

## **AAAP Board of Directors Meeting**

January 28, 2014

12:00 pm to 5:00 pm

Georgia World Congress Center

Room B201

Meeting Called By: President Mick Fulton

Note Taker: Janece Bevans-Kerr

Attendees: Mick Fulton, Mark Bland, Chuck Hofacre, Eva Wallner-Pendleton, Andrea Zedek, Eric Gingerich, Deirdre Johnson, Sara Steinlage, via conference call: Francene Van Sambeek, Victoria Bowes  
Bob Bevans-Kerr, Janece Bevans-Kerr

### **Approval of October Board Meeting Minutes**

**Action Item: Motion to approve the minutes.** - Mark Bland

Second: Sara Steinlage

Motion passed

### **Membership Report**

Bob Bevans-Kerr reported on AAAP membership. There are 877 members. Currently 28% of AAAP's income comes from membership dues. Payments are due on January 1<sup>st</sup>. To date, 488 members have renewed, 389 still need to renew. Members need to renew by January 1<sup>st</sup> so that we know the number of print journals to order. There has been a flood of new student members since the \$20 rate came into effect. Mr. Bevans-Kerr complimented the membership committee for the initiative and advertising the new rate. The Board reviewed membership statistics by various demographics and agreed to use the data plus data from the salary survey to do strategic planning at the next board meeting in Denver. There was a question regarding the definition of a region and if there were any provisions in the bylaws about rebalancing regions.

### **2014 Draft Scientific Program Schedule**

Bob Bevans-Kerr reported on the current status of the 2014 Scientific Program. There are 144 orals presentations scheduled and 79 poster presentations. Randy Singer will be the keynote speaker and the history lecture will be given by Jagdev Sharma.

### **AAAP Investments Report**

The AAAP Inc. investment account through Marin Financial Advisors is invested in an approximately 50/50 stock/bond ratio. The portfolio has had a 9.7% growth rate over the past 12 months. It is currently at \$166,940.

The AAAP Foundation has two investment accounts through Marin Financial Advisors.

The older account is invested in an approximately 20/80 stock/bond ratio. The portfolio has had a 3.6% growth rate over the past 12 months. It is currently at \$470,717. Assets have grown ~\$100,000 since first invested.

The second Foundation account is invested in an approximately 50/50 stock/bond ratio. The funds were invested in November 2013, so there are no yearly growth rate statistics. The beginning amount for the fund was \$248,000. The fund is currently valued at \$249,733.

### **Review and Approve 2014-2015 Budget**

Bob Bevans-Kerr described the proposed 2014-2015 budget. The following changes from the previous year's budget were suggested:

#### Revenue Expense

1.5% increase for the following:

- Executive Vice President (\$256)
- BK Association Management (\$1,725)
- Avian Diseases Editor (\$256)
- Avian Diseases Editorial Office Support (\$221)
- Avian Diseases Spanish Translator (\$77)

Recommending a (\$1,000) increase for office support

#### Revenue Income

- Membership dues could be raised by 2.33% (\$3,060) Dues increase by \$5
- Subscriptions could be raised by 2.33% (\$2,000)

#### Expected changes for revenue expense

- Avian Diseases labor cost will increase by 2% effective September 2014. (\$2,100)
- Avian Disease Mobile Site upgrade (\$2,025)
- Avian Diseases cover copyright fees (\$700)
- Avian Diseases eBook (\$3,000)
- AAAP Inc. will cover some operational cost of AAAP Foundation
  - Accounting fees and tax returns from G. Michael Smith (\$7,000)
  - State Business Registration fees (\$225)
  - Website fees (\$300)

#### Revenue expense reductions

- Storage Facilities (\$2,136)
- Avian Diseases Digest (\$6,000)
- Avian Diseases Editorial Office (\$9,019)

#### Changes expecting to impact 2013-2014 Budget

- Spanish translation of the Avian Disease Manual \$6000
- Production cost of Spanish version of Avian Disease Manual \$9,500-\$11,400.

#### Future known expenses for 2015-2016 Budget

- 8<sup>th</sup> International Symposium on Avian Influenza \$10,000  
April 12-15, 2015, Athens Georgia

**Action Item:** Ask G Michael Smith (accountant) to put a note in the compilation report that indicates that AAAP Inc. paying Foundation bills is a proper way to address its financial issues.

Mr. Bevans-Kerr asked for guidance from the Board regarding the selling price of the Spanish version of AD Manual as it has been suggested that the Spanish version price be lower than the English version price. The Board did not want a separate price for the Spanish and English versions.

**Action item: Motion to sell the Spanish version of the Avian Disease Manual for a \$60 one time only sale price at the upcoming Spanish language poultry conference at UGA.** - Mark Bland

Sara Steinlage second

Motion passed

Discussion regarding the proposed budget included:

The last dues increase was in 2012.

Journal: Increase in use of consortium subscribers, less institutional subscribers.

Educational committee may have to look at new forms for slide study sets.

Suggested personnel for LAC committee: Suzanne Dougherty, Future Leaders: Karen Grogan, Suzanne Dougherty, Eric Willingham, Mark Burtleson, and Lloyd Keck.

Proposed budget has a -15,376 loss with the LAC trip to Washington.

**Action Item: Motion to approve the budget-** Mark Bland

Second Mark Bland

Motion approved.

### **Bylaws Change vote Report and next steps**

Bob Bevans-Kerr and Chuck Hofacre reported.

A ballot was sent electronically to 505 voting AAAP members on Nov 12<sup>th</sup>. 196 members voted to approve the bylaws change. 1 opposed. The Board acknowledged that the motion to change the Bylaws passed. Chuck Hofacre described the changes that have taken place with the passage of this amendment. Making the name change from Secretary-Treasurer to Executive Vice President and making the position a 5 year term was suggested by the Past Presidents group. Dr. Hofacre asked the Board to begin looking for his replacement. The plan is to have 2 years to find and interview candidates for Executive Vice President, and have one year for overlap with Dr. Hofacre before he retires. Need to find the right person.

**Action Item:** In the spring newsletter announce that Board is looking for candidates. Include Dr. Hofacre's job description and also the management company's job description. Ask interested candidates to submit a dossier.

### **Review practice of publishing AAAP committee minutes/reports in AAAP newsletters and website**

Chuck Hofacre reported.

It has been AAAP's practice to publish minutes of committee meetings in the AAAP newsletter. There was a recent instance where misinformation was included in the minutes of one AAAP committee and subsequently the minutes were published outside of AAAP, causing some difficulties for the AAAP member misquoted.

**Action Item:** Place in future newsletters and website: "This material is copyrighted and may not be redistributed without written permission from the AAAP Board of Directors."

### **Review Proposal from Eric Gonder on AVMA Food Animal Division**

Mo Saif, via conference call, explained a letter written by Eric Gonder which asks the AVMA to form a Food Animal Division. The intent was to have AAAP sign on to the letter. The Board concluded that a letter from the four food animal veterinarian groups (also mentioned was the aqua agriculture group) to the AVMA would provide a unified front and would have more impact. The content of the letter could be the same as in the proposed letter by Eric Gonder.

**Action Item: Move that we ask Dr. Hofacre to speak to the allied food animal groups to talk about a food animal division in the AVMA.** –Andrea Zedek

Second: Mark Bland

Motion passed

**Appoint a subcommittee to review AAAP committee structure including a sun setting procedure.**

Background: At the July 2013 Board meeting it was decided that a procedure should be developed whereby AAAP committees would be reviewed. The procedure was to include a mechanism to sun set a committee.

Bob Bevans-Kerr investigated the AVMA policy and procedures for committee review and reported them to the Board. He also provided the Board the AAAP's governing documents. The decision was made to create a subcommittee and that it should have no more than two members be on the Board of Directors. Mick Fulton appointed Andrea Zedek and Vickie Bowes to serve on the committee.

**Action Item:** Get recommendations from the AAAP committees for two more members of the subcommittee. Also find one new AAAP member to serve on the subcommittee.

**Action Item:** Subcommittee Charge:

1. Put together the process of review for AAAP committees.
2. Begin first group of reviews for committees at the 2014 Annual Meeting.

**Vote on the Membership Committee's proposal for a new member orientation**

Andrea Zedek described the proposal for a new member orientation from the Membership Committee.

**Action Item:** The new member orientation was approved by the Board. It will be held 30 minutes before the new member Meet and Greet. A President welcome will be included at the Meet and Greet.

**Action Item:** The Membership Committee will create a member information poster to be included in the Poster Room. Members of the Membership Committee will stand by the poster to explain during the Wine and Cheese Reception.

**Action Item:** A member information webinar will be developed to be shown twice a year; first in June, and second in November.

**Action Item:** Membership information slides will be included with the company logo slides shown at the Scientific Program breaks.

**Vote on establishing a new designation for outstanding AAAP members**

Dr. Mo Saif proposed a *Fellow of the American Association Avian Pathologists* award. Discussion included: The difference between this award and the Service and Life Member awards. Dr. Saif felt that there are people deserving of an award that have not gotten it. He feels like more people can get recognized. This is a "Hall of Fame" type of award. There was a question about the outstanding people who are deceased. Could they receive the award? That is an open question and the selection committee can recommend.

**Action Item: Motion move we accept Dr. Saif's recommendation for the Fellow award.**—Chuck Hofacre

Second: Mark Bland

Motion passed.

**Action Item:** Ask the Past Presidents group to select the inaugural class.

**Select Development Directors to succeed Hector Cervantes in 2015**

Three members will be solicited to split the job as Development Directors beginning in 2015.

1. Steven Clark (Mick Fulton will contact.)
2. Eric Gingerich (Has already accepted the position.)

3. Scott Gustin (Sara Steinlage will contact.)

The Board discussed developing packages for the various donation levels. Eric Gingerich will take the lead with packages.

#### **Representative for the AVMA Clinical Practitioners Committee**

**Action Item: Motion to approve Hector Cervantes as representative to the AVMA Clinical Practitioners Committee.**—Chuck Hofacre

Second: Andrea Zedek

Motion passed

**Action Item:** Mick Fulton will contact Dan Wilson to see if he will be alternate. Other suggestions for alternate: Travis Schall and Chad Malinak.

#### **Salary survey Review and comments**

Bob Bevans-Kerr described the draft salary survey Mick Fulton, Tim Cummings and he developed. Board members made comments and additions. The plan is to release it after tax time and give 30 days for participation.

#### **Approve a new process to select young persons for the AVMA Leadership Conference and the USAHA conference.**

Vickie Bowes presented her proposal for a new selection process. It was suggested that this be an automated process with membership renewal.

**Action Item: Motion to accept the proposal as proposed with modifications to the deadlines and the addition of having an application similar to the Preceptorship application.** –Vickie Bowes

Second: Mark Bland

Motion passed

#### **Feedback on AVMA Leadership Conference**

Francene Van Sambeek and Deirdre Johnson reported.

It is beneficial to have worked a few years before going to this conference. There was a lot of self-help information. The best part was watching how the HOD worked. Dr. Van Sambeek and Johnson complimented Mo Saif and Gregg Cutler and commented that it was obvious that they were well respected in the House. There was a very good speaker on board interactions and how to run a board. The HOD was eye opening. It was well worth going.  
Networking opportunities

#### **New Mobile Apps-Avian Diseases & AVMA/Annual Meeting**

Bob Bevans-Kerr will send Board members a link.

#### **2014 Eskelund Preceptorship Scholarship**

Francene Van Sambeek reported.

There were 13 applicants for the award. Dr. Van Sambeek as chair for Preceptorship Committee recommended to board to fund 7 of the applicants. Chuck Hofacre urged the Committee reconsider any other qualified applicants. The committee is not limited to 7.

**Meeting Adjourned**

***Action Item:* Motion to adjourn-- Sara Steinlage**

Second: Mark Bland

Motion passed