



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

2014.02.09 – Minutes for 3rd Online Meeting

The 3rd Online Meeting of the IVSA Executive Committee (ExCo) 2013-14 was held at 12.11 UTC on the 9th of February 2014 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)) (until 15.30)
Joseph Lunt (Development Aid Director (DAD))
Hannah van Velzen (Sponsorship Director (SD))
Somin Um (Treasurer)
Retorika Galunggung (Public Relations Coordinator (PRC))
Isaac Corderroure López (Secretary to SD)
Kevin Santoso (Secretary to DAD)
Inanda Shabrina (Secretary to VPHD and DAD)
Ivana Hajzler (Secretary to MOD) (until 15.30)
Frédéric Lohr (Trustee)
Inés Ben Jabara (Trustee) (until 16.00)
Jan Mattila (Chairman of Strategic Planning Committee (SPC)) (until 15.30)
Sunghyun Hong (Trustee) (from 13.30)

Apologies:

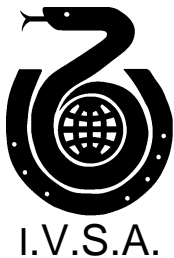
Anne Christine Føllesdal (President-Elect)
Theofanis Liatis (Veterinary Public Health Director (VPHD) and Chairman of Standing Committee on One Health (SCOH))
Airina Sylte Kallmyr (Secretary to President)
Ta-Heng Henry Huang (Secretary to MOD)
Sujin An (Secretary to SG and Treasurer)
Ayesha Azlan (Secretary to DAD and PRC)
Manel Millanes (Trustee)
Caroline de Meyer (Chairman of Animal Welfare Committee (AWC))
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 Live Meeting** – James Bost moved to approve the minutes from the 3rd 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** – Inés Ben Jabara gave a report on the status of SCOH, as Theofanis Liatis could not be present. A call for articles for the 2nd VetPubHealthJournal has been made. Preparations are underway for events for World TB day and a call has been made for MOs to be involved. A Skype meeting is planned for the beginning of March.

A report on SCoMTE written by Sara Wüeggertz was shown. A workshop was held during the 62nd IVSA Symposium in Turkey, and one is being planned for the 63rd IVSA Congress in Indonesia. Active recruitment of ambassadors has begun and there are 7 so far. An online library is being constructed with relevant links for vet students. Communications are taking place with Study Blue and VetCare about possible collaborations. The next meeting of SCoMTE is planned for 16th February. A draft of the online library was shown, and Hannah van Velzen requested that SCoMTE checked the links as some were found not to work.

Jan Mattila gave a report on the status of SPC. A schedule has been agreed to complete a full draft of the 5 year plan by the end of February and a full draft of the 10 year plan by the end of March, then the finished plans by the end of April and the end of May respectively. Jan reported that it should be possible to share the draft 5 year plan with the ExCo, Secretariat and Trust by the end of February.

- 5) **Evaluation of Symposium** – James Bost moved to adopt the following procedures for the Congress in Indonesia:
 - At least 3 meetings shall be held between the ExCo and OC during Congress – one at the start, one halfway through, and one at the end of Congress
 - The agenda for the morning ExCo meetings each day should include GA and general evaluation and planning
 - If there are extra ExCo meetings or GAs, or extra presentations to be included in GAs, the entire ExCo shall be informed
 - A personal feedback round will be held halfway through Congress to check how everyone is doing or if anyone has any particular problems
 - At the beginning of each GA session, delegates shall be reminded that they can write down questions during the GA and ask them later



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- At the end of presentations during GAs, as well as asking for questions, presenters should ask if everything was understandable and clear
- The OC should be asked to provide 2 Wifi networks – 1 for the delegates, to at least be accessible during the GAs, and 1 reserved for ExCo, to be portable and ideally to ensure that ExCo have internet access at all times
- It will be suggested to the OC that they should consider assigning roommates with mixed nationalities, asking delegates if this is acceptable and bearing in mind considerations including that religious delegates may wish to be able to pray together
- A structure for internal communication within the ExCo will be discussed at the start of Congress

This was adopted after amendment.

- 6) **Indonesia Congress update** – Camille Poissonnier gave a report on the preparations for the 63rd IVSA Congress in Indonesia. So far, a total of 130 international delegates (including ExCo) and 20 local delegates have applied. The itinerary is almost fixed and is visible from their website. The OC will send the list of accepted delegates on 24th Feb to Camille, for Camille to check that all are active members of IVSA, then participants will be announced on 6th or 7th March. Steps are being taken to encourage students from disadvantaged countries to apply for the scholarship. The pre-Congress ExCo meeting will be held on the 29th July and the OC can provide accommodation for the night of the 28th. A list of all materials required for workshops, etc., is required from the ExCo, and all those who with specific requirements should email them to Camille.
- 7) **ExCo Workshops** – Pim moved that the ExCo should run workshops during Congress in Indonesia. This was adopted.

It was discussed that the workshops could include:

- a. Local fundraising workshop – Hannah van Velzen
- b. No specific topic yet – Pim Polak
- c. AWC workshop
- d. SCoMTE workshop
- e. SCOH workshop
- f. No specific topic yet – Manel Millanes
- g. SPC workshop on implementation of Strategic Planning
- h. Training of trainers



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- 8) **Accreditation of Istanbul event** – Camille Poissonnier moved to officially accredit the 16th Veterinary Medicine Students Scientific Research Congress in Istanbul, to be held between the 2nd and 10th May 2014, as an official IVSA event. This was adopted.
- 9) **Inviting our partners to IVSA events** – Pim Polak moved to invite all our partners (apart from StudyPortals and NEAT) and sponsors to the last part of the Congress in Indonesia, so that a maximum of two representatives from each organization can attend the final General Assembly and the formal dinner, with any expenses (excluding lodging and travel) incurred being covered by IVSA central fund, and to add this as a standard procedure to the OC Manual. This was adopted after amendment.

Pim Polak moved to reserve delegate places for student representatives from other student associations who are our potential future partners (two per association) to the entire Congress, and should they not wish to use those places, to inform the OC at least 2 months before Congress, so they can fill them with people from the reserve list. This was adopted after amendment.

- 10) **OIE MoU** – Fred reported that the OIE MoU, as approved in Turkey, has been handed to the OIE, for council approval, and an answer is expected by mid-March. The official signing ceremony will be held at the OIE GA at the end of May.
- 11) **WHSS JWG Representative** – James Bost moved to postpone the election of the WHSS JWG Representative, so that the applicants can be asked to send a motivation letter mentioning their prior involvement in IVSA and confirming their understanding that it is a 2 year position, with the deadline for the motivation letters to be sent being the 21st February and the deadline for ExCo to vote via a Facebook poll being the 26th February. This was adopted after debate and amendment.
- 12) **IFMSA collaboration** – Pim Polak reported that the final version of the MoU has been sent to the Secretary General of IFMSA for approval by their General Assembly.

Pim moved that IVSA should cover the costs of his attendance at the General Assembly and pre-General Assembly of IFMSA on behalf of IVSA. This was adopted.

- 13) **European Commission (EC)** – Pim Polak reported that he had first spoken to Graeme Taylor (Communication Officer, DG Health & Consumers, of the EC) at the



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Seminar of the EC in Brussels in November 2013, about a potential collaboration between IVSA and the EC. Frédéric Lohr met Graeme at a conference in Berlin last month, and further discussed this possibility. On the 11th February Hannah van Velzen and Pim have a meeting with Graeme about this matter.

- 14) **Bank account and registration in Belgium** – Pim Polak reported that Hannah van Velzen and Pim have a meeting at one of the branches of ING Belgium on the 11th February to discuss the possibility of IVSA opening a bank account with them.
- 15) **Bayer contract** – Hannah van Velzen reported that the Bayer contract has been signed as agreed at the 62nd Symposium in Turkey. Hannah will discuss their ideas regarding posts on a new social media platform further on Asana after discussion with Bayer. She will be looking for someone to collect brown ticks from Thailand for a research project Bayer is starting and has requested our help for. Ayesha Azlan has also agreed to assist with this project.
- 16) **Year planner for our members** – Pim Polak moved to create a year planner to be made available to IVSA members, to include our events, events of IVSA's partners, events the ExCo attend on behalf of IVSA and any other events which may have benefits for IVSA members, to be created and maintained by the PRC, and with the President, MOD and SD responsible for communicating the important dates to the PRC. This was adopted after amendment.
- 17) **Use of Asana** – Frédéric Lohr gave a presentation on the use of Asana. James Bost proposed that we continue to use Asana as our main communication platform, with the address secretariat@ivsa.org to be shared between the Secretaries and added to the ExCo team, all Trust members being added to the ExCo team, and Asana being used wherever possible in preference to Facebook or emails. This was adopted. Retorika Galunggung will approve the Asana email address so that it is able to send emails to the Secretariat mailing list.
- 18) **Bylaws changes**
 - a. **Editorial change – changing “President-Elect” to “President” at one point** – James Bost moved to remove “-Elect” from the first sentence in the section “Executive Committee – Nomination and Election – Election of the members of the ExCo”, and for this to be considered an editorial change, thus not requiring GA approval. This was adopted.



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- b. **SCOH** – Pim Polak moved to postpone the discussion of this to give Theofanis Liatis a chance to discuss the possible addition of SCOH to the Bylaws within SCOH. This was adopted.
- c. **Regional groups** – James Bost proposed that the task of coming up with a Bylaws change to recognize regional groups such as IVSA Asia (with a certain level of structure and specified person to communicate with the ExCo) be assigned to Camille Poissonnier and James Bost, with informal advice and input from the SPC and IVSA Asia. This was rejected after debate and amendment.

The meeting went into recess from 15.33 until 15.50

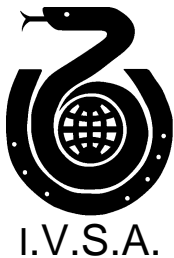
- 19) **Secretariat project** – Hannah van Velzen requested suggestions for projects that the Secretariat could work on. James Bost moved to postpone the discussion until the next Secretariat meeting. This was adopted.
- 20) **Flights to Indonesia** – Isaac Corderroure López reported that he is in contact with Emirates airlines to see if it is possible to get a discount on flights for ExCo and Secretariat in the future. He will report further on this at the next ExCo meeting.
- 21) **Reimbursements in the event of pre/post-event travel** – Frédéric Lohr moved to adopt the rule that the amount to be reimbursed in the case that those being reimbursed wish to travel before or after an event (not including pre-/post-Symposium/Congress) should be limited to the amount that would be paid for a reasonable return flight to and from the location of the event using the same search engine that was used to book the flight(s) on the equivalent dates and booked on the same day, that the recipient should provide the documentation of this to the Treasurer, and that this should be updated into the Manuals. This was adopted after debate and amendment.
- 22) **Website reconstruction** – Retorika Galunggung reported that she has been in contact with a web technician to decide on the best format for the new website and the web technician should be able to begin working on our website after 15th March.

Retorika moved that all ExCo should lay out their requirements for web design on Asana by 17th March, with further discussion to take place on Asana. This was adopted.



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- 23) **Hill's banners** – Hannah van Velzen moved to purchase the Hill's banners from Reclameland. This was adopted. Hannah will continue her investigations into different banners and ask the company about which form(s) are most suited to air travel.
- 24) **CVBD contest entries** – After a vote within the ExCo, Hannah van Velzen proposed that Adinda Azhar should be selected as the winner of the CVBD contest, pending confirmation from Bayer that they will cover the travel costs, with Lukas Huber as a reserve. This was adopted after amendment.
- 25) **Online attendance feedback** – James Bost moved to discuss the feedback received regarding online attendance on Asana. This was adopted.
- 26) **Future of online attendance** – James Bost moved to discuss the future of online attendance on Asana. This was adopted.
- 27) **Feedback about meetings** – Pim Polak reported that James Bost will send an email requesting feedback about ExCo meetings within the next week.
- 28) **Next meetings** – Pim reported that he was considering proposing holding the meeting on the 20th March, instead of the 19th as previously adopted, depending on information on the programme to be received from SAVMA, to be discussed on Asana.

James Bost moved that everyone should fill out the year planner by the end of February with their commitments until Congress, so that James could then decide on suitable date(s) to have one or two online ExCo meetings in between SAVMA Symposium and Congress in Indonesia.

- 29) **AOB**
 - a. **Alumni event** - Frédéric Lohr reported that the Trust will have an alumni "networking event" in conjunction with the Indonesia congress, with 25 alumni participating in the full congress, and perhaps also an alumni meeting to discuss about the alumni (possibly during the ExCo workshops).
 - b. **Secretariat attendance** – Frédéric Lohr reported that the Trust will issue a statement in Indonesia regarding the low attendance of the Secretariat at IVSA events.



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- c. **ExCo Reimbursements** – Pim Polak reported that he would like to reconsider whether it would be possible to reimburse ExCo in advance of events in certain circumstances. He will discuss this further with Somin Um.
- d. **Trip to Belgium** – Pim Polak reported that he will be requesting reimbursement for a trip to Belgium that Pim and Hannah van Velzen will be making, to deal with several pieces of IVSA business.
- e. **IVSA's tax exempt status** – Pim Polak reported that he would seek Somin Um's assistance on researching this issue.
- f. **Status of the Committees** – Isaac Corderroure López gave a report on the status of AWC on behalf of Manel Millanes, as Caroline de Meyer could not be present. The AWC is currently working on their Manual, planning some activity for the 63rd IVSA Congress in Indonesia and planning some lectures or webinars to be held/broadcast around the world.

The meeting adjourned at 17.13.

James Bost
Secretary General and Vice-President



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