



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

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

2014.01.02 – Minutes for 3rd Live Meeting

The 3rd Live Meeting of the IVSA Executive Committee (ExCo) 2013-14 was held at 09.30 on the 2nd of January 2014 in Ankara, Turkey, 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))

Camille Poissonnier (Member Organization Director (MOD)) (from 16.53)

Joseph Lunt (Development Aid Director (DAD))

Hannah van Velzen (Sponsorship Director (SD))

Somin Um (Treasurer)

Retorika Galunggung (Public Relations Coordinator (PRC))

Mathieu Visser (Post-Treasurer)

Airina Sylte Kallmyr (Secretary to President)

Frédéric Lohr (Trustee)

Present (online):

Theofanis Liatis (Veterinary Public Health Director (VPHD) and Chairman of Standing Committee on One Health (SCOH)) (until 18.05)

Inés Ben Jabara (Trustee) (from 13.35)

Apologies:

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)

Sujin An (Secretary to SG and Treasurer)

Kevin Santoso (Secretary to DAD)

Sunghyun Hong (Trustee)

Manel Millanes (Trustee)

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

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

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



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- 1) **Opening** – The Meeting was called to order by Pim Polak.
- 2) **Approval of minutes from 2nd Online meeting** – James Bost moved to approve the minutes from the 2nd Online 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** – Theofanis Liatis gave a report on the status and progress of SCOH. Communication is going well within SCOH and preparations of the journal to be included in the IVSA newsletter are also proceeding as planned, with articles having been selected. There is a plan for events to be held for World Tuberculosis Day. Collaborations are being set up with IFMSA and WHSS. The collaboration with GARC is on hold at present.

No report was given on the status of AWC. Pim Polak will attempt to get in contact with the AWC via Manel Millanes.

Retorika Galunggung gave a report on the status of SCoMTE as Sara Wuëggertz could not be present. A workshop will be given by Retorika Galunggung, The committee has been in touch and tasks have been allocated. Plans are going well regarding SCoMTE ambassadors. Joseph Lunt will be in touch with SCoMTE regarding the possibilities of HINARI.

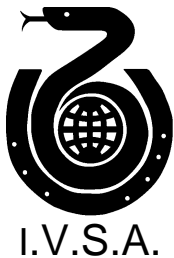
James Bost gave a report on the status of SPC as Jan Mattila could not be present. Some work has begun on the SPC's documents, and will continue over the coming months. The workshop is ready to be delivered by Airina Sylte Kallmyr.

- 5) **Hill's update** – Pim Polak gave a report on the status of IVSA's collaboration with Hill's. Prof. Jolle Kirpensteijn is working at Hill's Global and is eager to improve the collaboration with IVSA. Therefore he wanted to visit the symposium in Istanbul. Because there were too many uncertainties concerning the date, time and location of the final GA as well as the formal dinner he decided not to come. Pim Polak and Hannah van Velzen plan to have a meeting with Jolle soon.
- 6) **ExCo involvement in IVSA events** – Pim Polak suggested that a certain degree of involvement of the ExCo in IVSA events, particularly Symposium and Congress, might be desirable. Frédéric Lohr moved that the ExCo should create contracts for the OC to sign upon being elected to be the hosts of a Congress or Symposium.



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This was adopted. Camille Poissonnier will create the contract in collaboration with Pim Polak, James Bost and Hannah van Velzen.

Hannah moved that the President and SD should contact partners and sponsors respectively after each Congress or Symposium, and the PRC should post on the website, regarding the location of the Congress or Symposium a year and a half away. This was adopted after amendment.

James Bost moved that Camille Poissonnier should request that the OC of the IVSA Asia Congress should ask for official ExCo accreditation of their event as an IVSA Event. This was adopted.

- 7) **Financial update (MO fee payments)** – Somin Um reported that we have 42 active MOs (fees paid). So far this year, €6410 has been collected in fees (without bank fees deducted), and Somin anticipates that €7180 in total may be collected.
- 8) **Election Committee nominees** – Pim Polak moved that the ExCo nominate Frédéric Lohr, Kendra Baker and Lukas Huber for the Election Committee, pending their agreement. This was adopted.
- 9) **Elections in Indonesia** – Pim Polak reminded all ExCo to bear in mind potential successors for their position, and motivate them to run for positions.
- 10) **GA Agenda** – James Bost gave an update on changes to the GA agenda, which was sent round to all the delegates before the Symposium, to ensure that the ExCo is fully prepared for each point.

Pim Polak moved that for the WHSS joint working group (JWG) member for IVSA, the ExCo should allow members to openly apply for the position, preferably not from the IVSA governing bodies, with the application period to begin if and when the WHSS MoU is approved, and end on 24th January. This was adopted. Theofanis Liatis will organize the applications.

Frédéric Lohr moved that the JWG member should be allocated the task of working out a system in which we have longer term representatives of IVSA to specific organizations, to reduce the workload of the President in future years, in



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collaboration with the next President-Elect and through contact with other organizations such as IFMSA and IPSF. This was adopted.

Pim moved that for the WHSS Contact Person (CP) for IVSA, Pim shall discuss with Theofanis which of them would be most appropriate for the position and they shall decide. This was adopted.

Frédéric Lohr suggested that for future GAs, we print out a summary of RONR on the back of voting cards, and hand them out to delegates in their welcome packs. This was adopted. James Bost will design these.

- 11) **Bank Account** – Pim Polak gave an update on the status of the plans for IVSA's future bank account(s). Pim is in contact with Jan Vaarten, Executive Director of FVE, regarding these issues.

James Bost moved to grant ExCo approval for commencing the process of opening a bank account with ING in Belgium, pending information from Jan Vaarten and with Pim keeping ExCo informed of the process and requesting further ExCo approval of the specifics. This was adopted.

Joseph Lunt raised the point that there is no branch of ING in the USA. Frédéric Lohr reported that this may not be an issue in the future, as the IVSA Alumni Association may be set up in the USA as a tax-exempt charitable organization.

The meeting went into recess from 11.59 until 12.17.

- 12) **Bylaws Change from IVSA Slovenia** – James Bost moved to request the Trust representative (Frédéric Lohr) to give the position of the Trust on this issue to the GA. This was adopted.
- 13) **Potential Bylaws change regarding Treasurer re-election** – Hannah van Velzen moved to obtain ExCo approval of amending James Bost's Bylaws Change #4 so that the Treasurer is able to run for Treasurer for a second term if they wish (but still not be able to run for other ExCo positions). This was adopted.
- 14) **Possible reservation of one place for a Trust representative at Symposium and Congress** – Hannah van Velzen moved to obtain ExCo approval for amending the Bylaws in Indonesia to reserve one place for a Trust



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Representative at Symposia and Congresses, along with reimbursement of travel expenses for the Trust Representative. This was adopted. Hannah will prepare a Bylaws amendment or set of amendments in time for the GA in Indonesia, in collaboration with James Bost.

- 15) **Development Fund Project in the Philippines** – Joseph Lunt moved to obtain ExCo approval of funding a Development Fund project in the Philippines, provided that an application is sent. This was rejected after debate. It was discussed that special treatment should not be given to an IVSA member regarding the Development Fund in response to a natural disaster. Joseph will advise IVSA The Philippines to apply for a Development Fund grant.
- 16) **Covering of transfer and exchange fees in reimbursements** – Joseph Lunt moved that IVSA should send all reimbursements in the currency of the recipient of the reimbursement, and should cover all transfer fees, as far as is possible according to national and international law. This was adopted after debate and amendment.
- 17) **Opening a US PayPal account** – Joseph Lunt moved to use the name and address of Merel Rodenburg (IVSA SAVMA) for the account, but with the account being managed only by IVSA ExCo members, and IVSA accepting full liability for the usage of the account. This was adopted.
- 18) **Reimbursements** – Pim Polak moved that visas should be considered as travel expenses. This was adopted after debate.

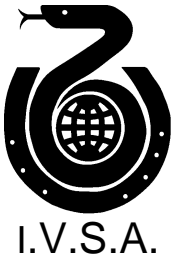
Somin Um moved to approve the travel expenses of the ExCo for Symposium, travel expenses for the IFISO Fall Meeting, WVC and FVE Office for Pim Polak and administrative costs (postage cost of the Hill's contract for Hannah van Velzen; business cards, and office supplies for Pim Polak). This was adopted.

- 19) **Clinician's Brief journal subscription** – Pim Polak moved to address this issue via discussion on the ExCo Facebook group. This was adopted.
- 20) **Collaboration with Stop TB** – Theofanis Liatis moved that IVSA should become an official partner of Stop TB, in order to collaborate regarding World Tuberculosis Day, and that this collaboration should be presented to the GA for approval during the 62nd IVSA Symposium in Turkey. This was adopted after debate and amendment. Pim Polak may contact Anne Christine Føllesdal to see if she wishes to present this



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to the GA, otherwise Pim will deliver the presentation. Theofanis will prepare the presentation.

21) **Selection of successful candidate for scholarship fund** – Joseph Lunt moved to approve Sirjan Bastola and Antonius Zosser to be recipients of the Scholarship Fund. This was adopted.

22) **Asana** – James Bost moved to begin using Asana, with the SG being mainly responsible for administration, for a trial period until the next ExCo meeting. This was adopted after debate.

The meeting went into recess for lunch from 1.35 p.m. until 3.53 p.m.

23) **Proposal for amendments to budget for 2013-14** – Pim Polak moved to propose the following amendments to the budget, for GA approval:

- An extra €1500 for website costs (including website design)
- An extra €2000 for the committees – €500 for each Standing Committee and €500 extra which the ExCo can allocate as it sees fit. This money may only be spent by the committees after ExCo approval of the specific expenses.
- An extra €500 for publications and information
- An extra €500 for merchandise
- An extra €500 for relocation of bank account
- An extra €1000 for OIE meeting in Brazil
- An extra €1500 for Trust representative attendance at Congress
- An extra €1000 for Continental events
- An extra €2000 for any other relevant congresses and symposia
- An extra €150 for office supplies
- €2800 less for the 2nd live meeting
- €1000 less for ExCo travel expenses for Symposium

This was adopted after debate and amendment.

24) Expansion of IVSA

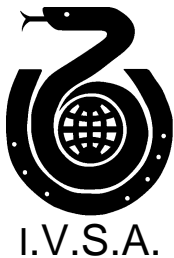
- a. **Expansion and Collaboration** – Pim suggested that IVSA should explore collaboration with other veterinary associations representing continents apart from Europe. In Europe we have this established network with FVE and EAEVE. In North America we have a developing relationship with AVMA.

Frédéric Lohr reported that he has established some contacts with FAVA. He



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suggested that the ExCo should appoint representatives to continental veterinary organizations in the future. He has also spoken to Panvet about future collaboration with IVSA, which was involved with Panvet in the past. AWIN would also like IVSA involvement via the AWC. He reported that WSPA are interested in a collaboration, potentially involving an internship programme and again involving WSPA.

Pim Polak reported that collaborations with African and South American associations could be explored in the future. AfriVIP is another possibility to get more involved in veterinary education.

Inés Ben Jabara advised that now might not be the best time to be expanding in certain areas such as the Arabic world due to the current political situations precluding the possibility of exchanges and attendance at Congresses and Symposia. Instead, perhaps we should increase awareness without creating new Member Organizations.

Frédéric will put Pim in touch with various contacts regarding expansion and collaboration.

- b. **Expansion and new MOs to be approved during Symposium** – Camille Poissonnier reported that new MO applications from Nanjing (China), Palestine, New Zealand, West Africa (Senegal), Ghana (Accra), France (Toulouse) and Ontario (Canada) will be presented to the GA at the 62nd IVSA Symposium in Turkey, and she is in contact with Namibia, Ukraine and Slovakia regarding new MO applications for the 63rd IVSA Congress in Indonesia.

25) Turkey Symposium update and tasks – For the EO meeting, Camille Poissonnier reported that she plans to hold a round of presentations (answers to questions sent out in the EO bulletin), a small presentation on how to organize an international event and a preparation of action points for different parts of the organization of an international event, in small groups. Camille reported that some answers to her questions have already been received from absent EOs.

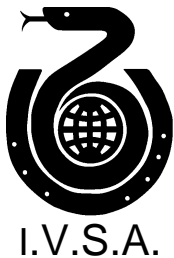
Pim Polak reported that Cihangir Dursun will join us after this meeting for an ExCo-OC meeting.

Mathieu Visser moved that the ExCo, Secretariat and Trust members present should



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have breakfast meetings each day during Symposium. This was adopted.

Pim moved to hold short evaluation meetings after each GA. This was adopted.

Pim proposed that Camille should be the focal point for ExCo-OC communication, and should aim to communicate with Cihangir. This was adopted.

Pim proposed that the ExCo, Secretariat and Trust members should wear the official IVSA shirts during GAs. This was adopted.

26) **Encouragement of regional IVSA Facebook groups** – James Bost proposed that the MOD should encourage the creation of regional IVSA groups using the EO bulletin, rather than the creation of Facebook groups without a regional IVSA organization. This was adopted after debate.

27) **Database for all internships/ placements / courses available in MOs' faculties** – Camille Poissonnier reported that she has begun the creation of a database for all internships/placements/courses available in MOs by asking for official contacts from EOs and local Presidents. She moved to obtain ExCo approval to move forward with this plan. This was adopted.

Frédéric Lohr reported that during the last OIE conference, they concluded to pursue a similar goal, and Camille can get in contact with OIE about this via their website.

James Bost moved that the deadline for information to be sent to the MOD should be 28th February and a section on the website should be set up for this by 15th March. This was adopted.

28) **Fixing the dates of the next ExCo Meetings** – James Bost moved to hold the 4th Live Meeting on the 19th March 2014, instead of the 20th March as previously decided. This was adopted.

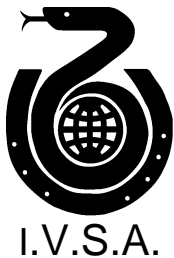
James Bost moved that the 3rd Skype meeting be held during the weekend of 8/9 February, the exact time to be decided by virtual communication. This was adopted.

James Bost moved that the 5th Live Meeting (pre-Congress meeting) be held on 29th July in Indonesia. This was adopted.



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29) AOB

- a. **Goals and Ambitions** – Pim Polak reported that this document is complete and has been sent out.
- b. **ExCo Workshops** – Pim Polak moved that those in charge of organizing workshops should draft a paragraph explaining their workshop and email it to James Bost. This was adopted.
- c. **Printing during Symposium** – Pim Polak moved that everyone who requires materials printing should send them to James Bost, along with the number required, so that James can then communicate with Cihangir Dursun, OC President, about getting them printed. This was adopted.
- d. **Website** – Retorika Galunggung requested input on the required features of the new website. This was postponed until the next ExCo meeting, and Retorika will communicate with the ExCo via the Facebook group before this.
- e. **Certification of online attendance at GA** – James Bost presented the certificate of online attendance at GA, to be sent out to those representatives concerned and filled in after the Symposium, for ExCo approval. This was approved.
- f. **Scholarship Fund recipient reimbursement** – Somin Um moved to grant ExCo approval for Scholarship Fund expense payments to the recipients from 2012-13. This was adopted.
- g. **Expense reimbursements** – Somin Um moved to adopt a system whereby expenses would be reimbursed on the 1st of each month following receipt of documentation which is made visible to the ExCo, pending GA approval of Frédéric Lohr's proposed Bylaws amendment. This was adopted after debate and amendment.

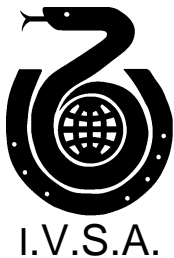
Somin moved that all receipts should be sent to the Treasurer within 3 weeks of the event, stating if the recipient wishes to delay the reimbursement until a later date. This was adopted after debate and amendment.

Somin moved that Theofanis Liatis' travel expenses to the OIE meeting should be limited to €200, via a reduction in the next reimbursement that he



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receives (as he has already been reimbursed a larger amount), and should be budgeted under “any other relevant congresses and symposia”. This was adopted after debate and amendment.

- h. **Transfer fees** – Somin Um moved that MOs should be instructed to share the transfer fees with IVSA when making bank transfers. This was adopted after debate.
- i. **Update to OIE MoU** – Frédéric Lohr moved to submit the OIE MoU to the GA for approval, as amended. This was adopted.
- j. **Receipts** – Frédéric Lohr reminded everyone to keep receipts until at least a year after their term has ended, in case IVSA is audited by tax authorities.
- k. **Global Forum for Food and Agriculture in Berlin** – Frédéric Lohr reported that this will be held on 16-18 January, and he will attend on behalf of IVSA.
- l. **New SCOH email address** – Hannah van Velzen reported that Theofanis Liatis had requested a new SCOH email address. Hannah moved to create a new email address for SCOH, scoh@ivsa.org. This was adopted. Retorika Galunggung will create this address.
- m. **Banners** – This discussion was postponed to be discussed via the ExCo Facebook group.
- n. **Hill's VNA** – Hannah van Velzen gave an update on this topic. Hannah moved to abandon the system proposed in the previous meeting and to communicate with Hill's regarding a better system. This was adopted.
- o. **Secretariat** – James Bost will invite the Trust to the next ExCo-Secretariat meeting. Discussion on getting the Secretaries more involved and active was postponed until the next ExCo meeting.
- p. **Trust** – Hannah van Velzen moved to work on the Constitution and Bylaws changes to be voted upon in Indonesia regarding the role of the Trust, and to implement them for a trial period between Symposium and Congress, the exact times to be confirmed in the next ExCo meeting. This was adopted.



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The meeting adjourned at 19.05.

James Bost
Secretary General and Vice-President



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