



2017.10.21 – Minutes of the 2nd Live Meeting of ExCo 2017-2018

The second (2nd) Live Meeting of the IVSA Executive Committee (ExCo) 2017-18 will be held at 09.00 GMT+2 on the 21st of October 2017 at Ghent University, Belgium. The President was present as Chair and the Secretary General was present to take the minutes.

Executive Committee Officers Present:

Ondřej Vitula	President
Jordon Egan	Secretary General (SG) & Vice-President (VP)
Nina Schmidt	Member Organization Director (MOD)
Lucian Todirică	Development Aid Director (DAD)
Lara Scherer	Committee Coordinator (CC)
Branden Nettles	External Relations Officer (ERO)
Perry Koehler	Treasurer
Seongjin Cho	Public Relations Coordinator (PRC)

Trust Representatives Present:

Denise van Eekelen Trustee

Other IVSA Officials Present:

Lisa Buren	Chair of the Standing Committee on Veterinary Education (SCoVE)
Joseph Lunt	Chair of the Working Group on Alumni (WGA)
Charlotte Gloudi	Secretary of the DAD

Apologies:

Seongjin Cho sent his apologies to ExCo as he was unable to attend the live ExCo meeting in person, but he was able to attend the meeting online via join.me.

- 1) **Opening** – Ondřej Vitula called the meeting to order at 09.45 GMT+2.
- 2) **Approval of the Agenda** – The agenda for the second (2nd) Live ExCo meeting 2017-2018 was approved without amendments.
- 3) **Approval of the Minutes of the First (1st) Online Meeting of ExCo 2017-18** – Minutes of the first (1st) Online Meeting of ExCo 2017-2018 were approved without amendments.
- 4) **Trust Report** – Trust reported a Trustees meeting will be held in approximately two (2) weeks time to discuss the outcomes of the second (2nd) Live Meeting of ExCo.



Trust reported all is fine and Trust will restart work on the 'History Project' again. Denise van Eekelen explained IVSA has a contract with Utrecht university granting IVSA to have an archive and for the 'History Project' to be stored at Utrecht university - this contract is now expired and requires renewal. Denise van Eekelen and Emma van Rooijen (Honorary Life Member, HLM) will arrange a renewal of the contract and inform ExCo in due course. Trust asked ExCo to freely ask Trust for questions or advice.

- 5) **Committee reports** – Lara Scherer explained overall that all Committee Chairs have held the first (1st) committee online meetings; some have also held the second (2nd) online meeting. The minutes for these meetings are available to all IVSA Officials upon request. Maryem ben Salem, Secretary of the Committee Coordinator (CC), intends to send out a Doodle Poll soon to arrange a meeting with Committee Chairs. Lara Scherer welcomed all IVSA Officials (including Trust) to attend the Committee Chair meeting. Ondřej Vitula will send Lara Scherer the signed contract between IVSA and the International Federation of Medical Students' Associations (IFMSA).
- a. **Standing Committee on One Health (SCOH)** – Sarah Marnin, Chair of SCOH, has a campaign planned for 'One Health Day' which is on the 3rd of November 2017. In the spirit of this event, SCOH plan to have veterinarians and experts from all around the world will give talks; the talks will be recorded. Antimicrobial Resistance Awareness Week (AMRAW) will be held on the 13th - 18th of November 2017; SCOH have already started promoting this event. Seongjin Cho agreed to promote AMRAW via IVSA global. There will be a poster competition for AMRAW which will be open to all IVSA members - the top three (3) posters will be posted in the upcoming issue of the IVSA SCOH Veterinary Public Health (VPH) Journal. The upcoming VPH Journal will have an interview article with Dr. Yael Farhi from the World Organization for Animal Health (OIE). SCOH have contacted Frederic Lohr from Mission Rabies, to arrange an interview also. Samuel Williams, Committee Member of SCOH, has set up the 'Local Veterinary Public Health Officers' (LVPHO) programme. The aim is to recruit veterinary students, as ambassadors of Veterinary Public Health, who's role will be to encourage students from the local IVSA Member Organizations (MO) to become more engaged within this field. SCOH have prepared a workshop proposal for IVSA Symposium. Lara Scherer will send the IVSA Symposium workshop proposal to ExCo for approval.
- b. **Standing Committee on Veterinary Education (SCoVE)** – Lara Scherer summarised that ExCo had reached quorum in favour of IVSA signing the WikiVet Live! Project Memorandum of Understanding (MoU). This MoU does not require General Assembly (GA) approval as it is an MoU specifically for the



Wikivet Live! event in partnership with SCoVE. Ondřej Vitula will sign the WikiVet Live! Project MoU and send it to Lara Scherer to be forwarded to the WikiVet CEO for countersigning. SCoVE are currently re-designing the SCoVE IVSA 'Vet Profession Map' and thus a new website for it. SCoVE hope to collaborate with the European Veterinarians in Education, Research and Industry (EVERI), particularly with the 'Vet Profession Map' at the moment. Feedback was given that the SCoVE Ambassador network requires more attention. There will be SCoVE Ambassador prizes presented at the IVSA Symposium, this will hopefully generate more incentive for IVSA members to become SCoVE Ambassadors. SCoVE will submit a finalised Shelter Medicine position paper to be voted on by the GA at the 66th IVSA Symposium in South Africa. Data from the 'New Generation of Learning' survey will be analyzed and made into a presentation. SCoVE has prepared a workshop proposal for the 66th IVSA Symposium. IVSA delegates who attend the workshop will then be able to deliver this workshop at local middle schools in their region.

- c. **Standing Committee on Animal Welfare (SCAW)** – SCAW are coordinating the second (2nd) IVSA Animal Welfare Conference with the IVSA Munich Organising Committee (OC). Lara Scherer explained that there are a list of speakers to contact, Lara Scherer, Ondřej Vitula and Jordon Egan will be contacting potential conference speakers. Aqil Jeenah, Committee Member of Working Group on Policies & 66th IVSA South South Africa Symposium OC, has been requesting an ExCo workshop to be organized by SCAW, however, communication has been through Facebook and direct to Nadine Tod, Chair of SCAW. ExCo agreed that it would be more appropriate for requests to be made via ExCo to ensure open communication. Ondřej Vitula will email Aqil Jeenah to redirect the channel of communication via ExCo. SCAW has contacted Branden Nettles with a list of potential partners and sponsors the committee would like to contact. Lastly, SCAW is working on collating a list of externships in the field of Animal Welfare.
- d. **Standing Committee on Wellness (SCOW)** – Lara Scherer explained SCOW have continued past projects as well as developing new projects for this year. CC Secretary Maryem ben Salem is mainly responsible for this committee. SCOW are working on the upcoming Mind over Matter Journal issue with the aim to publish by the 25th of November 2017; the theme of this issue will be based on the theme of 'academic stress'. Jan Vaarten, Executive Director at the Federation of Veterinarians of Europe (FVE), welcomes contact from IVSA SCOW; Denise van Eekelen has continued to maintain contact with Jan Vaarten and will introduce Taylor Strange, Chair of SCOW. A big goal of SCOW is to work on a mentor-mentee veterinary student programme, planning is ongoing. There is a workshop proposal by SCOW for the 66th IVSA Symposium, which will be led by Vincenzo Gaita. Similar to last year, SCOW are also working on a Student Wellness Survey for this year.



- e. **Working Group on Policies (WGP)** – Lara Scherer explained she has received a draft policy paper on ‘Hunting’ for the upcoming General Assembly (GA). At the previous IVSA Congress in Malaysia, the GA agreed ‘Conservation’ would be a policy paper topic of interest. Denise van Eekelen suggested that the Hunting policy paper should be submitted to the GA for discussion during the 66th IVSA Symposium in South Africa as it cannot be approved right away, it would need to be voted on during the following GA Session at the 67th IVSA Congress. Denise van Eekelen referred to the large discussion about the ‘Canned Hunting’ policy paper from the last GA Session, shown in the GA Minutes, that this topic is too controversial to be written on behalf of IVSA. Denise van Eekelen suggested in addition to submitting the policy paper to the GA that IVSA partners, the World Society for the Protection of Animals (WSAP), World Veterinary Association (WVA) and FVE, are contacted to ask for feedback on the paper. Communication within the committee is difficult. Luke Tomaso, Chair of WGP, is working hard to get all committee members on the same level and get everyone motivated, currently trying to find the right topics for the committee members to write policy papers on. Approved policy papers should be available on the IVSA website. Seongjin Cho confirmed that as PRC the approved policy papers will become available on the IVSA Website. Lara Scherer has done research on possible topics for policy papers such as ketamine usage. Denise van Eekelen confirmed that Malcolm Chong, past President, has a draft policy paper on this topic and Denise van Eekelen will help share the draft policy paper with WGP. Lisa Buren explained SCoVE’s current Shelter Medicine paper is in collaboration with WGP; Lisa Buren recommended that other committees collaborate to work on future papers. Ondřej Vitula suggested IVSA endorse other policy papers from other veterinary associations, for example FVE policy papers, or the World Small Animal Veterinarian Animal (WSAVA) policy papers, in addition to IVSA writing its own policy papers. ExCo agreed IVSA will contact veterinary associations and organisations for potential endorsement of policy papers. Potentially, IVSA could collaborate in writing policy papers with other veterinary associations.
- f. **Working Group on Alumni (WGA)** – Lara Scherer opened the floor for Joseph Lunt, Chair of the WGA. Joseph Lunt explained that the applications for Alumni are open but WGA are waiting for the success of the bank account relocation in order to begin paying the Individual Supportive Member Alumni fees into the IVSA bank account. At the 66th IVSA Symposium in South Africa, an Alumni programme has been organised. Denise van Eekelen suggested Joseph Lunt gets in contact with the IVSA Munich Organising Committee (OC) to organise an Alumni programme for the 2nd IVSA Animal Welfare Conference in 2018. This was agreed.



g. **Ad Hoc Committee on Collaboration with Global Health Organizations (AHCCGHO)** – Rosie Herrington, Chair of AHCCGHO, has secured a committee team to work on the relationship between IVSA and the World Health Organization (WHO). Lara Scherer will be presenting the AHCCGHO's work at the 66th IVSA Symposium. AHCCGHO has been collaborating well with SCOH. Jordon Egan read out a message on behalf of Rosie Herrington, there is current work on professional reports to be submitted for the 66th IVSA Symposium about how IVSA could work closer with organisations such as the Food and Agricultural Organization (FAO), WHO and World Organization for Animal Health (OIE).

6) **Upcoming Events –**

- a. **World Organization for Animal Health (OIE) Global Conference on Biological Threat Reduction (OIE GCBTR)** – Branden Nettles has been preparing the IVSA presentation to speak at this event. Branden Nettles has sent out a survey for the presentation to find out to what extent 'Biological Threat Reduction' is taught in veterinary schools. So far, there have been 91 responses with the majority of responses from veterinary students in South Korea. Branden Nettles asked to promote the survey more to diversify the student survey results. This was agreed. There will not be a specific deadline for the survey as he can update the results up until the day before of the OIE GCBTR. Branden Nettles will like to reach out to the developing world to successfully gain responses from veterinary students there.
- b. **Informal Forum for International Student Organisations (IFISO) Autumn 2017 Meeting** – Ondřej Vitula has a meeting planned with IFISO, one of IVSA's partners. Denise van Eekelen suggested IVSA do not attend the IFISO Autumn 2017 Meeting, that will be held 26th – 29th of October 2017 in Serbia, due to lack of IVSA funds. However, Denise van Eekelen highly recommended Ondřej Vitula attends the Spring 2018 Meeting in Brussels, Belgium, alongside the President Elect as it will be highly beneficial for the President Elect to be introduced to IFISO.
- c. **Federation of Veterinarians of Europe (FVE) and European Veterinarians in Education, Research and Industry (EVERI) General Assemblies** – Ondřej Vitula is able to attend and give a talk on current IVSA Activities at the EVERI General Assembly (GA), held in Brussels, Belgium, on the 9th of November 2017. Ondřej Vitula is now also attending the FVE GA, also held in Brussels, Belgium. Denise van Eekelen attended last year and will talk to Ondřej Vitula about the event and preparing an IVSA talk for it. Ondřej Vitula will email Ulrike to ensure complete registration for these meetings and will change the speaker name from Jordon Egan to himself.



- d. **World Healthcare Students Symposium (WHSS) in Kigali, Rwanda, 23rd-27th November 2017** – Lara Scherer explained the importance of this event. Rosie Herrington has been working for the past 2 years as the IVSA member of the Joint Working Group for the WHSS. The attending IVSA representative will have the opportunity to speak in the opening ceremony of this event. Lara Scherer asked for a final decision for the IVSA Representation at this event. Ondřej Vitula explained the financial struggle. Perry Koehler explained ExCo are aware of all the upcoming events and IVSA have 2000 EURO (€) budgeted to send Ondřej Vitula to Rwanda. Joseph Lunt made a point of information, to discuss the budget for the bank relocation and ExCo Live Meeting. Branden Nettles proposed with respect to time and cost, the possibility of sending an IVSA Official Secretariat to represent IVSA at this event. This was declined. Trust explained that the most well known ExCo positions should be present at the opening ceremony of the WHSS, such as the President, or the Vice President/Secretary General or the External Relations Officer. Ondřej Vitula proposed the suggested ExCo members research flight costs for this and set the deadline for Saturday 28th October to decide who will attend this event. This was approved.
- e. **142nd Session of the World Health Organization Executive Board Meeting (WHO EBM) in Geneva, 22-27 January 2018** – Rosie Herrington is attending the WHO EBM, funded by individual expenses. There is a place for a second (2nd) IVSA representative also on their own expenses. ExCo discussed who would be the ideal representation for this. Branden Nettles is interested in attending on own expenses and will be in contact with Rosie Herrington and Lara Scherer with regards to this. Ondřej Vitula proposed that Rosie Herrington, Chair of AHCCGHO, attends this event on behalf of IVSA and this was discussed and this was approved by ExCo.

7) Attended Events –

- a. **World Small Animal Veterinary Association (WSAVA) Congress 2017** – Ondřej Vitula attended WSAVA on behalf of IVSA. Ondřej Vitula explained that WSAVA was happy IVSA participate and work as IVSA volunteers. Dr. Siraya Chunekamrai, WSAVA Vice President, exclusively wants IVSA volunteers at the 2018 WSAVA Congress in Singapore. Ondřej Vitula will provide an event report for the WSAVA General Assembly (GA). Dr. Siraya Chunekamrai discussed with Ondřej Vitula and Lara Scherer about organising a panel discussion at the next WSAVA Congress 2018, in Singapore, with the theme of 'wellbeing and wellness' and would like IVSA to organise this. Trust suggested ExCo look at the finance associated with this and communicate this closely with WSAVA. Dr. Siraya Chunekamrai offered future potential events IVSA can get more involved with.
- AVMA board member from WSAVA Board would like to meet with IVSA to discuss SAVMA involvement. Lucian Todirică requested an email or telephone



contact for WSAVA charitable contacts to discuss veterinary school development.

Federation of European Companion Animal Veterinary Associations (FECAVA) are keen to cooperate with IVSA. Dr. Wolfgang Dohne, President of FECAVA, has provided the Standard Operating Procedure (SOP) for the FECAVA Student EuroCongress Scholarship Agreement, which was approved during the FECAVA GA. Ondřej Vitula attended the FECAVA GA as the first ever IVSA representative for this. Dr. Wolfgang Dohne and Dr. Jerzy Gawor, Senior Vice President, had a meeting with Ondřej Vitula, Jordon Egan and Tavishi Pandya at the WSAVA Congress to further discuss. FECAVA would like to cooperate further with IVSA in the future. Trust requested the opportunity to read the FECAVA scholarship SOP.

Kenes managed the WSAVA Congress event and WSAVA have re-signed with Kenes for a further three (3) years. In summary, Ondřej Vitula will submit a detailed event report.

8) Member Organization Director (MOD) Update –

- a. **Taskforce** – Nina Schmidt explained all Taskforce members have received acceptance responses and have confirmed acceptance. The team are due to have their first meeting. Nina Schmidt explained there is not enough time to submit the bylaw amendment with regards to National Member Organizations (MOs) in time for the 66th IVSA Symposium. The manual and bylaw amendment will be written in preparation for the General Assembly session at the 67th IVSA Congress in Poland.
- b. **Member Organization (MO) membership** – Secretariats and Nina Schmidt are frustrated that IVSA members are falsely claiming to be IVSA Presidents or Exchange Officers (EOs). A secretariat has requested IVSA ExCo introduce sanctions for this. Jordon Egan proposed that IVSA creates a registration portal via the IVSA website to give exclusive login and registration to IVSA Presidents and EOs for each MO. Although this would be very helpful, it is expensive and IVSA does not have the finance for it.
Candidate members were discussed: provided Candidate MOs pay the IVSA membership fee, Candidate MOs can forever remain as candidate members. Lisa Buren explained there has been a problem with MOs using the SCoVE logo inappropriately and the local MOs have been contacted to make individual logos, however, there has been no response/result.
- c. **Individual membership** – The information regarding individual memberships were discussed.
- d. **67th IVSA Congress in Krakow, Poland, 16th-27th July 2018** – The Organising Committee (OC) contract has been sent to Lidia Steczek, the President of



IVSA Krakow OC. The proposal to change the bylaws with regards to changing the contract name from OC to IVSA was discussed.

- e. **International Event in South Korea** – Nina Schmidt discussed the plans in the programme for this event. IVSA ExCo do not approve events without a budget.

Recess at 10.35 GMT+2 for sixty-six (66) minutes.

The meeting was called to order by Ondřej Vitula at 11.41 GMT+2.

9) 66th IVSA Symposium in South Africa –

- a. **Training New Trainers (TNT) Update / ExCo Training** – There Emma van Rooijen has explained there are no active trainers to deliver a training to ExCo at the 66th IVSA Symposium in South Africa as of yet. However, planning is ongoing to arrange Training for ExCo members at the upcoming Symposium.
- b. **ExCo Workshops**
 - I. *Committee proposals* – Committee proposals to host workshops during the 66th IVSA Symposium have all been approved for SA.
 - II. *ExCo members* – Each ExCo member should be assisting at the Committee Workshops. ExCo members discussed the Symposium workshop proposals which will require approval in due course.
- c. **Chairman of the General Assembly** – ExCo discussed potential Chairman candidates. No one has expressed interest. Branden Nettles was proposed as a nominee for Chairman of the General Assembly for IVSA South Africa Symposium. Branden Nettles accepted the nomination. This was approved by ExCo.
- d. **Bylaw amendments** – Lara Scherer and Maryem ben Salem, CC Secretary, proposed bylaw amendments with regards to Rights of Chairs. This was discussed with respect to the Budget and current bylaws by ExCo. Ondřej Vitula proposed the first bylaw amendment 'Rights for Chairs' proposal is reserved for discussion by the General Assembly (GA) at the 67th IVSA Congress, in Poland, and not during the GA of the 66th IVSA Symposium, in South Africa. ExCo agreed that Chairs and the Secretariats are treated fairly.
To summarise, ExCo generally agreed on postponing the proposal of the first bylaw amendment for Chairs regarding 'Travel Reimbursement' to the GA at 67th IVSA Congress, to avoid causing detriment to the bylaws which apply to the Secretariats during this current IVSA Official year. The remaining bylaw amendments that have been proposed are going to still be discussed in the General Assembly of the upcoming IVSA Symposium.

Recess at 12.39 GMT+2 for thirty-two (32) minutes.



The meeting was called to order by Ondřej Vitula at 13.11 GMT+2.

- e. **Agenda for the General Assembly (GA)** – ExCo have 18.5 hours of GA scheduled for the 66th IVSA South Africa Symposium. There will be 6 GA meetings, averaging as approximately 3 hours per meeting.
- f. **Development Fund (DF)** – Lucian Todirică explained he has been in contact with Symposium Organising Committee (OC) about the auctions and merchandise. Lucian Todirică will suggest to the OC to schedule the auctions approximately halfway through the 66th IVSA Symposium and will have the forms for merchandise set up, ready to send to the 66th IVSA Symposium delegates as soon as the final delegates list becomes available.
- g. **Extension of the AHCCGHO** – Lara Scherer explained it would be very beneficial for the AHCCGHO to run for a full year. This will require an extension of the time period for this committee. Lara Scherer and Rosie Herrington will write a proposal to extend the committee which will be presented to the 66th IVSA Symposium General Assembly, and subsequently voted on.

10) Partner Points

- a. **Hills** – Last year Hills were double invoiced for 3772 EURO (€) prior to Hills terminating sponsorship. Branden Nettles notified Jolle Kirpensteijn, Chief Professional Relation Officer at Hills, about this and IVSA have been presented with two (2) repayment options: repay the amount by Cheque only, or create 2 IVSA Hill's Student Next Generation Awards each worth 1750 euro. One award will be given in 2018 and one in 2019 whereby the money can be used to attend the upcoming WSAVA Congress. ExCo agreed with the creation of the IVSA Hill's Award. Denise van Eekelen suggested Branden Nettles asks Jolle Kirpensteijn, Hills, for further clarity of the conditions the student winner can spend the money, agreed by ExCo. ExCo agreed to remove the Hills logo in association with IVSA where present due to termination of sponsorship.
- b. **Merck/MSD** – Branden Nettles explained Merck/MSD are no longer responsive via the email contacts External Relations Officer previously had. IVSA are missing a reimbursement from Merck/MSD for a previously issued IVSA scholarship. ExCo will send an invoice for the previous scholarship reimbursement and Branden Nettles will be the main contact of communication.
- c. **Bayer** – Branden Nettles explained that Bayer have not been responsive to previous emails that Branden Nettles has sent.



ExCo went into Executive Session at 13.44 GMT+2 for eight (8) minutes.

Executive Session came to a close at 13.52 GMT+2 and the normal ExCo meeting session resumed.

- d. **The European Association of Establishments for Veterinary Education (EAEVE) Visitation Applications** – Ondřej Vitula explained that there have only been 6 applicants since 1st September from final year veterinary students and newly graduates for EAEVE Visitations. Ondřej Vitula explained there has been a lot of interest from students in younger years and students in penultimate year might find the visitations more feasible. Denise van Eekelen will send Branden Nettles a copy of the signed EAEVE Visitations MoU. Jordon Egan suggested that we reach out on a local level via posters being pinned up around the university campuses. Denise van Eekelen will be meeting the EAEVE Director at an upcoming EAEVE Visitation. Ondřej Vitula proposed that Denise van Eekelen talks with the EAEVE Director about including applicants from the penultimate year of studies to increase participation. This was agreed and approved by ExCo. Denise van Eekelen suggested students participating should be allowed to get EMS/externship credit so that it contributes to their course due to time constraints for student visitors.
- e. **Others** – Branden Nettles listed the contracts which IVSA but are unsigned or expired.

11) External Relations Officer (ERO) Update

- a. **Sponsorship Packages** – ExCo discussed the different sponsorship levels IVSA can offer. ExCo approved the Sponsorship Tiers with amendments. The Sponsorship Package can now be sent out to sponsors and new potential sponsors.
- b. **Invitation of Sponsors to South Africa** – Branden Nettles has contacted our current sponsors invitations for the South Africa Symposium however there has been no response. Branden Nettles will send out to a list of global health organisations and new potential sponsors.
- c. **Memoranda of Understanding (MoUs) in South Africa** – Ondřej Vitula needs to find written and/or signed contracts for Vet English. Vet English are meant to contribute items for auction to ensure obligations of the contract are met.

12) Public Relations Coordinator (PRC) Update

- a. **Business cards** – Seongjin Cho printed and ExCo have received the business cards on the 20th of October 2017. ExCo are approve. Seongjin Cho apologised that the Secretary General business card is missing the secondary title 'Vice President'.



- b. **Official uniforms** – ExCo discussed uniforms for IVSA Officials, designed by Seongjin Cho. Colour changes were made so the Chairs will have the same uniform as Secretariats. There are three (3) coloured uniforms each for ExCo Members, Secretariats & Chairs, and Trustees. The uniforms will be made in The Philippines; Lali Marie Dela Costa, the President of IVSA Los Banos, Philippines, will help distribute the uniforms at the 66th Symposium in South Africa.
- c. **Website update** – Seongjin Cho is working with Committee Chairs to update the website. Seongjin Cho will contact Jordon Egan for General Assembly approved Congress Minutes and ExCo approved ExCo Meeting Minutes, and Lara Scherer for approved Policy Papers to be published on IVSA's website. Committee Chair Meeting Minutes do not go on the website.
- d. **Email update** – Seongjin Cho explained the email issues have been solved. If any IVSA Officials have any email issues at all, contact Seongjin Cho.
- e. **Journal** – IVSA only have six (6) Journals published on the website from past ExCo. Last year, only one IVSA journal was produced. In the upcoming IVSA Journal publication, there will be opportunity to share the ExCo and Committee Reports. There will be the opportunity for sponsors to pay for advertisement within the Journal.

13) Development Fund (DF)

- a. **Barili, Philippines** – Lucian Todirică updated ExCo with the ongoing eight thousand (8,000) EURO (€) IVSA Development Project at the veterinary faculty in Barili, Philippines.
- b. **VetBooks Project** – Lucian Todirică updated ExCo with the shipping costs for sending the donated veterinary books by Ohio State, USA, to the veterinary faculty in Belém, Brazil, approximately costing two thousand (2,000) EURO (€). ExCo discussed the possibility to gain sponsorship to fund the shipment of the books.
- c. **Present Kindness award in South Africa** – Lucian Todirică explained he would like to present this award in South Africa. Lucian Todirică explained usually this scholarship is open this time of year but is not open yet.
- d. **Development Fund Scholarship applications** – Lucian Todirică needs ExCo approval to set the number of scholarships offered to students. ExCo have agreed Lucian Todirică can give out ten (10) scholarships in Development Aid this year; five (5) scholarships to be given in January 2018 and five (5)



scholarships to be awarded later in 2018, each one-thousand (1,000) EURO (€).

14) Finances

- a. **Reimbursements** – ExCo need to approve reimbursements faster.
- b. **Bank Relocation** – The delay with relocating the bank has delayed the capability for IVSA membership fees to be paid. Some Member Organizations are remaining as active members although membership fees have not yet been paid due to the bank delay. With the new bank contracts signed on the 20th of October 2017, this will resolve.
- c. **Organization using Wave** – Perry Koehler will investigate different options for managing the accounts because the accounts are currently disorganised.
- d. **Expense Report** – An expense report was submitted, without an event report, for an event occurring in China during the ExCo of 2015-2016, This event was over two (2) years ago but the reimbursement request for flight travel expenses were submitted to ExCo of 2017-2018. ExCo of 2017-2018 approved the reimbursement of travel expenses on this occasion for the event, with necessary amendments and with submission of an event report. This approved reimbursement will have a detrimental impact on the 2017-2018 IVSA Budget, however, IVSA do not have Bylaws regarding to reimbursements, it is subject to ExCo discretion. Perry Koehler will create a change to the manual or propose a bylaw amendment as a result of this issue and ExCo agreed.
- e. **Status of Accounts** – Currently, in the Danish account we have eighty-seven thousand (87,000) EURO (€) from three (3) funds combined. The Development Fund has forty-seven thousand (47,000) EURO (€), Scholarship Fund has four-hundred and fifty (450) EURO (€) and the Central Fund has thirty-nine thousand, five-hundred and fifty (39,550) EURO (€). The timing of reimbursements can cause IVSA to dip below a certain threshold; IVSA will consequently need to postpone agreed reimbursements until cashflow returns and IVSA gains financial stability. Ondřej Vitula proposed that ExCo prepare an emergency plan and this was adopted. Joe highlighted this scenario has previously been discussed in the IVSA Strategic Plan so ExCo should refer to that and re-discuss.
- f. **Membership Fee Amounts** – ExCo discussed the possibility of increasing IVSA membership fees. Some MOs like SAVMA, UK & Ireland and Germany have the membership fee frozen at the number of one-thousand (1,000) students as, but can pay a higher membership fee because the MO has more than one-thousand (1,000) students. Membership Fees cannot be changed before



Poland Congress but can be carried forth to the new ExCo 2018-2019. More stable Member Organizations (MO) are already donating more than what their fee and the surplus goes into the Membership Fund.

- g. **Explanatory Comments** – Perry Koehler will update and write explanatory comments to add to the Treasurer’s Manual.

15) Secretary General (SG) Update

- a. **Contracts** – Jordon Egan should have received all IVSA Officials’ contracts on the first day of the ExCo term; those who have not sent the signed IVSA ExCo contract will be contacted.
- b. **September Reports** – All IVSA Officials should have submitted their September reports by the 5th of October 2017, those who have not sent them to Jordon Egan will be contacted.
- c. **Vet Futures Project** – Jordon Egan updated upcoming involvement with the Vet Futures Project.
- d. **Committee Rollover, Feedback and Elections** – Jordon Egan updated ExCo with feedback from past sponsors. ExCo Rollover is very quick (annual) as IVSA is a student organisation; ExCo discussed continuity issues. Jordon Egan explained this has been a complaint from other associations and sponsors. To improve continuity, Jordon Egan suggested shifting IVSA ExCo Elections to Symposium to create an ‘ExCo-elect’ to give ExCo members more time to settle into their roles before starting the ExCo term. ‘ExCo-elect’ could be included in current ExCo communication. If the newly elected ExCo member decides to step down, then Congress could host a by-election for the specific ExCo position. Perry Koehler suggested potentially electing half of ExCo during IVSA Symposium and the remaining half during IVSA Congress. Charlotte Gloudi suggested to add a clause in the contract where ExCo members must assist or give responsibility to succeeding ExCo members for a period of time before fully handing over, e.g. for two (2) months prior. Any changes will need to be discussed and presented to the General Assembly at the 67th IVSA Congress in Krakow, Poland. Denise van Eekelen suggested ExCo gathers the opinion of all individuals and discuss at the next ExCo Meeting.
- e. **Handover manuals** – Jordon Egan discussed with ExCo the importance of a detailed handover manual for each position prepared for the ExCo Handover in August 2018.
- f. **Email communication** – Jordon Egan explained the newsletters and partner information received by Secretary General will be directed to the relevant IVSA Officials.



- g. **Secretaries** – Jordon Egan suggested that the bylaw for secretaries to be reimbursed for Symposium travel, requiring GA approval during the Congress which they are elected at, needs to be highlighted to the newly elected Secretaries. Executive session was requested for ExCo to discuss the work of Secretaries.

ExCo went into Executive Session at 16.46 GMT+2 for nine (9) minutes.

Executive session came to a close 16.55 GMT+2 and normal ExCo meeting session resumed.

- 16) President Update** – Ondřej Vitula agreed to improve response rate to emails. Ondřej Vitula is positive ExCo will work well together this year as a team and welcomed feedback from ExCo. Ondřej Vitula requested ExCo members to utilise Secretaries, especially when they are inactive. Jordon Egan asked Branden Nettles to make contact if more Secretary help is required in the area of ERO as it is particularly busy this year because secretaries are enthusiastic to take on additional tasks to those assigned.
- 17) Summary of Federation of Veterinarians of Europe (FVE) Meeting and IVSA Postal Collection** – Ondřej Vitula summarised the meeting IVSA had with Jan Vaarten, FVE Executive Director, and Despoina Iatridou, FVE Veterinary Policy Officer, in Brussels, Belgium. FVE kindly permit IVSA to use FVE as the registered office and ExCo collected IVSA post during the FVE visit. Jordon Egan will look after the postal collection.
- 18) Goals to achieve before the 66th IVSA Symposium in South Africa** – Jordon Egan will update Action Points and arrange an ExCo Online Meeting soon specifically to discuss the preparation required for 66th IVSA Symposium, South Africa.
- 19) Google Drive** – ExCo areas are disorganised or missing information on the Google Drive. ExCo members need to rectify the Google Drives so current and past IVSA documents are easy to find.
- 20) Training New Trainers (TNT)** – Lara Scherer has been in communication with Emma van Rooijen (Honorary Life Member) but unfortunately Vera González has not been responsive. The Trainers Network has an upcoming TNT event to be held in Croatia with a specific expenditure budget, which will need to be approved ExCo when it becomes available. The event will be in partnership with the European Pharmacy Students' Associations (EPSA). The estimated fee for students to attend the TNT event will be one-hundred and fifty (150) EURO (€), to be confirmed. Trainers Network will provide a report and pictures. IVSA members are officially providing trainers for a first time TNT event in Tunisia. Lara Scherer is in close



communication with Trainers Network Coordinator to update ExCo with Trainers Network information.

21) Any other business (AOB)

- a. **66th IVSA Symposium Parliamentarian** – Jordon Egan proposed Samuel Williams from the UK & Ireland as Parliamentarian. Lisa Buren, SCoVE Chair, nominated herself to also be Parliamentarian as part of IVSA Netherlands. If both agree to be nominated, then the General Assembly (GA) vote during GA Meeting 1 at the 66th IVSA Symposium.
- b. **Strategic Planning Committee** – Denise van Eekelen and Emma van Rooijen (Honorary Life Member) will like to establish a ‘Strategic Planning’ Committee by presenting a proposal to the General Assembly at the 67th IVSA Congress.
- c. **Subsidiary IVSA Bank Account** – After talking to the new bank, Branden Nettles suggested IVSA open a subsidiary bank account in America with an American tax number. This may appeal to potential sponsors as donating to a non-profit, non-governmental organization (NGO) will enable deductible tax for sponsors. Ondřej Vitula proposed that Branden Nettles researches this and discusses options at the next ExCo meeting; this was agreed.

The meeting adjourned at 17.45 GMT+2.



Jordon Egan
Secretary General 2017-2018
Vice-President 2017-2018

