



**AVAP Conference Call
AVAP Executive and Conference Planning Committee**

**Monday, December 4, 2017
1:00-2:00 PM CST**

Meeting Minutes

Conference planning updates - Megan Price and Gillian Townsend

- Draft conference agenda was sent to committee and reviewed by CSU team
 - Sessions based on input from post-conference survey
 - Birds of a feather/roundtable sessions
 - Breakouts following larger sessions
 - Leaders in advancement sessions
- If we use a larger speaker, use them for multiple sessions in addition to “keynote”
- Several other speakers were suggested for CSU to follow-up on
 - Communications
 - At different level of resources available for communications
 - Talent Management/career services in vet med and advancement (coincide with a meeting of career services meeting during AVMA)
 - Young Alumni (communications, events, etc.)
 - Professional Improvisation
 - AAVMC Excellence in Communication Presentation awardee added in agenda again
- Build on what was presented last year (make sure it is not the same presentation)
- Roundtable and breakout speakers
 - Use internal speakers when possible
- Megan will update the agenda with ideas presented today and resend to the group
- Hotel negotiations have continued
 - food and beverage minimums look very doable and similar to past conferences
 - room block has not been something we have done in the past
 - courtesy block might be better for our group
- Social
 - Looking at a restaurant nearby that could work really well between the end of the work day and before a possible baseball game
 - Rockies Game is an option that would be available (block of tickets)
- Look to open conference registration in February
 - put update for date, location, “registration open to open soon” note

AAVMC Updates on MOU and meeting with deans - Cheryl Cobbs

- They are reviewing and negotiating the draft MOU
- We have been invited to AAVMC dean's retreat
 - Development speaker and panel on development
 - Working on details for that presentation (talking points, speakers, etc)

Website and Listserv - Kelley Marchbanks and Joe Montgomery

- We have migrated to the new listserve through the AVAP website. The emails has gone out
- Updates have gone through and members have updated their information both for the listserve and in the AVAP directory

Upcoming meeting

- Cheryl and Danielle will coordinate a get together for North American and Western
- Next Executive Committee Conference Call – January 8 at 1:00 Central Time.