



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
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Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

Minutes of the 2nd ExCo Live Meeting

The 2nd Live Meeting of the IVSA Executive Committee (ExCo) 2014-15 was held at 12.20 p.m. EEST on the 25th of October 2014 in Istanbul, Turkey, the President being in the Chair and the Secretary General present to take the minutes.

Present:

Emma van Rooijen (President)
Sara Wüeggertz (Secretary General (SG))
Merel Rodenburg (Vice-President and Committee Coordinator (CC))
Isaac Corderroure López (Treasurer)
Khoulood Ben Salem (Member Organization Director (MOD))
Kayleigh-Anne Norman (Development Aid Director (DAD))
Anil Türer (Public Relations Coordinator (PRC))
Jennifer Holle (External Relations Officer (ERO))
Pim Polak (Immediate Post President)
Seth Yaw Afedo (Secretary to MOD)
Panagiotis Galatsanos (Secretary to DAD and Treasurer)

Apologies:

Somin Um (Post-Treasurer)
James Bost (Trustee)
Joseph Lunt (Trustee)
Camille Poissonnier (Trustee)
Inés Ben Jabara (Trustee)
Seyed Ardalan Moussavi (Secretary to MOD)
Taeun Ryan Kim (Secretary to MOD)
Ann-Katrin Autz (Secretary to MOD and CC)
Khairina Abdul Halim (Secretary to DAD)
Rita Kuo-Wei Chu (Secretary to DAD and ERO)
Reza Akram Purwosunu (Secretary to PRC)
Sara Krones (Chairman of Standing Committee on One Health (SCOH))
Shadi Hénchiri (Chairman of Animal Welfare Committee (AWC))
Tom Merten (Chairman of Standing Committee on Veterinary Education (SCoVE))



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- 1) **Opening** – Emma van Rooijen called the meeting to order.

- 2) **Approval of agenda** – Sara Wüeggertz moved to approve the agenda with the condition that Sara Wüeggertz is allowed to make changes to the agenda throughout the meeting. This was adopted.

- 3) **Approval of minutes from the 1st Online Meeting** – Sara Wüeggertz moved to approve the minutes from the 1st Online Meeting. This was adopted after amendments.

- 4) **Trust report** – Pim Polak gave a report about the work of the Trust. The Trust hasn't been too effective due to traveling and school. They had a handover meeting and two Trust meetings. They have a Podio workspace, are planning on having a trust rep for all EO and ExCo meetings, and appointed James Bost as their unofficial chairman.
 - a) **IVSA History project** – No one has a specific interest for the project within the Trust. Therefore the Trust would advise the ExCo to formally ask Hannah van Velzen to work on the IVSA History project, since she worked on it together with Frédéric Lohr last year.

 - b) **IVSA Alumni project** – The Trust would like to continue with this project and have someone from ExCo more involved with the project, since ExCo need to know what happens. This is advised to be an IVSA project instead of a Trust project. ExCo should decide how this should be handled during the year. A group should be formed and this group would find the best way for them to work, either as a work group or a committee. Emma proposed that the Committee Coordinator will be the ExCo contact person for the IVSA Alumni project. This was adopted.

Merel Rodenburg will send out an official email to the Trust, and ask for Ben Jebara Ines's opinion, since she is opposing the change.



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5) Committee reports –

- a) **SCoVE** – Tom Merten is absent due to health issues. Merel Rodenburg and Ann-Katrin Autz have been working together on looking through applications and have selected 8 members.

Merel Rodenburg proposed to appoint Fanis Liatis as vice chairman of SCoVE, since he has got a good experience after being the chairman of SCOH last year. Tom Merten's resignation needs to be approved by the GA, and after this approval the new chair can be elected. Therefore Fanis Liatis will be the vice chairman until the GA during the UK & Ireland symposium in December 2014, where elections will be opened and the new chair will be elected.

SCoVE had one late applicant who missed the deadline of applications, since deadlines aren't stated in the bylaws, she could be accepted.

- b) **Animal Welfare Committee** – The AWC international committee members have received their acceptance letters, and Shadi Henchiri is waiting for their responses on which positions they prefer to have. He has already set an appointment for their first online meeting.

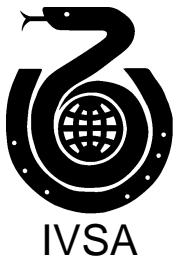
Regarding the collaboration with SPANA, Shadi and Joseph Lunt believe it will be initiated after the symposium in UK & Ireland. On December 8th 2014, there will be in the 2nd Global Webinar on Animal Welfare in Brussels Belgium with WVA, OIE, WAP and FVE, amongst others. AWC is hoping to have an IVSA Official to attend this webinar.

Jennifer Holle helped Shadi with getting an interview with Bayer Animal Health, which will be about animal welfare. This will help AWC with publicity and should be published in December 2014.



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During the first week of November there will be the FECAVA congress in Munich, Germany, and Shadi asked Frédéric Lohr (which is president of the FECAVA congress OC) to give a 15 min presentation about AWC.

Concerning the AWC partnership with World Animal Protection, AWC wants to add the opportunity for local AWC members to be World Animal Protection ambassadors in countries where Animal World Protection doesn't already exist.

Shadi has sent emails to the OC of UK & Ireland symposium regarding an animal welfare presentation and workshop, but haven't received a response yet.

The next thing AWC wants to work with is ear cropping of dogs, which still is a common thing in in many countries

- c) **SCOH** – SCOH got 22 applications and Sarah Krones has gone through all applicants with Emma van Rooijen, Merel Rodenburg, Pim Polak and Fanis Liatis. Together they chose 10 applicants to become members of the committee. Sarah is still waiting to get a response from 2 of the accepted applicants.

Seth Yaw Afedo is applying for attending the One Health Conference in China and SCOH is helping him with this.

SCOH is also communicating with IFMSA about possible future events. They have also kept working with GARC on the Global One Health Challenge and Rabies Day, and participated in the voting for the host of the World Healthcare Students' Symposium.

- 6) **IVSA Policies** – Emma van Rooijen presented the IVSA Policy document to the rest of ExCo.

Recess at 01.10 p.m. EEST started again 01.35 pm EEST



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Emma van Rooijen moved to approve the IVSA Policy document. This was approved after amendments and taking paragraph 8 out for further discussion.

- 7) **IVSA Officials** – Emma van Rooijen moved to write a proposal for a bylaws amendment for instating IVSA Officials to the bylaws. This was adopted. Sara Wüeggertz will write this and present it to the GA in UK & Ireland. She will ask James Bost for help if needed.

- 8) **Policy Statements** – Pim Polak moved that if IVSA want to share its vision, IVSA would need to add a section to the bylaws and propose it to the GA. This was adopted. James Bost, Pim Polak, Merel Rodenburg and Emma van Rooijen will work on a bylaws amendment and presentation for the GA in UK & Ireland together.

- 9) **Regional groups** – Postponed to the 2nd Online Meeting.

- 10) **Potential partners** – There was a discussion about formalizing IVSA's partnerships with FAEVE and AVMA.

- 11) **World Animal Protection** –
 - a) **USB-sticks** – World Animal Protection will supply IVSA with USB sticks for the symposium in UK & Ireland. Merel Rodenburg will be responsible for collecting content together with the Animal Welfare Committee.

 - b) **Animal Welfare conference** – The Animal Welfare Conference will be held in May 2016 in London, England. Joseph Lunt will be a part of the Organizing Committee.



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- c) **64th IVSA congress Romania** – There hasn't been any response from World Animal Protection about a lecture or workshop during the congress in Romania yet.
 - d) **Linking chapters** – IVSA will link their local chapters to World Animal Protection's local offices.
- 12) **WSAVA** –
- a) **Next generation award, Election committee** – Janina Janssen accepted ExCo's offer and is sitting on the election committee for WSAVA's Next Generation Award.
 - b) **Linking committees** – Since IVSA and WSAVA is collaborating, the committees are already linked.
- 13) **Online attendance at future Congresses and Symposia** – Postponed to the 2nd Online Meeting
- 14) **EO-Bulletin** – Khoulood Ben Salem gave a short presentation of the EO Bulletin, and showed how the ExCo can use it if wanted.
- 15) **IVSA Chapter email addresses** – Postponed to the 2nd Online Meeting
- 16) **Budget update** –
- a) **Reimbursing Isaac for the cost of IVSA's website** – Emma van Rooijen moved to reimburse Isaac Corderroure López for the cost of IVSA's website, which was 16 euros, and 51 cents. This was adopted.



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- b) **Changing payment details for Adobe Connect** – Sara Wüeggertz moved that ExCo need to change the payments details for the Adobe Connect account before May 2015, since the current billing card belongs to James Bost. This was adopted.
 - c) **Money transfers to IVSA** – Money that gets wired into IVSA's different accounts often end up in other accounts than the designated ones. Isaac Corderroure López will contact Danske Bank to see if this can be fixed. If he doesn't get a proper answer, Sara Wüeggertz will go to Danske Bank in person and talk to them.
 - d) **Approving the budget** – Budget approved after admendments
- 17) **10% Turkey-Cihangir surchase** – 70% of the money has been transferred, the last 30% will be paid before symposium.
- 18) **Safety system for liabilities** – Isaac Corderroure López suggested on creating a system to reduce the risk of not getting payments. ExCo could create a document for the OC to sign stating that the OC is obligated to pay the 10% charge. Further discussion is needed.
- 19) **World Healthcare Student Symposium (WHSS)** – The World Healthcare Student Symposium will be held between September and December 2015 in Macedonia. Our contact person in WHSS is Rachel Dalton from the UK.They need a contact person from the ExCo in the joined working group. Emma van Rooijen moved to assign Merel Rodenburg as the new contact person, and setting aside 500 euros for this event to the Budget for 2015-2016. This was adopted.
- 20) **Website** –
- a) **Design** – Emma van Rooijen asked Anil Türer to move “Committees” under “About us”, and add “Events” to the main panel.



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- b) **Language update** - Anil Türer suggested adding more languages to the website to make sure that more students can understand the website content. Instead of using Google translate, we would use Google database and try the trial version with Spanish and French. Anil will contact Jennifer Holle so that she can talk to Hill's about having the sentence "Translation sponsored by Google" on the website.
- 21) **Mobile applications** - Anil Türer is creating a mobile app for newsletters and EO's from IVSA, with a link to the website, Facebook page and Instagram account. ExCo will try the beta version. The app for Android will hopefully be finished around march 2015. The app for iOs will come at a later time.
- 22) **Contact list events** - Sara Wüeggertz has started to write the document in Google Doc. She will send out emails to all members of ExCo, Pim Polak and James Bost regarding sending all names and contacts they have to get the list sorted.
- 23) **TransferWise and WorldRemit** - Postponed to the 3rd live meeting in UK & Ireland
- 24) **Changing physical office, registration and bank accounts, update** - Postponed until 2nd online meeting
- 25) **Database internships and volunteer programs** - Khouloud Ben Salem will work on it and ask Rita Kuo-Wei Chu to help with creating it in either an Excel document or keep it in the Word document.



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26) **World Veterinary Day** – Emma van Rooijen will write James Bost to ask about WVD information. If ExCo decides on keeping it running, Hannah Van Velzen, who worked on this project last year, could forward all information to Jennifer Holle and Merel Rodenburg.

27) **Mission Rabies** – Mission is a project under WVS, Worldwide Veterinary Service. Frédéric Lorh from Mission Rabies has contacted IVSA about a partnership. Mission Rabies has also sent a list of surgical equipment that they've asked for which Jennifer Holle will forward to Henry Schein. Emma van Rooijen moved that IVSA will advertise Mission Rabies. This was adopted.

If Henry Schein is present during the symposium in UK & Ireland, and they've started working together with Mission Rabies, then Mission Rabies will be invited to come and give a lecture for 5-10min during the symposium. ExCo will look into WVS and see if it's beneficial for IVSA to have them as a partner.

Recess at 06.25 p.m. EEST started again 06.44 p.m. EEST.

28) **Dejen's project update** – According to Dejen Asaye, the receipts have been sent to Somina Um. Kayleigh-Anne Norman has asked for a better expense report and told him to talk with Joeseeph Lunt who handled his scholarship application. If Dejen provides Kayleigh with a proper expense report, Kayleigh will give a new update at the next online meeting.

29) **VMSA-IVSA Philippines update** – Kayleigh-Anne Norman informed IVSA Philippines about ExCo's concerns regarding money transfers to a bank account. She has suggested that IVSA would order and pay the supplies for them.



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30) **Henry Schein** – Jennifer Holle hasn't heard anything from Henry Schein yet. If Henry Schein hasn't replied by the 2nd live meeting, ExCo will look into other ways of meeting the requests from VMSA-IVSA Phillippines.

31) **Goals and ambitions** – Emma van Rooijen presented an informal Excel sheet with the goals and ambitions of the ExCo of 2014-2015. These are set after the strategic plan and what the ExCo wished to achieved when getting elected during the congress in Indonesia. The document was adopted.

Sara Wüeggertz will make an online document of the excel sheet in Google Docs and share the document of both Podio and in the "IVSA Officials 2014-2015" Facebook group.

32) **Cultural differences** – Emma van Rooijen pointed out the fact that there are cultural differences within IVSA, and ExCo need to find a way to not making this a problem in the future. There is a rising gap between Asian and European/American delegates and this was especially experienced during the congress in Indonesia. ExCo will have to find a way to close this gap. ExCo could organize an event or a lecture during the symposium to help people understanding each other. Jennifer Holle recommended the book "Foreign to Familiar: A Guide to Understanding Hot - And Cold - Climate Cultures", which could be a good read before the symposium. Isaac Corderroure López suggested that making seating plans for dining during the symposium. Anil Türer volunteered to make an IVSA promotional video and post it on the IVSA Facebook page before the symposium.

33) **IVSA supportive member approval** - Heba Mohammed el Sherbiny applied for an IVSA supportive membership. Application granted.

34) **IVSA symposium UK&Ireland** –



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- a) **Update** – The OC are still slow with replies when asking for information.
- b) **Applications** – Khouloud Ben Salem has worked with the OC with applications for the symposium with help from Emma van Rooijen with how the applications should look like and the criteria for delegates with a reduced fee. There hasn't been any advertisement about the reduced fees. And the list of primary accepted delegates will hopefully be sent to the MOD during next week. This needs to be checked and replied to within the 48 hour limit.
- c) **Itinerary** - There are still events missing in the agenda. These are the cultural evening, 4 general assembly's à 3 hours each, the EO meeting, ExCo workshops, a Hill's lecture, free alternatives to optional activities that cost money, and preferably a welcome speech by the dean.

Sara Wüeggertz will work out dates for the GA's before Wednesday 29th October and send them to Khouloud Ben Salem. She will also talk to James Bost about what equipment that is needed for the GA's and add this list in the email to Khouloud. The GA needs to be on Monday the 15th and Tuesday the 16th with partner presentations.

- d) **Partners & sponsors** –
 - 1) **VetStream** – VetStream makes online courses and want to start reaching out to students, and offer reduced fees for the online courses for students. They would like to sponsor the symposium in UK & Ireland, though they don't have a big budget, and would like to give a workshop during the symposium. This could be a workshop for SCoVE.
 - 2) **Inviting sponsors/partners** – We will invite World Animal Protection, Henry Schein, Bayer, WVA, OiE, EAEVE, FVE, EC, FAO and MSD to come and give a presentation during the GA and attend the formal dinner. We will also aim to renew the Bayer contract



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prior to the symposium. There will be 2 spots for Hills, Henry Schein, Bayer, MSD and 1 spot for WVA OiE, EA EVE, FVE, EC, FAO and World Animal Protection. Hill's will have a lecture on the 18th of December in Nottingham, and we will ask Hill's to send another representative to attend the formal dinner on the 17th of December in Edinburgh.

- 35) **ExCo Workshops** – There will be six workshops held by AWC, SCoVE, SCOH, MOD, DAD and ERO and Hill's. Khoulood Ben Salem will ask the OC if the ExCo workshops can be held in Nottingham, since Jennifer Holle won't be attending in Edinburg. All workshops will have had a written description by the next online meeting.
- 36) **Pre- and Post-Symposium ExCo Meetings and activities** - The pre-symposium meeting will be held in the morning on the 13th of December. The post-symposium meeting will be held on the departure day together with a team bonding. Joseph Lunt and Ann-Katrin Autz are looking into options for activities.
- 37) **Dean's invite** – Emma van Rooijen and Anil Türer had a meeting with the dean of IVSA Istanbul, which showed interested in attending a symposium and congress. Since only students attend these events, Emma suggested that in the future, dean's from the universities could be invited for the last 2 days of congress or symposium, where they all can meet each other and exchange experiences. This would also give them a better idea of how IVSA works.

Emma van Rooijen suggested that Emma van Rooijen and Jennifer Holle will work together on looking into a dean's head conference.



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38) **Creating and updating meeting agendas on Podio** – Sara Wüeggertz gave an explanation on how the agenda should be handled on Podio. Podio should be used more frequently.

39) **Design of ExCo shirts** – All groups of IVSA Officials will have different colours on their shirts. All colours shall go with the Hill's logo, which is red and blue. Emma van Rooijen suggested giving the Trust dark blue shirts, since the ExCo had blue shirts last year. ExCo will wear steel grey, Secretariat will have an athletic light grey and the committee chairmen will wear white. Anil Türer offered to get the shirts produced in Turkey and bring them with him to the symposium in UK & Ireland. Sara Wüeggertz will make a poll on deciding on which model. The alternatives will be dressed shirt, dri fit polo or other.

The meeting went into recess at 08.00 P.M. EEST on the 25th of October 2014. Started again at 03.30 P.M. EEST on the 26th of October 2014.

40) **Afdi's denied reimbursement from Hill's** – Hill's have declined Afdi Pramata of an early reimbursement for his flight expenses. Emma van Rooijen moved to approve an early reimbursement of his flight expenses for SAVMA. This was adopted.

41) **Updates on potential partners** –

- a) **Multiview** – Jennifer Holle will ask Multiview about more information and thereafter send out this information to the other ExCo members.
- b) **EU grant** – Jennifer Holle will ask a group of the secretaries to pursue this. Emma van Rooijen suggested that Jennifer should ask Ann-Katrin Autz, Panagiotis Galatsanos and Seth Yaw Afedo.
- c) **VetPD** – A young business that offer courses. Jennifer Holle and Merel Rodenburg will try to get free courses for IVSA members in exchange for them helping out during the course.



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d) **Other** – Emma van Rooijen will email Jennifer Holle about VetStream.

Isaac Corderroure López suggested that ExCo would look into future beneficial sponsorships.

Jennifer Holle will contact Hill's to see where IVSA and Hills stand, to see if we meet each other's expectations and if a new contract will be feasible next year. Emma van Rooijen and Jennifer Holle will try to set up a meeting with Hill's during the UK & Ireland symposium.

42) **Criteria for best MO for the VNA3 case** – During the last meeting it was decided to have a contest between local chapters about the VNA3 case. There would be a best MO. We need 1200 completions before getting the lump sum of 5000 euros from Hill's.

It could be a good idea to get a rising bar for giving attention to the already finished applications.

The criteria will be the following. The filled in applications will be calculated as a percentage out of all members within a local chapter. The local chapters get divided into three groups after size. The local chapters that reach the criteria will be asked to submit a proposal on how to use the money, and a proof of promotion for the VNA3 cases.

Isaac will send Jennifer an email with recommended groups.

IVSA don't have access to the Hill's email where all already completed certificates have been sent to. Therefore we don't know the current number of completed cases. Jennifer Holle will contact Hill's and ask about how many completed cases they have right now and which chapters they come from, and ask if they can auto forward all future certificates that they receive to an IVSA email set up just for this purpose.



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- 43) **SAVMA, 4th live meeting** – Jennifer Holle will check with Sara Ford regarding housing for the symposium. The 4th live meeting will be held on Thursday the 18th of March 2015 at Jennifer's dairy farm in Minneapolis. She will send out information on airports and other usable information. This should be sent out within 2 weeks.
- 44) **Outdated cash checks** – Isaac Corderroure López has got 8 cash checks from the Development Fund auction during SAVMA 2014 in his possession. These checks haven't been deposited and they can't be deposited in Europe without a 12 euro tax on every check, and some of the checks have already expired. ExCo will ask advice from the Trust regarding letting these checks expire and not contacting those who signed for the checks and ask them to wire the amount to IVSA. Therefore checks should not be accepted in the future during the development auction. This was adopted.
- 45) **2nd ExCo Online Meeting** – The 2nd ExCo Online Meeting will take place on either Sunday the 16th of November 2014, or Sunday the 23rd of November 2014. Sara Wüeggertz will send out an email as soon as possible to decide on the date.
- 46) **AOB** –
- a) **One Health Symposium update** – Seth Yaw Afedo has signed up for the OHS and contacted Fanis Liatis and Sarah Krones for an abstract. If this is accepted there will be made a presentation, this will be reviewed during the UK & Ireland symposium. Khoulood Ben Salem will send him the IVSA powerpoint for the presentation.
 - b) **IVSA Japan** – Sara Wüeggertz hasn't received any information regarding most convenient airports. Isaac Corderroure López has looked into the cheapest options, but there are expenses either way due to visas.



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INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

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The meeting adjourned at 07.45 p.m. EEST on the 26th October 2014.

Sara Wüeggertz,

Secretary General



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