

**American College of Poultry Veterinarians
Board of Governors Meeting
Sunday, August 5, 2012
7:00 am to 11:00 am
Marriott Marquis and Marina Hotel
San Diego, CA
Room: Cardiff Room**

Meeting Called By: President Eric Jensen

Note Taker: Janece Bevans-Kerr

Present: Eric Jensen, Danny Magee, James Barton, Andrea Zedek, Suzanne Dougherty, Babak Sanei, Jean Sander, Hector Cervantes, Alex Bermudez, Ken Opengart, Becky Tilley, Ivan Alvarado, Julio Cruz-Coy, Andres Montoya, Bob Bevans-Kerr, Janece Bevans-Kerr
Absent: Karen Burns-Grogan, Doug Grieve, Eric Gingerich

Call to Order

The meeting was called to order by President Eric Jensen.

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

Motion: Andrea Zedek

Second: James Barton

Motion passed

Report of Officers

Secretary-Treasurer's Report

1. Financial Report

Bob Bevans-Kerr gave a year to date financial report and presented the 2012-2013 budget. \$963.00 was added for 2012 legal fees because it had been omitted in error. The board also amended the budget to add more for the exam preparation fee and to adjust the Secretary-Treasurer honorarium to the 2011 rate (at her request.) The amended budget is added as addendum to these minutes.

Action Item: Motion to approve the 2012-2013 budget with the amendment of the legal fees of 963.00 for 2012.—Suzanne Dougherty

Second: Andrea Zedek

Motion passed

Action Item: Motion to approve the 2012-2013 budget adjusting the honorarium to the 2011 rate and the exam preparation fee to \$10,000.00. —James Barton

Second: Babak Sanei

Motion passed

2. Report on Dues Collection and Recertification

Janece Bevans-Kerr reported on the project to bring members up to date on their dues and CE submissions. 26 members are 5 or more years behind in their dues. Of these 5 have contacted the office regarding payment, but have yet to make payment. 21 have been removed as active members from the website. 15 members owe 4 years or less dues, four are retired members.

Action Item: The Board of Governors asked that the 26 who owe for more than 5 years be sent a certified letter requesting them to return their certificates.

Action Item: Governors will personally contact the 15 members who owe 4 or less years regarding their dues payments and CE.

3. 10 Year Review of CE for 2001 Diplomates

Janece Bevans-Kerr reported that the 2001 class of Diplomates' records were reviewed for 8 out of 10 years for CE submission and dues payments. All were in compliance. They are:

Adrian Thomas Garritty

Babak Sanei

William Stanley

IRS 990 form: Policies and Procedures for compliance

The Board of Governors were asked to sign a Conflict of Interest form which states the ACPV's policy and procedures for conflicts of interest. This is in order to be in compliance with directives stated in the IRS 990 form.

Committee Reports and Issues

Credentials Review Committee

Sam Christenberry, chair of the Credentials Review Committee reported. The Credentials Review Committee recommended that the application due date for 2013 applications be changed to October 1st. The following will be the new timeline beginning October 2013:

October 1 Application submission due date

October 10 Applications sent to Secretary-Treasurer for review

October 21 Applications sent to the Credentials Review Committee

The Credentials Review Committee also recommended that the applicants limit their article submissions to three.

Action Item: Motion to change the last two sentences in the 3.3 Publications section of the exam application to, "Submissions will be limited to three articles and/or reports. If more than three articles are submitted, the application will not be accepted."

Motion: James Barton

Second: Alex Bermudez

Motion passed

Action Item: Add the sentence, "If more than three articles are submitted, the application will not be accepted," to the application checklist.

Exam Committee Report

1. Exam Results

Exam Committee chair, Dr. Julio Cruz-Coy thanked all the members of the exam committee. Many hours were spent evaluating the exams. 3% of this year's candidates were returning candidates. They all passed the exam. 9 out of the 10 new candidates took the exam and 5 passed. The eight candidates who passed the exam were recommended to the Board for acceptance into the College. They are:

Elena Behnke

Denise Brinson

Shahn Bisschop

Peter O'Kane

Rodrigo Espinosa

Rodrigo Gallardo

Alexandra Reilley

Prashant Nighot

Action Item: The Board approved the candidates into the College.

Action Item: Provide a lunch for the Exam Committee on exam day. Also provide drinks and snacks.

Action Item: It will be at the Exam Chair's discretion to determine the best way to get the exam to the exam venue.

Action Item: Motion to authorize all past chairs to serve as ex-officio members of the Exam Committee as needed.

Motion: Jean Sander

Second: James Barton

Motion passed

Discussion: Some governors expressed a concern that the exam has been designed to make it easy to grade in order for the results to be announced the next day. What used to be the essay section of the exam is now short answer. There was also considerable discussion on if a Master's degree or PhD with emphasis in poultry medicine was always sufficient training to sit for the ACPV board exam. The concern was that some candidates could technically be qualified to take the exam but they don't fit the intent of what the College wants in a poultry veterinarian.

Action Item: It was suggested that a subcommittee appointed by the Secretary-Treasurer be formed to work with the Credentials Review Committee to look at training routes, credentialing requirements and changes to the application in order to narrow the scope of those who can apply to take the exam.

2. Revised Policy on deferring the ACPV Exam This agenda item was not addressed and is tabled until the next Board of Governors meeting.

Continuing Education Committee

Ivan Alvarado, chair of the Continuing Education Committee reported on the March 20, 2012 ACPV symposium titled, "From basics to field applications: poultry vaccination and immunity" given at the WPDC in Sacramento, CA. The committee and the participants were generally satisfied with the symposium. 42% of the attendees responded to the survey and the average rating for the workshop was a 4.2 out of 5 points. The symposium made a profit of \$5069.93. The most challenging part of organizing the symposium was raising funds. Dr. Alvarado recommended starting earlier.

Training Program Review Committee

Andres Montoya, chair of the Training Programs Review Committee. 5 programs are current at this time. The committee recommends that Ohio State be given inactive status. Dr. Pat Wakenell asked for forms to apply as a Training Program.

Status of Post-Graduate Training Programs

August 2012

<u>Training Program</u>	<u>Date of Approval</u>	<u>Date of Recert.</u>	<u>Status</u>	<u># of Students</u>
University of California	January 1995	June 2006	<u>inactive</u>	
California Animal Health and Food Safety	January 1995	June 2012	<u>current</u>	1 Student
College of Veterinary Medicine, MS State	January 1995	June 2012	<u>current</u>	0 Students
Poultry Health Mgt. Residency, NC State	January 1995	June 2012	<u>current</u>	3 Students
Residency Avian Med and Path, U of Penn	January 1995	June 2012	<u>inactive</u>	0 Students
Master of Avian Medicine, UGA	January 1995	June 2012	<u>current</u>	5 Students
Ohio State Univ-Avian Medicine Program	July 1996	June 2011	<u>probationary</u>	0 Students

ABVS Report

Jean Sander, ACPV representative to the ABVS, reported.

Report

- March issue of JAVMA will have article on a checklist for good practice approach for preventive care for companion animals.
- Changes were made to the ABVS Operating Procedures
- Include a copy of the newly drafted expectations for ABVS representatives (see addendum to these minutes). Advise the ACPV that a new representative to this group will need to be identified next year to be submitted for consideration to the ABVS. I was unable to find any process for this in the Policies and Procedures Manual.
- Dates for 2013 and 2014 were set.
2013 – 2/22&23
2014 – 2/21&22
- AVMA made Bylaws changes

New ABVS Representative

A new ABVS representative will need to be found by June 2013 as this is Jean’s last year. A job description is attached as an addendum to these minutes. James Barton volunteered to be the ACPV representative.

Report from AAAP Liaison

Hector Cervantes, AAAP Liaison, reported. Jagdev Sharma, editor of Avian Diseases journal is planning to step down as soon as a replacement can be put in place. AAAP is getting more active in legislative advocacy and is planning to send a group for a “Fly-In” training to the AVMA GRD. The Legislative Advisory Committee will also visit Washington D.C. this year. AAAP is looking into media training for members and creating white papers and messages for public communication.

Unfinished Business

ACPV Job Analysis and Cut Scoring Method Proposals

The American Board of Veterinary Specialties strongly urged ACPV to use an Angoff or other suitable procedure to determine the pass rate for the certification examination in their 2010 review of ACPV. ACPV was also advised to get a job analysis done before the pass rate procedures. Three companies that conduct these types of procedures were consulted and submitted proposals. Below are the costs:

Consultants	Standard Setting/ Cut Score	Job Analysis
Castle Worldwide, Inc.	\$8,600	\$25,500
Prometric	\$6,300-\$8,250	\$42,000
Witt Measurement Consulting	\$4,500	\$17,500 plus travel

The board chose to consider Castle Worldwide, Inc. and Witt Measurement Consulting.

Action Items:

1. Ask Witt for recommendations from previous clients.
2. Negotiate with Castle for a lower price.
3. Ask Castle about travel costs.
4. Andrea Zedek, Ken Opengart and Alex Bermudez will call references for these companies.

The additional information gathering and reference checks are to be done by the end of September.

New Business
Emeritus Status

The following definition is currently in the ACPV Bylaws, Article IV; Section 4-01. Membership:

A Founder Diplomate, Charter Diplomate, or Diplomate who because of age or disability has retired from active practice of the specialty may, on application, be designated an Emeritus Diplomate by the Board.

Karen Grogan made the following recommendation to clarify ACPV's definition of emeritus:
Change to Read (change is underlined)

A Founder Diplomate, Charter Diplomate, or Diplomate who because of age or disability has retired from full-time employment in the specialty may, on application, be designated an Emeritus Diplomate by the Board.

Add to Procedure Manual

Upon retirement, members must apply for Emeritus status, the change is not automatic. An application is available from the ACPV office. All dues in arrears must be paid in full for Emeritus status application to be granted. Status is granted after review and approval of the Board. Emeritus members do not pay dues, but do have the ability to vote, serve on committees and hold office.

Action Item: Motion to approve the new definition of Emeritus and begin the bylaw change process and revise the procedures manual.

Motion: Hector Cervantes

Second: Alex Bermudez

Motion passed

Tracking of Exam Candidates

Janece Bevans-Kerr reported that no applicant for the 2012 exam came from the 5 year experience route.

New Committee Members

Eric Jensen announced the following new committee members:

Examinations Committee	Susan Williams and David Rives
Credentials Review Committee	Steve McCarter
Training Program Review Committee	Rafael Monleon
Continuing Education Committee	Natalie Armour and John Radu

The meeting adjourned at 11:05 am.

Addendum to Minutes

Report from Jean Sander, ABVS Representative:

RESPONSIBILITIES OF AN ABVS MEMBER

Description

An ABVS member represents their recognized veterinary specialty organization (RVSO), and is a full voting member of the ABVS. A member's term of service is four years and can be renewed for additional four-year terms at the discretion of their RVSO. They are responsible for communicating ABVS policies and activities to their RVSO such as preparation of five-year and annual reports, and concerns and questions raised by the review of these reports.

Time Commitments

Time commitments include participation in one (1½ to 2 day) meeting per year at the AVMA office building in Schaumburg, Illinois, and conference calls and e-mail communications as necessary. In addition, ABVS members are expected to:

Serve on one or more committees of the ABVS.

Serve as a reviewer of annual and/or five-year reports.

Serve as a reviewer of petitions for proposed new specialty organizations, specialties, and/or subspecialties

Serve as a liaison to developing new specialty organizations, specialties, and/or subspecialties.

Committee Responsibilities

ABVS members are expected to serve on one or more committees. Standing committees of the ABVS include:

1. Executive Committee
2. Committee on Development of New Specialties
3. Postgraduate Program Evaluation Committee
4. Nominating Committee
5. Policies and Procedures Committee
6. Annual Report Review Committee

In addition, ad hoc committees are created as needed.

Membership on the Executive Committee is voluntary and those wishing to serve on this committee must be nominated then elected by the ABVS.

Members on the other committees are appointed by the ABVS Chair with advisement from the Executive Committee. Upon appointment, if a member feels they cannot make the time commitment to serve on a committee they should inform the ABVS Chair and staff as soon as possible so a replacement can be made.

Responsibilities required by each individual committee include:

Executive Committee

Meets annually in the late fall after receipt of annual reports, five-year in-depth reports, and petitions. Other business is conducted by conference call, email, or other correspondence.

Reviews Policy and Procedures.

Develops recommendations for ABVS review.

Serves as long-range planning committee.

Develops the agenda for the annual meeting.

Executive Committee members also serve on the CDNS.

Reviews the merits of complaints and makes a recommendation to the chair of the ABVS to accept or reject requests for mediation.

Addresses other matters referred to it by the ABVS, the Council on Education, the chair of the ABVS or staff.

Nominating Committee

Business conducted by conference call, email, or other correspondence.

Submits a slate of officers to the chair for review at the Executive Committee meeting prior to consideration and approval by the full ABVS at the annual meeting.

Policies and Procedures Committee

Business conducted by conference call, email, or other correspondence.

Evaluates the Policies and Procedures of the ABVS for their applicability to current ABVS processes.

Suggests changes or amendments to the P&P to the EC.

Drafts proposed changes to the P&P as directed by the EC or the ABVS.

Committee on Development of New Specialties

May meet annually at the time of the EC meeting. Other business conducted by conference call, email, or other correspondence.

Receives and reviews new petitions and advises the Chair on assignment of liaisons to assist prospective veterinary specialty organizations with the recognition process.

Solicits opinion and views about the proposed veterinary specialty organization.

Collates information for action at the next committee meeting.

Annually evaluates petitions from prospective veterinary specialty organizations as to their appropriateness for submission to the ABVS for action. When it is deemed by the CDNS that a petition is in order and the petitioning organization has fulfilled the current concepts for standards and prerequisites for an emerging organization, the petition will be submitted to the EC for assignment of reviewers and inclusion in the ABVS agenda.

Reviews the interim report for every provisionally recognized veterinary specialty organization. The committee shall prepare a recommendation, including a motion on the status and future development of each college, which is due at the AVMA on February 1.

Review and evaluate petitions for full recognition from provisionally recognized veterinary specialty organizations making appropriate recommendations to the EC for further action on the petition and actions required by the veterinary specialty organization.

Postgraduate Program Evaluation Committee

Business conducted by conference call, email, or other correspondence.

Considers matters as directed by the EC or the ABVS, such as residency training programs, other approved pathway standards and clinical experience evaluation criteria.

Develop protocols for recertification.

Report recommendations to the EC and the ABVS.



American College of Poultry Veterinarians

2012 Financial Report

Version 1.2
July 2012

Presented by:
Bob Bevans-Kerr, Executive Director

Reviewed by:
Dr. Karen Burns-Grogan, Secretary/Treasurer

Approved by: ACPV Board of Governors
8/5/2012

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Certification # 8824755-1 Entity # 2100541
State of Florida Document #FL0000002935

American College of Poultry Veterinarians Mission Statement

- To further educational and scientific progress in the field of poultry veterinary medicine.
- To promote the development of poultry veterinary medicine as a science.
- To improve and strengthen the instruction in poultry veterinary medicine.
- To establish publication, testing and continuing education requirements for the certification of poultry veterinarians to enhance the quality of poultry veterinary medicine and to provide an incentive for research, publication, improvement of residency and other educational programs, and continuing education in the field of poultry veterinary medicine.
- To provide guidance on the quality of and desirable levels of pre- and post-professional training, experience and continuing education for potential and current students and specialists in poultry veterinary medicine.

The American College of Poultry Veterinarians was formed in 1992. It was formed exclusively for charitable, scientific and educational purposes. It is a 501(c) 3 incorporated in the Commonwealth of Pennsylvania.

The American College of Poultry Veterinarians is a veterinary specialty organization recognized by the American Veterinary Medical Association (AVMA) according to the policies and procedures of the American Board of Veterinary Specialties (ABVS)

The American College of Poultry Veterinarians has 302 diplomates. Twenty have Emeritus status and seven members have Honorary status. Last year we added three new members. Two members passed away in 2011.

Board of Directors 2011-2012

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ACPV Committees 2011-2012

Examination Committee

Julio Cruz-Coy – Chair (2012)
Sue Ann Hubbard –Chair Elect (2012)
Marilynn Finklin - Past Chair (2012)
Carolyn Miller (2013)
Deidre Johnson (2014)
Andy McCree (2014)

Credentials Review Committee

Sam Christenberry – Chair (2012)
Eric Heskett (2013)
Patty Dunn (2014)

Training Program Review Committee

Andres Montoya – Chair (2012)
Mark Burleson (2013)
Kelli Jones (2014)

Nominations Committee

Cheryl Gustafson –Chair (2012)
Jenny Fricke (2013)
Algis Martinez (2014)

Continuing Education Committee

Ivan Alvarado – Chair (2013)
Agnes Agunos –Past Chair (2012)
Hugo Medina (2012)
Rob Porter (2013)
Teresa Cereno (2014)
Jaime Ruiz (2014)

Appeals Committee

Bruce Stewart-Brown
Sharon Heins Miller
Alex Bermudez

Public Education and Policy Committee

Eric Gonder – Chair
James Barton
Bob Owen
Tim Cummings
Eric Gingerich
Sharon Heins-Miller
David Hermes
Buzz Klopp
Linnea Newman

ACPV Balance Sheets

2010, 2011 Year End Results

	2010	2011	2011 YTD (7/30/12)
ASSETS			
Checking Account	\$5,784.14	\$23,280.50	\$11,379.99
Money Market Acct	\$68,993.42	\$81,058.20	\$101,142.36
Total Assets	\$74,777.56	\$104,339.05	\$112,522.35
Liabilities	\$0.00	\$0.00	\$0.00
FUND BALANCE			
Beginning Fund Balance	\$84,068.06	\$74,777.56	\$104,339.05
Current Earnings	-\$9,290.50	\$29,561.49	\$8,183.30
Total Fund Balance	\$74,777.56	\$104,339.05	\$112,522.35

ACPV maintains a calendar year for its fiscal year January 1- December 31st.

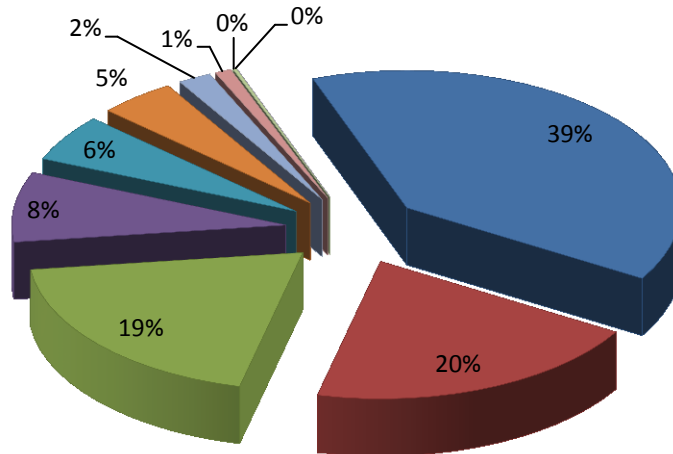
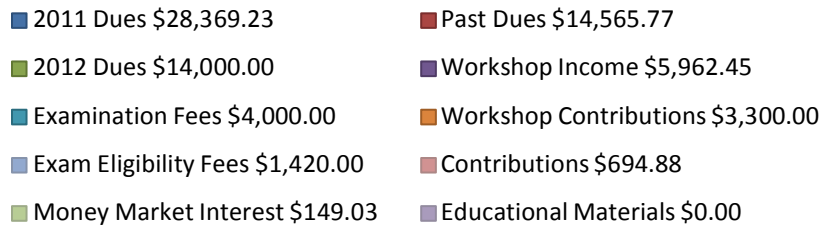
ACPV maintains both its checking account and money market account at Wells Fargo Bank (formerly Wachovia Bank). Current yields on money market accounts (.25%)

2011 Financial Report

2011 Income Statement

Income Sources	2011 Year End Results	2011 Annual Budget	Variance
2012 Dues	\$14,000.00	\$0.00	\$14,000.00
2011 Dues	\$28,369.23	\$26,000.00	\$2,369.23
Contributions	\$694.88	\$500.00	\$194.88
Educational Materials	\$0.00	\$0.00	\$0.00
Exam Eligibility Fees	\$1,420.00	\$1,360.00	\$60.00
Examination Fees	\$4,000.00	\$4,000.00	\$0.00
Money Market Interest	\$149.03	\$150.00	-\$0.97
Past Dues	\$14,565.77	\$6,000.00	\$8,565.77
Workshop Contributions	\$3,300.00	\$4,500.00	-\$1,200.00
Workshop Income	\$5,962.45	\$6,517.00	-\$554.55
TOTAL INCOME	\$72,461.36	\$49,027.00	\$23,434.36

2011 Income Sources

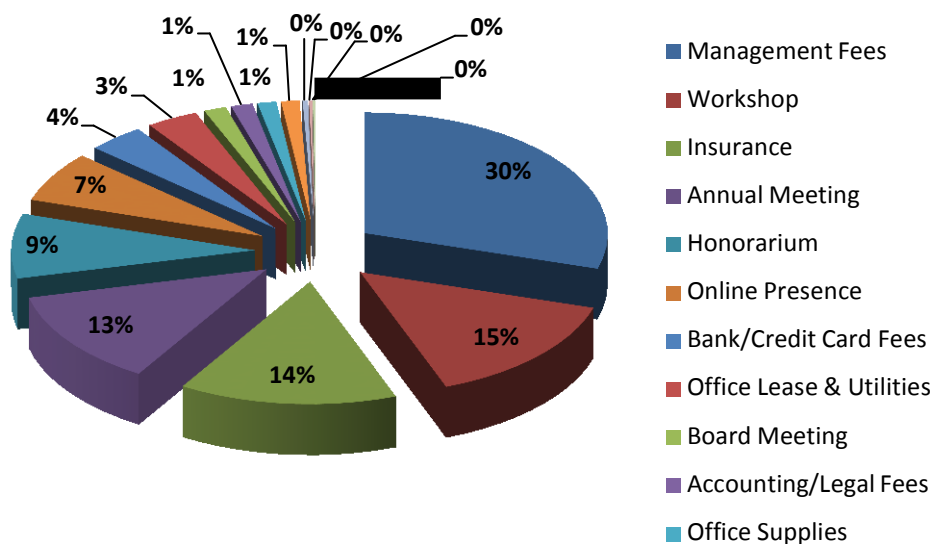


2011 Financial Report

2011 Expense Statement

Expense Sources	2011 Year End Results	2011 Annual Budget	Variance
Accounting/Legal Fees	\$586.25	\$550.00	(\$36.25)
Annual Meeting	\$5,108.33	\$5,100.00	(\$8.33)
Bank/Credit Card Fees	\$1,539.62	\$1,500.00	(\$39.62)
Board Meeting	608.45	\$500.00	(\$108.45)
Contributions/Support	\$500.00	\$500.00	\$0.00
Copy Expense	\$73.00	\$200.00	\$127.00
Exam Preparation	\$0.00	\$0.00	\$0.00
Honorarium	\$3,500.00	\$3,500.00	\$0.00
Insurance	\$5,851.25	\$6,000.00	\$148.75
Management Fees	\$12,086.25	\$12,086.25	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00
Office Lease & Utilities	\$1,403.00	\$1,410.51	\$7.51
Office Supplies	\$511.40	\$300.00	(\$211.40)
Online Presence	\$2,741.70	\$1,800.00	(\$941.70)
Postage	\$81.89	\$300.00	\$218.11
Travel	\$144.12	\$700.00	\$555.88
Workshop	\$5,932.36	\$6,500.00	\$567.64
TOTAL EXPENSES	\$40,667.62	\$40,946.76	\$279.14

2011 Expense Sources



2011 Financial Report

234 diplomates made payment for 2011 dues with 1 hitting 2010, 231 hitting 2011, and 2 hitting 2012 fiscal years. (2/17/2012)

152 diplomates made payment for 2012 dues with 112 hitting 2011 and 40 hitting 2012 fiscal years (2/17/2012)

Dues Revenue reported for 2011 fiscal year.

Dues Year	Amount	Count
2002 ACPV Dues	\$50	1
2003 ACPV Dues	\$50	1
2004 ACPV Dues	\$100	2
2005 ACPV Dues	\$225	3
2006 ACPV dues	\$450	6
2007 ACPV dues	\$600	8
2008 ACPV Dues	\$1,421	19
2009 ACPV dues	\$4,544	37
2010 ACPV Dues	\$7,125	57
2011 ACPV Dues	\$28,369	231
2012 ACPV Dues	\$14,000	112
Grand Total	\$56,935.00	477

2011 Financial Report

Proposed budgets to approve

2012 YTD Income Statement (July 30,2012)			
Income Sources	2012 YTD Results	2012 Annual Budget	2013 Annual Budget
Exam Eligibility Fees		\$1,200	\$1,200
Examination Fees	\$5,550	\$5,550	\$4,500
Current Dues	\$9,750	\$29,750	\$30,000
Past Dues	\$1,500	\$6,000	\$6,000
Workshop Contributions	\$4,700	\$6,000	\$5,000
Workshop Income	\$5,202	\$5,202	\$5,000
Money Market Interest	\$86	\$172	\$150
TOTAL INCOME	\$26,788	\$54,375	\$51,850

Expense Sources	2012 YTD Results	2012 Annual Budget	2013 Annual Budget
Accounting/Legal Fees	\$525	\$550	\$550
Annual Meeting	\$5,149	\$5,200	\$5,500
Bank/Credit Card Fees	\$821	\$1,500	\$1,500
Board Meeting	\$890	\$900	\$1,000
Business Registration	\$61	\$65	\$65
Contributions/Support	\$0	\$500	\$500
Copy Expense	\$108	\$500	\$500
Exam Preparation	\$0	\$26,000	\$10,000
Honorarium	\$3,500	\$3,500	\$3,500
Insurance	\$0	\$6,500	\$6,500
Legal Fees	\$963	\$963	\$0
Office Supplies	\$278	\$400	\$400
Office Lease & Utilities	\$945	\$1,620	\$1,620
Online Presence	\$1,502	\$2,752	\$2,752
Management Fees	\$7,121	\$12,207	\$12,573
Office Support	\$50	\$5,000	\$5,000
Miscellaneous		\$500	\$500
Postage	\$148	\$300	\$300
Travel	\$902	\$1,300	\$1,300
Workshop	\$3,698	\$3,700	\$3,700
TOTAL EXPENSES	\$26,660	\$73,957	\$57,760