Meeting Called to Order By:  President Andrea Zedek

Note Taker:  Janece Bevans-Kerr

Attendees:  Andrea Zedek, David Hermes, Rocio Crespo, Suzanne Dougherty, Don Ritter, Sarah Tilley, Susan Williams, Bruce Stewart-Brown, Gregorio Rosales, Kate Hayes, Janece Bevans-Kerr.  Absent: James Barton and Joel Cline

Minutes of the Previous Meeting

Action Item:  Motion to approve the minutes of the August 4, 2019 meeting.  –David Hermes
Second: Susan Williams
Motion passed.

Exam Committee Proposal to Change Grading Schedule
Kate Hayes, Exam Committee chair, presented the proposal.
The Exam Committee proposed a change in the timetable for the committee to grade the exam. Currently there are 43 candidates eligible to sit for the exam. Last year when 36 sat for the exam, the task of grading the exam in time for the new Diplomates to receive their diplomas at the ACPV Annual Meeting was overwhelming. The committee stayed up until 6:00 am. The committee felt that some of the grading was rushed. The committee is proposing a new grading schedule because the current practice is now very problematic. This year, as last, there will be a practice exam the day before the exam. The practice exam is on July 29th and the exam is on July 30th. The committee plans to grade all the portions except the practical portion on July 30th. The practical section will be graded on August 10th and 11th at two sites: one at Aviagen in Alabama and the second at Hyline in Iowa. The committee will also be in communication electronically and with Rob Malinowski the consultant electronically.
Question: How will the committee deal with a situation where a third grader is needed?  Answer: they plan to divide the questions/graders so that a third grader would be at the location. Question: What is the timeline for grading for other colleges? Answer: Most other colleges have several weeks before exam results are announced. In fact, the short turnaround time for ACPV has been a concern of the ABVS. It was suggested that ACPV communicate that when telling candidates about the new plan. The Exam Committee will target a two-week turnaround from the exam to candidate notification. This will give returning candidates plenty of time before they need to reapply by October 1. An announcement to all ACPV Diplomates should be sent after exam results are announced. New Diplomates can also be announced in the AAAP Fall newsletter. New Diplomates will continue to receive their diplomas at the ACPV Annual Meeting. Any candidate not present will be mailed his/her diploma.

Action Item:  Motion from committee to approve the new plan.
Motion passed.

Action Item:  Post new policy on the ACPV website.

Action Item:  Update procedures manual.
Exam Financials and Forecast
Janece Bevans-Kerr reported and proposed a new fee structure. Historically the College has netted around $6,000 per year from the exam. Now because of the added costs of giving the exam electronically, the profit is decreasing. 2019 income for the exam was ~$1,500. Projected income for 2020 is ~$1,100. If we keep the current fee structure, the exam will probably be a liability for the College in 3 to 4 years. The following new fee structure was proposed:
$700 for first time candidates.
$400 for returning candidates.
$175 for the application fee.
Costs per person to deliver the exam electronically is $160. There is also an ExamSoft license fee of $60 per year. The new fee structure allows ACPV to cover the fees. It also may be a deterrent for someone not prepared to take the exam. One returning fee is more simplified for the office. Many other boards have a flat fee for retakes.
Motion Accept the proposed fee structure for 2021 exam. –Susan Williams
Second: Gregorio Rosales
Motion passed
Action Item: Post new fees on the ACPV website.

Appeals Update
Bruce Stewart-Brown, Appeals Committee Chair, led the discussion. The Appeals Committee has met 3 times for three separate appeals. One appeal was associated with a person not allowed in country to sit for the exam. Another appeal was from a candidate whose application was rejected by the rejected by the Credentials Review Committee for Poultry Science heavy experience. The wording in the Credentialing Policy document suggests that the Credentials Review Committee can make a judgement call. However, this person was credentialed to sit for the exam two times before. The third appeal was from a denied candidate that didn’t follow the rules. The Board expressed concerns about not accepting someone who has been approved to sit before. Dr. Stewart-Brown explained that the same discussion came up with the Appeals Committee and their conclusion was to support the Credentials Review Committee’s decision. The applicant can take the adverse decision to the ABVS at this point. There was general agreement that the credentials requirements need to be reviewed to add more clarity to the requirements and give clearer parameters to the Credentials Review Committee. It was suggested that there be training for the Credentials Review Committee regarding how to handle judgement calls. Also suggested was having a more black and white credentialing process, but adding a requirement that should the candidate fail to pass the exam the first time, they must submit a study plan with supervision before they could attempt the exam again.
Action Item: Move the Board stick with Credentialing and Appeals Committees’ decisions and let consequences come as they may. --David Hermes
Second: Gregorio Rosales
Motion passed.
New wording and a process to allow for excused absences needs to be added to the Procedure Manual.
Action Item: Janece Bevans-Kerr will make a draft to present to the BOG in August.

Proposal for a new Continuing Education Committee model
Janece Bevans-Kerr presented the proposal. The current Continuing Education Committee composition is six people with two rotating on the committee each year and two rotating off. Traditionally one of the senior members of the committee
chairs. The new proposal is to have the President appoint two co-chairs as a committee of two. Each serves a one-year term. One co-chair would be in charge of the program and the other in charge of fundraising. Each co-chair could put together a team as needed. A timeline is included in the proposal. The whole process of putting on a workshop would begin earlier than presently done which is needed. There would be some overlap with the new co-chairs being selected while the current co-chairs are at the final stages of their workshop, but that does not present a problem. There will not be overlap in soliciting sponsors.

**Action Item:** Motion to accept the proposal. --Gregorio Rosales

Second: Susan Williams

Motion passed.

**Action Item:** Find chairs for 2021 meeting.

**Salary Survey**

Andrea Zedek led the discussion.

Both ACPV and AAAP see a need to conduct another salary survey. The last one was done in 2014. The statistics were not done professionally last time, and that is a priority this time. Suzanne reached out to see if the AMVA economics division could help, but the AVMA consults out all their surveys. They advised that we reach out to someone in academia. The AVMA is not able to give AAAP information about poultry veterinarians from their own salary survey because their survey is not designed to do that. Was there a question on the last survey about indebtedness and student loans? If not, we should add. Gregorio Rosales recommended getting the salary survey from the American Association of Corporate & Public Practice Veterinarians. It was an excellent survey and could be used as a model.

**Action item:** Susan will investigate the UGA service that runs statistics and Dr. Keyes—a consultant who helps researchers at UGA. He could help with questions and results, although questions seem good from last time.

**Action item:** Send Susan a copy of the last survey.

**Action Item:** Reach out to get survey from the AACPP.

**Bylaws change proposal—Eliminate AAAP Representative**

Suzanne Dougherty presented the proposal.

Since the EVP for the ACPV and the AAAP is same for both organizations, the Board position for AAAP Representative is no longer needed. It was originally intended to foster communication between the two organizations, but that is not an issue especially since both organizations have chosen to be aligned. Elimination of the AAAP representative position has already been agreed upon by the Board. The proposal is to get the formal process of amending the bylaws started.

**Action Item:** Motion to approve the proposal. --Susan Williams

Second: Gregorio Rosales

Motion passed.

**Credentials Review Committee Recommendation**

Andrea Zedek led the discussion.

The Credentials Review Committee recommended that if the applicant does not have a U.S. license, they need to provide an affidavit that describes how licenses are given in their country. The Board would like more information about how other colleges with international members handle this and would like to discuss it further at the August meeting.

**Action Item:** Investigate how other colleges with international members verify licenses. Suggested that James Barton as our ABVS Representative may be able to help with this.

**Action Item:** Agenda Item for summer meeting.
Emeritus Member Application—Rafael Fernandez
Andrea Zedek led the discussion.

**Action Item:** Motion to accept Emeritus application for Rafael Fernandez. --Dave Hermes
Second: Don Ritter
Motion passed

**Action Item:** Notify Dr. Fernandez.

Workshop Update
Janece Bevans-Kerr reported.
This year’s workshop will be March 29th in Sacramento, CA the day before the WPDC. Communication talks, especially written communication, is planned for the morning and the afternoon is case reports. Jenny Nicholds is the chair and she has a good program planned.

Exam Revision and Angolf Scoring Committees Update
Janece Bevans-Kerr reported.
Ian Rubinoff is chairing the Exam Revision task force. He is in the process of getting the task force formed. Rob Malinowski, ACPV’s consultant, is heading the Angolf Scoring Committee. Andrea has gathered all the volunteers that Rob needs for the next year and he has is currently working with the first group and organizing the meetings for the second group.

New Business
Andrea proposed that an ad hoc committee be formed who would look at the credentialing criteria and process. Suggestion that the committee be members who are from the 8 ACPV training programs as candidates from training programs are generally very successful at passing the exam. Others thought there was value in having committee members from a variety of backgrounds. Another valuable consideration for the committee is the exam blueprint.

**Action Item:** Move go forward with a committee to review the credentialing process as Andrea has prescribed. --Bruce Stewart-Brown
Second: Rocio Crespo
Motion passed.

**Action Item:** Andrea will assign a committee for present to the BOG for recommendations at the next meeting.

**Action item:** Send training tracking stats to the BOG.