



10th. September. 2023 – Agenda of the (2nd) Meeting of ExCo 2023-2024

The (2nd) Meeting of IVSA Executive Committee (ExCo) 2023-2024 was held online at 10 AM UTC+0 on 10th September, 2023. Vanda Dučić (President) was present to Chair, and Younes Ouma (Secretary General) was present to take the minutes.

Attendance

Executive Committee Officers Present

Name	Position
Vanda Dučić	President
Thessa Van Duinen	Treasurer
Younes Ouma	Secretary General
Timo Van Lil	Member Organization Director
Zuzanna Czekaj	Committee Coordinator
Martina Marina	Public Relations Coordinator
Avnish Gala	Development Aid Director

Apologies: Susanna Salvatori apologised for not attending the 2nd ExCo Meeting.

Other IVSA Officials Present

Hajar Saidi – Matteo Carnevale – Marta Masserdotti – Mohammed Nabil El Habib – Mohana Marathe – Cevdet Davrandi – Lisa Buren – Felix Metzger – Karina Khatic – Aaryn Ko – Amalie Lyreen Bache – Susan Aryal – Malgorzata Nosiadek – Valeria Chavez - Giovanni Baviera - Blessing Oyeleye - Christiana Olalede

Guests

- 1. Opening** - Vanda Dučić (*president*) called the meeting to order at 10:16 UTC+0.
- 2. Approval of the Agenda** – the agenda was approved.
- 3. Approval of the minutes** – No minutes to approve.





4. Trust Report

4.1. Meetings with Trust

Lisa Buren (Trust) mentioned that one meeting has been held so far, and they will participate in the task force. She added that another meeting was scheduled for September 17th. Also, *Matteo Carnevale (Trust)* and many officials are working on the IVSA Strategic Planning Committee.

Vanda Ducic added that trusts should include more officials in their meetings.

5. Internal Affairs

5.1. President

5.1.1. New Term Registration

Vanda Ducic mentioned that we need to register in the Belgium office (a form was sent to ExCo) to register for the new term; we need to have all the officials and ExCo contracts fill out forms with *Thessa Van Duinen (Treasurer)* for the ING, to declare taxes; also congress minutes are pending.

5.1.2. Communication chart

Vanda Ducic stated that Merel made the chart, and then she explained it (who needs to cc who in committee/regional projects, IVSA Events). She also mentioned that the document is in the officials' drive.

5.1.3. One on One meeting

Vanda Ducic stated that 1-on-1 meetings are safer and more comfortable and take little time. She asked the SG, PRC, CC, and Treasurer to set up a meeting with her.

5.1.4. ClickUp

Vanda Ducic mentioned that ClickUp is better than Trello, and it will be the primary manager (each ExCo member has their own board and space). Also, the tags should be done correctly when tasks are added.

5.1.4.1. New ExCo Meeting Agenda – following the tags of ClickUp.

5.1.5. Team Meetings

Vanda Ducic stated that Exco needs to meet with secretaries/team at least once every 2 months, as mentioned in the contracts.

5.1.6. IVSA Bulletin

Vanda Ducic confirmed that the IVSA Bulletin is going under PRC, and it's going to be made for September. Also, it will be added to the Member Portal.





5.1.7. Past Term

5.1.7.1. Minutes of ExCo meetings

Vanda Ducic stated that there are some pending minutes that ExCo needs to vote on.

5.1.7.2. SCAW Grants MoUs

Vanda Ducic mentioned that she discussed with Karina Khatic (Trust) that there are six pending MoUs from the last term, and they will be discussed and viewed by the trust before being sent to ExCo.

5.2. Secretary General

5.2.1. Shared Google Drive

Younes Ouma (SG) presented the new official 23-24 drive.

5.2.2. Secretariat

Younes Ouma mentioned that SG and secretaries will have meetings every two months.

5.2.3. Emails

5.2.3.1. Google emails

Younes Ouma stated that all emails are created or modified, and emails of the previous officials were suspended. He mentioned that the emails of Luregn and John were still active.

5.2.3.2. Microsoft Emails

Younes Ouma mentioned that they are modified for the new officials to use.

5.2.4. Contracts

Younes Ouma stated that it's essential to fill them out and send them out to SG to register; the deadline was made on the 10th of September.

Vanda Ducic added that the current contract was modified, using ClickUp, for example, the ER and the team meetings.

5.2.5. GA Timeline

Younes Ouma presented the GA Timeline for the Indonesian symposium and mentioned an email explaining this would be sent.

5.2.6. Canva Pro access – Younes Ouma mentioned that access will be given to the PRC and public relations team members.

5.2.7. Grammarly – Younes Ouma mentioned that access will be given to non-native English speakers.





5.3. Taskforces

5.3.1. Strategic Planning Committee

Lisa Buren stated that *Matteo Carnevale* is chair, and *Felix Metzger (Secretary)* is the co-chair, and they will have meetings once a week for now.

Vanda Ducic added that email is the best way to communicate to prevent members from losing the message.

Lisa Buren added that this should be done one month before GA in Indonesia.

5.3.2. IVSA History Taskforce

Lisa Buren stated that it's chaired by *Mehdi Amrani (LMB)* and co-chaired by *Zuzanna Czekaj (CC)* and herself. She added that the first meeting will be held after this ExCo meeting.

5.3.3. IVSA Events Inclusivity TaskForce - It was approved in the past term and was chaired by *Hajar Saidi (Trust)*, but it will still need a revote.

Vote: 7 votes for (unanimous)

Vanda Ducic added that *Hajar Saidi* needs to get a team first.

5.3.4. DEI TaskForce

Anandu Rajaji (previous chair of SCOCA) will continue to be the chair of this task force, and *Vanda Ducic* will follow up with him.

5.4. Treasurer

5.4.1. Bank accounts – *Thessa Van Duinen* stated that she needs the contracts to get access.

5.4.1.1. ING

5.4.1.2. Wise

Online bank

5.4.1.3. Bank of America

Thessa Van Duinen informed us that 14000 dollars are in Bank of America, and even *John Trajano (post treasurer)* does not have access to it due to not having a US address to get that status and the money.

Vanda Ducic summarized this, and the question is whether to keep the account or not because a virtual address costs 100 euros per year.

Thessa Van Duinen stated that we need more information and the decision will be made after.

5.4.1.3.1. 501-3c form

5.4.2. Payment options

5.4.2.1. PayPal – *Thessa Van Duinen* stated that she doesn't have access to it yet.





5.4.2.2. Stripe

Thessa Van Duinen stated that it's a 6% fee, mainly used for getting the membership fees, generating invoices, and connecting to the member's portal.

5.4.2.3. DonorBox

Thessa Van Duinen stated that it's a 3,5% fee, and it's mainly used by DAD.

5.4.3. Investing in reserve fund

5.4.4. Bylaw amendment 11.5 Term

Thessa Van Duinen said that she is working on a bylaw amendment that states that our term goes from the first of February to the 31st of January to make financing more manageable. (for MOs also)

5.4.5. Reimbursements

Thessa Van Duinen informed us that the post treasurer will make reimbursements this weekend or next weekend.

5.4.6. Unexpected Expenses

It's 5%, and it was missing in the budget. It's going to be added to the Indonesia Symposium.

5.4.7. Expense Reports

Thessa Van Duinen is working on a new template for the ER.

6. Members and Activities

6.1. DAD

6.1.1. BeKind Award

Avnish Gala (DAD) stated that once we start with social media, we will post about it, hopefully on the 1st of October.

6.1.2. IVC Evidensia

Avnish Gala informed us that Nigeria and Nepal have already finished, and Malawi is working on it now. He added that Nigeria does not have all the receipts to prove the expenses, so he is currently working on that. IVSA India will start their project soon.

Blessing Oyeleye (Reg Rep SSA) informed us that getting the receipts in his country is tough, but they are ready and will be sent after this meeting.

Thessa Van Duinen asked about how this problem of receipts can be avoided.

Vanda Ducic said they signed a contract stating they needed to make receipts, and Hajar Saidi told them they needed to submit it to the ER.

Vanda Ducic moved to go into recess for 10 minutes at 11:43 UTC+0.





Vanda Ducic called the meeting back in order at 11:53 UTC+0.

6.1.3. DAD Scholarship

Avnish Gala stated that there will be 4 scholarships this term, similar to the last term. If there are enough donations to donorbox, one extra scholarship will be added.

6.1.4. BSAVA Books

Avnish Gala stated that sending books is very expensive, so we are focusing now on sending them to Africa. If that cannot happen, we will donate them in the UK because we don't have any other option.

Hajar Saidi recommended contacting the girl who has the books in the UK.

She added that there are 38 boxes (1 box = 12kg) and 64 books that are not packed.

Thessa Van Duinen asked if it's possible to go through an auction, and then we will use this money to send them to Africa.

Hajar Saidi answered that this would take a lot of logistics, and we do not have someone in the UK, so we cannot ask that girl to send books individually.

6.1.5. Temporary Beneficiaries

Avnish Gala stated that there are 2 beneficiaries, Ukraine and Turkey, and asked if we will keep to these two countries.

Vanda Ducic answered that we are keeping them until we get information from both of them.

6.1.6. Reduced Fee Spots for Symposium

Avnish Gala asked for more spots because of the flight and visa costs (a table made by *Avnish Gala* was presented)

Vanda Ducic and *Lisa Buren* asked *Avnish Gala* to send the table to *Hajar Saidi*; *Vanda Ducic* added that raising the number will not help much or change the situation (we are talking about saving 180 euros). *Thessa Van Duinen* joined this point of view.

VOTE: having 3 reduced fee spots.

Vote: 1 for, 5 against, 1 abstain.

The proposal did not pass.

6.1.7. Travel Grants for Events

Avnish Gala explained this and said he would approach *Susanna Salvatori (ERO)* to contact current and new sponsors for travel grants.

He added the idea of a partial travel grant, but *Vanda Ducic* and other Officials disagreed with this because it was not enough.

6.2. MOD





- 6.2.1. IVSA Morocco – *Vanda Ducic* spoke for everyone, showing love and support (earthquake)
- 6.2.2. Team Applications 2023-2024
Timo van Lil (MOD) stated that applications were opened on the 18th of August and closed on the 10th of September with 231 applications. Some teams need more applications, so we will extend it to the 15th of September.
He added that every regional rep will have a 1on1 meeting with the applicants for 10 minutes.
He confirmed that everyone will have their teams by the end of September.
Vanda Ducic asked about the screening.
Timo Van Lil answered that it would be done around the 21st of September.
- 6.2.3. Exchange Database
Timo Van Lil stated that he is working on a form for the database for individual exchanges and will be promoted to MO at the beginning of October.
- 6.2.4. Members Portal
Timo Van Lil confirmed that by the end of this month, every MO will be in the Member's Portal and that he will use it for the application for the symposium as well. He added that the President and EO meeting will happen on the 24th of September.
- 6.2.5. IVSA Pakistan
Timo Van Lil informed us that IVSA Pakistan, Raiwind contacted us regarding facing problems with the National Board. Stating that the National Board was still requesting their fee even though they already paid it. He is going to have a meeting with them to figure this out.
- 6.2.6. 72nd IVSA Congress Denmark
- 6.2.6.1. Evaluation forms
Timo Van Lil stated that they had been sent. We have 40 answers for now, and a reminder should be sent.
- 6.2.6.2. Final Report
A deadline will be given, and a reminder was sent yesterday. 3rd of October!
- 6.2.6.3. Certificates





Same as the Final Report.

6.2.7. Regional Representatives

6.2.7.1. Asia

- 6.2.7.1.1. Regional symposium
Offline, making forms for MOs application for 25th of September, and opened for two weeks (1-week extension).
30th November deadline for itinerary.
If no MO applies, we will go online.

6.2.7.2. The Americas

- 6.2.7.2.1. Regional symposium
Online, no date or deadline made, working on it.

6.2.7.3. Europe

- 6.2.7.3.1. Regional symposium
Offline deadlines are the same as the ones in Asia.

6.2.7.4. MENA

- 6.2.7.4.1. Regional symposium
Online, no date or deadline made, working on it.

6.2.7.5. SSA

- 6.2.7.5.1. Regional symposium
Online, no date or deadline made, working on it.

Vanda Ducic moved to go into recess for 5 minutes at 13:20 UTC+0.

Vanda Ducic called the meeting back in order at 13:25 UTC+0.

6.3. Committees

6.3.1. SCOVE

- 6.3.1.1. EDU+ website
Zuzanna Czekaj stated that the problem is we don't have space on the website, so we will add more, but we need to check the money (if the SCOVE budget is insufficient, get in touch with Post Treasurer John).
The deadline has changed to the following Friday.

6.3.2. SCOCA





6.3.2.1. ClickUp Training

Zuzanna Czekaj informed us that she will make a doodle twice: one in the morning and one in the evening, one in September and another in October.

6.3.2.2. SCOCA Trainings

Zuzanna Czekaj informed us that the trust will schedule training about tools we use in IVSA (Canva, Appointlet, Calendly, etc.).

6.3.2.3. TNT

Zuzanna Czekaj informed us that she is giving a last chance to this program (it's an interdisciplinary network). *Susan Aryal (Chair of SCOCA)* will contact *Avnish Gala*, and he will create a document explaining how to work on this program.

6.3.3. SCOH

6.3.3.1. World Rabies Day with PN and GARC

28th of September, collaboration between Pathology Network and SCOH, international event.

6.3.4. SCOW

6.3.4.1. Wellness Study with WSAVA

Zuzanna Czekaj informed us they need one week to read the concept plan (research study and webinar on wellness in veterinary medicine) and improve the questions. *Karina Khatic*, *Zuzanna Czekaj*, and the wellness committee are working on it.

This study aims to educate people and students and recognize suicide awareness, especially in veterinary medicine.

6.3.4.2. Mentor Mentee

Zuzanna Czekaj informed us that Alumni and SCOW will approach the last term mentors and use feedback from the previous term, and they will start working on this after choosing the teams.

6.4. Networks

6.4.1. Alumni Network

6.4.1.1. Alumni event

The Budget and itinerary will be done by the 1st of October.

6.4.2. Pathology Network





- 6.4.2.1. Strategy for Pathology Network
A Meeting between the *Giovanni Baviera, Vanda Ducic, and Zuzanna Czekaj* has been scheduled tomorrow (11th of September) to talk about this.

7. Events

7.1. Upcoming Events

- 7.1.1. WSAVA and FECAVA EuroCongress in Lisbon, 27-29/09/2023
Vanda Ducic and Susanna Salvatori are attending, and *Zuzanna Czekaj* will come to volunteer.
Reimbursement for *Vanda Ducic* for travel expenses, and *Susanna Salvatori* only needs the accommodation because of her scholarship.
- 7.1.2. FEEVA GA 11/10/2023 Warsaw, Poland
Stands for the Federation of European Equine Veterinary Associations.
Vanda Ducic will attend the GA and discuss a possible MoU along with some student working groups, adding a presentation about IVSA and the Equine Network.
- 7.1.3. World Food Forum (WFF) 2023 flagship event in Rome, 16-20/10/2023
A meeting is scheduled on Tuesday; possible attendees are *Susanna Salvatori and Marta Masserdotti (Chair of SCOH)*.

7.2. Upcoming IVSA Events

- 7.2.1. 72nd IVSA Symposium in Indonesia
- 7.2.1.1. Itinerary
Solved in the congress
- 7.2.1.2. Water problem
Solved in the congress
- 7.2.1.3. Applications
Open the application on the 18th of September on the Member's Portal.
- 7.2.1.4. DAD Merch
Avnish Gala is in touch with the OC for the preorders and prices.
- 7.2.2. 73rd IVSA Congress in Peru
The 30th of November is set as the deadline for the budget and itinerary, and a meeting with *Thessa Van Duinen* will happen this week.
- 7.2.2.1. Contract – talked about in SG point.





- 7.2.3. 73rd IVSA Symposium in Morocco
The deadline was set to the end of September to contact IVSA Morocco.
- 7.2.4. Equine Network Conference
The list of delegates may change because of the latest event in Morocco.

8. Public Relations

8.1. Business cards

Marina Martina (PRC) said she had already sent a form for business cards, which will be put in the drive after this meeting (for those who filled out the form).

8.2. Graphic Request

Marina Martina is still working on the form.

8.3. Social Media

- 8.3.1. Templates for posts
Marina Martina is working on it.

8.4. 70th Anniversary Logo

Marina Martina suggested using this logo on media for committees and networks.

Vanda Ducic suggested asking the history group for a post about the anniversary.

8.5. Canva Training

Suggestion to collaborate with SCOCA and set a deadline on the 24th of September.

8.6. IVSA Presentation

Updating the old ones (deadline end of September) and the short ones (deadline 1st of October).

8.7. Officials Shirts

They are ready and will be sent after this meeting (deadline 17th September).

8.8. Logos

Similar logos for all committees and networks, for the regions as well. Will work with the pathology logo first, then the other (deadline is at the end of September).

8.9. IVSA Journal

- 8.9.1. Attended events template





Event report and expenses simultaneously; the deadline for the template is the 22nd of September.

9. External Affairs

9.1. President – *Vanda Ducic*

- 9.1.1. FVE - The Federation of Veterinarians of Europe
They are working on a few projects (MSD scholarship, for example, and they give us reimbursement for 500 euros for attending theirs Gas) and working on four sections (public health, education, etc.).
- 9.1.2. FECAVA - Federation of European Companion Animal Veterinary Associations
We are working with them on IVC EVIDENSIA for scholarships and will discuss the reimbursement for attending their council.
- 9.1.3. EAEVE - European Association of Establishments for Veterinary Education
Student expert program only for European members, accreditation to the school attended by members and accreditation team (including students in big decisions).
- 9.1.4. FAVA – Federation of Asian Veterinary Associations
Nothing is established for now.
- 9.1.5. WOA – World Organisation for Animal Health
We worked with them a lot, especially for webinars or speakers, and we will be more involved with them as they asked for the 100th anniversary this year.
- 9.1.6. WSAVA – World Small Animal Veterinary Association
Coordinator and volunteer program: after Lisbon, we will discuss whether we will continue this project. We are also invited to their yearly congress and GA, where we have voting rights.
- 9.1.7. WVA – World Veterinary Association
We are invited to their congress, and they involve students more in congresses (for example, the One Health summit in Taiwan)
- 9.1.8. AVMA – American Veterinary Medical Association
Invited to their congress and CIVA meetings
 - 9.1.8.1. CIVA – Committee on International Veterinary Affairs
- 9.1.9. WFPHA – World Federation of Public Associations





They invite us to their meetings and send emails about internships and more.

9.1.10. UN – United Nations

- 9.1.10.1. ECOSOC – Economic and Social Council
They invite us to their events.

9.1.11. Student Organizations

- 9.1.11.1. IFMSA – International Federation of Medical Students Associations
9.1.11.2. IAAS – International Association of Students in Agriculture and Related Sciences
9.1.11.3. IPSF – International Pharmaceutical Students Federation
9.1.11.4. APHSN – Association of State Public Health Nutritionists

9.2. ERO – *Vanda Ducic*

9.2.1. Handover meeting

9.2.2. First ERO team meeting

9.2.3. WVA/CEVA Student of the Year Award
Evaluation or scoring system to rate the applications
The first winner gets 5,000 euros and travels to Veterinary Association Congress in South Africa
The following 3 runners-up get 3000 euros for an internship of two to four weeks with the veterinarian of the year.

9.2.4. Purina Institute
Contract good until November 2025 for renewal.

9.2.5. Royal Canin
Working with one health, we need to renew our contract and have a meeting in October.

9.2.6. VVC
The contract was signed, but we haven't received the money yet; Susanna *Salvatori* will contact them.

9.2.7. IVC Evidensia
We met with them in Denmark, where they showed interest in SCOCA. They gave us money for the DAD project and some MO funds. *Vanda Ducic* and *Susanna Salvatori* will meet with them.

9.2.8. Anicura





We haven't been in contact with them.

9.2.9. CEVA

As mentioned before, a meeting will be scheduled with them.

9.2.10. IDEXX

We haven't signed a contract yet, so we will contact and meet with them.

9.2.11. Committees

9.2.11.1. SCOVE

9.2.11.1.1. WVA IVSA observe member

Handover from the previous observe members to the new ones.

9.2.11.1.2. Plumbs

Working with SCOVE, we have to renew this in October.
Check the signed contract.

9.2.11.2. SCOH

9.2.11.2.1. WVA IVSA observe member – nothing to add

9.2.11.3. SCAW

9.2.11.3.1. WVA IVSA observe member – nothing to add

9.2.12. Networks

9.2.12.1. Equine Network

9.2.12.1.1. VETPD

The partnership was signed for 1 year, and we need to improve and work more on this partnership.

9.2.12.2. Wild and Exotics Network

9.2.12.2.1. WEAN x EWV MoU

An email was sent, and a vote should be made.

9.2.13. Regions

9.2.13.1. Asia

9.2.13.1.1. MoU with Global Food Partners

We should vote again on this MoU or work on a new one.

9.2.13.2. Europe

9.2.13.2.1. Purina Brand





A contract was signed in March. The contract should be renewed this term with a better deal.

9.2.13.3. SSA

9.2.13.3.1. Royal Canin x SSA

We offered to send a member from SSA to an IVSA event, but we are still discussing to get this approved.

10. Any Other Business (AOB).

10.1. Officials calendar:

All the officials meeting should be there.

10.2. Officials opinion: the new agenda

Everyone agreed that it is better.

The meeting was adjourned at 15:47 UTC+0

Younes Ouma

International Veterinary Students' Association
Secretary General 2023-2024

