



INTERNATIONAL VETERINARY STUDENTS' ASSOCIATION

Permanent Office: IVSA Info Office, DSR, Dyrslægevej 9, 1870 Frederiksberg C, DENMARK
Fax: +45 35 28 21 52; E-mail: info@ivsa.org; URL: www.ivsa.org
Bank Account: Danske Bank, Frederiksberg Afdeling, Falkoner Alle 55, 2000 Frederiksberg
Acc.No.: 3306720430, IBAN DK4630003306720430, SWIFT: DABADKKK

2014.03.19 – Minutes for 4th Live Meeting

The 4th Live Meeting of the IVSA Executive Committee (ExCo) 2013-14 was held at 09.36 on the 19th of March 2014 in Fort Collins, Colorado, the President being in the Chair and the Secretary General present to take the minutes.

Present (in person):

Pim Polak (President)
James Bost (Vice-President and Secretary General (SG))
Joseph Lunt (Development Aid Director (DAD))
Hannah van Velzen (Sponsorship Director (SD))
Anne Christine Føllesdal (President-Elect (P-E))
Caroline de Meyer (Chairman of Animal Welfare Committee (AWC)) (until 11.30)

Present (online):

Camille Poissonnier (Member Organization Director (MOD)) (from 14.05)
Somin Um (Treasurer) (until 11.30)
Retorika Galunggung (Public Relations Coordinator (PRC)) (until 18.00)
Theofanis Liatis (Veterinary Public Health Director (VPHD) and Chairman of Standing Committee on One Health (SCOH)) (from 11.45)
Frédéric Lohr (Trustee) (from 09.54 until 11.45)
Inanda Shabrina (Secretary to VPHD and DAD) (until 10.30)
Inés Ben Jabara (Trustee) (until 17.25)

Apologies:

Airina Sylte Kallmyr (Secretary to President)
Ayesha Azlan (Secretary to DAD and PRC)
Isaac Corderroure López (Secretary to SD)
Ta-Heng Henry Huang (Secretary to MOD)
Ivana Hajzler (Secretary to MOD)
Sujin An (Secretary to SG and Treasurer)
Kevin Santoso (Secretary to DAD)
Sunghyun Hong (Trustee)
Manel Millanes (Trustee)
Jan Mattila (Chairman of Strategic Planning Committee (SPC))
Sara Wüeggertz (Chairman of Standing Committee on Modern Technology in Education (SCoMTE))

1) **Opening** – The Meeting was called to order by Pim Polak.



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- 2) **Approval of minutes from 3rd online meeting** – James Bost moved to approve the minutes from the 3rd Online Meeting. This was adopted after amendment.
- 3) **Approval of agenda** – James Bost moved to approve the agenda. This was adopted after amendment.
- 4) **Status of the Committees** – Caroline de Meyer gave a report on the status of AWC. There have been problems with internal communication, but Caroline is now coordinating projects being held by AWC's members around the world. Contacts have been received from Frédéric Lohr regarding an online platform about animal welfare education and are being explored. A workshop is being planned for the Congress in Indonesia. Caroline plans to send an AWC member to a welfare-themed Congress in Prague.

James Bost gave a report on the status of SPC as Jan Mattila could not be present. The draft versions of the 5 and 10 year plans have now been made visible to the governing and advisory bodies of IVSA, and will be discussed later in the meeting. The plan is to use this discussion to provide some feedback to the SPC about the documents, so that they can be updated before being made ready to be sent out well in advance of the General Assembly in Indonesia.

No report was given on the status of SCoMTE.

- 5) **ExCo Positions** – Pim Polak moved to name one of the open ExCo positions as Public Relations Coordinator (PRC). This was adopted.

Pim Polak moved to name the second of the open ExCo positions as Sponsorship Director (possibly with a different name to be decided on Asana). This was adopted after debate and amendment.

Pim Polak moved to leave the third of the open ExCo positions as a Member of ExCo position, and advise the General Assembly that one useful position could be along the lines of "Committees Coordinator", possibly with some involvement in other projects, e.g. WVD, with an *ex officio* position on each of IVSA's committees, but respecting the rights of Committee Chairs to attend and give their own reports at ExCo meetings if they so wish. This was adopted after debate and amendment.

- 6) **Vetstage** – Frédéric Lohr reported that Vetstage is a German platform for advertising jobs, internships and doctorates for veterinarians, who would like to involve IVSA as beta testers for the international version of their platform, with IVSA advertising their platform, and receiving a share of the income received from job



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adverts (with the money being sent either to IVSA central or to individual MOs). There is also the possibility to use this platform to organize IVSA exchanges between our MOs.

Frédéric moved to approve the commencement of collaboration talks between IVSA and Vetstage, with the details to be worked out by Hannah van Velzen and Camille Poissonnier, in cooperation with Frédéric Lohr. This was adopted after amendment.

- 7) **SPC strategic plan feedback** – Pim Polak moved to discuss the document in detail with James Bost and Anne Christine Føllesdal during the SAVMA Symposium, and for James to then discuss further with the SPC. This was adopted.

Pim suggested that the SPC reconsider the goal of having separate committees on modern technology in education and veterinary education, and instead to consider incorporating the goals of SCoMTE within a future standing committee on veterinary education.

Anne Christine requested that the SPC investigate whether IFMSA have any permanent employees.

Anne Christine suggested a committee on student welfare.

Pim suggested the inclusion of a statement to consider the potential of other relevant committees.

Anne Christine suggested that the SPC considered goals to encourage keeping members active and involved.

Caroline de Meyer suggested that it could be important in the future for the MOD to communicate with other student bodies from the faculties within which IVSA is represented, to ensure that students are aware of and involved in IVSA.

- 8) **SAVMA responsibilities** – Pim Polak reported that during SAVMA Symposium, the IVSA ExCo members should man the IVSA booth, ideally with at least 1 person and ideally 2 at all times. Joseph Lunt reported that he would be able to handle the organization of the auction without involving other ExCo members during the daytime. Ideally, we would also attend lectures and social events. James Bost will create a schedule for manning the booth. Pim and Anne Christine Føllesdal will need to attend the SAVMA House of Delegates, at least for some of the time it is running.



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- 9) **Discussion about communication methods** – Pim Polak moved to use Whatsapp as a means of internal communication during SAVMA Symposium, and to make Anne Christine Føllesdal responsible for communications between ExCo and the SAVMA OC (Erin Smith). This was adopted.
- 10) **Feedback about meetings** – James Bost gave a report about feedback that had been given by members of IVSA's governing and advisory bodies about meetings. The feedback indicated that there is general approval of the use of Adobe Connect, explanatory paragraphs and Asana.

Frédéric Lohr suggested that a “tools session” could be useful during/after the Handover meeting, to train the incoming ExCo on the use of Asana, Adobe Connect, etc. Frédéric moved to postpone this discussion to the next meeting and finalise plans at the pre-Congress meeting, and that Camille should communicate to the OC that we will need an extra hour after the handover meeting for this. This was adopted.

Pim moved to keep Asana for professional internal communication and to use the ExCo Facebook group and/or Whatsapp group for more social communication. This was adopted.

James Bost moved that whoever is responsible for organizing the meeting room should aim to ensure there is a projector in the room available for use. This was adopted.

James Bost moved that one ExCo member should always be allocated as responsible for typing information to keep online attendees who have connection problems updated about discussion content, whether or not this is the same person who is allocated as responsible for managing Adobe Connect during the meeting. This was adopted.

- 11) **Secretariat project update** – As Airina Sylte Kallmyr was unable to attend, James Bost gave an update on the Secretariat project. There has been brainstorming within the Secretariat about the project but no decision has yet been made. The first suggested project is a promotional package for local MOs. The second is encouraging MOs to arrange a meeting to explain opportunities abroad to students, focusing on those available to them through IVSA. The third is running a campaign to encourage IVSA members to run for ExCo in Indonesia.

- 12) **MoUs** – Pim Polak gave a report on the current status of MoUs that are being drafted. He will post the current drafts of MoUs for WVA and EAEVE on Asana for



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comments. Pim is in discussions with the European Commission about collaboration, which could result in a MoU in the future.

Pim moved to approve inviting representatives from the European Commission to the Congress in Indonesia, and allow them to speak for a limited time to our General Assembly, allowing at least 1 hour for Partner presentations within the General Assembly in Indonesia. This was adopted after debate and amendment.

Pim moved to include a discussion at the next meeting on the invitation of partners to events and the corresponding responsibilities of OCs, ExCo and partners. This was adopted.

- 13) **Update on the IVSA Alumni** – Inés Ben Jabara gave a report on the status of the IVSA Alumni project. They now have the contacts of 35 IVSA Alumni, several MOs have their own alumni lists or are starting them, and they are continuing to use old email lists, etc., to get more contacts. The Trust would like to run an IVSA Alumni workshop during Congress in Indonesia. They are in contact with the MOD and the OC to organize the program of the IVSA Alumni meeting.

James Bost moved that the IVSA Alumni can be considered as Individual Supportive Members who can attend the entire Congress if they have paid the Individual Supportive Membership fees. Otherwise, they should be considered as guests who may attend the General Assembly and a limited part of the rest of the Congress, only where it does not restrict the right of other veterinary student members to attend the Congress as delegates (they should not take limited delegate places). This was adopted after debate and amendment.

Pim Polak reminded the Trust that all contact between the Trust and the OC should go via the MOD.

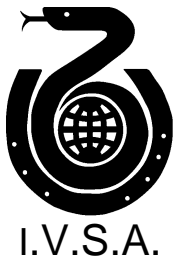
The meeting went into recess from 11.55 to 12.15.

- 14) **Status of the Committees** – Theofanis Liatis gave a report on the status of SCOH. SCOH had an online meeting one week ago, with five members. SCOH have begun trying to use Asana for internal communication, and using the new SCOH email address for external communication. Proposals have been made for the committee budget, including the printing of some journals for Indonesia for the One Health workshop to be organized there. A new initiative is a One Health award to be given to the best local division of SCOH. There have been several submissions already for the second VetPubHealthJournal. Progress is being made on preparations



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for World TB day, including the creation of relevant leaflets.

- 15) **IFMSA Collaboration** – Pim Polak gave a report on IVSA's collaboration with IFMSA, begun by Pim and Theofanis Liatis. Pim attended the IFMSA General Assembly (GA) and pre-GA in Tunisia in March, where the MoU with IVSA was accepted by their GA. He delivered two workshops on one health there, and through these and separate discussions with delegates, discovered that there was a lack of awareness about one health, but much interest in the subject.
- 16) **Compartmentalisation** – Pim Polak reported that IFMSA can be a useful source of information and support regarding this issue. Pim moved that he would discuss this further with the SPC. This was adopted.
- 17) **Global expansion** – Pim Polak reported that IFMSA can be a useful source of information and support regarding this issue. Pim moved that he would discuss this further with the SPC. This was adopted.
- 18) **Bayer social media idea** – Hannah van Velzen moved to strive to produce one social media article for Bayer per month, commencing collection as soon as possible (to be the responsibility of Hannah), for a call for input to be put out in the next EO bulletin, and using Bayer's next article to advertise the possibility to write future articles. This was adopted.
- 19) **Hill's VNA3** – Hannah van Velzen moved to set up an @ivsa.org email address to which completions of the VNA3 would be sent, before being forwarded on to Hill's, and to proceed with the Hill's VNA3, commencing with the advertisement of VNA3 during Congress in Indonesia. This was adopted after debate and amendment.

James Bost moved to adopt the following plan and statement for advertising the VNA3: "The prize money available for MOs is between €3000 and €5000. A number of winning MOs between 3 and 5 will be determined by the ExCo, and the money allocated between the winning MOs. Factors taken into account may include the total number of students completing the VNA 3, belonging to one MO, and the proportion of total students in the MO this represents. The decision of the ExCo is final." This was adopted after debate and amendment.

Since this was adopted, it has been decided to discuss this plan and statement further and possibly amend the plan before it is enacted (and therefore the statement that will be used to advertise it).

- 20) **Hill's banners** – Hannah van Velzen moved to print the banners in time for Congress in Indonesia, including both small and large animals in the designs and with IVSA's logo being at least as large as the Hill's logo. This was adopted after



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amendment.

Pim reminded everyone of the importance of sustaining a mutually beneficial relationship with Hill's and our other sponsors.

The meeting went into recess from 13.13 until 14.05.

- 21) **JWG representative** – Pim Polak reported that James Bost has created a contract for the JWG Representative to sign, similar to the ExCo contracts.
- 22) **Constitutional amendment regarding definition of country** – Theofanis Liatis gave an explanation of his disagreement with IVSA's definition of a "country" for the purposes of defining a voting entity. James Bost clarified that IVSA is an apolitical association and as such does not give diplomatic recognition of countries, and also that a majority approval of voting MOs is required for an applying MO to be accepted. It was discussed that in the future our definitions and usage of the term "country" and the names of Member Organizations might need to be reconsidered to avoid causing offence. Theofanis Liatis moved to postpone these discussions until Congress in Indonesia. This was adopted.
- 23) **Congress update** – Camille Poissonnier gave an update regarding the Congress in Indonesia. Acceptance letters will be sent out on the 20th of March. A full quota of delegates has been selected, along with 4 extra places for IVSA Alumni. There will be 5 reduced fee places, and there are currently 3 people on a waiting list in case some receive money from the Scholarship Fund. There have been 10 applicants for alumni places, leaving extra 15 places for delegates. The itinerary is almost finalised.

Joseph Lunt requested that the allocation of reduced fee places should be decided without considering who might receive money from the Scholarship Fund, and three places should be left open for Scholarship Fund places. Camille will pass this on to the OC.

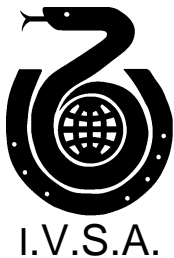
Pim Polak moved to support Cihangir's late application for an alumni place. This was adopted.

- 24) **Approval of MAH-IVSA Scholarship & Travel Grant Program winners** – Joseph Lunt moved to approve Pakaporn Luengthon Gjaroen, Phatchanok Sungthong, Aleya Albert B Rama, Ching Yang, Imaobong Inyang, Ernest Abel-Ndukwe, Hebache, Frizky Amelia, Maria Geremek and Jjavendrasingh Mussafeer, as recipients of the MAH-IVSA Scholarship & Travel Grant Program, with the decision on the remaining 3 recipients for this round of the Scholarship Fund to be made by Joseph Lunt. This



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was adopted after debate and amendment.

Joseph clarified that each recipient would be an IVSA member, or be required to become one in order to receive the fund, the money for this coming from the Scholarship Fund money allocated to them. Pim moved that guidelines on this issue should be added to the DAD manual. This was adopted.

- 25) **Selection of this year's DF project** – Joseph Lunt moved to approve the Development Fund applications of Central Mindanao University, The Philippines, and Visayas State University, The Philippines, with a limit of €13,000 per project. This was adopted after amendment. Joseph clarified that the amount of money being spent from the Development Fund this year would be more than that added to it, and this can be justified as in past years more money has been added to the Development Fund than has been spent from it.

James Bost moved to additionally approve the Development Fund application of IVSA Lublin, Poland, with a limit of €600. This was adopted. It was discussed that this could be seen to set a precedent for the type of applications to the Development Fund that could be approved in future, but that this would be entirely the decision of future Development Aid Directors and future ExCos.

- 26) **Setting up a business and economics committee** – Joseph Lunt moved to suggest setting up an ad hoc committee on the subject of veterinary business and economics to the General Assembly in Indonesia, with the aim of gathering resources on this subject to be made available to IVSA members. This was adopted after debate.
- 27) **IVSA onesies** – Joseph Lunt moved to proceed with getting IVSA onesies made to make money for the Development Fund, and to come up with a proposal for the next meeting. This was adopted after debate and amendment. It was discussed that the cost of production of the onesies could be prohibitive.

The meeting went into recess from 15.53 to 15.59.

- 28) **Feedback of the Symposium from the delegates** – Camille Poissonnier requested contacts to speak on behalf of an NGO at the Congress in Indonesia on the subject of crisis management. Pim Polak reported that he had previously suggested that WSPA could be a useful source of contacts. If this does not work out, Anne Christine Føllesdal reported that she had a suitable contact.



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- 29) **Accreditation of IVSA Asia Congress** – Camille Poissonnier moved to ratify the accreditation of the IVSA Asia Congress, held on 18th to 22nd August in Malaysia, as indicated by individual approval. This was adopted.
- 30) **OC Manual and contracts to define with the OC of Congresses and Symposia** – Camille Poissonnier has prepared a document on the topic of selection of delegates for Symposia and Congresses. James Bost reported that the Strategic Planning Committee's current recommendation was that ultimately, IVSA should aim for all of its MOs to select applicants for Congresses and Symposia, creating a shortlist from which the OC can make its selection, with candidates selected based on level of involvement with their MO, dedication to IVSA and contribution to the objectives of IVSA. It was discussed that other factors to consider include involving veterinary students in lower years of university, and exposing students to IVSA on an international scale. James Bost moved that Camille should put the document on these issues up on Asana, for further discussion. This was adopted.
- James Bost moved that Camille should put the draft contract between OCs and IVSA/ExCo on Asana, for discussion and to come up with a finalised version for the next meeting. This was adopted.
- 31) **Vets Host Vets** – Pim Polak moved that Camille Poissonnier should contact Khouloud Lahmer regarding the "Vets Host Vets" group, and how this might relate to IVSA (whether there is a potential for collaboration, etc.). This was adopted after amendment.
- 32) **Externship Database Update** – Camille Poissonnier reported that a questionnaire has gone out in the EO bulletin (with several responses already received) and that a more official questionnaire will be distributed to faculty officials. She plans that advertising of externships can begin via our website when 10-15 responses have been received, and hopes that the database can be made available online by the time of the Congress in Indonesia. Pim Polak reported that IVSA should consider using partners such as StudyPortals or VetStage as a possible platform for distribution of this information.
- 33) **Open Brainstorm Session** – Pim reported that an open brainstorm session would be held after the ExCo meeting, time permitting, to discuss how things are going in general, what can be improved next year, etc.
- 34) **Next Meetings** – James Bost moved to hold the ExCo-Trust meeting at 13.00 GMT on Saturday 26th April. This was adopted. James Bost will be unable to attend so will arrange for a replacement to type a brief summary of the meeting to be



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circulated among the governing and advisory boards of IVSA.

James will send round a doodle poll in April regarding the next online ExCo meeting to be held in June.

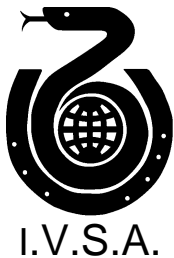
35) AOB

- a. **IVSA Zagazig event** – Camille Poissonnier reported that IVSA Zagazig wish to organize an event under the name of IVSA Zagazig before reapplying as a MO in Indonesia. James Bost clarified that, according to our Constitution and Bylaws, we could not allow them to run an official IVSA event. Pim will attempt to put IVSA Zagazig in touch with IVSA Egypt via Mohamed Hassan El Khameesy, in case it is possible for IVSA Zagazig to arrange for IVSA Egypt to be reactivated by paying their overdue fees, and then run the event as an IVSA Egypt event.
- b. **Committee structure/work evaluation** – Pim Polak moved that James Bost would contact the Committee Chairs to ensure that the Manuals will be updated to cover evaluations of their work and suggestions for next year by the end of May. This was adopted.
- c. **IVSA Istanbul event** – Pim Polak reported that after discussions with several other ExCo members, he had made a statement on the IVSA Istanbul event page as President, indicating that according to our Constitution and Bylaws, it is not the place of the IVSA ExCo to make any decisions regarding the location choices for IVSA events, but that the ExCo trusted that the OC would take the sensitivities of IVSA members into account.
- d. **Faculty Board Student member** – Pim Polak reported that he is applying for a position on his Faculty Board, the term of office of which won't start until 1st September, so the impact on his IVSA commitments should be minimal.
- e. **AVMA convention** – Pim Polak reported that on 23rd/24th July, Pim has been invited to attend the HoD at the AVMA convention, but this might be impractical due to the close proximity to the IVSA Congress in Indonesia. Anne Christine Føllesdal will discuss with Pim regarding her possible attendance as President-Elect.
- f. **Communication between EOs and delegates** – Camille Poissonnier reported that there had been unsuitable communication between EOs to their delegates, regarding who had been accepted to the Congress, before acceptance emails had been sent out. Pim Polak moved that this should be discussed further on Asana. This was adopted.
- g. **IVSA India** – Pim Polak moved that Camille Poissonnier should encourage Dr. Mangesh Nakade to find a replacement President for IVSA India who is a



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current veterinary student, before the Congress in Indonesia. This was adopted.

- h. **Invitations of sponsors and partners to Congress** – Pim Polak moved that he should send out invitations to Congress to partners and Hannah van Velzen should send out invitations to Congress to sponsors by 28th April 2014 at the latest, pending confirmation of the arrangements from the OC.
- i. **Website update** – Retorika Galunggung reported that she has sent the requirements to the website designer and he will commence working on the website in 3 days' time. She will send a draft contract between IVSA and the website designer to Hannah van Velzen to check.
- j. **Bimonthly reports** – Pim Polak apologised for not reminding people about the bimonthly reports 2 days ago, and stated that we would be restarting bimonthly reports on Monday 7th April
- k. **Reimbursement of travel before events** – Anne Christine Føllesdal moved that reimbursements of travel expenses before events could be considered in certain special circumstances. This was adopted after debate. James Bost will ensure the Treasurer manual is updated to reflect this.
- l. **Reimbursements of "travel expenses"** – Anne Christine Føllesdal suggested that reimbursements of ExCo expenses should include necessary accommodation, food, etc. James Bost reported that according to our Bylaws, this is already possible, and he will ensure that the Treasurer Manual is updated to make this clear.
- m. **Newsletter continuity** – Hannah van Velzen moved that guidelines on the layout of the newsletter should be added to the PRC Manual to ensure continuity from year to year. This was adopted.
- n. **Suggestions to help MOs** – Hannah van Velzen reported that Frédéric Lohr had suggested that IVSA could consider encouraging the sponsorship of MOs by other, more financially advantaged MOs.
- o. **Future meetings organization** – James Bost reported that he would no longer send round word document agendas before meetings (only having the agenda on Asana). He advised that for explanatory paragraphs (descriptions on Asana), those writing them should give a summary of the point, rather than just referencing another task on Asana.

The meeting adjourned at 18.13.

James Bost
Secretary General and Vice-President



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