

MINUTES TO THE MEETING

American College of Poultry Veterinarians
Board of Governors Meeting
February 27, 2012
Conference Call
2:00 pm – 3:00 pm

Meeting called by President Eric Jensen

Note taker: Janece Bevans-Kerr

Attendees: Eric Jensen, Karen Grogan, Danny Magee, Andrea Zedek, Eric Gingerich, Suzanne Dougherty, Hector Cervantes, Babak Sanei, Ivan Alvarado, Sam Christenberry, Bob Bevans-Kerr, Janece Bevans-Kerr

Absent: James Barton, Douglas Grieve, Jean Sander

Approval of minutes from the July 17, 2011 meeting

Action Item:

Motion by Andrea Zedek

Move to approve the minutes of the last meeting.

Second: Suzanne Dougherty

Vote: passed

Financial Report

Bob Bevans-Kerr presented the yearend financial report to the board. The report is attached in the addendum to these minutes. The College brought in \$72,461.36 in income in 2011 which is an increase of \$23,434.36 from what was projected. This was due to the amount collected in dues in 2011. ACPV collected \$56,935.00 in dues, much of which was past dues collected from members.

Dues Collection

Karen Grogan discussed with the board the final step in the process that began last year to get members current in their dues payments. She showed the board a spreadsheet of members who still owe dues and the years for which they owe. She also showed the board a draft letter that could be sent giving those members who still owe dues one last chance to become current before they were removed from the College. (See addendum for spreadsheet and letter)

The board agreed that:

1. Those chronically in arrears will receive the letter.
2. Board members will individually contact members who have just a few years of past dues to pay.

The board discussed establishing an inactive status and decided against it.

Some members have applied for emeritus statuses that have dues in arrears. The board clarified that members need to be in good standing when given emeritus status which includes being current in their dues payment. The board discussed if emeritus status should be given to members who did part time consulting but had retired from their full time jobs. It was decided to discuss this further at the August meeting. The board also clarified that it is up to members to apply for emeritus status when they retire. Until the time that they have applied and have received approval of emeritus status, they are required to pay dues in order to be a member in good standing.

Action Items:

1. Make a list of members with a small number of past dues. The board will contact these members individually.
Person Responsible: Karen Grogan
2. Add emeritus status information to dues forms and dues notifications.
Person Responsible: Janece Bevans-Kerr
3. Establish a policy for emeritus status that includes a definition of “retired.”
Person Responsible: Karen Grogan will draft a definition of retired for discussion at the August meeting.

Emeritus Status

Action Items:

Motion by Hector Cervantes:

Move that Jerry Maiers be granted emeritus status with the contingency that in order for the status to become effective, Dr. Maiers must pay past dues and submit one year of CE.

Second: Eric Gingerich

Motion passed

Motion by Andrea Zedek

Move that Conrad Van Dyk be granted emeritus status with the contingency that in order for the status to become effective; Dr. Van Dyk must pay past dues.

Second: Suzanne Dougherty

Motion passed

Motion by Hector Cervantes

Move that Pedro Villegas be granted emeritus status.

Second: Eric Gingerich

Motion passed

Credentials Review Committee Report

The credentialing committee has found the following to have sufficiently met the requirements to sit for the exam:

1. Keyvan Amini
2. Elena Behnke
3. Denise Brinson
4. Shahn Bisschop
5. Rodrigo Espinosa
6. Annika Hoffman
7. Peter Michael O’Kane
8. Francisco Perozo
9. Anil Thachil
10. Nobuko Wakamatsu

Action Item:

Applicants were approved.

Sam Christenberry, chair of the Credentials Review Committee, offered the following comments and recommendations:

- The emailed link to a PDF portfolio in a drop box worked well as a way for the committee to view the applications.
- The deadline for applications was December 1st which gave the committee only a two week turnaround time this year which was difficult. (Applications will be due November 1st in 2012.)
- The committee suggests that the applicants be told that only the first three publications submitted will be viewed by the committee. (Some applicants send in many more than the 3 publications that are required.)
- The nominators should be members in good standing.
- The Credentials Review Committee's should strictly adhere to the policy that incomplete applications will not be considered. Any language in the procedure manual or other documents that do not follow that policy should be removed.

Appeals Committee

Karen Grogan reported on two appeals to the Appeals Committee this year. Dr. Keyvan Amini and Dr. Francisco Perozo were initially refused by the Credentials Review Committee. Dr. Amini did not include a current license to practice veterinary medicine and Dr. Perozo did not include a license to practice as well. Both applicants provided the needed materials when presenting their appeals. The Appeals Committee deliberated about both applications not being complete when they were originally submitted, but decided that since this policy had not been used consistently with all applicants that Dr. Perozo and Dr. Amini should be allowed to take the exam as well as a matter of fairness.

Education Committee

Ivan Alvarado, chair of the Exam Committee, reported on the upcoming ACPV symposium to be held in Scottsdale, AZ on April 1, 2012.

The name of the symposium is: Food Safety Challenges in the Poultry Industry: Current regulations and practical field experiences

\$4,500.00 has been raised so far to cover expenses for the symposium. They expect to receive \$7,000.00 which should cover all costs. There are four speakers that need sponsorship. The main expense is breakfast.

The program is ready and authors are still in the process of submitting proceedings.

47 have registered at this time. They estimate 80 to 100 attendees.

Exam Committee

Bob Bevans-Kerr has been contacting companies that would help with the Angoff scoring of the ACPV exam. He is getting three proposals. They are all in the 5K to 8K range. One consultant suggested that ACPV do a job analysis at the same time because a job analysis would affect the exam and thus the Angoff scoring. The Board may need to meet after all the proposals are in if action is to be taken on this at the August meeting.

Action Item:

Ask for estimates for a job analysis from all three companies

Person Responsible: Bob Bevans-Kerr

Policy for deferring of certification examination

The agenda item was tabled until next meeting.

Nominations for 2012-2013 ACPV President and Board of Governors

The following slate was approved by the Board of Governors:

President

James Barton
Alex Bermudez

Board of Governors

Ken Opengart
Phil Stayer
Susan Williams
Becky Tilley

The meeting was adjourned at 3:45pm.

DRAFT



American College of Poultry Veterinarians

2011 Financial Report

Version 1.0
February 2012

Presented by:
Bob Bevans-Kerr, Executive Director

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

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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

Eric L. Jensen, President (2013)
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Andrea Sinclair Zedek (2014)
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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 |
|---------------------------|--------------------|---------------------|
| ASSETS | | |
| Checking Account | \$5,784.14 | \$23,280.85 |
| Money Market Acct | \$68,993.42 | \$81,058.20 |
| Total Assets | \$74,777.56 | \$104,339.05 |
| Liabilities | \$0.00 | \$0.00 |
| FUND BALANCE | | |
| Beginning Fund Balance | \$84,068.06 | \$74,777.56 |
| Current Earnings | -\$9,290.50 | \$29,561.49 |
| Total Fund Balance | \$74,777.56 | \$104,339.05 |

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

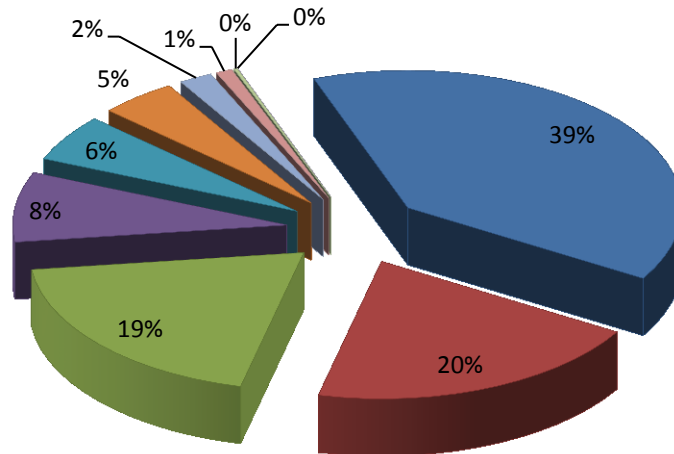
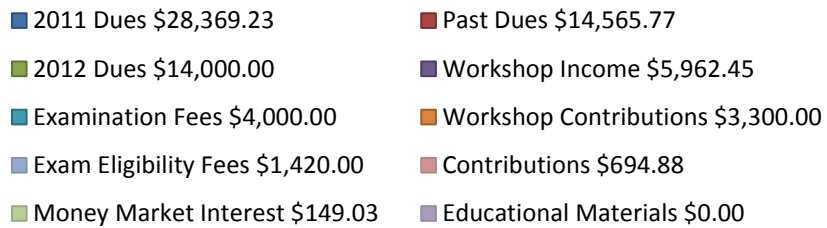
ACPV maintains both its checking account and money market account at Wells Fargo Bank (formerly Wachovia Bank). Current yields on money market accounts (.25%)

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 |

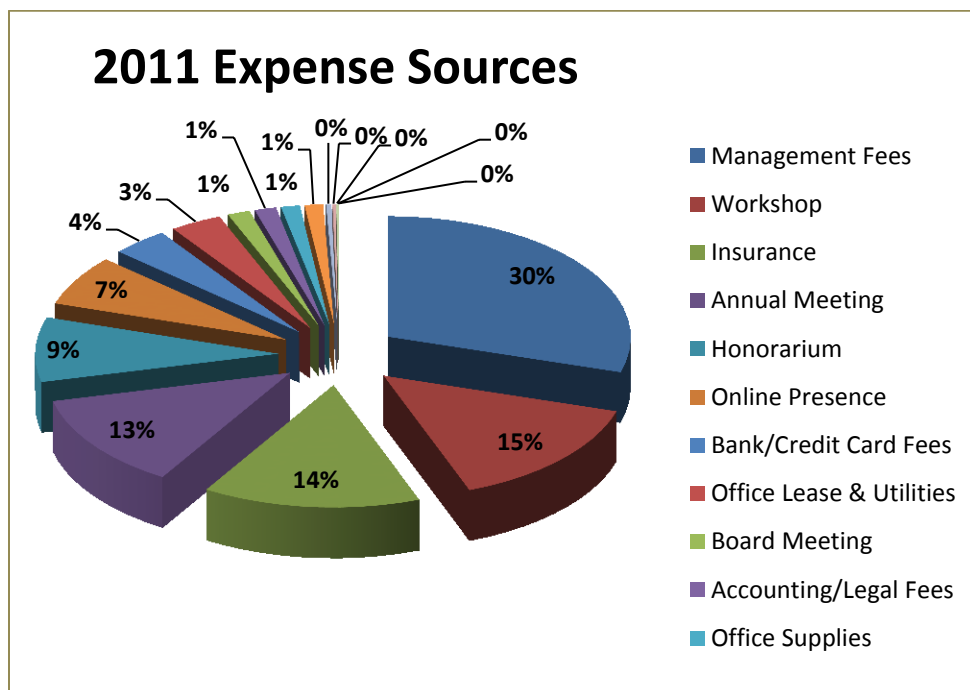
2011 Income Sources



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 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 |