



INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

Permanent Office: IVSA Info Office, DSR, Dyr­lægevej 9, 1870 Frederiksberg C, DENMARK
Fax: +45 35 28 21 52; E-mail: info@ivsa.org; URL: www.ivsa.org
Bank Account: Danske Bank, Frederiksberg Afdeling, Falkoner Alle 55, 2000 Frederiksberg
Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

2016.08.02 – Minutes for 6th Live Meeting / Handover Meeting of the Executive Committee 2015-2016

The 6th Live Meeting of the IVSA Executive Committee (ExCo) 2015-16 was held at 17.25 GMT+2 on the 2nd of August, 2016 via join.me the President-Elect being in the Chair and the Secretary General present to take the minutes.

Executive Committee Officers Present:

Anil Türer	President
Emma van Rooijen	Secretary General (SG) and Vice-President (VP)
Ann-Katrin Autz	Member Organization Director (MOD)
Sofie Svensson	Development Aid Director (DAD)
Aqil Jeenah	Committee Coordinator
Samantha Morici	External Relations Officer (ERO)
Malcolm Chong	Public Relations Coordinator (PRC) and President-Elect
Panagiotis Galatsanos	Treasurer

Trust Representatives Present:

None

Other IVSA Officials Present:

Kiki Streng	Secretary
Andrei Ungur	Secretary
Charlene Bremont	Secretary
Ondrej Vitula	Secretary
Lana Lee	Secretary

Other guests:

Ivan Kotze	IVSA South Africa
Vera Gonzalez	IVSA Spain, Barcelona
Mélissa De Lombaert	IVSA SAVMA
Alexandra Sousa	IVSA Portugal
Xavier Canavilhas	IVSA Portugal
Kerstin Abraham	IVSA Austria

Apologies:

None

- 1) **Opening**– The Meeting was called to order by Malcolm Chong at 17:25 GMT+2



Hill's the Exclusive Diamond Sponsor of the IVSA

'IVSA and Hill's – Working together towards better veterinary education and care worldwide'



INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

Permanent Office: IVSA Info Office, DSR, Dyrølægevej 9, 1870 Frederiksberg C, DENMARK
Fax: +45 35 28 21 52; E-mail: info@ivsa.org; URL: www.ivsa.org
Bank Account: Danske Bank, Frederiksberg Afdeling, Falkoner Alle 55, 2000 Frederiksberg
Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

- 2) **Introduction** – Malcolm Chong shared his focus areas for next year.
- 3) **Assignment of Secretaries** – Emma van Rooijen explained that the Secretary General divides the specific tasks of the secretaries, according to preference as much as possible. Sofie Svensson recommended that only two (2) should be assigned to the DAD, instead of three (3). Aqil Jeenah recommended to assign one (1) secretary to the Committee Coordinator as well as the Treasurer. Malcolm Chong proposed to assign one (1) secretary to Committee Coordinator & Treasurer, one (1) secretary to the DAD, one (1) secretary to ERO & DAD, one (1) secretary to PRC and four (4) to MOD. This was approved.
- 4) **Back-up Minutes** – Emma van Rooijen explained that during the General Assemblies, two (2) IVSA officials take the minutes. Usually one of these two is the Secretary General. Malcolm Chong proposed to appoint Alexandra Sousa as the person responsible for the 'Back-up Minutes'. This was approved.
- 5) **Vice-President (VP)** – Malcolm Chong explained that the VP for the upcoming term is appointed during the Handover Meeting by the newly elected ExCo. The VP should have a good understanding of all IVSA's projects and activities. Malcolm Chong proposed to appoint Ondrej Vitula as the VP for the upcoming term. This was approved.
- 6) **Role of the Committees** – Aqil Jeenah explained the work of the different committees and what position they have within IVSA. He also explained that the Committee Coordinator will give updates of the committees' and working group's work during the ExCo meetings.
- 7) **Election results** – The results of the elections for the IVSA Officials 2016-2017 were announced (see below). Denise van Eekelen suggested the following task division of the secretariat. This was approved.

a. Results secretariat

Lara Scherer	44 votes	Task: Treasurer + Committee Coordinator
Maryem ben Salem	36 votes	Task: MOD
Clara Laurent	31 votes	Task: MOD
Lucian- Alexandru Todirica	27 votes	Task: DAD
Bartozs Ligeza	27 votes	Task: PRC
Seong Jin Cho	27 votes	Task: MOD
Leonie Fingerhut	25 votes	Task: DAD + ERO
Nina Schmidt	24 votes	Task: MOD



Hill's the Exclusive Diamond Sponsor of the IVSA

'IVSA and Hill's – Working together towards better veterinary education and care worldwide'



INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

Permanent Office: IVSA Info Office, DSR, Dyrølægevej 9, 1870 Frederiksberg C, DENMARK
Fax: +45 35 28 21 52; E-mail: info@ivsa.org; URL: www.ivsa.org
Bank Account: Danske Bank, Frederiksberg Afdeling, Falkoner Alle 55, 2000 Frederiksberg
Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

b. Results Trust – Lana Lee and Charlene Bremont were elected as the additional two (2) Trust Members with 56 and 49 votes respectively out of 106 votes cast.

c. Results Committee & Working Group Chairs

Standing Committee on One Health (SCOH)	Clara Buxbaum, IVSA Austria
Standing Committee on Veterinary Education (SCOVE)	Michael Huang, IVSA China
Animal Welfare Committee (AWC)	Hilary Antosh, IVSA SAVMA
Standing Committee on Wellness (ScoW)	Xavier Canavilhas, IVSA Portugal
Working Group on Policies (WGP)	Mélissa de Lombaert, IVSA SAVMA
Ad Hoc Committee on IVSA Paid Positions	Brian Jochems, IVSA SAVMA

8) **Live Meetings** – Malcolm Chong explained that the ExCo had changed the procedure for selecting the location of the Live Meeting. Member Organizations (MOs) can send in “bids” to host the Live Meeting. Aqil Jeenah recommended to send out a Doodle directly after the meeting to determine what the best dates for the 2nd Live Meeting of ExCo 2016-2017 would be. After the dates are selected, a “Call for Host” will be sent out to MOs for those specific dates. Ondrej Vitula and Ivan Kotze are in charge of the selection of the location and host for the Live Meetings. Sofie Svensson suggested to approach IVSA Denmark to put in a bid so that the ExCo could visit the IVSA Office. Emma van Rooijen explained that all ExCo Officers have to send an overview of which airports they could fly from/to to Ivan Kotze and Ondrej Vitula.

9) **Communication** – Malcolm Chong explained that there are different modes of communication for ExCo and IVSA Officials. He explained that the Official will receive their email addresses in September and that they should check their accounts daily. Malcolm Chong also proposed to instate a “48 hour rule”, which means that every IVSA Official has to reply to an email within 48 hours. This was approved. Xavier suggested to use an app called Slack, which is a free platform where you could communicate with each other, share documents and schedule meetings. Aqil Jeenah explained that he had used both Slack and Podio with the Committees and Working Groups and that Podio is more efficient, once you understand how it works. Sofie Svensson suggests that the ExCo evaluates the different modes of communication and platforms during the 2nd Live Meeting of ExCo 2016-2017. This was approved. Emma van Rooijen will make a ‘manual’ on how to use Podio, Slack and Join.me.

10) **Contract** – Emma van Rooijen explained that all IVSA Officials have to sign a contract at the start of their term. The contracts will be sent to the IVSA Officials by



Hill's the Exclusive Diamond Sponsor of the IVSA

IVSA and Hill's – Working together towards better veterinary education and care worldwide'



INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

Permanent Office: IVSA Info Office, DSR, Dyrølægevej 9, 1870 Frederiksberg C, DENMARK
Fax: +45 35 28 21 52; E-mail: info@ivsa.org; URL: www.ivsa.org
Bank Account: Danske Bank, Frederiksberg Afdeling, Falkoner Alle 55, 2000 Frederiksberg
Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

Denise van Eekelen. Sofie Svensson proposed to include more personal information, (i.e. address, identification number, phone number) in the contract. This was approved.

- 11) **English check** – Emma van Rooijen explained that the newly elected ExCo should appoint someone on the ExCo that would be responsible for English (grammar) checks on all documents/emails, if necessary. Malcolm Chong proposed that he will be responsible for the English check, with the help of Alexandra Sousa, if necessary. This was approved.
- 12) **Select informal auditors for the term** – Malcolm Chong explained that two IVSA Officials are appointed at the start of each term to check the work of the Treasurer. Ivan Kotze proposed Mathieu Visser and Ann-Katrin Autz. This was approved.
- 13) **Policies** – There are several rules, that are called “Policies” that the ExCo agrees on at the start of each term.
 - a. “48 hour rule” – the ExCo agreed to instate the “48 hour rule”
 - b. Monthly reports – Malcolm Chong proposed to submit the report forms monthly. This was approved.
 - c. Reimbursements – Malcolm Chong explained that IVSA representatives that are attending events will be reimbursed for their travel expenses after the event has finished. He also explained that the IVSA representatives must always keep the receipts of all their costs. Panagiotis Galatsanos explained that there is a manual for expenses. Emma van Rooijen explained that the reasonable amount for accommodation per person per night is 30 EURO (€). If any accommodation expenses exceed this amount, the costs have to be approved by the Treasurer and possibly the ExCo before the expenses are made. Emma van Rooijen explained that the IVSA representatives might need a waiver if travels are booked online with an IVSA creditcard.
- 14) **Reading List** – Emma van Rooijen explained that there are several documents that should be read by the IVSA Officials before they start their term (i.e. Bylaws, Constitution, Handover Manuals, Sponsor/Partner document). Emma van Rooijen will send an email to the newly elected IVSA Officials with the ‘reading list’.
- 15) **Special General Assembly** – Malcolm Chong explained that the application forms for the Special General Assembly have been published. Malcolm Chong proposed the following deadlines, which were approved.
 - a. Deadline for applications: 17th of August (23:00 GMT)
 - b. Deadline for announcing the host: 21st of August (23:00 GMT)



Hill's the Exclusive Diamond Sponsor of the IVSA

IVSA and Hill's – Working together towards better veterinary education and care worldwide'



INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

Permanent Office: IVSA Info Office, DSR, Dyrslægevej 9, 1870 Frederiksberg C, DENMARK
Fax: +45 35 28 21 52; E-mail: info@ivsa.org; URL: www.ivsa.org
Bank Account: Danske Bank, Frederiksberg Afdeling, Falkoner Alle 55, 2000 Frederiksberg
Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

Emma van Rooijen explained that Special General Assembly shall not receive the name 65th IVSA symposium. In the list of events, the 65th IVSA symposium will be noted as (canceled). The symposium in South Africa will remain as the 66th IVSA symposium South Africa. Emma van Rooijen also proposed to form an informal advisory group to help the ExCo and the OC with the organizing of the Special General Assembly. This was approved. Ondrej will be contacting possible members for this informal advisory group. Anil Türer mentioned that the newly elected ExCo should consider a Bylaw amendment that would give the GA power to change the location of the IVSA symposium/congress if necessary.

16) Any Other Business (AOB)

- a. **Danske Bank** – Panagiotis Galatsanos explained that the bank might 'freeze' the account if we do not update our contact information in time and that another mandate holder could be added to the account. Emma van Rooijen proposed to not add another mandate holder because of the opening of a new account in Belgium.
- b. **Sara Wueggertz** – Emma van Rooijen gave a brief overview of the situation regarding Sara Wueggertz.

The meeting adjourned at 19:08 GMT+2

Emma van Rooijen
Secretary General and Vice-President



Hill's the Exclusive Diamond Sponsor of the IVSA

'IVSA and Hill's – Working together towards better veterinary education and care worldwide'