

Association of Veterinary Advancement Professionals  
Annual Business Meeting  
July 22, 2013 – Chicago, IL

- I. Call to Order - The meeting was called to order by President Kelley Marchbanks at 12:45 PM.
- II. Review and Approval of 2012 Annual Meeting Minutes - President Marchbanks presented the minutes of the 2012 Annual Business Meeting. After discussion, the minutes were approved as presented.
- III. Treasurer’s Report – Kevin Doerr presented the Treasurer’s Report.

<b>Beginning Balance</b>		<b>\$ 4,746</b>
<b>Revenue</b>	Registrations – on line	\$ 33,150
	Registration – checks	\$ 1,625
	Designated gifts for C. Gruber Fund at K-State	\$55
		39,576
<b>Expenses</b>	Conference Expenses	\$23,921
	Website Expense	\$736
	Payment to C. Gruber Memorial	\$55
	Pay-Pal Expenses	\$940
		\$12,174
<b>Ending Balance</b>		<b>\$12,174</b>

A discussion was held concerning the carry over funds for the 2014 conference. The Treasurer advised that the organization needed to carry over at least \$5000 for startup money for the 2014 conference.

A question was asked about sponsorship money from Purina in the amount of \$5,000. Treasurer Doerr confirmed that amount was not included in the report because the gift was just announced and the money has not been received yet. The treasurer had noted that \$55 in gifts had been received from members to go to the Chris Gruber Scholarship Fund at Kansas State University. President Marchbanks asked whether there was interest in adding to that amount. Karen Legato made the motion for AVAP to make a \$5000 donation to the Chris Gruber Scholarship Fund at KSU. It was seconded by Laura Lanier. After additional discussion, an amendment to the main motion was made by Guy Sheppard for AVAP to set aside \$5000 and to donate \$1000 a year for 5 years to the Chris Gruber Scholarship Fund, pending confirmation by the treasurer that such a contribution is allowable and would not impinge on the AVAP’s attempt to incorporate as a non-profit organization and secure tax-exempt status and to be reassessed each year to ensure financial security. The amendment was seconded by Gretchen Morgan and passed.

The original motion was readdressed, seconded and carried that AVAP donate \$5000 to the Chris Gruber Foundation at \$1000 a year for 5 years pending confirmation by the treasurer that such a contribution was allowable and would not impinge on the AVAP's attempt to incorporate as a non-profit organization and secure tax-exempt status and to be reassessed each year to ensure financial security.

#### IV. Old Business

- a. Non-Profit Status – Kevin Doerr reported that AVAP needed a permanent address to incorporate as a nonprofit organization. He explained this is difficult since the organization does not have its own office and members come and go as jobs change. The preferred option has been to seek permission from the AAVMC to use their headquarters as the AVAP's permanent office (and to list an AAVMC staff position as the permanent contact). With recent leadership changes in AAVMC, Doerr said he thinks this option can be pursued and he plans to work with Jeff Douglas to see about bringing a proposal forward to AAVMC. Once a permanent address/contact is identified in Washington DC, papers can be filed to incorporate in DC, and then the new "nonprofit" organization, AVAP Inc., can apply for tax exempt status with the IRS. Doerr's wife has been retained to complete the paperwork according to a previous agreement and she can proceed once these details are worked out.
- b. Webmaster/Website Update – Kelley Marchbanks reported that AVAP contracted with Delta Systems Group to design a website using WordPress. Members can use the site, and leadership can log in and make updates/corrections as needed. The expenses are estimated to be minimal going forward.
- c. Revisions to the By-Laws – Kelley Marchbanks reported that the by-laws revisions were referred back to the committee for completion. The by-laws will stand as approved in the 2012 minutes.

#### V. New Business – President Marchbanks announced the future AVAP conference dates and locations.

- a. AVAP Conference Venues
  - 2014 Denver, July 25-29
  - 2015 Boston, July 10-14
  - 2016 San Antonio, August 5-9
  - 2017 Chicago, July 7-11
  - 2018 Denver, July 13-17
  - 2019 Washington, D.C., July 19-23
  - 2020 San Diego, July 30 - August 4
- b. Future Conference Planning Discussion – Mary Berger initiated a discussion about planning future conferences and the difficulties AVAP had this year with the loss of several executive board officers. The discussion pertained to rotating the conference planning with the conference location – seeking help from veterinary colleges in or near the state hosting the AVMA meeting. Berger made the motion to change the conference planning from the executive board to an advancement office serving as the conference planner in the conference state, under the direction of the current leadership.

A discussion was held concerning the conference planner being a member of the executive board. Lynn Haley made an amendment to the main motion to add the conference planner to the executive board Kevin Doerr seconded the motion and the amendment passed.

The original motion was refined at the request of the original motion maker and second for clarity. The final motion presented and voted upon was that a conference planner volunteer and the advancement team from that volunteer's college would be identified each year to help with conference planning - and that responsibility would rotate according to the upcoming AVMA conference sites under the direction of the current AVAP Leadership. The motion passed.

The addition to the Executive Committee was referred to the By-law and will be presented at the 2014 Business Meeting for approval by the membership. Motion to Refer to Committee was made, seconded and passed.

VI. Election of Officers

- a. Nominations for Vacant Positions – President Marchbanks called for a motion to suspend the rules to change the bylaws which state the nominations must be presented to the membership 30 days prior to the annual business meeting and open the floor to nominations for the vacant officer positions: vice president, treasurer-elect and member at large. Lynn Haley made the motion and Jonathan Burton seconded. The motion passed according to the 2/3 vote required to suspend the rules.
- b. Slate of Nominees for 2013-2014

President	Kelley Marchbanks
Vice President	Jonathan Burton
Secretary	Jo Ann Winn
Treasurer	Lynne Haley
Treasurer Elect	Megan Dugan
Member at Large – 2-year term (2012-2014)	Tom Venturino
Member at Large – 1-year term (2013-2014)	Gretchen Morgan

The motion was made to accept the slate of officers. Without objections, the motion and slate of officers passed.

VII. Announcements - \_Lynne Haley presented a thank you card to President Marchbanks for her hard work coordinating the conference.

VIII. Adjournment – The meeting was adjourned at 1:40 PM by President Marchbanks

Recorded by

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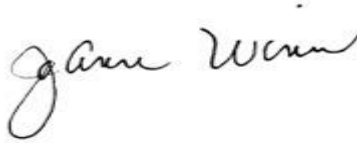
- I. Call to Order - The meeting was called to order by President Kelley Marchbanks at 11:12 AM.
- II. New Business – Future Conference Planning. President Marchbanks reported that Pam Jones from Colorado State University agreed to accept the conference planner position for the 2014 conference and to be added to the executive board.

Laura Lanier made the motion to accept Pam Jones as the conference planner for the 2014 conference. Without any objections, the motion passed.

- III. Adjournment – the meeting was adjourned at 11:15 AM by President Marchbanks.

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A handwritten signature in black ink, appearing to read "Jane Winn". The signature is written in a cursive style with a large initial "J".