



5th.January.2023 – Minutes of the Second (2nd) Live Meeting of EXCO 2022-2023

The second (2nd) Live Meeting of IVSA Executive Committee (EXCO) 2022-2023 was held at 10AM UTC+1 on 5th.January.2023 Yuri Calvo (President) was present to Chair and James Caligiuri (Secretary General) was present to take the minutes.

Attendance

Executive Committee Officers Present

Name	Position
Yuri Calvo	President
John Trajano	Treasurer
Ellison Browne	External Relations Officer
James Caligiuri	Secretary General
Vanda Dučić	Member Organization Director
Karina Khatic	Committee Coordinator
Maulida Salsabila	Public Relations Coordinator
Hajar Saidi	Development Aid Director

Other IVSA Officials Present

Avnish Gala
Mehdi Amrani
Tamy Negron
Konstantina Louka
Zuzanna Czekaj





Laura Rodman
Taha Rahmani
Ania Cieckiewicz
Eugene Avafiawo
Maryam Zakariya
Trinity Dockery

Guests

Metod Kolc
Nabil el Habib

- 1. Opening – Yuri Calvo called the meeting to order at 10:30am UTC+1.**
- 2. Approval of the Agenda**
- 3. Approval of the minutes**
 - 3.1. Approval of the Minutes of the 2nd EXCO Meeting Online - EXCO will read and revise the minutes from the 2nd EXCO Meeting Online and will be voted on at the next meeting.
- 4. Trust Report**
- 5. Internal Affairs**
 - 5.1. President**
 - 5.1.1. General Announcements - During elections it can be tempting to ask a member of EXCO to nominate someone, but EXCO members should refrain from nominating delegates for positions. Officials are free to nominate delegates if they choose.
 - 5.1.1.1. GA Behaviour - The presence of officials in the GA is very important as we are representing IVSA and came using IVSA financial support. Officials should commit themselves to the GA as that is the reason we are here in Slovenia. In Brazil we had issues during AOB of officials bringing non-constructive negative comments regarding the OC and if a similar issue happens here the member will be cut off from speaking. If there are any issues with officials, they will be brought internally and will be addressed to the GA if needed. If any official forces or pressures a delegate into addressing topics they do not want to, we will utilise the COC and the offending members will be expelled from the event.
 - 5.1.1.2. Elections - Officials and EXCO should refrain from giving inputs on nominees unless the nominee is an EXCO member, and they can give





points on working with the nominee. Officials are allowed to nominate members for positions, but EXCO will not be allowed. If officials are asked for comments about a nominee, they should only comment on their work ethic if they have worked with the nominee. For individual interactions with delegates if you have something negative to say you should balance it out with something positive. Personal negative comments of a nominee will be cut off by the election committee. The election committee will not nominate or participate and will abstain from everything relating to elections.

5.1.1.3. Term Registration - Following the completion of the Symposium John will travel to Belgium to drop off documents and finalise the registration of the current term with the Belgian government.

5.1.1.4. Equine Network Conference and Europe Symposium Event - As discussed in the previous EXCO meeting there is an issue of the European Regional Symposium and the Equine Network Conference happening within 1 week of each other. EXCO discussed the details of both events and voted in emails if they would allow both events to happen or if one would be cancelled and rescheduled. EXCO decided that one of the events would need to be cancelled and rescheduled. A vote was held to determine which event would be cancelled and rescheduled.

EXCO vote on which event will be rescheduled:

- Equine Network Conference: 5 in favour of rescheduling
- European Regional Symposium: 2 in favour of rescheduling
- Abstain: 1 abstention

5.2. Secretary General

5.2.1. GA Timeline - James gave an update on the GA Timeline and informed all present that we have come to the finish of the timeline as we are all in Slovenia and the last item on the timeline is the Live meeting that we are hosting now.

5.3. Secretariat- Nothing to report.

5.4. Treasurer

5.4.1. Membership Fees Update - John stated currently only 39 MOs have paid their membership fees but he has not checked if any new payments have come in. He also stated that some MOs would like to pay their fee in cash which is viable if the members have the cash in person at the symposium or





the fees can be paid by bank transfer or Wise. We need to get information on how long it has been since MOs have last paid, as if there has been no payment in 2 years, they will be removed from IVSA. However, there are missing records as we did not have a functioning database and would need a receipt to track the payment but not all payments were sent a receipt.

- 5.4.2. CF Tax Situation in Brazil Update - The computation of the CF tax in Brazil was calculated incorrectly as the final amount did not match the computed value. There should have been delegates that did not pay the CF tax and the report included 3 delegates using reduced fee spots that did pay the CF tax. This money will need to be refunded to those delegates but has not been refunded yet as IVSA Brazil is still awaiting the money from VVC for the bus to the official's dinner. We are working on getting the money from VVC and once we have then the CF tax issues will be resolved. The OC has been given until the 10th of January to refund the reduced fee spot delegates.
- 5.4.3. Accounting Software Update - John stated that we recently decided to move to using an accounting software instead of using the current spreadsheet as it is problematic and does not balance properly. To prevent issues in spreadsheets we have started using the free version of Zipbooks and John will determine if the free version has enough features to move forward. He will also check to see if there are discounts for NGOs and if the pro-version is needed then EXCO will vote on the approval of paying for the software.
- 5.4.4. Payments Update - This is an update on payments that have been completed during this term that were from the previous term.
- 5.4.4.1. SCAW Grant - Through the SCAW grant IVSA Unilorin and IVSA Mannuthy had issues where the MOs were approved but the MOUs were not signed. Karina spoke to the previous CC and the previous chair that stated the local chapter was approved for their project but did not sign an MOU and an email was sent to the MO that explained that due to miscommunication we were not able to grant the funding. They were invited to reapply when we reopened applications.
- 5.4.4.2. DAD Scholarship Grant - John stated we sent the grant money to Pradeshi that was from the previous term. Hajar stated there is another scholarship from the previous term that was also reimbursed to the member.
- 5.4.5. Bank Situation Updates
- 5.4.5.1. ING Belgium - Following the Symposium when John travels to Belgium he will fix the address and update the owner of the accounts with





ING. This will also allow John to get an updated card to use for our account.

- 5.4.5.2. Bank of America - The issues with Bank of America are still ongoing with our 501(c)(3) and updating our beneficiary on record for the account. Brendan is working on the 501(c)(3) paperwork to get IVSA re-registered as a non-profit with the US government.
- 5.4.5.3. Wise - We have been having issues updating our address with Wise and after submitting the necessary paperwork it has not been updated. We are waiting for a response from Wise. Innina the previous treasurer sent in an update of the address, but it never updated. Wise stated we need to submit a change of address form that we have submitted multiple times where the address will change for a week then revert to the old address. This can cause issues if an MO tries to pay and use the old address, we risk not receiving the money. John will check if it is possible to go to Brussels to update the address in person.

5.5. Action points - Trello board updated.

6. Public Relations

- 6.1. Domain migration - Salsa stated she had a meeting with GlueUp to discuss the server migration that was scheduled for the 17th through the 23rd of January but after a discussion with Victor, they think it will be better to have the migration to take place from the 20th to the 23rd of January.

7. Events

- 7.1. **Attended Events** - No attended events to report.

7.2. Upcoming partner Events

- 7.2.1. VMX - Ellison will be attending VMX in Orlando, Florida following the Symposium where he will be reaching out to Purina Institute regarding SCOVE and future collaborations.
- 7.2.2. WSAVA Regional Congress India - The WSAVA Regional Congress in India has been postponed indefinitely.
- 7.2.3. Youth Leadership Forum (WSAVA) - Yuri stated we need to start talking to WSAVA regarding what we want from the event. One rep from each MO in Asia will be sponsored by WSAVA for their attendance. The forum will





focus on soft skills and meeting with the Asian national veterinary associations.

7.3. IVSA Events

7.3.1. 71st IVSA Symposium in Slovenia

7.3.1.1. Officials Part

- 7.3.1.1.1. GA Seating Map - Vanda showed the seating arrangement of the MOs and layout of the GA hall.
- 7.3.1.1.2. GA Agenda - The GA agenda will be sent out to all delegates inside the GA booklet tonight. Yuri explained the planned agenda for our time during GA for each day.
- 7.3.1.1.3. GA Presentations - Still missing a few presentations from officials that will be sent tonight for the GA. We are still waiting for Denmark's presentation and will speak with them tonight. We have slides to play during breaks in GA to advertise available opportunities in IVSA and the IVSA Global sponsors. All presentations have been linked into the GA presentation slides.
 - 7.3.1.1.3.1. MasterPlan - The Master Plan is in the Symposiums document folder that has the layout of the Symposium.
- 7.3.1.1.4. Officials Reports - Officials reports will be uploaded to the delegates drive tonight to allow the delegates time to read through them prior to the presentations.
- 7.3.1.1.5. GA Officials
 - 7.3.1.1.5.1. Nominations - Yuri reminded officials that they would need to be nominated during the GA to hold the positions. He encouraged officials to get new delegates to nominate them to help get more members involved.
- 7.3.1.1.6. Report Card Auditor Nomination - We will be opening nominations for a report card auditor to help evaluate report cards of officials at the end of the term.
- 7.3.1.1.7. EO Meeting - The EO meeting will be held in the GA hall, and anyone is welcome to attend.
- 7.3.1.1.8. Bylaws Amendments - EXCO was asked to read through the proposed Bylaw Amendments to come to a consensus on EXCO opinion of the proposed amendments. Officials present in the meeting discussed the wording of the amendments and some amendments were reworded to make them clearer and in line with our bylaws.
 - 7.3.1.1.8.1. MO Duties
EXCO Opinion: In favour: 7 Against: 0 Abstain: 1
 - 7.3.1.1.8.2. Regional Representative Nominations
EXCO Opinion: In favour: 8 Against: 0 Abstain: 0
 - 7.3.1.1.8.3. Regional Representative Responsibilities
EXCO Opinion: In favour: 8 Against: 0 Abstain: 0





- 7.3.1.1.8.4. Officials GA Attendance
EXCO Opinion: In favour: 7 Against: 0 Abstain: 1
- 7.3.1.1.8.5. Other International Events
EXCO Opinion: In favour: 7 Against: 0 Abstain: 1
- 7.3.1.1.9. Elections
- 7.3.1.1.9.1. Election Software - A new election software that is faster and more efficient than manually counting through the google forms. The software costs €38 including a test election and there is money available in the budget to cover this cost.
- 7.3.1.1.9.2. Test Elections - Delegates will receive their own passwords to log into the software and cast the votes for their MO.
- 7.3.1.1.10. GA Procedures (RRONR) - EXCO and the Officials conducted a practice example of a motion with Merel acting as the chair to get all officials familiar with Roberts Rules of Order- Newly Revised. Merel also ran through the different motions that can be made such as a Point of Order, and Parliamentary Inquiry.
- 7.3.1.1.11. Feedback Forms - The feedback forms will be sent to delegates and brought up during AOB to help increase the number of responses for the event.
- 7.3.1.2. Delegates Affairs
- 7.3.1.2.1. Quorum - Following complications with visa's Algeria has fixed their issues and will be present. We will have 24 MOs in attendance with India gaining their voting rights in GA 1 making a total of 25 countries. Quorum is set at 23 countries in attendance during GA, and we have 2 extra countries over quorum.
- 7.3.1.2.2. Rooms Division - Members will be split between the hostel and hotel. The top floor dorms in the hostel are mixed between 4 to 12 delegates per room and the first floor is 2-3 delegates per room with community bathrooms for the floor to share. 5 delegates will be staying at Hotel Park with the alumni members. 4 members of the OC will be staying at Hostel Celica and 2 OC members will be staying at Hotel Park.
- 7.3.1.2.3. Compliment Bags - There will be bags in the GA hall that any members that wish to give compliments to other members or countries. Konstantina will arrange the bags for the compliments to be placed in. The OC stated there is space in the GA room and can be left there until the end of the event.
- 7.3.1.2.4. Arrivals and Departures - The OC stated the arrivals have been going very well with no issues. Departures have been organised to bring the delegates to the airport and the train station.
- 7.3.1.2.5. International Stands - The international stands will be held in the same room as the GA and the OC will organise a way to make the stands operate smoothly.





- 7.3.1.2.6. Parties
- 7.3.1.2.6.1. Venues - The venue setup for the parties has been running smoothly despite having an issue with the student org but the university has assisted the OC to avoid extra expenses. There are other venues that will also be used that are further away from the hostel that we will use public transport to the venue with a private bus to transport delegates back to the hostel.
- 7.3.1.2.6.2. Cultural Evening
- 7.3.1.2.6.2.1. Alcohol Free Hour - As done in Brazil at the Congress the first hour of the cultural evening will be alcohol free as not all delegates drink alcohol. The first hour will focus on the food part of the cultural tables with the OC exhibiting traditional Slovenian folklore dances.
EXCO had no objections to the first hour being alcohol free. Regarding the 10-shot challenge that EXCO voted against in Brazil, and it happened anyway. EXCO will allow a 5 shot challenge during the event with the exception that EXCO and Officials will not get wasted.
- 7.3.1.2.6.3. IVSA Talent Show - The OC had an idea to host an IVSA talent show during the live auction. The OC and Hajar suggested having 2-3 breaks during the auction where talent show acts will take place while on break. Applications were opened in the WhatsApp chat and delegates will be informed during which break they will be able to show their talent. The OC is taking care of the organisation of the talent show.
- 7.3.1.2.7. Energizers - Konstantina and Karina oversaw coming up with energizers during the GA. With 7 GA sessions we will need around 10 energizers to be used. The energizers will be a mix of dances to some popular IVSA songs.
- 7.3.1.2.8. Sim Cards - The OC have pre-ordered 15 sim cards that they can sell to delegates. One of the sim cards given out did not work but the OC replaced it with a working sim. If any other delegates need a sim card the OC will take them to a shop to purchase one.
- 7.3.1.2.9. Clothing - There may be snow on the 12th and 13th of January at the end of the event but with no snow during the main part of the event will not require any special considerations.
- 7.3.1.2.10. Waterproof Spray - With a lack of snow during the event the waterproofing spray is no longer required.





- 7.3.1.2.11. Waking Delegates Up - The OC has a megaphone to use to help wake up delegates. They will wait to wake up delegates until 30 minutes after breakfast has started.
- 7.3.1.2.12. Transportation Between Venues - Delegates will be walking between the venues with the OC as guides. OC members will leave when they have at least 10 delegates to follow.
- 7.3.1.2.13. Announcements
- 7.3.1.2.13.1. WhatsApp - Updates will be sent in the WhatsApp Updates chat that all delegates have been invited to and where EXCO and the OC are the only able to send messages.
- 7.3.1.2.13.2. GA - The end of each GA will be used to give announcements to the delegates.
- 7.3.1.3. Buddies - The buddy system groups were shown on screen while talking about the GA seating plan. The buddy groups have also been included in the GA Booklet.
- 7.3.1.4. Excellence Award - Vanda reminded EXCO that voting on the Excellence Award is due today for selection of the winner. Vanda will create a presentation for the winner of the Excellence award to be shown in the GA.
- 7.3.1.5. Committees/Networks
- 7.3.1.5.1. Alumni Event - Shamiso was not able to attend the Symposium, however Laura from Italy, a member of the alumni team, will act as chair running the event and take care of the alumni.
- 7.3.1.5.1.1. Alumni Finance Control - The alumni will need to upload pictures of their receipts when they spend money to keep the receipts from getting lost and stay up to date on how much has been spent.
- 7.3.1.5.2. Creation of a new network - Students from IVSA Italy approached EXCO regarding the creation of a new Pathology network. EXCO discussed the potential new network and decided to get the opinion on the creation of a new network from the delegates during the GA. They have prepared a video to present to the GA to explain their plans for the new network and members of IVSA Italy in attendance will answer questions on their behalf.
- 7.3.1.5.3. Committee Workshops - The GA hall will be separated into 4 different rooms for each committee to have their own space with a computer and speaker. The Wellness workshop will take place at the hostel. All rooms are ready, the form for delegates to sign up and the booklet has been made which will be sent out to the delegates today.
- 7.3.1.6. Itinerary





- 7.3.1.6.1. Changes (Day 4/5) - The live auction that was scheduled on Day 4 and the karaoke night scheduled on Day 5 have been switched.
- 7.3.1.7. COVID
- 7.3.1.7.1. Protocol for Positive Cases - The protocol for COVID cases was laid out as if a delegate is showing symptoms the OC would provide them with a test that they can get from their school for free. If the delegate tests positive, then they will need to quarantine for 5 days with testing day being day 0. The delegates that are in the same room will be recommended to wear masks and to attend the parties they will need to test or wait 2 days and if not showing symptoms they can return to normal attendance. After discussion of possible changes to the protocol EXCO held a vote on whether to change the protocol. EXCO vote to NOT change the COVID Protocol:
In favour: 5
Against: 1
Abstains: 2
- 7.3.1.8. Finances - Not counting the money promised from VVC the OC had unexpected costs and are €3,000-€4,000 in the red which can be fixed by cancelling the drinks during the formal dinner. Taking the money from VVC into account the event would be €1,000-€2,000 in the black. The OC is also waiting for the money from the DAD merchandise which equals around €2,000 and in total the OC will be €3,000-€5,000 in the black.
- 7.3.1.9. Public Relations
- 7.3.1.9.1. Officials Uniform - The uniforms have been created and Salsa brought them with her to Slovenia to be distributed to officials in attendance. Salsa stated the first set of uniforms to be made the company messed up the Purina Institute logo but were able to fix it on the second set.
- 7.3.1.9.2. Live-Stream - Tara has coordinated who oversees the live stream to assist Salsa during the GA.
- 7.3.1.9.3. Gathering Picture - We would like to get a big group photo of the delegates with an IVSA banner.
- 7.3.1.9.4. Partners and Sponsors Presentations/Sessions - There will be 4/5 sessions of the GA where partners and sponsors will be present. It will be good to get photos during their time in GA to use for external relations and public relations.
- 7.3.1.10. External Relations
- 7.3.1.10.1. Sponsor Presence
- 7.3.1.10.1.1. Purina Institute - Purina Institute will have a representative to present and meet with some delegates. Ellison will be





- present when the representative is being picked up as they will be arriving during the nominee hour. Ellison also stated that Purina Institute may send a video to be played during the opening remarks of the event.
- 7.3.1.10.1.2. CEVA - CEVA was not able to send a representative to the event, but they have sent in a video that is under 4 minutes to be played during GA.
- 7.3.1.10.1.3. IVC Evidensia - Ellison stated we finally have a contact person at IVC Evidensia, and they will try to put together a presentation like CEVA's to be played for the delegates.
- 7.3.1.10.1.4. Anicura - Anicura Group will be taking part in the SCOCA committee workshop.
- 7.3.1.10.1.5. VVC - Ellison stated that yesterday VVC informed us there will be no representative attending the Symposium and the alumni dinner will not be happening. Wes from VVC may still attend and the OC stated they may be able to set up a dinner in short notice.
- 7.3.1.11. DAD
- 7.3.1.11.1. Officials helping DAD - There will be 3 officials assisting Hajar with DAD merchandise and auctions.
- 7.3.1.11.2. IVSA Merchandise - Hajar informed everyone that the merchandise has arrived and that they will start selling the merchandise tomorrow morning from 645 to 745 during breakfast.
- 7.3.1.11.2.1. Preorders - Hajar will be organising the preorders following the completion of the EXCO meeting.
- 7.3.1.11.2.2. Other items
- 7.3.1.11.3. Silent and Live Auctions
- 7.3.1.11.3.1. Auctions form - Hajar sent a form to all delegates for them to fill out what items they brought to donate to the live and silent auctions.
- 7.3.1.11.3.2. Auction items - Hajar will be accepting auction items during the time when the IVSA merchandise is being sold at breakfast to prevent delegates from having to carry them around all day.
- 7.3.1.11.3.3. Auctioneer (Live Auction) - Ellison will be the auctioneer for the live auction.
- 7.3.2. 72nd IVSA Congress in Denmark - We received the presentation from IVSA Denmark, but it had a few issues that are being fixed.





- 7.3.2.1. Itinerary - The nominee hour needs to be changed as there is not enough time, but it will be solved with the OC.
- 7.3.2.2. Budget - The OC budget is showing a loss currently which has been a common issue with events. The OC has 2 budgets one being their current actual budget and a second ideal budget. EXCO will discuss any needed changes after the completion of the symposium.
- 7.3.3. 72nd IVSA Symposium in Indonesia - Vanda stated she has met with the OC twice in the past week.
 - 7.3.3.1. Itinerary - The initial itinerary was problematic, but changes were made to fix the itinerary and the budget.
 - 7.3.3.2. Budget - The OC submitted a budget that had made up numbers and was not a realistic budget which needs to be fixed.

7.4. Action points

8. Members and Activities

8.1. **DAD** - Nothing to report.

8.2. **MOD** - Nothing to report.

8.3. Committees and Networks

- 8.3.1. Publications of articles on committee websites - Karina stated that we had an issue with an article published by the SCAW committee during a previous term. One of the team members of SCAW interviewed someone about hunting and the game industry and then wrote an article regarding the game industry. The person that was interviewed reached out to Natalia, who previously was a member of SCAW, to ask if the article could be taken down as they had applied to a high-profile job regarding wildlife and conservation. They stated they were not pleased with the article, and it was harming their career. They did give their permission for the article to be posted but then after a couple years wanted it taken down. The article was taken down, but we would like to prevent this issue from happening again in the future. EXCO decided from now on articles involving IVSA members and others not from IVSA we will make a confirmation email. The email will state we are going to take the information and write an article that will be made public on our website if this is ok with them so when we receive their consent in an email, we have proof of their confirmation in posting the article moving forward.
- 8.3.2. SCAW MO projects - Karina stated they are in the phase of ensuring all the forms are in order and following the Symposium we will not have access to our emails to the project timeline will be pushed back as we do not know if the google drive will also be affected.





- 8.3.3.** Ambassadors' Programme - Karina stated engagements from The Americas region were very poor and only had 3-4 applications. One committee had over 100 applications to be an ambassador. Karina stated we need to work on a way to get better engagement in the Americas region. She also stated that the European Region only received 12 applications. Karina will check engagement numbers for each region to know what regions have low engagement.

8.4. Action points

9. External Affairs

9.1. President

9.2. ERO

- 9.2.1. VVC - EXCO has an MOU with VVC that needs to be voted on in the emails. The OC has had difficulties setting up a meeting with VVC to become a Symposium sponsor to get the promised funds. The OC asked if IVSA Global could send the funds to ensure drinks would not have to be cut out from the formal dinner. Ellison proposed that Global lend the money to the OC until VVC sends the money for them to use the money during the event.

EXCO Vote on lending the VVC money to the OC by the 11th if we have not received it from VVC:

In favour: 7

Against: 0

Abstain: 0

9.3. Committees

9.4. Action Points

10. Any Other Business (AOB).

- 10.1. WVA- WVA has given 2 slots at their congress for IVSA to present. IVSA will send 2 members to speak. One of the lecture spots will be given to a normal member and an open call will be held to find a member that will be a good fit to present. IVSA will also be hosting a volunteer program for this event.

The meeting was adjourned at 21:20 UTC+1.





James Caligiuri
International Veterinary Students' Association
Secretary General 2022-2023

J A Caligiuri III

