

## **2014.07.29 – Draft Minutes for 5<sup>th</sup> Live Meeting**

The 5<sup>th</sup> Live Meeting of the IVSA Executive Committee (ExCo) 2013-14 was held at 09.45 on the 29<sup>th</sup> of July 2014 in Jakarta, Indonesia, the President being in the Chair and the Secretary General present to take the minutes.

### **Present (in person):**

Pim Polak (President)  
James Bost (Vice-President and Secretary General (SG))  
Joseph Lunt (Development Aid Director (DAD))  
Hannah van Velzen (Sponsorship Director (SD))  
Camille Poissonnier (Member Organization Director (MOD))  
Somin Um (Treasurer)  
Retorika Galunggung (Public Relations Coordinator (PRC))  
Theofanis Liatis (Veterinary Public Health Director (VPHD) and Chairman of Standing Committee on One Health (SCOH))  
Airina Sylte Kallmyr (Secretary to President) (until 17.19)  
Inanda Shabrina (Secretary to VPHD and DAD) (until 17.19)  
Sujin An (Secretary to SG and Treasurer) (until 17.19)  
Kevin Santoso (Secretary to DAD) (until 17.19)  
Ayesha Azlan (Secretary to DAD and PRC) (from 15.20 until 17.19)  
Isaac Corderroure López (Secretary to SD) (from 15.12 until 17.19)  
Frédéric Lohr (Trustee) (until 10.45)  
Sara Wüeggertz (Chairman of Standing Committee on Modern Technology in Education (SCoMTE)) (until 17.19)  
Emma van Rooijen (until 17.19)  
Merel Rodenburg (from 09.45 until 11.00)

### **Apologies:**

Ta-Heng Henry Huang (Secretary to MOD)  
Ivana Hajzler (Secretary to MOD)  
Sunghyun Hong (Trustee)  
Manel Millanes (Trustee)  
Inés Ben Jabara (Trustee)  
Jan Mattila (Chairman of Strategic Planning Committee (SPC))  
Caroline de Meyer (Chairman of Animal Welfare Committee (AWC))

- 1) **Opening** – The Meeting was called to order by Pim Polak.
- 2) **Approval of agenda** – James Bost moved to approve the agenda. This was adopted.
- 3) **Approval of minutes from 4<sup>th</sup> online meeting** – James Bost moved to approve the minutes from the 4<sup>th</sup> Online Meeting. This was adopted.
- 4) **Comment from Frédéric Lohr** – Frédéric Lohr gave a prepared statement. Frédéric Lohr stated that he resigns as a member of the Trust, as of 8 August.

The meeting went into recess from 10.23 until 10.35.

- 5) **Status of the Committees** – Sara Wüeggertz gave a report on the status of SCoMTE. She is talking to Dr. Smarts about continuing collaboration with SCoMTE in the event that SCoMTE is disbanded and its remit continued within a future SCoVE. She has prepared a workshop for Congress on behalf of SCoMTE.

Pim Polak reported that OVAM is interested in collaborating with IVSA via SCoMTE.

Theofanis Liatis gave a report on the status of SCOH. He has been involved in discussions with GARC about production of leaflets about the IVSA-IFMSA-GARC collaboration. He has received around 30 responses to the questionnaire regarding the evaluation of SCOH's work this year.

James Bost gave a report on the status of SPC as Jan Mattila could not be present. The SPC's documents are completed, publicly visible and have been shared with delegates. The SPC has planned a workshop on implementing a strategy, which will be given by Jan Mattila during Congress.

Merel Rodenburg gave a report on the status of AWC as Caroline de Meyer could not be present. The AWC will deliver a workshop during Congress, and will give a presentation to the GA on the work of the AWC.

- 6) **Update from Turkey Symposium** – Camille Poissonnier reported that a financial report had been received from the Turkey Symposium OC, but no Symposium report had been received and no word had yet been received regarding the transfer of the money owed to the IVSA Central Fund.

James Bost moved that, provided that no satisfactory response had been received before the relevant point in the GA agenda, the ExCo should make the GA aware that the Turkey Symposium OC have not been fulfilling their obligations despite repeated reminders, and point out that with a 2/3 vote the GA can terminate the membership of any MO who is considered to be acting against the principles of IVSA, with the suggestion not to proceed with this at Congress, but to consider this an "official warning" that their membership could be terminated at the next Symposium if they should continue to not fulfil their obligations, and that IVSA Ankara should be informed that this is our plan. This was adopted after debate and amendment.

- 7) **Update about Indonesia Congress** – Camille Poissonnier gave a report about the Indonesia Congress. The OC have encountered difficulties in raising sufficient sponsorship. Currently, the overall budget is positive.

Hannah van Velzen reported that Hill's has clarified that future OCs are not allowed to request any sponsorship for Congresses and Symposia from the local branches of Hill's.

- 8) **ExCo communication during Congress** – Pim Polak moved that the ExCo should meet every morning at breakfast (with Secretaries also welcome to join), have a short evaluation after each GA, keep in touch at other times via Whatsapp, use a list of which ExCo and Secretary members are in which rooms to find each

other if necessary, and to schedule in an extra ExCo meeting if necessary. This was adopted.

9) **OC-ExCo communication** – Pim Polak moved that the ExCo (at least some members) would join the OC for their post-breakfast OC meeting every three days during Congress, the first meeting to be held at 10pm on 29<sup>th</sup>, and that Camille Poissonnier would be the primary person for OC-ExCo communication. This was adopted after amendment.

10) **Role of ExCo, Secretariat and Trust during Congress** – Pim Polak reminded the ExCo and Secretariat members present that they should act in a professional manner during Congress, and should dress appropriately.

Pim Polak moved that the workshops should be advertised and signed up to 2 days before the workshops. This was adopted. James Bost and Camille Poissonnier will take responsibility for this.

Pim Polak moved that in addition to Manel Millanes, Janina Janssen and Renate Kristiansen Visnes should be nominated by the ExCo for the Election Committee, should they agree to this. This was adopted.

11) **GARC-IVSA-IFMSA MoU** – Theofanis Liatis gave a report on the GARC-IVSA-IFMSA MoU. Pim Polak moved to approve the GARC-IVSA-IFMSA MoU. This was adopted.

12) **Possibility of safety system for liabilities** – Somin Um reported that due to problems encountered with receiving the money owed to the IVSA Central Fund, the next ExCo should consider options to reduce the chance of such problems arising again. Suggestions could be for the OC to send some money to the Central Fund before the event as a deposit, and for the IVSA Treasurer to invoice the OC for the money owed before the event, with the possibility of the OC paying the ExCo before or during the event.

Camille Poissonnier will ensure that the OC contracts make it clear that this money must be paid. Somin Um stated that IVSA alumni attending a Congress or Symposium are also required to pay the 10% extra fee to the IVSA Central Fund.

13) **MO applications and EO meeting** – Camille Poissonnier reported that she has 15 completed new MO applications, and that 2 additional applications are incomplete, so there will be between 15 and 17 MO applications during Congress. During the EO meeting, Camille plans to promote individual exchanges and to encourage EOs to fill in the database about internships and externships.

#### 14) **Bylaws Changes**

a. **Defining the role of “Past President”** – James Bost moved to support this Bylaws change, and propose to the GA to amend this change to insert the word “Immediate” before “Past President”. This was adopted.

b. **Introduction of candidate membership** – Pim Polak moved to support this Bylaws change. This was adopted after debate.

It was discussed whether it might be appropriate to consider giving voting rights as soon as attending a GA, rather than after having attended one.

- 15) **How to define world regions** – James Bost moved to set the world regions as the Americas, Africa, Europe, Eastern Mediterranean and Asia-Pacific, using the same boundaries as the WHO regions, with the Asia-Pacific region being a combination of the WHO regions South-East Asia and Western Pacific. This was adopted.
- 16) **Compartmentalization** – Pim Polak reported that FAVA is considering encouraging the formation of a separate association to IVSA for Asian veterinary students. Pim moved that ExCo should adopt the view that regional groups of IVSA members should be encouraged, but that IVSA discourages the formation of separate associations, in line with the text on compartmentalization in the SPC's document. This was adopted after debate and amendment.  
  
Hannah van Velzen moved to pursue an official collaboration between IVSA and FAVA. This was adopted.
- 17) **Suggestion to help MOs with fees** – Camille Poissonnier moved that IVSA should encourage MOs with surplus funds to pay the membership fees of MOs who have difficulties in paying their membership fees, with the responsibility for this resting with the MOD and the Treasurer, in consultation with the DAD. This was adopted after debate and amendment. It was discussed that criteria to establish eligibility to receive money should be based on the following factors: new MOs, low numbers of possible members excluding any committee members, previous problems in paying resulting in reapplication, application requests with budget and plans for the year, sending annual reports and completing projects. The deadline for sending requests to ExCo to receive assistance with paying membership fees should be 2 weeks from when the invoices are sent out by the Treasurer, with a one month period for assisting MOs to apply to assist MOs requesting assistance (this granted on a first come, first served basis), and a second round of applications held after Symposium if necessary due to new MOs (the actual time periods allowed may depend on when membership fees must be paid to retain active member status based on the Bylaws).
- 18) **IVSA Tools session** – Pim Polak moved to agree informally outside an ExCo meeting who would take charge of which section of this session. This was adopted.
- 19) **Hill's VNA3** – Hannah van Velzen moved to hand this issue over to the next ExCo, pending the input of Hill's. This was adopted.
- 20) **NEAT meeting 2014** – James Bost moved to recommend to the next ExCo to send James Bost to the NEAT meeting 2014 on behalf of IVSA, should he be elected to the Trust, in addition to at least one other person. This was adopted.
- 21) **Upcoming events** – Pim Polak moved to recommend to the next ExCo that they should prioritise sending a representative, preferably the President or Vice-President, to the WSAVA meeting in Cape Town in September. This was adopted.

Pim Polak moved to recommend to the next ExCo that they should consider sending a representative to the conference of the Veterinary Microbiological Professional Committee in China, who have been in touch with the ExCo. This was adopted.

- 22) **Handover** – James Bost reminded Joseph Lunt to include Scholarship Fund guidelines in the updated DAD Manual, and Retorika Galunggung to include guidelines on the layout of the newsletter in the updated PRC Manual. James moved to share the html code Google Drive document for the Manuals with ExCo, and each ExCo member would be responsible for updating their own section before the handover meeting, after which Retorika Galunggung is to upload the updated Manuals to the IVSA website. This was adopted.

James moved that the deadline for finishing updating other Manuals which require updating would be the 15th August, after which Retorika Galunggung is to upload the updated Manuals to the IVSA website. These other Manuals are to include the Trust Manual, Secretariat Manual, Committees and Groups Manual and the Decisions made by the GA Manual. This was adopted.

James reported that Sunghyun Hong had now completed the Trust Manual, and James would coordinate the finalization of the other Manuals.

James moved that each ExCo member would be responsible for organizing and handing over his committee email account(s) to their successor, and each would send all files that did not require a confidential handover to James by the end of Congress, so that James could put them on the Secretary General hard drive for archiving purposes, and could also put them in the relevant folders on the ExCo Dropbox folder. This was adopted after amendment.

- 23) **Henry Schein** – Hannah van Velzen gave a report about Henry Schein's interest in collaborating with IVSA. Henry Schein are interested in sponsoring veterinary projects in developing countries. James Bost moved that ExCo approval would be given to Hannah to pursue this collaboration, with her and Joseph Lunt being responsible for creating a plan. This was adopted.

The meeting went into recess from 13.08 until 14.17.

- 24) **World Animal Protection “adopting a country” idea** – James Bost moved to inform the AWC about World Animal Protection's proposal that IVSA members could “adopt a country” to promote their survey. This was adopted. James will contact the AWC.

- 25) **Visiocare consult student opportunity** – James Bost moved to pass this on to SCoMTE (and the future SCoVE). This was adopted. James will contact SCoMTE.

- 26) **Vets Now veterinary nurse research** – James Bost gave a report about an email from Vets Now and their request for assistance. Hannah van Velzen moved to suggest to them that they contact FVE, as we cannot be of much assistance with their requests. This was adopted. James will contact Vets Now.

- 27) **European Commission collaboration** – Pim Polak presented the European Commission’s letter to IVSA, designed to be the first of an “exchange of letters”. Pim moved to obtain ExCo approval of proposing to the GA to support this letter and presenting a letter of response on behalf of IVSA, for GA approval, before responding to the EC positively. This was adopted after amendment. Pim will draft a letter of response to the EC with Joseph Lunt, Camille Poissonnier, James Bost and Theofanis Liatis, and check it with the rest of the ExCo before proposing it to the GA.
- 28) **FAO collaboration** – Pim Polak gave a report on his meeting with representatives from FAO. Pim moved to draft the first of an “exchange of letters” to the FAO and check it with the rest of the ExCo before proposing it to the GA. This was adopted. Pim will draft the letter to FAO with James Bost, Joseph Lunt, Camille Poissonnier and Theofanis Liatis.
- 29) **Budget 2014-15** – Somin Um moved to obtain ExCo approval for the budget 2014-15, for presentation to the GA. This was adopted after amendment.

Somin moved to amend the Treasurer Manual to include coming up with a draft budget for the next term with the President-Elect, then checking it with the whole ExCo in a meeting before presenting it to the GA. This was adopted after amendment.

- 30) **Miscellaneous financial stuff** – Somin Um moved to propose the base factor of 22 to the GA for the membership fee calculations, and to propose to keep the ISM fees at €20 for students and €30 for non-students. This was adopted.
- 31) **Development Fund projects** – Joseph Lunt moved to approve providing Visayas State University, The Philippines, their allocated money from the Development Fund upfront, as this is required under the standard procedures of government offices in The Philippines. This was adopted.
- Joseph moved to approve the spending of the Development Fund money allocated to Central Mindanao University, as they have outlined. This was adopted.
- 32) **GA agenda** – James Bost moved to approve the draft GA agenda. This was adopted after amendment of the agenda.
- 33) **GAs: election schedule and organization** – Camille Poissonnier reported that she has requested printing facilities for the Election Committee, once they are elected.
- 34) **Role of ExCo regarding nominations and elections** – Pim Polak moved that the ExCo should not express their opinions on nominees publicly, or nominate members for positions (except for Chairman, Parliamentarian and the Election Committee). This was adopted.
- 35) **Partner attendance at Congress** – Pim Polak gave a report about which partners were attending the Congress.

Hannah van Velzen reported that two representatives of Merck Animal Health would attend the last two GA sessions and formal dinner.

36) **Meeting with WSAVA** – Pim Polak moved to schedule a meeting between the ExCo and Siraya Chunekamrai of WSAVA for 18.00 on 5<sup>th</sup> August 2014. This was adopted.

37) **Emirates program** – Isaac Corderroure López gave a presentation on the Emirates business rewards programme. Pim Polak moved to recommend that the next ExCo should sign up to this programme, and to ensure that Isaac's document is handed over to them. This was adopted. James Bost will take responsibility for ensuring this document is handed over.

38) **Possible amendments to strategic plan** – Pim Polak moved to propose to the GA to change the SPC's strategic plan as follows:

*Within the 5 year plan – change “association” to first “internal section” then “section”, change “founded” to “formed”, delete “is financially and locally independent from IVSA”.  
Within the 10 year plan – change “association” to “section”, delete “be a recognized charity that”, change “supports” to “support”, delete “and seek out partnerships”*

, consulting Frédéric Lohr, the rest of the SPC and Inés Ben Jabara before proposing it to the GA. This was adopted after debate. It was discussed that a separate association could in the long term end up working against the interests of IVSA, and other student associations such as IFMSA had internal divisions for their alumni members rather than separate associations. Pim has consulted Jan Mattila of the SPC on this matter, and reported that he was open to amending the strategic plan in this way.

39) **Trust report** – James Bost reported that Inés Ben Jabara had contacted him requesting that a Trust report be given to the GA separately to the reports in the proceedings booklet. Inés was not able to be present.

Pim Polak moved that the Trust should be advised to create a document on the work of the outgoing ExCo to advise the next ExCo. This was adopted.

40) **AOB**

- a. **Printing of budget** – Somin Um moved to print off the budget as agreed upon by the ExCo, with the exception of the Regional Secretary budget item, as that relied on the Bylaws amendment being passed. This was adopted.
- b. **SCOH budget** – Pim Polak moved to approve the use of up to €200 of SCOH's budget for printing leaflets. This was adopted.
- c. **FECAVA Conference** – Hannah van Velzen reported that she will be attending this conference, and is willing to represent IVSA at it, should the next ExCo wish.
- d. **Website** – Retorika Galunggung reported that she plans to get the new website online during Congress, and plans to present it at the beginning or end of a GA.

- e. **Hill's report** – Pim Polak reported that the Hill's report is not yet complete. Camille Poissonnier will provide input for Hannah van Velzen to complete the report, and Hannah will ask Hill's if the deadline of the report can be postponed.

The meeting went into recess from 17.19 until 17.40.

Pim Polak moved to go into a closed session. This was adopted.

- 41) **Approval of minutes from emergency online ExCo meeting** – James Bost moved to approve the minutes from the emergency online ExCo meeting. This was adopted after amendment.

- 42) **Anne Christine Føllesdal's resignation and any further measures to be taken** –

Hannah van Velzen was requested by the rest of the ExCo to excuse herself for the next part of the discussion. Hannah left the meeting.

Pim reported that he felt comments made about the objectivity of ExCo regarding decisions surrounding Anne Christine Føllesdal's resignation, and his own possible influences in such decisions, needed discussion, and excused himself for the next part of the discussion. This subject was then discussed between the remaining ExCo members present.

James Bost moved to adopt the statement that the ExCo do not feel that they were influenced in their decision-making regarding Anne Christine's resignation by any one particular ExCo member, and that all decisions were made by genuine majority agreement of the ExCo, with each member being given a fair chance to express their opinions. This was adopted after debate.

Pim rejoined the meeting.

The ExCo drafted a statement about the ExCo's opinion on Anne Christine's resignation. Hannah was then asked to rejoin the meeting and did so. The ExCo agreed upon the statement.

The meeting went into recess from 19.00 until 20.24.

- 43) **Statement for other Trust members** – James Bost moved that Camille Poissonnier could send an official statement on behalf of ExCo to professional contacts of Trust members not involved in the situation to confirm their non-involvement, if such professional contacts make enquiries to the Trust members. This was adopted after amendment. Camille will cc Pim Polak in any such correspondence.

The meeting went into recess from 23.41 until 17.40 on 30<sup>th</sup> July.

- 44) **Anne Christine Føllesdal's resignation and any further measures to be taken** – Joseph Lunt moved to share the statement with the Secretariat and Trust,

in addition to Sara Wüeggertz, Merel Rodenburg, Emma van Rooijen and the next ExCo, either orally or via a written document that would remain property of a member of the current ExCo, with the condition that this information is not to be shared with others. This was adopted after debate and amendment.

James Bost moved that all emails concerning this situation are to be deleted from ExCo email accounts before the email accounts are handed over. This was adopted after debate and amendment.

James Bost moved that Pim Polak should draft a statement concerning Anne Christine's resignation for delivery to the GA at the start of the first GA session, which would require majority approval from the ExCo (ExCo members can be asked on an individual basis) before being delivered to the GA. This was adopted after debate and amendment.

**45) Parliamentarian and Chairman** – Pim Polak moved that the ExCo should nominate Emma van Rooijen to be the Parliamentarian and Jan Mattila to be the Chairman for the GA. This was adopted.

The meeting adjourned at 18.47 on 30<sup>th</sup> July.