

## **2014.08.07 – Draft Minutes of Handover Meeting 2013-14 to 2014-15**

The Handover Meeting 2013-14 to 2014-15 (the 6<sup>th</sup> Live Meeting of the IVSA Executive Committee (ExCo) 2013-14 and the first Live Meeting of the IVSA ExCo 2014-15) was held at 16.40 on the 7<sup>th</sup> of August 2014 in Yogyakarta, Indonesia, the President being in the Chair and the Secretary General present to take the minutes.

### **Present (in person):**

Pim Polak (President, Immediate Past President -Elect)  
James Bost (Vice-President and Secretary General (SG), Trustee-Elect)  
Somin Um (Treasurer)  
Camille Poissonnier (Member Organization Director (MOD), Trustee-Elect)  
Joseph Lunt (Development Aid Director (DAD), Trustee-Elect)  
Retorika Galunggung (Public Relations Coordinator (PRC))  
Hannah van Velzen (Sponsorship Director (SD))  
Theofanis Liatis (Veterinary Public Health Director (VPHD) and outgoing Chairman of Standing Committee on One Health (SCOH))  
Inanda Shabrina (Secretary to VPHD and DAD)  
Ayesha Azlan (Secretary to DAD and PRC)  
Henry Ta-Heng Huang (Secretary to MOD)  
Kevin Santoso (Secretary to DAD)  
Isaac Corderroure López (Secretary to SD, Treasurer-Elect)  
Sara Wüeggertz (outgoing Chairman of Standing Committee on Modern Technology in Education (SCoMTE), SG-Elect)  
Emma van Rooijen (President-Elect)  
Khouloud Ben Salem (Member Organization Director (MOD) -Elect)  
Kayleigh-Anne Norman (Development Aid Director (DAD) -Elect)  
Anıl Türer (Public Relations Coordinator (PRC) -Elect)  
Jennifer Holle (External Relations Officer (ERO) -Elect)  
Merel Rodenburg (Member of ExCo -Elect)  
Kuo Wei Chu (Secretary-Elect)  
Reza Akram Purwosunu (Secretary-Elect)  
Taeun Ryan Kim (Secretary-Elect)  
Khairina Abdul Halim (Secretary-Elect)  
Seth Yaw Afedo (Secretary-Elect)  
Seyed Ardalan Moussavi (Secretary-Elect)  
Panagiotis Galatsanos (Secretary-Elect)  
Ann-Katrin Autz (Secretary-Elect)  
Sarah Krones (incoming Chairman of Standing Committee on One Health (SCOH))  
Tom Merten (incoming Chairman of Standing Committee on Veterinary Education (SCoVE))  
Shadi Hénchiri (incoming Chairman of Animal Welfare Committee (AWC))

### **Apologies:**

Airina Sylte Kallmyr (Secretary to President)  
Sujin An (Secretary to SG and Treasurer)  
Ivana Hajzler (Secretary to MOD)  
Caroline de Meyer (outgoing Chairman of Animal Welfare Committee (AWC))

- 1) **Opening** – The Meeting was called to order by Pim Polak.
- 2) **Approval of agenda** – James Bost moved to approve the agenda, with the condition that James Bost can make changes to the agenda throughout the meeting unless anyone objects to said changes. This was adopted.
- 3) **Approval of minutes from 5<sup>th</sup> Live meeting** – This was postponed until a final online outgoing ExCo meeting, time to be decided via virtual communication.
- 4) **Introduction of incoming ExCo, Secretaries, and Committee Chairs** – Each incoming ExCo officer introduced themselves and their plans for the upcoming year.

The incoming Secretaries and Committee Chairs present introduced themselves.

- 5) **Advice of the incoming Trust** – The incoming Trust members advised the incoming ExCo and Secretariat on the proper running of IVSA.
- 6) **Advice of ExCo, Secretariat and Committee Chairs 2013-2014** – The outgoing ExCo and Secretariat members advised the incoming ExCo and Secretariat members on the proper running of IVSA.
- 7) **Assignment of Secretary positions** – Sara Wüeggertz moved to assign the positions of the Secretariat as shown below.

Secretary to the MOD – Seth Yaw Afedo, Taeun Ryan Kim, Seyed Ardalan Moussavi  
Secretary to the MOD and Member of ExCo position – Ann-Katrin Autz  
Secretary to the DAD and ERO – Kuo Wei Chu  
Secretary to the DAD – Khairina Abdul Halim  
Secretary to the DAD and Treasurer – Panagiotis Galatsanos  
Secretary to the PRC – Reza Akram Purwosunu

This was adopted.

- 8) **Appointment of one of the Secretariat as the manager of the Scholarship Fund** – Emma van Rooijen moved to appoint Panagiotis Galatsanos as the manager of the Scholarship Fund. This was adopted after debate.

Khairina informed everyone that anyone who required something done on Photoshop could ask for her assistance.

- 9) **Appointment of someone as responsible for back-up minutes** – Sara Wüeggertz moved to appoint Jennifer Holle as responsible for back-up minutes. This was adopted after debate.
- 10) **Role of the Committees** – Pim Polak explained about the importance of keeping the committees involved in the work of IVSA, and links between the ExCo and the Committees. It was discussed that Committee Chairs should give their reports at

ExCo meetings if possible, and that the Committee Coordinator would coordinate links between Committees and the ExCo.

- 11) **Selection of the Vice-President** – Emma van Rooijen moved to select Merel Rodenburg as the Vice-President. This was adopted.
- 12) **Naming of Member of ExCo position** – Merel Rodenburg moved to name the Member of ExCo position as “Committee Coordinator”. This was adopted after debate.
- 13) **Live Meetings and other events** – Emma van Rooijen moved that the first additional live meeting would be held in late October or early November in Istanbul, Turkey, with the exact dates to be decided by virtual communication (via a Doodle poll to be sent out by Sara Wüeggertz within two weeks), and that the second additional live meeting would be held in conjunction with the SAVMA Symposium in Minnesota, USA, in 2015. This was adopted after amendment.

Pim Polak explained that the ExCo are fully reimbursed (all reimbursements at minimum cost rate) for travel expenses to attend the Symposium and Congress (and therefore the pre-Symposium and pre-Congress live meetings) and are reimbursed half for attending up to two additional live meetings. James Bost clarified that Secretaries are reimbursed fully for attending only the Congress at the end of their term, but that attendance of other meetings is encouraged where possible, online attendance should always be possible at these meetings, and that should Secretaries or ExCo members be requested to travel to other events to represent IVSA, full reimbursement is provided (at minimum cost rate, and as long as it fits in our budget).

Emma van Rooijen moved to send Emma van Rooijen to the WSAVA conference in Cape Town, South Africa, to represent IVSA. This was adopted.

Emma van Rooijen moved to decide whether to send a representative to an event held on 11-13 September, ShenYang City, Liaoning province, People’s Republic of China, and if so, who to send, by individual agreement of the majority of the members of the ExCo. This was adopted after debate.

Isaac Corderroure López moved that all incoming ExCo officers, Secretaries and Trustees should inform Sara Wüeggertz after this meeting about the most convenient airport(s) for them to travel from, and their hometown(s), so that Sara could compile a list and send it out to the ExCo mailing list. This was adopted after debate and amendment.

Emma van Rooijen moved to decide whether to send one or more representatives to an event held in Mexico in the near future, about which WSAVA had informed IVSA, and if so, who to send, by individual agreement of the majority of the members of the ExCo. This was adopted.

Emma van Rooijen moved to send James Bost, Tom Merten and Emma van Rooijen as official representatives of IVSA to the NEAT meeting that would be held in Wageningen, The Netherlands, on 14-15 October, if possible. This was adopted.

Emma van Rooijen moved to decide whether to send one or more representatives to the UIA round tables event in Seoul, South Korea, in October, and if so, who to send, by individual agreement of the majority of the members of the ExCo. This was adopted after debate.

- 14) **Communication** – Pim Polak explained that the outgoing ExCo used email and Facebook for everything at the start of their term, and during their term began using Asana for most things, and WhatsApp for emergencies and during Symposium and Congress. Facebook was used mainly for personal matters or reminders, and email was used for certain official emails, external communication and discussions with just a few ExCo members. An online year planner was used so that everyone could see when others were busy/away, and to assist in picking dates for meetings. The official (@ivsa.org and @gmail.com) ExCo email addresses will be handed over on 1 September.

Pim moved that suggestions for improving committees in the committee handover meeting would be reported back in the next meeting of the ExCo of 2014-15. This was adopted. Merel Rodenburg will deliver a report.

Jennifer Holle moved that ExCo reports should be completed by each ExCo member twice a month, on the 1<sup>st</sup> and 15<sup>th</sup> of each month. This was adopted after debate.

The meeting went into recess from 18.00 to 18.15.

- 15) **Signing of Contracts** – The ExCo Officer, Secretary and Trustee contracts were handed out, signed and returned to Sara Wüeggertz.
- 16) **Assigning people to check English** – Sara Wüeggertz moved to assign Sara Wüeggertz to check all English, with James Bost as a backup if Sara is not sure of something. This was adopted after debate and amendment.
- 17) **Assigning people to check the Treasurer's work** – Emma van Rooijen moved to assign Panagiotis Galatsanos and Joseph Lunt to checking the Treasurer's work every two weeks, subject to Joseph's agreement (Joseph was absent for this agenda point).
- 18) **Decisions of the ExCo** – The decision on how long to keep ex-ExCo members on the IVSA Committee Facebook group, Asana (if possible, or whatever is being used in its place) and WhatsApp group to ensure an effective handover between ExCos was postponed until the next meeting of the ExCo of 2014-15 (the ex-ExCo members will be kept in said groups until then).

19) **IVSA ExCo Policies** – James Bost suggested that the next ExCo could examine a list of policies adopted throughout the year by the ExCo of 2013-14 and decide which, if any, they would like to adopt for 2014-15. James Bost will compile this policy document and email it out to the incoming ExCo before the end of August.

20) **Role of the DAD** – This was postponed to the next meeting of the ExCo of 2014-15.

21) **The Secretariat and Secretaries** – Pim Polak clarified that “the Secretariat” refers to the group/body, whereas individuals are “members of the Secretariat” or “Secretaries”, not “Secretariats”.

*(Not stated in meeting, but included here for reference: similarly, “the ExCo” refers to the group/body, whereas individuals are “members of the ExCo” or “ExCo officers”, not “ExCos”. “The Trust” refers to the group/body, whereas individuals are “members of the Trust” or “Trustees”)*

22) **Communication** – Emma van Rooijen moved to set a limit of 48 hours by which members of the ExCo, Secretariat or Trust would promise to either respond in full to emails from other members of the ExCo, Secretariat or Trust, or respond to state when they will be able to reply to it properly, to apply from 1 September and excluding times when someone is not available according to the online schedule. This was adopted after amendment.

James Bost explained that the Secretary General is generally responsible for setting deadlines, if one is not set by someone else, but they are generally flexible and subject to change, as long as this is communicated.

23) **AOB**

- a. **ExCo, Secretariat, Trust and Committee Chairs** – Pim Polak suggested that everyone should think about a new term to refer to the ExCo, Secretariat, Trust and Committee Chairs together.
- b. **Reading list** – Emma van Rooijen requested that everyone should read the IVSA policies document, Constitution and Bylaws, RONR summary document, advice document, and Strategic Plan, by 1 September. James Bost will email out all these documents, or links to them, by 20<sup>th</sup> August.
- c. **Confidentiality** – Pim Polak explained that most things within IVSA are open and not confidential, with some exceptions which would normally be clearly stated, e.g. a contract with a sponsor.

The meeting adjourned at 18.40p.m.