

Discussion Agenda

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

**Monday, June 19, 2017**

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

**Dial: 866-740-1260**

**Passcode: 7540398#**

**Members Present:** Cheryl Cobbs, Joe Montgomery, Chad Rolfs, Cassandra Clore, Danielle Johnson, Karen Johnson, Gretchen Morgan, Lynne Haley, and Jo Ann Winn

President Cheryl Cobbs called the meeting to order at 2:30 PM EST.

**Old Business:**

1. **Minutes- Jo Ann –** The minutes from the May meeting were amended to read:*Gretchen will reach out to several vendors for sponsorships when the 501(c)3 is finalized. Amended June 26, 2017 – JW*
2. **Budget- Lynne –**The bank account balances are as follows: Wells Fargo $18,600; Pay-Pal $35K+. Ninety four (94) registrants have paid for the conference and about 6 need to complete payment.
3. **2017 Conference Details – Chad Rolfs and Cassandra Clore–**
	1. Chad advised that conference is ready to go! We have reached the 100-person registration that has put AVAP over last year’s registration numbers.
	2. In order to take on-site registration, the team will need a laptop and pay-pal link.
	3. Hotel room blocks were at 40%. Thinking maybe attendees picked up rooms through AVMA housing portal. Will send email regarding registration deadline and hotel room block deadlines.
	4. Some people listed dietary restrictions for conference menus. Those will be communicated to the hotel chef.
	5. Post-conference lunches on Friday. Many of the segments are larger than anticipated. Cassandra has assigned rooms to each group. Cassandra will initiate a billing feature so attendees can pre –pay for lunch.
4. **501(c) 3 status update- Cheryl and Lynne.** Lynne advised that is process in the home stretch. She has worked with AVAP former treasurer Kevin Doerr to get all the required documents and financial statements to him to file for status. Her goal is to announce at the AVAP conference that the documents were submitted.

**New Business**

1. **AVAP annual conference business agenda –Chery**l – Cheryl asked for agenda items by July 1 to formulate for our July 21 meeting. She advised that Gretchen Morgan has agreed to become the president elect at our conference. (we will need to elect a new vice president at the conference)
2. **AAVMC Fundraising Award – Cheryl** – Explained the proposed AAVMC fundraising award and communications with Jeff Douglas (AAVMC) Discussions pertained to how to determine a baseline; current money vs. future money; how to count endowed funds; focus on scholarship giving; DVM students or MS/PhD students. More details need to be clarified.
3. **Conference Planning for 2018 – Denver July 13-17 – Cheryl** – A discussion was held concerning the conference plans for 2018 in Denver. Should we ask Colorado State U to plan conference again; should we stay in Denver or back to Ft. Collins. Cheryl will approach Pam Jones at CSU for advice.

With no further business to attend, the meeting adjourned at 3:28 PM EST.

**Future meetings:**

* + **July 19-21, 2017- AVAP conference “Racing Toward Success”**