



**AVAP Conference Call**  
**AVAP Executive and Conference Planning Committee**  
**Meeting Minutes**  
January 8, 2018

Conference planning updates

- Gillian Townsend took a different position at CSU, Megan will continue to take the lead on the conference
- The hotel made us go through AVMA for the hotel. It was already booked under AVMA so we needed to go through the AVMA this year and probably need to work with AVMA in the future
- Infinite Improv reduced their rate from \$7500 to \$2000 if we are willing to let them video and ask that the board to provide references for them and referrals where appropriate.
  - Everyone was comfortable with videoing the session and will be more than happy to refer them when appropriate
- Kelley will work with Megan on registration with the hope to get it live by early February
- There is a career services group interested in attending a portion of the AVAP conference.
  - This offers a good networking opportunity.
  - We can provide a discounted for partial conference attendance/one-day attendee option. Looking at half of full-registration price.
  - It is important that we protect our financial stability and only have a select group with the option to take advantage of partial fee.
  - A separate registration link will be made for the partial registration

AAVMC

- Cheryl Cobbs will lead effort to present at upcoming Dean's meeting.
  - A survey was sent to deans about their fundraising information at each school
- AAVMC wants us to help promote the Communication Award
  - website
  - email
- MOU edits have been sent to Gretchen for review and will present to the board once it is more finalized.
- AAVMC has recommendations on a possible communications speaker. Gretchen will forward to Megan for consideration.

New AVAP leadership

- People suggested open position for the board being promoted before the conference

- Do we need a nomination form?
- Gretchen will determine who is rolling off and what open positions will be available

#### Listserv

- Marchbanks will send step-by-step instructions to the executive committee for how to send an email to the group

#### Bi-monthly calls

- Danielle Johnson has organized the first call information for Jan 30<sup>th</sup>. That will be sent out to the group this week.
- Topics can be sent to Danielle for future consideration

#### Next Call

- Feb 12, 1:00 Central Time