



27.07.2022 Minutes of the first ExCo live meeting 2022-2023.

The ExCo Handover Meeting 2022-2023 was held on 27.07.2022. Yuri Victor Calvo (President- Elect) was present to Chair and Ellison Browne (Secretariat) was present to take the minutes.

Attendance

1. Executive Committee 2021-2022

Name	Position
Anna Ciećkiewicz	President
Innina Mananguit	Treasurer
Yuri Calvo	External Relations Officer
Nelson Achong	Secretary General
Gabriel de Assis Duarte	Member Organization Director
Luregn von Planta	Committee Coordinator
Maulida Salsabila Amru	Public Relations Officer
Adnane Imghi	Development Aid Director

2. Executive Committee 2022-2023

Name	Position
Yuri Victor Calvo	President-elect
John Trajano	Treasurer-elect
Ellison Browne	External Relations Officer-elect





James Caligiuri	Secretary General-elect
Vanda Dučić	Member Organization Director-elect
Karina Khatic	Committee Coordinator-elect
Maulida Salsabila	Public Relations Officer-elect
Hajar Saidi	Development Aid Director-elect

3. Officials Present 2021-2022

Name	Position
Merel Knoops	Trustee
Kerstin Abraham	Trustee
Daniel Lund	Trustee
Thessa van Duinen	Europe Regional Representative
Otim Alvin John	Secretariat
Ellison Browne	Secretariat
Martina Marina	Secretariat
Ahmed Hafez	Secretariat
Alejandra Vargas	Secretariat
Jade Li Lapa	SCCA Chair

4. Incoming Officials 2022-2023

Name	Position
Susanna Salvatori	Secretariat-elect
Matteo Carnevale	Regional Rep - elect
Konstantina Louka	SCOW Chair -elect
Martina Marina	Secretary - elect





Alejandra Vargas	Secretary - elect
Tamy Negron	Regional Rep - elect
John Peng	Secretary - elect
Trinity Dockery	Secretary - elect
Laura Rodman	Wild and Exotics Network Chair - elect

5. Apologies

Maulida Salsabila was unable to attend the meeting due to ongoing health problems.

6. Opening- Yuri Victor Calvo President-elect called the meeting to order at 17:18 PM UTC-3 Brazilian time.

7. Approval of the agenda

The agenda was approved without amendments.

8. Opening Remarks from President and President – Elect

Anna was given the floor and she opened by saying congratulations to the new officials, she thinks they will be a great team and learn a lot.

Yuri opened the meeting by greeting the Incoming Officials and stated he was excited to meet them. He apologised for not being able to meet them earlier during the congress because he was busy.

9. Introduction of new EXCO and remarks from the current EXCO

The floor was given to the new ExCo to introduce themselves with a fun fact and they stated:

John Trajano from IVSA Philippines is the Treasurer-elect and he loves numbers.

Ellison Browne from IVSA Trinidad and Tobago is the ERO-elect and likes to watch old cartoons.

Vanda from IVSA Croatia is the MOD-elect and loves sunflowers.

James from IVSA Ireland is the SG-elect and spends his free time riding his motorcycle.

Karina Retnyssa from IVSA Indonesia is a secretary-elect and is excited to work with the team.

Yuri from IVSA Brazil is the President-elect and can lick his nose.

Nelson Achong IVSA ExCo, the outgoing SG passed on his sincere thanks for always being helpful. The term was exciting and he was able to learn a lot during his time and would continue to improve himself going forward.





Luregn IVSA ExCo, the outgoing CC said he did more than he expected but less than he wanted but was glad to serve. He is excited to serve again, was inspired by the outgoing ExCo and excited to see what the incoming ExCo will do.

Adnane IVSA ExCo the outgoing DAD, gave thanks for the help he received during his time as it was a difficult time. It was a great experience and further developed his friendship with the team.

Innina IVSA ExCo, the outgoing Treasurer, said she was happy to be able to meet the incoming team prior to the elections and happy to see what they will do in the upcoming term.

Gabriel IVSA ExCo, the outgoing MOD, said he hopes the MOD-elect is able to start some new projects and will have support from all of the Officials during her term.

Anna IVSA ExCo, the outgoing president, said good luck to the team and she will be available throughout the term to assist.

Yuri IVSA ExCo, the outgoing ERO, said he spent a fun half term with the team and wishes the best for the ERO-elect.

10. Election of the Vice President

Yuri appointed Vanda Dučić as Vice President.

11. Election of the English checker

Yuri said they would discuss the appointment to this position in the next ExCo meeting.

12. Election of the Vice Secretary General

Nelson was given the floor to explain the role. He explained that the vice SG was there to take back up minutes and take minutes for ExCo meetings when the SG was not present.

Anna suggested that this position should be filled by an ExCo member because they should be present at ExCo meetings, Congresses/Symposia etc.

Yuri said the appointment to this position would be discussed at the ExCo meeting.

13. Assignment of the Secretaries

Yuri stated that secretaries requested by the ExCo members may not be assigned. He also said the ExCo should figure out how many secretaries they will need. He encouraged the secretaries to speak to the ExCo member they are interested in working with.

14. Information about Handover Period

Anna said the handover period is August and that incoming officials would have meetings with their respective outgoing officials. The new term would start on the 1st of September.





Nelson stated that there are group handovers and individual handovers. He also added that the ExCo, Chairs and Regional Representatives would be providing the handover manuals to the incoming officials. Furthermore, to ensure every person receives the manual that the officials would need to send him a copy.

He asked the outgoing officials to clear the recovery numbers when handing over the email accounts because it can create problems in the future.

He informed the incoming secretariat that there would be a handover in the first or second week of August.

15. 2nd EXCO Live Meeting

Yuri said that ExCo will have meetings in November and would try to match this meeting with the WSAVA Congress in Peru taking place in the last week in October and first week of November. The details are not completed but they are progressing and this information would be passed along to the Officials.

Anna said the deadline to sign up as a volunteer for the congress is the 31st of July. By signing up to be a volunteer, they would not have to pay the entrance fee (approximately 250 euros).

Vanda asked that we have a deadline set up to figure out what everyone's schedules would look like. Yuri suggested the 30th of July as the deadline for informing the team of their availability.

Matteo asked for some explanation on Live Meetings and whose attendance is required.

Yuri explained that according to the bylaws it is mandatory to have four Live meetings and that a minimum of four ExCo members is required to have a live meeting. In the instance where quorum is not achieved, it would be necessary to have the meeting online or postpone it.

Yuri called for recess at 5:58 PM UTC -3:00 and this passed without objection.

Yuri called the meeting back into order at 6:05 PM UTC -3:00.

Anna added that live meetings are important because the meetings take place before Symposia/Events so they can properly coordinate the event. She stated that the meeting can be hybrid in nature when some Officials are unable to attend in person.

16. Follow up meetings with ExCo Members

Yuri suggested that they would have follow up meetings with the Secretary General and ExCo members so each person would provide an update on their projects. The





meetings would be with 3 or 4 ExCo members per month. The idea is to meet with each ExCo member every two months.

Anna said the idea is good but make sure to discuss the most important points and have these minutes uploaded to the website afterwards.

One month in advance would be good for scheduling the follow up meetings so this would be the time frame for ExCo members to declare their availability.

Nelson asked whether the meetings would be necessary given there are monthly reports.

Yuri said the reports tend to be a bit more generic and some Officials did not always complete reports. The meetings would give a platform to brainstorm and explain a bit more than the report would allow.

17. Left over products from DAD

Adnane said they sold all but 3 shirts and some mugs at this Congress. He had 2 suggestions: raffling mugs at the white t-shirt party or giving each Official a mug.

Innina asked if it would be possible to sell the mugs here in Brazil.

Martina stated the Slovenian delegates do not have any space to carry the mugs back to Slovenia.

Ellison suggested giving the OC mugs and then raffling the remainder at the white t-shirt party.

Gabriel said only about 20 volunteers helped with the Congress so it would be viable to give each member a mug.

Kerstin said the two GA Bingo winners could receive a mug each.

Adnane was given the final decision on this matter.

18. AOB

Anna suggested that the respective WhatsApp chats be set up for the Officials along with the specific teams.

Yuri displayed the Communication Guide 2.0 and briefly explained the document. This document outlined that all formal communication would be done through email and who would be CC'd in these emails. He added that the document would be circulated when the WhatsApp groups are formed.

Yuri adjourned the meeting at 6:30 PM UTC -3:00.





James Caligiuri
International Veterinary Students' Association
Secretary General 2022-2023

J A Caligiuri III

