



## **AVAP Conference Call**

### **AVAP Executive Committee**

#### **Meeting Notes**

**Monday, March 18 2019**

**1:00 PM to 1:45 PM CST**

#### **1. 2019 Conference Updates / Needs**

It looks like the conference will occur at the Marriott at Metro Center in Washington, DC. Details around needed conference rooms are still being negotiated. If we cannot find space, we may need to revise conference schedule. The two keynote speakers are confirmed. The conference is looking to have the reception at the hotel or a nearby hotel. They have five options. Danielle is talking to AVP at Johns Hopkins about a possible speaker. Most all of the sessions have moderators. The link for the 2019 AVAP conference is ready to go live. Allison asked if the VA Tech presentation could be move to full conference session from a breakout session. Executive committee members agreed that would be a good idea.

Outside speakers do NOT need to register for the conference.

Leslie from AAVMC has agreed to do the walk through at the hotel on behalf of AVAP.

#### **2. Addition of Conference Chair to AVAP executive board**

The committee agreed that a conference chair position which is already listed in the bylaws should be implemented for the 2020 conference. Chasity and Cheryl will create a job description. It was proposed this be a two year position. Nominations will be gathered at the 2019 conference.

#### **3. Other items**

- a. Lynn is stepping down as treasurer after the 2019 conference. Karen will be take over treasurer duties.
- b. Danielle will post historical documents on the password protected page of the website.