

## **2015.08.06 - Draft of Minutes Handover Meeting 2014-15 to 2015-16**

The Handover Meeting 2014-15 to 2015-16 (the 7<sup>th</sup> Live Meeting of the IVSA Executive Committee (ExCo) 2014-15 and 1<sup>st</sup> Live Meeting of the IVSA ExCo 2015-16) was held at 16.25 EEST on the 6<sup>th</sup> of August 2015 in Cluj-Napoca, Romania. The President being Chair, and the Secretary General present to take the minutes.

### **Present:**

Emma van Rooijen (President, Secretary General-Elect)  
Sara Wüeggertz (Secretary General, Trustee-Elect (SG))  
Merel Rodenburg (Vice-President and Committee Coordinator (CC))  
Khouloud Ben Salem (Member Organization Director (MOD), Trustee-Elect)  
Isaac Corderroure López (Treasurer, incoming Chairman of Alumni Working Group)  
Kayleigh-Anne Norman (Development Aid Director (DAD), Trustee-Elect)  
Anil Türer (Public Relations Coordinator (PRC), President-Elect)  
Jennifer Holle (External Relations Officer (ERO))  
Inés Ben Jabara (Trustee)  
Panagiotis Galatsanos (Secretary to DAD and Treasurer, Treasurer-Elect)  
Taeun Ryan Kim (Secretary to MOD)  
Ann-Katrin Autz (Secretary to MOD and CC, MOD-Elect)  
Seyed Ardalan Moussavi (Secretary to MOD)  
Khairina Abdul Halim (Secretary to DAD)  
Rita Kuo-Wei Chu (Secretary to DAD and ERO)  
Reza Akram Purwosunu (Secretary to PRC)  
Aqil Jeenah (CC-Elect)  
Malcolm Chong Kwok Wei (PRC-Elect)  
Samantha Morici (ERO-Elect)  
Sofie Svensson (DAD-Elect)  
Kiki Streng (Secretary-Elect)  
Hara Korakaki (Secretary-Elect)  
Min Yeong Lana Lee (Secretary-Elect)  
Ondřej Vitula (Secretary-Elect)  
Andrei Ungur (Secretary-Elect)  
Ana Maria Lipan (Secretary-Elect)  
June Chung (Secretary-Elect)  
Charlène Brémont (Secretary-Elect)  
Elizabeth Malcolm (Incoming Chairman of SCOH)  
Wasseem Tahboub (Incoming Chairman of AWC)

### **Apologies:**

Pim Polak (Immediate Post President)  
James Bost (Trustee and Honorary Life Member)  
Joseph Lunt (Trustee)  
Camille Poissonnier (Trustee)  
Seth Yaw Afedo (Secretary to MOD)  
Sara Krones (Outgoing Chairman of Standing Committee of One Health (SCOH))  
Fanis Liatis (Outgoing Chairman of Standing Committee of Veterinary Education (SCoVE) and Honorary Life Member)  
Shadi Hénchiri (Outgoing Chairman of Animal Welfare Committee (AWC))

Frédéric Lohr (Trustee-Elect and Honorary Life Member)

Hannah van Velzen (Trustee-Elect and incoming Chairman of Working Group on Policy Statements and Position Papers)

Bhavisha Patel (Incoming Chairman of SCoVE)

1. **Opening** - Emma van Rooijen called the meeting to order at 16.25
2. **Approval of the agenda** – Emma van Rooijen moved to approve the agenda. This was adopted.
3. **Introduction of incoming IVSA Officials** – Each IVSA Official introduced themselves and their plans for the upcoming year.
4. **Advice of IVSA Officials 2014-15** – The outgoing IVSA Officials advised the incoming IVSA Officials on the proper running of IVSA.
5. **Assignment of Secretary positions** – Emma van Rooijen moved to assign the positions of the Secretariat as shown below.

Secretary to the MOD – Min Yeong Lana Lee, Hara Korakaki, Charlène Brémont

Secretary to the DAD – Andrei Ungur

Secretary to the MOD and DAD - Ondřej Vitula

Secretary to the DAD and ERO – Ana Maria Lipan

Secretary to the PRC – Kiki Streng

Secretary to the Treasurer – June Chung

Ondřej Vitula will be working with the MOD on VetStage.

This was adopted.

Emma van Rooijen and Ann-Katrin Autz informed the Secretaries that they can always ask if they want more stuff to do.

6. **Communication** –
  - a. **Podio** – ExCo 2015-16 will be using Podio to hand in reports monthly.
  - b. **E-mails** – ExCo 2015-16 will check their emails continuously and answer within 48 hours. If this is not possible, send a reply stating when an answer can be expected.
7. **Constitution and Bylaws**– Emma van Rooijen pointed out that everyone should read the Constitution and the Bylaws, together with their own manuals and the Strategic Plan.
8. **Contracts** – Sara Wüeggertz informed the meeting that printing the contracts has been impossible, therefore the contracts will be sent out by email for everyone to

print out, sign, copy and email to the Emma van Rooijen, who is the incoming Secretary General.

9. **Manuals** – All incoming ExCo officers shall read their Manuals and update them throughout the year.
10. **Goals and Ambitions document** – Emma van Rooijen will set up a document, all incoming ExCo officers will put in their own goals for their term. These goals should be doable within a year.
11. **Keeping in contact** – All members of the Secretariat shall keep in contact with their officers during their whole term.
12. **Adobe Connect** – ExCo 2015-16 will use Adobe Connect for their Online Meetings. All IVSA Officials are allowed to use Adobe Connect for official IVSA work.
13. **Trust** – Ben Jabara Ines, outgoing Trust, gave the incoming Trust some advice on how to work as Trustees.
14. **Explanation of meetings and setting a date for the 2<sup>nd</sup> Live Meeting of ExCo 2015-16** – Emma van Rooijen explained how the ExCo meetings are held and which ones that give full or half reimbursement.

The incoming ExCo need to set up a date and chose a location for the 2<sup>nd</sup> Live Meeting. All incoming ExCo officers will check their schedules and see when they have exams. The suggested dates are 23<sup>rd</sup>-25<sup>th</sup> of October, or 6-8th of November, and the suggested locations are Thessaloniki (Greece), Pretoria (South Africa) and Malaysia.

15. **Vice-President** – Anil Türer moved to select Emma van Rooijen as Vice-President. This was adopted.
16. **Scholarship Fund** - Ana Maria Lipan will be the official Secretary for the Scholarship Fund.
17. **Back-Up Minutes** - Emma van Rooijen moved to appoint Aqil Jeenah as responsible for taking back-up minutes. This was adopted.
18. **Auditors for the Treasurers Financial Year** – Emma van Rooijen will ask Hannah van Velzen and Frédéric Lohr to audit the Treasurers Financial Year.
19. **AOB** -
  - a. **Emails and Business cards** – The PRC will make the business cards and hand them out at the 2<sup>nd</sup> Live Meeting. The official emails will be handed over on the 1<sup>st</sup> of September.

- b. **Deadline for handing in receipts from Congress** – The deadline for handing in receipts for reimbursement for the 64<sup>th</sup> IVSA Congress will be the 1st of September 2015.
- c. **ExCo Uniforms** – Emma van Rooijen highly recommends that ExCo start discussing the colour and form of the ExCo shirts as soon as possible, since this will take a lot of time.

The meeting adjourned at 17.24 EEST.