



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

Zoom Meeting

Meeting Minutes

March 05, 2022

Suzanne Ahman, Representative, European College of Veterinary Dermatology (ECVD)

Jeanne Budgin, Representative American Academy of Veterinary Dermatology (AAVD)

Mandy Burrows, Representative Dermatology Chapter of the Australian and New Zealand College of Veterinary Scientists (DCANZCVS), President World Congress of Veterinary Dermatology (WCVD)9

Vincent Defalque, Representative Canadian Academy of Veterinary Dermatology (CAVD)

Peter Forsythe, Treasurer of WAVD, Member-at-Large

Alberto Cordero, Representative Sociedad Latino Americana de Dermatología Veterinaria (SLDV)

Koji Nishifuji, Representative Asian Society of Veterinary Dermatology (AiSVD)

Catherine Outerbridge, Representative American College of Veterinary Dermatology (ACVD), President WCVD10

Manon Paradis, President WCVD7

Susan Paterson, President of WAVD, Member-at-Large

Emily Rothstein, Secretary WCVD10

Stephen White, Secretary of WAVD, (de facto President) WCVD8

Stefan Hobi, Representative Asian College of Veterinary Dermatology (ACVD)

Katarina Varjonen, Representative European Society of Veterinary Dermatology (ESVD)

Monica Sayers, Executive Secretary, Venue West

Regrets sent

Brett Wildermuth, Member-at-Large

- **Preliminary Agenda sent to all WAVD AC members in advance of the meeting along with a draft of the minutes from last WAVD AC via Zoom December.**

The meeting was called to order at 3:01 pm PST, March 05, 2022, and was chaired by WAVD President, Sue Paterson.

1) Welcome/Regrets: Meeting Urgent Matters: Paterson

- Nothing urgent to address
- Please use the hand-up icon if you wish to speak.
- Discussion regarding the rotation of the meeting times to make it fair to all members, each having to participate at an inconvenient time. Moving forward the AC meetings will remain virtual to save money and allow all to attend - should anyone have any objections to not having in-person meetings please contact Sue to discuss. 3- 4 meetings per year. Alberto agreed that having Zoom meetings rather than an in-person meeting was the correct thing, more fiscally responsible, and suggested now that in-person meetings were once again underway that we meet at either the North American conference or the European conference.

- Paused to reflect on the events happening in Ukraine - acknowledging anyone that many have loved ones going through some difficult times.
- Katarina and Stefan were recognized as new members of the AC. Peter Hill is also a new member but did not attend the meeting.

2) Adoption of the Agenda

- Changes to the order of the agenda – during previous meetings we have not been able to get through all the items, so committee reports are being moved to the end of the agenda. Reports should be submitted two weeks before the scheduled AC Meeting. Monica will send out 30 days before the meeting a reminder that reports are due to be submitted.

ACTION ITEM 1: Sue & Monica to prepare bullet points of non-confidential matters to send out to the member association within two to three weeks of the meeting rather than waiting for the official meeting minutes.

3) Adoption of December 04, 2021, Meeting Minutes – White/Sayers

- There were no questions or discussion
- Secretary asked for a motion to approve the minutes.
 - Catherine proposed the motion to accept the minutes
 - Peter seconded the motion
 - All voted in favour to accept the minutes as presented
 - None were opposed, the Secretary abstained

Minutes were approved and will be distributed to MOs and posted on the website

4) Matters arising from the Minutes not covered in the agenda

Outstanding Action Items

ACTION ITEM 1: President to contact IAVD and advise them that their application has been accepted - **Completed**

ACTION ITEM 2: AC discussion re IAVD joining as a Corresponding Member (CM). Not much difference between CM and Provisional Member (PM), CM can attend meetings but not vote. Alberto volunteered to assist the IAVD, as they transition to the AC, Latin America was the last to join so he would have some insight to share. Stephen will write to them and advise that they will be able to have a representative sit on AC as a CM. We will also advise them of the next AC meeting once confirmed

- Stephen asked for a motion to approve the IAVD as Corresponding Members
 - Emily proposed the motion
 - Peter seconded the motion
 - All voted in favour to accept the minutes as presented
 - None were opposed - **Completed**

ACTION ITEM 3: President to have an informal discussion with Katarina Varjonen as a member-at-large (rather than ESVD representative) for her to become Publications Committee Co-Chair - **Completed**

5) Treasurer's Update: Forsythe

- Currently working through the transfer to Peter, including the Mastercard – confident this will be completed within the next couple of weeks. The final payment for the surplus fund from WCVD9 was sent out and Alberto confirmed receipt of the funds. Payment to Wiley was made for the additional pages in the proceedings book. Slight hiccup regarding the bank transfer of USD 30,000 for funding for WCVD10 – funds have been returned by the bank in the US but will try again this week complete the transfer.
- 2020/2021-year end reporting is somewhat more complicated than anticipated, and creates more work, as WCVD9 was a wholly-owned subsidiary of WCVD. WCVD9 earnings are considered WAVD earnings and must be consolidated for the yearend tax return. Mandy provided background information regarding WCVD9; that this financial structure was used to manage the taxation requirements of Australia. The suggestion was made that MKT Taxation and the Scottish accounting firms talk to each other.
- Peter asked for a motion to approve the Treasurers' Report
 - Catherine proposed the motion
 - Alberto seconded the motion
 - All voted in favour to accept the Treasurers' report as presented
 - None were opposed, Peter abstained

6) WCVD09 Update – Verbal Report - Questions - Burrows

- No updates, all reporting except financial reporting is completed

7) WCVD10 Update – Written Report – Questions – Outerbridge/Rothstein – to be attached

- Venue updates re WCVD 10 – continued discussions with the Hynes Centre have still not confirmed venue or dates

8) WCVD11 – where should the next location be?

- A city would be suggested and investigated to see if there would be a group that would take on the organization
- Should the next conference be in Europe? ESVD and ECVD should be approached to determine whether they have any interest in preparing approval
- How should the Request for Proposal (RFP) be disseminated moving forward – as our member organizations increase, we need to ensure that we meet all their needs as well

ACTION ITEM 2: Sue & Monica to create an RFP to be posted on the website for anyone to be able to bid on WCVD moving forward

9) Discussion regarding the proposal from AVDT per attachment – Wildermuth/Outerbridge

- Mandy suggested American Dermatology Veterinary Technicians (ADVT) submit the request for funds form and present a budget as well, Stephen contacted them to advise them to do so

10) New Business

a. Strategic Planning – Paterson

We ask a lot of the AC members and need to diversify the committee members by reaching out to the members' organizations to join the various committee to relieve some of the pressure on our AC members. This will also assist with AC succession planning

ACTION ITEM 3: Sue to create a letter of invitation to be sent out with the minutes to the member organizations asking for committee support

ACTION ITEM 4: Initiate a strategic planning meeting with the AC to determine what our goals should be for the next four years rather than just reactionary.

b. Terms of Reference for the Committees – Paterson/Sayers

Broaden the committee members to decrease the workload for the AC. To move WAVD forward with the strategic plan to ensure the vision and mission are being fulfilled. Committees should be meeting within the three-month time frame between AC meetings and creating their reports to submit with the agenda

ACTION ITEM 5: Sue & Monica to work on Terms of Reference for the committee and its members.

c. WAVD Risk Assessment Plan – Forsythe

Peter provided an update regarding the plan, the risk registry is in place to identify risks and mitigate them, should be reviewed regularly to make sure we are on the plan

ACTION ITEM 6: Peter to send out the Risk Assessment Plan to the AC

11) Committee Reports – Written Reports Only to be attached – Questions Arising

- World Veterinary Dermatology Day: Defalque
- CCG Publication report: Rosenkrantz/Outerbridge
- Publicity/ Outreach: Wildermuth
- Education: Hill/Paterson
- Website update: White

12) AO and MO Reports: White/Sayers

- Request the annual report after the AO & MO's AGM, or one uniform date – November 01
- Surplus sharing report for WCVD
- What new ideas/innovations are the AO/MO doing

ACTION ITEM 7: Stephen & Monica to work on a Template of what is required by the AO & MO when preparing their annual reports - what they have accomplished in the previous year

13) Old Business

d. Tabled from December 4 - Review of Current Publication Endorsement Policy

This item has been postponed from the agenda many times. How should WAVD approach the endorsement for publications or commercial products? Mandy indicated that a process was already in place and that there is a policy document. Attached document

e. Tabled from December 4 - Not-for-Profit Status of Member Organizations

Should all MOs be registered as Not-for-Profit associations? Is it necessary per the Scottish charity law for all members of WAVD to be not-for-profit?

ACTION ITEM 8: Peter to contact Richard to determine what his reason was to bring forward the question regarding the not-for-profit status

14) Miscellaneous

David has put his parting words, historical information regarding WAVD to paper and Stephen has asked that we send it out to all AC members