



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

Zoom Meeting

June 5th, 2021

Officially serving as the 2021 Annual WAVD AC meeting

In Attendance:

Dr. Jeanne Budgin, Representative American Academy of Veterinary Dermatology (AAVD)
Dr. Vincent Defalque, Representative Canadian Academy of Veterinary Dermatology (CAVD)
Dr. Peter Forsythe, Member-at-Large
Dr. Richard Halliwell, President WCVD1
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. Stephen White, Secretary (de facto President) WCVD8
Dr. Brett Wildermuth, Member-at-Large
Monica Sayers: Executive Secretary, Venue West

Not in Attendance or regrets sent

Dr. Suzanne Ahman, Representative, European College of Veterinary Dermatology (ECVD)
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. Hans Koch, President WCVD3
Dr. Wayne Rosenkrantz, 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 March 2021**

The meeting was called to order at 10: 05 am EST, June 5th, 2021 and was chaired by WAVD President, Dr. Kwochka.

1. Urgent Matters & Introductory Comments – Kwochka

- There were no urgent matters
- Intro comments from the president included recognition of numerous personal challenges that various AC members are facing
- Welcome extended to Monica Sayers as the new Executive Secretary for the

WAVD from Venue West

- Monica and each AC member introduced themselves
- 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

This meeting will serve as the official annual meeting of the AC as the annual Treasurer's report will be presented at this meeting.

2. Secretary Report & Past Action Items: Approval of Minutes from March 2021 meeting, Review Pending Action Items: Outerbridge

Past minutes sent out after last AC Zoom meeting in March 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 to MOs and placed on website

ACTION ITEMS FROM March 2020 WAVD AC MEETING –

- ACTION ITEM 1: Past final minutes after approval need to have a place on the web site to be uploaded -Stephen, Catherine & Mandy **COMPLETED**
- 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- Sue & Richard going forward **BECOMES AN EDUCATION COMMITTEE REPORT ITEM**
- ACTION ITEM 4: determine if there were any copyright statements in speaker's contracts- Mandy
 - Rusty reported that speakers received letter thanking them and letting them know of the plans to use the recordings and there were no objections **COMPLETED**
- ACTION ITEM 5: Write paragraph to accompany WAVD final reports before sending out to MOs –David **COMPLETED** and verbiage is below

"The WAVD accounts/financial statements for the 2019-2020 which have recently been submitted to the UK regulatory offices show that total funds at 30 June 2020 amounted to £1,143,063. This includes debts represented by the fees owed by WCVD9 and advances made to WCVD9 and WCVD10, so that actual funds held in the WAVD accounts were £834,283. WAVD has determined that it needs to maintain a reserve equivalent to about €1 million to allow for the possible failure of a World Congress and ensure that sufficient funds would be available to pay for the subsequent World Congress. The crisis created for WCVD9 by the Covid-19 pandemic has emphasized the very real possibility that a conference might have to be cancelled or could incur substantial losses. Fortunately, the WCVD9 virtual congress has proved to be a great success and is generating

sufficient funds to enable us to maintain our reserve. However, it is clear that we do need to continue to maintain our planned reserve and review it from time to time to ensure that it is held at an appropriate level."

- ACTION ITEMS 6-8: Things needed for calculating surplus sharing- Ken & Catherine
 - Likely sometime in July these calculations will be made based on # of members of each MO and # of attendees from each region, subtracting # of people who did not pay
 - Need # of attendees from the various geographic regions
 - Need to have agreement between MOs that are within same region : Ex ACVD & AAVD and ECVD & ESVD how they wish to divide registrants within their region
 - A meeting or discussion will need to occur

ACTION ITEM 1: Meeting/discussion to go over surplus sharing calculations and figures likely in July

- ACTION ITEM 9: Send a poll out asking what do we want to make available of the WCVD9 content, when do we want to share –
 - On hold: RH chairing sub-committee to look at this will present report in Education Committee report
- ACTION ITEM 10 : Information about organizing virtual congress will be sent to ESVD/ECVD later in March & can be available to all MOs **COMPLETED sent from WCVD9 EOC**
- ACTION ITEM 11: Wayne and David asked to review the World Veterinary Dermatology Day (WVDD) sponsorship contract as to what sponsors are offered if that seems like it would attract sponsors
 - David shared that he thinks what WVDD produces or the opportunities available for sponsors to have a presence to show that they are supporting veterinary dermatology will influence interest in sponsorship
 - David also shared that he thinks pharmaceutical companies may have less of a budget for sponsorship due to economic uncertainties than pet food companies
 - Wayne shared with Vincent that WVDD might be able to get an ear topical company to sponsor if otology was a topic
- ACTION ITEM 12: Vincent will ask Rosanna and Jim about presenting CCGs
 - Vincent will bring up in his report issues with using CCGS due to time constraints with recordings
- ACTION ITEM 13: Confirm possibility of WAVD & WCVD10 presence at ESVD/ECVD meeting in fall – Publicity/Outreach Committee
 - Vincent heard from Luc and PCO, received a list of prices and waiting to hear if there is any special discount for WAVD
 - Vincent and Brett will follow up.
 - Ken expressed that since ESVD was given significant information about organizing an online conference that they would as an MO be able to provide WAVD with publicity space in the virtual congress
 - Brett expressed hope that the same past stand from WCVD9 could be used again

- Possible that ESVD/ECVD charges a commission on top
- Sue offered to be copied in on the email communications

ACTION ITEM 2 Follow up with ESVD/ECVD PCO and Luc about WAVD stand

- ACTION ITEM 14: Past minutes from when Mandy was secretary send to Stephen to go on the website **COMPLETED**
 - Minutes from 2017 are missing

ACTION ITEM 3 IF anyone has copies of 2017 minutes please forward to Stephen to go onto the website

- 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 choses to go with

COMPLETED

- ACTION ITEM 18: find out if anyone has expertise in setting this up, idea of needs and cost -Brett and Ken-
 - Brett shared that building it into the WAVD website might be possible and that it might be a few thousand to design that and then ongoing charges to upload
 - There are some human atlases of images that might be worth looking at more closely
 - Proposed that a committee is established to determine how the images are catalogued and what information is captured
 - Identify individuals that may be retiring and if they are willing to share images and if they are legally allowed to share images
 - Richard proposed by etiology

ACTION ITEM 4 to find out if anyone has expertise in setting this up, idea of needs and cost remain on agenda for September meeting

ACTION ITEM 5: Brett, Ken Sue and others will work on some ideas for organizing and next steps for this project

- ACTION ITEMS 19-20: Clarifications requested – Jeanne
 - Jeanie sent a summary of the responses she obtained from WASAVA that was attached to the agenda
 - Clarification if all MOs of WAVD become members of WSAVA and do all individual members of our MOs become members of WSAVA
 - ❖ Yes, all MO members would become members of WSAVA
 - ❖ Would suggest MOs already WSAVA members give up their current WSAVA membership
 - Clarification if someone is an affiliate member is that advantage if wanting to sponsor a session with that affiliate's name at the congress
 - ❖ In theory yes but depends on the WSAVA program and if there is space and fits within the program
 - Ken shared his assessment that he is not sure it makes sense for WAVD to become a WSAVA organization member as there is no guarantee that we could organize a Dermatology CE day at a WSAVA meeting
 - There is a link to the WAVD foundation webinars now on their website

- Proposed plan is to not pursue WSAVA membership at this time and revisit topic in a couple of years – no objections were raised to this plan

3. Treasurer's Annual Report: Lloyd

- Treasurer shared annual prepared report regarding financial activities (reported in Euros) for the period, July 1st 2020 to May 25th 2021, and the status of the WAVD bank accounts as of 25th May 2021.
 - All Treasurer Reports were emailed with agenda to WAVD AC members
 - Complete WAVD accounts for 2020-2021 cannot be prepared until after the end of the financial year, but accounts for the financial year 2019-2020 have been submitted to Companies House and the Office of the Scottish Charity Regulator and are tabled
- Decision in April 2020, to reorganize planning and have the 9th World Congress in Sydney online resulted in less expenditures than expected.
- **Income** totaling £424,681 from the license and management fees paid by WCVD9 & a loan made to WCDVD9 totaling £28,023.26 was repaid
- The great success of WCVD9 as a virtual congress has enabled payment to WAVD of both license and management fees and is likely to generate an additional surplus
 - Final figures for this will not be available until after the end of June
- Two expenditures exceeded previous budget: cost of the WAVD stand at the virtual exhibition hall for WCVD9 and accountant costs with new accountants
 - Overall expenditures for 2020 – 2021 were €37,344.28.
- Budgeted expenditures had included contingency of €200,000 for WCVD9 converting to online conference.
- There was no annual in person WAVD AC meeting nor 2021 Peter Ihrke scholarship, nor were contingency funds needed for online WCVD9, and WCVD9 scholarships cost less than expected, consequently actual expenditures were less than budgeted
- **24 WCVD9 scholarships** were funded by WAVD and these costs will be deducted from the surplus transferred to WAVD from WCVD9
 - There were unspent funds as there were no travel costs & registration was less
 - Unspent scholarship funds from ANZCVS (4 scholarships funded) and Dr. Malik (1 scholarship funded) total £6,166,85 and are being held by WAVD pending decision on their use.
- **WAVD Bank Accounts** as of May 25, 2021 are chiefly in US dollars \$802,421 USD = € 657,587 and smaller amounts in Euros € 172,753 and pound sterling £ 459,166 for a total in Euros of €1,366,929. These figures will fluctuate depending on currency values. Goal is to have over a million Euros to cover for an unsuccessful WCVD
- **Provisional budgets** for the year beginning July 1st, 2021 and for the 4-year period, 2021-2024, were also presented
- **Next year's provisional budget** includes costs for a possible physical meeting in Boston and increased funds for CCGs to have an in person meeting, WVDD budget of €2500, €70,000 for WCVD10 as loans and WAVD principal sponsorship, executive secretary €16,500, estimate for AC members insurance €2000 (annual cost) and ongoing past budgeting for WAVD committees, Affiliate organization support and accounting fees, legal fees and bank charges
 - Total budgeted expenditures € 170,050
- Ken brought up if having an in person meeting in 2022 will be important to determine

based on where members of the AC are located geographically if it is most affordable to meet at NAVDF in New Orleans, or Porto (ESVD/ECVD meeting) or have a meeting in Boston

- David mentioned that some members for environmental ethical reasons might elect to attend virtually
- **Four year budget estimated expenses** is estimated for 4 year period before next influx of income from WCVD10 - David has been working with Peter on this
 - The estimated total cost would be €446,500, which includes expenditure for sponsorships, principal sponsorship for WCVD10, and a WAVD booth for WCVD10, but assumes in-person meetings of the AC will only occur about every two years
 - The license and management fees received from WCVD9 totaled £424,681 or €492,441. One third of this (€164,147) will be distributed to MOs leaving a WAVD with approximately €328,294, which is about €118,206 less than the predicted 4-year expenditure so our reserve will go down.

Discussion

- Ken thanked the WCVD9 EOC for all of their work to make WCVD9 a financial success and credited their leadership in making the switch to an online format when they did for resulting in the income received
- David explained that Insurance would be for professional indemnity and cyber liability
- Richard commented that until the surplus sharing occurs, as that money will be deducted from current funds, the actual net worth is not known
- Discussion about investing
 - Catherine asked if some of the funds could be invested.
 - David explained safer to keep it as cash and avoid risk.
 - Sue asked if a portion of it should be invested and that there are companies that specialize in investments for charity.
 - Peter raised concern don't want your money tied up and not have access to it but also don't want to risk it
 - David commented that currency changes have provided some financial gains

ACTION ITEM : Peter was asked by Ken to explore options for charities to invest, Sue offered to provide Peter with some possible contacts

- The Treasurer asked for a motion to approve the minutes.
 - Richard proposed the motion to accept the report
 - Catherine seconded the motion
- All voted in favor to accept the report and provisional budget
- None were opposed, the Treasurer abstained

4. WCVD9 Update and Financials – Burrows, Muse

- Rusty shared that operational and structural aspects of WCVD9 are winding down and that by the end of June, (end of Australian financial year) they will be able to file end of year taxes
- WCVD9 Treasurer prepared report that was shared with the AC with the meeting Agenda
- Rusty thanked Webinar Vet but also David, Richard and Craig Harrison that shouldered a tremendous amount of work to make the transition to a virtual meeting a success
- Income for the Webinar Vet hosted virtual event exceeded expectations at £649,413.57 for a total of 3,238 paying registrants, including 336 registered through the Shanghai server (ESAVS) and 233 registrants for the Pathology Stream

- This is more than double the number of paying registrants at WCVD8 in Bordeaux which were 1529
- Several outstanding issues and some have been finalized such as the ISVD honoraria increases and final payment to ISVD
- Ongoing “disputes” with Australian PCO but have acquiesced to their demands in order to get the release of funds and finalize financial accounts
- Further follow up meetings with legal advisors to pursue disputed costs with ICMS will occur
- All funds have been paid to WAVD and a small amount of money may remain after Australian taxes are paid
- Ken commented if disputed accounts are settled and result in funds returning to WCVD9 there will be amended calculations of the surplus
- Ken thanked Rusty and asked that thankyou's were passed along to Mandy and Craig

5. WCVD10 Update – Outerbridge, Rothstein

The following have been accomplished for WCVD10 since March 2021

- 501c3 filed with IRS- can take 6 months + to be approved
 - Once accepted can open bank accounts as a nonprofit organization (NPO) (avoids bank fees)
 - Can apply to be sales tax exempt with State of Massachusetts
- Directors and Officers Insurance
 - Advised by our lawyer Cara Lawrence
 - Will protect directors/officers of the NPO: These are Catherine , Emily, Rosario and Vincent
 - It can also be extended to the WCVD10 EOC
 - Contacted 6 companies, only 1 will write the policy
 - Will be a 3 year policy with a possibility of adding on a “tail year”, so would not take effect until at least July 2022
 - Waiting for financial details
- WCVD 9 & 10 Debrief Meetings by committee have occurred over Zoom
 - Rusty , Catherine and Emily have met
 - Sponsorship and Exhibition (S&E) : Rosario Cerundulo, Craig Harrison, David Lloyd, Dawn Logas, Tom Lewis , Richard Harvey, Emily and Catherine have met
 - Publication: Karen Campbell, Christine Cain, Emily & Catherine have met, Phil Roudebush provided a written report
 - Publicity: Vincent has met with Leena
 - Program: debrief meeting pending: have received report from Peter Hill shared with Petra, Tim, Emily and Catherine
 - Peter sent a review/report and did state that he thinks themes should not persist as it makes it difficult to select just the best SOS vs selecting what fits in a theme
- Committee chairs are considering who they ask to serve on their committees
- Working on developing themes: EOC was provided with a document of all past WCVD themes and some ideas have been exchanged via email and a meeting of the entire EOC will take place in July to discuss themes and members for various committees
- Hynes vs. BCEC – still no word from the State of Massachusetts where the decision is to be made

- Last communication with Boston Signature early May they still did not know when we could expect to learn if 2024 dates were guaranteed
- Both Hynes and BCEC opened for events Memorial Day weekend
- Emily and Catherine met with Anne from Venue West on Tuesday May 25 to discuss by what date do we need to have absolute dates and final decision on venue
 - For publicity the European meeting is virtual so can use the promotional material from NAVDF 2021 which states July 2024
 - Will need dates for in person meetings: NAVDF in New Orleans and Porto 2022
 - Most corporate sponsors will not yet have budgets that far out and with economic uncertainty definitive dates beyond July 2024 are likely not necessary at this time
 - **Dates are needed to invite speakers and reserve venues for social program**
 - Anne will follow up with Boston Signature and see if now that their convention centers are open if they have any more information
 - ❖ We have signed Event Licensing Agreement and deposit for the Hynes July 9th -13th (Tues- Sat)
 - ❖ We have right of first refusal for same dates at BCEC but are sharing the venue and have meeting room space that is furthest from the attached hotel and do not have the auditorium/largest ballroom for opening ceremonies
 - ❖ We have right of first refusal for July 25th -29th (Thurs-Mon) at BCEC for the rooms closest to the attached hotel and also would have the auditorium/large ballroom on the top floor
 - Themes Discussion
 - Richard shared that if theme is broad enough you should be able to fit in the top SOS papers
 - Rusty shared that trying to fit SOS into themes was a challenge for WCVD9 but having broad themes would make it possible
 - David shared that sponsors are looking for themes to sponsor

A ten-minute break was taken

6. AO Committee Reports

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

- Vincent shared a table with possible scenarios
- The CCGs were presented at NAVDF but Workshop media needs to record by the end of June 2021 to be able to translate and edit to have the videos ready for Feb 2022
- Rosanna and Jim will not be able to meet that deadline and they have yet to Present the CCGs at the ESVD/ECVD before the CCGs can be finalized
- David commented that the first WVDD should be strong and something that the sponsors will be interested in supporting
- Richard felt that the ICADA work on cats would not make a good choice
- Vincent had the AC vote on the possibilities he presented in the table by selecting

to annotate and place their annotation under the choice in the table they supported

- Vote was to continue planning to have the two most recent CCGs and Richard reviewing history of veterinary dermatology as the topics but move date for first WVDD to Feb 2023 that will be recorded June 2022

ACTION ITEMS: Vincent will update Workshop Media of change in planned dates

b) CCG Publication report: Rosenkrantz & Outerbridge

- Otology with Jimmy Noxon as chair have requested funds to have an in person meeting and those funds were approved by David
- Both CCGs were presented at NAVDF
- Equine hypersensitivity group are working on finalizing the manuscript
- Both should be presented at ESVD/ECVD but waiting to hear details are they to be recorded or live
- Sue has volunteered to moderate & will try to get details about how the CCGs will be presented
- Plan is to have manuscripts ready to submit in early 2022, however as Otology has been behind we have not yet reached out to Vet Derm
- Next CCGs : Chiara Noli is chair of Leishmaniosis & also requested funds to meet in person
- Other CCG is equine sarcoids with co-chairs and they have not requested funds for an in person meeting
- Leishmaniosis and Equine sarcoids will be presented at WCVD10 in Boston July 2024
- Sue proposed that we get a budget before we approve costs for in person meeting
- David said that he budgeted for \$2500 for otology to meet. The CCGs existing budget annually has been \$5000 which was allocated to cover publishing fees but that has not been needed

ACTION ITEMS Sue Will help inquire as to how CCGs will be presented (recorded or live) and will moderate) Wayne / Catherine will reach out to Vet Derm about possible submission times of the CCGs

c) Publicity/ Outreach: Wildermuth

- Brett had sent the secretary a word document with some graphics that was shared on Zoom with the AC
- Facebook graphic shows that the followers have been steadily increasing
- Wanted to target Africa decided to start with Nigeria & Kenya and promoted Ralf's diagnostics in Veterinary dermatology webinar: viewers were predominantly male
 - Have acquired followers from these posts
 - Zero views from Kenya and Nigeria last year but the FB ad did promote the webinars increased traffic to Vimeo from those countries although increased interaction not always completing the webinar
 - Will continue to target Africa and target 2 countries a month
- Workshop media has made " commercials" for some of the webinars that will be used as FB ads: Stephen's food animal lectures, David's pyoderma and Richard's fleas and flea allergy

- Preparing a survey
 - Clear that people are not watching all of the webinars and Brett suggested perhaps need to have the content in shorter segments will try to find that out from survey
- Schindelka lecture needs to get on the WAVD website and the video made for the WCVD9 stand about “ Who the WAVD is”

d) Education: Paterson, Halliwell & Budgin

- Report from subcommittee about WCVD9 content to add lectures from WCVD9 to the
- Sue shared a color coded table of current webinars and which ones are still needed or could be used from WCVD9
- Feline lectures from WCVD (not to include due to too much overlap with existing material.
- Going to replace Current feline allergic skin disease by Danny with the one he gave at WCVD9 as it is better quality
- Felt need to commission an update about feline allergic skin disease in light of new ICADA papers
- Should the Spanish translated webinars from the general CE go into the Foundation course
 - What does cytology show me and how do I use it? (KC)
 - Parasitic skin disease in the age of isoxazolines (RM)
 - Clinical signs and diagnosis of atopic dermatitis (PH)
 - Canine atopic dermatitis where do the new treatments fit it (WR)
 - Staphylococcal pyoderma an update on diagnosis and treatment (DD)

DISCUSSION:

- Richard suggested that we consider releasing the feline stream as a separate course on the website
- Sue shared need to find balance not to set precedent that negatively impacts registration for Boston or competes with webinar content MOs might be producing
- Richard asked if the State of the Art lectures should be released as they will not conflict with anything
- Rusty felt releasing State of the Art lectures would generate interest and promote WAVD and WCVD10 proposed that they are used more for marketing
- David suggested that they are used to promote or market WCVD10
- Sue suggested reaching out to ISFM (International Society of Feline Medicine). Richard commented that that was done for WCVD9, it got a few registrations.
- Rusty suggested just offering a lecture to the ISFM
- Sue suggested that they are available for a defined period of time
- Richard proposed that they stay on the WAVD website ad infinitum
- Richard brought up he has not had response from Eric and needs to know if he can download all of the WCVD9 content
- Discussion about how to promote and monitor response to including Spanish translated content form WCVD9
 - There were no objections that the proposed lectures from WCVD9 are added to the Foundational course

ACTION ITEMS: AC was asked to consider how the WCVD9 content is utilized and bring ideas to next meeting for further discussion

e) Website update: White

- Stephen asked for clarification where the CCG presentations from NAVDF should go on the website. Consensus was under CCGS section on the website

7. AO and MO Reports from 2020-2021: Ken & Catherine

- **REMINDER** Please submit 2020-2021 reports if you have not already to Catherine for review at September and December meetings

8. Risk Registry Discussion – Kwochka, Lloyd, Forsythe

- A copy was provided to the AC with meeting agenda
- Tabled until the next meeting

9. New Business

Diversity Equity Inclusion DEI as it pertains to WAVD- Brett

- Brett shared had a contact that promotes diversity in corporations or organizations and that we consider if the AC needs more diversity, for example should a GP be included on the AC and what other geographical regions should be included on the
- Constitution permits 5 Members at Large these have typically been individuals with expertise that would have contributions that would benefit WAVD
- Richard proposed the concept of having corresponding members that represent certain regions without a member organization in that area
 - AC members were asked to think about DEI issues as they pertain to WAVD

**Motion to adjourn proposed by secretary and seconded
Meeting was adjourned at 13: 03 EST.**