



## 2018.09.08 – Minutes of the 1st Online Meeting of ExCo 2018-2019

The first (1<sup>st</sup>) Online Meeting of the IVSA Executive Committee (ExCo) 2018-19 was held at 15.30 GMT+2 on 2018.09.08 via join.me. Magdalena Jannasch (President) was present to Chair and Jaclyn St. Croix (Secretary General) was present to take the minutes.

### **Attendance**

#### **Executive Committee Officers Present**

Magdalena Jannasch	President
Jaclyn St. Croix	Secretary General (SG)
Pieter de Villiers	External Relations Officer (ERO)
Maryem Ben Salem	Committee Coordinator and Vice President (CC & VP)
Andre Firmansyah	Public Relations Coordinator (PRC)
Daniel Lund	Treasurer
Tavishi Pandya	Member Organization Director (MOD)
Charlotte Gloudi	Development Aid Director (DAD)

#### **Trust Representative Present**

Jordon Egan	Trustee
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#### **Other IVSA Officials Present**

Anna Ciećkiewicz	Secretary to MOD
Kyeonghyeon Jeong	Secretary to MOD
Aninca Jordaan	Secretary to CC
Charlotte Rendina	Secretary to SG
Sietske Ruijgh	Secretary to ERO
Prince Debrah	Secretary to DAD
Cahyani Fortunitawanli	Secretary to PRC
Elwin van Oldenborgh	Chair of Standing Committee on Wellness (SCoW)
Georgios Kotsadam	Chair of Standing Committee on Veterinary Education (SCoVE)
Hyunji Kim	Chair of Standing Committee on One Health (SCOH)

### **Apologies**

Megan Rawlins, Chair of Standing Committee on Animal Welfare (SCAW), sent apologies for not attending.

- 1) Opening** – Magdalena Jannasch (President) called the meeting to order at 16.24 GMT+2.
- 2) Approval of the Agenda** – The Agenda of the first (1<sup>st</sup>) Online Meeting of ExCo 2018-2019 was approved without amendments.





- 3) **Approval of the Minutes of the Ninth (9<sup>th</sup>) Online ExCo Meeting** – The minutes of the ninth (9<sup>th</sup>) Online Meeting of ExCo 2017-2018 were approved without amendments.
- 4) **Action Points** - Jaclyn St. Croix (SG) updated the action points.
- 5) **ExCo Expectations** –
- a. **Email responses and Doodle Polls** - Magdalena Jannasch (President) explained that email responses need to be responded to within forty eight (48) hours even if it is just an acknowledgment of receiving, that voting can occur through email by responding “approved,” and that Doodle Polls should be responded to within twenty four (24) hours.
  - b. **Live and Online ExCo Meetings** - Magdalena Jannasch (President) suggested that ExCo must be prepared for long meetings. There will be an online meeting about once a month. The Doodle Poll for the next online meeting will be sent out following each current online meeting. Live meetings will be discussed later in the agenda.
  - c. **Position specific roles and responsibilities** - ExCo will send Magdalena Jannasch (President) a description of their position within the next week. The summary of the ExCo positions will include motivations for taking on the role, goals each ExCo member wishes to achieve, and strategies to implement the goals outlined.
  - d. **Signatory power** - Magdalena Jannasch, as President, is the only IVSA Official able to sign documents on behalf of IVSA. With regards to banking, Magdalena Jannasch explained both Treasurer and President plus one (1) other ExCo member will have signatory power.
  - e. **Role of Trust** - IVSA Trust are an advisory board who provide recommendations and advice to ExCo throughout the term.
- 6) **Trust Report** – Jordon Egan (Trustee) explained that Trust held the first meeting on the 30<sup>th</sup> of August 2018. Emma van Rooijen (Trustee) was selected as the Trust Representative and will relay the recommendations of Trust to ExCo. During the First (1<sup>st</sup>) Online Meeting of Trust 2018-2019, Trust discussed goals for the term, email issues, and upcoming events. Emma van Rooijen made a roster to ensure one (1) Trust member will attend each ExCo Meeting and provide an initial summary of each meeting to Trust. Lucian Todirică (Trustee) and Magdalena Jannasch (President) have been accepted for the role of IVSA Representative within the board of the WSAVA Foundation for three (3) years. Trust discussed the Strategic Planning Committee (SPC), which consists of Lara Scherer (Trustee), Aqil Jeenah (Trustee), Ranjita Banstola (IVSA Nepal), Megan Rawlins (Chair of SCAW), Anna Ciećkiewicz (Secretary to MOD), and Branden Nettles (IVSA SAVMA). Branden Nettles (IVSA SAVMA) was selected as SPC Representative and will update ExCo with the SPC's progress. Lara Scherer (Trustee) has taken on the responsibility of contacting Honorary Life Members (HLM) and Alumni to collect input for the SPC. Aqil Jeenah (Trustee) was selected as the Chair





of the SPC. The SPC have formed goals and a timeline for completion of tasks. The Working Group on Policies (WGP) currently has no Chair. Trust aim to present a solution soon which will be relayed to ExCo by Aqil Jeenah and Lara Scherer.

**7) Committee Reports** – Maryem Ben Salem (CC) informed that Handover Meetings with all Chairs have taken place and is awaiting the first (1<sup>st</sup>) official meeting of each Committee and Working Group. Andre Firmansyah (PRC) will help the Working Group of Alumni (WGA), Standing Committee on Veterinary Education (SCoVE), and Standing Committee on One Health (SCOH) with regards to Public Relations as each are struggling with Committee member applications.

**a. Standing Committee on Animal Welfare (SCAW)** – Megan Rawlins (Chair of SCAW) explained applications are going well with good diversity and quality of candidates. Megan Rawlins confirmed with Dr. Zeev Noga, Secretary of the World Veterinary Association (WVA), that a new veterinary student award in the field of Animal Welfare will be established at the 35<sup>th</sup> WVA Congress 2019 Costa Rica from the 27<sup>th</sup> - 30<sup>th</sup> of April 2019, sponsored by Ceva Santé Animale. During the last Congress, five (5) awards were given to veterinarians worldwide who have significantly contributed to animal welfare. Any veterinary student can apply, and the award will be given a to student who has made significant contributions to animal welfare. The prize is five thousand (5,000) EUR (€) plus expenses to attend the 35<sup>th</sup> WVA Congress 2019 in Costa Rica. IVSA has been asked to advertise the award, look at the applications, and select the best candidates. Dr. Zeev Noga will send the application form and explanation of the process in the next week for Megan Rawlins to review. Maryem Ben Salem (CC) will inform Pieter de Villiers (ERO) when further information is available to draw up a contract between WVA, Ceva Santé Animale and IVSA. Megan Rawlins enquired about SCAW being involved with the WVA's Working Group on Animal Welfare. Dr. Zeev Noga has sent the application form for this and Megan Rawlins wants to check if she is able to apply as an IVSA representative. Megan Rawlins explained there are a lot of WVA Working Groups relevant to the work of IVSA's Committees, so IVSA should explore how the Committees can be further involved with WVA's Working Groups. Megan Rawlins will inform Maryem Ben Salem (CC) with further information. Dr. Zeev Noga has noticed that IVSA has advertised the MSD scholarships and has discussed the scholarships with Magdalena Jannasch (President). Dr. Zeev Noga greatly appreciated having Nadine Tod, past Chair of SCAW, involved with the 34<sup>th</sup> WVA Congress 2018. The theme of the 35<sup>th</sup> WVA Congress 2019 is "Disaster Management." Dr. Zeev Noga enquired if IVSA focuses on disaster management. Megan Rawlins explained that it is not something which SCAW focuses on but is definitely within the scope of the Committee work of IVSA. Dr. Zeev Noga would like an IVSA Representative but explained they do not have the budget to send someone from Europe and asked if an IVSA Representative could be from the region or if IVSA could fund someone to attend.





- b. Standing Committee on Wellness (SCoW)** – Elwin van Oldenborgh (Chair of SCoW) had a successful Handover meeting with previous Chair, Taylor Strange (IVSA SAVMA), and received all necessary documents. Everything is going well and the applications for the Committee are satisfactory.
- c. Standing Committee on Veterinary Education (SCoVE)** – Georgios Kotsadam (Chair of SCoVE) has received only five (5) application and would like some promotional assistance. Georgios Kotsadam is also assisting with the selection process of Oculus Insights student applications for a free delegate's conference spot. Available until Tuesday the 11<sup>th</sup> of September 2018, there is a special student discount for a year-long subscription with WebinarVet thanks to WikiVet, at a dramatically reduced price.
- d. Standing Committee on One Health (SCOH)** – SCOH has received twenty (20) applications, ten (10) of which are from Nigeria and none of which are from SAVMA. Applications for the World Organisation for Animal Health (OIE) Student Ambassador Programme will be open from the 1<sup>st</sup> -14<sup>th</sup> of September 2018. Hyunji Kim (Chair of SCOH) and previous Chair, Sarah Marnin (IVSA SAVMA), will assist with the selection of OIE Ambassadors. Aninca Jordaan (Secretary to CC) has made a presentation for each Member Organization (MO) to share. Hyunji Kim (Chair of SCOH) explained the application date for OIE Ambassador is determined by OIE. Hyunji Kim stated there will be only one (1) ambassador per university. Tavishi Pandya (MOD) explained it would be easier to have one (1) OIE ambassador for national and supranational MOs to make it a clear single point of contact with OIE. Andre Firmansyah (PRC) enquired if there are any OIE Ambassador promotional materials to be shared on social media. Hyunji Kim will forward OIE promotional materials when available. This year, IVSA SCOH's World Rabies Day initiative is to encourage a Rabies endemic MO to pair with a Rabies-free MO and collaborate on a project to raise awareness together. A winner will be selected and published in the IVSA Veterinary Public Health Journal.
- e. Working Group on Policies (WGP)** – The WGP does not currently have a Chair. Trust have already started discussing the fate of the WGP. Maryem Ben Salem (CC) confirmed she is in contact with Lucas Tomaso (IVSA SAVMA) about retrieving the WGP Handover Manual. The options for WGP are to open applications for Chair of the WGP and ExCo select the new Chair or wait until the 67<sup>th</sup> IVSA South Korea Symposium. Maryem Ben Salem (CC) preferred ExCo wait until the 67<sup>th</sup> IVSA South Korea Symposium in order to ensure candidates fully understand the IVSA Official position. A lack of motivation contributed to the WGP's current demise. Pieter de Villiers (ERO) explained previous ERO Branden Nettles (IVSA SAVMA) felt policy topics usually focus on veterinary medicine, but it is difficult for IVSA because the members of the WGP lack the years of research and experience. Pieter de Villiers (ERO) shared IVSA should change the focus to veterinary education around the world. This would be more relevant to the students, would be easier to write, and would encourage more participation. Magdalena Jannasch (President) agreed and wants ExCo to





discuss the future of the WGP. ExCo will need to define the role more clearly and discuss during the next Live meeting. ExCo can present the focus of the WGP at the 67<sup>th</sup> IVSA South Korea Symposium, subject to General Assembly approval. Jordon Egan (Trustee) suggested to involve students with other veterinary policy groups, such as the World Veterinary Association (WVA) Policy Working Group. Aninca Jordaan (Secretary to CC) does not feel a one-year term is enough time to think up and write a paper. Maryem Ben Salem (CC) would like a very specific plan to determine which topics the WGP will write about. The candidates running to become members of the WGP would already know the topic and how much time they have to write it.

- f. Working Group on Alumni (WGA)** – Nina Schmidt (Chair of WGA) stated that she was surprised by how little work has been done the last couple of years. There are almost no documents to be found about anything that has been worked on. At the moment, Nina Schmidt has been researching member database software. Nina Schmidt has chosen “Memberplanet” and has started testing the features and setting up the software to see how it works. So far, Nina Schmidt has received six (6) favorable applications for WGA. Nina Schmidt will share the application form in more groups on Facebook over the weekend to get more applications before the deadline.
- g. Ad Hoc Committee on Collaboration with Global Health Organizations (AHCCGHO)** – This Ad Hoc Committee no longer exists. Last year, ExCo decided the AHCCGHO had fulfilled its purpose. Rosie Herrington (IVSA UK & Ireland) sent in the application for IVSA to become a member of the United Nations; the status will be updated in January. All the One Health task items have been moved over to SCOH. The World Health Student’ Alliance (WHSa) Webinar was held last week, and the Innovate4AMR (antimicrobial resistance) competition was discussed. An open call to host the next World Healthcare Students’ Symposium has been released.

#### **8) Committee Coordinator (CC) Update –**

- a. Trainers Network Congress Expenses** - The budget approved for the Trainers Network was five hundred fifty (550) EUR (€), but only two hundred sixty one (261) EUR (€) was spent. Daniel Lund (Treasurer) is awaiting for official invoices in order to proceed with the reimbursement.
- b. Committee/Working Group Project Calendar** - The Chairs have been asked to compile a calendar of all the important dates of Committee projects and share it with Tavishi Pandya (MOD), Andre Firmansyah (PRC), and Pieter de Villiers (ERO) to be included in the EO bulletin and shared on social media.

#### **9) Development Aid Director (DAD) Update –**

- a. Philippines Barili Project** – The College of Veterinary Medicine of the University of Barili was granted a scholarship from the Development Fund (DF) in 2015, granting them veterinary school equipment. However, the quotes from the company, Bauer Entos Marketing, need to be checked for authenticity.





Charlotte Gloudi (DAD) needs to check the VAT number (VAT Reg. TIN: 241-197-925-000) with Daniel Lund and make a new quote because the old one is under the name of the previous DAD, Lucian Todirică (Trustee).

- b. Vetbooks Ohio State** - The veterinary faculty of Belém, Brazil, won the Vetbooks from Ohio State. An estimate for the transportation of the books is more than 2000 USD (\$). IVSA Ohio State University (OSU) can offer support of up to four hundred and fifty (450) USD (\$). There are communication problems with the new IVSA President of IVSA Belem. Transportation arrangements need to be made quickly, or a different winner needs to be chosen, such as IVSA Namibia or IVSA Nepal. Alternatively, another location to temporarily store the books could be chosen.
- c. Henry Schein microscopes**- The Memorandum of Understanding (MoU) with Henry Schein expired the 31<sup>st</sup> of August 2018, so the MoU will be renewed before proceeding with acquiring previously granted microscopes for IVSA Philippines by contacting Rens van Dobbenburg. If the microscopes are still available for donation, transportation must be organised and paperwork signed. Pieter de Villiers (ERO) will ask former ERO, Branden Nettles (IVSA SAVMA), about renewing the MoU. Charlotte Gloudi (DAD) will discuss with Magdalena Jannasch (President) about signing rights.
- d. Mission Rabies Ghana Project** – DAD has received the new Memorandum of Understanding (MoU). The DF will fund a veterinary student in Ghana to help run the student Mission Rabies initiative. There will be a three-way agreement between the school, Mission Rabies and IVSA. At some stage, Treasurer will transfer the funding to IVSA Ghana after the agreement has been completed. The student who has been chosen has requested the money, seven hundred fifty (750) EUR (€), is pre-reimbursed to IVSA Ghana in advance.
- e. IVSA Hill's Student Next Generation Award** - There are two (2) scholarships, both equal to one thousand seven hundred fifty (1,750) EUR (€). The first (1<sup>st</sup>) was awarded for the upcoming World Small Animal Veterinary Association (WSAVA) Congress 2018, and the second (2<sup>nd</sup>) award will be given out later in 2018 for the WSAVA Congress 2019. The application process for 2019 has not been opened, Charlotte Gloudi (DAD) will be in charge of opening applications in due course. Ranjita Banstola (IVSA Nepal) won one (1) of the two (2) awards and has asked for a pre-reimbursement of the scholarship in order to organise travel and accommodation. Ranjita Banstola (IVSA Nepal) submitted an expense claim but former DAD, Lucian Todirică (Trustee) found it to be unclear and requested a new expense report to clarify. Magdalena Jannasch (President) suggested to ask for an invoice as opposed to receipts before considering a pre-reimbursement.
- f. 67<sup>th</sup> IVSA Symposium, South Korea** - Contact has been made to arrange Development Fund (DF) with the Organising Committee (OC). Charlotte Gloudi (DAD) will enquire if VetPD is willing to sponsor another raffle at the





Symposium. Pieter de Villiers (ERO) will revise the Memorandum of Understanding (MoU) and discuss with VetPD if it would be possible to renew the raffle. The raffle consisted of one (1) educational course for a full MO. A winner for the past year was selected, but DAD has not heard from the winner. Anna Ciećkiewicz (Secretary to MOD) asked about the remaining DF merchandise in Kraków. Magdalena Jannasch (President) explained the merchandise remaining from the 66<sup>th</sup> IVSA Symposium in South Africa was divided among the IVSA South Africa delegates attending Congress, and the DAD could reimburse excess luggage expenses for IVSA Poland delegates.

- g. DAD Scholarships: Membership Fee Fund (MFF), Reduced Fees, and Individual Scholarships** - Charlotte Gloudi (DAD) shared plans to promote the MFFs again together with MOD to get more Member Organizations (MOs) involved or to give less privileged MOs the opportunity to apply for funding. The Organising Committee (OC) of the 67<sup>th</sup> IVSA Symposium will select two (2) delegates from developing nations for reduced fee spots and will send the remaining applications to DAD so that a scholarship can be awarded. The number of spots to be given away can be determined once the exact budget has been checked. Daniel Lund (Treasurer) cannot find any records in last year's budget about Multiview, which funded the MFF, Reduced Fees, and Individuals Scholarships. Charlotte Gloudi (DAD) will start organising Individual Scholarships in October 2018. Charlotte Gloudi will talk with Tavishi Pandya (MOD) about the possible sponsoring of MOs and Group Exchanges but will gain more information from former MOD, Nina Schmidt (Chair of WGA) and Lucian Todirică (Trustee) first. Pieter de Villiers (ERO) explained the Memorandum of Understanding (MoU) with Multiview needs to be renewed.
- h. Other Scholarships (WVA & FVE)** - Charlotte Gloudi (DAD) will contact the Federation of Veterinarians of Europe (FVE) to see if IVSA can help with the MSD-FVE veterinary student scholarship applications. Charlotte Gloudi (DAD) will discuss the MSD-WVA (World Veterinary Association) veterinary student scholarship applications selection process with Aqil Jeenah (Trustee) from the WVA Working Group on Veterinary Education

**10) Member Organization Director (MOD) Update** – Tavishi Pandya (MOD) had a meeting with the Secretariat in which tasks were determined. The new Member Organisations (MOs) have been sent new email addresses. A meeting with the 67<sup>th</sup> IVSA Symposium, South Korea, Organising Committee (OC) will need to be scheduled. Tavishi Pandya (MOD) is working with Andre Firmansyah (PRC) on how to get MOs to use the new emails and how to link them.

- a. Taskforce on National Member Organisations (MOs)** – Magdalena Jannasch (President) requested Tavishi Pandya (MOD) discussed with former MOD, Nina Schmidt (Chair of WGA), to provide the Strategic Planning Committee (SPC) with updated information. A decision will be made to consider if the Taskforce on National MOs is necessary.

**11) Public Relations Coordinator (PRC) Update** –





- a. **Server change** – Andre Firmansyah (PRC) explained the server problem has been identified: the emails are still going through GoDaddy. Former PRC, SeongJin Cho (IVSA South Korea), had only copied the emails to the Google server, so there are double accounts. Andre Firmansyah (PRC) will now try to move the accounts from Google back to GoDaddy, then transfer them back to Google properly so that no data will get lost. Andre Firmansyah (PRC) stated it would not be necessary to backup all ExCo documents on personal computers.
- b. **IVSA Journal** - Andre Firmansyah (PRC) would like to post the IVSA Journal every two (2) or three (3) months instead of every six (6) months. Andre Firmansyah (PRC) would like to add more topics by asking for more participation from IVSA members to contribute more. In each edition, articles of a few veterinary school profiles from various countries are published. Andre Firmansyah (PRC) encourages Committees and Working Groups to contribute articles to the journal. Magdalena Jannasch (President) suggested condensing the IVSA Journal into a single publication. Andre Firmansyah (PRC) and Chairs will consolidate all the Committee Journals into one publication with Maryem Ben Salem (CC). Benefits would include the fact that the Journal would be the result of a joint effort and therefore reduce the amount of work for each individual Committee. With one (1) Journal, IVSA could reach more members and potentially get advertisers to pay IVSA a fee. PRC is responsible for the Journal.
- c. **Public Relation Strategies on publications: Publication template, Communication with Member Organisations (MOs)** - Andre Firmansyah (PRC) would like to increase social media presence and improve communication with MOs to make a professional image for IVSA and ensure MOs feel appreciated and welcomed. Magdalena Jannasch (President) suggested to add as many hashtags as possible, such as the #BeKindIVSA campaign, to all social media posts. All of ExCo should share social media posts because the more times an item is shared, the more often it will appear on peoples' newsfeed. Pieter De Villiers (PRC) presented the idea of starting a competition between MOs to share posts, and the MO who shares the most would then receive a prize.
- d. **Website Update** –A description of the Trainers Network will be provided by the Trainers Network and sent to Andre Firmansyah (PRC) to use to update the Website.
- e. **IVSA MO Video projects** - Andre Firmansyah (PRC) plans to improve IVSA's YouTube channel by adding more promotional videos. The two (2) ideas include an introductory video to IVSA Global, and an ongoing project to have an open call for students to send in vlogs about their daily life in veterinary school.
- f. **GSuite Mailing list and sharing of information** – Magdalena Jannasch (President) wanted to discuss creating a mailing list for proper emails to be sent to individual IVSA members who subscribe. GSuite has a function for this. By having a mailing list, IVSA could contact people individually and would also







have a database showing who is a true member of IVSA and who is not. IVSA could also potentially charge a fee to companies or organisations who do not have Memorandum of Understandings (MoUs) with IVSA to share relevant promotional information. Rules include needing to get permission from the members who use the emails and a possibility for them to opt-in/opt-out. Tavishi Pandya (MOD) explained the members database issue and will make an “IVSA Members Worldwide” Facebook page. Charlotte Gloudi (DAD) enquired if contacting students directly would be considered as overstepping the MOs. Magdalena Jannasch (President) explained the structure could be changed slightly to avoid this issue. Daniel Lund (Treasurer) suggested making a page on the website where members could sign up individually. This way each member could choose which type of content they receive. Elwin van Oldenborgh (Chair of SCoW) believed it is possible for MOs to share the signup emails and still be GDPR compliant. Andre Firmansyah (PRC) will investigate.

- g. LinkedIn Account** - Andre Firmansyah (PRC) will work on the IVSA LinkedIn Account.
- h. Google Ad grant** – Andre Firmansyah (PRC) explained he has not discussed the Google Ad Grant with former PRC, Seongjin Cho (IVSA South Korea). Magdalena Jannasch (PRC) explained as a nonprofit organisation, IVSA qualifies for a Google grant to get google ads and advertise cost-free.
- i. Update IVSA World Map** - Andre Firmansyah (PRC) will update the IVSA World Map.
- j. Team Drive** – Gsuite, the current service IVSA is using for email, can create team drives where IVSA Officials can be added with xx@ivsa.org email addresses for specific collaborations. Documents could be shared on the platform, and the lead ExCo member could send links once it has been updated, e.g. the Agendas by Jaclyn St. Croix (SG). Daniel Lund (Treasurer) explained there could be team drives for different groups. Jaclyn St. Croix (SG) will create the ExCo team drive.

## 12) External Relations Officer (ERO) Update –

- a. Ceva Santé Animale** – Pieter De Villiers (ERO) will discuss this student award during the next Online meeting.
- b. Food and Agriculture Organization (FAO), Animal Health-Rinderpest group** - FAO is interested in inviting an IVSA Official, President or ERO, to attend an FAO Rinderpest conference in Rome from the 17<sup>th</sup>-19<sup>th</sup> of October 2018.
- c. Vet Books for Africa (VB4A)** - Next VB4A drive will be in December 2018. ExCo should encourage IVSA Member Organisations (MO) to raise awareness, organise vet book drives locally and ship books to the University of Pretoria, South Africa. Pieter de Villiers (ERO) explained there is the need for all educational materials, such as microscopes and stethoscopes. A large issue





hindering the success of VB4A is the transportation costs to send the books to Africa. VB4A will soon set up an international bank account. Former ERO, Branden Nettles (IVSA SAVMA), signed a Memorandum of Understanding (MoU) on the 4<sup>th</sup> of July 2018. The MoU states that IVSA will assist in advertising the VB4A programme on social media. Pieter de Villiers (ERO) will send Tavishi Pandya (MOD) information on VB4A to post in the EO bulletin and will send Andre Firmansyah (PRC) the promotional video to post on social media. Pieter de Villiers (ERO) proposed ExCo offering VB4A monetary support through the IVSA Development Fund (DF). Charlotte Gloudi (DAD) stated if VB4A can help IVSA reach new potential Member Organisations (MO), it would be reasonable to support VB4A through the DF. Charlotte Gloudi (DAD) noted she would need to discuss funding capabilities with Daniel Lund (Treasurer) before going forward. Pieter de Villiers (ERO) will develop a sponsorship proposal of the collaborative partnership between IVSA and VB4A and send it to ExCo for approval.

- d. **Vets4Pets Student Ambassador Programme** – Pieter de Villiers (ERO) will discuss this programme during the next Online meeting.
- e. **Memorandum of Understanding (MoU) with International Association of Agricultural Students (IAAS)** – Pieter de Villiers (ERO), Tavishi Pandya (MOD) and Andre Firmansyah (PRC) will need to take over this partnership and promote the opportunities which will arise for IVSA. Pieter de Villiers will send specific tasks regarding this MoU and will be able to provide more information during the next Online meeting.
- f. **Contract with Independent Vetcare Group** – Daniel Lund (Treasurer) will monitor if IVSA receives a ten thousand (10,000) EUR (€) transfer. Independent Vetcare Group wanted to increase their marketing to veterinary students and help new graduates with professional development. Pieter de Villiers (ERO) is in the process of Handover with this business.
- g. **Partner and Sponsor communication** – Magdalena Jannasch (President) wanted to reiterate ExCo must cc president@ivsa.org into emails with all partner and external communications. All sponsors must go through ERO and President. All partners must go through president. All Committees and Working Groups should create a list of whom they are in communication with and share it with Magdalena Jannasch (President) by the end of next week.
- h. **Former ERO Suggestion on Policy Papers** - Pieter de Villiers (ERO) noted this topic was discussed under Agenda point 7-E: Working Group on Policies (WGP).
- i. **IVSA Calender & EO Reports** - The IVSA Calendar via Team Up has been shared by Tavishi Pandya (MOD) with IVSA Officials to edit.
- j. **IVSA Financial Year and Tax Certificate** - The financial year is the 1<sup>st</sup> of September 2018- 31<sup>st</sup> of August 2019. Pieter de Villiers (ERO) asked if Sponsors





get the option to claim back tax when sponsoring IVSA. Daniel Lund (Treasurer) explained it should be possible as IVSA is a non-profit organisation.

- k. Improving Social Media Presence of IVSA\_** - Pieter de Villiers (ERO) made a proposal for a social media competition between MOs to share posts, and the MO who shares the most would then receive a prize. A document of results from last year is being compiled to use for comparison. It is important to use as many resources as possible. Anna Ciećkiewicz (Secretary of MOD) explained the SPC has also been discussing social media presence. Pieter de Villiers (ERO) requested number of hits the website has received. Andre Firmansyah (PRC) will report back with this information.
- l. Memorandums of Understanding (MoUs)\_** - Pieter de Villiers (ERO) is currently working through several MoUs.
- m. Formal Invitations to the 67<sup>th</sup> IVSA South Korea Symposium** – Magdalena Jannasch (President) stated a formal letter of invitation needs to be sent to each Sponsor and Partner as soon as the delegate list is finalised. Pieter de Villiers (ERO) stated that Sponsors often take a while to respond, then ask to lecture last minute. Kyeonghyeon Jeong (Secretary to MOD) is working on the schedule to fit in more General Assembly (GA) hours with room for lectures. The results will be sent to Pieter de Villiers (ERO) to see how many lectures can be allocated to Sponsors and Partners. Magdalena Jannasch (President) explained many Partners do not attend IVSA events, so there will be no need for extra lecture hours. The time slots can be sorted once it is known who will be attending.

Magdalena Jannasch (President) called a fifteen (15) minute recess at 20.24 GMT+2.

Magdalena Jannasch (President) called the meeting to order at 20.41 GMT+2.

### 13) 67<sup>th</sup> IVSA Symposium, South Korea –

- a. IVSA Officials who cannot attend** - To this date, Jordon Egan (Trustee) is the only IVSA Official to send apologies.
- b. Meeting with the Organising Committee (OC)** - MOD & SG & DAD will ensure to set up a meeting with the OC. Kyeonghyeon Jeong (Secretary to MOD) will lead this on OC's behalf. All communication with OC needs to go through MOD & SG. Charlotte Gloudi (DAD) will need to discuss DAD activities. Kyeonghyeon Jeong (Secretary to MOD) has appointed an OC member to help the DAD.
- c. Potential General Assembly (GA) Chair Candidates** - Perry Koehler (Post-Treasurer) is willing to chair the GA again but will need to know soon in order to make arrangements. Jordon Egan (Trustee) explained last year ExCo decided this during the October Live meeting, so it is good for ExCo to have these discussions early on.





- d. **Symposium Finances** - Daniel Lund (Treasurer) will hold a meeting with Perry Koehler (Post-Treasurer) to make sure all financial issues are sorted.
- e. **General Assembly (GA) Hours** - Kyeonghyeon Jeong (Secretary to MOD) stated the GA hours have been increased to fifteen and a half (15.5) hours. Magdalena Jannasch (President) explained eighteen (18) hours were not enough during the 66<sup>th</sup> IVSA Symposium in South Africa and recommended that more GA hours be scheduled at the 67<sup>th</sup> IVSA Symposium, South Korea. Kyeonghyeon Jeong (Secretary to MOD) explained the OC will try to increase GA hours to 18 hours.

#### 14) Treasurer Update-

- a. **PayPal** - Daniel Lund (Treasurer) explained IVSA had opened PayPal accounts previously. Daniel Lund added he had already terminated any old PayPal accounts and opened a new PayPal account. Magdalena Jannasch (President) and Daniel Lund (Treasurer) are currently listed on the account.
- b. **Wave Accounting Software** – Daniel Lund (Treasurer) explained he is attempting to implement an actual accounting software into the workflow of the treasurer, but it will take some time. This is being done in collaboration with Perry Koehler (Post-Treasurer). Wave Accounting is a free software and will be transferable next term because the names can be changed. Charlotte Gloudi (DAD) questioned the safety of the software since it is cloud based. Daniel Lund (Treasurer) explained Wave Accounting Software is a legitimate, reliable company with a great TrustPilot rating.
- c. **Travel Manual and other Manual for Expenses** - Important documents such as the travel manual and other manuals for expenses will be, and have been, sent out to those eligible for reimbursements of some degree.
- d. **Multiview & Membership Fee Fund** - The Treasurer has not received any money from Multiview to be used as an IVSA Membership Fee Fund (MFF), since the end of the ExCo term 2016-2017, under former Treasurer Ivan Kotze (IVSA South Africa). The DF is currently forty two thousand two hundred fifty six and ninety one cents (42,256.91) EUR (€). There is fifty three (53) EUR (€) in the MFF.
- e. **Reimbursements** - The IVSA Expense Report has instructions that must be followed closely. Pre-reimbursements are possible but rarely happen. Individuals must turn in an expense report, receipts, and an Event Report. The Treasurer then goes over the expense report and receipts and ExCo approves the Expense and Event Reports. Daniel Lund (Treasurer) explained the budget for the current year is on the Treasurer drive and will be shared with ExCo.

#### 15) Upcoming Events –

- a. **World Small Animal Veterinary Association (WSAVA) Congress 2018** – The WSAVA Congress will be held the 25<sup>th</sup> – 28<sup>th</sup> of September 2018 in Singapore.





Magdalena Jannasch (President) will be in attendance and will be staying with Emma van Rooijen (Trustee) so accommodation will not require funding. ExCo voted to approve endorsement of the WSAVA Global Companion Animal Welfare guidelines. Lucian Todirică (Trustee) and Magdalena Jannasch (President) have been chosen to be IVSA Representatives for the WSAVA Foundation. The first (1<sup>st</sup>) meeting will be during the WSAVA Congress 2018.

- b. 2<sup>nd</sup> IVSA Animal Welfare Conference 2018** – The 2<sup>nd</sup> IVSA Animal Welfare Conference will be held the 19<sup>th</sup> – 21<sup>st</sup> of October 2018 in Munich, Germany. Megan Rawlins (Chair of SCAW) asked for an update as to whether she will be sent as the IVSA Official Representative for the Animal Welfare conference. Daniel Lund (Treasurer) monitored flight prices. There is five hundred (500) EUR (€)-allocated. Megan Rawlins is available to go. There were no objections; ExCo approved Megan Rawlins as the IVSA Representative.
- c. Symposium for the International Association for Veterinary Homeopathy (IAVH)** - The President of IAVH Edward De Beukelaer has formally invited IVSA to the IAVH Symposium held the 16<sup>th</sup> - 18<sup>th</sup> of November 2018. It will be held in Sofia, Bulgaria, and Edward De Beukelaer has offered support for an IVSA representative to attend. This event could be attended by the Chair of the Standing Committee on Veterinary Education (SCoVE), Georgios Kotsadam. Jordon Egan (Trustee) explained the contact and potential future options with IAVH to the new ExCo. Daniel Lund (Treasurer) explained the total cost for flights and accommodations would be less than two hundred (200) EUR (€). ExCo voted that they will fund up to one hundred (100) EUR (€). The main goal with this attendance is to explore options of working with IAVH in the future. Hesitations were brought up regarding whether or not IVSA supports all of the work of IAVH. Tavishi Pandya (MOD) will contact IVSA Bulgaria to see if they are able to host an IVSA Official. A final decision will be made during the October Online meeting or over email.
- d. Federation of Veterinarians of Europe (FVE) Interprofessional One Health Skills Event** - The IVSA Budget does not have any money set aside for this event. Magdalena Jannasch (President) and Jordon Egan (Trustee) will need to explore the funding of an IVSA Representative for this event with FVE. The option of sending the Chair of SCOH, finances permitting, were discussed. This event will be held on the 5<sup>th</sup> of December 2018. IVSA has not received a formal invitation, and FVE needs to share more event information. ExCo voted not to spend money on this event if no sponsorship is received.
- e. Federation of Veterinarians of Europe (FVE) Regional Meeting, European Coordination Committee on Veterinary Training (ECCVT) Meeting** – The FVE Regional Meeting and ECCVT Meeting will be held on the 10<sup>th</sup> September 2018 in Brussels, Belgium. Preferably an IVSA Representative from Beneleux region: France, Belgium, The Netherlands, or Luxembourg should attend. No one will be in attendance. Magdalena Jannasch (President) to send apologies.





- f. 35<sup>th</sup> World Veterinary Association (WVA) Congress** - The 35<sup>th</sup> WVA Congress 2019 will be held in Costa Rica from the 27<sup>th</sup> - 30<sup>th</sup> of April 2019. There is a specific budget for two (2) IVSA Representatives of two thousand (2,000) EUR (€) in total for this event. WVA might also potentially sponsor someone close to the event. Ideally the IVSA President will attend. Daniel Lund (Treasurer) explained flights from to Costa Rica are around eight hundred (800) EUR (€) from South Africa and two hundred twenty (220) EUR (€) from the USA. Magdalena Jannasch may already be in the USA for other events, which could reduce flight costs. Daniel Lund (Treasurer) highlighted current budgets for upcoming events: one thousand (1000) EUR (€) for one (1) person to the North American Veterinary Conference (NAVC), zero (0) EUR (€) to the Western Veterinary Conference (WVC), one thousand (1,000) EUR (€) for one (1) person to the Student American Veterinary Medical Association (SAVMA) Symposium, and two thousand (2,000) EUR (€) for two (2) people to the World Veterinary Association (WVA) Congress.
- g. World Organisation for Animal Health (OIE) Antimicrobial Resistance workshop event** - The OIE Antimicrobial Resistance (AMR) event will be held in Marrakesh, Morocco from the 29<sup>th</sup> - 31<sup>st</sup> of October 2018. This event is not in the budget. Maryem Ben Salem (CC) explained the purpose of this event but that it may be too expensive to send someone. Magdalena Jannasch (President) explained IVSA does attend the OIE General Session each year, however, it is not an event to gain more partners, only to maintain the current IVSA partnerships. ExCo voted not to send an IVSA Representative to this workshop event.
- h. FAO (Food and Agricultural Organization) "Rinderpest Post-Eradication Awareness" Workshop** – The FAO Rinderpest Eradication Awareness Workshop event will be held from the 17<sup>th</sup>-19<sup>th</sup> of October 2018, at FAO Headquarters in Rome. FAO will cover accommodation and transport expenses for President or ERO to attend. One (1) more person can be accepted but will not be funded by FAO. Magdalena Jannasch (President) would be flying from Singapore. ExCo will consider sending both Pieter de Villiers (ERO) and Magdalena Jannasch (President) by funding the additional person.
- i. The Association of Association Executives (AAE) Africa Associations Congress** – The AAE Africa Associations Congress will take place 30<sup>th</sup>-31<sup>st</sup> of October in Pretoria, South Africa. ERO or President could potentially attend, using unexpected expenses. This Congress is not specific to Veterinary Medicine. It is open to all African organisations to provide interprofessional support. Aqil Jeenah (Trustee) could also possibly attend. Cost includes the Congress fee: one hundred ninety (190) EUR (€) for one (1) day or three hundred (300) EUR (€) for two (2) days. Unexpected expenses are around three thousand (3,000) EUR (€) total. Benefits include a massive networking opportunity, and ExCo hopes to secure a reduced fee of one hundred (100) EUR (€). Tavishi Pandya (MOD) mentioned looking into sending someone to the AAE World Congress & Expo from the 7<sup>th</sup> -9<sup>th</sup> of April 2019 in Sweden.





- j. Federation of Asian Veterinary Associations (FAVA) Congress** – The FAVA Congress will be held the 1<sup>st</sup>-3<sup>rd</sup> of November in Bali, Indonesia. Five hundred (500) EUR (€) is budgeted for this event. This is not an event which IVSA has attended in the past two (2) years. Magdalena Jannasch (President) suggested Andre Firmansyah (PRC) as IVSA Official Representative. ExCo approved without objection.
- k. Federation of Veterinarians in Europe (FVE) General Assembly (GA)** - The FVE GA will take place 9<sup>th</sup>-10<sup>th</sup> of November 2018 in Rome which clashes with the second 2<sup>nd</sup> ExCo Live meeting. FVE asked if an IVSA Representative could give an update of IVSA Activity over the last year during this event. IVSA is considering sending Charlotte Rendina (Secretary to SG and ERO) as ExCo cannot make it. However, FVE suggested the same person to be sent to this event and the event in June. Trust is going to be consulted on this issue. Discussion of having the ExCo Live meeting hosted in Italy in order to send an ExCo member to this event.
- l. Federation of European Companion Animal Veterinary Associates (FECAVA) Council Meeting** – The FECAVA Council Meeting will take place from 25<sup>th</sup>- 27<sup>th</sup> of October 2018 in the Republic of Cyprus. IVSA received an invitation to this, but it is not budgeted for. Tavishi Pandya (MOD) explained how this differs from the Federation of Veterinarians of Europe (FVE). Magdalena Jannasch (President) explained it is possible to get a free registration, but no other costs are covered. ExCo voted in favor of sending someone, but Magdalena Jannasch (President) will discuss the importance with Trust to decide who goes.
- m. Union of International Associations (UIA) Round Table** – The UIA Round Table will be held 15<sup>th</sup>-16<sup>th</sup> of November 2018 in Lyon, France. It is not budgeted for so will have to come out of unexpected expenses. Daniel Lund (Treasurer) suggested sending Thomas Bonnafé (Secretary to MOD) if funding cannot be obtained.

#### 16) ExCo Meetings –

- a. Next Online meeting** – There will be at least one (1) more Online meeting before the Live meeting. Jaclyn St. Croix (SG) will send out a Doodle Poll.
- b. Second (2<sup>nd</sup>) Live Meeting of ExCo 2018-2019** – The second (2<sup>nd</sup>) Live Meeting of ExCo 2018-2019 will be held the 10<sup>th</sup> of November 2018. All of ExCo can attend either in person or Online. Pieter de Villiers (ERO) will be unable to attend the Live Meeting in person. Tavishi Pandya (MOD) updated ExCo on the application process for a Live ExCo Meeting host and explained applications have been received from IVSA South Africa, IVSA Nepal, IVSA Bursa. The estimated costs for the perspective hosts are between three thousand five hundred (3,500) EUR (€) and four thousand five hundred (4,500) EUR (€).





Magdalena Jannasch (President) discussed having a teambuilding training session either the day before or day after the Live meeting. ExCo approved.

- c. **Fourth (4<sup>th</sup>) Live Meeting of ExCo 2018-2019** – Jaclyn St. Croix (SG) explained the need for ExCo to schedule the fourth (4<sup>th</sup>) Live Meeting sooner rather than later to accommodate everyone's schedules.

#### 17) ExCo Handover Meetings –

- a. **ERO** – Pieter de Villiers (ERO) and Branden Nettles (IVSA SAVMA) have had several meetings, and Pieter de Villiers has received the Handover Manual. Pieter De Villiers is currently working through the Memorandums of Understandings (MoUs) and other outstanding ERO business. He is taking it upon himself to improve existing ERO documents.
- b. **SG** - Jordon Egan (Trustee) has provided Jaclyn St. Croix with a timeline of SG duties. They are in regular contact to ensure the transition remains smooth.
- c. **PRC** - The Handover between Andre Firmansyah (PRC) and SeongJin Cho (IVSA South Korea) went well and included sorting out the server issues.
- d. **MOD** – Tavishi Pandya (MOD) has been in contact with Nina Schmidt (Chair of WGA) and is figuring out the status of the active/inactive MOs. She has made a new Facebook group that is coming along nicely.
- e. **CC** - Maryem Ben Salem (CC) had a handover meeting with Lara Scherer (Trustee) and a meeting with all the Chairs. She has not had a meeting with Rosie Herrington (IVSA UK & Ireland) yet. It will be more clear once the Committees and Working Groups are in place.
- f. **DAD** – Charlotte Gloudi (DAD) and Lucian Todirică (Trustee) have had a couple of Handover meetings. Charlotte Gloudi (DAD) has the Handover manual. She has met with Emma van Rooijen (Trustee) to clear up other issues with DAD.
- g. **Treasurer** – Daniel Lund (Treasurer) met with Perry Koehler (Post-treasurer) at the 67<sup>th</sup> IVSA Congress, Poland where he received the physical access to Treasurer materials. They are due to have another meeting and are in constant contact.

#### 18) Any Other Business (AOB) -

- i. **Meeting Platform** – Two options for Online meetings at the moment are Join.me or Zoom. Magdalena Jannasch (President) is in favour of Zoom for its user friendly platform. Daniel Lund (Treasurer) brought up that it could be possible to hold meetings via GSuite. Magdalena Jannasch (President) agreed that this option should be tested. There have been many technical issues with join.me. Daniel Lund (Treasurer) suggested he and Andre Firmansyah (PRC) test out Google Meet together and look into prices.







- j. Slack and Trello** – Elwin van Oldenborgh (Chair of SCoW) spoke in favor of Slack. Jaclyn St. Croix (SG) asked if it's necessary to use one of these and Team Drive. Daniel Lund (Treasurer) believed GSuite can do it all. Andre Firmansyah (PRC) will look into the feature options of GSuite.
- k. Book/Podcast project by Australian vets (Dr Gerardo Poli and Dr Hubert)** – Aninca Jordaan (Secretary to CC) explained this is a podcast on soft skills and the questionnaire is specifically questions for students around the world and young qualified vets. Tavishi Pandya (MOD) suggested offering a MiniVet guide as a raffle prize for participation.
- l. Strategic Planning Committee (SPC)** - Branden Nettles (IVSA SAVMA) will update ExCo in the near future. Magdalena Jannasch (President) suggested Andre Firmansyah (PRC) should make official IVSA email addresses for members of the SPC who do not already have one.
- m. VetX Scholarship**\_- This is an opportunity for student ambassadors to join VetX Program. VetX is a Soft Skills opportunity for new graduates.
- n. BeKind Award**\_- Lucian Todirică (Trustee) congratulated IVSA Lyon, France as the winner of the BeKind Award, and Charlotte Gloudi (DAD) would like to provide them with a certificate. Magdalena Jannasch (President) agreed to sign the certificate.
- o. Student American Veterinary Medical Association (SAVMA) Symposium** - Last year the budget did not pay for DAD to attend. Charlotte Gloudi (DAD) asked if it is budgeted for this year. Daniel Lund (Treasurer) explained there is a one thousand (1,000) EUR (€) budget to cover for one (1) person. Magdalena Jannasch (President) explained the one (1) person should be DAD or President and an application for an IVSA SAMVA Symposium scholarship should be sent out soon to afford another person to attend.
- p. European Association of Establishments for Veterinary Education (EAEVE)**\_- Applications are now going to be sent to the President instead of SG. Communication is weak currently.
- q. Facebook page for "IVSA Members Worldwide"** – ExCo approved the creation of a new Facebook page for "IVSA Members Worldwide."

The meeting adjourned at 23.28 GMT+2.

Jaclyn St. Croix  
Secretary General 2018-2019

