favorable
- There had been 3 questions that the ADVT were asked and they have answered nicely
  - 1) Tell us about your objectives outside North America
    - Plan to expand and currently have members in UK and Sweden
  - 2) Tell us about your organization's impact on development of knowledge among veterinary technicians
    - Shared publications, contributions to textbook and list of members activities
  - 3) How do they plan to develop in short term, medium and long term with their affiliation with WAVD
    - Provided well thought out answer
- Had been very positive feedback when their application was originally distributed and they answered the three questions
- Ken asked for motion to accept ADVT as an Affiliate organization in the WAVD
  - So moved by Stephen, second from Jeanne
  - No discussion
  - Vote was All in favor, none opposed. No one abstained
- The motion carries and the ADVT are an Affiliate organization of the WAVD
- Catherine shared that she had updated their representatives about the WAVD educational webinars

**ACTION ITEM: Ken will update the ADVT**

### **Agenda Item #7: International Veterinary Dermatology Day Proposal Update: Defalque, Paterson, Outerbridge**

- Sue, Vincent and Catherine met via Zoom and discussed various ideas

- Reviewed best date in relation to other known meetings, holidays etc and decided that staying with the birthdate of Dr. Schindelka in February seemed the most meaningful
  - In 2021 this is a Wednesday
- Plan is to have 3 hours of prerecorded content that would play 4 times during a 24 hour time period to correspond to major time zones
- Proposed topics included
  1. A history of Veterinary Dermatology and Richard Halliwell was proposed to be the speaker and Richard has been asked to do this but timeline for Feb 2021 would be tight
  2. A review of the Critically Appraised topics in Food allergy
    - Vincent to reach out to Ralf Mueller but again deadline was too tight
  3. TBD
- Discussed plan to translate into seven languages: French, German, Spanish, Portuguese, Russian, Japanese, Mandarin
  - Consider if we could arrange translation through WAVD member organizations
  - Sue reached out to Webinar Vet to get an estimate 3000 to 10,000 pounds for 4 webinars with or without translation, would be slightly less if we did three
- Discussed desire to make it cost neutral which would require seeking corporate sponsorship
- Hans has been asked to work on a WAVD sponsorship agreement documents
- Concerns about timeline for Feb 2021
  - Will this compete with WCVD9 which goes into April 2021
  - Is it too ambitious to get them all translated by Feb 2021
  - Do not have corporate sponsorship documents in place
  - Do not yet know if WAVD would be able to afford this until have better idea of WCVD9 final finances
  - Market is saturated with online content currently
- Decision that it is better to plan this for February 2022
- Want to avoid key industry partners of other MOs
- Jeanne expressed concerns about the topic of food allergy
- Next Steps: Richard if he agrees will work on the history, other topics, Sponsorship agreement in place.
- Target date will be Feb 3, 2022

#### ACTION ITEMS

#### **Agenda Item #8 Committee Updates**

##### **A) Website**

- Stephen let us know that the Platform SiteGround where our website is are now in charge of our domain as of the past week

##### **B) Publicity Outreach**

- All updates were provided under action items

**C) CCG Subcommittee Report** Co- Chairs: Wayne Rosenkrantz and Catherine Outerbridge

- Printed version of CCGs for Malassezia and Demodicosis had to be reprinted due to concerns about quality. Has taken awhile as they are printed in Singapore and the printing facility was closed due to COVID19
  - Some AC members have received theirs and commented that quality looks fine
- Current CCGs are not being presented at WCVD9 and they will be delayed until NAVDF meeting New Orleans April 2021 and ECVD meeting in Sept 2021 Portugal.
- NAVDF was pretty easy to schedule with and will be Saturday during concurrent session.
  - If it becomes virtual do we consider NAVDF 2022
- The EVCD was not as smooth, no room to put into the main program. Therefore, they will be part of the day before during the Pre-congress Wednesday between 10 and noon.
  - Waiting to hear back regarding charges by ECVD meant to get back to us In October
  - Sue will try to get better times on the pre-congress day
- Both CCGs are running slightly behind and chairs of each topic are having trouble with their committees getting in their material, but recent communications state they can still meet the proposed deadlines.
- The tentative date for having drafts completed is, January 2021
- Chiara Noli has agreed to chair CCG on Leishmaniosis
- Sarcoids is proposed as the other topic and not feather picking. Possible chairs proposed was Derek Knottenbelt or Kirstin Bergval or Alain Theon
- Need to have a chair can keep the committee moving forward. When asking someone to chair the CCG co-chairs often provide suggested committee members
- Propose that these CCGs will be presented at WCVD10 in Boston

**D) Education Committee**

- Need to make decision about request to have access to webinar files in order to edit them for length to be able to use segments for teaching
- Concerns were raised about giving file due to copyright
- Decision was we cannot make individual files available for editing

**ACTION ITEM: Catherine will contact individual and inform them of the AC's decision**

**Agenda Item #9: New Business**

**a) WAVD Executive Secretary Discussion: Entire AC**

- As WAVD's responsibilities grow time has come to consider this
- Ken requested that those MO representatives whose organizations have Executive secretaries to please share a list of job responsibilities or job descriptions
- Richard shared that he also agrees it is essential
- There are companies that provide these services vs one individual
- Need to come up with a budget, is it part time job, certain number of hours/month

**ACTION ITEM: AC members please share information or comments about thoughts or job descriptions with Ken and Catherine**

**Officers will work on this and get back to AC**

**b) David Lloyd's successor as treasurer: Peter Forsythe is proposed, needs approval and would need to be appointed as another Member- at- Large position – Halliwell & Lloyd**

- Richard and Ken have both spoken with Peter who is a certified dermatologist trained in Edinburgh, he practices with Hilary Jackson at Glasgow Veterinary School.
- Very competent and easy to get along with. Has also had discussions with David. Reliable, with past relevant experience.
- Location in UK is advantageous as WAVD is registered in Scotland
- Consideration is for putting his name up for nomination for Member at Large and be able to work with David next year
- Ken asked for motion to have Peter nominated for Member at Large on the WAVD AC
- So moved David, Wayne Second
- No discussion
- All voted in favor, no one was opposed or abstained
- The vote carried and Peter is a new Member at Large

**ACTION ITEM: Ken will let Peter know of the nomination vote and welcome him to the AC**

**c) OTHER NEW BUSINESS**

- Ken has asked Richard to chair the Nominating Committee
- At the December meeting will need to approve to new officers. Ken and David's terms expire at end of year
- Catherine's term expires end of 2021
  
- Richard shared that Domenico Santoro is involved with the Veterinary and Comparative Immunology Society who reached out wondering if WAVD would be sponsor for their new organization
- They are not just veterinary dermatology and they are not affiliate member
- Discussion was that there should not be a one time sponsorship and that they should be invited to consider applying for affiliate membership

**ACTION ITEM: Richard will reply with AC decision**

- Final meeting for the year in December
- Plan would be for quarterly meetings until we can meet in person again

**Meeting was adjourned at 1: 04pm EST**