



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

**Zoom Meeting**

**March 6, 2021**

**In Attendance:**

**Dr. Suzanne Ahman**, 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), President WCVD10  
**Dr. Manon Paradis**, President WCVD7  
**Dr. Susan Paterson**, Representative European Society of Veterinary Dermatology (ESVD)  
**Dr. Emily Rothstein**, Secretary WCVD10  
**Dr. Wayne Rosenkrantz**, Member-at-Large  
**Dr. Stephen White**, Secretary (de facto President) WCVD8  
**Dr. Brett Wildermuth**, Member-at-Large

**Preliminary Agenda sent to all WAVD AC members in advance of the meeting along with draft of minutes for last WAVD AC via Zoom in December 2020**

The meeting was called to order at 10: 07 am EST, March 6, 2021 and was chaired by WAVD President, Dr. Kwochka.

**1. Urgent Matters – 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.

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

## **2. Secretary Report & Past Action Items: Approval of Minutes from December 2020 meeting, Review Pending Action Items: Outerbridge**

Past minutes sent out after last AC Zoom meeting in December 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.
  - Stephen proposed the motion to accept the minutes
  - Emily seconded the motion
    - All voted in favor to accept the minutes
    - None were opposed, the Secretary abstained
    - Minutes were approved and can be distributed to MOs and placed on website

### **ACTION ITEMS FROM DEC 2020 WAVD AC MEETING –**

- **Need to add Alberto to the website: Stephen & Alberto**
  - This has been completed
- **Past final minutes after approval need to have a place on the web site to be uploaded: Stephen & Catherine**
  - Eric is working on creating a place for these on the website

### **ACTION ITEM 1: Confirm this has occurred - Stephen & Catherine**

- **Catherine will provide Stephen with past minutes to be uploaded to website**
  - Catherine has sent all minutes she has and Mandy will provide one that she has from being WAVD secretary
- **Education committee will plan future discussion to determine the process for updating webinars**
  - Not a need in the next 2 years as information is current. Proposed that part of the education report going forward include whether any webinars need updating
  - Sue asked to have this become an annual agenda item for discussion

### **ACTION ITEMS 2 & 3: Evaluation of whether any webinars require updating will become part of the education committee annual report which will also be an annual agenda item for discussion**

- **Ken asked for Jeanne to email and share what GVDEG has been planning with WSAVA**
  - Will discuss in new business
- **Ken would like to publically thank Emmanuel for his representation on the WAVD AC and will send him an email**
  - This was done
- **WVD10 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**
  - Was completed and will be discussed in WCVD10 report
- **Ask Peter Hill to review any copyright statements in speakers' contracts and if there is anything stipulating how the recordings are used after WACVD9 : Mandy**
  - Mandy will follow up and will copy in Sue and Brett as co-chairs of WCVD10 virtual

content committee

**ACTION ITEM 4: determine if there were any copyright statements in speaker's contracts**

- **Education Committee will determine what languages the Webinars will be translated into and some idea of costs : Richard and Sue**
    - Received a quote of 1250 USD/lecture/language
    - Original plan was to do a pilot trial of this and translate perhaps 6 lectures to see if this was worth doing for all of them
    - We already have WCVD9 lectures translated into Spanish, Portuguese, Japanese and Mandarin so thought was to select 6 of these as a trial in Spanish and Portuguese speaking countries to see how utilized
    - Sue raised one concern that if Spanish translations were available after WCVD9 would that influence attendance at WCVD10 and also asked if WCVD10 was planning to have Spanish translation at the meeting
  - **More detailed second draft from World Veterinary Dermatology Day Committee and Hans**
    - Report and update later in meeting
  - **Verify status of CCGs with chairs**
    - Has occurred and update will be in CCG report
  - **Reach out to Veterinary Dermatology editor about timing of CCG publication and ability to have free access**
    - Has not occurred as yet as potential submission date is not known for at least one CCG
  - **Richard will ask Alexis Borich about ES position**
    - Update to be provided later in this meeting
  - **Add how information is archived and institutional history is maintained for WAVD on the risk registry- Kwochka**
    - This was done and will be discussed later in the meeting
  - **Consider discussion about using TEAMS in the future as an agenda item**
    - Tabled and will be influenced by future decisions about an executive secretary
  - **Discuss Risk Registry as an agenda item at next meeting**
    - This has been done and will be discussed later in the meeting
  - **Ken will send out email with risk registry asking for volunteers to lead work streams on mitigation**
    - This has been done and will be discussed later in the meeting
  - **Place discussion about a photo image library as an agenda item for next meeting**
    - Under New Business
- 3. Treasurer's Update: Lloyd**
- Annual treasurer's report and budget will be an agenda item in June
  - WCVD9 has been able to pay the licensing fee of \$385,000 USD and this was converted into pounds (276,154.83) and is now in the UK WAVD bank account
    - It was transferred directly from The WebinarVet in pounds
  - Expected to pay the management fee in the near future
  - WAVD has > 1 million credit in bank accounts

- New Accountants liaised with past accountant in Edinburgh and these accounts /reports were sent out to AC
  - Note: these accounts refer to the 2019-2020 financial year, ending 1<sup>st</sup> July 2020
  - It has licensing fee and management fee as part of a debt on the books
- Treasurer thanked those that replied with comments and asked for further comments by end of week
- These need to be submitted by end of March
- One paragraph explanation will be written by treasurer to accompany these final reports before the go out to member organizations

**ACTION ITEM 5: Write paragraph to accompany final reports before sending out to MOs -David**

- Richard commented that report to the Office of the Scottish Charity Regulator requires WAVD to submit our report end of March but reports are not due to Company's House until June 30<sup>th</sup>
  - The end of year date use to be May 31<sup>st</sup> was moved to June 30<sup>th</sup> to fit with end of year for Australia and WCVD9
  - Two authorities want reports at different times of year

**4. WCVD9 Update and Financials – Burrows, Muse**

- WCVD9 activities are coming to a close but meetings are still occurring every 2 weeks to manage ongoing housekeeping matters
- Focusing on Q& A sessions with speakers
- Prizes for individuals
- Working on a short closing ceremony for April 21, 2021
- Positive financial outcome
- WCVD9 Treasurer provided some figures that were shared by WCVD9 president.
  - There are two accounts one is in Australia and one with TheWebinar Vet (TWV)
  - TWV account represents the ticket sales and the licensing fee to WAVD was paid from this account
  - There are 266 registrations from China yet to have funds transferred over to WCVD9
    - Hans stated those funds will be transferred shortly but management fees are higher than anticipated
  - WAVD management fee is still to be paid
  - Various fees to still be paid including a payment to ISVD
  - Projecting a surplus of 135,000 above the licensing and management fees that will be paid to WAVD
- Final registration numbers were 3170
- 79 countries worldwide
- Residents week is being planned with Q&A with resident education day speakers
- Social events have been planned but participation or interest has been poor
- Over 21,000 visits to the different sponsors' booths; all principal sponsors had over a

thousand visits

- WAVD booth had over 800 visits
- Reminders will be going out about the congress closing date
- Mandy and Rusty were thanked by Ken for all of their work
- WCVD9 accounts will be audited and plan is to submit to WAVD in July 2021
  - Surplus sharing will be calculated in third quarter and funds distributed
  - MOs can be told that surplus sharing will follow the surplus sharing equation that were approved by all MOs
  - Total should be similar surplus to Bordeaux but there will be differences in breakdown as there is additional WAVD MO with the Latin American Society and also the geographic breakdown of attendance will be different than WCVD8
    - MOs were already asked for their membership numbers on Jan1st , 2021
    - Concern was raised about avoid double counting is avoided by giving total figure for AAVD and ACVD and total figure for ESVD and ECVD
    - Will revisit the actual wording of the surplus sharing
    - High number of sponsor ticket purchases which may be able to be followed to what part of the world there were given
  - Any debriefing activity has not been accounted for in the WCVD9 budget
    - Debriefing will be discussed at June meeting
    - Likely to be virtual committee by committee

#### **ACTION ITEMS 6-8: Things needed for calculating surplus sharing**

**Look at original surplus sharing agreement**

**What kind of documents or data are needed to calculate surplus sharing**

**Surplus sharing discussion may be a separate meeting**

#### **5. WCVD10 Update – Outerbridge, Rothstein**

- The following have been accomplished since Dec 2020 for WCVD10
- The first meeting of the entire WCVD 10 EOC was held on Jan. 30, 2021.
- Website has been updated, EOC pictures and both country of origin and/or current country of residency are included. The website is now at <https://www.vetdermboston.com/>
- The EOC is composed of the following individuals: Catherine Outerbridge- President, Emily Rothstein –Secretary, Rosario Cerundulo- Treasurer, Vincent Defalque –Publicity Chair, Tim Nuttall –Program Co-Chair, Petra Bizikova- Program Co-Chair, Karen Campbell- Publication Co-Chair, Christine Cain- Publication Co Chair, Richard Harvey - Sponsorship and Exhibition Co-Chair, Tom Lewis- Sponsorship and Exhibition Co-Chair, Dawn Logas-Sponsorship and Exhibition Co-Chair, Alberto Martin Cordero-Sponsorship and Exhibition Co-Chair, Latin America Representative, Sue Paterson - Virtual Content

Co-Chair, Brett Wildermuth - Virtual Content Co Chair, Manon Paradis- WAVD representative, Koji Nishifuji - Asia representative

- All were approved by vote by the WAVD AC
- Still no update on the Hynes, have back up at larger Boston Convention Center
- Meetings by committee with EOC members for WCVD9 are being planned once WCVD9 has closed
- EOC has been provided with a document of all past WCVD themes and EOC will be meeting to determine WCVD10 themes.
- Discussed possible role of virtual content and also ideas to allow attendees travelling to offset carbon footprint
- Idea of promoting that it is the 10<sup>th</sup> congress and 35 years since first congress ( Sapphire anniversary)
- Preliminary budget for speaker remuneration was presented by WCVD10 treasurer
- Discussion occurred about how release of digital content from WCVD9 could impact WCVD10 and ideas about how to balance providing access to that information to support WAVD mission to increase access to
  - A poll was held by email after the meeting
  - Majority ( 14 No /3 Yes) do not support releasing the information whenever WAVD wishes to do so
  - Majority ( 11 Yes / 6 did not answer) voted that they had concerns that how & when the WCVD9 lectures were made open access could negatively impact attendance at WCVD10
  - A number of comments / suggestions were predisposed about how to release it but most popular option was to after 6 months release certain lectures in small amounts at a time to generate awareness of WAVD and WCVD10
- Discussion about whether releasing WCVD9 lectures could affect other meetings
- Are there copyright issues regarding WCVD9 lectures- still waiting to hear from Peter Hill
- How many/when/which ones need to be decided
- No promotion or release until after the virtual NAVDF (April) and ESVD/ECVD (Sept) to avoid competing with those meetings. Latin American Congress is in November is virtual
  - Alberto said he did not think release of WCVD9 lectures would affect that meeting
- Need to consider our mission as we consider what to release. Should some become part of the foundational education webinar series
- WAVD's decision would be that the Australian Chapter does not have access to the WCVD9 recorded lectures to share with their members
- Luc has requested some information about how a virtual WCVD9 was organized and once that has been compiled it could be shared with all MOs

#### **ACTION ITEMS 9-10**

**Send a poll out what do we want to make available of the WCVD9 content, when do we want to share**

**Information about organizing virtual congress will be sent to ESVD/ECVD later in March & can be available to all MOs**

-A 10-minute break was taken-

## 6. Committee Reports

### a) World Veterinary Dermatology Day: Update and Sponsorship Agreement – Defalque

- Have had 3 meetings (October 2020, Jan 2021, Feb 2021)
- Committee members Vincent Defalque – Chair, Sue Paterson, Catherine Outerbridge, Jeanne Budgin, Hans Koch
- Thursday February 3rd 2022 (Dr. Schindelka's birth date)
- Welcome video and 3 lectures in English and translated into several languages French, German, Spanish, Portuguese, Russian, Japanese, Mandarin
- Everything will be pre-recorded, offered on demand over a 1 week period
- Propose hire David Guest and Workshop Media to manage the project and edit the webinar videos
- Would also work with 706 media to detail the webpage to host the link for the webinars
  - Would have space on web page for people to leave comments
- When event goes off line there would be 3 lectures to add to the webinar library
- Proposed topics : History of Veterinary Dermatology – Richard and both of the current CCGs being prepared
- Discussion of whether or not the CCG presentations recorded at the European meeting could be utilized
  - Concern raised that those CCG presentations at national meetings may not be geared for the WVDD target audience of general practitioners
  - Lectures should highlight WAVD initiatives
- Discussion for voice translation vs subtitles, preference for voice translation
- Hans proposed to ask MOs to present a presentation of what is new or going on in their region. To give each MO 5 minutes to present what is going on now , what meetings are planned, what research is going on
- No CE credits/certificates will be offered
- Estimate this would cost \$16,000, this would include stipend for speakers and translators each will receive \$400. Hope to find dermatology colleagues to do the translation
- Discussion about sponsorship appeal: propose sponsors could sponsor \$1000 to \$5000
  - Could make advertising in certain regions be more targeted knowing the ISP of the computer network the viewer is on
- Hope was to break even and not run as a CE event to make money
- Sponsorship agreement draft needs further review

### **ACTION ITEMS 11-12**

**Wayne and David asked to review the WVDD sponsorship contract as to what sponsors are offered if that seems like it would attract sponsors**

**Vincent will ask Rosanna and Jim about presenting CCGs**

### b) CCG Publication report: Rosenkrantz & Outerbridge

- The two current CCGs **Equine Hypersensitivities** – Rosana Marsella chairperson and **Otology Best Clinical Practices**- Jimmy Noxon chairperson are scheduled for Virtual



- NAVDF meeting New Orleans April 2021 and Live ECVD meeting in Sept 2021 in Portugal
- Equine hypersensitivities is on track for presentations and publication in early 2022
- Otology is further behind
- NAVDF Concurrent session on April 24, Saturday 2021 afternoon 3:00-4:00 pm (otology) and the other after the break, at 4:30-5:30 pm (equine hypersensitivity)- live (Rosenkrantz Moderator)
- Scheduled for presentation at ESVD and ECVD Meeting Porto, Portugal-Pre congress day September 15, Wednesday 4 to 6 pm, both sessions, 45 min each (Moderator – undetermined).
  - Now a virtual meeting so do not yet know times
  - Sue volunteered to moderate
  - If prerecorded can there be a live Q& A?
- Topics for Future Set of CCGs: Leishmaniosis - Chiara Noli to be chairperson - confirmed Equine Sarcoids – Co-chairs- Annette Peterson, Ann Rashmir and Sandra Koch- confirmed
- Have not yet reached out to Wiley
  - Richard commented that if an author on the guidelines is at a university with an agreement with Wiley the CCG pubs can be open access

**c) Publicity/ Outreach: Wildermuth: *verbal report***

- Facebook has been steadily increasing over time and now have 3000 followers (2 yrs ago)
  - Social media promotion of webinars and WCVD9 has attracted followers
  - Promoting NAVDF and ESVD/ECVD meetings
  - Going to push webinars again & ISVD case of the month
- Linked in has tripled but still less than 200 hundred individuals
- Dave at Workshop Media is working on next video to advertise and promote webinars and will have a survey at the end of it to get some input from viewers
- Ask treasurer for a budget of 20 USD or Euros/mo for FB for promotion of webinars
- Virtual stand at WCVD9 and WCVD10 has a stand at NAVDF.
- Propose having a co-stand of WAVD and WCVD10 at the ESVD/ECVD meeting

**ACTION ITEM 13: Confirm possibility of WAVD & WCVD10 presence at ESVD/ECVD meeting in fall**

**e) Website update: White: *verbal report***

- Working on a place for the minutes on the webpage with folders by year of the meeting minutes
- Stephen asked for minutes from Mandy
- Question was asked if there is a review of website if anything , particularly from MOs needs updating
- Suggested that MOs are asked to review at least once a year that update are not needed

**ACTION ITEM 14: Past minutes from when Mandy was secretary send to Stephen to go on the website**



## **7. Remaining AO and MO Reports from 2019-2020 – Kwochka GVDEG, SLVD**

- Reports were sent to WAVD AC before the meeting
- Richard asked if GVDEG with WSAVA is developing a module of 12 lectures which will be posted in the WSAVA academy
  - Concern was this was a duplication of efforts of two of the WAVD
  - There is a link now on WSAVA academy under other resources to the WAVD educational webinar
- Motion to accept both reports from Richard, second Wayne, all voted in favor of accepting reports

## **8. WAVD Executive Secretary Discussion – Halliwell**

- Report was sent to WAVD AC with meeting agenda
- The WAVD has decided to appoint an Executive Secretary (ES) to assist with the running of the Association, and to relieve the heavy workload of the Officers.
- The time requirement was the subject of detailed analyses, and will vary depending on whether we hold face-to-face meetings over a one or two day period, or (as is done at the present) we hold quarterly zoom virtual meetings.
- Estimate the position is a 0.144 FTE
- Have reached out to some other MOs to see how much they spend
- Sue proposed that a comparative quote is obtained from PCO of the ESVD/ECVD meeting that also provides association management service for both European MOs
- Treasurer made comment that virtual meetings save money in comparison to face to face meetings and if we continue with more virtual meetings we can afford Association Management fees

### **ACTION ITEMS 15-17**

**Get quote from the ESVD PCO- Richard**

**Plan an electronic vote of the WAVD AC**

**Negotiate a contract with whichever agency the vote chooses to go with**

## **9. Risk Registry Discussion-Kwochka**

- Not a large discussion today
- Dr. Kwochka shared a table of the defined risks and those
- Since last meeting starting to get work streams together for ideas for mitigation factors
- This is going to be an ongoing process especially in regards to WCVD planning and will involve WAVD AC but also WCVD EOC
- Funding and finances there are some financial risks outside of the WCVDs such as currency fluctuation or fraudulent activity
- Risks associated with WAVD AC Membership waiting to assign work stream leads for this

- Mandy and Sue have agreed to be work stream leads to discuss member organization relationships risks and mitigation factors
- Technology and information: archiving documentation and hardware issues
- Part of this will be a conversation
- Not at point to discuss mitigation, establishing work streams and will wait to hear from them when to schedule discussions in the future

## 10. New Business

### a) Photo image library – Paterson

- If there is a way to utilize the vast resources of individual image resources of colleagues around the world
- Most collections will need to be catalogued
- Would require a system to organize and then monitor so it will need to be curated
- Also led to suggestion we should have a library of images of the people within Veterinary Dermatology
- Ken asked if anyone knew who can oversee this sort of a thing and how we find who does this sort of thing and how much it costs
- Richard proposed it might be something that could be sponsored
- David brought up that RVC images belong to RVC so academic institutions may have to find out details to gain permission

**ACTION ITEM 18: find out if anyone has expertise in setting this up, idea of needs and cost -Brett and Ken**

### b) WSAVA interaction – Budgin (*WSAVA application for affiliate membership was shared with the agenda*)

- WSAVA is an association of associations made up of 114 member and affiliate members representing over 200,000 companion veterinarians
- Would have a page to highlight WAVD activities
- WAVD would qualify for affiliate membership, would need to submit application 60 days before next annual meeting
- 500 USD /yr and an appointed representative needs to attend annual meeting, send an annual report
- Past discussions between Ken and WSAVA had included about a half day of WAVD sponsored lectures
- ACVD is a member and Sheila Torres is the representative, Emily as past ACVD president was not sure ACVD got a lot from their membership
- BSAVA is also a member
  - Sue is BSAVA past president and does not feel BSAVA gets much out of it and in fact there has been timing conflicts between their meetings
- If we join need to put something into it and also get something out of it
- Need to have buy in/ agreement from all MOs

**ACTION ITEMS 19-20: Clarifications requested**

**Clarification if all MOs of WAVD become members of WSAVA and do all individual members of our MOs become members of WSAVA**

**Clarification if someone is affiliate member is that a benefit for wanting to sponsor a session with that affiliate's name at the congress**

**- Proposed next meeting will be Saturday June 5<sup>th</sup>, contact secretary with any conflicts-**

Meeting was adjourned at 13: 07 EST.



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WORLD ASSOCIATION FOR  
VETERINARY DERMATOLOGY