



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

**Monday, September 13, 2018
1:00 to 2:00 PM CST**

1. Paper Trail for important documents
 - a. Danielle asked where we should store our MOU with AAVMC.
 - b. The group agreed the easiest would be for a private webpage (board members only) on the AVAP website.

2. AVAP logo
 - a. Gretchen had a conversation with Jeff Douglas about updating the AVAP logo
 - b. The group decided the logo should tie better with AAVMC's logo.
 - c. Lynne asked that letterhead with AVAP logo and AAVMC address be created and added to the board only webpage.
 - d. Gretchen will work with Jeff and possibly the graphic designer at AAVMC.
 - e. Joe agreed to help with some designs as well including choosing colors for AVAP materials.

3. AAVMC email
 - a. Danielle verified that everyone on the call received the official email last week from AAVMC announcing the partnership with AVAP. Everyone had.

4. Treasurer's report
 - a. Lynne reported that she is trying to track down one last conference registration fee.
 - b. Kevin, former treasurer, has not yet closed the former checking account. Lynne is not worried at this time, but she will ask AAVMC to help if timing becomes an issue.
 - c. The Nestle Purina conference sponsorship has not been received yet. Lynne did submit the request. Moving forward it was decided that the executive committee will be responsible for soliciting and attaining that support.

5. Planning 2019 Conference
 - a. The group reviewed the survey monkey results and did not find strong themes from the 15 replies.

- b. It was decided that the 2018 format would work best for 2019 conference.
- c. The 2019 conference will again include career services staff from the various vet schools.
- d. The group had much discussion on external speakers for the conference including staff and leadership from other professional schools (medicine, dentistry, pharmacy, and law).
- e. VA-MD will create a timeline/metrics for the 2019 conference and present to the executive committee for feedback. It was suggested that their timeline have 4 tracks (alumni, fundraising, communications, & other).

Meeting adjourned at 1:59 PM CST.