



## 2017.01.02 – Minutes for 3<sup>rd</sup> Live meeting of the IVSA Executive Committee 2016-2017

The third (3<sup>rd</sup>) Live Meeting of the IVSA Executive Committee (ExCo) 2016-17 was held at 8.30 AM GMT-5 in Raleigh, North Carolina, USA and via join.me, 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)
Andrei Ungur	Development Aid Director (DAD)
Vera González	External Relations Officer (ERO)
Alexandra Sousa	Committee Coordinator (CC)
Kerstin Abraham	Public Relations Coordinator (PRC)
Ivan Kotze	Treasurer

### Trust Representatives Present:

Emma van Rooijen	Trustee
Ann-Katrin Autz	Trustee

### Other IVSA Officials Present:

Nina Schmidt	Secretary
Lucian Todirica	Secretary
Leonie Fingerhut	Secretary
Xavier Canalvilhas	Chair of the Standing Committee on Wellness

### Apologies:

None

- 1) Opening** – The meeting was called to order by Malcolm Chong at 8.40 GMT-5.
- 2) Approval of agenda** – Alexandra Sousa added a point (c) to point seven (7) of the agenda – Executive Board Meeting of the World Health Organization (EBM WHO) & World Health Assembly (WHA). After this addition, the agenda was approved.
- 3) Approval of minutes of the third (3<sup>rd</sup>) Online meeting ExCo 2016-2017** – The minutes of the third (3<sup>rd</sup>) Online meeting of the IVSA ExCo 2016-2017 were approved with one friendly amendment to point nine-a (9a).
- 4) Execution of Officials tasks**

The meeting went into executive session from 8.49 until 10.14 GMT-5.

- 5) Action points** – Denise van Eekelen read out the list of action points.



6) **Trust report** – Emma van Rooijen gave the trust report. She explained trust is not very responsive to emails sent to their official email accounts. Should ExCo need advice of the Trust in general or of a certain trustee, she advised to initiate contact via the phone.

## 7) **Upcoming events – IVSA Representatives**

a. **General Assembly of the International Federation of Medical Students Association (IFMSA GA)** – IFMSA has sent an invitation for the IFMSA GA from the 2<sup>nd</sup> until the 8<sup>th</sup> of March 2017. IVSA ExCo has discussed attendance of Malcolm Chong via email. The attendance of Malcolm Chong to the IFMSA GA was approved via email. Emma van Rooijen brought up the budget for attending the IFMSA GA this year. With regards to this year's budget, ExCo will reconsider whom to send to the IFMSA GA after more information on the GA is received from the representative of IFMSA.

b. **North American Veterinary Community (NAVC) Conference (NAVC Conference) 2017** – The NAVC Conference 2017 is being held from the 4<sup>th</sup> until the 8<sup>th</sup> of February 2017 in Orlando, Florida, USA. ExCo has discussed attendance via email. Malcolm Chong explained the best possible option for the IVSA representative is Samantha Morici, the ERO of IVSA ExCo 2015-2016. Malcolm Chong proposed to ask Samantha Morici if she is willing to attend the NAVC 2017 as IVSA representative and to not send an IVSA representative if Samantha Morici is not available.

c. **Executive Board Meeting of the World Health Organization (EBM WHO) & World Health Assembly (WHA)** – The EBM WHO will be held from 23<sup>rd</sup> of January until the 1<sup>st</sup> of February 2017 in Geneva, Switzerland. The WHA of the WHO will be held in May 2017. Alexandra Sousa explained she has been in contact with IFMSA and IPSF about attending the EBM WHO, as IVSA is not recognized as a Non-Governmental Organisation (NGO) yet and is only able to attend by using a delegate-spot of IFMSA or the International Pharmaceutical Students Federation (IPSF). With regards to this, Alexandra Sousa explained it will not be possible to send Clara Buxbaum – the Chair of SCOH – and/or Caroline Bulstra – a member of the Standing Committee on One Health (SCOH) – to the EBM WHO. The possible IVSA representatives for the WHA were discussed. Malcolm Chong proposed to ask Caroline Bulstra and Clara Buxbaum to attend the WHA. This was approved. Alexandra Sousa will contact Caroline Bulstra and Clara Buxbaum and get into contact with IFMSA about attending the WHA.

## 8) **Special General Assembly**

a. **Conditions Online Attendance** – Ondrej Vitula explained that quorum will unfortunately not be reached during the Special General Assembly (SGA) due to various reasons. At this point, seventeen (17) MOs will attend the SGA live, while nineteen (19) MOs are needed to reach quorum. With regards to this, online attendance of MOs, the communication and the conditions for online attendance were extensively discussed. Kerstin Abraham explained the platform – Twitch TV – she will be using for livestreaming the GA. This platform enables screen sharing with viewers, as well as livestreaming via a webcam. Denise van Eekelen asked if it would be possible



to record the meeting via Twitch TV and keep track of who is watching the livestream. Kerstin Abraham responded she is not sure about this, but that she will look into it. Malcolm Chong proposed to use Twitch TV for livestreaming the GA and use the join.me platform for the online attendance. This was approved.

- b. ExCo recommendations** – Denise van Eekelen explained there are several bylaw amendments being discussed and voted on during the GA. The ExCo recommendation on the bylaw amendment regarding changing the name ‘Member Organization Director (MOD)’ to ‘Member Organization Manager (MOM)’ in the bylaws was discussed. The recommendation of ExCo on this bylaw amendment was directly written and approved by ExCo. Emma van Rooijen explained the other bylaw amendments are about the additional surcharge to the congress and symposium fee, the responsibilities of the Secretary General and the role of the Parliamentarian. No further discussion on recommendations for these amendments was needed.
- c. GA Agenda, reports and presentations** – Denise van Eekelen and Emma van Rooijen explained the agenda for the General Assembly (GA). Emma van Rooijen explained the presentations on IVSA activities will be in the first GA session, the attended events presentation will be in the third GA session. Denise van Eekelen mentioned to share the presentations on time with her. Emma van Rooijen asked where ExCo wants to sit during GA, which was discussed. Malcolm Chong proposed to sit in front with all ExCo members until the roll call of the first GA session, whereafter all ExCo members – except Denise van Eekelen and himself – spread among the delegates.
- d. Excellence award** – Malcolm Chong explained the seven (7) nominees for the first Excellence award of 2017, who were: Caroline Bulstra (IVSA The Netherlands), Mélissa de Lombaert (IVSA SAVMA), Michael Huang (IVSA China), Wasseem Tahboub (IVSA Palestine), Brian Jochems (IVSA SAVMA) and Branden Nettles (IVSA SAVMA). Michael Huang – Chair of the Standing Committee on Veterinary Education (SCoVE) – has already received the Excellence award and is therefore not eligible. The nominees of this Excellence award were discussed. Denise van Eekelen moved onto a vote. Malcolm Chong went onto preferential voting, which resulted in deciding to award Branden Nettles (IVSA SAVMA) this Excellence award.
- e. Chair and Parliamentarian** – Malcolm Chong explained the nominations of the Chair and the Parliamentarian have been discussed before. Emma van Rooijen will be nominated for the position of Chair, while Lucian Todirica will be nominated for the position of Parliamentarian.
- f. ExCo workshops** – Malcolm Chong explained the ExCo workshops that will be given during the SGA, which are the following: a SCOH workshop (by Daniel Stewart), a SCoVE workshop (by Lisa Buren – a member of SCoVE), an Animal and Plant Health Inspection Service (APHIS) workshop, an MOD Workshop (by Ondrej Vitula and Nina Schmidt) and an ERO & DAD workshop (by Vera González and Andrei Ungur).



- g. **Buddy System** – Denise van Eekelen explained she will update all IVSA Officials present at the SGA on the buddy system for the SGA.

### **Recess at 12.31 GMT-5 for 1 hour**

The meeting was called to order by Malcolm Chong at 12.40 GMT-5

### **9) Partner Points**

- a. **World Small Animal Veterinary Association (WSAVA) World Congress 2017** – Emma van Rooijen explained IVSA arranges the volunteers for the WSAVA World Congress every year. This year the WSAVA World Congress will be held in Copenhagen, Denmark from the 25<sup>th</sup> until the 28<sup>th</sup> of September 2017. She explained approximately forty (40) volunteers will be needed during the World Congress 2017 and that is not an easy task to arrange all the volunteers and guide them during congress. Malcolm Chong proposed Nina Schmidt as the IVSA volunteer coordinator for the WSAVA World Congress in 2017. This was approved and Nina Schmidt accepted this task.
- b. **Hill's Pet Nutrition** – Malcolm Chong explained there has been a problem with the invoice of Hill's Pet Nutrition for the year 2016. Due to this, not the complete amount of money has been transferred from Hill's Pet Nutrition to IVSA yet. Malcolm Chong suggested that Ivan Kotze and Vera González will look into this problem together and will together try to arrange the transfer of the missing amount of money as soon as possible. This was agreed upon.
- c. **Federation of Veterinarians of Europe (FVE) – The Standing Committee of European Doctors (CPME) & European Medical Students Association (EMSA) – IVSA** – 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 CPME therefore organize a meeting between the two professions – represented by FVE and CPME – and the students' organizations of both professions, being the EMSA and IVSA. Denise van Eekelen explained the meeting is scheduled for the 19<sup>th</sup> January 2017 in Brussels, Belgium. Denise van Eekelen will be able to attend the meeting and will update Clara Buxbaum on the meeting if there is more information available or if information on SCOH is needed for preparation of this meeting.

### **10) MOD Update**

- a. **Ask me anything update** – Ondrej Vitula explained the MOD team is working on organizing the first ask me anything meeting. There is no further information at this point in time.
- b. **Membership request update (related to SGA)** – Ondrej Vitula explained there are seven (7) Member Organizations that will apply for membership during the SGA in Raleigh, USA in January 2017. The seven (7) applying MOs are: IVSA Algiers, Algeria – IVSA BAU, Bangladesh – IVSA Bologna, Italy – IVSA Colombia – IVSA Egypt – IVSA Kyrzygstan and IVSA



Philippines. Ondrej Vitula mentioned all seven fulfil the conditions for application as IVSA MO.

## **I 1) Development Fund**

- a. Auction** – Andrei Ungur explained he is going to need help with the organization and set-up of the Silent auction and Live auction. He mentioned Ondrej Vitula and Lucian Todirica will be hosts of the Live auction.
- b. Merchandise** – Andrei Ungur explained one new item – a new type of hoodie – was added to the merchandise collection, that is going to be sold during the SGA in Raleigh, USA in January 2017. Thereby, Andrei Ungur is working on new ideas for IVSA merchandise for the Congress in Malaysia in 2017.
- c. Logo** – Andrei Ungur explained it might be a good idea to change the logo of the Development Fund, as the logo is not consistent with the IVSA logo and the IVSA committees logos. Andrei Ungur will provide Kerstin Abraham with some ideas for the new logo and Kerstin Abraham will look into designing a new logo for the Development Fund.

**I 2) Finances** – Ivan Kotze explained the amount of money that was stored on the IVSA account at Danske Bank is transferred to the bank account of IVSA Denmark (at Danske Bank) and will be stored there temporarily. As soon as a new bank account is opened in Belgium the money will be transferred from the account of IVSA Denmark to the new IVSA bank account.

- a. PayPal** – Ivan Kotze explained the PayPal account cannot be used and a new account needs to be opened. In addition to that, the old PayPal account still has five-hundred (500) Euros (€) on it, which will be transferred to the new PayPal account or to the new bank account once it is opened. Malcolm Chong proposed Ivan Kotze already looks into a new PayPal account and find out if it is possible to already create a new PayPal account with a new Gmail address.
- b. Membership Fee Fund (MFF)** – Emma van Rooijen asked if there is being worked on the Membership Fee Fund (MFF) for which about €3700 is available. Malcolm Chong and Ivan Kotze explained there has not being worked on yet. Malcolm Chong proposed that Ivan Kotze looks into the MFF before the collecting the membership fees. The use of the budget for the MFF has been discussed. Malcolm Chong proposed to open the applications for funding of the membership fee today immediately. This was approved. Ondrej Vitula and Andrei Ungur will take care of this.

**I 3) Relocation of the Office** – Emma van Rooijen and Denise van Eekelen explained it is hard and complicated to find out in which format the constitution and bylaws (together the constitutive act) need to be handed in at the authorities in Belgium. Emma van Rooijen explained Ivan Kotze and Malcolm Chong will have to sign an authorization form for mandate for Denise van Eekelen, so she is able to sign all documents that need to be signed regarding the office relocation and bank account. Denise van Eekelen explained she will try to have all official documents signed and submitted within a few weeks at the Belgian authorities.





#### **14) Committee reports – Alexandra Sousa gave the reports on the committees and working groups.**

- a. Standing Committee on One Health (SCOH) –** Alexandra Sousa explained SCOH is doing a very good job. She also mentioned Clara Buxbaum will help Denise van Eekelen with preparing the meeting on One Health education with FVE, CPME and EMSA in Brussels, Belgium. Clara has asked if InDesign could be purchased for designing the Veterinary Public Health Journal (VPHJ). In addition to this, there was asked if ExCo could provide the publications team of SCOH with an official @ivsa.org email address. Via email ExCo decided to link an official IVSA email address to their publications account, as long as the Committee Coordinator is able to keep track of whom they are in contact with. Alexandra Sousa explained SCOH has been trying to increase the database of the Local Veterinary Public Health Officers (LVPHOs), but contacting the current LVPHOs and asking for ideas has not been very successful yet. Emma van Rooijen suggested to ask the LVPHOs to write a piece about One Health at their university to get the LVPHOs more involved and active.
- b. Standing Committee on Veterinary Education (SCoVE) –** Alexandra Sousa explained the new promotional flyers of SCoVE are finished and are spread among the delegates of the SGA via the goodie bag. SCoVE has also started working on a project regarding the inclusion of shelter medicine in the curricula at veterinary faculties and universities. Alexandra Sousa explained the afriVIP platform is also ready to be used. Aqil Jeenah – the main contact person between IVSA and afriVIP – asked for five people that can be trained on how to use the afriVIP platform and how to upload videos on it. Alexandra Sousa will arrange this.
- c. Animal Welfare Committee (AWC) –** Alexandra Sousa explained the main task is opening the call for the next Animal Welfare Conference (in 2018). Alexandra Sousa suggested that the Organizing Committee of the Animal Welfare Conference arranges the whole conference and the AWC can suggest subjects for the itinerary and mainly have function as an advisory organ. Denise van Eekelen raised the point who should arrange the speakers of so many diverse associations, as it is a specific and hard task. Emma van Rooijen suggested that the IVSA President and the president of the Organizing Committee work on that together. This was agreed upon.
- d. Standing Committee on Wellness –** Xavier Canalvilhas – the Chair of SCoW – explained what SCoW has been working on over the past weeks. The first project that has extensively being worked on is the ‘Course on Wellness’. SCoW is now looking for a platform to launch the course. Thereby, the committee has been thinking of creating a smartphone application (App) on student wellness. However, it is complex and expensive to design an App for a separate committee. With regards to this, the possibilities of creating an IVSA App were discussed. In addition to the aforementioned projects, a template for the journal of the committee – ‘Mind over matter’ – is being worked on. Xavier Canalvilhas explained the



committee also has an action plan for sending different small tasks to the MOs and eventually compiling all tasks it into a wellness toolkit. Last year, a survey on wellness was conducted among IVSA members and the results of this survey and a new survey will be put together in an article in the future. The video project explained in one of the last meetings is also still being worked on, as well as the wellness run during Congress in Malaysia, where there is contact with the organizing committee about. At last, SCoW will introduce 'free hugs signs' and 'compliment boxes' for the different countries during the SGA.

- e. **Working Group on Policies (WGP)** – Alexandra Sousa explained the Chair of the working group is slightly getting worried, as the other members do not seem really active at this moment. There will be worked on this after the SGA and the WGP will also start working on new policy papers, while the first one of this term – the Policy paper on career guidance – will be published for approval at the SGA.
  
- f. **Working Group on Alumni (WGA)** – Alexandra Sousa has explained the Chair of the WGA – Mathieu Visser – will probably have to resign, as he does not have as much time for the working group as he thought and wanted to have. This would mean there then would not be a Chair for the WGA. One of the main persons who would be able and available to take it over from Mathieu Visser is Arvid Cardinaels, a current working group member, who is really motivated. He and Emma van Rooijen as possible Chairs were discussed. Malcolm Chong moved onto a vote. The vote resulted in a majority in favor of Arvid Cardinaels. Malcolm Chong proposed that Alexandra Sousa will ask Arvid Cardinaels if he might be interested in becoming the interim Chair of the WGA.  
Malcolm Chong raised the point that the WGA should as soon as possible get into contact with the OC of the IVSA Congress in Malaysia in 2017. Alexandra Sousa will inform the WGA about this.
  
- g. **Ad Hoc Committee on Paid Positions (AHCPP)** – Alexandra Sousa explained the AHCPP is still waiting for more information and help from the FVE and the relocation of the office to be completed. Denise van Eekelen explained she has a meeting with at the FVE office in Brussels, Belgium in two weeks and will then ask for the missing information.

## 15) Public Relations

- a. **Website** – Kerstin Abraham explained she has spoken to someone who might be able to create a new professional website, although there has to be decided what the website should exactly look like and how the secured section should work. Xavier Canalvilhas mentioned the national veterinary federation in Portugal just redesigned the website, including a secured section. He will send the information on this to Kerstin Abraham. Redesigning the website was discussed. Kerstin Abraham proposed to look into recoding the website and creating a secured section. Vera González replied that she is able to give help with that and think about where the sponsors and partners would fit on the new website. Alexandra Sousa suggested to look into websites of partners and other associations and share the best designed websites with



Kerstin Abraham. Malcolm Chong proposed all members of ExCo look into the designs of the websites of other organizations before the next online ExCo meeting. This was approved.

- b. T-shirts** – Malcolm Chong explained Kerstin Abraham will send him the exact designs of the IVSA Officials t-shirts, that will be printed in Malaysia before the start of the 66<sup>th</sup> IVSA Congress this year.
- c. Business cards** – Ivan Kotze explained the business cards will be printed and shipped for free to the people that still have to receive them.
- d. IVSA Journal** – Kerstin Abraham explained she still has some space in the IVSA Journal left, especially for reports on attended events. All in all, the IVSA Journal is almost ready and will be published at the end of January 2017.

**16) Event proposal – IVSA Germany** – Denise van Eekelen explained the email that was received from IVSA Germany containing a proposal for an international IVSA event on veterinary career perspectives in Europe. This was discussed. Malcolm Chong proposed Denise van Eekelen will ask for the missing information on the event, before official approval for organizing the event is given.

**17) Fourth Live meeting** – Ivan Kotze and Ondrej Vitula will open calls for the fourth live meeting – 24<sup>th</sup> until the 26<sup>th</sup> of March 2017 – as soon as possible.

**18) Sara Wueggertz** – Malcolm Chong explained Sofie Svensson explained that it seems there will not be a change in the situation as it is right now in the near future. Malcolm Chong suggested to have Nina Schmidt taking over contact with the police in Denmark from Sofie Svensson. This was agreed upon.

#### **19) AOB**

- a. IVSA Algeria** – Kerstin Abraham explained she has again be contacted about a concerning situation within IVSA Algeria. The person that contacted Kerstin Abraham asked if IVSA had indeed suspended IVSA Algeria for three years and why this had happened, as he was given this information when he wanted become member of the MO. There is proof of this information given to the person trying to become a member. Ondrej Vitula will look into the situation and try to get into contact with the IVSA MO concerned. Should all this indeed be true, an official warning letter will be written and send by Malcolm Chong.
- b. World Veterinary Association (WVA) and American Veterinary Medical Association (AVMA) Meeting, 3<sup>rd</sup> of January 2017** – Malcolm Chong explained this informal meeting is scheduled to think about working together with the WVA and the AVMA in the future. Emma van Rooijen mentioned she has been updated on this meeting by Samantha Morici and explained there will probably be talked about possible collaboration opportunities.
- c. World Veterinary Congress, South Korea, August 2017** – Malcolm Chong explained the World Veterinary Congress (WVC 2017) will be






organized in Incheon, South Korea the end of August 2017. He mentioned the WVA has asked IVSA to arrange the volunteers for the WVC 2017. Further information will follow in the near future.

- d. Event IVSA South-Korea** – Ondrej Vitula explained an email he has received from IVSA South Korea about an international event they are organizing the end of February 2017. Malcolm Chong proposed to approve this as an official IVSA event. This was approved.

The meeting adjourned at 16.45 GMT-5.



Denise van Eekelen  
Secretary General 2016-2017

