



**Monthly Conference Call Minutes**  
**July 20, 2020**  
**Join Zoom Meeting**  
**<https://ksu.zoom.us/j/730424314>**

1. AVAP Summer Expo Planning

- a. All participants are still working from home due to the COVID closures. Because of social-physical distancing, AVAP is still finding new tools for all members. Working towards an online conference continues. Talk about college tribulations due to racism and COVID. Everyone under different rules and challenges.
- b. Online Conference- Expo- Cheryl and her team are doing practice sessions, they are going well, they are also producing a welcome video from both of the deans, UC Davis Michael Lairmore and Western University of Health Sciences, Phillip Nelson. They are also working on scripting, and welcomes. Over 150 have registered, many from schools who have not travelled to the live conferences. Joe should send one last push email, so presenters have a gauge, and monitors can know their numbers to manage chat. They are also setting up the survey, who should the results go to? Joe thinks they should go back to Davis since they are set up for it. Final questions will go to executive committee today to add or change things. They will have Thank You gifts ready to go next week, should cost under 200.00. They will share the current agenda and registration list. Pamela will send the final report on Monday.
- c. Pamela is working on outlining several participants messages, introductory message, zoom links, they will send a message Tuesday for Wed., Wed. a new “don’t miss tomorrow” for Thursday and then, Friday, the thank you and survey email. It is being set up as an actual ZOOM meeting, not a webinar. She has tested that you can spotlight people, but it might not work for all. We will ask everyone to stay muted. People will have the option to leave a breakout in the beginning and get reassigned if they are not in the session they wanted.
- d. Joe will send last email to register by Friday. Bill is not planning on doing anything more than an announcement that next year we should be in Minneapolis but stay tuned. Kathy Drucker-Duff will give a homework assignment that will be followed up on in a later session. Joe will promote the upcoming monthly webinars in wrap-up. Joe emphasized huge kudos to a great team for jumping in and putting the conference on for all of us. Davis has had a learning curve, but they have gained so much going forward with online events. Joe will make a motion to keep the Executive Committee members for one more year. We need to nominate L Kay, Karen doesn’t think we need a treasurer elect now.

2. AVAP By-Laws Discussion

- a. Joe- Business meeting to include By-Laws discussion. We are too late to send out amendment proposals, so we could make some reviews to discuss, and make recommendations for next year’s meeting. We can fill the member at large position and appoint a treasurer elect this year though. The secretary position is listed as being as one year, it should not be, we need to fix that. Danielle has prior By-Laws, and wonders if this is too large to try at this online conference? The changes all seem to be approved by the members, but we should really clean them up. Do we need a conference liaison still? This year may have

rendered it unnecessary. We added the event office because last year's conference was messy. Bill will have a good insight into it this next year. Maybe it could morph into an events chair. We should have a meeting with the AAVMC leadership sometime soon. Dr. McCabe might sit in on one. We may call a committee together to discuss a diversity and inclusion webinar and ask Lisa at AAVMC. We need to look carefully at MOU and be sure we are complying. Jeff said we should reevaluate it every couple of years.

3. Budget- Karen will give a treasurer report in the business meeting. The silver lining is we are doing better due to low Zoom costs. She is creating a clean report.

Next steps: Work on a diversity webinar, see about AAVMC Awards presentations, next meeting August 10<sup>th</sup>, we will invite Cheryl, Tim and crew to do a conference wrap up.

Attending- Joe, Bill, Kay, Cheryl, Danielle, Pamela, Karen, Gretchen, Julie and Hnouzong.