

2016.12.10 – Minutes for the 3rd Online Meeting of the Executive Committee 2016-2017

The 3rd Online Meeting of the IVSA Executive Committee (ExCo) 2016-17 was held at 12.00 GMT+1 on the 11th of December 2016 via Join.me, the Vice-President being the Chair for agenda points 1 to 6 and the President being the Chair for agenda point 7 onwards. The Secretary General was 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)
Andrei Ungur	Development Aid Director (DAD)
Alexandra Sousa	Committee Coordinator (CC)
Vera González	External Relations Officer (ERO)
Ivan Kotze	Treasurer

Trust Representatives Present:

Emma van Rooijen	Trustee
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Other IVSA Officials Present:

Leonie Fingerhut	Secretary
Seong Jin Cho	Secretary

Apologies:

None

- 1) Opening** – The meeting was called to order by Ondrej Vitula at 12.40 GMT+1.
- 2) Approval of the agenda** – The agenda was approved without amendments.
- 3) Approval of the minutes from the 2nd Live Meeting ExCo 2016-2017** – The minutes of the 2nd Live Meeting of the ExCo 2016-2017 were approved without amendments.
- 4) Action points** – Denise van Eekelen read out the list of action points.
- 5) Trust report** – Emma van Rooijen gave the 'Trust Report'. The Trust has not been very active during the past months. At this point, there is nothing that the Trust would like to discuss. Emma van Rooijen hopes that the Trust will become more active before the Special General Assembly (SGA) and if there should be anything the ExCo would like a Trust recommendation on, they can always contact any member of the Trust. Malcolm Chong asked Emma van Rooijen for her opinion on the current system of the Trust within IVSA and if the function and structure of Trust should be reviewed. This was discussed. Malcolm Chong concluded it is not an important subject for now, but ExCo could look into reviewing the function of and

number of members within Trust later this term.

- 6) **Committee reports** – Alexandra Sousa gave the reports for the committees and working groups with assistance of Emma van Rooijen regarding the report on the Standing Committee on Wellness (SCoW).
- a. **Standing Committee on One Health (SCOH)** – Alexandra Sousa explained SCOH is a hard working committee and its projects are running very smoothly. SCOH is already preparing the next big 'awareness days' in 2017, the 'Stop Tuberculosis day' in March 2017. In addition to this, their Facebook page is very active and their Facebook page itself, as well as the posts on the page, receive many likes.
 - b. **Standing Committee on Veterinary Education (SCoVE)** – Alexandra Sousa explained SCoVE is extensively focusing on a 'Copyright' situation regarding a VetTalks video made by a professor from Utrecht University at this point. SCoVE still is a very smoothly working committee, which is producing consent documents and documents regarding Copyright of VetTalks videos for example. Aqil Jeenah has informed Malcolm Chong and Alexandra Sousa that the VetTalks page on the afriVIP website is already online and that all consisting VetTalks videos are already uploaded, but that there is not an official website-URL yet. In order to receive the payments from afriVIP the information on the new bank account must be available. As soon as the information of the new bank account is available, Alexandra Sousa will inform Aqil Jeenah and make sure the contracts are signed and the money is transferred to IVSA.
 - c. **Animal Welfare Committee (AWC)** – Alexandra Sousa explained the AWC is still on a standstill, although they are regularly posting updates on their Facebook page. Alexandra Sousa has asked Lara to work with the AWC on the AWC projects over the past weeks. The regional representatives are writing proposals as was planned, with a slight delay.
 - d. **Standing Committee on Wellness (SCoW)** – Emma van Rooijen – a committee member of SCoW – explained SCoW has had the last, very productive, meeting two weeks ago. SCoW is communicating through Slack, which has been useful. In general the committee has active and less active moments in time. The projects are all being worked on at this point in time. In addition to this, Alexandra Sousa explained she has had a meeting with Xavier Canalvilhas, the Chair of SCoW, to discuss a smartphone application (App) of IVSA this week. There was a discussion on the feasibility and the costs of creating an App for IVSA in general. Ondrej Vitula proposed that Alexandra Sousa will talk with and update Kerstin Abraham and look into the possibility of creating an App for IVSA. This was approved.
 - e. **Working Group on Policies (WGP)** – The first policy paper for this year (Policy Paper on Career Guidance) has been written and has been send out to the delegates of the GA for approval during the Special General Assembly (SGA) in January 2017. The WGP is very motivated to work on more policy

papers during the rest of the year.

- f. **Working Group on Alumni (WGA)** – Alexandra Sousa explained the alumni event at the Special General Assembly (SGA) has been cancelled. All alumni did not pay their fee and therefore dropped out. Alexandra Sousa has not talked to Lukas Huber about the 'alumni event' he is organizing soon. Ondrej Vitula suggested that the WGA looks into the 'unofficial alumni events' that will be organized in Europe to see if the WGA could possibly assist promoting and/or organizing them. Alexandra Sousa agreed on this and will inform the WGA on this suggestion. Emma van Rooijen recommended that the WGA could focus on clearing up the manual on the alumni (events), so cancelling an alumni event will be avoided and better communication between the WGA and OC will be guaranteed in the future. Vera González explained she has attended the Alumni Session during the IFISO Autumn Meeting and that she will send Alexandra Sousa the minutes of this meeting.
- g. **Ad hoc Committee on IVSA Paid Position (AHCPP)** – Alexandra Sousa explained this committee is currently on a standstill. This committee is really dependent on the Federation of Veterinarians of Europe (FVE) and FVE has not replied to their emails yet. Denise van Eekelen explained she will visit FVE in January 2017 again and is also able to call the FVE when needed. Alexandra Sousa asked Denise van Eekelen if she could get into contact with Brian Jochems, the Chair of the AHCPP, before she will go to Brussels, Belgium for a live meeting with representatives of FVE. Denise van Eekelen agreed to do this.

7) Upcoming events – IVSA Representatives

- a. **World Health Organisation (WHO)** – The Executive Board Meeting of the WHO (EBM WHO) will be held from 23rd of January until the 1st of February 2017 in Geneva, Switzerland. The World Health Assembly of WHO (WHA) will be held in May 2017. Alexandra Sousa explained IFMSA will organize an event preparing students for attending the EBM WHO, although she has not received information on this event of one week yet. Malcolm Chong proposed to send two people to the EBM WHO in January 2017 and the WHA in May 2017. This was approved. Malcolm Chong proposed to ask Clara Buxbaum and Caroline Bulstra to attend the EBM WHO in Geneva in January 2017 as IVSA representatives. This was approved. The IVSA representatives for the WHA in May 2017 will be discussed in one of the next ExCo meetings.
- b. **IFMSA General Assembly (GA)** – Malcolm Chong explained he has not received any information on the upcoming IFMSA GA in Montenegro yet. Emma van Rooijen advised to contact IFMSA about it, as it may be possible they forget to send the information. Malcolm Chong explained it will be good to send someone there if there is budget for it and asked Alexandra Sousa to look into the dates and places of the next General Assemblies of IFMSA and inform ExCo on it. There may also be a possibility to do a presentation on



IVSA, but it is not definitely scheduled, so ExCo should specifically ask for it. Alexandra Sousa agreed to gather further information on this.

8) Attended events – short reports

a. **WVA/WMA Global Conference on One Health (WVA/WMA GCOH)** – The second WVA/WMA GCOH was held in Kitakyushu City, Japan from the 10th – 11th of November 2016. Malcolm Chong was approved as IVSA representative by the previous ExCo. He delivered a joint presentation together with IFMSA Japan at the conference, which went really well. Malcolm Chong explained it was a really nice and well organized event and that he met a lot of people of the One Health field. He has met George Lueddeke from the One Health Commission (OHC) with a taskforce focusing on veterinary education. Malcolm Chong asked him if it would be interesting for the taskforce on veterinary education of the OHC to involve students in it. Malcolm Chong also discussed the possibility with Aqil Jeenah, who is involved in the OHC as a veterinary student. Malcolm Chong has already shared information on this with Alexandra Sousa, who will look into this opportunity together with Clara Buxbaum and Michael Huang, the Chair of SCoVE.

b. **European Veterinarians in Education, Research and Industry General Assembly 2016 (EVERI GA) & Federation of Veterinarians of Europe General Assembly 2016 (FVE GA)** – The General Assembly of EVERI was 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. Denise van Eekelen gave a presentation that was very well received. The main project of EVERI in which IVSA is involved is the Extra Mural Study program (EMS) of EVERI. Massenzio Fornasier of EVERI and Denise van Eekelen agreed on sharing information regarding this project amongst in due time, so the EVERI scholarships will be promoted better among students next year. At last, EVERI members were still really enthusiastic about the Vet Career Map project carried out together with and for IVSA and is now working on a similar project to promote the veterinary education, industry and research careers amongst veterinarians. The next EVERI GA will presumably be held the day before the next FVE GA in June 2017 and EVERI has asked Denise van Eekelen to join and do a presentation on IVSA activities again.

The General Assembly of the FVE was held on the 11th and 12th of November 2016 in Brussels, Belgium and was also attended by Denise van Eekelen. Denise van Eekelen explained the accepted papers during the GA and the different subjects of the VetFuture project. IVSA will very likely be involved in the execution of some parts of this project and can be helpful spreading important information on the project amongst students. Denise van Eekelen concludes she has learned a lot, that attending both events has been really valuable and that she is invited to join the next FVE GA in June 2017 in Tallinn, Estonia as well.





IVSA

- c. **IFISO Autumn Meeting 2016 (IFISO-A)** – The event took place in Lisbon, Portugal from 17th - 20th of November 2016. ExCo agreed on Vera González attending this event as IVSA representative. Vera González explained she has talked to the Managing Team about the late change of location from Estonia to Lisbon. Vera González also talked to a representative from StudyPortals about the agreement we have with them and working together more in the future. Vera González explained she has learned a lot and the next IFISO meeting will be organized in Austria. Further information on the next meeting will be posted on the IFISO Facebook page.

Recess at 14.26 GMT+1 for 10 minutes

The meeting was called to order by Malcolm Chong at 14.43 GMT+1.

9) Partner points

- a. **Hill's Pet Nutrition** – Malcolm Chong explained Hill's dropped out as the Diamond Sponsor of IVSA from the 1st of January 2017, which means IVSA can and should start working on new sponsorship contracts. Vera González has already started working on sponsorship tiers, that have been discussed by ExCo via email. Malcolm Chong mentioned to stay positive about the future and that this gives IVSA a lot of opportunities for the future too. Vera González asked if the prizes – two (2) reimbursements for attending the SAVMA Symposium – rewarded by IVSA to the Hill's quiz winner and Top EO will still be sponsored by Hill's for the students that won the prizes during the IVSA Congress in Austria. Malcolm Chong explained IVSA should give the prize winners the opportunity to get the costs for attending the SAVMA Symposium reimbursed either by Hill's or by IVSA. Ivan Kotze explained SAVMA has given scholarships for the SAVMA Symposium to approximately 29 veterinary students, of whom Ondrej Vitula and Ivan Kotze are two. Malcolm Chong explained which ExCo members could best attend the SAVMA Symposium in 2017 according to the budget. Malcolm Chong proposed to send Juraj Turňa, Andrei Ungur and Malcolm Chong as IVSA delegates to the SAVMA Symposium 2017 from the 16th – 18th of March 2017. This was approved.
- b. **FECAVA** – The Federation of European Companion Animal Veterinary Association (FECVA) asked IVSA to become an associate member. Emma van Rooijen has sent ExCo information via email. ExCo agreed on proposing the associate membership of FECVA to the GA during the SGA in January 2017. Denise van Eekelen will write the proposal of the FECVA associate membership for approval by the GA.
- c. **World Health Students Alliance (WHS) Secretariat** – The World Health Students Alliance (WHS) Secretariat is handed over from the 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 a proper handover. Alexandra Sousa explained IVSA will have to wait to receive the task overview for the WHS secretariat.



- d. **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 send 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 has looked into this and it is not practical to fill in the registration right now as we are changing the office of IVSA. Denise van Eekelen proposed that ExCo fills in the questions of the registration form of the transparency register together, after which Denise van Eekelen will submit it on the EC website. This was approved. Denise van Eekelen will update the EC on the delay of filling in the registration form for the transparency register via email.
- e. **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. Vera González has spoken to a representative of EPSA and this person would make sure her last email to EPSA would be answered soon. This has not happened yet and Vera González will try to contact the Secretary of EPSA again about the potential partnership.
- f. **World Organisation for Animal Health (OIE)** – Malcolm Chong has been in contact with a representative from the OIE about the ambassador project with IVSA sometime ago. The main goal is to have OIE ambassadors at as many universities as possible. The OIE will be present at the IVSA Congress in Malaysia to launch the ambassador project, to which an award will be linked. Malcolm Chong will email OIE again as he has not received a reply to his email asking for further information yet and Ondrej Vitula will create an overview of which universities belong to the National IVSA Member Organizations.
- g. **World Veterinary Association (WVA) Working group on Animal Welfare** – During the last ExCo meeting, 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 would send further information on this to ExCo via email. There is no further information on the student representative within the WVA Working group at this point in time.
- h. **European Association of Establishments for Veterinary Education (EAEVE) visitations** – EAEVE has asked IVSA to add eight (8) more student members for the visitation teams to the list of already proposed and still eligible students. During the last ExCo meeting, Malcolm Chong proposed Alexandra Sousa would look into eight (8) new student visitors to propose to EAEVE. This had been approved. There is no further information on the EAEVE student visitors.

- i. **FVE – Standing Committee of European Doctors (CPME) – IVSA – European Medical Students' Association (EMSA)** – FVE and CPME agreed to work together on promoting a One Health approach in education and decided to include the students in this initiative too. FVE and the Standing Committee of European Doctors (CPME) therefore 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. Denise van Eekelen explained a meeting will be scheduled for January 2017 in Brussels, Belgium. Denise van Eekelen will be able to attend the meeting and will contact Clara Buxbaum about the meeting if there is more information available or if information on SCOH is needed.

- j. **VetStream** – During the last ExCo meeting Vera González explained VetStream is planning on starting some new projects – in collaboration with IVSA – in the near future. Vera González explained the representative of Vetstream is closely working together with her on the new project regarding the translation of the Vetstream website into Spanish. She will send the points system that has been designed together with SCoVE to Vetstream to ask for their opinion and/or agreement on the idea.

- k. **VetStage** – During the last ExCo meeting, Vera González explained she has spoken with VetStage and that VetStage would like to have more space on our website.
Regarding the advertisement banner on the website, Vera González explained IVSA may ask Multiview not to contact our sponsors, but they are allowed to contact our sponsors if they want to, as this is not forbidden according to our contract. She will therefore ask Multiview not to contact our sponsors for banners on the website, but cannot make sure Multiview does not do so.

- l. **Multiview** – Ivan Kotze explained he has received an email from Multiview that the payment from Multiview to IVSA has bounced due to the problems with the bank account at Danske Bank in Denmark. Vera González suggested that Ivan Kotze looks into the possibility of receiving the money of Multiview on the spare bank account of IVSA Denmark as well and propose this possibility to Multiview.
The amount of money that will be received belongs to the Scholarship/Development Fund and should thus be spend on projects linked to one of both funds. Malcolm Chong asked Ivan Kotze to look into the exact amount of money that will be received from Multiview and possibilities where it could be invested in.

10) External Relations Officer Update

- a. **Sponsorship tiers** – Vera González explained the sponsorship tiers she has designed and ExCo has been able to comment on via email. Vera González will send the renewed sponsorship tiers to ExCo. The sponsorship opportunities need to be streamlined and there has to be made sure every sponsor receives the same offers and pays the same for each sponsorship option, which is done by creating the sponsorship tiers.

- b. **'Emergency ERO Team' (EET) update** – Vera González explained the EET – consisting of Vera González, Lara Scherer, Leonie Fingerhut and Lucian Todirica – had its first meeting on the 27th of November 2016. During this meeting, the EET members came up with 168 potential IVSA sponsors of which a top-40 was made. The potential sponsors of the top-40 will be contacted personally by the EET members over the next few weeks. Emma van Rooijen suggested to call potential sponsors if they do not reply the sent email(s). Vera González replied the EET will make sure this will be done.

II) Member Organization Director Update

a. Special General Assembly

- i. **Partners attending** – During the last ExCo meeting, Malcolm Chong explained Dr. René Carlsson of the WVA will be present and speaking at the SGA, as well as Dr. Siraya Chunekamrai of WSAVA. Malcolm Chong explained there will not be more partners attending the SGA.
- ii. **ExCo Workshops** – During the last ExCo meeting, it was decided to organize six (6) ExCo Workshops. One of them would be the MOD Workshop. The committees would be given the opportunity to send in proposals for ExCo Workshops and Malcolm Chong would contact the partners of IVSA about the possibility of organizing a workshop during the SGA. Alexandra Sousa explained she has received proposals for workshops from SCOH and SCoVE. Malcolm Chong explained both the WVA and OIE might be able to give a workshop. He proposed that the ExCo workshops should then be as followed: MOD workshop, joint ERO (sponsorship) & DAD (fundraising) workshop, SCoVE workshop, SCOH workshop (given by Daniel Stewart), an OIE workshop and an WVA workshop. In case the WVA or OIE is not able to do a workshop, SCoW will be able to create and give a workshop. This was approved.
- iii. **Buddy system & Officials/Country hour** – Emma van Rooijen has send Ondrej Vitula and Denise van Eekelen information on the buddy and colored cards system for use during the GA, as well as on the Officials and Country hour. Ondrej Vitula explained he is currently working on the buddy system and will be assisted in designing it by Denise van Eekelen if needed. He also explained he has asked the OC to extend the time scheduled for the ExCo workshops and to check if the Activity Fair and Officials/Country Hour can be included in the itinerary. Ondrej Vitula will inform ExCo on the possible changes in the itinerary.
- iv. **Other** – Ondrej Vitula explained that it looks like quorum might not be reached during the SGA as many people of different countries will no longer be attending. To be able to reach quorum it could be possible to give a loan to IVSA members and have them attending the SGA. Malcolm Chong explained online attendance is accepted during

an SGA according to the Bylaws. After discussion, Denise van Eekelen moved on to a vote. Malcolm Chong explained the options there could be voted on:

1. IVSA does not give a loan to people that are not able to come, although quorum is then not reached. IVSA then tries to reach quorum by the use of online attendance.
2. IVSA does give a loan to students who did confirm they could come to the SGA, but are financially not able to, to try to reach quorum this way.

The majority voted for option two (2). Ondrej Vitula and Ivan Kotze together will look into the amount of money needed for doing so and people that could apply for the loan to attend the SGA.

b. Projects

i. **'Ask me anything' update** – During the last ExCo meeting, Ondrej Vitula explained the next 'ask me anything meeting' would be with the Member Organizations from the African region, whereby Ivan Kotze would be present to assist Ondrej Vitula. Ondrej Vitula explained he has started organizing the meeting and that further information on this will follow via email in the future.

ii. **Membership request update** – Ondrej Vitula explained the applications of the students organizations in Canada and Colombia are still being worked on.

c. **Egyptian issue** – Ondrej Vitula has been in contact with an unofficial IVSA Member Organization consisting of students from the Kafr Elsheikh University, Faculty of Veterinary Medicine at Kafr Elsheikh, Egypt. This group of students is not registered as an official IVSA Member Organization (MO), whilst operating under the name of IVSA. Ondrej Vitula has looked into this situation and got in contact with three 'Egyptian IVSA MOs', of which one MO is an official IVSA MO, whilst the other two are not officially registered, but operating under the name of IVSA. He explained the two unofficial 'MOs' are working on being registered as official IVSA MOs.

Ondrej Vitula explained the situation with Antonius Zosser, an alumni of an IVSA MO that is currently inactive. This was discussed. Malcolm Chong proposed that Ondrej Vitula sends an email to Antonius Zosser that he is able to attend the SGA as long as he pays the SGA fee and the membership fee for IVSA alumni, as he is able to attend the SGA as an alumni. This was approved.

d. **Top MO prize** – Ondrej Vitula explained his team is working on a document containing proposals for the TOP MO prize.

12) Development Fund

a. **Auctions** – Andrei Ungur explained he has been in contact with Mélissa De Lombaert from the OC of the SGA about the organization of the Live and Silent auction. He already set up the Google Form for the Auction items and shared the link to this form with the SGA delegates via email. He mentioned

Ondrej Vitula and Lucian Todirica will be the hosts for the Live Auction at the SGA.

- b. IVSA Merchandise** – The IVSA hoodies that will be for sale during the SGA have been ordered. Branden Nettles from the OC of the SGA disbursed the hoodies, so IVSA will reimburse him directly after the SGA. At last, Andrei Ungur mentioned he will bring a certain amount of IVSA pins, phone cases, mugs etc. to the SGA that will also be for sale.
- c. eBay** – Andrei Ungur explained he has been in contact with eBay about selling IVSA merchandise via this platform. The person representing eBay explained Andrei Ungur a general business account should be created to sell items via eBay. Thereby, eBay is not able to offer IVSA free shipping costs. Andrei Ungur will thus look further into other possibilities for selling IVSA Merchandise online.
- d. Video** – Andrei Ungur informed ExCo he is looking into the possibility of creating a video to show what the Development Fund (DF) is, how money for the DF is gathered and what the money is used for.
- e. Shipping** – Andrei Ungur explained that he has been looking into shipping costs to transport the IVSA mugs from Vienna, Austria to Raleigh, USA and Malaysia. Shipping will be expensive. Therefore, Andrei Ungur asked everyone to let him know if he/she might have a solution.
- f. Scholarships** – Andrei Ungur informed ExCo one of the winners of the MAH-grant is changing the clinics for his internship. This will not affect the goals of the internship for which he is receiving the grant. Andrei Ungur proposed not to retract the scholarship from this student. This was approved.

I3) Relocation of the office – Emma van Rooijen explained she has translated the IVSA Constitution and Bylaws over the past months and that this was checked by her and by Denise van Eekelen. She has contacted Dr. Jan Vaarten (FVE) about the prosecution of the registration of IVSA in Belgium. As soon as it is clear what the next step for the registration is, Emma van Rooijen and Denise van Eekelen will complete the process as soon as possible. More updates on the progress will follow over the next weeks.

I4) Finances

- a. Situation with Danske bank** – Ivan Kotze explained what he and Denise van Eekelen have been working on opening a bank account at the ING in Belgium. The bank account will hopefully be opened and ready to use before the end of December 2016. Ivan Kotze informed that getting into contact with Danske Bank has not been easy and he is still waiting for a reply and the bank statements of last year. Denise van Eekelen suggested to call Danske Bank if needed. This was agreed upon.

- b. PayPal** – Ivan Kotze explained Panagiotis Galatsanos is currently the only person that is able to use the IVSA PayPal account. It is almost certain that IVSA has to open a new PayPal account to be able to use it without problems in the future. Ivan Kotze will look into the option of opening a new IVSA PayPal account.
- c. Reimbursements** – Ivan Kotze informed ExCo he is planning on sending emails to ask people that attended events or meetings as IVSA representatives for the receipts of their travel costs. He explained he will wait with the reimbursements for the Live Meeting the longest, as that is the most extensive reimbursement to be given.
- d. Hoodies payment** – Ivan Kotze explained the situation with the payment of the IVSA hoodies ordered in Romania last summer. The hoodies will be paid by IVSA Austria out of the amount of money of the Central Fund Tax that is still in their bank account. They will transfer the money needed to Andrei Ungur next week. Afterwards Andrei Ungur will pay the company that produced the IVSA hoodies immediately. Denise van Eekelen asked if Andrei Ungur already signed a contract for transferring the money via his personal bank account. Ivan Kotze answered he has not send Andrei Ungur the contract yet, but will make sure that it is done before the money is transferred onto Andrei's account.

15) Communication platforms – Denise van Eekelen explained she noticed the IVSA Officials were not using podio.com as efficient as it could be used over the past months. This may be due to the many features it has and the fact that it may take (a lot of) time to get used to working with it. She has discussed this with Emma van Rooijen, who is – together with the other members of SCoW – using a website (and App) called Slack, before. Denise van Eekelen informed ExCo she will look into using Slack instead of podio.com after the SGA in January 2017. Malcolm Chong mentioned the main communication platform of IVSA ExCo still is the official email account and asked again to please stick to the 48-hour rule.

16) General assembly (GA)

- a. Preliminary agenda** – Denise van Eekelen explained the agenda items for the GA during the SGA in January 2017. She asked the ExCo members to send her amendments to the preliminary agenda as soon as possible.
- b. Reports & Presentations** – Denise van Eekelen explained the email she has sent to ExCo about the reports and presentations that are needed from them for the General Assembly Booklet and the GA itself. She emphasized it is important to send her the presentations and the reports in time.
- c. Chair during the GA** – During the last ExCo meeting the Chair that would be proposed to the GA by ExCo was discussed and voted on. The voting resulted in ExCo proposing Malcolm Chong as Chair for the GA during the SGA in January 2017. Malcolm Chong explained he has thought extensively about the situation and the discussion regarding the Chair during the GA in

January 2017. Concluding his thoughts, he would like to withdraw his position as Chair proposed by ExCo. Malcolm Chong asked Emma van Rooijen if she would not mind being the Chair during the GA in January 2017. Emma van Rooijen accepts ExCo proposing her as Chair to the GA in January 2017.

- d. **Parliamentarian during the GA** – Vera González mentioned she would like to be the parliamentarian to the GA during the SGA in January 2017. Malcolm Chong proposed to propose Vera González as parliamentarian during the GA during the SGA in January 2017. This was approved.

17) Secretaries – Denise van Eekelen explained the Second Online Meeting of the Secretariat 2016-2017 has taken place on the 26th of November 2016. Vera González also attended this meeting to explain the situation with Hill's Pet Nutrition. During the meeting with the secretaries, Denise van Eekelen and Vera González explained the EET could use every little bit of assistance with finding and contacting new sponsors. Denise van Eekelen mentioned she has asked the secretaries to contact her in case they have got some free time that they would like to spend on IVSA, so she can ask other ExCo members if they have projects the secretary could assist with.

18) Public Relations

- a. **Website in general and login button** – During the last ExCo meeting the pros and cons of changing the website for establishment of a secured section were extensively discussed. Due to absence of the Public Relations Coordinator (PRC), Kerstin Abraham, there was no further information on this.
- b. **Business cards** – Ivan Kotze explained he came into contact with a company that is able to sponsor the printing of our business cards. He asked every ExCo member that needs business cards to let him know within the next days.
- c. **T-shirts** – Malcolm Chong explained €150 is budgeted for making all the IVSA Officials t-shirts, but it is almost not possible to stay within the budget when having the t-shirts made in a country other than Malaysia. Different options for making the Officials t-shirts were discussed, which resulted in voting on four options. The voting resulted in the option of printing logos and names on t-shirts ourselves on the first day of the SGA in January 2017. The proper t-shirts will afterwards be ordered in Malaysia and be brought to the IVSA Congress in Malaysia next summer.
- d. **Live stream** – Malcolm Chong explained he will get into contact with Kerstin about live streaming the GA during the SGA in January 2017.
- e. **IVSA Journal** – Vera González proposed to publish the IVSA Journal after the 1st of January 2017. This was approved.

19) 4th Live meeting – Malcolm Chong explained Denise van Eekelen has sent out a


poll to the members of ExCo for planning the 4th ExCo Live meeting in Spring 2017. He asked all ExCo members to fill in the poll as soon as possible, so the call for a host can be set up by Ondrej Vitula and Ivan Kotze.

20) Sara Wueggertz – Malcolm Chong informed ExCo there were no updates regarding the case. Malcolm Chong will actively ask Sofie Svensson for more information.

21) AOB

- a. Election committee** – Malcolm Chong explained what the election committee does during the GA and who this committee should consist of. Malcolm Chong proposed to have Ivan Kotze in the Election Committee on behalf of ExCo. This was approved. Next to Ivan Kotze, two other people should be asked if interested in a place in the election committee. The people that could possibly be contacted were discussed and voted on. Victoria Drauch and Lidia Steczek will be contacted about this by Ivan Kotze first. Should one not be interested or not able to be member of the election committee, two more people that could be contacted are Lara Scherer and Corina Beres.
- b. Report cards of ExCo members** – Vera González asked if it would be an idea to make report cards for ExCo members running for President during the GA of the SGA in January 2017. Malcolm Chong proposed to make report cards for the ExCo members running for President. This was not approved (since the majority of the votes were cast against).
- c. Online attendance to the GA** – Emma van Rooijen mentioned it should be stated in the minutes if ExCo agrees on using online attendance during the GA of the SGA in January 2017. Malcolm Chong proposed ExCo opens up online attendance in case quorum is not reached during the GA of the SGA in January 2017. This was approved.
- d. 'Member Organization Director' (MOD) bylaw amendment** – Malcolm Chong explained when the name of the position of MOD will be changed to Member Organization Manager (MOM), as proposed in one of the bylaw amendments that was sent in, it will bring a lot of difficulties with it. Emma van Rooijen explained that ExCo specifically chose for the name MOD in the past. She will send information on this to Denise van Eekelen.

The meeting adjourned at 18.44 GMT+1.



Denise van Eekelen
Secretary General 2016-2017