

INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

Permanent Office: IVSA Info Office, DSR, Dyrslægevej 9, 1870 Frederiksberg C, DENMARK

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Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

2013.12.1 – Minutes for 2nd Online Meeting

The 2nd Skype Meeting of the IVSA Executive Committee (ExCo) 2013-14 was held at 11.15 a.m. UTC on the 1st of December 2013 using Adobe Connect, the President being in the Chair and the Secretary General present to take the minutes.

Present (online):

Pim Polak (President)

James Bost (Vice-President and Secretary General (SG))

Camille Poissonnier (Member Organization Director (MOD))

Joseph Lunt (Development Aid Director (DAD))

Hannah van Velzen (Sponsorship Director (SD))

Somin Um (Treasurer)

Retorika Galunggung (Public Relations Coordinator (PRC))

Sujin An (Secretary to SG and Treasurer)

Kevin Santoso (Secretary to DAD)

Frédéric Lohr (Trustee)

Inés Ben Jabara (Trustee)

Sunghyun Hong (Trustee)

Caroline de Meyer (Chairman of Animal Welfare Committee (AWC))

Jan Mattila (Chairman of Strategic Planning Committee (SPC))

Apologies:

Theofanis Liatis (Veterinary Public Health Director (VPHD) and Chairman of Standing Committee on One Health (SCOH))

Airina Sylte Kallmyr (Secretary to President)

Ayesha Azlan (Secretary to DAD and PRC)

Isaac Corderroure López (Secretary to SD)

Inanda Shabrina (Secretary to VPHD and DAD)

Ta-Heng Henry Huang (Secretary to MOD)

Ivana Hajzler (Secretary to MOD)

Manel Millanes (Trustee)

Mathieu Visser (Post-Treasurer)

Sara Wüeggertz (Chairman of Standing Committee on Modern Technology in Education (SCoMTE))

- 1) **Opening** – The Meeting was called to order by Pim Polak. James Bost explained how to use certain features of Adobe Connect.



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- 2) **Approval of minutes from 2nd Live meeting** – James Bost moved to approve the minutes from the 2nd Live Meeting. This was adopted.
- 3) **Approval of agenda** – James Bost moved to approve the agenda. This was adopted after amendment.
- 4) **Status of the Committees** – The Chairman of each Committee gave a report on the status and progress of their Committees, except in the case of SCOH, where a report was given by a member of the Committee, Inés Ben Jabara, as Theofanis Liatis could not be present.

Jan Mattila gave a report on SPC. A summary of minutes from the 3rd SPC Skype meeting was distributed before the meeting. The SPC has allocated work to each of its 6 members. Drafts of parts of the SPC's work should be prepared before Turkey, and others will be prepared well in advance of Indonesia. A Strategic Planning page on the ivsconstitution.info website has been set up to facilitate the SPC's work. A Skype meeting is planned before Turkey to discuss the SPC workshop.

A report on SCoMTE written by Sara Wüeggertz was shown. SCoMTE has had its first online meeting, and a second one is planned for 21st December. Committee positions have been created and assigned. Retorika Galunggung will run SCoMTE's workshop in Turkey, if one is to be run. SCoMTE has plans to invite EOs and WikiVet ambassadors to become SCoMTE ambassadors.

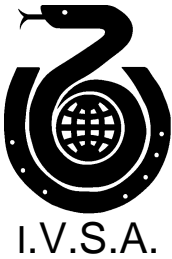
Caroline De Meyer gave a report on AWC. AWC had its first Skype meeting 2 weeks ago. They plan to update their Facebook page with posts about farm animal welfare. Committee positions have been assigned. An article about animal welfare has been written for the next IVSA newsletter.

Inés Ben Jabara gave a report on SCOH. SCOH has so far been unable to organize a Skype meeting, but plans to hold one soon. They are working towards organizing a webinar concerning Public health. Anne-Christine Føllesdal will attend the Symposium in Turkey and may offer to run a workshop about One Health. Each member has their own task(s) to work on, Theofanis Liatis is selecting members for the scientific committee (for organising the scientific aspect of the programme) of the IVSA One Health meeting in Greece and he is working with the OC there on that. SCOH is in contact with the chairs of the One Health committees of IPSF and IFMSA.



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- 5) **Committee structure and meetings/communication guidelines** – Pim Polak suggested the creation of guidelines with the best practices/suggestions concerning committee structure and way of communication. James Bost agreed to work with the Committee Chairs to address these issues in the Committees and Groups Manual.
- 6) **Bylaws Changes**
 - a. **Removing the requirement for ExCo approval of expenses to be in an ExCo meeting** – Pim Polak moved to support Frédéric Lohr's suggested Bylaws change, to be brought before the GA in Turkey. This was adopted after amendment of the suggested Bylaws change.
- 7) **Sponsorship contract with Bayer Health Care** – Hannah van Velzen gave an update on the status of the sponsorship contract with Bayer Health Care. The proposal has been circulated to the ExCo, and a press release and contract should be confirmed in the next couple of weeks.
- 8) **World Veterinary Day** – Hannah van Velzen gave a summary of the proposal for IVSA to promote World Veterinary Day (a WVA initiative), after her and Frédéric Lohr's discussions with Zeev Noga of WVA. The idea is to encourage IVSA members to promote different aspects of the veterinary profession (beyond private practice) at high schools. Frederic reported that in his experience, local initiatives like this can be worthwhile and effective.

Hannah moved to obtain ExCo approval to proceed with this proposal. This was adopted.

- 9) **62nd Symposium in Turkey Update** – Camille Poissonnier gave an update about the 62nd IVSA Symposium in Turkey. Camille will send the updated schedule for the Symposium to the ExCo. She is in communication with the OC regarding delegates and quorum, and has a list of those who have paid. Camille and James Bost are monitoring the situation regarding quorum and will take necessary measures to try and reach quorum if it seems that insufficient countries will be in attendance by mid-December. Camille will soon be in touch with all delegates whose MOs have not paid their membership fees, as she has now received their email addresses from the OC.



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Camille has received the feedback of the delegates from the Congress in Utrecht, and will send it to the OC for the Symposium in Turkey as they may find the information useful. Key points are:

- For 55% of delegates it was their first GA
- The great majority managed to follow them but 57% struggled sometimes
- 94% of delegates found the GAs interesting
- 34% of delegates would like the agenda before the beginning of the Symposium
- 41% would like more information about how GAs work

Relevant suggestions from the feedback for improving GAs/Symposium:

- Simple explanations before GAs and agenda (printed version) and information on election processes
- Dress code (too complicated and not compatible with activities)
- Encourage delegates to express their mind, and show them the importance of GAs for our association
- Allow more time for delegates to discuss before a vote and summarise the point before it is voted on
- Workshop about GAs for delegates who attend the congress for the 1st time
- Presentations of committees should allow time for questions
- 50% want more information on what ExCo do

It was discussed that some of these suggestions are already in place, and James Bost reported that others will be addressed by the GA and Chairman Manuals, better communication to the delegates before Symposium, and planned improvements to the steering meeting during the first GA session.

10) **Financial update** – Somin Um reported that in total, 40 MOs have now paid, 3 will pay at Symposium, and 10 payments are in progress. Non-responding MOs have been moved to “inactive”, but Somin is still trying to contact them. Somin and Camille Poissonnier are in contact with those whose MOs have not paid who will be attending the Symposium in Turkey to address this problem.

Somin agreed to check with Mathieu that his Financial Report will be ready for Turkey.

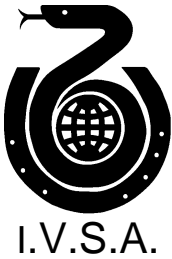
11) **Bylaws Changes**

- b. **National Entity Project Bylaws Change** – James Bost moved to support Camille's suggested Bylaws change, to be brought before the GA in Turkey. This was adopted after amendment of the suggested Bylaws change.



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- 12) **Ghana's membership application(s)** – Camille Poissonnier reported that this potential issue has been solved. Ghana's two vet schools who wish to become MOs of IVSA will now apply separately, with the plan to eventually combine to form a national MO.

It was discussed that Ghanaian delegates have had problems obtaining visas to attend IVSA Congresses and Symposia. Camille agreed to ask IVSA Ghana for specific information regarding their visa application process, to be communicated to all OCs in the future.

- 13) **VetPubHealth Journal** – Pim Polak moved to support the initiative of the VetPubHealth Journal but to request to Theofanis Liatis to avoid use of the term "scientific article". This was adopted.

- 14) **ExCo, Secretariat and Trust reports for Turkey** – James Bost notified the ExCo that they each need to create a report according to the template. These reports should be at most 2 A5 pages in length, and should be written as a report rather than a series of answers to questions.

Camille Poissonnier agreed to contact the OC to find out the deadline by which these reports must be sent to the OC for publication in the Symposium proceedings booklets.

James Bost moved to include Committee reports in future Congress proceedings. This was adopted. It was discussed that Committees should also have the option to promote themselves by posters and workshops at Symposia and Congresses, and possibly also with a short GA presentation, if time allows. James Bost will communicate with the Committee Chairs about these possibilities.

The meeting went into recess from 1.10 p.m. until 1.45 p.m.

- 15) **ExCo Workshops** – James Bost moved to run the four workshops outlined below:
- A "Strategic Planning" workshop run by Airina Sylte Kallmyr
 - An "ExCo Ambitions" workshop run by Pim Polak
 - A "Fundraising for Local Events" workshop run by Hannah van Velzen
 - A "Modern Technology in Education" workshop run by Retorika Galunggung

This was adopted after debate. It was discussed that Anne-Christine Føllesdal may wish to run a "One Health" workshop as well.



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- 16) **Hill's Contract** – Pim Polak reported that the Hill's contract is now signed and will be sent out to the ExCo. Hannah van Velzen will create a summary of all action points or other relevant tasks stated in the contract, to be posted on the ExCo Facebook group and added to the relevant Manuals. Pim has communicated the slot available for a Hill's lecture during Symposium to Hill's, and has invited them to attend the opening ceremony and one of the sessions of the GA.

Somin Um agreed to send an invoice to Hill's by 8th December, so the payment can be made as soon as possible.

Camille will check that the Hill's logo will be prominently displayed at the Symposium, especially in the proceedings booklet and on delegate badges.

Hannah moved to approve the following method of acknowledging completion of "VNA 3: Case Studies" by IVSA students: Hill's will set up an email address, to which IVSA students completing the VNA workshop should send the II pdf documents they receive for completing case studies. This was adopted after debate. This is to be communicated and promoted to IVSA members through the IVSA Facebook page, website, EO newsletter and during the GA in Turkey, as soon as Hill's has communicated the email address to us.

- 17) **GA Agenda** – James Bost moved to approve the preliminary GA agenda, to be sent out to the delegates, and to the OC for publication in the proceedings booklet. This was adopted after amendment of the preliminary GA agenda.

It was agreed that delegates would be reminded to read the ExCo reports in the steering meeting.

Regarding presentation of IVSA activities, it was agreed that this would include:

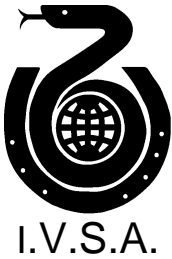
- NEAT Meeting – James Bost
- UIA Meeting – Hannah van Velzen
- One or more events at which Pim Polak was the IVSA representative
- OIE event in Brazil – Frédéric Lohr
- Development Fund activities – Joseph Lunt
- Committee presentations (if time allows) – James Bost will contact Committee Chairs

It was agreed that the MOD would contact SAVMA and the OCs of any planned Local IVSA Events regarding possible presentation of their events during the GA.



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18) **Bank Account** – Pim Polak gave a report on the plans for IVSA's bank account. The plan is to set up a new account with ING (used by several other international organizations), either in Belgium or the Netherlands. It will be possible to change the signatory power via a notary rather than requiring the Treasurer to be physically present. IVSA would need to be registered with the Chamber of Commerce in the country first. The plan is to get registered in early 2014, with the aim of setting up a new bank account by February 2014.

Hannah van Velzen reported that IVSA could register as a sister organization in the Netherlands, and can remain registered in Denmark. Hannah will send more information about this procedure to Pim and James Bost.

19) **Other sponsorships** – Hannah van Velzen gave an update on the progress of potential sponsorships (besides Bayer). The MSD proposal has been resubmitted, and a decision should be made by next week. Contact is being made with other organizations including Animana, and in January Hannah will be looking at European grants, with advice from Erasmus. Isaac Corderroure López is investigating whether it is possible to negotiate with travel companies to reduce our costs in this area.

James Bost suggested that the ExCo might prefer to receive detailed information regarding sponsorships at an early stage of negotiations. Hannah explained she currently tries to do this between handing in a proposal and receiving a contract draft, and requested the opinion of the Trust. Inés Ben Jabara will discuss this matter with the Trust and inform the ExCo of the Trust's opinions.

Isaac Corderroure López will be in contact with the Committees about sponsorship plans and how the SD can help with this.

20) **Student Group for working with EAEVE** – Pim Polak gave an update about EAEVE's request to involve IVSA members in their accreditation audits. He will deliver a presentation to the GA in Turkey about this to assess if there is sufficient interest to proceed further.

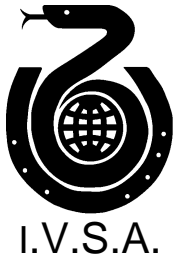
21) **FVE Working Group on labour market** – Pim Polak gave an update about FVE's working group on the labour market, which may have a student representative from IVSA on it. It has not yet been started, but may be after the results of a survey which is being worked on.

22) **FVE survey** – Pim Polak reported that FVE have suggested that IVSA do a survey about labour market issues among our members.



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Pim moved that Hannah van Velzen be assigned this task, and should come up with a proposal on how to approach this by the 4th Live Meeting of the ExCo in Denver, Colorado, for ExCo approval at that point. This was adopted after amendment. Pim will send Hannah the relevant contact details.

23) **Versions of Constitution and Bylaws with explanatory comments** – James Bost moved to officially approve these documents as fit for public visibility, with the possibility that some small changes would be made in response to comments from Hannah van Velzen. This was adopted after amendment.

24) **Manuals** – James Bost moved to approve the IVSA Information and History Manual, the Congress/Symposium Organizing Committee Manual and the Organizing an IVSA Event Manual as fit for public visibility. This was adopted.

25) **Bylaws changes**

- c. **Member fee calculation Bylaws Change** – James Bost moved to support Somin Um's suggested Bylaws change, to be brought before the GA in Turkey. This was adopted.
- d. **Bylaws Change from Karmen Forjanič, IVSA Slovenia** – Pim Polak moved to support Karmen's suggested Bylaws change, to be brought before the GA in Turkey. This was rejected.

26) **Secretariat Meeting Points of Discussion**

- a. **Making the EOs and Presidents Facebook group more open** – James Bost suggested that it might be possible to make the EOs and Presidents Facebook group open so that non-members could view posts. It was agreed that it would be better to post more information in the IVSA Facebook group instead. Camille Poissonnier will communicate with Retorika Galunggung if posts are relevant for the IVSA group.
- b. **Encouragement of regional IVSA Facebook groups** – James Bost suggested that it might be possible to encourage regional IVSA Facebook groups such as the IVSA Asia group. This discussion was postponed until the next ExCo meeting in Turkey, at a point when the MOD is present.
- c. **Update to the Election Committee Manual** – James Bost moved to update the Election Committee manual to include the following, in the section "Oral presentation in the GA":



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“After all nominees have been presented, the Election Committee should remind delegates of what they should take into account when considering who to vote for. They should remind delegates about the importance of voting for the most suitable people for the governing and advisory bodies of IVSA. Delegates should consider which nominee is most suited for a position, based on:

- Their personal attributes (e.g. organizational skills, ability to work in a team)
- Motivation and dedication to IVSA
- Relevant IVSA experience and other experience which might be relevant to the position they are running for
- Overall, who they think is most suited to the position and whose election to that position will result in the largest overall benefit to IVSA”

This was adopted after amendment.

27) **SAVMA Payments** – Joseph Lunt moved that he would create a document setting out our options regarding collecting card payments for SAVMA by Friday 6th December, to then be discussed and voted on during the next ExCo meeting in Turkey. This was adopted.

28) **AOB**

- Reimbursements** – James Bost moved to approve Joseph Lunt’s expenses relating to the FVE meeting, expenses relating to the live meeting for Joseph, Theofanis Liatis, James and Camille, and James’ expenses relating to the NEAT meeting and the SG hard drive. This was adopted after amendment. Discussion on the rest of the pending reimbursements was postponed until the next ExCo meeting in Turkey.
- Adobe Connect** – James Bost reported that if we wish to continue using Adobe Connect we may have to pay for it. Hannah van Velzen reported that if we have a sister organization registered in the Netherlands, it might be possible to use it for free.
- Banners** – Hannah van Velzen moved that she would take responsibility for getting new IVSA banners made according to the Hill’s contract, formulating a plan by Sunday 15th December and posting it on the ExCo Facebook group. She plans to contact Andaç Kiliçkap and Cihangir Dursun regarding this.

The meeting adjourned at 4.30 p.m. UTC.



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James Bost
Secretary General and Vice-President



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