

AMERICAN COLLEGE OF VETERINARY MICROBIOLOGISTS
BOARD OF GOVERNORS' MEETING

Renaissance St. Louis Grand Hotel
St. Louis, Missouri
Hawthorne Room, 21st floor
July 17, 2011

MINUTES

Attendees: Dr.'s Barb Byrne, C.C.L. Chase, M.M. Chengappa, J.R. Fahey, Ron Griffith, C.S. Hayhow, D.S. McVey, D.L. Suarez, H. Van Campen, David White, A.R. Woolums, and J.L. Hayhow

Call To Order

President D.S. McVey called the meeting to order at 9:03 AM Central Standard Time. Roll call was taken and all diplomates present introduced themselves. The minutes from the December 5, 2010 ACVM Board of Governors' meeting, which was held in Chicago, Illinois were reviewed. Motion by D.L. Suarez and second by B. Byrne to approve the minutes. The motion passed unanimously. There was a moment of silence for Dr. Lindsay Oaks (WA) who passed since our last Board meeting. C.S. Hayhow informed the attendees that we did not have a quorum of the Board so there was a vote to suspend the rules. Motion by J. Fahey and second by H. Van Campen. The motion passed unanimously.

President's Report

President D. S. McVey gave his report. He welcomed new ACVM Board members, Barb Byrne, Brenda Love and David White, who will take office at the close of the Board meeting today. President McVey announced that the contract for Johnora Hayhow, Executive Director, had been renewed for one year.

Vice President's Report

Vice President J.R. Fahey gave his report. He stated that he will discuss new committee appointments later in the meeting.

Executive Director's Report

J.L. Hayhow requested that all members please keep Dr. Y.M. Saif in your thoughts and prayers as he is having health issues. She then thanked the ACVM Board of Governors for requesting that she stay on as Executive Director. It was reported that all ACVM taxes are current and the IRS audit was approved. Next, the ACVM website was discussed. Johnora gave a special thank you to Dr. Jim Roth and Naomi Backous at Iowa State University for all of their help with the website the last few years. However, we are having a few issues and it was suggested that the ACVM obtain their own server so they can manage the website themselves. Johnora stated the transfer fee and maintenance fee for the server for one year would be approximately \$250.00. Motion by C. Chase and second by H. Van Campen to proceed with moving the server. The motion

passed unanimously. The application form for new candidates had been updated to better serve the applicants as well as the ACVM office and the ACVM Examinations Committee. Johnora stated that the Honorary Diplomate Ad hoc committee is making progress, and that Dr. McVey would discuss this issue later in the meeting. The issue of recertification was discussed. Dr. McVey stated that ABVS has requested that we develop a process to recertify our diplomates. He will form an Ad hoc Committee to develop a plan of action. J. Hayhow indicated that she has been contacted by several of our members requesting the possibility of making payment by credit card. She stated the best option at this time would be to use Pal Pal. The fee is 2.2% plus 30 cents for each transaction. Motion by C. Chase and second by J. Fahey to approve the proposal. The motion approved unanimously. J. Hayhow will contact Pay Pal and set things up, and then notify the members via email with the process. J. Hayhow stated that we have not received payment from AAVI for the ACVM / AAVI symposium held in conjunction with CRWAD in December 2010. She has attempted to contact them via e mail and phone with no response. J. Hayhow requested that A. Woolums, Chair of the Examinations Committee confirm the members from the ACVM Examinations Committee that will be attending the CRWAD meeting to help administer the ACVM examinations in December 2011. J. Hayhow will then send the forms approved by the ACVM Board in 2011 to all designated ACVM Examinations Committee members. These forms will help the designated committee members better understand the reimbursement procedure. Finally, Johnora has also contacted the 2011 ACVM Honorary Diplomate Dr. Charles Czuprynski, and invited him to our banquet in December. His plaque is already ordered.

Secretary-Treasurer's Report

- a. Chris Hayhow summarized the financial status of the college. On July 2, 2011, we had a balance of \$43,185.07 in our checking account and approximately \$17,000.00 in CD's (pending interest for 2011), for a total of approximately \$60,000.00. Chris stated that the majority of our expenses occur at the beginning of the year. Our tax return was filed with the IRS and approved. In addition, we have renewed our non-profit status with the State of Illinois. The liability Insurance has been renewed for another year. Also, the ABVS has approved the addition of the Parasitology specialty as part of ACVM, and we are working closely with them to make this a smooth transition. In January 2011, the ABVS once again requested that all veterinary specialties within ABVS combine their Constitution and By Laws, having only By Laws. Previously, C.S. Hayhow had completed this task and the revised By-Laws were approved by the Board via electronic vote.
- b. Request for Emeritus Status: We had no one request Emeritus status.
- c. Deceased: There was a moment of silence to recognize Christopher H. Bigland (CAN).

Motion to approve the reports by H. Van Campen and second by D. Suarez. The motion passed unanimously.

Committees

- a. **Examinations Committee:** Dr. Amelia R. Woolums, Chair
Dr. Woolums reported that this year we had thirteen (13) applicants for certification by examination. The ACVM Examinations Committee reviewed all the applications and recommended approval of all thirteen (13) applications. The ACVM Board endorsed the recommendation of the ACVM Examinations Committee. Chris Hayhow reported that all 13 applicants were notified of the vote of the Board. We now have approximately 100 candidates eligible to sit for our examinations this year. Dr. Woolums requested clarification concerning the issue of applicants applying by Route 1 and the need to provide documentation that they have successfully defended their thesis or received a Ph.D. by the application deadline. There was a lengthy discussion regarding deadlines and ACVM/ABVS policies. Dr. McVey will create an Ad hoc Committee to review this issue as well as the recommendation for the ACVM Examinations Committee to work on a Policy and Procedure Manual / Statement.
- b. **Continuing Education and Program Committee:** Dr. Chris C.L. Chase, Chair
There was a discussion concerning the low attendance at the last few symposiums at CRWAD. The AAVI will have their own mini symposium on Monday at CRWAD in 2011. The ACVM will not provide assistance this year. We still have not received payment from AAVI for the symposium held in 2010. C.S. Hayhow stated that since 2004 the ACVM has spent approximately \$40,000.00 on these symposiums with \$6,000.00 reimbursed by AAVI for expenses.
- c. **Graduate Student Awards Committee:** No report was given. We discussed the need for more volunteers to help Dr. Steve Olsen evaluate presentations and posters at the meeting in December.
- d. **Nominating Committee:** No report was given. We have an Ad hoc committee in place to develop guidelines for the Nominating Committee to use in the selection process. This committee is chaired by Dr. Y. M. Saif, with Jim Roth and M.M. Chengappa as committee members.
- e. **Budget Committee:** Dr. C.L. Chase, Chair
No action at this time was needed.
- f. **American Board of Veterinary Specialties:** Dr. Chris Hayhow
Chris Hayhow reported that the ACVM annual reports for 2010 were submitted to AVMA, reviewed at the ABVS meeting in February, and approved. Also, the ACVM had their five year report reviewed. The ACVM five year report was also approved at the ABVS meeting. The ABVS requested we address recertification of diplomates. A committee will be appointed to address this subject. A "Job Task Analysis" must be

conducted by ACVM to ensure our examinations are clinically relevant and legally defensible. Dr. McVey stated that the ACVM is working to address this issue. Finally, Chris stated that the Constitution and By Laws had been combined as requested by the ABVS.

- g. **COBTA:** Dr. Y.M. Saif is working on the process so ACVM can sponsor candidates in the future. Unfortunately, we were not able to nominate a diplomate to COBTA this year, but an immunology spot will be open in the future.

There was a motion to approve all of the committee reports by B. Byrne and second by J. Fahey. All reports were approved unanimously.

Old Business

- a. ACVM Biosecurity Task Force: The task force is ready and willing to help as needed.
- b. AAVI/ACVM Symposium: The ACVM will not be involved with the AAVI symposium in 2011. The ACVM will consider sponsoring a symposium on Sunday afternoon in 2012. J. Hayhow will contact Dr. Ellis to confirm we will not have a symposium in 2011.
- c. The Distinguished Veterinary Microbiologist Award for 2011 will be presented on Monday, December 5, 2011. Dr. Y. M. Saif is the recipient for 2011.
- d. Parasitology specialty: Chris Hayhow reported that parasitology has been approved as a specialty within ACVM. Dr. E. Thacker is the chair of the Transition Committee and is working closely with the parasitology group. The ACVM Board discussed the fee for the new charter diplomates. There was a motion by D. Suarez and second by B. Byrne that the new parasitology Diplomates pay an initiation fee of \$900.00 plus one year's dues, which are currently \$100.00, for a total fee of \$1,000.00. Motion passed unanimously. These diplomates will need to provide contact information to the ACVM office, as well as provide questions for the Examinations Committee. There was a brief discussion concerning administration of separate part I examinations in the future; however, a final decision has not been made on this issue. Dr. A. Woolums stated that she submitted the ACVM bank of questions to the appropriate Parasitology committee members for review.

New Business

- a. Election of ACVM Vice President for 2011-2012: Motion by S. McVey and second by D.L. Suarez to approve J.R. Fahey as ACVM Vice President. There were no nominations from the floor. Motion passed unanimously.
- b. Members delinquent in their dues: S. McVey stated the current process is working.

- c. ACVM Committee members for 2011 through 2-12: Vice President J. Fahey gave the nominees for committee members. Budget Committee: C. Chase, Chair (2012), J. Guy (2014), and Ron Griffith (2014). Motion by J.Fahey and second D. White. Motion passed unanimously. Continuing Education and Program Committee: Kamesh Sirigireddy, Chair (2014), S. Kariyawasam (2012), and C. Yason (2012). Motion by J.Fahey and second H. Van Campen. Motion passed unanimously. Nominating Committee: S. Narayanan, Chair (2012), T. Bowersock (2012), and M. DeBey (2014). Motion J. Fahey and second D. White. Motion passed unanimously. Examinations Committee: A. Woolums, Chair (2013), T. Frana (2012), M. Kennedy (2012), Y. Kim (2012), J. Ellis (2013), J. Daniels (2013), E. Subbiah (2013), Y. Bommineni (2014), A. Ramachandran (2014), and K. J. Yoon (2014). Motion by J. Fahey and second D. White. Motion passed unanimously. Graduate Students Awards Committee: S. Olsen, Chair (2014) and M. DeBey (2014). Motion by J. Fahey and second D. Suarez. Motion passed unanimously. Representative to the American Board of Veterinary Specialties: C. Hayhow, alternate A. Woolums. Motion by J. Fahey and second D. Suarez. Motion passed unanimously. J. Hayhow requested that each committee member check and make sure their dues are current.
- d. The next meeting will be held on Sunday December 4, 2011 at CRWAD in Chicago, Illinois.
- e. Outgoing board members C. Gyles, R. Wilkes, and K.J. Yoon were recognized for their service to the association. The new Board members were given a friendly welcome aboard.

Adjourn

The meeting was adjourned at 11:55 AM Central time.