

Meeting Minutes

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

**Monday, March 20, 2017**

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

**Dial: 866-740-1260**

**Passcode: 7540398#**

**Members Present:** Cheryl Cobbs, Gretchen Morgan, Joe Montgomery, Karen Johnson, Chad Rolfs, Cassandra Clore, Susan Xiofaridou, Tanya Finkbiner, Danielle Johnson, Kelley Marchbanks, Jo Ann Winn

**The meeting commenced at 2:30 PM EST.**

**Old Business:**

1. **Minutes -** Jo Ann – we skipped this – want to say minutes were circulated prior to exe board. No issues were reported?
2. **Treasurer’s Report –** Lynne Haley was unable to attend the meeting.
3. **2017 Conference- Chad Rolfs, Susan Xiofaridou and Cassandra Clore, Tanya Finkbiner**
	1. **Dean involvement** – discussion was held concerning how to get deans to attend the conference. Suggested that the Friday program would be most beneficial to deans. So far, LSU, Ohio, and Florida deans plan to attend. Suggested that Purdue dean approach other deans to attend.
	2. **Program updates -** Chad reported that the conference program looks good. Chad also advised that the Indianapolis Zoo has offered free tixs to attendees for Friday afternoon.
	3. **Registration –** Kelley Marchbanks reported that she will build the registration site as soon as the program is finalized. She is able to link the registration form to paypal and the proper bank account.
	4. **Other**
		1. **Sponsors –** Cheryl will follow up with Purina regarding their sponsorship.
		2. **Evaluation form -** Kelley will draft an evaluation form for the executive board to approve, prior to the conference. She will also give Chad access to Word Press so his team can add conference documents and updates.
		3. **College materials –** Discussion was help concerning should colleges bring collateral materials to share. Yes, materials are allowed this year
		4. **Post conference lunch** – Karen Johnson suggested she would like to offer all grateful clients staff to have a lunch following the conference. Chad will make offer to all three groups to do break-out lunches, if desired.
4. **AVAP breakfast at WVC –** Gretchen Morgan reported on the AVAP breakfast held during WVC. She hosted AVAP in the LSU suite. Approximately 15 AVAP members attended.
5. **Alumni Receptions –** discussion was help concerning alumni reception start times at various conferences. WVC had a start time of 7:30 PM which was late for east coast people. Most hotels need time to flip the rooms from CE sessions to alumni events. Jo Ann will follow up with AVMA about start times. This does not conflict off-site events.

**New Business**

1. **LYRIS** - Jo Ann reported that last week LYRIS had a system update. Afterward, the avap list was renamed avapmembers@lists.vetmed.ufl.edu
2. **Member Directory** - There are 283 names in the member directory.
3. **Fund raiser award** - Cheryl reported that she has formed a committee (Pam Jones, Bill Venne, Kelley Marchbanks) to create criteria for a AAVMC fund raiser award. The criteria will be announced at the 2017 conference, and the award will go live for 2018.

The next meeting will be **Monday, April 17** via phone conference.

With no further business to attend, the meeting adjourned at 3:10 PM EST.

**Future meetings:**

* 1. **April 17, 2017**
	2. **May 15, 2017**
	3. **June 19, 2017**
	4. **July 19-21, 2017- AVAP conference “Racing Toward Success”**