ACPV Board of Governors
Conference Call Meeting
Monday, February 25, 2013
Time: 10:00 am

Meeting Called to Order By: President Tim Cummings

In Attendance: Tim Cummings, Eric Jensen, Karen Grogan, Hector Cervantes, Jean Sander, Andrea Zedek, Suzanne Dougherty, Eric Gingerich, Bob Bevans-Kerr, Janece Bevans-Kerr
Absent: James Barton, Becky Tilley, Ken Opengart

Note Taker: Janece Bevans-Kerr

Minutes of the Previous Meeting
Action Item: **Motion to approve the minutes**
Eric Jensen
Second: Eric Gingerich
Motion passed

Report of Officers: Secretary-Treasurer Report

a. ACPV Job Analysis
   Karen Grogan reported that Job Analysis Committee met January 31st and February 1st after the IPE meeting. Their main task was to develop a task list that described what poultry veterinarians do. The committee is well represented as far as the different job areas for poultry veterinarians. Bob Bevans-Kerr is formulating a survey from the work of the committee to be sent out in March. The survey will give ACPV information not only about poultry veterinarian jobs but also some demographic information that will be useful. The committee meets again in July after the AAAP meeting to finalize the results from the survey. Information from the job analysis will ultimately be used to revise the ACPV exam. Elizabeth Witt is the consultant helping ACPV with the job analysis and she is doing a great job. It is extremely important to get as many ACPV members as possible to take the survey which will take 20-30 minutes to complete. Dr. Witt advised that at least 25% of the membership is needed to take the survey which would be ~70 members.
   Action Item: **Make reminder cards to hand out at regional (especially WVPA) meetings. Ask to have 5 minutes on the agenda to encourage ACPV** members to take the survey.

b. Proposed Bylaws change vote in July
   Karen Grogan explained a change to the bylaws and procedure manual regarding the definition of emeritus status. (See the addendum to these minutes for the previous version and change.) The procedure manual can be changed by a board vote, but the bylaw change needs to be approved by the entire membership.
   Action Item: **Motion to approve the change to the bylaws and procedure manual as printed.**
   Hector Cervantes
   Second: Andrea Zedek
   Motion passed
   Action Item: **Change the Procedures Manual and notify members of Bylaw change vote to be held during the Annual Meeting.**

c. ACPV Finances

Bob Bevans-Kerr explained the ACPV 2012 End of Year financial report. (See addendum) Members are asked to pay 2013 dues in November and the deadline was January 1, 2013. $14,125 for 2013 dues was received in the 2012 fiscal year (ending December 31st) but ~10,000 more has been received so far in the 2013 fiscal year. ACPV has 251 paying members. 197 have paid to date and 8 do not have to pay (their first year as Diplomates). This leaves 47 members yet to pay 2013 dues which is a better number of paid members than usual at this point in the year. ACPV did not have as many expenses as were budgeted, but expenses (to Witt Measurement for the job analysis) which were budgeted for 2012 will come in the 2013 fiscal year.

Committee Reports

a. Credentials Review Committee

Karen Grogan reported for this committee. Eight candidates were approved to sit for the 2013 ACPV Exam by the Credentials Review Committee. They are:

1. Duraires, Vijay
2. Hurley-Bacon, Anne
3. Jacob, Roy Mon
4. Malheiros, Ramon
5. Mozisek, Blayne
6. Sokale, Bayo
7. Rebollo, Marco
8. Romano, Jocelyn

Another applicant is being considered by the committee who had the application in on time but whose application was omitted in the PDF portfolio provided to the committee. An email will be sent to the board to get approval for this last applicant when the committee's work is completed.

Action Item: **Motion to approve the eight candidates reviewed by the Credentials Review** Committee.
Hector Cervantes
Second: Eric Gingerich
Motion passed

b. Education Committee

Bob Bevans-Kerr reported for this committee. The committee is currently scheduled to present a symposium at the WPDC on March 24, 2013 titled*, Raising Poultry in an Economically Challenged Environment.* The committee has raised $2950 in contributions from 5 sponsors and $2950 has been raised in registrations. Currently 12 ACPV members are registered for the workshop and 12 non-members. Early registration closes March 8th.

It was suggested that registrations may be down because the meeting was being held the week before Easter.

c. ABVS Representative

Jean Sander highlighted some of the items from her written report on the February ABVS meeting. (See addendum for the full report.)

- There were some incidents regarding logo licensing and registration discussed at the ABVS meeting. ACPV's logo is currently licensed and registered.
- MyVeterinarian.com – an AVMA initiative to allow people to search for a veterinarian with abilities in various areas. There is a category for poultry. Jean did not recommend ACPV to do this. It is very clinical in nature and she felt we would get a lot of hobbyist calls.

- AVMA now has direct submission of conference program through www.avmaconvention.org. Bob Bevans-Kerr stated that AAAP does not participate in this because the AVMA asks for abstracts far too early to work with AAAP's program.
- There was a discussion about covering expenses for the ABVS meeting. It will probably result in lower costs for ACPV.
- International Activities Committee – Individual RVSO's are encouraged to be more open to sharing what they are doing with their international counterparts. There is a European Poultry College getting started. They have 20 Diplomates and are not recognized yet.
- New York State Education Department has decided that CE approved by the state will require the CE organization to pay a fee to be approved. This means that any CE offered by ACPV will not count towards our New York diplomates. It costs $900 for 3 years for our organization to be recognized by NY as providers of acceptable CE programs.

The 2014 ABVS meeting is February 21 and 22. There is a May conference call. It is recommended that both Jean Sander (retiring ABVS representative) and James Barton (new ABVS representative) be on the call.

Unfinished Business

Policy for deferring of certification examination

Karen Grogan explained the old and new policy for candidates who are approved to take the ACPV exam and have paid all fees but want to defer taking the exam until the following year. The previous policy's language was ambiguous and therefore the policy had not been administered consistently in the past. The new language makes the policy much simpler and straight forward. (See addendum for old and new policy.)

Action Item: **Move to approve the policy change as rewritten.**

Hector Cervantes

Second: Eric Gingerich

Motion passed

Action Item: **Change the Procedures Manual.**

New Business

a. Nominations for 2013-2014 ACPV President Elect

Karen Grogan informed the board that the Nominations Committee had nominated Sam Christenberry and Bill Stanley for the President Elect position. The committee also will nominate members for the Board of Governors and the Secretary-Treasurer positions. A new procedure will be used in electing the ACPV president. Beginning in 2013, the President Elect will serve for a full year before taking the position as President. (Previously a member was elected President and served as President Elect for a few months between the time of his/her election in the Spring and taking office in the Summer.)

Action Item: **Karen and Janece will work on changes to the Procedure Manual (and perhaps the Bylaws) to reflect the new procedure.**

b. New nomination form for ACPV application.

Karen Grogan presented a new nomination form to the board for ACPV members who nominate a person to take the ACPV exam. It uses the same wording as the previous form, but breaks down the specific areas where the applicant is supposed to have experience to be rated by the nominator. It was suggested that ratings (extensive, moderate, little) be described on the form. It was also suggested that "field and laboratory diagnostic procedure" be separated into "field diagnostic procedure" and "laboratory diagnostic procedure."

Action Item: **Karen and Janece will work on the suggested changes and send to the Credentials Review Committee for their input. Then the proposed form will be sent back to the Board of Governors.**

c. Emeritus Member Applications

Emeritus applications from Simon Shane and Arun Bahl were presented to the Governors.

Action Item: **Motion to approve emeritus status to Simon Shane and Arun Bahl**

Tim Cummings

Second: Andrea Zedek

Motion passed

Action Item: **Make it clear on dues forms and member information materials, that members must apply for emeritus status and they must apply before January 1st of the year they want emeritus status.**

Action Item: **Contact Simon Shane regarding the year he wants emeritus status. If it is 2013, give him a refund for his 2013 dues.**

Action Item: **Send a letter to those members who are retired but do not have emeritus status. Offer them a onetime payment of 2013 dues and then obtain emeritus status OR ask them to verify the year of their retirement. If they were current in their dues to that year, offer them emeritus status. If those members fail to respond, remove them from the College. Karen and Janece will draft a letter and the board will review.**

d. Salary Survey

Tim Cummings mentioned that once the job analysis work is complete, he would like to do a salary survey of the membership. It was suggested that a short survey could be included with the 2014 dues payments online.

Action Item: **Motion to adjourn the meeting**

Tim Cummings

Motion passed