



**ASSOCIATION OF VETERINARY ADVANCEMENT PROFESSIONALS  
2015 ANNUAL BUSINESS MEETING AGENDA**

July 14, 2015 -- Cambridge, Massachusetts

- I. Call to Order (Jonathan Burton, AVAP President)
- II. Review and Approval of 2014 Annual Meeting Minutes
- III. Treasurer's Report (Lynne Haley, AVAP Treasurer)
  - i. Review of AVAP conference budget, actuals and estimates
  - ii. Overview of other AVAP organizational expenses & 2016 account projection
  - iii. Update on plans for bank account transition within the year
- IV. Old Business: (Jonathan Burton)
  - i. Status on AVAP 501c-3 filing with District of Columbia (via AAVMC)
  - ii. Vote: Chris Gruber Memorial Scholarship Pledge Installment
- V. New Business:
  - i. AVAP Listserv Update (Lynne Haley & Jo Ann Winn)
  - ii. Communications Opportunities (Ad-Hoc Volunteer Position?)
  - iii. Expanding international outreach of AAVMC & possibilities for AVAP (J. Douglas)
- VI. Presentation of AAVMC Communications Excellence Award (Jeffrey S. Douglas)
- VII. Election of Officers

<b>Secretary:</b> Jo Ann Winn, Univ. of Florida	<b>Member at Large:</b>
<b>Treasurer:</b> Lynne Haley, Washington State	<b>Member at Large:</b>
<b>Treasure Elect:</b> Jodi Peeler, Ross U.	<b>Conference Planning Chair:</b>
<b>Vice President:</b>	<b>President:</b> Pam Jones, Colorado State Univ.

- VIII. Passing of the Gavel & Recognition of Officers
- IX. Adjourn

ASSOCIATION OF VETERINARY ADVANCEMENT PROFESSIONALS - 2015 BUDGET SUMMARY

7/7/2015

Notes:

Checking Account Balance (at 2015 conference planning outset) **\$10,844** Balance carryover prior to any 2015 conference expenses

**2015 Conference Expense Estimates:**

Marriott Hotel/Catering & Facilities **(\$22,350)**  
 Hotel/PSAV **(\$7,200)**  
 Presenter expenses (incl. hotel room) **(\$1,600)**  
 Cruise/Social **(\$3,088)** 50% deposit paid

Estimated Conference Expense summary: **(\$34,238)** \$342.38 per person on attendance estimate of 100 registrants

**2015 Conference Revenues Sources:**

PayPal account - online registrations (actual) **\$30,227** As of 07/07/15 - one week prior to conference  
 Registration payments - via checks (estimated) **\$1,950**  
 Other/guest +1's for cruise @\$25/guest (estimated) **\$400**  
 Sponsorships (actual) **\$5,500**

Estimated Conference Revenue summary: **\$38,077** \$3,839 estimated net gain on conference expenses/revenues

**Other AVAP organizational expenses**

Filing to establish as 501c-3 w/District of Columbia (one-time) **(\$1,000)**  
 Preparation Fee of AVAP 501c-3 filing **(\$500)**  
 AVAP website hosting (annual expense) **(\$300)** Paid in December/January  
 AVAP domain name renewal **(\$9)** Paid in May  
 PayPal Fee **(\$850)** \$850 estimate based on 2014 figure  
 Pledge to Chris Gruber Memorial Scholarship at Kansas State **(\$1,000)** Proposed, to be put to member vote

Total Other Expenses Estimated for 2015 **(\$3,659)** \$180 estimated AVAP treasury growth for 2016 conference cycle

Preliminary Estimate for Checking Account Balance (by 2016 conference planning outset)

**\$11,024** TENTATIVE ESTIMATE