



**The American College of Poultry Veterinarians  
Board of Governors Meeting**

Hyatt Regency at the Arch Hotel, Room Mills 6  
Sunday, July 17, 2011  
6:30 – 10:30 am

Meeting Called By: President Danny Magee

Note Taker: Janece Bevans-Kerr

Attendees: Danny Magee, Karen Burns, Andrea Zedek, Suzanne Dougherty, Babek Sanei, Charlie Broussard, Agnes Agunos, Eric Jensen, James Barton, Jean Sander, Marilynn Finklin, Mark Bland, Bob Bevans-Kerr, Janece Bevans-Kerr,

Call to Order:

The meeting was called to order by President Danny Magee.

**Action Item:** Motion to approve the minutes to the last meeting.

Motion: Karen Grogan

Second: Eric Jensen

Motion passed

**Financial Report**

Karen Grogan, ACPV Secretary-Treasurer, gave the Annual Financial report.

**Report on Dues Collection and Recertification**

The main issue with the college continues to be non-payment of dues by many members. There was a new policy regarding late payments that was passed in February 2011. (See Addendum 1.1 for new policy.) The members have been paying attention. There is still a need to go forward with the dues payment policy. There has been feedback from members that the timeframe for dues payments might be part of the problem. ACPV payments are due at an unusual time compared to other organizations that require dues from poultry veterinarians.

**Action Item:** Motion to move dues notification from March to December of the calendar year.

Motion: James Barton

Second: Charlie Broussard

Motion passed

Bob Bevans-Kerr, Executive Director, compared last year's budget with the actual costs and highlighted the proposed 2011-2012 budget.

The Financial Report is included in these minutes as an addendum. (See addendum 1.2)

2010-2011 Budget: Dues collection did not meet budget expectations. The college didn't use the money budgeted for exam preparation. Bob is looking for better insurance rates.

Proposed budget for 2011-2012: Budget expenses total \$56,000.00 and projected income is \$49,000.00.

If the exam preparation costs were taken out the expenses and income would be neutral.

Bob also suggested that the Board of Governors approve the budget earlier in the year in the future as the college is already in the fiscal year when the budget for that year is approved. He'd like to have the budget approved before the fiscal year begins. A budget meeting via teleconference was suggested.

**Action Item:** Motion to approve the 2011-2012 budget with the exam preparation costs taken out.

Motion: Suzanne Dougherty

Second: James Barton

Motion passed

## **Committee Reports and Issues**

### **Exam Committee Report**

Marilynn Finklin, chair of the Exams Committee reported.

10 candidates were approved to take the exam. Five were newly eligible, two had previously deferred and never taken the exam and three were repeating the exam. 8 candidates sat for all three portions. 2 candidates did not sit at all. 3 passed the written practical, 4 passed the images portion and 4 passed the multiple choice. The total pass rate was 38%. The repeat pass rate was 0%. The new pass rate was 43%. Written portion pass rate: 38%, Images pass rate: 50% and Multiple choice pass rate: 50%.

The committee recommends the following exam candidates as new diplomates:

Natalie Armour

Drew Parker

Kabel Robbins

Marilynn expressed the following concerns of the Exam Committee:

1. Reasons candidates were giving when requesting a deferment of the exam.
2. Accountability of candidate sponsor
3. Lack of field experience by some candidates. The sponsors could be more accountable in verifying that the candidates have the field experience needed to sit for the exam.

Discussion: Could the sponsorship letter be better? There needs to be more pressure on the sponsors to assess accurately whether or not the candidate is prepared to sit for the exam. Perhaps a role delineation document could be developed to help a candidate understand what they would be expected to be able to do once they became a diplomate. A description of the jobs present diplomats have and what's required in those jobs could be a starting point in making a role delineation document. This would be very similar to a job analysis. There needs to be a more thorough definition of "field experience" in the credentialing requirements and exam requirements.

**Action Item:** Motion to accept the candidates recommended by the exam committee.

Motion: Karen Grogan

Second: Eric Jensen

Motion passed

### **Revised Policy on Deferring the ACPV Exam**

Karen Grogan explained a proposal to revise the policy on deferring the ACPV exam. (See Addendum 2.1 for revised policy.)

Discussion: It was suggested that in the acceptance letter to the exam candidates, 3 dates would be given in which they could sit and complete the exam. If a candidate requested that his/her paid exam fees be returned, they would need a good reason. It was decided that more work needs to be done on this issue. It was requested that it be a future agenda item.

**Action Item:** Add revised deferment policy as a future BOG meeting agenda item.

### **Review of 70% Exam pass rate**

Karen Grogan explained that this issue was the primary source of concern given by ABVS reviewers in ACPV's 5 year report (submitted to the ABVS in November 2010). They indicated that the 70% exam pass rate currently used by ACPV was too arbitrary and needed to be determined in a more systematic

way. They suggested using an Angoff scoring method for exam questions. The reviewers also questioned the grading turnaround time, but the college is satisfied with the way it is currently done. ABVS will not be satisfied with peer review regarding the pass score. ACPV will probably need a psychometrician to look at the exam.

**Action Item:** Form an ad hoc committee who could look at the 70% exam rate to make a recommendation to the board. Suggested committee:

Charlie Broussard  
Jean Sander  
Karen Grogan  
Jose Linares  
Fred Hoerr  
Oscar Fletcher

### **Continuing Education Committee**

#### **Final Report on the WPDC Symposium**

Agnes Agunos, chair the Continuing Education Committee reported on the ACPV sponsored symposium given at the WPDC conference in Sacramento. The report is included as an addendum to these minutes. (See Addendum 3.1)

#### **Future Workshops**

Teresa Cereno and Jaime Ruiz will be joining the committee. Agnes will continue on as past chair. The rotation for committees has been set up so that two people rotate on and two people rotate off per year.

Next year's symposium is in Scottsdale, AZ. Work on next year's symposium should begin now. Next year there will be a discount of \$25 to \$50 given to ACPV members in good standing for the symposium. Symposiums will have the following rates:

1. Nonmember
2. ACPV member in good standing
3. Late registration

Some sponsors will get free registrations and/or proceedings.

It was suggested that "ACPV" be taken out of the symposium title as it may give the impression that the symposium is only for ACPV members.

### **Training Program Review Committee**

Suzanne Dougherty, chair of the Training Program Review Committee reported.

The written report is included as an addendum to these minutes.

Last year the Training Program Review Committee revised the review forms given to the universities with training programs. There is now a new application form and annual review form. (See Addendum 4.1 and 4.2) Suzanne also made a standard operating procedure for the chair of this committee. (Addendum 4.4) They also re-evaluated the program standards and updated some criteria. (See Addendum 4.3) One new program applied this year.

Program report: (See addendum 4.5 for written report)

The University of Pennsylvania was moved to inactive status. There is currently no financial support for a program and they are not interviewing or taking students. The committee is not convinced that students get field exposure in the Ohio State program. They have requested more information regarding that. Ohio State will also not have the required three ACPV credentialed faculty when Dr. Sander takes her new position in Oklahoma. The University of California's Fresno and Davis programs are inactive.

**Action Items:**

1. Take University of Pennsylvania off the active program list.
2. Send a letter of good standing and inactive status to various universities with programs.

Andres Montoya will be the new Training Program chair. Patty Dunn will be on the credentialing committee.

**ABVS Report**

Dr. Jean Sander reported that she had contacted a company regarding psychometric review of exam.

**AAAP Liaison Report**

Bob Bevans-Kerr reported for Hector Cervantes who was unable to attend the meeting. AAAP Foundation has a new scholarship which they have named the AAAP Foundation Poultry Scholarship. A new biosecurity manual, "A Practical Guide to Managing Risk in Poultry Production," has just been published. AAAP will be getting a new AMS system to host the website in the next few months and it will make online ordering much easier. AAAP revised its mission statement. There will be a change in dues next year with an increase in dues for those receiving the journal in print but staying the same for those who get the journal online.

**Unfinished Business****Renewal Dating for Diplomas**

It was decided that posting the members who are in good standing on the front page of the website (this will begin in October 2011) will suffice as a method of proving diplomate status.

**New Business****Inconsistent Items in the Procedure Manual and Bylaws**

The ABVS reviewers also pointed to inconsistencies between the ACPV Bylaws and the procedure manual as an area of improvement. Karen Grogan explained that sections 10-02 and 4-08 of the Bylaws needed to be changed to match the procedure manual. She also asked the board to consider modifying the Secretary-Treasurer's term of office from that listed in the Bylaws. See Addendum 5.1 for original version and changes. The procedure manual needs to be changed in the area of improper conduct. Specifically, the procedure manual needs to define who can bring an issue of improper conduct to the board and the manual needs to define improper conduct.

**Action Item:** Motion to approve the change to section 10-02 of the ACPV Bylaws as written in red.

Motion: Eric Jensen

Second: Charlie Broussard

Motion passed

**Action Item:** Motion to change section 4-08 of the ACPV Bylaws as written in red.

Motion: Suzanne Dougherty

Second: Charlie Broussard

Motion passed

**New Committee Members**

New committee members for 2011-2012 are as follows:

Exam Committee: Deidre Johnson and Andy McCree

Credentials Committee: Sam Christenberry (to 2012), Eric Heskett, Patty Dunn

Training Programs Review: Andres Montoya, Mark Burleson, Kelly Jones

Continuing Education Committee: Agnes Agunos (continuing as past chair), Ivan Alvarado, Rob Porter (to 2013), Teresa Cereno, and Jaime Ruiz

Nominations Committee: Cheryl Gustafson, Jenny Fricke

Appeals Committee: Alex Burmudez

**Emeritus Status for Peter Poss**

See Addendum 6.1 for the application for emeritus status.

**Action Item:** Motion to accept application for emeritus status for Peter Poss.

Motion: James Barton

Second: Mark Bland

Motion passed

**Tracking Exam Candidates**

The governors reviewed a form for tracking the training programs of ACPV exam candidates to be used by the ACPV office. The form was approved. (See Addendum 7.1)

**Adjourn**

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

Motion: Mark Bland

Second: Charlie Broussard

Motion passed

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