



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

**Zoom Meeting**

**December 5, 2020**

**In Attendance:**

**Dr. Suzanne Ahman**, Incoming 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. Peter Forsythe**, Member-at-Large  
**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 (SLDV)  
**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. Emily Rothstein**, Secretary WCVD 10  
**Dr. Stephen White**, Secretary (de facto President) WCVD8  
**Dr. Brett Wildermuth**, Member-at-Large

**Regrets:**

**Dr. Emmanuel Bensignor**, Representative European College of Veterinary Dermatology (ECVD)  
**Dr. Wayne Rosenkrantz**, Member-at-Large

**Preliminary Agenda sent to all WAVD AC members in advance of the meeting and minutes for last WAVD AC via Zoom Aug**

The meeting was called to order at 10:08 am EST, Dec 5, 2020 and was chaired by WAVD President, Dr. Kwochka.

**1. Urgent Matters Arising: Kwochka**

- There were no urgent matters
- Everyone was reminded that they had signed a Code of Conduct and Conflict of Interest documents. All deliberations within the meeting are considered confidential

and will be shared by MO representatives with their organizations via the approved minutes and summaries.

- If there is something urgent to be shared with MOs, the MO representatives will be asked to do so during the meeting

## 2. Welcome to new members of AC

- The following individuals were welcomed to the WAVD AC
  - Susanne Ahman: Incoming ECVD representative
  - Peter Forsythe: Member-at-Large
  - Emily Rothstein: Secretary WCVD 10
- Largest membership the WAVD AC has ever had which reflects the varied different activities the organization is now involved in, particularly in the past several years
- Current terms for AC members were reviewed
  - **Dr. Susan Paterson**, Representative of ESVD: 2024
    - Re-elected 2<sup>nd</sup> term
  - **Dr. Suzane Ahman**, Representative of ECVD: 2024
    - Just appointed to first term
  - **Mandy Burrows**, Representative DCANZCVS: 2021, President WCVD 9: 2028
  - **Ken Kwochka**, Member at Large: 2021, President: 2020
  - **Catherine Outerbridge**, Representative ACVD: 2021, Secretary WAVD, President WCVD10: 2028
    - Can serve second term as ACVD representative if appointed by ACVD
  - **Richard Halliwell**, President WCVD1: 2024, (as long as still active in veterinary dermatology)
  - **Hans Koch**, President WCVD3: 2024, (as long as still active in veterinary dermatology)
  - **David Lloyd**, Treasurer WAVD, President WCVD5: 2024, (as long as still active in veterinary dermatology)
  - **Manon Paradis**, President WCVD7: 2024, (as long as still active in veterinary dermatology)
  - **Dr. Vincent Defalque**, Representative of CAVD: 2021
  - **Koji Nishifuji**, Representative AiSVD: 2021, Representative AiCVD: 2022
  - **Stephen White**, Secretary (de facto President) WCVD8:2024 (as long as still active in veterinary dermatology)
  - **Brett Wildermuth**, Member-at-Large: 2020
    - Term expires at end of this meeting but later in meeting proposal to elect Brett to a second term
  - **Jeanne Budgin**, Representative of AAVD: 2021
    - Can serve second term as AAVD representative if appointed by AAVD
  - **Wayne Rosenkrantz**, Member at Large:2021
  - **Dr. Rusty Muse**, Secretary WCVD9:2021
  - **Dr. Peter Forsythe**, Member-at-Large, 2024
  - **Dr. Emily Rothstein**, Secretary WCVD10:2024
  - **Alberto Martin**, Representative of SLVD:2023

**ACTION ITEM -1) need to add Alberto to the website: Stephen**

- Discussion occurred verifying dates. WAVD president confirmed that with most recent constitutional change WCVD past presidents now only serve one 4 year term after the congress they were president for starting with Catherine, Mandy will serve 2 terms under past constitution

**3. Secretary's Report: - Approval of Minutes from August 2020 meeting , Review Pending  
Action Items: Outerbridge**

- Past minutes sent out after last AC Zoom meeting in May and all edits that were forwarded to the WAVD Secretary were made
- There were no questions or discussion
- The secretary asked for a motion to approve the minutes.
  - Richard proposed the motion to accept the minutes
  - Stephen seconded the motion
  - All voted in favor to accept the minutes
  - None were opposed, the Secretary abstained
  - Minutes were approved and can be distributed and placed on website

**ACTION ITEMS from August Meeting**

1. Send final minutes to MO representatives and place on website
  - Minutes were sent to MO representatives but there are no past minutes on the website or place for them

**ACTION ITEMS: 2) Past final minutes after approval need to have a place on the web site to be uploaded: Stephen & Catherine**

**3) Catherine will provide Stephen with past minutes to be uploaded to website**

2. Ken will have a draft to share at December meeting of Risk Management
  - This has been completed and is an item for discussion later in the meeting
3. Having a consistent PCO to be discussed as post WCVD9/WCVD10 item in the future
  - This will be inactivated and tabled until after WCVD10 in 2024 and how successful Venue West is as the PCO for WCVD10
4. Vincent and Catherine will send information from WCVD10 to Brett for the virtual exhibition for WCVD9
  - This has been done
5. SDW will check on avian speaker for education webinars
  - The WCVD9 webinar on avian dermatology will at the conclusion of the congress be edited to reflect branding/logo for the WAVD Foundation Course in Dermatology Webinars
    - Proposed that the speaker be remunerated also as a WAVD webinar speaker
6. Education committee will plan future discussion to determine the process for updating webinars

- **4) Ongoing ACTION ITEM**
- 7. Brett will send updated report of webinar viewing
  - Will share in his publicity/outreach committee report
- 8. Need to reach out to get endorsements from vet schools, students, perhaps ADVT that could be used in promotion
  - Already have good feedback from several dermatologists: Nuttall, Moriello and Ross Bond
  - Need to get from some veterinary students to provide endorsements as well
  - Decision was to not promote webinar series until after WCVD9 has concluded
  - Sue asked if there has been communication with WSAVA about the webinars and Ken reported the discussions have not gone anywhere and will revisit in 2021 along with the proposal for WAVD to have a dermatology track at their meeting
    - Jeanne offered to facilitate and help and contact Jane Armstrong who is head of the CE committee

**ACTION ITEM: 5) Ken asked for Jeanne to email and share what GVDEG has been planning with WSAVA**

- 9. Sue will inquire of RCVS if the webinars can be used for extramural studies for UK Vet Students
  - They cannot be used for extramural studies as they are not case based
- 10. Brett will use statistics to generate list of the top 6 webinars to share with AC so which webinars to consider for translation can be planned
  - Will share in his report
- 11. David will calculate break even number to use it to try and project what surplus might be, 2250 was past proposed breakeven point
- 12. Make a Power Point slide for promoting WCVD10: Catherine and Vincent
  - Waiting for final confirmation of dates dependent on the Hynes remaining the venue
- 13. Send out an updated promotional slide for the virtual congress
  - This has been sent out
- 14. Ken will update the ADVT about affiliate organization membership
  - This was done after past meeting
- 15. Catherine will contact individual and inform them of the AC's decision that webinar files cannot be provided for editing
  - This was done after past meeting
- 16. AC members shared information or comments about thoughts or job descriptions for an Executive Secretary and officers have worked on this and will present to the AC
  - This was done and is item for discussion later in the meeting
- 17. Ken will let Peter know of the nomination vote and welcome him to the AC
  - This was done after past meeting

18. Richard will reply with AC decision to Domenico Santoro that the Veterinary and Comparative Immunology Society can apply for affiliate organization status to apply for financial support

- This was done after past meeting

**ACTION ITEM: 6) Ken would like to publically thank Emmanuel for his representation on the WAVD AC and will send him an email**

#### **4. WCVD9 Update: Burrows and Muse**

*Written reports were shared with AC members in advance as one separate PDF*

- Ken wanted to thank the entire WCVD 9 EOC and in particular the three officers (Mandy, Rusty and Craig), David for his role in sponsorship, Brett's job to get the WAVD booth for the virtual exhibition, Hans help with China
- Mandy wanted to thank Peter Hill as Program Chair, Phil Roudebush and Karen Campbell as Publication Chairs, Beth McDonald as Local Organising Committee Chair; Leena for Publicity Chair; Koji as the Asia representative and the WAVD representatives Richard and Stephen for all of their efforts

##### **A) WCVD9 Overview Report by Mandy**

- Mandy wanted the WAVD AC to recognize this has been a team effort to transition this to a virtual meeting
- Ticket sales end Dec 31<sup>st</sup>, 2021 but registration numbers are already approximately 3000 and grateful to Hans for promoting WCVD9 and increasing registrants from China
- Over 35 to 40 countries represented in registrants
- Publicity efforts are focusing on MOs to contact membership
- Translated the General CE into 4 languages: Spanish, Portuguese, Mandarin and Japanese and now trying to promote the translated program in various geographical regions
- Opening Ceremony & Schindelka lecture worked out well and allowed all the EOC to welcome the global community to the Congress.
- Separate contract with ESAVS to undertake registration, distribution and marketing of the General Practice CE lectures in China
  - The Mandarin translated CE lectures and cytology wet labs are being hosted on a ESAVS sponsored WCVD9 website
  - WCVD9 maintains ownership of the webinars and they will not be available to ESAVS after the congress has concluded
- In addition to the 2 CE programs and Scientific stream there are 6 hrs of Resident Day lectures, 26 hours of species specific lectures
- Pathology representation is successful with 5 hrs of lecture in conjunction with the Advanced and Basic Dermatopathology Workshops and cytology workshops. Acknowledgement and thanks to the ISVD who had provided strong support for the organization, promotion and delivery of the program
- Virtual poster room has had a recent redesign to be better organized and more visually appealing
- Started weekly live 30 minute Q & A sessions with some speakers on Mondays with an EOC member moderating
  - Recorded on Zoom and released on Facebook Live

- Social events have included : Wed cocktail and catch up and Fridays are reunions of various organizations
  - Attendance is not great but publicity has been patchy
  - The Webinar Vet have done an excellent job of designing, supporting and delivering lecture and workshop content as well as sponsorship and exhibition liaison and are a very organized team but they are not able to function in a PCO capacity, so some aspects of marketing and promotion have not been as consistent as they would have been with a committed PCO
  - Will continue some live events first few months of 2021
- Richard asked to confirm 190 complimentary registrations were given to sponsors, speakers, committee members
- Ken asked if registration numbers and number of visits to their booths were being shared with sponsors. David shared that Sponsors have access to a dashboard that provides report of number of visits and what registrants are visiting in their stands

#### **B) WCVD9 Sponsorship report by David**

- David commented that Sponsors have been generally very supportive and understanding of the challenges
- 9 Principal sponsors all had company symposia: Virbac, Ceva, Zoetis, Royal Canin, Purina, Elanco, MSD, Dechra and Hills (Hills upgraded from Major to Principal to receive opportunity to have a company symposia)
- Boehringer Ingelheim downgraded from Major to Supporting Sponsor not thinking they would get enough exposure
- Most sponsors spent their credits on registrations
- Most lost exhibitors were Australian local companies or companies that were going to provide equipment for wet labs
- Exhibition attendance 9074 visits to the commercial exhibitions as of the end of November
  - Virbac has the most visits
  - WAVD stand has had 718 visits
- Visits to the Symposia are currently 1517
- Tried to promote Symposia with a contest and a prize is awarded
  - First prize has been awarded and the recipient was very excited and is going to make a short video
- Income from sponsorship has reached 104% of the original target figure
- Number of registration tickets that have been purchased by sponsors are 709; 141 of these were complimentary and 568 purchased tickets
  - General regions of ticket distribution purchased by sponsors is recorded by where company makes their payments and was 271 in Europe (leader is Virbac), 86 in Southeast Asia, 57 in India and Sri Lanka, 37 in China, 37 in Latin America, 32 in North America, 24 in Japan and 23 in Australasia Pacific and 1 in Africa
- Basic CE translated into Mandarin may create reason for sponsors to purchase tickets for registrants in China
- Trying to share with sponsors that there will be more views even after tickets sales have ended

- Sponsors with posters have been given permission to use their posters elsewhere after the Congress
- Hans wanted to thank David and Mandy for all of their support to bring WCVD9 content to China
- Hans also shared that he felt that there was perceived real educational value for the WCVD9 content in China

### **C) WCVD9 Treasurer's Report presented by Mandy**

- Mandy wanted to emphasize that the WCVD9 treasurer Craig Harrison felt that this was only an interim report as registration has not closed and there are still expenses to be paid
- Currently projected to repay the management and licensing fees to WAVD and a small surplus of 76388 AUD, 56,416 USD, 42,393 pounds
- Financial records are very complicated because ICMS had to refund/reimburse original registrations and some previous financial contracts
- Richard asked about the final decision about contract insurance. WCVD 9 EOC has had legal communication with ICMS (PCO). The original expenditure was authorized by WCVD9 to purchase an AON insurance policy for the Congress in January. Subsequently with the transition of the Congress to a virtual program and requests were made to ICMS for a copy of the policy but were denied on the basis that the policy would not cover the pandemic. After multiple delays Mandy reached out to the insurance broker AON directly to find out that the AON policy invoice had never been paid by ICMS and the insurance was cancelled by AON. ICMS refuse to discuss the matter and we are now dealing with a number of different issues trying to get refund returned to WCVD9 and have consulted with a lawyer.
  - Difficult transition with the previous PCO; good support from their sponsorship team but the communications with the rest has dissolved. Needed to continue PCO relationship as they had all the original sponsorship information, original registrations and financial records.
- Ken said that MO representatives should let MOs know if asked that there are not final figures for WCVD9 as registration has not closed. If they do want to report anything back they can share that the breakeven number has been attained but the final number for, the surplus is not yet known and it typically will take 6 months to 12 months once registration has ended to determine this as accounts need to be settled and all expenses paid.
- The licensing and management fees with WAVD were structured to ensure surplus comparable to WCVD8
- WCVD9 treasurer is anticipating transferring some of the licensing and/or management fee to WAVD in the next couple of months

### **D) WCVD 9 Publicity and Publication reports presented by Mandy**

- Mandy wanted to thank the chairs of both committees
- Publications have all been electronic including the special edition of *Veterinary Dermatology*
- Publication Committee requested from the WAVD AC to know when the CE proceedings should be posted on the WAVD website after the WCVD9 concludes
  - 6 months after WCVD9 would be after the 2021 ESVD
  - Posting CE notes on the WAVD website is in keeping with what has happened after past Congresses

- Discussion about making the video recordings available and how it could impact Boston
  - Richard shared that scientific State of the Art and Supporting Review recordings should be available
  - Catherine shared that it should be released individually or by theme and not all at once as it would set the precedent that you can expect you would have access to the entire recorded material a year after the congress
  - Releasing only a certain number of recordings at a time could create publicity opportunities about WAVD and if done strategically promote future congress.
  - Should it be income generating was discussed and how you could charge something for viewing on our website was an unknown.
  - Charging could conflict with goal of globally promoting educational resources in veterinary dermatology
  - Sue suggested that you could make it free to members of our member organizations
  - David brought up copyright issues should be looked into
  - Ken suggested that WCVD 10 should remember to look at copyright for use of any recordings in advance and include in speaker contracts
  - Ken asked Emily to ask WCVD10 EOC for input about how they felt this could impact WCVD10 and asked Mandy to speak with Peter Hill about any copyright issues

#### **ACTION ITEMS:**

- 7) WCVD10 EOC should discuss and consider what concerns if any they have about how releasing lecture recordings from WVCVD9 could impact attendance of WCVD 10: Emily**
- 8) Ask Peter Hill to review any copyright statements in speakers' contracts and if there is anything stipulating how the recordings are used after WCVD9 : Mandy**

- Sue asked about how we can increase participation from India. David commented he feels that participation from India is much higher than it has been before
- Richard wanted to thank Sue for promoting the WCVD9 with ECVD and ESVD
- Ken asked what was happening in Latin America as basic CE has been translated into Portuguese and Spanish
  - David said that sponsors will be informed they can buy more tickets with the continuing 10% discount
  - Rusty shared that there is a promotional video in Spanish to be distributed in Mexico and Alberto has been involved in reach out in the area
  - David shared that most of the sponsored registration in Latin America were full registration for registrants in Brazil
  - Brett paid for FB ads in Argentina, Chile and Peru
- Sue commented that WCVD9 EOC were not only brave and strategic in cancelling the meeting but absolutely made the correct decision
- Ken also reminded all MO representatives to share with their MOs that their organizations will not only be getting a surplus from WCVD 9 but they avoided the risk and loss by not having their national meetings in 2020
- **Save the date for March 6<sup>th</sup> for the next WAVD AC meeting**

*A ten-minute break was taken after acknowledging that the entire agenda would not be discussed*



## 5. Treasurer's Update Related to WCVD9: Lloyd

- Nothing additional to add except that there were a few not previously budgeted for expenses
- Payments to WAVD from WCVD 9 are expected to be forthcoming

Translation concerns from Japanese Society: Koji

- Koji shared concerns from the Japanese Society about translation expenses for translating all of the WAVD webinars.
- The Japanese Society received corporate sponsorship to support the translation of the Basic CE from WCVD9 and this has been done
- They received an estimate that it would cost 20,000 USD for translating all of the WAVD educational webinars
- The Japanese society would like to have the same financial support that is made to translate into other languages
- If they assume all of the costs they would like to have them available only to Japanese society members

## 6. Committee Updates since the August Meeting: Committee Chairs ( Agenda Item #9a moved up)

### a) Publicity/Outreach : Wildermuth

- Brett shared that the top 6 webinars determined by most views, most time spent viewing and highest completion of the seminar (finished ratings) were:
  - Fleas and Flea Allergy (Halliwell), Canine Alopecia (Paradis), Staphylococcal pyoderma Part I (Lloyd) and Part 2 (Loeffler), Canine Otitis Externa Part 2 (Rosychuk), Demodicosis (Mueller)
- Top 10 viewing countries has not changed: USA, UK, Brazil, India, Canada, Thailand, Russia, Germany, France, Mexico
- Brett shared questions to consider placing at the end of seminars
  - Is the current length too short, ideal or too long?
  - Do you watch the webinar in one sitting or in more than one sitting
  - How much more likely would you be to watch the webinars if translated into your native language? A little bit more likely, no change, much more likelyFeedback for Brett:
- Ken asked for feedback for Brett
  - Sue shared concern that last question may not capture how many would prefer in their own language if they logged in to watch in English
- Via social media tried to promote the webinars in Nordic countries it gave a small increase in people from Norway, Finland, Sweden and Denmark watching webinars
  - If you target all at the same time it will preferentially favor the area that starts getting more engagement over the others
  - Sue and Suzanne spoke about reaching out to Corporations or First Vet in Scandinavian countries
- Generally some FB promotion drives viewership but there has not been any promotion since WCVD9 has been open for registration

- WCVD9 WAVD booth video “who we are” video should go on the WAVD website most agreed
  - It could also be placed on the FB page
- Brett was approached by a for profit CE company in Poland who wanted to have their meeting promoted on WAVD website so he asked if WAVD wants to trade services with companies that are for profit vs MO CE meetings that are not for profit
  - Ken suggested we not do this until we hear from all MOs to know what they thought
  - Part of larger discussion in the future of our relationships with sponsors who are of course for profit organizations
- Translations of webinar discussion
  - Koji felt that most common small animal diseases should be translated only. This would decrease cost of translation but also increase impact
  - Richard felt Part one of Otitis Externa should also be included

**ACTION ITEM 9) Richard and Sue and Education Committee will determine what languages they will be translated into and some idea of costs**

#### **7. WCVD10 Update: Outerbridge:**

The following report was submitted and presented to the WAVD AC as the WCVD10 Update

- The following have been accomplished since Aug 2020 for WCVD10
  - Website has been completed, EOC pictures are updated and website is live on line and also available with short Boston promotional video at the WCVD9 virtual WAVD booth
  - The EOC currently consists of Catherine Outerbridge (President), Emily Rothstein (Secretary), Rosario Cerundulo (Treasurer), Vincent Defalque (Publicity), Karen Campbell (Publication), Tim Nuttall (Program), Petra Bizikova (Program)
  - Manon Paradis will be the WAVD representative on the EOC
  - WCVD 10 EOC requires a vote by WAVD AC on the following recommendations for positions to fill on the EOC
    - Christine Cain as the other co-chair for the Publication committee
    - Dawn Logas as a co-chair for Sponsorship (North American based)
    - Richard Harvey as a co-chair for Sponsorship (UK & EU based)
    - Tom Lewis as a co-chair for Exhibition (North American based)
    - Alberto Martin as a co-chair for Exhibition (Mexico based)

*As most WCVD10 planning meetings will be virtual there will not be increased costs associated with a larger Sponsorship and Exhibition committee. We wanted to increase the breadth of the Sponsorship and Exhibition committee chairs to maximize contacts with industry. It bears reminding that Venue West receives a larger share of any sponsorship or exhibition contracts they initiate so we need to reach out early to maintain the largest share possible from past industry sponsors.*
  - The WCVD 10 EOC would like to ask the WAVD AC for a vote of approval to form a virtual content committee for WCVD 10. This committee will work with the Program Committee & Publication Committee to assume responsibilities of organizing any virtual content for the WCVD 10 meeting
    - This could include design of meeting app, an accompanying virtual exhibition

- hall, possible prerecording of general CE session and translating into multiple languages to have category of registration for a virtual only program
- Ken shared that WAVD10 EOC can decide to have whatever committees they need but chair appointments will need to be voted on by WAVD AC
  - At this time, Signature Boston takes care of the responsibilities that would make it necessary to have a local committee in place. Involvement of local dermatologists will be needed for promotion but this may fall under publicity.
  - There has still been no decision made about sale of the Hynes and we are waiting to find out in the New Year to what date in the future are existing event licensing agreement (ELA) contracts with the Hynes to be guaranteed, it is currently until the end of 2022. Boston Convention group are aware we need a decision to be able to have exact dates to promote WCVD 10.
  - Ken opened discussion
    - David commented that a lot of the work for exhibition come at the end in the last few months and it can be time consuming and having someone dedicated to that is valuable. In the beginning the focus is on Sponsorship and there is less to do for Exhibition
    - Catherine suggested debrief with WCVD9 will be by committee
    - Ken asked about Tom's experience. Catherine and Emily shared that he had worked on ACVD's finance committee that approaches corporate partners to support the ACVD research fund, and library
    - David had reached out to Richard Harvey and he is keen to be involved and has increased time as he as he retired from practice. He has extensive past experience with BSAVA
    - Richard worries if the Hynes will be maintained if it is perhaps to be sold. Catherine shared that this concern has been brought up to Boston Convention Group and they have provided assurances that this will not be a concern
    - Rusty brought up to verify what supplying a contact meant with VenueWest
    - Richard brought up that perhaps the commission percentage was negotiable however contract with PCO has been signed after review by WAVD officers in 2019
    - Ken asked for motion for approval for Drs. Cain, Logas, Harvey , Lewis and Martin as co-chairs for WCVD10 Committees
      - Motion to approve by Rusty and seconded by David, all voted in favor, WCVD10 president and secretary abstained

#### **8. Sponsorship Agreement: Koch – draft was provided with meeting agenda**

- Hans put together first draft of potential sponsorship agreement
- Discussion is being tabled until next meeting but Ken asked those with contract experience to provide Hans with input and the World Veterinary Dermatology Day committee to work with Hans on next draft
- Some more details need to be included: Services of the association, What services will we provide to sponsors, trademarks, intellectual property protection for both sides, and how information will be used going back and forth

- Ken will provide some comments to Hans but is asking World Veterinary Dermatology Day Committee to work with Hans to make a more detailed second draft for discussion at next meeting

**ACTION ITEM : 10) More detailed second draft from World Veterinary Dermatology Day Committee and Hans**

**9. Committee Updates since the August Meeting: Committee Chairs**

b) CCG Outerbridge

- The two current CCGs **Equine Hypersensitivities** – Rosana Marsella chairperson and **Otology Best Clinical Practices**- Jimmy Noxon chairperson were both scheduled for the NAVDF meeting in New Orleans April 2021 and ECVD meeting in Sept 2021 in Portugal.
  - This was a delay from the original intention of having them at the WCVD 9 as the WCVD 9 EOC and WAVD officers decided not to have CCGs as part of the online teleconference of the WCVD 9
  - NAVDF will now be virtual
    - Do we prerecord, live stream or delay to 2022
    - Need clarifications from the chairs on status of the CCGs
    - IF they are ready to go it would be best to present them at both of the meetings prerecorded or livestreamed rather than delay and then have to update them
    - Sue shared concern about not having the webinar recording on the WAVD website before the European meeting
  - ESVD Sept, 2021 in Portugal
    - Sue shared that the plan is to be face to face
  - David asked CCG chairs to reach out to Veterinary Dermatology editor and let her know that 2 more CCGs are being prepared for publication likely in 2022
  - Need to discuss that it will be open access, papers with a German author are open access

**ACTION ITEMS: 11) Verify status of CCGs with chairs**

**12) Reach out to Veterinary Dermatology editor about timing of CCG publication and ability to have free access**

**10. MO and AO reports: MO Representatives:**

The following reports were combined into one PDF and shared in advance of the meeting for the AC to review. They will not be individually discussed

**Member organizations: AAVD, ACVD, AiCVD, AiSVD, CAVD, ESVD, ECVD**

**Affiliate Organizations: ADVT, ISVD, ICADA**

- Ken asked if there were any comments, concerns or questions about any of the reports
- Ken commented that each organization seemed to provide information about how they used the funds they had received from WAVD

- Ken asked for a motion to approve all MO and AO reports
  - David proposed motion to approve
  - Second provided by Stephen
  - All voted in favor , none against and none abstained
- The remainder of the reports will be reviewed at the next meeting

#### **11. WAVD Executive Secretary Discussion: Halliwell - Notes provided with meeting agenda**

- Descriptive notes as to what is needed was prepared by Richard
- This is likely a .25 FTE position
- Approaching Alexis Borich was proposed she is already likely 0.75 FTE with ACVD
  - One concern is if she will have time conflicts as both organizations may be busy at similar times of the year
- Comment about trade off of a management company that WAVD may find that different people are assigned as Executive secretary over time but if you have one reliable individual if something happens to them that is a concern and risk
  - Need to be sure all documents have been archived
  - Account for that risk on risk registry
- Ken proposed a TEAM site might be helpful in working with documents- another future discussion

#### **ACTION ITEMS: 13) Richard will ask Alexis**

**14) Add how information is archived and institutional history is maintained for WAVD on the risk registry**

**15) Consider discussion about using TEAMS in the future -Agenda Item**

#### **12. WAVD Risk Registry: Kwochka - notes were included in the meeting agenda**

- **Tabled to the next meeting- Agenda Item for next meeting**
- Risks listed came from the officers and some WAVD AC members
- Asking for input on strategies to mitigate risk or additional risks
- Will be a living document that a certain amount of time will be devoted to each meeting and AC members will be asked to consider ways to mitigate the defined risks for WAVD and assigned certain risks to work on mitigation ideas

#### **ACTION ITEM: 16) Discuss at next meeting – Agenda Item for next meeting**

**17) Ken will send out email with risk registry asking for mitigation ideas**

#### **13. New Business –**

##### **a) Photo image library: Paterson**

- **Tabled until next meeting due to insufficient time- Agenda Item for next meeting**

#### **ACTION ITEM: 18) Place on agenda for next meeting**

##### **b) WAVD policy regarding advertising/sharing promotions for lectures for organizations that are for profit, or should it be only for non-profit organizations – Wildermuth**

- This was discussed in the publicity report and decision was **no** we should not promote for profit meetings

#### **14. AC Officers Nomination Committee Report: Halliwell**

- Propose Ken continues for one more year as President, David continues for one more year as Treasurer and Brett is reappointed to another 4 year term
  - Motion for approval from Richard and seconded by Stephen
  - All voted in favor, no one abstained

Meeting was adjourned at 1:04 pm EST

