



2017.08.03 – Minutes for 6th Live Meeting of ExCo 2016-2017

The sixth (6th) Live meeting of the IVSA Executive Committee (ExCo) 2016-17 was held at 17.30 GMT+8 in Kuala Lumpur, the President being the Chair and the Secretary General present to take the minutes.

Executive Committee Officers Present:

Malcolm Chong	President
Denise van Eekelen	Secretary General (SG)
Ondrej Vitula	Member Organization Director (MOD), Vice-President (VP) and President-elect (PE)
Andrei Ungur	Development Aid Director (DAD)
Vera González	External Relations Officer (ERO)
Lara Scherer	Committee Coordinator (CC)
Kerstin Abraham	Public Relations Coordinator (PRC)

Trust Representatives Present:

Ann-Katrin Autz	Trustee
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Other IVSA Officials Present:

Clara Laurent	Secretary
Nina Schmidt	Secretary
Maryem ben Salem	Secretary
Seong Jin Cho	Secretary
Lucian Todirica	Secretary
Leonie Fingerhut	Secretary
Arvid Cardinaels	Chair of the Working group on Alumni
Xavier Canavilhas	Chair of the Standing Committee on Wellness
Michael Huang	Chair of the Standing Committee on Veterinary Education

Other guests:

Jordon Egan	Andre Firmansyah
Branden Nettles	Pieter de Villiers
Perry Koehler	Charlotte Gloudi
Sung-il Kim	Sarah Marnin
Younes Chaouche	Nadine Tod
Tavishi Pandya	Taylor Strange
Martin Ostmeier	Lisa Buren
Maryem ben Salem	Luke Tomaso
Joseph Lunt	

Apologies:

Ivan Kotze	Treasurer
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1) **Opening** – The Meeting was called to order by Malcolm Chong at 17.34 GMT+8.

2) **Introduction** – Ondrej Vitula shared his focus areas for next year.

3) **Assignment of secretaries** – Denise van Eekelen explained that the Secretary General divides the specific tasks of the secretaries, according to preference as much as possible. Ondrej Vitula suggested to have a secretary shared by the MOD and PRC. Andrei Ungur suggested to have one fulltime for DAD. Vera González Carbó suggested to have one fulltime secretary for the ERO. Nina suggested three (3) fulltime secretaries for the MOD. Lara Scherer suggested to have a shared secretary for the treasurer and CC. Denise van Eekelen suggested one secretary for the CC and one combined for the treasurer and ERO. Ondrej Vitula proposed to have three (3) secretaries assigned to MOD, one (1) assigned to the MOD and PRC, one (1) assigned to the ERO, one (1) assigned to the ERO and Treasurer, one (1) assigned to the DAD and one (1) assigned to the CC. This was approved.

Jordon Egan assigned the Secretariat as follows:

- Younes Chaouche (IVSA Algeria, Algiers) Secretary of the MOD
- Tavishi Pandya (IVSA UK & Ireland) Secretary of the MOD
- Andre Firmansyah (IVSA Indonesia) Secretary of the MOD
- Sung-il Kim (IVSA South Korea) Secretary of the MOD and PRC
- Charlotte Gloudi (IVSA The Netherlands) Secretary of the DAD
- Martin Ostmeier (IVSA Germany) Secretary of the ERO and Treasurer
- Pieter de Villiers Secretary of the ERO
- Maryem ben Salem Secretary of the CC

4) **Back-up Minutes** – Denise van Eekelen explained that during the General Assemblies, two (2) IVSA Officials take the minutes. Usually one (1) of these two (2) is the Secretary General (SG). Tavishi Pandya (Secretary 2017-2018) proposed to be the back-up minute taker for the next term. This was approved.

5) **Vice-President (VP)** – Ondrej Vitula 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. Ondrej Vitula proposed Branden Nettles as VP. Denise van Eekelen suggested to think of the Secretary General as VP, as that person does not have a lot fixed projects, has the best overview of ongoing projects and tasks and is able to step in if needed. Next to this, Lara Scherer would be a good fit as well, as she has a lot of knowledge of the current projects. The VP for 2017-2018 was discussed. At last, Ondrej Vitula proposed Jordon Egan as VP for the term 2017-2018. This was approved.

6) **Role of the Committees** – Lara Scherer explained the work of the different committees and what position they have within IVSA. She also explained that the Committee Coordinator will give updates of the committees' and working group's work during the ExCo meetings.

7) **Live Meetings** – Ondrej Vitula explained that the ExCo has a specific procedure for selecting the location of the Live Meeting. Member Organizations (MOs) can send in "bids" to host the Live Meeting. Denise van Eekelen recommended to send out a Doodle directly after the meeting to determine what the best dates for the second



(2nd) Live Meeting of ExCo 2017-2018 would be. After the dates are selected, a “Call for Host” will be sent out to MOs for those specific dates. The MOD and Treasurer are in charge of the selection of the location and host for the Live Meetings. Denise van Eekelen explained that all ExCo Officers have to send an overview of which airports they could fly from/to Secretary General 2017-2018.

- 8) Communication** – Ondrej Vitula explained that there are different modes of communication for ExCo and IVSA Officials. He explained that the Officials will receive their email addresses in September and that they should check their accounts daily. Ondrej Vitula 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.

Ondrej Vitula explained several communication platforms can be used. For informal contact Whatsapp has proved to be the most convenient way of communicating. The most usable one next to Whatsapp is Slack, for which a user manual was created last year. Ondrej Vitula proposed to use Whatsapp for informal communication and Slack, email and podio for formal communication.

Denise van Eekelen suggested that the ExCo evaluates the different modes of communication and platforms during the second (2nd) Live meeting of ExCo 2017-2018. Denise van Eekelen will share the manual on how to use Slack and Join.me with ExCo 2017-2018.

- 9) Contract** – Ondrej Vitula 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 the SG on the first (1st) of September 2017. Ondrej Vitula asked all IVSA Officials of 2017-2018 to sign the contracts as soon as they receive them.

- 10) English check** – Denise van Eekelen 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. Nina proposed that Perry Koehler will be responsible for the English check. This was approved.

- 11) Select informal auditors for the term** – Ondrej Vitula explained that two (2) IVSA Officials are appointed at the start of each term to check the work of the Treasurer informally. Perry Koehler proposed Denise van Eekelen and Joseph Lunt as informal auditors for the term 2017-2018. This was approved.

- 12) Policies** – Ondrej Vitula explained 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** – Denise van Eekelen proposed to submit the report forms for ExCo Officers monthly, to submit the report forms for the Secretaries, Chairmen and Trustees once per two (2) months. This was approved. Lara Scherer suggested that the Secretary General sends the received reports of the Committee Chairs to the Committee Coordinator.
- c. **Reimbursements** – Ondrej Vitula explained that IVSA representatives that are



attending events will be reimbursed for their travel expenses after the event has finished. Ondrej Vitula also explained that the IVSA representatives must always keep the receipts of all their costs. Ondrej Vitula explained that there is a manual for expenses, which will be shared by the Treasurer at the beginning of the term. Denise van Eekelen explained that the reasonable amount for accommodation per person per night is thirty (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. Ondrej Vitula explained that the IVSA representatives might need a waiver if travels are booked online with an IVSA creditcard.

13) Reading List – Denise van Eekelen 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 documents and the Strategic plan). Denise van Eekelen will send an email to the newly elected IVSA Officials with the ‘reading list’.

14) Relocation of the bank – Denise van Eekelen explained the office of IVSA has changed from Copenhagen, Denmark to Brussels, Belgium last year. Accompanying this office change, the bank also needed to change, as the bank account at Danske Bank in Denmark was closed on the 31st of December 2016. The bank account has been reserved for IVSA at the ING Bank in Brussels, Belgium. To complete the registration of the bank account, a few documents need to be signed at the office of ING in Brussels, Belgium. Due to the complicated bylaws of IVSA, five (5) representatives of IVSA with signatory power – five (5) ExCo officers, of which at least the President, Secretary General and Treasurer – need to sign these documents. This should be done as soon as the board has been changed in the documents of the Belgium authorities – as needs to be done each year from now on – and will thus be around October. Denise van Eekelen suggested the ExCo selects a date for the signing of the bank as soon as possible, as the finances can then finally be fully in control of IVSA again.

15) AOB

- a. **Taskforce** – Samantha Morici reminded the outgoing ExCo of setting up the taskforce on organization of national MOs.

The meeting adjourned at 18.30 GMT+8.



Denise van Eekelen
Secretary General 2016-2017

