

AGENDA

ACPV Board of Governors Meeting
Thursday February 13th, 2025
10:00 AM to 11:00 AM EST
[Zoom Meeting Link](#)
Passcode: 079351



(names in red are those who were not present)

ACPV Board of Governors

Francene Van Sambeek, Past President (2025)
Sarah Tilley, President (2026)
Kelli Jones, President Elect (2027)
Suzanne McComb, EVP (2026)
Luis Gomez, ABVS Representative (2025)
Yuko Sato, Governor (2027)
Chad Malinak, Governor (2025)
Brandon Armwood, Governor (2025)
Dan Domingo, Governor (2026)
Marilynn Finklin, Governor (2026)
Algis Martinez, Governor (2027)
Brandon Armwood, Governor (2025)

Other ACPV Members Present

Lily Peterson, Assistant Executive Director
Bob Bevans-Kerr, Executive Director
Kathleen Long, Continuing Education Chair
Gigi Lin, Sponsorship Chair
Maggie Thompson, Exam Committee Chair
TJ Gaydos, Exam Revisions Committee Chair
Rocio Crespo, Credentials Review Committee Chair
Karen Grogan, Job Task Analysis Committee Member
David E. Swayne, Diplomat

(names were not present)

Start	End	Time	Item	Action	Contact
10:00 AM	10:01 AM	0:01	Call to Order/ President's Welcome/Statement of Anti-Trust Compliance	Welcome	Dr. Sarah Tilley
10:01 AM	10:03 AM	0:02	Approval of Previous Minutes	Vote	Dr. Sarah Tilley
10:03 AM	10:08 AM	0:05	Update on Job Task Analysis	Discussion	Dr. Karen Grogan, Bob Bevans-Kerr
10:08 AM	10:13 AM	0:05	Dues Payments and CE Updates	Discussion	Bob Bevans-Kerr
10:13 AM	10:18 AM	0:05	Financial Report	Report	Bob Bevans-Kerr
10:18 AM	10:23 AM	0:05	2025 Workshop Report	Report	Dr. Kathleen Long
10:23 AM	10:28 AM	0:05	2025 Workshop Sponsorship Report	Report	Dr. Gigi Lin
10:28 AM	10:33 AM	0:05	Examination Committee Report	Report	Dr. Maggie Thompson
10:33 AM	10:38 AM	0:05	Examination Revision Committee Report	Report	Dr. TJ Gaydos
10:38 AM	10:43 AM	0:05	Request to change sponsor of applicants	Discussion/ Vote	Dr. Rocio Crespo
10:43 AM	10:45 AM	0:02	Emeritus Applications - Dr. Helen Wojcinski, Dr. Nathaniel Tablante, Dr. Oscar Fletcher	Vote	Dr. Sarah Tilley
10:45 AM	10:50 AM	0:05	Salary Survey Results	Discussion	Dr. Suzanne McComb
10:50 AM	10:53 AM	0:03	Discussion to Increase ACPV Dues	Vote	Dr. Suzanne McComb
10:53 AM	10:56 AM	0:03	Avian Influenza Symposium Sponsorship Request	Vote	Dr. David E. Swayne
10:56 AM	10:58 AM	0:02	New Business	Discussion	Dr. Sarah Tilley
10:58 AM	11:00 AM	0:02	Adjourning the Meeting	Vote	Dr. Sarah Tilley
Total		1:00			

1. Welcome: President's Welcome

- Statement for Antitrust Compliance
- Verbal announcement that attendees and minutes are being recorded

2. Vote: Approval of Previous Minutes

- Motion: Dr. Francene Van Sambeek
- 2nd: Dr. Brandon Armwood

- c. Vote Passes, no discussions or edits

3. Discussion: Update on Job Task Analysis

- a. A representative from the Job Task Analysis committee would like to share that the committee met at the end of January to create a final analysis with minimal edits to the document provided by the consultant. They have created a blueprint that will be used to revise the ACPV exam.

4. Report: Dues Payments and CE Updates

- a. There are 341 total ACPV members and as of February 12th, 2025 there are 32 members who have not paid their dues or submitted CE. They have received 2 email reminders to renew their membership in 2025.

5. Report: Financial Report

- a. Our income was less than the expenses for the 2024 fiscal cycle. However, it should be noted that 86 people paid their dues after January 1st, so that income was not included in this past fiscal year's budget. So that's an additional \$13,000 in dues revenue that ACPV earned that will be accounted for in the 2025 fiscal year budget report.
- b. The college will be able to cut back \$25,000 on the 2025 budget due to not having to pay for another Job Task analysis. The office estimates all other expenses to remain around the same, not including inflation related increased expenses.

6. Report: 2025 Workshop Report

- a. As of today, 53 people have registered for the workshop. The committee kindly asks the board to encourage people to attend.
- b. [Suggestion to move the ACPV workshop to happen on a weekday for future contracts.](#)

7. Report: 2025 Workshop Sponsorship Report

- a. The sponsorship chair contacted 91 individuals and companies. We are anticipating an additional \$2,500 from a new sponsor not included in the report.

8. Report: Examination Committee Report

- a. The 2025 practice exam will be on August 18th and the actual 2025 exam on August 19th.
- b. [Note- we will need to find a new site captain for Purdue exam location due to Dr. Lossie changing careers.](#)

9. Report: Examination Revision Committee Report

- a. The Angoff scoring is ready for 13 new image questions and 14 new multiple-choice questions. [The committee is still in the process of updating and revising exam questions.](#)

10. Vote: Request to change sponsor of applicant requirements

- a. There was a discussion about how many applicants' papers were not of publishable quality.
- b. The committee would like to have the sponsors verify that they have read and reviewed their sponsored applicants' papers prior to the applicant submitting them in their application to take the ACPV exam.
- c. There was a request for the publication requirements to start accepting a case report opposed to 3 published papers. More research needs to be done into what is stated in the procedure manual and bylaws on seeing if this change can be completed.
- d. [Movement to create a task force to review the credentials for the publications for the exam.](#)
 - i. Motion: Dr. Yoko Sato
 - ii. 2nd: Dr. Brandon Armwood
 - iii. Vote Passes, Dr. Crespo will be on this committee and others will be recruited

11. Vote: Emeritus Applications

- a. Vote to grant Dr. Fletcher, Dr. Wojcinski, and Dr. Tablante Emeritus membership status.
 - i. Motion: Dr. Yuko Sato
 - ii. 2nd: Dr. Dan Domingo
 - iii. Vote Passes, no discussion or edits

12. Discussion: Salary Survey Results

a. The salary survey has been updated for 2024 and can be found on both the AAAP and ACPV website.

13. Discussion: Discussion to increase membership dues

- a. A dues increase of \$50 was suggested. The EVP contributed the comment that other board certifications range from \$250 - \$400, current ACPV dues are \$150.
 - i. Motion: Dr. Suzanne McComb
 - ii. 2nd: Dr. Brandon Armwood
 - iii. Vote Passes, with the discussion point of asking if only a \$50 increase is enough.
 - iv. Motion to have further discussion in the July meeting when the budget is presented if that will be enough of an increase to cover expenses.
 1. Motion: Dr. Dan Domingo
 2. 2nd. Dr. Suzanne McComb

14. Vote: Non-financial sponsorship request of Avian Influenza Symposium

- a. Motion: Dr. Sarah Tiley
- b. 2nd: Dr. Francene Van Sambeek
- c. Vote Passes, no discussions or edits

15. Discussion: New Business

- a. Dr. Alexandra Reilley has been appointed the Continuing Education Committee chair and will develop the 2026 Workshop. The topic has not been decided but respiratory topics are what she is learning towards. We are still in need of a sponsorship chair for the 2026 workshop.

16. Closing

- a. Vote to Adjourn
- b. Motion: Dr. Suzanne McComb
- c. 2nd: Dr. Francene Zan Sambeek

Adjourn at 11:12am