

Discussion Agenda

***Conference Call for AVAP Executive & Conference Planning Committee***

**Monday, January 23, 2017**

**11:30 – 12:30 p.m. Pacific Standard Time**

**Dial: 866-740-1260**

**Passcode: 7540398#**

**Members Present:** Cheryl Cobbs, Gretchen Morgan, Chad Rolfs, Susan Xiofaridou , Jo Ann Winn, Danielle Ford, Karen Johnson, Joe Montgomery

**The Meeting commenced at 2:34 PM EST**

**Old Business:**

1. **Minutes- Jo Ann –** minutes from Dec 12 meeting approved as presented
2. **Treasurer’s report- Lynne Haley: -** No report/absent from meeting
* Updates on account closure and transferring money.
1. **2017 Conference- Chad Rolfs, Susan Xiofaridou and Cassandra –**
* Presented the preliminary conference budget. Discussion was held concerning raising the conference registration fee to $400 to cover all expenses. Executive committee agreed to increase conference registration fee to $400 per person. See budget attached.
* Looking into Lynne Wester as the keynote speaker. Looking into other speakers.
* Need speakers for breakout sessions – ask members
* Use prior established tracks: alumni affairs, annual giving, donor relations and stewardship, grateful clients, major gifts prospects (anymore?) Pet Memorial programs
1. **AAVMC Fundraising Award- Cheryl Cobbs –** Pam Jones and Cheryl Cobbs will draft criteria and wording. Will present at a later meeting.
2. **NAVC-** breakfast meeting plans – Gretchen Morgan cannot attend and Jo Ann Winn will coordinator breakfast gathering. Jo Ann will resend breakfast announcement and finalize head-count/location.

**New Business**

1. **Membership- outside universities: Dove Lewis, AMC**
	1. Discussion was held concerning inquiry from a development officer at Dove Lewis Emergency Animal Hospital (Portland, OR) who wants to join AVAP.
	2. Bylaw changes? Through prior email thread, it was determined that since AMC NY is a listed as a member in the AVAP directory, a precedence is established to allow outside organizations to become members.
	3. Cheryl will follow up with Dove Lewis person and invite to join.

**Future meetings:**

* 1. **February 20, 2017**
	2. **March 20, 2017**
	3. **April 17, 2017**
	4. **May 15, 2017**
	5. **June 19, 2017**
	6. **July- AVAP conference**

The next meeting will be Monday, Feb 20, at 11:30 AM, PST

**With no further business to attend, the meeting was adjourned at 3:23 PM, EST**

**Attachments – copy of avap 2017 conference budget.pdf**

Respectfully submitted:

Jo Ann Winn, AVAP Secretary