

***American Association of Veterinary Laboratory Diagnosticians
Meeting Minutes
Sheraton Kansas City Hotel & Crown Center
October 19, 2018 1:00 pm -5:00pm***

Type of Meeting:

AAVLD Executive Board Meeting

Meeting Facilitator: Steve Hooser, President

Executive Board In Attendance:

Hooser, Steve (shooser1@purdue.edu);
Bailey, Keith (keith.bailey@okstate.edu);
Tewari, Deepanker (dtewari@pa.gov)
Halbur, Pat (pghalbur@iastate.edu);
Pabilonia, Kristy (Kristy.Pabilonia@ColoState.EDU)
Gibson, Robert (Robert.Gibson@unh.edu) ;
Saliki, Jerry (jsaliki@uga.edu) ;
Burrough, Eric (burrough@iastate.edu);
Swinford, Amy (aswinford@tvmdl.tamu.edu);
Snekvik, Kevin (ksnek@vetmed.wsu.edu);
Hill, Ashley (aehill@ucdavis.edu);
Joseph, Tomy (tomy.joseph@gov.bc.ca);
Perrone, Marie (perronem@inspection.gc.ca); <Ex-Officio>
Levings, Randall L. (Randall.L.Levings@aphis.usda.gov); <Ex-Officio>

Executive Board Not in Attendance:

Hoang, Christine (choang@auma.org); <Ex-Officio>

Others in Attendance:

Zeman, David (dzeman@aavld.org)
Kistler, Jim (jkistler@aavld.org)
Ozuna, Reda (rozuna@aavld.org)
Baszler, Tim (baszlert@vetmed.wsu.edu)
Korcal, Dave (Korcal@dcpah.msu.edu)
Maxie, Grant (gmaxie@uoguelph.ca)
Lipowski , Jessica Jessica.Lipowski@sagepub.com
Farrell, Holly (editorial@aavld.org)
Ackerman, Mark (mark.ackermann@oregonstate.edu)
Akey, Bruce (bakey@tvmdl.tamu.edu)
Ragan, Valerie (vragan@vt.edu)

MINUTES

I. Call to Order – Steve Hooser

Dr. Hooser President, called the meeting to order at 01:00 p.m. on Friday, October 19, 2018. He welcomed the Executive Board members.

II. Roll Call – Steve Hooser

III. Approval of Agenda

A MOTION TO APPROVE THE AGENDA WAS MADE BY ASHLEY HILL, 2ND BY KEITH BAILEY MOTION CARRIED UNANIMOUSLY.

IV. Approval of Minutes of Oct. 3, 2018 Meeting

A MOTION TO APPROVE THE MINUTES WAS MADE BY KEITH BAILEY, 2ND BY TOMY JOSEPH MOTION CARRIED UNANIMOUSLY.

V. Appearances

a) Dr. Tim Baszler / Dr. David Korcal – AAVLD Accreditation Committee

(Report attached)

Tim Baszler presented the Accreditation Committee report.

- Suggestion to not have the EB meeting consecutive with the AC meeting on Friday.
- Dawn Mettler is the trainer for the February 2019 Accreditation meeting.
- Reviewed auditor evaluation forms with EB. Discussion ensued.
- February 2019 audit pool training fee will be \$100.00.
- Accreditation committee will share the audit pool surveys with the membership by E-Newsletter.
- Discussion regarding transparency and sharing. Keith Bailey suggested offering a survey to laboratories and share with AAVLD membership. Discussion ensued.
- Discussion surrounding audit pool interest in going to laboratory audits. Dr. Baszler states there is increased interest from audit pool members to participate.
- Accreditation standard update discussion will be taking place in the next few months. Changes and additions may be taking place. A draft document will be presented at the next February 2019 meeting. After draft is completed and reviewed by the Accreditation Committee the committee will then seek feedback from the laboratory directors and quality managers.

Action Items:

1. Accreditation will review draft document surrounding Accreditation Standards for changes and updates during the February 2019 meeting. Accreditation will request feed back from laboratory directors and quality assurance managers and complete the final document.
2. Accreditation will provide a summary of the audit pool survey for the AAVLD E-Newsletter.

b) Dr. Grant Maxie – Editor-in-Chief, JVDI

Grant Maxie reports on Editor-in-Chief, JVDI. Summary given.

- JVDI receives about 500 manuscripts per year and about 25% are rejected due to major formatting errors.
- JVDI publishes about 150 manuscripts per year.
- Manuscripts are put up on the Sage Publications website two months prior to printing in the journal.
- Pre-print recommendation- A number of archives off line. It has a DOI (date of installation) in the source, you can refer back to it and link to the eventual published version. Sage does not accept as a citable version. Sage does accept pre-prints and records it and registers it.
- Editorial Independence recommendation- JVDI committee seeks passage of an “editorial independence statement” from the Executive Board Committee. The Executive Board will receive a proposed document. EB agrees to consider soon at an upcoming board meeting.
- Dr. Grant Maxie reports on behalf of Pam Ferro, Publication Chair. The publication committee requests consideration of a committee name change; which would also require a By-laws update. The suggested change would be from ‘Publications’ to ‘Communications’ Committee.
- Jessica Lipowski, Publishing Editor JVDI. Publishing report summary was given. Discussion ensued.
- Holly Farrell, Managing Editor JVDI. Reported.
- Discussion regarding budget, Sage contract and P&L. Dr. Maxie recommends transparency regarding AAVLD financials with JVDI Committee.

Recommended Actions Summary:

1. Pre-print recommendation: review request by the Executive Board.
2. Editorial Independence statement: recommended for adoption by the Executive Board.
3. Name and By-law change from ‘Publication’ to ‘Communication’ Committee to be reviewed and discussed by Executive Board.
4. AAVLD will submit a P&L to the JVDI committee at least prior to the annual meeting.

c) Brad Mollet – Lobbyist

Not present. Will attend the NAHLN meeting.

d) Dr. Mark Ackerman – Possible combined meeting with ACVP

Mark Ackerman reports on Possible combined meeting with AVCP.

- Interest in joining AAVLD/USAHA for one of their annual meetings. Participation would be a one time event. 2021 and 2023 are open. ACVP will be in Boston in 2022. Possible format could be: start with ACVP, merge into AAVLD, merge into USAHA; with this format AAVLD and USAHA usual format would be basically unaltered.
- ACVP has an education component. Logistics need to be worked out with other committees.
- ACVP meeting attendance is estimated to be 1,000.
- Webinar discussion. Dr. Ackerman suggest combining AAVLD and ACVP webinars on the AAVLD website.
- Dr. Hooser- 2023 would be preferred, but 2021 is a possibility if we find a hotel large enough.

Action Item: Dr. Ackerman will take this information to ACVP Executive Board. ACVP will proceed with logistics and work with AAVLD and USAHA.

- e) Dr. Valerie Ragan / Dr. Bruce Akey - Veterinarians in Transition Externships
Bruce Akey reports on Veterinarians in transition externships. Summary given.
- Valarie Regan thanked the Executive Board for waiving student fees. There has been an increase in student interest in AAVLD. Summary given.
 - Discussion surrounding the diagnostic externship. Broad survey went out to Veterinarians. Unpaid experiential opportunities. From the survey 400 responses from veterinarians from 44 different states were collected. 68% of those responses were interested in an unpaid experiential opportunity. 54% of those said 1-2 weeks onsite training is ideal. This survey includes possible clinical experience and not just laboratory experience.
 - Is the AAVLD interested in the concept? If so, a contact person would be selected to work with CPCVM and work out the logistics.
 - The survey conducted was a very large survey to practitioners. This is the only large broad survey done on this topic.

Action Item:

1. The AAVLD/USAHA Joint Work Force Development Committee can work with CVCVM surrounding the unpaid experiential opportunities regarding the logistics.
2. Dr. Deepanker Tewari will send Valerie Ragan supporting documentation from the Laboratory to assist with the program.
3. Valerie Ragan and Bruce Akey will coordinate with Mark Anderson, Chair of the AAVLD/USAHA Joint Work Force Development Committee.

VI. Financial and Membership Reports – Jim Kistler/Kristy Pabilonia

a) Financial Report

- Financial Committee discussion regarding Foundation Committee
 - Challenges with donor funds and items.
 - Approaching USAHA about paying for some of the auction expenses. Attendance is increasing.
 - Increased membership dues has been positive for the general and accreditation accounts.
 - Part time director will save income.
 - There has been a decrease in awards this year.
 - Discussion surrounding committee income/expense budgets. Discussion ensued.
- i. 2017-18 Financial Activity Report
 - ii. 2017-18 General Fund Report
 - iii. 2017-18 Foundation Report
 - iv. 2017-18 Accreditation Report

Action Item:

1. Kristy Pabilonia and Reda Ozuna will put together a report of each committee who generates income and expense during the annual meeting. The Executive Board will discuss guidelines regarding committee and symposia fund raising.

b) Investment Report

Kristy Pabilonia presented the Investment Report. Summary given.

- Mutual funds are stable.
- In the past Foundation investments have done well, but since the recent market corrections and fluctuations, mutual funds have decreased.

VII. Update on Staff Activities

a) Reda Ozuna

Reda Ozuna gave a brief overview of some activities.

- Daily email correspondences and responses.
- Responding to request from membership for receipts, documents, location of documents, websites, website links, updating profile, user name, passwords, journal issues and E-List etc.
- Work with Sage Publication regarding membership mailing list, information for the annual meeting awards.
- Working with USHA registrations. USAHA implemented a new system and AAVLD membership requested assistance with account access and log in information.
- Updating AAVLD membership profile with dues payments paid to USAHA. Audit member list received from USAHA.
- Membership organization member submissions received and updated.
- Accounts receivable and payable. Daily operations include coding invoices and checks, reviewing itemization, requesting details from vendor if needed.
- E-List subscribing and un-subscribe members. Assisting committees with creation of E-List. Accreditation established a Quality Assurance private E-List.
- Worked with Committees regarding budget, reports, E-List, website updates, agendas from the annual meeting. All agendas received have been posted to the website.
- AAVLD annual meeting website updates.
- Auction and auction items. Updates to the website and sent out receipts.
- Foundation awards, AAVLD awards. Request went out to the awardees for contact information, photo and short bio, sent award payments, completed Foundation and Presidents dinner power points. Working on website awards update.
- Added on an additional conference call in line for the annual meeting committees. This line is temporary.
- Contracted EB/AC Spring and Summer meetings. Updated AAVLD website under events.
- Accreditation member support. Assisted laboratory staff with user name and passwords, instructions on the repository management feature.
- Accreditation agenda preparation.
- Updated Accreditation website with incoming documents to be shared with the committees and document AC updates.
- AC data base and excel sheet revision and updates.

b) Jim Kistler

Jim gave a brief overview of some activities.

- Focused on annual meeting.
- Agenda uploads to the AP.

c) David Zeman

David Zeman gave a brief overview of some activities.

- Annual meeting overview.
- Met one-on-one with AAVLD and USAHA staff and some board members in Kansas City.
- Award SOP updated.
- Membership By-law changes ready to submit to HOD.
- Discussed development of a monthly task list for staff.
- Review and update the monthly task list for officers.

VIII. President's Report – Steve Hooser

a) Introduction of new Board members and officers

- Welcome introductions to new Vice President Shuping Zhang, re-elected Secretary-Treasurer Kristy Pabilonia, South West Region Ashley Hill, North West Region Kevin Snekvik and Canada Neil Pople.
- IABS has invited a representative of the AAVLD paid expense up to \$1500.00. AAVLD will also include \$1200.00 to attend. The Executive Committee has accepted the invitation. The conference will be taking place in mid-May in Germany. They would like the representative from AAVLD to talk about the roll of veterinary diagnostics and health surveillance and disease, new technology standards and quality assurance and allotted 20 minutes session.
- Dr. Hooser and Dr. Zeman will be assisting with updating the AAVLD website. A small group of members will be selected to determine the best option moving forward. The group will update the Executive Board at the next February 2019 meeting with a plan to proceed.
- Dr. Monique Eloit will be present for a special meeting with Executive Board on 3:00 pm to 4:00 pm, October 20, 2018 in the Fremont meeting room. Of those also invited were Lanny Pace, Bruce Akey from the Government Relations Committee and Tim Baszler and Dave Korcal from the Accreditation Committee.
- The Executive Board has recommended Dr. Monique Eloit, Director General of the OIE, receive an AAVLD Honorary Membership. The recommendation will be taken to the House of Delegates for approval.
- The Executive Board also has recommended Brad Mollet for an AAVLD Honorary Membership, which if approved by the HOD will be presented to Brad by Pat Halbur at the Laboratory Directors Meeting.

Action Item:

1. The next President Keith Bailey has been nominated to attend the IABS meeting in Germany.
2. Steve Hooser and David Zeman will present a proposal/plan to proceed with the AAVLD website update by the next Executive Board meeting February 7, 2019.

IX. Old Business

a) Review of 2018 Annual Meeting – Keith Bailey / Jim Kistler

a. Meetings / Schedule

Keith Bailey presented a report of the meeting.

- Plenary speakers were a challenge. Joint plenary session has been a lot of effort.
- Complaints regarding hotel reservations.
- Quality Symposium was well attended.
- It was suggested by some members to have a flat registration rate for all workshops and symposiums.
- Suggestion to add a note to the symposium/workshop in the AP if there is a fee or restricted attendance to specific meetings, symposia, or workshops.
- The Ap has a check-in feature this year. This year committees used both methods to record attendance, paper and Ap were used.
- New member welcome reception went well. 25-30 new members attended. Keith Baily suggested having a brochure of AAVLD opportunities.
- Keith Bailey requested the Executive Board assist with getting the word out surrounding Dr. Monique Eloit talk.

b. Registration Update

Keith Bailey reported on registration update. Discussion ensued.

- b) Discussion of Combined Meeting with ACVP – Dr. Ackerman
Refer to V. (d).
- c) Veterinary Externship in Diagnostic Medicine – Dr. Ragan / Dr. Akey
Refer to V. (e).

X. New business

a) Approval of Updates to the Awards SOP

David Zeman presented the updated to the awards SOP. Summary given. Suggested addition for a staff outstanding performance award. Discussion ensued. Deepanker Tewari suggest we have further discussion regarding the recognition of committee chairs.

A MOTION TO APPROVE THE AMENDED AWARDS DOCUMENT WAS MADE BY HALBUR, 2ND BY TEWARI, MOTION CARRIED UNANIMOUSLY.

A MOTION TO APPROVE THE CONTINUED DISCUSSION OF REVIEW THE STRUCTURE TO RECOGNIZE THE COMMITTEE CHAIRS WAS MADE BY DEEPANKER TEWARI, 2ND BY ASHLEY HILL MOTION CARRIED UNANIMOUSLY.

Action Item:

1. Awards SOP finalized.
 2. Continue further discussion surrounding the recognition of committee charis.
- b) Committee Reports - none
- c) Requests from Other Organizations - none

XI. Regional Reports or News/Issues from Exec Board members

Jerry Saliki- Presented report

Robert Gibson- Presented report

Randall L. Levings- Presented report

Marie Perrone- Presented report

Amy Swinford- Presented report

Asley Hill- Presented report
Kevin Snekvic- Presented report
XII. Adjourned 5:05 P.M.
