



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

**Monday, October 15, 2018
1:00 to 2:00 PM CST**

1. 2019 AVAP Conference
 - a. Virginia/Maryland has had some staff changes recently.
 - b. The board explained their expectations of the host school (Virginia/Maryland)
 - i. Hotel—work with AVMA on a hotel contract-AVMA is working with Marriott Marquis in DC
 - ii. Plan excursions –visit their campus, see a baseball game, etc.
 - iii. A template of how the conference will proceed to be created by Virginia/Maryland—AVAP will help secure speakers and facilitators.
 - c. Danielle asked that Virginia/Maryland appoint one staff member as AVAP's point person
 - d. It was suggested that Virginia/Maryland look at the flow of other advancement conferences and to connect with Megan at Colorado State University.
2. Website Update
 - a. The AAVMC logo is now on our home page.
 - b. Bill will investigate a password protected page on the website
 - c. The board discussed the effectiveness of the discussion forums on the AVAP website
 - i. Monthly reminders help drive people to the page.
 - ii. Emailing directly to a group from the directory sometimes garners a better response.
 - d. The board agreed on new logo (#5) from Joe's logo recommendations
 - e. Lynn asked that AVAP letterhead be created (word document) with the logo and AAVMC's street address. We will add our own emails to the letterhead when we use it.
 - f. Joe will work on the letterhead and on an email signature.
3. Treasurer's report
 - a. Lynne is still chasing down one registration for the 2018 conference in Denver.
 - b. She did receive and deposit the Nestle Purina sponsorship check.
 - c. Kevin at Purdue still has a small AVAP account (\$600) and has been contacted.

- d. Lynne had a conversation with AAVMC finance staff and her plan is to move AVAP funds there by October 31.

Meeting adjourned at 1:50 PM CST.