

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

2014.06.14 – Minutes for 4th Online Meeting

The 4th Online Meeting of the IVSA Executive Committee (ExCo) 2013-14 was held at 12.00 GMT on the 14th of June 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 16.30)

Hannah van Velzen (Sponsorship Director (SD))

Somin Um (Treasurer) (until 17.00)

Retorika Galunggung (Public Relations Coordinator (PRC))

Frédéric Lohr (Trustee)

Sunghyun Hong (Trustee) (from 12.30 until 15.00)

Ivana Hajzler (Secretary to MOD) (from 14.00 to 17.00)

Apologies:

Anne Christine Føllesdal (President-Elect)

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

Isaac Corderroure López (Secretary to SD)

Kevin Santoso (Secretary to DAD)

Inanda Shabrina (Secretary to VPHD and DAD)

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)

Inés Ben Jabara (Trustee)

Manel Millanes (Trustee)

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

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

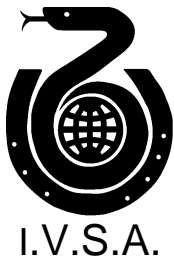
Jan Mattila (Chairman of Strategic Planning Committee (SPC))

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



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- 2) **Approval of minutes from 4th Live Meeting** – James Bost moved to approve the minutes from the 4th 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** – A report on SCoMTE written by Sara Wüeggertz was shown. SCoMTE has now recruited 12 local ambassadors (including the members of the committee), some of whom have organized lectures and written articles for their MO. SCoMTE is working on a workshop for Indonesia, which will be interactive, and is investigating a better online platform for its library of useful links. Given the possible dissolving of SCoMTE in Indonesia (linked with the formation of a Standing Committee on Veterinary Education, SCoVE), a proposal for use of part of SCoMTE's budget for printing a SCoMTE banner is considered no longer beneficial. A proposal for the use of up to €500 for printing flyers for SCoMTE workshops and presentations was presented.

James Bost moved to approve the use of a maximum of €500 of SCoMTE's budget for costs related to the printing of SCoMTE flyers, including USB sticks, with the provision that James will advise Sara to look into sponsorship for USB sticks. This was adopted after debate and amendment.

James will ask Sara to email Retorika Galunggung about making these SCoMTE's links available on the new IVSA website.

James Bost gave a report on the status of SPC as Jan Mattila could not be present. The SPC's 5 year and 10 year strategic plans are now visible in their final form on the ivsainstitution.info website, and the link will be made publicly available and sent out to all delegates of the GA on 23rd June.

A report on the status of AWC written by Caroline de Meyer was shown. AWC plans to give a workshop at Congress in Indonesia, which may involve a quiz to get people involved with the ideas of AWC. An article is planned to be written about individual projects to motivate others at the Congress in Indonesia.

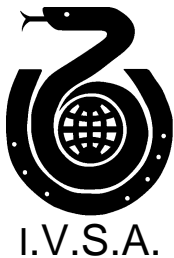
No report was given on the status of SCOH.

- 5) **ExCo Workshops** – Pim Polak reported that the ExCo workshops would be given on the 1st August during Congress, and that 2 hours is available for them.



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It was discussed that the workshops would be:

- a. Local fundraising workshop – Hannah van Velzen
- b. Leadership workshop – Pim Polak
- c. AWC workshop – Someone from AWC
- d. SCoMTE workshop – Sara Wüeggertz
- e. SCOH workshop – Someone from SCOH
- f. Alumni workshop – Manel Millanes, Frédéric Lohr
- g. SPC workshop on implementation of Strategic Planning – Someone from SPC

Pim Polak moved that each person organizing a workshop should post on Asana with a summary of the workshop, with James Bost posting summaries from those not on Asana. This was adopted.

- 6) **End of Year Committee Reports for Congress Proceedings Booklet** – James Bost reported that he had given the Committee Chairs a deadline of 27th June to send him their annual Committee reports. He will then check them and correct as necessary before sending them to the OC for publication in the Congress proceedings booklet.
- 7) **End of Year ExCo, Secretariat and Trust Reports for Congress Proceedings Booklet** – James Bost moved to adopt 27th June as an absolute deadline for the ExCo, Secretariat and Trust reports. Frédéric Lohr will send the question template document to James, for James to modify and send out to the ExCo mailing list. James requested that if possible, reports should be sent to him sooner, ideally before the 20th June.
- 8) **Strategic Planning Committee Plan** – James Bost requested that any ExCo member with concerns about the SPC's documents should raise them now, as the SPC consider their documents complete. Hannah van Velzen will contact James regarding several minor points, which he will raise with the SPC. No other concerns were reported.
- 9) **Checking of Action Points from Last Meeting** – James Bost requested that any ExCo member with action points from the last meeting that had not been acted on should give a brief explanation of the situation. Hannah van Velzen reported that the plan for producing banners had changed, Retorika Galunggung is working on a design, and the banners should be produced in time for Congress. She also reported that inviting sponsors to Congress had been delayed, and she will decide which



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invitations might still be appropriate within the next week, after receiving information from Pim Polak via email.

- 10) **Congress Update** – Camille Poissonnier reported that preparations for Congress are continuing, arrangements for the pre-Congress ExCo meeting have been made and there will be a projector in the meeting room. There have been some cancellations from delegates but they have been replaced from the waiting list. The schedule has been updated and lecturers for all lecture slots have been found. Camille will ensure that delegates are all aware that they should book their return flights from a different airport.
- 11) **Symposium Update** – Camille Poissonnier reported that information has been received from the OC from both Edinburgh and Nottingham, and preparations are well underway in both locations, with Edinburgh being further ahead with the planning as they started earlier. The dates of the application period will be decided soon. There are not yet many sponsors, so Camille reminded them to contact Hannah Van Velzen. The OC may submit a request to the GA to increase the agreed maximum Symposium fee to €340 at Congress in Indonesia.

Camille moved to inform the OC that it is the decision of the GA whether or not to accept the increase in fee, but the ExCo advises that this is a substantial increase and should be considered carefully. This was adopted after amendment.

- 12) **Update from Turkey Symposium** – Camille Poissonnier reported that the report from the 62nd IVSA Symposium in Turkey was overdue. Somin Um and Camille have not been receiving responses regarding outstanding issues relating to the Symposium, including the report and the funds from the Symposium fee that should be paid to the Central Fund.

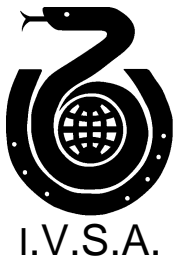
It was decided that Camille will attempt to contact various members of the OC again with Pim cc'd in the emails, and Pim will resend emails if no response is received within a few days. James Bost moved that all should think about actions it might be appropriate to take if no response has been received by the pre-Congress meeting, and to postpone further discussion until then. This was adopted.

- 13) **Selection of a Secretary to Manage Online Attendance During the GA** – Camille Poissonnier reported that Henry Huang was willing to do this, with the assistance of one other Secretary. James Bost moved that Henry and Sujin An should be selected to manage online attendance during the GA in Indonesia, if Sujin agrees



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to this. This was adopted. James will contact her about this.

14) Approval of Symposium and Congress Contracts between OC and the ExCo – Camille Poissonnier moved to approve the contracts between the OC and the ExCo, including the following changes to be made to the document by James Bost:

- Add “strive to” in relation to wifi arrangements instead of what the contracts state now
- Ensure that the OC are advised to take the opinion of ExCo into account, and that a minimum of lectures 7 lectures for a Symposium, 10 lectures for a Congress, and 2 veterinary-related workshops (excluding ExCo workshops) are stipulated
- Change the minimum number of meetings between ExCo and OC during an event to 2
- Include Secretariat and Trust reports in the Congress contract
- Change the third sentence of the second point to “Furthermore, we shall not make commitments (written and/or otherwise) on behalf of or in the name of IVSA without the prior consent of an ExCo Officer”
- Include a sentence about obligatory contact with the Sponsorship Director (or President if there is none) about partnership obligations

This was adopted after debate and amendment.

James Bost moved that the OC of the Congress in Indonesia would be asked to sign an adapted version of the contract so that nothing already arranged is contradicted by what's in the contract. This was adopted.

15) Official Approval of IVSA Egypt's Event – Camille Poissonnier moved to approve IVSA Egypt's event, with the provision that she informs them that the ExCo is aware that problems have been associated with events held by IVSA Egypt in the past and the ExCo will advise future ExCos not to approve any more events if there are similar problems with this one that are not resolved in a professional manner considered satisfactory to the ExCo. Approval is also conditional on the OC communicating with Camille in a timely manner about how applications for the event and preparations for the event are going. This was adopted after debate and amendment.

16) Official Approval of IVSA South Korea's Event – Camille Poissonnier moved to approve IVSA South Korea's event. This was adopted.



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- 17) **Approval of IVSA Istanbul's Event** – Camille Poissonnier reported that this event had been cancelled and so no longer required approval.
- 18) **Update on the Database** – Camille Poissonnier gave an update concerning the database with information on internship/externship and other opportunities offered by faculties of MOs. Some answers have been received from EOs. Camille is working with Henry Huang to make a pdf document gathering this information, to be disseminated via the next EO bulletin, to encourage other EOs to send relevant information. Camille requested that all ExCo members should request that their EOs send this information to her.
- 19) **Best EO** – Camille Poissonnier reported that she would be deciding the best EO based on the number of group exchanges they organised, the quality of the itinerary, the number of participants, the length of the exchange and the distance between the participants; individual ingoing and outgoing exchanges; international events held, the quality of the itinerary, the number of the participants and the length of the event; promotion of IVSA; contact with the ExCo; participation in the database; the EO wikipage; participation; local events held; and other factors, and that the number of members in the MO would be taken into account. The itinerary quality will be based on balance between scientific / IVSA and cultural programme, intensity of activities (many different activities without the itinerary being unreasonably busy) and how well it sticks to the theme. EO reports must be sent to Camille by 27th June.

Hannah van Velzen reported that Hill's had agreed to organize books for the top 10 EOs, but that this was dependent on the availability of those books at the local branch of Hill's. There might also be books donated to the auction, but this is unsure. Availability of the books remains to be confirmed..

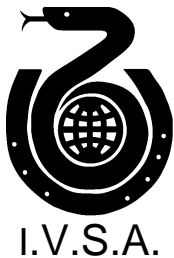
Camille will ensure that the latest EO bulletin is sent to ExCo mailing list.

- 20) **Suggestion to Help MOs with Fees** – Camille moved to postpone this item to the pre-Congress meeting, with discussion occurring on Asana in the meantime. This was adopted.
- 21) **Registration of IVSA** – Pim gave an update regarding IVSA's registration. From the information Pim has been able to find and a registration document that Frédéric Lohr has sourced via Anders Ring of IVSA Denmark, he believes that IVSA is registered properly in Denmark. However, the document that states that we are exempt from taxes cannot be found in old email accounts, so a new one will be



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requested from the Danish tax authorities via Anders.

Pim reported that the ongoing problems regarding opening a new bank account (the compulsory in person attendance of the new IVSA Treasurer at the bank each year) had not yet been resolved, and this issue may not be resolved within our term. However, we should be in a position to give comprehensive advice to the next ExCo about it.

Frédéric advised that seeking our login data for use on the website of the Danish tax authorities may help with ensuring our registration is currently correct, whether it is considered in the future to move our registration elsewhere or not. It was discussed that in Germany it may be possible with a corporate account to have the new Treasurer hand details over via secure email transfer. Frédéric will research whether this is the case for a bank account held by an international society.

James Bost moved that once the new document has been received confirming IVSA's tax-exempt status, Pim should contact the Danish tax authorities to find the login data for the website of the Danish tax authorities, confirm that IVSA is continuing to fulfil its obligations with regards to staying registered, and research procedures for ensuring signatory power, having a duplicate registration in another country and moving registration to another country. This was adopted.

22) Bylaws Amendments

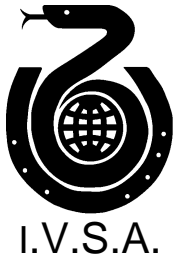
- a. **Concerning the Trust** – James Bost moved to obtain ExCo approval of Frédéric Lohr's suggested changes concerning the Trust. This was adopted.
- b. **Concerning the role of "Immediate Past President"** – Pim Polak, Frédéric Lohr and Anne Christine Føllesdal will discuss this potential Bylaws change, send it to James Bost before 23 June (the deadline for Bylaws changes to be sent to James), and discuss it with the rest of the ExCo in the pre-Congress meeting.
- c. **Concerning the Structure of the Secretariat and Regional Representation** – James Bost moved to obtain ExCo approval of the suggested changes concerning the structure of the Secretariat and regional groups. This was adopted.

23) **How to Define World Regions** – Pim moved to provisionally adopt the WHO regions, with the South-East Asia and Western Pacific regions combined as an "Asia-Pacific" region, as IVSA's world regions (for the purposes of Regional Secretaries, should the GA approve the Bylaws changes concerning the structure of the Secretariat and regional representation), and to confirm this at the pre-Congress live



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meeting, with discussion continuing on Asana in the meantime. This was adopted after debate and amendment.

24) Bylaws Amendments

- d. **Concerning the Future of Online GAs** – James Bost moved to obtain ExCo approval of his suggested change regarding allocation of vote. This was adopted. James will send an email out to all Presidents and EOs via Camille Poissonnier, encouraging a response from those who do not have delegates attending in person, regarding online attendance in Indonesia.
- e. **Concerning Fixing an Error in the Bylaws** – James Bost moved to obtain ExCo approval of his suggested minor Bylaws change. This was adopted.
- f. **Any other Bylaws Amendments** – James Bost reminded all that amendments must be sent to him by 23 June. Pim Polak reported that he is considering an amendment regarding possible non-voting candidate MOs and voting full MOs. Pim moved to discuss this on Asana before submitting an amendment to Jimmy before the deadline. This was adopted.

The meeting went into recess from 14.47 to 15.07 GMT.

- 25) **Hill's SAVMA Reimbursements and Reports** – Hannah van Velzen reported that Caroline de Meyer had requested reimbursement of her purchasing a passport for her Hill's SAVMA reimbursement. Hannah moved that purchasing a passport should not be considered an appropriate travel expense. This was adopted. Hannah will inform Caroline.

Hannah reported that a SAVMA report has been received from Yukiko, Pim Polak has agreed to write one and Hannah is still waiting for Caroline's. Once all have been received, she will send them to Hill's together with an auction report from SAVMA.

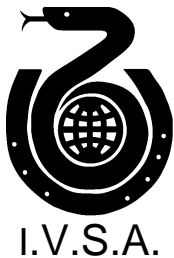
- 26) **Founding a Standing Committee on Veterinary Education** – James Bost moved to obtain ExCo approval of his plan to found a Standing Committee on Veterinary Education (SCoVE) during the GA in Indonesia, at the same time proposing the dissolving of SCoMTE, and proposing that the remit of SCoMTE should be incorporated into SCoVE. This was adopted.

James reported that in practice this would mean that 1 or 2 people within SCoVE would have the same specific role that SCoMTE currently has. He reported that this



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idea has the support of Sara Wüeggertz, current Chairman of SCoMTE.

27) **Chairman, Parliamentarian and Election Committee for GAs** – James Bost proposed that the ExCo would nominate Pim Polak for the position of Chairman (and Samuel Smith to take over if necessary later in Congress, subject to his agreement), Frédéric Lohr for the position of Parliamentarian, and Manel Millanes for the position of (past) ExCo member of the Election Committee (subject to his agreement). This was adopted after debate and amendment. James will confirm with Samuel and Retorika Galunggung will confirm with Manel.

28) **Naming of ExCo Positions** – Pim Polak moved to rename the “Sponsorship Director” position as “External Relations Officer” for next year’s term. This was adopted after debate.

29) **Advertisement of ExCo and other Positions before Congress** – James Bost reported that he had received or would soon receive paragraphs to advertise each ExCo position from the Secretaries, except for the “Member of ExCo” (possible “Committees Coordinator”) position, for which he would draft a paragraph. James will also request paragraphs about Committee Chair positions from the Committee Chairs, and then send all the paragraphs to Retorika Galunggung for her to advertise the positions via IVSA’s website and Facebook page.

It was discussed that it would be beneficial to open nominations for Committee Chair positions at the same time as nominations for ExCo, Secretariat and Trust positions. James will amend the GA agenda accordingly.

30) **MoUs to Confirm ExCo Approval before GA Approval** – Pim Polak moved to obtain ExCo approval of the current draft contract with WVA, including the minor spelling and grammar edits suggested by James Bost. This was adopted. If the council of WVA approve the contract, it will be submitted to our GA.

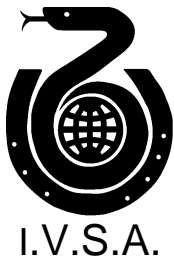
Pim reported that there won’t be an MoU with the EC during this term, but possibly an official “exchange of letters”, and that there would be no MoU with World Animal Protection (formerly WSPA) during this term.

31) **Approval of Filing Application to Gain Consultative Status with the United Nations** – Pim Polak moved to obtain ExCo approval of Frédéric Lohr’s filing of an application for IVSA to gain consultative status with the United Nations.



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This was adopted.

- 32) **AWIN Meeting in Prague** – Pim moved to obtain ExCo approval of Frédéric Lohr's specific expenses of a total amount of €182.04 for attending the AWIN meeting in Prague (subject to GA approval). This was adopted.
- 33) **Purchasing a Subscription to Adobe Connect** – James Bost moved to obtain ExCo approval of purchasing an IVSA subscription to Adobe Connect, should Hannah van Velzen be unable to obtain such a subscription for free by 29 June. This was adopted.
- 34) **Official Approval of Dejen's Flight Ticket Purchase** – James Bost moved to approve IVSA's purchase of a flight ticket for Dejen from Ethiopia (Scholarship Fund recipient), if he can prove that he is granted a visa for Indonesia and if he can send us a letter stating that he will be present at the meeting, signed by himself and the dean of his faculty. This was adopted after debate and amendment.
- 35) **VetStage** – Hannah van Velzen reported that a meeting had been held with Dennis from VetStage regarding their online platform which IVSA could use to organize exchanges, which Hannah is hoping can be launched at Congress in Indonesia. There was discussion that it was coming to the end of our term, and to move ahead with this plan may involve this becoming an ongoing project for the next ExCo. In exchange for VetStage's help, we would become their "networking partner" to help them become known internationally through our network and by keeping them in mind when talking to sponsors and partners. Hannah moved to continue with her plan to further define the structure of the online platform in conjunction with VetStage and Camille Poissonnier, subject to the agreement of Anne Christine Føllesdal. This was adopted. Pim will ask Anne Christine to respond on Asana before the evening of 16 June.
- 36) **GA Agenda** – James Bost gave a report about the current agenda for the GA in Indonesia. James will check that Joseph Lunt will propose a Business and Economics Committee and prepare a presentation on this. James will check the expected number of new MOs with Camille Poissonnier and modify the GA agenda regarding this point if necessary. James will check with Camille whether Romania is ready to present their proposed Congress fee, and whether all other presentations from MOs (Congress, Symposium, local events, etc.) will be prepared. After slight modifications to the agenda, around 17 hours are now scheduled for GA and there are around 16 hours of GA in the schedule. It was discussed that the scheduled time is expected to



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be adequate, but James will check with Camille whether there is a section of the schedule which is planned to be easily converted to extra GA time if necessary.

- 37) **“IVSA Tools” Session to be Run after the Handover Meeting** – Frédéric Lohr moved that all should look at the “IVSA Tools” session in the “Meetings” project on Asana, add items and comment as necessary, and at the next meeting it should be decided who will run which sections of the meeting. This was adopted after amendment.
- 38) **AFSCAN and Mission Rabies** – Frédéric Lohr reported that OIE and the WSAVA Foundation are interested in collaborating with the IVSA’s Development Fund on the AFSCAN project to fight companion animal diseases in Africa and also in collaborating with IVSA, together with World Veterinary Services, in bringing Mission Rabies to Africa (IVSA could promote their activities and advertise volunteer opportunities). Frédéric will put Pim Polak in contact with the relevant contacts concerning these projects.
- 39) **AWIN Meeting in Prague** – James Bost moved to obtain ExCo approval of Frédéric Lohr presenting on behalf of AWIN to the GA in Indonesia during his presentation on the conference in Prague, to promote the Animal Welfare Sciences Hub, an e-learning platform. This was adopted after debate and amendment.
- 40) **NEAT Newsletter** – James Bost moved that IVSA should publish the NEAT newsletter on our website and Facebook page and advertise it as “for those interested in the teaching of the economics of animal health”, that we should upload some of NEAT’s dissemination documents to the NEAT section of our website and that we should print these documents off for display during Congress. This was adopted.
- 41) **NEAT Meeting 2014** – James Bost moved to postpone discussion of this item to the pre-Congress meeting. This was adopted.
- 42) **Sponsorships** – Hannah van Velzen gave a report about current sponsors of IVSA. She reported that she is currently waiting to hear about VNA3 from Hill’s, and the aim is still to have a plan finalized by Congress. Hill’s will provide banners during Congress. Promotional materials will be provided by the local partners of Hill’s. The Hill’s lecture will be the first one of the Congress, and a Hill’s quiz will be organized on the same day (with 10 questions from the Hill’s lecturer, and 10 more from Hill’s,



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details being dealt with by Pim Polak). Hannah is trying to confirm that books will be donated for the auction and for the top 10 EOs.

The agreement with Bayer is proceeding as planned. Hannah will send a reminder about articles soon. Hannah completed the first social media article, and she has organized the main person for the second one. For this month she hopes to get someone from the OC in Indonesia, via Retorika Galunggung.

Due to changes within MSD, the deadline for the grant for next year is in 2 weeks' time, so IVSA will not be able to apply for the money next year (the MAH-IVSA Scholarship Fund money), although MAH do want this to be a long-term plan. The remaining money in this year's fund will be spread out throughout the next year, then IVSA will be able to reapply this time next year. Hannah will soon schedule a meeting to clarify if there is any way of getting any extra funds for next year.

VetPD is a UK company organizing CPD, mainly on equines and also on exotics. If places are not full, they leave remaining places open to students at a reduced price. There is a possibility for them to provide educational articles for our newsletters, but they cannot afford to sponsor us an according sum of money. Hannah moved to offer them 1-2 free articles in our next newsletter and to get the feedback of the GA in Indonesia on whether this is worthwhile continuing. This was adopted after debate.

Multiview is a company which has potentially useful services to offer IVSA for free, which Hannah will post about on Asana for discussion.

- 43) **Hill's VNA3** – Hannah van Velzen reported that Hill's is not necessarily opposed to the use of an incentive to encourage IVSA members to complete Hill's VNA3. She has requested input from Hill's on how to select which MOs are the best. James Bost moved that the ExCo should continue discussion on Asana and Hannah should come up with a new plan and statement concerning Hill's VNA3 for the pre-Congress meeting.
- 44) **Plan for the Manuals** – James Bost reported that he has made updates to various Manuals throughout the year, so the versions on the ivsa.org wiki are not the updated versions. He will try to ensure online versions of the Manuals (especially ExCo Position Manuals) are updated by the start of July, so everyone has time to edit their Manual before Congress. He will be in touch with the relevant people



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responsible for creating/updating all other Manuals.

45) **Next Meeting** – James Bost moved that the pre-Congress meeting would begin at 9a.m. (WIB) on 29th July in Jakarta, Indonesia. This was adopted after amendment. James will check that an internet connection will be available with Camille Poissonnier.

46) **AOB** –

- a. **Attendance at meetings** – Frédéric Lohr raised concern that Theofanis Liatis and Anne Christine Føllesdal were not present at this online meeting. It was discussed that it was known in advance that they would be unable to attend, and it had not been possible to find a time and date for the meeting which everyone was able to make.
- b. **VetVisuals** – Hannah van Velzen reported that there was an offer from VetVisuals to provide materials to spread to our members. Pim Polak proposed to discuss this issue more on Asana before making a decision. This was adopted.
- c. **Reimbursements** – Pim Polak reported that a significant amount of money is currently owed to Pim from IVSA, and he will send the documentation to Somina for reimbursement.
- d. **IFISO meeting** – Pim Polak reported that the most recent IFISO meeting was held successfully by IVSA The Netherlands. Hannah van Velzen will contact some IVSA NL members for an article regarding the meeting for the IVSA newsletter.
- e. **FAO Meeting** – Pim Polak reported that FAO have invited him to Rome in July to discuss collaboration and he will attend. He will post more information about this on Asana.

The meeting adjourned at 17.46.

James Bost
Secretary General and Vice-President



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