

## MEMORANDUM

**TO:** AAVSB Member Board Administrators, Board Members and Staff  
**FROM:** Anne Duffy, AAVSB President  
**DATE:** March 29, 2013  
**SUBJECT:** Association Activities and Updates for 2013

On behalf of the AAVSB Board of Directors, I would like to provide you with an update on the association's activities. Please share this letter with the members of your licensing board.

The AAVSB Delegates approved the slate of candidates put forth by the Nominating Committee at the September 2012 Annual Meeting held in Seattle to include the 2012-2013 Board of Directors as listed on the left. The Board of Directors meets regularly and they are responsible for the overall governance for the AAVSB, a 501(c)(3) nonprofit corporation. The current Board met in-person September 15, 2012 following the Annual Meeting and on January 18-19, 2013 in Las Vegas. The Board is scheduled to meet in person June 22-23, 2013 in Kansas City and on September 18, 2013 prior to the annual meeting. Conference calls are also conducted throughout the year.

### Actions of the Board of Directors (since the September 2012 election):

- Appointed the following Board of Directors committee liaisons (non-voting positions) for 2012-2013: PAVE-Dr. Malphus; RACE-Dr. Walker; VTNE-Dr. Tuzio; Conference-Dr. Kendall; Bylaws & Resolution-Dr. Danner.
- Board approved the recommendations for new members for several of the standing committees. Conference-Victoria Whitmore (AZ) and Kim Gemeinhardt, DVM (NC); Finance-Bill Pete, DVM; RACE-Brenda Rivera, DVM (PR) and Marty Greer, DVM, JD (WI); PAVE-Barbara Fischley, DVM (MN) and Bruce Louderback, DVM (CO), and VTNE- Ms. Laurence Santerre-Belec, AHT, Ms. Sandra Parsons, RVT, RLAT, and Ms. Shirley Sandoval, BAS, LVT.
- A PAM Task Force was re-established. Members include Lila Miller, DVM (NY), Chair, Debbie Whitten, LVT (AL), Markiva Contris, LVT (WA), Joseph May, DVM (VA), Cathy Kirkpatrick (OK) and Tom Kendall, DVM (CA).
- VIVA Task Force- New members to include Dr. Beckey Malphus, DVM (GA), Chair, Michael Gotchey, (CO) DVM and Lori Makinen (OR).
- A CAVM Task Force was appointed to gather information regarding common CAVM modalities. Members include JoAnn Helm, DVM (FL), Chair, Marty Greer, DVM, JD, (WI), Markiva Contris, LVT (WA), Barbara Calm, DVM (MT), Kim Parker, DVM, (GA), Brad Bartholomay, DVM (ND) and David Handel, DVM, (MD)
- Dr. Gotchey attended a formal orientation program for new AAVSB Board of Directors members in Kansas City on November 5, 2012.
- Approved the 2013 operating and capital budgets and as recommended by the Finance Committee and presented by Dr. Lawrence, Treasurer. Board also reviewed the Capital Investment Plan (CIP) and investment strategy along with the strategic priorities.
- The AAVSB's outreach objective is to *increase awareness at the Member Board level and secure strong, active relationships with allied groups in the furtherance of the AAVSB's mission.* An outreach presentation was provided to the Iowa Board on February 28, 2013. Drs. Sosa and Pascoe provided an outreach presentation focusing on the PAVE program to the Universidad Nacional Pedro Urena, Santa Domingo and Universidad Central del Este, San Pedro in the Dominican Republic, February 24-26, 2013. Outreach to allied groups included AAVSB representation at the CVTEA Joint Meeting, November 2-3, 2012; the NBVME Board Meeting, January 24-25, 2013 and the SAVMA Symposium, March 21-23, 2013. The AAVSB is a governing member of the Federation of Associations of Regulatory Boards (FARB) and Ms. Kendrick represents the AAVSB on the FARB Board of Directors as Secretary-Treasurer. The FARB Board met in October 2012 and January 2013 and is scheduled to meet in July 2013.



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### 2013 Board of Directors

Anne Duffy, RVT (IA)  
President

Helen Tuzio, DVM (NY)  
Immediate Past President

Beckey Malphus, DVM (GA)  
President-Elect

John Lawrence, DVM (MN)  
Treasurer

Daniel Danner, DVM (OK)  
Director

Michael Gotchey, DVM (CO)  
Director

Tom Kendall, DVM (CA)  
Director

Frank Walker, DVM (ND)  
Director

Robyn Kendrick  
Secretary and Executive  
Director

### AAVSB Programs

VIVA  
Veterinary Information  
Verifying Agency  
viva@aavsb.org

VTNE  
Veterinary Technician  
National Examination  
vettech@aavsb.org

PAVE  
Program for the Assessment of  
Veterinary Education  
Equivalence  
pave@aavsb.org

RACE  
Registry of Approved  
Continuing Education  
race@aavsb.org

In addition to the previously mentioned items, there has been ongoing review, discussion and decision-making regarding recommendations from the RACE, PACE, VTNE, Finance, Conference, Nominating, and Bylaws and Resolutions Committees as well as recommendations from Ms. Kendrick related to business operations.



**2013 AAVSB Annual Meeting and Conference**

Kansas City is the location and September 19-21 are the dates! The AAVSB’s Conference Committee is working with staff to finalize the educational sessions for the conference and we anticipate another excellent program. I am pleased to report that the Board has approved the Delegate Funding Program again for 2013. Under this program, the AAVSB waives the conference registration fee and pays up to 3 nights in the host hotel, airfare, and reasonable travel expenses (per the policy) for one eligible delegate from each of the 57 Member Boards to attend the annual meeting and conference. This is an ideal opportunity for your jurisdiction to formally participate in the governance of the AAVSB as well as network and learn more about current topics related to the regulation of veterinary medicine. **Information regarding the conference and the Delegate Funding Program is posted on the AAVSB website (aavsb.org).**

**AAVSB Headquarters Updates**

**Program and Member Services Utilization for 2012**

- VTNE Applications: **6,703** (5,931 in 2011)
- VTNE Practice Test Users: **1,326** (1,096 in 2011)
- New PAVE Applications: **58** (56 in 2011)
- PAVE Certificates Granted: **57** (197 in 2011)
- VIVA Veterinarian Score Transfer Applications: **4,946** (4,598 in 2012)
- VIVA Veterinary Technician Score Transfer Applications: **710** (727 in 2011)
- VIVA Credential Service Applications: **169** (125 in 2011)
- NAVLE (CA) Eligibility Applications: **389** (331 in 2011)
- RACE Provider Applications: **161** (189 in 2011)
- RACE Program Applications: **1,671** (1,474 in 2011)
- Attendees at the Annual Meeting & Conference: **134** (122 in 2011)
  - Funded Delegates: **33** (28 in 2011)
  - Total Delegates: **42** (40 in 2011)

**AAVSB launched a new social media plan on 12/3/12. Follow us on our various social media channels including;**

Facebook: <https://www.facebook.com/aavsb> Twitter: <https://twitter.com/aavsb>

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**AAVSB staff and their responsibilities:**

Robyn Kendrick, Executive Director	Daphne Tabbytite, Assistant Director
Vic Cook, Director of Program Operations	Nancy Grittman, VTNE and PAVE Program Manager
Susan Rehm, Marketing and Member Services Manager	Megan Pope, Office Administrator
Monika Whitmore, VIVA/Member Services Coordinator	Jess Klein, RACE Program Specialist
Christine Foster, VTNE and PAVE Program Assistant	Josh Weinstock, Multimedia Specialist
Kerry McGhee, PT Member Services Associate	

*The AAVSB Board of Directors sends a special “thank you” to those who are already involved with the AAVSB! Our goal is full participation by all Member Boards, and therefore, we encourage you to take advantage of the Delegate Funding Program. Attending the Annual Meeting and Conference is a great way to learn more about the organization. As always, we welcome your suggestions and feedback as we move forward together in supporting our mission, vision and values.*

<p><b><u>AAVSB Mission</u></b></p> <p>To reliably provide quality resources and accurate information for veterinary regulatory agencies and professionals and allied groups in the interest of public protection.</p>	<p><b><u>AAVSB Vision</u></b></p> <p>To inspire active participation of all veterinary regulatory agencies in North America and to be their collective voice.</p>	<p><b><u>AAVSB Values</u></b></p> <p>Responsive, resourceful service while striving for continuous quality improvement.</p>
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## American Association of Veterinary State Boards Policies & Procedures: Delegate Funding Program

### OVERVIEW

The Board of Directors of the AAVSB is dedicated to the goal of full participation by the Member Boards in the Delegate Assembly and therefore commits to providing for *reasonable* travel expenses incurred to fund one Delegate from each Member Board to attend the AAVSB Annual Meeting and participate in the Delegate Assembly.

As a non-profit organization, AAVSB must be fiscally prudent at all times. Those participating in the Delegate Funding Program are required to adhere to this policy, and AAVSB reserves the right to decline payment of any expenses it considers outside the parameters of the guidelines set forth.

The Delegate Funding Program shall apply to one voting **Delegate** per Member Board. Per the AAVSB Bylaws: *Article III. Definitions. Section 7. Delegate.* "Delegate shall mean a current member or Affiliate Member of a Member Board designated by the Member Board as its Delegate to the AAVSB Delegate Assembly."

### POLICY

1. In order for a Delegate to be eligible for the Delegate Funding Program, the Delegate's Member Board must be in good standing with annual dues paid in full.
2. In order for a Delegate to be eligible to utilize the Delegate Funding Program, the Delegate must answer roll call and attend both days of the Delegate Assembly.
3. Annual Meeting registration fee for those participating in the Delegate Funding Program will be waived. Networking event is included for the Delegate. Networking event fees of any additional guests are the responsibility of the Delegate. The Delegate will be invoiced for additional guests. The AAVSB is unable to accept payments at the conference.
4. Meeting registration includes breakfast and lunch throughout the meeting as well as the networking event. No reimbursement for additional meals, snacks, and drinks including expenses for food and beverages consumed during the Delegate's travel.
5. Hotel accommodations include up to three (3) nights at the AAVSB designated hotel and the participating Delegates will be included on the AAVSB Master List. Additional nights will be at the Delegate's expense and may be charged at the hotel rate based on the hotel's availability. The Delegate is also responsible for all additional hotel charges including hotel charges for additional persons sharing the Delegate's room.
6. Upon check-in, Delegate is to provide a credit card for incidental expenses at the hotel. Incidental expenses such as meals, in-room movies, in-room internet fees (if applicable), mini-bar charges, laundry, or cleaning services will not be reimbursed. All room taxes are paid by AAVSB.

7. Delegate must utilize AAVSB designated Travel Agent to arrange for air transportation. Delegate should contact the AAVSB designated Travel Agent at the earliest possible time, but in all cases no less than 14 days in advance of Annual Meeting. Airfare is non-refundable and will be booked at the most economic rate. Upgrades, itinerary changes, and bag fees will not be reimbursed by AAVSB.
8. Alternate forms of transportation may be used instead of air transportation whichever is less expensive based on lowest priced airfare available at the time. Automobile reimbursement will be at the current federal government rate for mileage up to 400 miles. If the driving distance exceeds 400 miles, Delegate will be reimbursed for their mileage up to the lowest priced airfare available at the time. Parking at the hotel will not be reimbursed.
9. Travel to and from the AAVSB designated hotel will be reimbursed up to the standard cab rate in the host city unless ground transportation is included with AAVSB designated Travel Agent service.
10. Mileage at the Federal government reimbursement rate will be paid to and from home and the airport or other mass transit point of departure.
11. Four days of parking expenses at the home airport or other mass transit point of departure will be reimbursed.
12. No reimbursement for rental cars. Parking at the hotel will not be reimbursed.
13. No reimbursement for other miscellaneous items to include tips.

## **PROCEDURES**

1. Candidates for the Delegate Funding Program must submit the standard AAVSB conference registration form and indicate in the designated area that they are requesting to be the "funded" Delegate from their Member Board.
2. Staff will verify that the candidate's Member Board is in good standing and that the candidate meets the "Delegate" definition as stated in the Bylaws.
3. Upon confirmation, staff will provide the AAVSB designated Travel Agency with the name of the Delegate and provide the Delegate with contact information for the AAVSB designated Travel Agency and any further instructions.
4. An AAVSB Request for Reimbursement of Travel Expenses form must accompany all requests for reimbursement. Receipts for automobile transportation (mileage reimbursement), or ground transportation to and from the airport to the AAVSB designated hotel (unless AAVSB has pre-arranged ground transportation with the Travel Agent) must be provided or the expenses may not be reimbursed.

5. Requests for reimbursement should be made as soon as possible, but in all cases, within 45 days of the time when the expenses were incurred. Expenses submitted after that date will not be reimbursed
6. The Association will make reimbursement as soon as possible.