



Minutes of the teleconference meeting (TC) of the WSAVA Executive Board (EB)

March 16th, 2023

The meeting was held via Zoom with Ellen Van Nierop as Chair.

Present

| | |
|-------------------------|--------------------|
| Ellen van Nierop (EvN) | President |
| Oscar Umana (OU) | Honorary Treasurer |
| Jim Berry (JB) | Vice President |
| Felishina Queiroga (FQ) | Board Member |
| Nalinika Obeyeskere | Board Member |
| Joyce Dao (JD) | Financial Officer |
| Richard Casey (RC) | WSAVA Secretariat |
| Liat Geller (LG) | WSAVA Secretariat |

The meeting was called to order at **12:05 GMT** by EvN.

1. Consent Agenda

- 1.1. RC Report from VMX January 2023.
- 1.2. Minutes of the January EB TC
- 1.3. Ratify Gregg Takashima as WSAVA Representative to the Pet Nutrition Alliance
- 1.4. Regional Members Forum in Thailand

2. Standing Reports

2.1. Financial update

JD updated that the auditor is still compiling their report.

Invoices for Russia and Ukraine have not been sent yet and instructions from the EB are needed for that action.

The sponsorship contracts have been sent, with an updated format to clarify actual income/receivable.

OU added that several associations have passed the 90 days payment limit and asked for clarifications. JD reviewed the missing payments and clarified them.

The EB highlighted several associations that should not be invoiced due to historical agreements.

Action:

JD to review the report prior to sending out to make sure no payments are requested from associations that are in fact not in debt.

3. Operations

3.1. By-Laws discussion

(RC)

A new set of draft by-laws was created by RC following the Sri Lanka strategic discussion. The draft by-laws and is being reviewed by the WSAVA lawyers.

A proposed timeline with key milestones and actions needed for approval of the new by-laws was shared with the board.

The EB made several adjustments to the by-laws draft based on the internal discussion.

Motion to confirm that the by-laws draft is to be shared with the WSAVA association representatives once the revisions are put in place by RC.

All in favour

The motion was passed.

3.2. WSAVA Strategy 2023-2024

The EB approved the strategy document as reflective of the discussion held in Sri Lanka.

3.3. 2023 Workstack

RC Shared the updated 2023 WSAVA workstack updated with tasks and/or priorities set by the EB during the Sri Lanka meeting.

3.4. New volunteer and paid roles

RC shared the new job descriptions created for the variety of volunteer and paid roles agreed on by the EB during the Sri Lanka meeting.

CLDO (Chief Learning & Development Officer)

The EB reviewed the job description and made several comments are to the various points included.

It was highlighted that as this is a collaborative position with paid and volunteer positions within the WSAVA structure, it should be made clear in the job descriptions.

RC suggested that the CLDO will take over congress duties in a graded process, meaning the congress duties will come onboard at a later stage to the educational duties.

The EB further discussed their desire to have this position available to the global veterinary community

The EB also discussed the priorities of this position once it is manned with an eye on the strategic development necessity highlighted in the 2023 workstack.

Lead association advisor Clinical / Non Clinical / Advocacy

JB noted that the management structure and responsibilities would have to be clearly designed to avoid negative feedback from the committee chairs.

OU suggested that he believes the CLDO should set up the structure and needs of those positions, and therefore he suggests to hold off on this discussion till the CLDO is hired.

EvN suggested that the roles are narrowed down and or that further discussion is taken regarding the clinical positions.

RC highlighted that currently, WSAVA has no proactive or reactive advocacy and it should be a priority for the EB to address that.

Motion to continue with call for applicants for the CLDO position and lead association advisor Advocacy, highlighting that is desirable but not essential that they are WSAVA members.

All in favour

The motion was passed.

3.5. Microsoft Dynamics (software to manage our membership database) (RC)

RC updated the EB about the onboarding of a new CRM system that is part of the Microsoft 365 bundle.

It was agreed that OU will undergo training on the system alongside the secretariat.

4. Operations

4.1. Shaping the Future @ Lisbon Congress

Moved to consent

4.2. Membership dues for members in conflict

Move to email discussion

4.3. Schedule for Lisbon

The EB reviewed the proposed timeline and confirmed arrival and departure dates for EB.

4.4. Lisbon Congress – Programme Accreditation (RC)

The LHC asked that for the 2023 congress is accredited by VetCE. RC reviewed the request and costs involved.

The EB discussed the cost, necessity, and awareness of this this accreditation.

Motion to propose to the LHC that they will take on the VetCE accreditation process with a budget of 3,000USD to be allocated from the congress budget.

All in favour

The motion was passed.

4.5. Lisbon Congress – Programme Translation (RC)

The LHC has requested that translation to Spanish is made available during the congress. RC reviewed the historic use of translation in WSAVA European congress and the costs via several suppliers that would be associated with added translation to some/all halls in the congress.

EvN noted that translation will assist in increasing attendance from Spanish speaking countries.

It was agreed that RC will advise Kenes that the option of Plenary Hall + 3 lecture halls is approved.

5. AOB

LG updated the EB that the WSAVA Awards and the Michael J. Day scholarship will be launched throughout April.

6. Consent Agenda

Motion to approve the Consent Agenda

All in Favour

The motion was passed.

Next EB TC set for April 13th, 2023.