



## 2020.08.30 – Minutes of the First (1st) Live Meeting of ExCo 2020-2021

The first (1<sup>st</sup>) Meeting of the IVSA Executive Committee (ExCo) 2020-2021 was held at 15:00 GMT+1 on 2020.08.30 via Zoom. Merel Knoops (President) was present to Chair and Mehdi Amrani (Secretary General) was present to take the minutes.

### **Attendance**

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

Elwin van Oldenborgh	President
Merel Knoops	External Relations Officer (ERO), Vice President, President Elect.
Emily Freeman	Committee Coordinator (CC)
Anna Ciećkiewicz	Member Organization Director (MOD)
Kathi Loose	Treasurer
Laura Scowen	Development Aid Director (DAD)
Cahyani Fortunitawanli	Public Relations Coordinator (PRC)

#### **Other IVSA Officials Present**

Andre Firmansyah	Regional Representative for Asia
Jaklien Goossens	Secretary to MOD
Dauda Onawola	Standing Committee on Veterinary Education (SCoVE) Chair
Katerina Kokkinidou	Standing Committee on Wellness (SCOW) Chair
Laure Chevalier	Standing Committee on Animal Welfare (SCAW) Chair
Karoline Aamo	Regional Representative for Europe
Lina Serna	Regional Representative for The Americas
Elen Hernandez	Secretary to the DAD
Iina Airasmaa	Secretary to the PRC

#### **Newly Elected Officials Present**

Merel Knoops	President Elect
Nicole Hartman	External Relations Officer (ERO) Elect
Mehdi Amrani	Secretary General (SG) Elect
Emily Freeman	Committee Coordinator (CC) Elect
Nabeelah Rajah	Member Organization Director (MOD) Elect
Panos Doerffer-Efraimidis	Treasurer Elect
Kathi Loose	Post Treasurer
Elen Hernandez	Development Aid Director (DAD) Elect





Iina Airasma	Public Relations Coordinator (PRC) Elect
Jasmin Schneider	Secretary Elect
Karoline Aamo	Secretary Elect
Adinda Rana Fauziah	Secretary Elect
Nina Vasic	Secretary Elect
Luregn von Planta	Secretary Elect
Glenn Adjei	Secretary Elect
Lina Serna	Secretary Elect
Izabela Baclawska	Standing Committee on Career Attributes (SCoCA) Chair Elect
Vincenzo Gaita	Working Group on Alumni (WGA) Chair Elect
Diana Teixeira	Standing Committee on Veterinary Education (SCoVE) Chair Elect
Adetona Mutiat Adenike	Standing Committee on One Health (SCOH) Chair Elect
Naveesha Kaur Shergill	Standing Committee on Wellness (SCOW) Chair Elect
Aurélie Corniere	Regional Representative for Sub Saharan Africa Elect
Laure Chevalier	Regional Representative for Europe Elect
Chakra Oli	Regional Representative for Asia Elect
Adnane Imghi	Regional Representative for Middle-East & North Africa Elect
Seongjin Cho	Trustee Elect
Daniel Lund	Trustee Elect
Elwin van Oldenborgh	Trustee Elect
Anna Ciećkiewicz	Trustee Elect
Branden Nettles	Trustee Elect

**1) Opening** – Merel Knoops (President) called the meeting to order at **15: 06 GMT+1.**

**2) Approval of the Agenda:** - The agenda was approved.

### **3) Introduction of IVSA Procedure-**

Merel Knoops (President) welcomed everybody in attendance and went on to explain Travel and Registration Fee Reimbursements for Officials for Congresses, Symposia, and Live Meetings. ExCo Officials are fully reimbursed for their travel fees for Congresses and Symposia and only pay half of the Base Fee, as well as the Post-Treasurer for the Symposium and the President Elect for the Congress. Secretaries are fully reimbursed for their travel expenses for Congress, as well as half their fee minus CF tax, which is currently at 8%. Committee Chairs are also reimbursed for their travel expenses for Congress and half their fee minus CF tax. Two members of the Trust will also have their travel expenses for Congress fully reimbursed. At the moment, Regional Representatives will pay the full fee for Congress minus the CF tax, because it is a new position. Merel Knoops (President) explained that Committee Chairs only started to receive reimbursements two years ago.

Merel Knoops (President) discussed that for Live meetings, a maximum of 2000 € was budgeted to cover the expenses of ExCo members including travel and accommodation. Attending officials will cover their costs by themselves. Merel Knoops (President) then





discussed the importance of transportation being booked at a minimum cost, and that Officials need to fill out expense reports, and provide receipts and proof of payment in order to be reimbursed.

Merel Knoops (President) explained that only ExCo has voting rights. Approval can be given via email or hand-raising during meetings. Only the President has power of Signature, and both President and ERO need to be copied in every email exchange with external parties.

#### **4) Meeting Rules -**

Merel Knoops (President) explained that ExCo has Live and Online meetings. As President, Merel Knoops (President) will chair the meetings unless she is unable to attend, in which case the Vice-President shall chair them in her stead. Mehdi Amrani (Secretary General) will be taking minutes during meetings. The minutes to be approved can be found in the Officials' Drive, as well as the finalized minutes. Merel Knoops (President) explained that reading through the minutes can be helpful for IVSA Officials who were unable to attend a certain meeting.

Being the Chair of the ExCo Meetings, attendees may not speak unless Merel Knoops (President) gives them the floor. Only ExCo has the right to vote, and votes can only take place if a majority of ExCo is present. Also, a majority of ExCo needs to approve a motion before it can pass. Voting is mainly done in regards to finances, attendance at future events, etc .... Everything that happens in IVSA needs ExCo Approval.

#### **5) General notes from Outgoing Officials-**

Merel Knoops (President) suggested that outgoing Officials give a small summary of their work, and give advice to the incoming officials based on their experience.

Elwin van Oldenborgh (Outgoing President; Trustee Elect) talked about working in groups and emphasized the importance of communication. Elwin van Oldenborgh (Outgoing President; Trustee Elect) advised incoming officials to ask questions whenever they are unsure about a particular issue. Wellness is very important, Officials should try not to overwork themselves and enjoy the experience instead.

Emily Freeman (CC) talked about the importance of communication, especially in the beginning of the term. Officials should ask a lot of questions, and not be afraid to speak their opinion. Emily Freeman (CC) then discussed the importance of Wellness.

Cahyani Fortunitawanli (PRC) talked about facing stressful times during your term, and the importance of learning constantly.

Laura Scowen (DAD) talked about being honest with yourself and your team, and the importance of keeping in contact with the team of Officials.

Anna Ciećkiewicz (MOD) discussed communication and teamwork. It is important to talk





about issues and not letting them go unaddressed. Anna Ciećkiewicz (MOD) also discussed the importance of delegating things to Secretaries and other IVSA Officials.

Merel Knoops (President) advised incoming Officials to take time and look back on everything and to delegate tasks.

### **6) General Notes from Incoming Officials -**

Merel Knoops (President) talked about personal and professional goals. Merel Knoops (President) will try to not overcommit and ensure to stay in the supervising role. Merel Knoops (President) also discussed looking into the efficiency of the IVSA banking system and finding better alternatives. Current partnerships need to be maintained or further strengthened if possible. Communicating and maintaining relationships will however be more difficult because of the Safety and Travel Regulations imposed because of the Pandemic.

Mehdi Amrani (Secretary General) discussed the importance of being more organized, and gaining experience in working for an international organization at a high level. Mehdi Amrani (Secretary General) then discussed improving communication between Officials as well as communication with Member Organizations and individual members. Improving the public image of IVSA will have a positive impact on how the general public perceives Veterinary Medicine as a whole. Mehdi Amrani (Secretary General) also believed that member's access to information will boost activity levels and that every member has a right to receive all information that might be of relevance to them.

Diana Teixeira (SCoVE Chair Elect) discussed that a lot of work had been done this year and emphasized the importance of outward communication. Student outreach and accessibility are crucial.

Adinda Rana Fauziah (Secretary Elect) stated her goals to promote IVSA Global locally and increase understanding of IVSA to enable students to fully take advantage of the opportunities IVSA provides. Adinda Rana Fauziah (Secretary Elect) also discussed the importance of having confidence in your own ideas and sharing them.

Adnane Imghi (Regional Representative for Middle East & North Africa Elect) discussed his objectives to have the region of MENA more involved in IVSA and to include Africa and MENA in the decision making process by having them become more active.

Anna Ciećkiewicz (Trustee Elect) discussed her passion for being a team leader and working in a multicultural setting. Anna Ciećkiewicz (Trustee Elect) emphasized the importance of Professional Communication and her wishes to work with the new team of Officials on projects that were initiated during her term, such as the improvement of the IVSA Structure, and communication with Member Organizations.

Branden Nettles (Trustee Elect) discussed time management and supporting Trust with their duties. Branden Nettles (Trustee Elect) then discussed supporting the Americas and having the Americas be more represented in IVSA, as well as supporting the President and External Relations Officer with their tasks.





Chakra Oli (Regional Representative for Asia Elect) discussed establishing a good regional team and increasing the communication between Member Organizations in Asia. Chakra Oli (Regional Representative Elect for Asia) also discussed improving communication skills and showing strong leadership as the Regional Representative of Asia.

Daniel Lund (Trustee Elect) discussed fulfilling his tasks as a Trustee.

Elen Hernandez (DAD Elect) discussed delegating tasks to her Secretariat and communicating more frequently. Elen Hernandez (DAD Elect) also discussed finding more opportunities to raise funds and projects that are in need of more funds, as well as possibilities for raising funds in case IVSA holds virtual events. Elen Hernandez (DAD Elect) shared her intention to work on setting up the SAVMA Auctions again.

Elwin van Oldenborgh (Trustee Elect) shared his intention to manage his time between his duties as Trustee, member of the 70<sup>th</sup> IVSA Congress Organizing Committee and Clinical Rotations. Elwin van Oldenborgh (Trustee Elect) also discussed supporting ExCo and the Officials with multi-year projects wherever it is needed, as well as the Trust Project of rewriting the Bylaws.

Emily Freeman (CC) discussed not over committing, delegating tasks, being approachable, and the importance of meeting deadlines. Emily Freeman (CC) shared her excitement about working on collaborative events between committees and working on the Equity and Diversity Task Force.

Glenn Adjei (Secretary Elect) discussed time management and meeting deadlines, as well as promoting IVSA on digital platforms.

Aurélie Corniere (Regional Representative for Sub Saharan Africa Elect) discussed integrating people from Sub Saharan Africa and achieving her projects for the region.

Iina Airasmaa (PRC Elect) discussed maintaining work and personal life balance, but also improving transparency to regular members. Iina Airasmaa (PRC Elect) shared her intention to start tackling the Member Portal project of the Strategic Plan, as well as other projects.

Izabela Baclawska (SCoCA Chair Elect) discussed improving Presentation and Public Speaking skills as basic soft skills, confidence, and being in charge of the Standing Committee on Career Attributes. Izabela Baclawska (SCoCA Chair Elect) also discussed motivating her team by keeping them involved and well informed. Izabela Baclawska (SCoCA Chair Elect) then discussed projects for the committee such as the SCoCA Soft Skill Survey, the Soft Skill Marathon, collaborations with other organizations and TNT events. Collaboration with WGA in the form of a series of Webinars about Soft Skill, and specific Soft Skill training for specific career paths were discussed.

Jasmin Schneider (Secretary Elect) wants to make the best out of her gap year and bring IVSA into her life more. Jasmin Schneider (Secretary Elect) also expressed her desire to support the Development Aid Director on current and future projects.





Karoline Aamo (Secretary Elect) discussed having confidence and communication, as well as contributing to the IVSA Regions, supporting the Europe Regional Representative and being the link between MOD and DAD to create more opportunities for members.

Laure Chevalier (Regional Representative for Europe Elect) discussed working on the communication between MOs and IVSA to local level. One of the ideas that was presented was to have workshops that are focused on Skills with the Committees. Members don't necessarily attend meetings about IVSA, while the attendance in events about Soft Skills and One Health is more important. Laure Chevalier (Regional Representative Elect for Europe) also discussed improving the exchange between MOs and the importance of time management.

Seongjin Cho (Trustee Elect) discussed joining IVSA again after two years, as well as supporting the Public Relations Director with their goals and collaborating with the Trustees on other projects.

Lina Serna (Secretary Elect) discussed time management and confidence with public speaking. Lina Serna (Secretary Elect) also expressed her interest in supporting the MOD with their projects, involving all the regions, and communicating with previous Member Organization Directors as well as showing the advantages of being an IVSA member.

Luregn von Planta (Secretary Elect) discussed time management and the importance of Wellness, as well as communication. Luregn von Planta (Secretary Elect) then discussed creating, improving and promoting new opportunities, and working with External Relations to support IVSA.

Adetona Mutiat Adenike (SCOH Chair Elect) discussed time management and leadership skills, as well as finding more partnerships as SCOH Chair, and improving awareness about One Health, especially in Sub Saharan Africa.

Nabeelah Imraan Rajah (MOD Elect) addressed delegating tasks and conflict management. Nabeelah Imraan Rajah (MOD Elect) also spoke on what has been accomplished already and the need to engage members and lift Member Organizations that are struggling, to put them on a level playing field.

Naveesha Shergill (SCOW Chair Elect) shared her wishes to gain a more in depth Mental Health awareness in Local MOs, as well as appointing Wellness Representatives. The Standing Committee on Wellness should aspire to hold Annual Conferences and Seminars. Naveesha Shergill (SCOW Chair Elect) then discussed being the Chair of an International Committee and being more involved in IVSA.

Nicole Hartman (ERO Elect) discussed time management when organizing multiple meetings, then expressed her interest in working closely with the current President to further develop relationships that have already been established in the short term to further them into long term relationships. Nicole Hartman (ERO Elect) also discussed improving the visibility of our Member Organizations to the Sponsors.





Nina Vasic (Secretary Elect) expressed wishes to be more involved as a way to also gain knowledge on other possible career options. Nina Vasic (Secretary Elect) also discussed using this experience to support IVSA in her country.

Panos Doerffer-Efraimidis (Treasurer Elect) discussed balance between personal and professional life, as well as professionalism in general. Panos Doerffer-Efraimidis (Treasurer Elect) then discussed providing more opportunities for African members to be involved and following through with previous projects.

Vinzenzo Gaita (WGA Chair Elect) shared his wishes to involve more people in the Alumni Network and to give back to IVSA.

Merel Knoop (President) then explained the importance of thinking about personal and professional goals and setting them as a constant reminder to keep track of the progress that has been made.

### **7) Appointments of Secretariats -**

Adinda Rana Fauziah	PRC
Glenn Adjei	PRC
Miran Abdul	MOD
Karoline Aamo	MOD/DAD
Lina Serna	MOD
Jasmin Schneider	DAD
Luregn von Planta	ERO/CC
Nina Vasic	CC

### **8) Checking of English -**

Merel Knoop (President) explained that every year, a member of ExCo is selected to check the English of IVSA in minutes and other statements to be made public.

Merel Knoop (President) nominated Nicole Hartman (ERO Elect) to check the English of IVSA. Nicole Hartman (ERO Elect) accepted the nomination, and this was approved.

### **9) Appointment of the informal auditors to check the treasurer's report -**

Merel Knoop (President) nominated Nina Vasic (Secretary Elect) and Daniel Lund (Trustee Elect) as informal Auditors. Both accepted the nomination, and this was approved.

### **10) Appointment of back up minutes -**

Merel Knoop (President) explained the function of the back-up minutes. Mehdi Amrani (Secretary General Elect) nominated Nabeelah Imraan Rajah (MOD Elect) to take back-up minutes. Nabeelah Rajah (MOD Elect) accepted the nomination after some discussion, and this was approved.





**11) Appointment of Vice President -**

Merel Knoops (President) nominated Emily Freeman (CC) to the position of Vice President. Merel Knoops (President) then explained the function of the Vice President. Emily Freeman (CC) accepted the nomination, and this was approved.

**12) Discussion of Upcoming Meetings -**

Merel Knoops (President) inquired about the advancement of the Position Handover Meetings. Merel Knoops (President) explained that there will be a meeting at the beginning of September, Individual meetings with ExCo Officials to discuss the ExCo Officials' projects, and detail aspects of working together as a team.

**13) Communication among Officials -**

Merel Knoops (President) explained that all informal communication is done through Whatsapp, whereas all official communication will be handled through the email accounts. Officials should answer emails within two working days. Urgent tags will be used for important emails so they are not missed or overlooked. All Officials must copy Merel Knoops (President) and Nicole Hartman (ERO Elect) in all email exchanges with partners and sponsors.

**14) Meetings for Officials to Attend -**

Meetings will be online, using Zoom or Cisco Webex, at least once a month. Having meetings more often will help improve communication by making the updates shorter. Meetings are mandatory for ExCo Officials, but voluntary for other Officials. Merel Knoops (President) then emphasized that all Officials are encouraged to share their opinions. All ExCo members are to have their cameras on at all times during the meetings to facilitate the voting process by Hand Raising. For Officials, it is voluntary, but attendance is highly appreciated.

**15) Any Other Business -**

Elwin van Oldenborgh (Trustee Elect) shared the Trust's goals following their meeting. The biggest project of the Trust this term is to rewrite the Bylaws and to have them checked by a notary / parliamentarian to make sure they are legal in Belgium. Other projects include supporting the establishment of Regional teams, as well as assisting IVSA go through the structural changes. Elwin van Oldenborgh (Trustee Elect) then continued by sharing the Trust's intentions to write more policies, create opportunities for members who wish to be involved in the process, and support individuals with positions they have held before. Elwin van Oldenborgh then discussed improving communication between Trust and ExCo Officials, and shared some aspects about how to communicate with Trust.

Merel Knoops (President) encouraged ExCo to contact Trust and ask for their support.

Elwin van Oldenborgh (Trustee Elect) asked all Officials to share their Bylaw Amendments with the Trust for them to compile it.





Diana Teixeira (SCoVE Chair Elect) asked about the IVSA Strategic Plan for 2019-2024, and commented that it does not refer specifically to SCoVE.

Merel Knoops (President) explained that the current IVSA Strategic Plan was approved during the 68<sup>th</sup> IVSA Congress in Croatia, and that it cannot be amended. Merel Knoops (President) then explained that there would be no issue if a SCoVE Strategic Plan were to be created.

Elwin van Oldenborgh (Trustee Elect) explained that the IVSA Strategic plan is a guideline that is not set in stone.

Diana Teixeira (SCoVE Chair Elect) asked about the procedure regarding the adoption of a new Strategic Plan.

Merel Knoops (President) explained that the Strategic Plan sets one year, three year, and five year goals. However, depending on the topic, the current advancement status is not homogenous.

Anna Ciećkiewicz (Trustee Elect) discussed the Old IVSA Strategic Plan available on the IVSA Wiki.

Diana Teixeira (SCoVE Chair Elect) asked for the most recent IVSA Strategic Plan.

Mehdi Amrani (Secretary General) commented that it will be made available to all Officials.

Merel Knoops (President) discussed the importance of checking the Shared Drives.

Anna Ciećkiewicz (Trustee Elect) explained the Trust's opinion about the 69<sup>th</sup> IVSA Symposium in Indonesia and advised that ExCo should reach a decision soon.

Merel Knoops (President) shared intentions that the ExCo will be discussing the 69<sup>th</sup> IVSA Symposium in Indonesia very soon.

Nabeelah Imraan Rajah (MOD Elect) encouraged IVSA and the Officials to participate in IVSA South Africa's Liftmeup Challenge, and hoped for involvement from the SCOW.

Merel Knoops (President) encouraged the idea of working with the Public Relations Coordinator to determine the most suitable way for IVSA Global to be involved.

Merel Knoops (President) shared a closing statement thanking the outgoing officials for their dedication, and expressed her happiness that many of them are still involved. Merel Knoops (President) then congratulated all the new Officials, and shared her excitement for all that is to come.





Merel Knoops (President) adjourned the meeting at 16: 52 PM GMT +1.

Mehdi Amrani  
International Veterinary Students' Association  
Secretary General 2020-2021

