

2016.10.29 – Minutes for the 2nd Live Meeting of the Executive Committee 2016-2017

The 2nd Live Meeting of the IVSA Executive Committee (ExCo) 2016-17 was held at 9.00 GMT+2 on the 29th of October 2016 at Utrecht University, The Netherlands and via Join.me the President being the Chair and the Secretary General present to take the minutes.

Executive Committee Officers Present:

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| Malcolm Chong | President |
| Denise van Eekelen | Secretary General (SG) |
| Ondrej Vitula | Member Organization Director (MOD) & Vice-president (VP) |
| Andrei Ungur | Development Aid Director (DAD) |
| Alexandra Sousa | Committee Coordinator (CC) |
| Vera González | External Relations Officer (ERO) |
| Kerstin Abraham | Public Relations Coordinator (PRC) |
| Ivan Kotze | Treasurer |

Trust Representatives Present:

Emma van Rooijen Trustee

Other IVSA Officials Present:

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| Lucian Todirica | Secretary |
| Leonie Fingerhut | Secretary |
| Nina Schmidt | Secretary |
| Lara Scherer | Secretary |

Apologies:

None

- 1) Opening** – The meeting was called to order by Malcolm Chong at 9.33 GMT+2.
- 2) Approval of the agenda** – The agenda was approved without amendments.
- 3) Approval of the minutes from the 2nd Online Meeting of ExCo 2016-2017** – The minutes of the 2nd Online Meeting of the ExCo 2016-2017 were approved without amendments.
- 4) Housekeeping items (releases/replies/emails/reports/projects/goals)** – Malcolm Chong explained the importance of the 48hour-rule with regards to answering emails. There will be moments one cannot stick to the 48hour-rule and if that is the case one should at least let the members of ExCo know. In addition to the 48hour-rule, Malcolm Chong explained everyone should spell-check releases onto IVSA media – such as the website and Facebook – carefully. If one might need help with spell-checking, one should actively ask for it. At last, the importance of sending in the monthly reports in time and sharing goals and projects being worked on amongst each other were highlighted.

- 5) **Action points** – Denise van Eekelen read out the list of action points.
- 6) **Trust report** – Emma van Rooijen gave the ‘Trust Report’. There were no certain projects that trust has been working on the past few weeks. In the near future a project the Trust is going to start working on is the IVSA History project, however they have to wait for the handover from Hannah van Velzen.
- 7) **Committee reports** – Alexandra Sousa gave the report for the committees and working groups with assistance of Malcolm Chong and Emma van Rooijen (a member of the Standing Committee on Wellness). Alexandra Sousa informed ExCo she has asked all the committees and working groups for their action plan, goals, projects and budget for this IVSA year (2016-2017). She has not yet received this from all the committees and working groups.
- a. **Standing Committee on One Health (SCOH)** – Alexandra Sousa explained SCOH has been and will be working on the ‘health days’. Regarding these days, they will collaborate with other associations such as the International Federation of Medical Students Associations (IFMSA), the International Pharmaceutical Students’ Federation (IPSF), etc. The past event SCOH has worked on was the World Rabies Day, that was promoted well and turned out to be a success. The upcoming events SCOH is working on, are the One Health day on the 3rd of November 2016 and the Antimicrobial resistance (AMR) week from the 14th until the 20th of November 2016. The AMR week is a project from the World Health Organization (WHO) and SCOH will be working on this together with IFMSA and IPSF. Besides the events SCOH focusses on, the publications team of SCOH is working on the next edition of the Veterinary Public Health Journal (VPH Journal), wherefore deadlines for sending in articles and release have been set. At last, SCOH has ambassadors amongst students worldwide and will try to get into good contact with them.
- b. **Standing Committee on Veterinary Education (SCoVE)** – Alexandra Sousa explained an organized action plan specified per member of SCoVE has been made. The Chair and the rest of the committee are doing a good job and are really active. At this point in time SCoVE is focusing on VetTalks and the establishment of Vet Student Talks (Vet”S”Talks). Malcolm Chong explained the EDU+ platform will be promoted more, as the platform is not visited as much as we want it to be visited at this point in time. Alexandra Sousa explained Vera González, the Chair of SCoVE (Michael Huang) and she have been working on a point system for the SCoVE (Vetstream) ambassadors with which the ambassadors can win certain prizes.
- i. **Subcommittees on posters** – Malcolm Chong explained there a subcommittee within SCoVE has been established. This subcommittee will designs posters for (during) events. Alexandra Sousa asked ExCo to think about subjects for posters on education. Malcolm Chong explained there has been a survey on education and that once the results are analyzed and an article is written, this may be helpful for choosing subjects for the posters.

- ii. **WVA Committee on education** – Malcolm Chong explained the World Veterinary Association (WVA) is excited to work with IVSA on diverse projects, i.e. on education. Malcolm Chong will request information from the WVA representatives about the conditions for membership of a student of a working group or committee, i.e. 'Should an IVSA member not graduate within a certain amount of time in the future?'.
Emma van Rooijen asked ExCo to discuss via email who should be nominated for being representative of IVSA within the Working group on Animal Welfare of the WVA. Malcolm Chong proposed that Alexandra Sousa sends further information on this to ExCo via email. This was approved.
- c. **Animal Welfare Committee (AWC)** – Alexandra Sousa explained the AWC has not submitted an action plan yet. The AWC is working on the ideas that have been presented in the Second Online meeting of ExCo 2016-2017.
The handover of the AWC has not been efficient, that for example made it hard to get access to the email and Facebook account of the AWC. This also resulted in a newly created Facebook page, while there already existed an AWC Facebook page. This situation was discussed. Malcolm Chong proposed to keep using the old AWC of IVSA Facebook page and delete the newly created AWC Facebook page. This was approved.
- d. **Standing Committee on Wellness (SCOW)** – Emma van Rooijen explained an action plan for every project of SCOW had been written. The SCOW action plan contains fourteen different projects. SCOW has made a selection of plans they want to work on during the next year, which are: a module on wellness, an app on wellness that directs users to resources on wellness and motivational websites or apps, a journal (once/twice a year) and a mental health challenge. Besides this, SCOW has been looking into subjects for a policy paper on wellness, creating a closed Facebook group where people can share thoughts and experiences, launching the second survey about mental health, interviewing students (during symposia and/or congresses) and making a compilation of the interviews, wellness events at symposium and/or congresses and a wellness run of one to two kilometers during congress in Malaysia. Emma van Rooijen asked the opinion of ExCo on the mental health challenge, small events during the GA breaks at the IVSA Special General Assembly (SGA) in Raleigh, USA and the wellness run during the IVSA Congress in Malaysia. These three ideas were discussed. Malcolm Chong proposed to change the mental health challenge into a hugging and befriending people challenge. This was approved. Malcolm Chong proposed to approve the plans for small events during the GA breaks at the IVSA SGA in Raleigh, USA. This was approved. Malcolm Chong proposed to allow SCOW to see if the OC of the IVSA Congress in Malaysia is in favor of the idea of the wellness run. This was approved.
- e. **Working Group on Policies (WGP)** – Alexandra Sousa explained the list

of policies that has been made last year has been found. The Chair of the WGP (Mélissa De Lombaert) is excited to work on new policy papers and position statements, of which some can be written together with SCOH and AWC.

- f. **Working Group on Alumni (WGA)** – Alexandra Sousa explained the committee has been formed, for which there were really good applications. The immediate priority of the WGA is the alumni event at the IVSA SGA in Raleigh, USA. The committee is thinking of and working on promotion of the alumni section (at events). Ideas for that were discussed. Alexandra Sousa explained the idea of printing information about the alumni section of IVSA on a small piece of paper, which could be handed out to interested veterinarians during events. Malcolm Chong proposed to do so. This was approved. The update on the alumni event during the SGA was discussed later during this meeting.
- g. **Ad hoc Committee on IVSA Paid Position (AHCPP)** – Alexandra Sousa explained the committee has set up an action plan and an application form for the position. The AHCPP has sent a survey to former ExCo members to ask for their opinion on what the paid position should do within IVSA. Thereby, the committee has been trying to get into contact with the FVE. Denise van Eekelen reacted she will help them with the contact with FVE. Alexandra Sousa explained we should start drafting a proposal to extend the term of the AHCPP. Alexandra Sousa proposed to work on this together with Denise van Eekelen. This was approved.

8) Events – IVSA Representatives

- a. **Union of International Associations Round Table Europe (UIA-ARTE)** – Held from the 3rd- 4th of November 2016 in Monaco. The IVSA representative at the UIA-ARTE, Ondrej Vitula, had been chosen during the first online meeting of ExCo 2016-2017. Ondrej Vitula was eventually not able to attend. Malcolm Chong explained an IVSA representative will attend the next UIA event if possible.
- b. **IFISO Autumn Meeting 2016 (IFISO-A)** – The representative on IFISO-A had been discussed during the previous two ExCo meetings. Malcolm Chong proposed to send Andrei Ungur as the IVSA representative. This was approved in the second online ExCo meeting. Malcolm Chong explained the dates and location of IFISO-A have changed. The event will now take place in Lisbon, Portugal from 17th - 20th of November 2016. This is what made ExCo discuss a possible change of the IVSA representative. Malcolm Chong explained why he asked Ondrej Vitula if he would be able to attend. ExCo has discussed attendance via email. ExCo reached quorum via email on Vera González attending IFISO-A as IVSA representative.
- c. **WVA/WMA Global Conference on One Health (WVA/WMA GCOH)** – The second WVA/WMA GCOH will be held in Kitakyushu City,

Japan from the 10th – 11th of November 2016. Malcolm Chong was approved as IVSA representative by the previous ExCo. He has worked together with Alexandra Sousa, SCOH and IFMSA on the joint presentation at the conference. During this conference, Malcolm Chong will meet with a representative of Bayer Animal Health.

- d. **European Veterinarians in Education, Research and Industry General Assembly 2016 (EVERI GA)** – The General Assembly of EVERI will be held on the 10th of November 2016 in Brussels, Belgium. IVSA was invited to attend and hold a presentation about the activities of IVSA since June 2016. The ExCo 2016-2017 has discussed the representative through email. Malcolm Chong proposed to send Denise van Eekelen as the IVSA representative. This was approved.
- e. **Federation of Veterinarians of Europe General Assembly 2016 (FVE GA)** – The General Assembly of the FVE will be held on the 11th and 12th of November 2016 in Brussels, Belgium. An IVSA representative was invited to attend. The ExCo 2016-2017 has discussed the representative through email. Malcolm Chong proposed to send Denise van Eekelen as the IVSA representative. This was approved.
- f. **Conference of Parties of the United Nations Convention on Climate Change (COP 22) + Conference of Youth (COY12)** – The 22nd session of COP is scheduled to take place in Marrakech, Morocco from the 7th – 18th of November 2016. The 12th COY is a meeting of several representatives of students associations before the COP22 will take place. This conference is being held from the 3rd – 5th of November in Marrakech, Morocco. Alexandra Sousa explained the difficulties of attendance and these were discussed. The conclusion was drawn that it is not possible to attend the meeting this time.

Recess at 12.14 GMT+2 for 10 minutes

The meeting was called to order by Malcolm Chong at 12.28 GMT+2.

9) Partner points

- a. **WHSA Secretariat** – The World Health Students Alliance (WHSA) Secretariat task is handed over from International Pharmaceutical Students' Federation (IPSF) to IVSA this year. Lara Scherer is working on establishing the secretariat. However, it is hard to get into contact with IPSF for planning a handover meeting. A Facebook group has been established to improve communication between IVSA and IPSF regarding the WHSA secretariat task. Alexandra Sousa proposed to ask IPSF for a handover manual. This was approved.
- b. **WHSA** – At this point in time, there are some activities that the WHSA organizations are working on. One of the activities is the 'International Students' Day', for which IFMSA and IVSA work together on a joint statement. Alexandra Sousa will be the main contact person for IVSA on this.

The joint statement written for the 'International Students' will be approved by ExCo.

- i. **WHSS** – To try to make sure there will not be any difficulties and problems in the future, the contract for the Organizing Committee of (OC) the World Health Students' Symposium was rewritten. Malcolm Chong proposed to agree on the WHSS OC contract. This was approved.
- c. **European Commission Health and Food Safety (EC-SANTE)** – The European Commission (EC) asked IVSA to fill out a form to update our organizations' information in the Register of Expert Groups. Denise van Eekelen filled out the form and has sent it to the EC. Afterwards, the EC asked to fill out the transparency register that is obligatory for all members of Commission expert groups and sub-groups. Denise van Eekelen will look into this; she will communicate further information with ExCo and ask ExCo for agreement on the registration in the transparency register.
- d. **European Pharmaceutical Students' Association (EPSA)** – Vera González is in contact with the Secretary of the European Pharmaceutical Students' Association (EPSA) about partnership between IVSA and EPSA. There is no further information on this at this point in time.
- e. **World Organisation for Animal Health (OIE)** – Malcolm Chong suggested to give the opportunity of staying informed of OIE projects, committees and workings groups to an interested secretary during the last meeting. The selected secretary will inform the 'SCoVE Ambassadors' on the OIE projects. This was approved. Denise van Eekelen will discuss this with the secretaries (during the next Secretariat meeting).
Malcolm Chong has been in contact with someone from OIE about the ambassador project with IVSA. The main goals are to have OIE ambassadors at as many universities as possible. The OIE will be present at the congress in Malaysia to launch the ambassador project, to which an award will be linked. Malcolm Chong will contact the OIE again for further information on this. Ondrej Vitula will create an overview of which universities belong to the National IVSA Member Organizations.
- f. **WVA Committees & Working groups** – Emma van Rooijen proposed to nominate Michael Huang, Chair of SCoVE, for a position in the WVA Committee on Education during the last ExCo meeting, which was approved. This subject has been discussed earlier during this meeting.
- g. **EAEVE visitations** – Malcolm Chong and Alexandra Sousa explained IVSA has send in a list of student visitors of European veterinary schools to the European Association of Establishments for Veterinary Education (EAEVE). EAEVE replied and explained that three (3) students of the list of last year, who had not done a visitation yet, were not eligible anymore. Besides that, EAEVE asked IVSA to add eight (8) more student visitors to the already proposed and still eligible students. Malcolm Chong proposed Alexandra

Sousa should look into eight (8) new student visitors to propose to EAEVE. This was approved.

- h. FVE-CPME & IVSA-EMSA** – Following a One Health approach in veterinary education and common training of vets with other professions, FVE has been in contact with the Standing Committee of European Doctors (CPME), representing the medical profession in Europe. FVE and CPME agreed to work together on promoting a One Health approach in education and would like to include the students in this initiative too. FVE and CPME therefore want to organize a meeting between the two professions – represented by FVE and CPME – and the students' organizations, being the European Medical Students' Associations (EMSA) and IVSA. EMSA already agreed to participate in this dialogue. IVSA ExCo agreed via e-mail on taking part in and Denise van Eekelen attending this meeting. Denise van Eekelen will inform the Chair of SCOH (Clara Buxbaum) on the meeting and Clara Buxbaum will provide Denise van Eekelen with important information regarding One Health.
- i. Veterinary English** – Vera González explained the agreement on Veterinary English is written, but should be approved by the GA as the agreement is for more than one year.
- j. Hill's Pet Nutrition** – Vera González explained there are two main problems regarding Hill's Pet Nutrition (Hill's) at this point in time: 1) there is no representative from IVSA, neither one from Hill's who knows where the sponsor contract is 2) the IVSA bank account – or a new one – should be available for bank transfers before the 25th of December 2016, otherwise Hill's is not able to transfer sponsoring money to IVSA. Vera González also explained Hill's nowadays financially supports two ExCo members to attend the SAVMA Symposium, however, that will be changed in financial support for two ExCo members to attend the World Small Animal Veterinary Association (WSAVA) Congress in the future. Besides this, the 'top Exchange Officer (EO)' and the winner of the Hill's quiz nowadays receive attendance to the SAVMA Symposium as well, which will be changed to a financially supported externship in Ontario, Canada. As at least two members of ExCo are needed for the Development Fund auction during the SAVMA Symposium, this was discussed. Andrei Ungur will think of a long term (financial) solution for ExCo members attending the SAVMA Symposium.

Recess at 13.24 GMT+2 for 60 minutes

The meeting was called to order by Malcolm Chong at 14.35 GMT+2.

- k. The Federation of European Companion Animal Veterinary Association (FECAVA)** – The Federation of European Companion Animal Veterinary Association (FECAVA) asked IVSA to become an associate member. No further information on this is available at this point in time. Emma van Rooijen will send ExCo an email with information on the benefits

of associate membership for IVSA and the FECAVA associate membership itself.

- i. UIA (Organization Profile update)** – The Union of International Associations (UIA) has a 'Yearbook of International Organizations', that contains all profiles of organizations that are involved in the UIA. Malcolm Chong proposed that ExCo members could update the information for the 'Yearbook of International Organizations' until two days after this meeting at the latest. This was approved. Malcolm Chong will send it to the UIA in time.

- m. AFRIVIP**– AfriVIP is a platform related to Onderstepoort Veterinary Faculty, University of Pretoria, South-Africa with whom a Memorandum of Understanding (MoU) was signed during the IVSA Congress in Austria, 2016. VetTalks videos will be uploaded on the afriVIP platform, where they will be freely available to watch.
The proposed Sponsorship Agreement between IVSA and the Onderstepoort Veterinary Faculty, University of Pretoria, South-Africa (OP) is written to set forth terms between IVSA and OP for the utilizations of funds. These funds have the sole purpose of promotion of the IVSA VetTalks project through a competition for IVSA members. The prizes of the two competitions will be refunds of travel expenses for the IVSA Congress in Malaysia and the IVSA Symposium in South-Africa for an African IVSA member and a non-African IVSA member. The Sponsorship Agreement between IVSA and OP was discussed. Alexandra Sousa will share the changes made in the Sponsorship Agreement between IVSA and OP to ExCo for agreement.

- n. Bayer** – Vera González explained Bayer is interested in collaborating more with IVSA. With regards to this, Bayer has shown interest in interviewing a total of three students of the month. Thereby, Bayer also would like to give students the opportunity to write articles for and publish articles on their website. The offers of Bayer were discussed. Malcolm Chong proposed to accept the offers of Bayer. This was approved.

- o. VetStream** – Vera González explained VetStream is planning on starting some new projects – in collaboration with IVSA – in the near future. At this point in time, VetStream is working together with SCoVE, where the idea arose to create a competition between the SCoVE/VetStream ambassadors. This competition would include that the ambassador that achieves the most – based on a points system – wins the competition. Vera González, Alexandra Sousa and the Chair of SCoVE (Michael Huang) together have designed a points system, which will be send to ExCo by Alexandra Sousa for comments and concerns. Besides the invented competition, Vera González explained that VetStream would like to translate a part of their website to Spanish. Here, help of Spanish IVSA students will be needed. VetStream offers to assign a prize to one of the students that would help them with the translation. Further information on this will follow in the future.

- p. Mission rabies** – The MoU with Mission Rabies (MR) should be approved by

ExCo. The members of ExCo should look through the MoU with MR and agree on it via email. Vera González will send the MoU to ExCo for approval. After approval by ExCo the MoU will be brought up during the GA for approval of the GA.

- q. **StudyPortals** – The MoU that has been signed with StudyPortals states StudyPortals pays IVSA money for reviews by IVSA members. StudyPortals has asked IVSA to have more students writing reviews on the universities in the United States of America (USA) and to conduct surveys on different subjects. The results of these surveys will then be published on the website of StudyPortals, which will also provide IVSA with money.
- r. **Multiview** – Vera González explained the banner with advertisements on the website is arranged by Multiview. Kerstin Abraham and Vera González ask if Multiview is allowed to contact our sponsors to buy an advertisement in the banner on our website. Emma van Rooijen explained Multiview is not allowed to do that and will send Vera González the contract between IVSA and Multiview.
- s. **VetStage** – Vera González explained she has spoken with VetStage and that VetStage would like to have more space on our website. Vera González and Kerstin Abraham will look further into the possibilities for this.
- t. **Potential partners** – **The meeting went into an executive session from 16.01 until 16.37 GMT+2.**

10) Attended events – short reports

- a. **UN General Assembly Meeting on Antimicrobial Resistance (UN-GAM)** – The UN-GAM was held on the 21st of September 2016 at the UN Headquarters, New York, USA. Samantha Morici had been selected as IVSA representative. Denise van Eekelen will ask Samantha Morici for her report on UN-GAM.
- b. **WSAVA Congress, Cartagena (WSAVA Congress)** – The WSAVA Congress was held in Cartagena, Colombia from the 27th – 30th of September 2016. Malcolm Chong and Emma van Rooijen had been selected as the IVSA representatives, whereby Emma van Rooijen was head of the student volunteers as well. Malcolm Chong explained he and Emma van Rooijen spoke with a lot of students from Colombia and arranged that Colombian students will submit an application to be able to start an IVSA Member Organization in Colombia. Besides this, Malcolm Chong has spoken to many partners and other organizations, such as WSAVA and IDEXX. Emma van Rooijen and Malcolm Chong both also attended the WSAVA GA. During the GA, much interest was shown for the opinions of students on certain subjects. Malcolm Chong explained WSAVA would like to work with IVSA on new projects and continue the work we are doing together at this point in time. Denise van Eekelen will ask Malcolm Chong for the report on the WSAVA Congress. Emma van Rooijen explained WSAVA hires a company to organize their

congress, but last year dr. Siraya Chunekamrai asked her if IVSA could arrange volunteers for the WSAVA Congress. It is likely IVSA will also be asked to arrange volunteers for the next WSAVA Congress (in Denmark) and deliver the head of the volunteer team.

- c. **WVA General Assembly 2016 (WVA GA)** – Malcolm Chong has attended the General Assembly of the World Veterinary Association in Panama City, Panama on the 3rd of October 2016. There, Malcolm Chong has spoken about the WVA working together with SCoVE of IVSA. Denise van Eekelen will ask Malcolm Chong for his report on the WVA GA. The next WVA Congress is being held in South-Korea (2017). For this congress IVSA has been asked to arrange the volunteers.
- d. **IVSA European Veterinary Students Seminar (EVSS)** – The first edition of this IVSA event took place in The Netherlands, from the 6th – 9th of October. Denise van Eekelen was IVSA representative at this event. Denise van Eekelen explained she has spoken with representatives of FVE and FECAVE on different subjects. Emma will send Denise van Eekelen the information she has about FECAVA. Denise van Eekelen will write a report on the IVSA EVSS.
- e. **South East Asia Veterinary School Association Congress Malaysia (SEAVSA)** – The 7th annual meeting of SEAVSA was held from the 12th – 14th of October in Kelantan, Malaysia. Malcolm Chong was the IVSA representative. He spoke with a lot of students about IVSA and with higher ranked people in South-East Asia. Some of them were enthusiastic and wanted to start projects together with IVSA. Further information will follow in the future. Denise van Eekelen will ask Malcolm Chong for the report on SEAVSA.
- f. **Southern European Veterinary Conference (SEVC)** – The SEVC was held from the 20th – 22nd of October 2016 in Granada, Spain. Alexandra Sousa had been selected as the IVSA representative. Alexandra Sousa explained most of the attendees were veterinarians. She spoke to a lot of the students that attended the SEVC, who had heard of IVSA, but did not know who were active in their local chapters. Alexandra Sousa and Ondrej Vitula will work on a survey on IVSA for the students of the southern European countries. Denise van Eekelen will send Alexandra Sousa the event report template, so Alexandra Sousa is able to write a report on the SEVC.

II) Development Fund

- a. **Barili, Philippines** – This 'project' of the Development Fund will help a veterinary school in Barili, the Philippines and has been explained by Andrei Ungur during the last ExCo Meeting. There is no further information on this project at this point in time.
- b. **Scholarships** – Andrei Ungur explained that he people who applied for the scholarships should be reminded to send in the official documents, as they

tend to forget. Andrei Ungur will remind the people who applied to send in the required documents in time.

c. Hoodies & Merchandise

i. **Hoodies** – Andrei Ungur explained the IVSA hoodies should maybe be made in the USA, because shipping to the USA might be expensive. He also explained he would work on the design of the new IVSA hoodies. Malcolm Chong proposed to have Andrei Ungur comparing the different options of the production of the hoodies. This was approved.

ii. **IVSA merchandise** – Andrei Ungur explained his ideas for new IVSA merchandise and the fact that a lot of the IVSA merchandise is stored in Vienna, Austria at this moment. Malcolm Chong explained Andrei Ungur can work out his ideas for new IVSA merchandise, so ExCo can approve them. The options of transporting the merchandise from Vienna, Austria to Raleigh, USA were discussed. No decision has been made on this.

Vera González asked Andrei Ungur if he has thought about selling IVSA merchandise through the website. The possibilities, the pros and cons were discussed. Andrei Ungur and Lucian Todirica will look into the different options of selling items via the official IVSA website.

d. **Auction** – Andrei Ungur proposed to ExCo to ask delegates of the SGA in Raleigh, USA to bring more auction items to the SGA, which could be used for the auction at the SAVMA Symposium in 2017. This was approved. Andrei Ungur also proposed to add a letter about a donation for the silent auction at the SAVMA Symposium on behalf of the Development Fund of IVSA to the package of letters that is going to be send to the exhibitioners at the SAVMA Symposium. This was approved.

Recess at 17.33 GMT+2 for 5 minutes

The meeting was called to order by Malcolm Chong at 17.43 GMT+2.

12) Relocation of the office – Emma van Rooijen explained she has had a meeting with the FVE about the relocation of the office from Copenhagen, Denmark to the address of the FVE Office in Brussels, Belgium. It seems that what is required to register as an organization (non-profit) in Belgium is already being covered in our bylaws. As the constitution and bylaws should be submitted in English and Dutch, Emma van Rooijen is currently translating both from English to Dutch, which will be checked by Denise van Eekelen. Afterwards Emma van Rooijen and Denise van Eekelen will submit the registration of the new IVSA office in Belgium. Further information will follow via Emma van Rooijen and/or Denise van Eekelen during the next weeks.

13) Discussion on finances

a. **Situation with Danske bank** – The Danish regulation does not allow IVSA to have a bank account in Denmark. Malcolm Chong explained it might be a good idea to open a spare bank account somewhere else to make sure the

money of IVSA is safe. This was discussed. Denise van Eekelen suggested gathering information on opening a spare bank account in the Netherlands and/or registration of IVSA in The Netherlands. Emma explained ExCo should have a list with an overview of which banks are used by which associations. Malcolm Chong proposed Ivan Kotze examines this list and looks into other banks with the help of Denise van Eekelen. This was approved.

- b. **PayPal** – Ivan Kotze explained the IVSA PayPal account can be used. However, only the money that is on the PayPal account can be transferred. Malcolm Chong proposed Ivan Kotze checks if the sponsors of IVSA can transfer money onto the IVSA PayPal account. This was approved.
- c. **Reimbursement process** – Ivan Kotze explained he has a 'Travel manual on the reimbursements', which he will send to ExCo. He also explained he will fill in the travels expenses reports for the IVSA representatives at events.
- d. **Hoodies payment** – Andrei Ungur explained the IVSA hoodies made in Romania need to be paid as soon as possible, but there is no access to the money on the IVSA bank account. Denise van Eekelen suggested transferring the money from the IVSA PayPal account to the PayPal account of Andrei Ungur, so he is able to pay the hoodies company in cash. Malcolm Chong proposed Ivan Kotze writes and sends Denise van Eekelen the contract to secure the transfer of the money to the PayPal account of Andrei Ungur and the following payment to the hoodies manufacturer by Andrei Ungur.
- e. **Grants** – Vera González explained she will continue working on grants together with Leonie. Further information will be send to Malcolm Chong and Ivan Kotze.

14) Special General Assembly

- a. **Third live meeting** – During the Special General Assembly (SGA) on the 2nd of January 2017 the next Live Meeting of ExCo will take place. This was approved via email beforehand.
- b. **Partners attending** – Malcolm Chong explained he has contacted diverse partners of IVSA to attend and speak during the SGA. Dr. René Carlsson of the WVA will be present and speaking at the SGA, as well as Dr. Siraya Chunekamrai of WSAVA. Dr. Elliot of the OIE is not able to attend the SGA, and the Federation of Veterinary Associations (FAVA) is not able to have a representative attending the SGA as well.
- c. **Sponsorships** – Vera González explained the sponsorship situation with the SGA. It has been noted that it is not easy for the OC of the SGA to contact and find sponsors. Vera González has spoken with the sponsorship director of the SGA OC and explained the OC cannot write our sponsors for financial support. She also advised to ask Samantha Morici – the ERO of the ExCo 2015-2016 – for help with sponsorships.

- d. Problems – Ondrej Vitula** explained he is not aware of big problems in the organization of the SGA and he does not know the current status on the organization of the alumni event. Emma van Rooijen responded on this with explaining that the OC has contacted the trustees because they need help. Emma van Rooijen and Malcolm Chong advised Ondrej Vitula to contact the OC of the SGA actively and ask if we can help them. Ondrej Vitula also explained Antonius Zosser from IVSA Egypt is enlisted as a delegate of the SGA. However, shortly after acceptance emails were sent to the delegates, ExCo noticed he is not a student anymore, neither is he the EO of IVSA Egypt as he claims to be. What should be done about this was discussed, as well as the way of approving delegates of IVSA events. Ondrej Vitula suggested going through the list of delegates again and checking if everyone on the list is a member of an active IVSA Member Organization. In addition to this he will talk with Antonius Zosser about his application, which may not be valid.
- e. ExCo Workshops – Alexandra Sousa** explained ExCo should decide on the number of ExCo workshops to be organized at the SGA. She has sent Daniel Stewart the official invitation for a workshop at the SGA and takes care of further contact with him. Emma van Rooijen explained what the former ExCo experienced regarding the ExCo workshops. She explained the committees should be given the opportunity to send in a proposal for doing a workshop during the SGA. Vera González explained that the trainers (from Training New Trainers (TNT)) could also do a workshop, for which she will write a proposal. Malcolm Chong mentioned it is of importance to have an MOD workshop amongst the ExCo workshops. Ondrej Vitula, Alexandra Sousa and Malcolm Chong proposed a deadline for sending in proposals should be set and decisions should be made in November. This was approved. The deadline for sending in the proposals was set on the 12th of November, so ExCo can decide on it the 15th of November. Alexandra Sousa will contact the committees about proposals for workshops. Malcolm Chong will contact the partners of IVSA about organizing a workshop during the SGA. Malcolm Chong proposed to organize six (6) ExCo workshops. This was approved.
- f. Alumni event – Alexandra Sousa** explained the list of alumni, eight (8) alumni, that applied for the alumni event during the SGA is known. She explained she and Mathieu Visser thought it would be best to ask the alumni what they would like to do during their alumni event. Alexandra Sousa proposed to propose a preliminary itinerary to the alumni together with Mathieu Visser. This was approved.
- g. Buddy system, Activity fair & Colored cards system at the SGA –** Emma van Rooijen will send Ondrej Vitula information on the buddy and colored cards system for use during the GA, as well as on the activity fair.

15) Member Organization Director Update

- a. 'Ask me anything meeting' update –** Ondrej Vitula explained the next

'ask me anything meeting' will be with the Member Organizations from the African region. Ivan Kotze suggested to be present at the 'ask me anything meeting' to assist Ondrej Vitula. Malcolm Chong explained some partners, i.e. WSAVA, would like to join the 'ask me anything meeting'. Vera González mentioned it would probably be a good idea to organize a 'sponsorship ask me anything meeting'. This was discussed. Ondrej Vitula proposed to postpone the organization of the 'sponsorship ask me anything meeting' until all the continents have had the first 'ask me anything meeting'. This was approved. Further information on the 'ask me anything meetings' will be shared with ExCo by Ondrej Vitula in the near future.

- b. Membership request update** – Ondrej Vitula explained he has been in contact with the Canadian Veterinary Medical Association (CVMA), Veterinary Students Association (VSA) Kenya and veterinary students from Colombia regarding IVSA membership. The question raised was if it would be better to have more national or local MOs being established. This was discussed. Ondrej Vitula suggested to encourage people to create a local MO, instead of a national MO. This was agreed upon.
- c. MOD Promotional video** – The MOD-team is creating promotional videos of themselves to encourage MO's to send in videos for the cultural diversity project.
- d. Egypt KFS** – Ondrej Vitula explained he has been in contact with a non-official IVSA Member Organization consisting of students from the Kafrelsheikh University, Faculty of Veterinary Medicine at Kafr Elsheikh, Egypt. This group of students is not registered as an official IVSA Member Organization, whilst operating in the name of IVSA. Ondrej Vitula will maintain contact with this non-registered IVSA Member Organization and look into them becoming an official Member Organization during the SGA, Raleigh.

Recess at 19.33 GMT+2 for 30 minutes

The meeting was called to order by Malcolm Chong at 20.18 GMT+2.

16) Public Relations

- a. Website in general and login button** – Kerstin Abraham and Ivan Kotze would look into the possibility of assistance of Onderstepoort Veterinary Faculty, University of Pretoria, South-Africa (OP) with establishing a secure section on the official IVSA website. Ivan Kotze explained OP, unfortunately, cannot help with the establishment of a secure section on the IVSA website. Kerstin Abraham explained it is possible to change the maintenance program of the website to create a login button and a secured section. However, it might not be as easy to use this maintenance program of the website as using WordPress. The pros and cons of changing the website for establishment of a secured section were discussed. Malcolm Chong summarized the options, which were as follows:
 - IVSA could hire someone/a professional company to create a completely

new website, including secured section. The base code should then be saved at three different places and be updated every two months. If something with regards to the website goes wrong, the base code is saved and the website could easily be rebuilt. The website can and will be maintained by the PRC.

- IVSA could hire someone/a professional company to create a completely new website, including secured section. The website will be maintained and worked on by the PRC.
- IVSA could hire a professional company to build and maintain the website, including secured section.

Alexandra Sousa proposed to postpone voting on this subject until we know more about the budget for the upcoming months. This was approved.

- b. Committee logos** – Kerstin Abraham explained she has spoken with the Chairs of the Committees and Working Groups about changing the committee and working group logos in order to create uniformity. Every committee or working group has the opportunity to give comments on the logos before the logos are made definitive and are being used. The renewed WGP logo is already finished, the logo of SCoW is currently being worked on.
- c. Business cards** – Ivan Kotze explained he needs an estimate amount of the business cards that still need to be printed, because he might have found a suitable address to print the business cards. Malcolm Chong proposed Ivan Kotze looks into the costs of printing and shipping five hundred (500) business cards.
- d. T-shirts** – Kerstin Abraham explained she needs the t-shirt sizes of every official. Malcolm Chong explained the design and manufacturing of the t-shirts of last year (2015-2016). Malcolm Chong proposed Kerstin Abraham will make an exact design for the t-shirts and afterwards will ask the other ExCo members for prizes of production of the t-shirts at their city and transportation to the SGA, Raleigh. This was approved.
- e. Live stream** – Malcolm Chong explained a livestream must be running during the GAs at the SGA. Kerstin Abraham and Denise van Eekelen will look into organizing the use of the livestream.
- f. Partner logos on the website** – Vera González explained she has contacted Kerstin Abraham about the Bayer logo on the website. The Bayer logo should be shown permanently on the website and should be displayed bigger if possible. Kerstin Abraham will ensure this.
- g. Automatic email replies** – Kerstin Abraham explained that many people are contacting her, because they have not received a reply of an ExCo officer within a certain period of time. Malcolm Chong mentioned again that the ExCo officers should try to reply all emails within 48-hours.

h. IVSA Journal – Kerstin Abraham explained she is not able to finish the IVSA Journal as long as people do not stick to the deadlines. Kerstin Abraham will draft a list of what she exactly needs and who should send that to her. She will share this list with Denise van Eekelen and together they will contact people to send in their articles on time. Kerstin Abraham asked Vera González if she could receive the partner and sponsor advertisements soon. Vera González responded that she will send the advertisements to Kerstin Abraham as soon as she has received them from the partners and sponsors.

17) Secretaries – Malcolm Chong asked the two secretaries present how much work they have got at this point in time. Lucian Todirica and Leonie Fingerhut both responded they do not have so many projects to work on. Malcolm Chong mentioned ExCo is not utilizing the help of secretaries as well as could be done. Denise van Eekelen suggested ExCo members could send her an email if they need extra help from secretaries and she will rearrange the tasks of the secretaries if possible. This was approved.

18) IVSA China – IVSA Taiwan issue – Malcolm Chong explained the political issue between China and Taiwan, which now also has an effect on both National IVSA Member Organizations. The submitted information document regarding problems that could lead to disbandment of IVSA China was discussed. Immediately, there was being sorted out if Taiwan is a national entity according to the constitution of IVSA or not. The conclusion that was drawn was that Taiwan is a national entity and therefore a legitimate National IVSA MO. In the submitted document five options to prevent disbandment of IVSA China were stated, being:

1. Withdrawal of IVSA China as a national MO, separating back into IVSA China, Beijing and IVSA China, Nanjing, operating under exact IVSA bylaws of a local MO. This results in Taiwan not being regarded completely as representing a country within IVSA as IVSA Beijing and IVSA Taiwan are individual MOs.
2. Continue as IVSA China, operating exactly under current bylaws. The consequence of this is that IVSA Taiwan will be excluded from any international events hosted by IVSA China, including future group exchanges, symposia, etc. that are hosted in China, this also includes the current group exchange. This does not mean IVSA Taiwan will be excluded from international events that are not hosted by IVSA China (i.e. Congresses and Symposia hosted by other countries).
3. IVSA Taiwan to voluntarily become an MO under IVSA China. Taiwan will then be represented as a part of China. The consequence of this is immense opposition from students of Taiwan, and officially bringing politics into IVSA as an organization.
4. IVSA Taiwan to voluntary rename themselves as IVSA Chinese Taipei. This would also lead to introduction of politics into IVSA as an organization.
5. Withdrawal of IVSA China as a national MO, separating back

into IVSA China, Beijing and IVSA China, Nanjing, but still operate as a national MO if possible.

After discussion of the pros and cons of each option, Malcolm Chong proposed to pass options three, four and five. This was approved. Malcolm Chong explained that there should be voted on the remaining two options:

1. Withdrawal of IVSA China as a national MO, separating back into IVSA Beijing and IVSA Nanjing, operating under exact IVSA bylaws of a local MO. This results in Taiwan not being regarded completely as representing a country within IVSA as IVSA Beijing and IVSA Taiwan are individual MOs.
2. Continue as IVSA China, operating exactly under current bylaws. The consequence of this is that IVSA Taiwan will be excluded from any international events hosted by IVSA China, including future group exchanges, symposia, etc. that are hosted in China, this also includes the current group exchange. This does not mean IVSA Taiwan will be excluded from international events that are not hosted by IVSA China (i.e. Congresses and Symposia hosted by other countries).

The voting took place and resulted in majority that voted for option one (1.). Malcolm Chong proposed he contacts IVSA China and IVSA Taiwan about the results of the discussion on this issue.

19) 4th Live meeting – Malcolm Chong explained that Denise van Eekelen will send out a Doodle poll for the fourth live meeting (in April/first half of May). After a date is set, Ondrej Vitula and Ivan Kotze will start organizing the rest of the 4th live meeting.

20) Sara Wueggertz – Malcolm Chong explained there is no further information about the situation with Sara Wueggertz at this point in time. Malcolm Chong will contact Sofie Svensson to see if there are updates.

21) AOB

- a. **Top EO 'prize'** – Because of the time and the upcoming other business, Malcolm Chong proposed to postpone the discussion on the prize for the top EO to the next ExCo meeting.
- b. **Parliamentarian** – Emma van Rooijen explained the acceptance of a bylaw amendment regarding the right to speak of the parliamentarian during the General Assembly (GA) short time ago. Because of this bylaw amendment, that states that the parliamentarian is not allowed to speak during the GA. Malcolm Chong proposed to present a bylaw amendment during the SGA to make it possible for the parliamentarian to speak during the GAs. This was approved. Denise van Eekelen will write the bylaw amendment.
- c. **Chair during the SGA** – The Chair for the SGA has been discussed by ExCo. When another chair than Emma van Rooijen is appointed the person should be really well instructed and prepared to do so. Kerstin Abraham mentioned it would be good to have more experienced IVSA members as



potential Chair. Ondrej Vitula proposed to have Emma van Rooijen as the Chair during the GA of the SGA. Alexandra Sousa would like to propose someone from the current ExCo to be the Chair. Vera González expressed that she is interested to be the Chair of a GA, but feels that she might not be ready in time before the SGA. Malcolm Chong mentioned that it might be a good idea to change the Chair to have a 'new face' as ExCo. Kerstin Abraham mentioned that it would be a good idea to explain to the members that IVSA would like to train a new Chair and that any member is welcome to be nominated as a Chair and should look into the tasks of the Chair. Ondrej Vitula said that it could be possible to let the GA decide between Vera González, Malcolm Chong, Emma van Rooijen or any other nominee during the GA. Denise van Eekelen moved to a vote. Vera González expressed that she would like to Chair but does not think that she will be ready for SGA. Malcolm Chong expressed that he feels comfortable being the Chair of the SGA. Malcolm Chong explained that there could be voted on three options:

1. Option 1: nominating Malcolm Chong and Emma van Rooijen
2. Option 2: nominating Malcolm Chong
3. Option 3: nominating Emma van Rooijen

The voting took place and resulted in a small majority that voted for option two (2.). Malcolm Chong will be nominated by ExCo during the SGA as the Chair.

Alexandra Sousa explained that in Portugal a separate body exists, that is in charge of making sure that the organization is acting in accordance with the bylaws and constitution, including during the GA and that it might be a good idea to implement a body like this in IVSA.

The meeting adjourned at 22:30 GMT+2.

Denise van Eekelen
Secretary General 2016-2017