



24th.November.2024 – Minutes of the 4th Online Meeting of ExCo 2024-2025

The 4th Online Meeting of IVSA Executive Committee (ExCo) 2024-2025 was held at 1 PM UTC+0 on 24th.November.2024. Felix Metzger (President) was present to Chair and Upendra Chauhan (Secretary General) was present to take the minutes.

Attendance:

ExCo:

| Name | Position |
|------------------------|------------------------------|
| Felix Metzger | President |
| Tamy Negron | Member Organization Director |
| John Gyan | Development Aid Director |
| Upendra Chauhan | Secretary General |
| Lorena- Maria Munteanu | Public Relations Coordinator |
| Stavros Lapathtotis | Treasurer |
| Nicoline D. De La Cour | External Relation officer |
| Susan Aryal | Committee Coordinator |

Other Officials:

Saniya Keeton
Violet A. Wierbos
Florian Schilling
Alessandra Puppo
Ishaan Acharya
Avnish Gala
Sanskar Deokar





Apologies:

1. **Opening & Introduction** - Mr. Metzger
2. **Approval of the Agenda:** Agenda was approved without any addition or change in agenda points.
3. **Approval of the minutes:** There were no minutes to be approved.

4. Trust Updates

4.1. Updates:

Felix noted that trust were having regular meetings and discussions ongoing within the team.

5. Taskforces Updates

5.1. Updates

5.1.1. Strategic Planning Committee:

Final adjustments to IVSA Strategy and Action Plan 2024-2029 was ongoing and that would be shared to all soon as soon as it gets finalized.

5.1.2. Event Inclusivity Taskforce

Felix updated that the teams were currently working on proposals.

5.1.3. History Taskforce

John mentioned that the progress has been a little since people responsible for update are not that responsive.

6. ExCo Updates

6.1. Updates

6.1.1. President

Felix reported that progress with partners remained limited, as responses from IPSF and WSAVA were still pending regarding ongoing matters such as student feedback and the continental conference scheduled for November 26–28. He discovered that IVSA's ECOSOC status was at risk due to the lack of submitted reports since 2021, with a final deadline of May 2024 to provide updates. Felix has started drafting the report, incorporating recent activities especially related to DAD, and plans to have it reviewed to ensure compliance and retain the status.





Additionally, he shared updates on Glue Up and membership portal renewal, noting that confirmation of last term's payment amount is needed to secure a 3% discount by paying in November.

6.1.2. DAD

John reported limited updates but noted some progress following a meeting with the OC shortly after the EXCO meeting. The merchandise list now includes hoodies, white T-shirts, scarves, tea cups, and possibly keychains and traditional Moroccan tagines, though decisions on the latter items are pending due to unresolved distributor arrangements. The Be Kind Award forms were opened earlier this week, and efforts are underway to share and promote them widely in collaboration with the PRC to reach all IVSA members.

Regarding the alcohol initiative, John confirmed that the OC remains against allowing alcohol at the hotels, on campus, or as merchandise or auction items. Discussions on alternative approaches are ongoing.

Felix agreed with excluding alcohol due to venue restrictions and stressed the need to clearly inform participants via auction forms and pre-event communication to avoid issues. He welcomed updates if a solution is found.

John clarified that while alcohol is currently prohibited, discussions are ongoing with the OC to explore possible alternatives. If no solution is feasible, clear communication will be made to participants, emphasizing that alcohol is not allowed in any form.

Felix agreed and suggested ensuring participants are reminded closer to the event about alcohol restrictions. He also inquired about the status of travel grant winners and their readiness to finalize plans for attending the symposium.

John reported that travel grant recipients are preparing for visa applications, with Deep starting next week, Ebenezer requesting funds in advance (pending EXCO approval), and Daniel awaiting his passport. Reduced fee slot winners were also being selected.

6.1.3. MOD

Tamy reported that the first Presidents and EOs meeting was held on November 9, receiving positive feedback, with minutes to be shared soon. Chairs participated, providing clarity on committees and networks. She worked on updating member statuses in the portal and sent





reminders for membership renewals. The third round of one-on-one meetings with regional representatives is ongoing.

Lorena created a social media guidelines document, shared by Rebecca with regional managers to align posts with IVSA branding. The Purina competition with IVSA Indonesia concluded, with prizes being sent, and preparations for the Purina * Italy competition are underway. Work on Morocco Bylaw amendments is nearly complete, and a post-double exchange contracts forum is being developed. Tamy added that Rebecca formed a WhatsApp group for regional social media managers and is serving as the main PRC contact, enhancing communication with reps and managers.

6.1.4. Treasurer

Stavros reported that there has been minimal activity in the treasury, mainly focused on collecting outstanding membership fees from countries. This has provided a small financial cushion. Efforts to streamline sponsor payments are ongoing.

Regarding IVSA's status in the United States, an update revealed that our NGO application was lost due to a missing form, though we are registered. The application will need to be resubmitted, with support from IVSA Dinos and alumni. Stavros plans to focus on this in the coming weeks. Additionally, invoices for officials wanting to use the good news fee for Morocco are being edited, which remains a priority.

Felix inquired whether there has been any update on the sponsor invoices, specifically how this process is progressing. Stavros reported that sponsor invoices have been sent and are being edited, with payments pending. 33 members have paid, while 11 payments are still pending. He plans to follow up with sponsors soon.

Stavros responded that all the membership fee beneficiaries from last year have completed their renewals except for IVSA Nepal. He tried reaching out to them, and he believes he sent them an email last week offering help. He confirmed that all other beneficiaries are included in this year's list, but he's currently unable to log in to check further details.

Stavros confirmed that all other members on the list, except for IVSA Nepal, have had their membership fees paid and their legislation completed. He recalled that IVSA Nepal was included in the initial list of beneficiaries at the beginning of the term, but they have not yet completed the renewal process.





Felix suggested that once Stavros is home, they can recheck the list to confirm the situation with IVSA Nepal. If there is any missing payment, they can follow up with Susan and Upendra to verify if they received an email or if there was another issue

6.1.5. ERO

Nico reported that the meeting with Purina was successful, with positive feedback on IVSA's engagement and collaboration. In the nutrition competition at Indonesia 3,100 students participated, out of 3300 sign up which is 54% of the total student population, and 75% sign up if excluding two schools. Purina was impressed and plans to continue working with IVSA. There was a minor issue with the number of prizes, which was resolved by increasing the prize count from three to five.

Nico added discussions with Purina are progressing well, including future competitions in Italy and Germany. A meeting with Scovi and Daniel David also showed enthusiasm for upcoming partnerships. Regarding the MOU and sponsorship tiers, Purina had concerns last term, but a new approach to involving them in the process is being adopted.

Nico also had a meeting with Yishun and Win to evaluate their collaboration, and a meeting with the Morocco OC is scheduled for Thursday. If there is no response from Morocco, a new plan will be made for an external relations meeting with regional reps hosting live events. On the ER front, a cleanup of emails and documents is underway, uncovering useful sponsorship booklets, which are being updated. Nico plans to schedule ER training and send details this week.

Felix inquired if nico have heard back anything from Royal Canin. Nico replied that she is unavailable till 4th of Dec and will meet afterwards.

6.1.6. PRC

In the meeting, Lorena updated that the ClickUp system was working well, preferring it over email. The official T-shirt design was ready, but budget discussions with Stavros were needed. She noted the website updates were done with the webmaster's help and she was awaiting further instructions for future updates. The October bulletin issue was resolved quickly, and the November materials deadline was set for November 30th. The team was performing well, with positive feedback for Rebecca, Halima, and Joel. Lorena planned to discuss Twitter with Joel and create a handover document for the next term.

In the meeting, Lorena mentioned the sponsorship booklet needs to be ready soon and will discuss it with Joel. Valeria has three journal topics left, and Lorena has finished the Canva





guidelines for the PRC team but still needs to create them for committees. She also noted the new template for publishing policy papers. Lastly, Lorena proposed creating ExComm posts as stories with links to avoid cluttering the page and asked for feedback.

Felix agreed with Lorena's idea of using Instagram highlights for ExComm meetings to avoid spamming the feed. He emphasized the importance of offering participation, even if few delegates attend. He also asked for updates on removing the Equine Network from the website and how to handle old policy papers, noting that papers older than five years must either be removed or brought to the General Assembly.

Susan confirmed there are no policy papers older than 2019 to remove. A few need updating and are being worked on by IVSA score. She can share the link to the policy papers in the drive.

Lorena and Valeria decided to keep the Equine Network on the website and social media until mid-term before removing it, as it's already inactive. Lorena is open to removing it sooner if preferred, but suggests doing it closer to the SGA in Morocco.

Felix asked Lorena to send the Canva guidelines and a list of all IVSA social media accounts to include in the president's guidelines. He also expressed happiness about the regular support from Glue Up for website issues.

6.1.7. CC

Susan shared updates on the CC side, mentioning that the Ambassador Program call for Ambassador Managers is open until November 30, with 18 applications received so far. He also reported that the call for IVSA Scoca Social Media Manager is complete, and they are screening candidates. Additionally, work is underway on a database for committees and networks within member organizations and local chapters, and guidelines for these groups are being developed.

6.1.8. SG

Uendra provided a brief update, mentioning that he had been occupied with visa processing and boards, so there were not many updates from his side. He had met with the Shiyo during his exams, and had two days left for the deadline of final submission of the bylaw amendment proposal. At that time, only Susan had submitted a proposal, and Tamy was also working on his. Uendra planned to release the constitutional amendment proposal on the 26th, which would run until the 28th. He had also been working with IVSA alumni and





member organizations like Ghana, who were reactivating their LC members. Regarding the Congress in Peru, Upendra had been in touch with Youn for updates. Lastly, he had received an email from otter.ai about free trials turning into paid subscriptions after November 30th and was forwarding the email to EXCO for review to avoid any unintended payments.

Felix inquired on the members who have joined the trial room and the trial members just reported that they haven't used that quite often and were just exploring different AI tools.

Upendra added that since the members on trial phase aren't that active, so he was updating everyone before he cancels the members to be secured from unintended payments.

Felix then agreed on cancelling this for now after talking with other members in trial phase.

Felix inquired Upendra on status of GA timeline. Upendra answered that everything has been covered up till then and will be mailing soon according to the Timeframe on GA Timeline made earlier.

6.2. Discussion Points

6.2.1. Committee Coordinator

6.2.1.1. Ambassador Program

Sushan shared an update on the Ambassador Program, noting that the call would open on November 26th. He emphasized the goal of recruiting a large number of ambassadors for various committees and networks, with up to seven members selected from each local chapter, but only one person per committee. He thanked Halima and the PRC team for creating the Ambassador Manual quickly and Daria and Ojas for managing the application form. Sushan proposed that the call stay open until December 8th, with an extension if necessary. Afterward, there would be about one week for screening and review, and the program would begin on January 1st, running through June. He asked for feedback on this proposed timeline.

Felix agreed with the proposed timeline and suggested holding the first Ambassador meetings before the end of December to give them a head start for January. He acknowledged the busy period but emphasized the importance of early engagement.





Susan suggested holding the first Ambassador meeting in December, before January 15, with chairs and Ambassador managers present to guide the ambassadors. Committee members' attendance is not mandatory.

6.2.1.2. Committee Workshop in Symposium

Susan shared that there will be a workshop for committees and networks during the term. Initially planned for four lectures, only two will take place due to some chairs' availability. The workshops will be collaborations: one between SCOH, WEAN and the Pathology Network, and another between SCOVE and SCAW, with speakers being confirmed. Alumni Network and SCOCA are still finalizing their speakers. The details will be finalized in the next 10 to 15 days.

Felix responded that they are aiming for at least three workshops to ensure groups of 30-40 people, making the experience more engaging. He also appreciated Susan's offer to help lead a workshop, especially in areas like One Health or WEAN. He mentioned that having ExCo members help with workshops would be beneficial, especially for managing the groups. They agreed that three workshops would be ideal, but four would be a great outcome if feasible. Final details will be based on the availability of speakers and ExCo participation.

7. Chair Updates

7.1. Updates

7.1.1. PN

Violet said that the Pathology Network held a productive team meeting on November 17th, despite some absences. The network is collaborating with the SCOH for the Global AMR Youth Summit and is managing its social media efforts. She also highlighted collaborations with the Wild and Exotics Network on a policy statement, SCOVE on a pathology course for Edu+, and the Sub-Saharan Africa region, though the latter is still in early stages.

Ongoing projects include *Microscopic Mondays* with IVSA Rampur, which is nearing a formal contract, and *Pathology Thursdays* with IVSA Nigeria, where the final proposal has been sent. For the Morocco symposium, they are reaching out to speakers but awaiting budget details from the MOD team while also planning a contingency.

Violet noted that work on the strategic plan is underway, webinars are being planned with a December target, and external relations updates are forthcoming, with a detailed proposal expected by the next ExCo meeting.





Felix appreciated Violet's external relations work, reassured her about webinars, and cautioned against long-term MOUs pending pathology network approval.

Violet emphasized prioritizing external relations for year-end sponsorship opportunities, while staying mindful of their candidate network status and avoiding long-term commitments.

7.1.2. SCOW

Susan shared SCOW updates, highlighting an impactful video for International Men's Day, online posts for Kindness Day on November 13, and upcoming Hello Day posts on November 21. She mentioned plans for an awareness night and holiday event, with more details expected from Sanya. Additionally, a webinar was being planned with Royal Canin, as discussed in their recent meeting.

Felix inquired about Wellness week. Susan explained that for the past term, they adapted Animal Welfare Week into a Wellness Week within IVSA, announcing it 15 days in advance, and emphasized the need for budget approval while considering January's symposium in Morocco to promote grants and gather proposals.

7.1.3. WEAN

Ishaan provided an extensive update on WEAN, highlighting collaborations with Nico and the ERO team, work on a sponsorship booklet for ExCo approval, and the upcoming ambassador program. He discussed the planned webinar on November 30 with a renowned exotic animal specialist, December 4th Wildlife Conservation Day activities, and a wildlife photography competition judged by renowned photographers. He also mentioned progress on the WEAN internship database for global wildlife-related opportunities, ongoing event planning, and collaborations with conservationists and biologists for future initiatives.

Susan inquired about strategic plan and Ishaan replied that its in a progress but in a preliminary stage for now.

7.1.4. SCAW

Susan updated on SCAW projects, mentioning an Instagram collaboration with WEAN for Hug a Bird Day featuring shared photos, upcoming panel discussions with SCOVE and progress on a position statement incorporating WSAVA's comments, soon to be sent to





ExCo and trustees. She also noted a pending response from Meru regarding their meeting and a task force survey on activity interests, inspired by the Pathology Network's approach.

7.1.5. SCOCA

Sanskar shared plans for a ClickUp workshop, potentially in December, for all officials and team members, with details still being confirmed in coordination with Susanna. He also discussed the TNT grant proposal, noting that five applications were received from IVSA Philippines, IVSA Bangladesh, IVSA Nigeria, IVSA Nepal, and IVSA Rwanda. After scoring the applications with his secretary and Susan, they followed a set guideline and have selected a winner.

7.1.6. Alumni

The Alumni team update shared that they are finalizing strategies for increasing alumni network engagement. They discussed creating posts to raise interest among IVSA members for alumni membership applications, with the current alumni fee at 15 Euros. They are considering offering a group registration discount of 1.5-2 Euros per person for university groups. A document is being prepared to explain the benefits of joining, and the team is working with the MOD team to reach out to every MOS to encourage alumni network applications. Their focus is on strengthening the alumni network.

Felix suggested adding a sign-up guide for the alumni network on the website and asked if there were any concrete projects planned to strengthen the alumni network.

Susan said that the Alumni team is updating the website and will send emails to MOS explaining the registration process. She mentioned that there are no specific plans yet to strengthen the network, but they are exploring collaborations or sponsorships offering benefits like internships to encourage alumni membership.

Felix agreed that stabilizing the alumni network is the priority and suggested having everything functioning by Morocco. He proposed working on small projects after Morocco to keep the network running smoothly. Felix thanked the team for the update and moved on to the SCOVE update.

7.1.7. SCOVE

Susan provided an update on the SCOVE team, mentioning that they had faced challenges with graphics for a fact card. They had planned to reach out to Lorena for help and a





guideline for committees. The team had been working on a collaboration with IVSA for a webinar and had sent proposals to Royal Canin and Purina. The proposals were strong, as they addressed how to give back to the sponsors. However, they had not yet received the expected Royal Canin giveaway and Purina project information. Susan added a shout-out, mentioning that if anyone is interested in the dental course, they had just uploaded a few videos on the IVSA SCOVE EDU+ website. She encouraged everyone to go and watch them.

7.1.8. SCOH

Susan provided updates on behalf of Nadia. He shared that although the EPSA policy paper was publicized in Peru, no response had been received, and follow-up attempts had not been successful, leaving uncertainty about whether it could still be posted. Regarding the manifesto in public health, Felix had contacted the team, and with help from Halima and Lorena, a graphic was created, which was well-received with a few minor revisions. The next step was to schedule a date for posting. For the essay competition, 39 applicants had participated, a strong response. Lastly, the Global AMR Summit, scheduled for November 27-29, would involve Pathology Network and SCOW from IVSA's side.

7.2. Discussion Points

7.2.1. SCOVE Policy Paper on Accreditation

Susan mentioned that Mohana suggested turning the accreditation policy paper into a journal article instead of a policy paper. Susan agreed it was feasible and wanted to discuss it with EXCO. She noted that significant time had already been invested, and if the paper isn't accepted as a policy, it could be published as a journal article either this term or in the 2025-26.

Felix explained that anyone can submit an article to the SCOVE team, as long as it follows IVSA's rules. Since the accreditation policy paper is more scientific, he saw no issue with it being considered as a journal article. He asked Lorena to confirm with Valeria if there are any objections, but he believed it was possible.

Susan confirmed that the accreditation policy paper could be submitted as a journal article to SCOVE, as long as it follows IVSA's rules. She asked Lorena to check with Valeria for any issues.

7.2.2. SCOH Essay Writing Prize





Susan mentioned that for the essay competition, 39 entries were received, and the SCOVE team would select seven essays to forward. For the prize, an e-book was proposed, costing around 35-40 Euros. Since any additional spending requires ExCo approval, Susan asked if there were any concerns or comments regarding using the budget for the e-book prize.

Susan proposed holding a vote during the meeting to approve spending the 500 Euro budget for the SCOVE prize, rather than sending an email for approval, to avoid delays. She asked if this approach was acceptable.

Susan explained that, based on a previous meeting with Stavros, they decided not to transfer money this term due to the high transaction fees (3-5 euros). Instead, they opted for eBooks as prizes, which are valuable, especially for students. This approach allows them to award prizes efficiently and ensure that the process is manageable for everyone involved.

7.2.3. SCOVE Dental Campaign

Susan updated that IVSA is collaborating with WSAVA on a dental campaign for veterinary students. The campaign includes uploading dental courses on EDU+, creating a specific course with SCOVE, and hosting webinars. Dr. Brooke suggested a video competition for the Morocco symposium and offered to attend at his own expense. Susan will coordinate with the MOD and Taiwan Congress teams to arrange this. The campaign is a valuable partnership for IVSA.

7.2.4. PN proposal VIN webinar

Violet discussed the ongoing communication with the Veterinary Information Network (VIN) regarding a potential partnership. She explained that while there was interest from the pathology network, the details of previous meetings were unclear.

Violet asked if ExCo would agree to first propose a webinar to establish communication with VIN, rather than immediately pursuing a full partnership, given that the pathology network is still a candidate network.

Felix confirmed VIN's reluctance toward partnerships and agreed with Violet's approach of starting with webinars to build communication. He then asked if anyone had further questions.

Susan agreed to start with a webinar to establish a relationship with VIN, gather feedback, and later decide on a potential partnership.





8. Regional Rep. Updates

8.1. Updates

Tamy had a meeting with the symposium organizers in Morocco on November 7 and the previous Thursday, with plans for another meeting the following week, continuing until the event. Tamy provided updates, indicating progress in resolving issues, with more solutions than problems emerging. During the Thursday meeting, the acceptance letter was finalized after discussions and suggestions. Applications closed on November 13. OC began selecting delegates, organizing information, coordinating activities, and editing invoices. Tamy assisted with official invoices. Once completed, the organizers moved on to finalizing delegate information. Delegate acceptance started Wednesday, with a deadline set for Friday. According to Tamy, the acceptance letters were to be sent out by Friday at the latest.

Felix inquired about sending early notifications to selected delegates requiring extended visa processing, and Tamy agreed, emphasizing its importance to ensure attendance despite time constraints.

Felix also proposed to have a meeting among OC and Officials after our 5th Exco meeting to make a plan on General Assembly Procedures and AOB.

9. Symposium & Congress

9.1. Updates

Tamy mentioned that she is having meetings and discussions with Taiwan OC. They were looking into possibilities of reducing delegate fee if possible as current fees were high. They were looking for sponsors for the Congress (SGA). Shiyu has been in touch with ERO team while making contact to the external partners for the congress.

10. Any Other Business (AOB).

10.1. Membership Fee Winner

Felix asked if he found any details on winner of Membership Fees. Stavros replied that everything was paid last term. Some countries had remained for renewal of GlueUp and he couldn't start the process manually, he so suggested they should enter the process themselves ASAP.

The meeting was adjourned at 5:20 UTC+1.

Upendra Chauhan





International Veterinary Students' Association
Secretary General 2024-2025.

