



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

2013.09.15 – Minutes of 1st IVSA Skype Meeting

The 1st Skype Meeting of the IVSA Executive Committee (ExCo) 2013-14 was held at 9.00 a.m. UTC on the 15th of September 2013 over Skype, the President being in the Chair and the Secretary General present to take the minutes.

Present:

Pim Polak (President)
James Bost (Vice-President and Secretary General (SG))
Somin Um (Treasurer)
Camille Poissonnier (Member Organization Director (MOD))
Joseph Lunt (Development Aid Director (DAD))
Retorika Galunggung (Public Relations Coordinator (PRC))
Hannah van Velzen (Sponsorship Director (SD))
Theofanis Liatis (Veterinary Public Health Director (VPHD) and Chairman of Standing Committee on One Health (SCOH))
Mathieu Visser (Post-Treasurer)
Airina Sylte Kallmyr (Secretary to President)
Sujin An (Secretary to SG and Treasurer)
Isaac Corderroure López (Secretary to SD)
Inanda Shabrina (Secretary to VPHD and DAD)
Kevin Santoso (Secretary to DAD)
Frédéric Lohr (Trustee)
Inés Ben Jabara (Trustee)
Sunghyun Hong (Trustee)
Caroline de Meyer (Chairman of Animal Welfare Committee (AWC))
Sara Wüeggertz (Chairman of Standing Committee on Modern Technology in Education (SCoMTE))

Apologies:

Ta-Heng Henry Huang (Secretary to MOD)
Ivana Hajzler (Secretary to MOD)
Ayesha Azlan (Secretary to DAD and PRC)
Manel Millanes (Trustee)
Jan Mattila (Chairman of Strategic Planning Committee (SPC))

- 1) **Opening** – The Meeting was called to order by Pim Polak. He explained the rules to ensure efficient running of the meeting.
- 2) **Approval of minutes from handover meeting** – Pim Polak moved to approve the minutes from the Handover Meeting. Seconded. This was adopted.



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- 3) **Approval of agenda** – James Bost moved to approve the agenda. Seconded. This was adopted.
- 4) **Unfinished business from last meeting – Appointment of one of the Secretariat as the manager of the Scholarship fund** – Joseph Lunt moved to appoint Kevin Santoso as the manager of the Scholarship fund, with Sujin An being assigned the duty of assisting him in tasks related to the Scholarship fund. Seconded. This was adopted after debate and amendment.
- 5) **Unfinished business from last meeting – Procedure(s) for selecting members of Standing Committees** – Pim Polak proposed postponing the discussion until the Live Meeting in Utrecht on 26th October, except for the statement that these procedure(s) should be written by the Chairs of the Committees into the Committee Manuals by the end of their terms. Seconded. This was adopted after amendment.
- 6) **Status of the committees** – The Chairman of each Committee gave a report on the status and progress of their Committees, except in the case of SPC, where a report was given by a member of the Committee, James Bost, as Jan Mattila could not be present.

Theofanis Liatis gave a report on SCOH. The creation of the Committee is in progress and some applications have been received already. The first local events are being planned, for World Rabies Day – 9 IVSA chapters are going to be involved so far. Work has begun on collaborations with the International Association of Agricultural Students (IAAS), the Organising Committee (OC) of the World Healthcare Students' Symposium (WHSS) and the Global Alliance for Rabies Control (GARC).

Sara Wüeggertz gave a report on SCoMTE. SCoMTE already has enough members, and the Committee is currently working on the facebook page and exploring how to make our relationship with Wikivet more beneficial.

Caroline de Meyer gave a report on AWC. There is no Committee yet but there will be on the 20th of September. Work is in progress on the facebook page, and Caroline attended a workshop related to animal welfare and made relevant contacts.

James Bost gave a report on SPC. Jan Mattila has already appointed 4 members to the Committee, based on their current, past and potential future involvement in IVSA – James Bost, Airina Sylte Kallmyr, Frédéric Lohr and Steen Smith (IVSA



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SAVMA). Applications for the 6th member of the Committee, to represent the “future voice” of IVSA (only open to “younger” members) have opened and the selected applicant will be announced by the end of October. A Skype meeting has been organised for the 22nd of September, when the SPC will begin discussing strategic planning. They are planning to hold a workshop on strategic planning in Turkey, to get more input from IVSA members.

- 7) **Any handover problems (including position Manuals and relevant documents)?** – James Bost reported that all position Manuals had been received except the President’s Manual, which would be received soon.
- 8) **Goals and ambitions for 2013-2014** – Pim Polak proposed that each ExCo member formulate a set of SMART goals (Specific, Measurable, Attainable, Relevant, Time-Bound) and to send them to Pim by 12th October. Seconded. This was adopted.
- 9) **Bimonthly Report** – Pim Polak proposed that each ExCo Officer create a brief report of their work twice a month, to be posted on the ExCo facebook group, the first report being due on Monday 30th September and subsequent reports being due on the 2nd and 4th Monday of each month unless decided otherwise. Seconded. This was adopted after amendment.
- 10) **Reports of work done and/or plans for work made since Handover Meeting and questions to each ExCo member** – all ExCo members gave a report.

Pim Polak (President) has spent much of his time on communication with all ExCo Officers and with professional bodies (partners of IVSA and possible partners) including EAEVE, WSAVA and FVE. He has contacted Presidents/CEOs of various organisations to set up contact for the coming year, and has also been in contact with the IVSA Committee Chairs. He will be representing IVSA at the World Veterinary Congress during the next week, and will be pursuing a potential partnership with FAO.

James Bost (SG) has received a complete set of Contracts from all of the ExCo, Secretariat and Trust, and has revised these contracts for next year, to present for ExCo approval at the Live Meeting in Utrecht. As head of the Secretariat, he has created a Secretariat facebook group and arranged a Secretariat Skype Meeting for Saturday 9th November. SG duties including organisation of (date, time, agenda) and taking and publication of the Minutes for meetings are being fulfilled, along with the creation of a year planner. On 10 and 11 September, he represented IVSA at the



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NEAT meeting in London, and plans to give a presentation about NEAT to the General Assembly (GA) in Turkey. He has been working on the Manuals, combining those received from the previous ExCo with information written by the Constitution Committee, and creating several Manuals himself, and will continue to work on the Manuals with the help of others. He has plans to work with Ivana Hajzler and others to address problems with the understanding of the Constitution and Bylaws for those for whom English is not their first language.

Somin Um (Treasurer) has been updating the membership fee database, and sent invoices out by the end of the first week of September to all Member Organisations (MOs), including invoices for inactive MOs. She has been dealing with questions regarding changes to fee calculations, and collecting email contacts and a list of MOs in collaboration with the MOD. She will update the active/inactive MOs list when the application period for the 62nd IVSA Symposium in Turkey has closed.

Joseph Lunt (DAD) has been arranging transport of books from the book drive from America to Africa. He is in contact with a company regarding the transport of an anaesthetic machine to Uganda (last year's Development Fund (DF) recipient). A meeting with a librarian is arranged to assist him in sorting out e-resources. Contact has been made with Turkey and SAVMA already about DF requirements for the 62nd IVSA Symposium and SAVMA symposium. He plans to obtain items for the DF from companies, by offering the opportunity for companies to get their items into a world market.

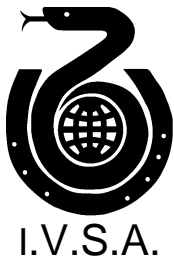
Camille Poissonnier (MOD) has prepared the evaluation of Congress questionnaire in collaboration with the OC from Utrecht, The Netherlands. She has been in contact with EOs from MOs, answering questions, improving communications links between organisations and collaborating with Somin Um in updating the contacts database. She has also been the main point of contact with the OC from Turkey, and has contacted several potential future MOs. The new facebook page for EOs and Presidents is up and running. As well as some information only for EOs and Presidents, she wants to start getting newsletters out to EOs that they can send out to their MO members. Any information for the next EO newsletter (e.g. information on Committees, etc.) should be sent to Camille by 20th September. She is starting work on an official IVSA video, and a Google document with all main international events to send out to members.

Hannah van Velzen (SD) has not yet received the final contract from Hill's. She is in contact with MSD about increasing their sponsorship of IVSA significantly, involving a new scholarship programme focusing on Asia and Latin America. She has had some contact with Novartis, Zoetis, Henry Schein (via their sister company AUV) and



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Animana (a Dutch company). She is thinking about contact with Merial, and is going to be looking for more companies interested in student scholarships and such things, and smaller sponsors for specific things like committees. Additionally, she has been collaborating with Frédéric Lohr on the history of IVSA.

Theofanis Liatis (VPHD) already gave a report on much of his work as Chair of SCOH. Also, he had begun to plan a Worldwide Veterinary Public Health Congress in Greece. The creation of an OC from veterinary, medical and pharmacy students has begun. For FAO speakers, talk to Fred. The Congress will likely be held likely towards the end of April 2014, but dates are not yet confirmed.

Retorika Galunggung (PRC) has been updating posts on the website and on the IVSA facebook page. She has made good contacts with printing companies and found good prices for the printing of uniforms and publication material. She has begun working on newsletter design, and confirmed that a newsletter will be printed in time for Symposium in Turkey. As her Secretary, Ayesha Azlan is the facebook content creator (fulfilling a similar role to that of "Facebook Officer", a title which was held by Julie Stafford during the previous ExCo's term). Ayesha and Retorika will ensure that their English is checked where necessary. The point was raised that some ExCo Officers may require business cards before Retorika can print them. It was decided to continue this discussion via email.

- 11) **Assigning an additional member of the ExCo, Secretariat or Trust to check the Treasurer's finances** – Mathieu Visser proposed that an additional member of the ExCo, Secretariat or Trust be assigned the task of checking the Treasurer's finances, in addition to the Post-Treasurer (for the first half of the Treasurer's term) and Sujin An. Seconded.

Pim Polak proposed that we postpone this decision until the Live Meeting Utrecht on 26th October. Seconded. This was adopted after debate.

- 12) **Official email accounts, gmail accounts and taglines** – James Bost proposed that if anyone on the ExCo, Secretariat or Trust is sending emails concerning official IVSA business from non-@ivsa.org accounts, they should be made to appear to the recipient to be sent from the official @ivsa.org email address. Seconded. This was adopted.

James Bost explained that doing this from Gmail, however, means that the sent emails do not appear in the @ivsa.org accounts "sent" folder, so will not be visible to the next Officer in the same position unless the Gmail accounts are handed over too.



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Mathieu Visser proposed that each ExCo Officer should make a Gmail account for their position to hand over and have the conversations sorted per year and subject etc., with the exception of those emailing in such a way that results in the sent messages being saved in the sent folder of the @ivsa.org account. Seconded. This was adopted after debate and amendment.

Pim Polak proposed the following format for official taglines:

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Pim Polak
President 2013-2014
International Veterinary Students' Association
president@ivsa.org
<http://www.ivsa.org>

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, with previous positions held only listed if they are positions on the IVSA ExCo, with no current or past MO positions listed, with the exclusion of compulsory use of the Hill's part of the tagline for the Sponsorship Director when communicating with other organisations which might sponsor IVSA, and for this format to be used at least until the subject is discussed again at the Live Meeting in Utrecht. Seconded. This was adopted after debate and amendment.

- 13) **Student group for working with EAEVE** – Frédéric Lohr explained that EAEVE send a group to vet schools to evaluate and accredit them. Thanks to ENQA (a group which accredits accreditation bodies), EAEVE now holds the same status as a national accreditation body in certain countries. ENQA have criticised that the student member of the accreditation team was selected by the team leader of the accreditation team. EAEVE approached the European students' union on this point, with the result that IVSA have been asked to create a pool of final year (and possibly recent graduate) students for an accreditation team.

Pim Polak moved that Frédéric and Pim formulate a plan of how to approach this collaboration, including the offering of training to student accreditation team members, for further discussion at the Live Meeting in Utrecht on 26th October. Seconded. This was adopted.



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- 14) **Native English speaker for checking newsletters** – Retorika Galunggung explained that the PRC + Secretary team need someone to check all publications.

James Bost proposed that all posts for the website and the facebook group that require checking should be sent to James Bost, except for newsletter articles, which should be sent to Hannah van Velzen for checking, with the agreement that if James or Hannah encounter problems with getting items checked on time, that they communicate this with Pim and Retorika. Seconded. This was adopted after amendment.

- 15) **Advertisement of non-IVSA events** – Pim Polak proposed postponing the discussion until the Live Meeting in Utrecht on 26th October, except for a preliminary guideline that approved ISVA events and those from official partners should be officially advertised by us, otherwise events should only be advertised if members get extra benefits, e.g. a discount, or free attendance. Seconded. This was adopted.

Pim clarified that Committee Chairs would not be covered by any guidelines we agree in relation to this point, and may promote relevant events through their own facebook groups, etc.

- 16) **The Hill's Contract**

Frédéric Lohr reported that he is still waiting to receive the final version of the contract.

Regarding the 1200 completions of VNA 3: Case Studies required in exchange for Hill's funding of the Student Exchange Fund, Camille reported that word would be sent out in the EO newsletter to our MOs, and via some local student organisations (D.S.K. in the Netherlands and SAVMA in the USA).

It was agreed not to ask our MOs to advertise the Student Exchange Fund at the present point, since the contract still needs to be confirmed.

- 17) **62nd Symposium in Turkey**

Camille Poissonnier reported that contact had been established. The delays in opening the application period were due to Bursa no longer being involved in the Symposium. The application period closes on 14th October. The theme is "Epidemics in the World".



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Camille moved that we inform the OC that we require 8 hours of GA within the programme, with the flexibility to add an extra 2 hours if required, with no GA session scheduled to last less than 2 hours, and also for Camille Poissonnier to check the Bylaws in relation to the timing of GAs and the election schedule, and inform the OC about this. Seconded. This was approved after debate and amendment.

18) **Pre-Symposium Live Meeting in Turkey** – Pim Polak proposed to have the pre-Symposium Live Meeting in Turkey at 9 a.m. on arrivals' day, 2nd January. Seconded. This was approved after debate.

19) **Discussion of Manuals** – James Bost gave a presentation on the current state of the Manuals, most of which can be viewed on http://www.ivsaconstitution.info/wiki/Main_Page.

James proposed that, subject to the agreement of those concerned, the following people assist him in the creation of the following Manuals:

Camille Poissonnier – MO EO Manual, including section on Local Events

Camille Poissonnier (coordinator), Airina Sylte Kallmyr, Hannah van Velzen, Mathieu Visser – OC Manual

The Trust, especially Frédéric Lohr – IVSA Governance Manual, IVSA Information and History Manual, Trust Manual

The Secretariat – Secretariat Manual

Henrike Völkert and Anne Christine Føllesdal – Election Committee section of Committees and Groups Manual (through communication from James Bost and Frédéric Lohr)

Sara Wüeggertz – SCoMTE section of Committees and Groups Manual

Caroline de Meyer – AWC section of Committees and Groups Manual

Theofanis Liatis – SCOH section of Committees and Groups Manual, VPHD Manual

Hannah van Velzen – SD Manual

Mohamed El Khameesy (through communication with Joseph Lunt) – Scholarship Fund section of DAD Manual

, with the aim of getting a first draft of the Manuals completed by October 19th so they can be circulated and discussed at the Live Meeting in Utrecht on 26th October, with the exception of the VPHD, SCOH, SD, Secretariat and Trust Manuals, work on which can begin after the 62nd IVSA Symposium in Turkey. Seconded. This was adopted after debate and amendment.

20) **Presentation of Utrecht Live Meeting programme** – Pim Polak gave a presentation on the current plans for the Utrecht Live Meeting:

- Arrive on 25th October, dinner together if there in time.
- Meeting to begin at 9 a.m. on 26th October



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- Training session in the afternoon (details to be confirmed)
- Evening social activity.
- Sunday meeting 10 a.m. to 3.30 p.m., with a break for lunch at 1 p.m.
- Later in the afternoon – social activities and dinner for those still around.

Pim Polak proposed that as well as ExCo, Secretariat and Trust members, we also officially invite the Chairs of Committees to attend the Live Meeting in Utrecht on 26th October. This was adopted.

21) **AOB** – there was no other business

The meeting adjourned at 12.25 p.m. UTC.

James Bost
Secretary General and Vice-President



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