



VETERINARY EXAMINING BOARD
Room 121C, 1400 East Washington Avenue, Madison
Contact: Tom Ryan (608) 266-2112
July 30, 2014

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

9:00 A.M.

OPEN SESSION – CALL TO ORDER – ROLL CALL

- A) Adoption of Agenda (1-4)**
- B) Welcome New Members
- C) Approval of Minutes of April 30, 2014 (5-8)**
- D) Department Update and Q&A: Secretary Dave Ross and Assistant Deputy Secretary Tom Engels (9)**
 - 1) **9:00 A.M. – APPEARANCE** – Dave Ross, Department Secretary
 - 2) **9:00 A.M. – APPEARANCE** – Tom Engels, Assistant Deputy Secretary
- E) Administrative Updates**
 - 1) Appointments/Reappointments/Confirmations **(10)**
 - a) Lisa Weisensel Nesson, D.V.M.
 - 2) Staff Updates
 - 3) DLSC Paperless Screening Panel Initiative **(11-17)**
 - a) **APPEARANCE** – Janie Brischke, Cortney Keo, Kelley Foster, and Matthew Niehaus (Department Staff)
 - 4) Election of Officers **(18-19)**
 - a) Chair
 - b) Vice Chair
 - c) Secretary

- 5) Appointment of Liaisons, Alternates, and Delegates
 - a) Credentialing Liaison
 - b) Monitoring Liaison
 - c) Education and Exams Liaison
 - d) Legislative Liaison
 - e) Travel Liaison
 - f) Website Liaison
 - g) Rules Liaison
 - h) Professional Assistance Procedure (PAP) Liaison
 - i) Other Liaison(s)
 - j) Screening Panel

F) Legislative/Administrative Rule Matters:

- 1) Current and Future Rule Making and Legislative Initiatives
- 2) Administrative Rules Report

G) American Association of Veterinary State Boards (AAVSB) Matters

- 1) 2015 AAVSB Annual Meeting and Conference in Milwaukee, Wisconsin **(20-21)**
- 2) Update on Neil Wiseley's Candidacy for the AAVSB Board of Directors
- 3) AAVSB Activities and Updates for 2014 – Review and Discussion **(22-25)**
- 4) Proposed AAVSB Bylaws Amendment from the New Jersey State Board of Veterinary Medicine – Review and Consideration **(26-29)**

H) Speaking Engagement(s), Travel, or Public Relation Request(s)

- 1) AAVSB 2014 Annual Meeting and Conference from September 11 to 13, 2014, in St. Petersburg, Florida **(30-41)**
 - a) Consideration of Appointing a Delegate and an Alternate and Authorizing Travel
 - b) Consideration of Authorizing Travel for Neil Wiseley, Funded as an AAVSB Committee Member

I) Informational Items

J) Items Added After Preparation of Agenda:

- 1) Introductions, Announcements and Recognition
- 2) Administrative Updates
- 3) Education and Examination Matters
- 4) Credentialing Matters
- 5) Practice Matters
- 6) Legislation/Administrative Rule Matters
- 7) Liaison Report(s)
- 8) Informational Item(s)
- 9) Disciplinary Matters
- 10) Presentations of Petition(s) for Summary Suspension
- 11) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s)
- 12) Presentation of Proposed Decisions
- 13) Presentation of Interim Order(s)
- 14) Petitions for Re-Hearing
- 15) Petitions for Assessments
- 16) Petitions to Vacate Order(s)
- 17) Petitions for Designation of Hearing Examiner
- 18) Requests for Disciplinary Proceeding Presentations
- 19) Motions

- 20) Petitions
- 21) Appearances from Requests Received or Renewed
- 22) Speaking Engagement(s), Travel, or Public Relation Request(s)

K) Public Comments

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

L) **Monitoring Matters**

M) **Presentation and/or Deliberation on Proposed Stipulations, Final Decisions and Orders by the Division of Legal Services and Compliance (DLSC):**

- 1) James S. Graham, D.V.M. – 13VET034 **(42-47)**
 - a) Case Advisor: Sheldon Schall
- 2) Dennis K. Griffin, D.V.M. – 13VET041 **(48-54)**
 - a) Case Advisor: Robert Forbes, D.V.M.
- 3) Dean D. Rasmussen, D.V.M. – 14VET004 **(55-62)**
 - a) Case Advisor: Robert Forbes, D.V.M.
- 4) Alison M. French, D.V.M. – 14VET007 **(63-68)**
 - a) Case Advisor: Wesley Elford
- 5) Lowell E. Wickman, D.V.M. – 14VET012 **(69-76)**
 - a) Case Advisor: Robert Forbes, D.V.M.

N) **Case Status Report (77-78)**

O) **Case Closing(s)**

- 1) 14VET013 **(79-81)**

P) **Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) Disciplinary Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petition(s) for Summary Suspensions
- 7) Proposed Stipulations, Final Decisions and Orders
- 8) Administrative Warnings
- 9) Proposed Decisions
- 10) Matters Relating to Costs
- 11) Complaints
- 12) Case Closings
- 13) Case Status Report
- 14) Petition(s) for Extension of Time
- 15) Proposed Interim Orders
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases

- 19) Motions
- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

Q) Consulting with Legal Counsel

RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

R) Open Session Items Noticed Above not Completed in the Initial Open Session

S) Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

T) Ratification of Licenses and Certificates

ADJOURNMENT

**VETERINARY EXAMINING BOARD
WEB/VIRUAL MEETING MINUTES
April 30, 2014**

PRESENT: Wesley Elford, D.V.M.; Robert Forbes, D.V.M.; Philip Johnson, D.V.M.; Brenda Nemec, C.V.T.; Sheldon Schall; and Neil Wiseley, D.V.M.

PRESENT VIA GOTOMEETING: Bruce Berth; Diane Dommer Martin, D.V.M.

STAFF: Tom Ryan, Executive Director; Pam Stach, Legal Counsel; Daniel Agne, Bureau Assistant; and other Department staff

CALL TO ORDER

Wesley Elford, Chair, called the meeting to order at 9:00 A.M. A quorum of eight (8) members was confirmed.

ADOPTION OF AGENDA

MOTION: Philip Johnson moved, seconded by Sheldon Schall, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Neil Wiseley moved, seconded by Sheldon Schall, to approve the minutes of January 29, 2014 as published. Motion carried unanimously.

ADMINISTRATIVE UPDATES

APPOINTMENT OF PROFESSIONAL ASSISTANCE PROCEDURE (PAP) LIAISON

MOTION: Philip Johnson moved, seconded by Sheldon Schall, to appoint Robert Forbes as the Professional Assistance Procedure (PAP) Liaison, and Neil Wiseley as the alternate. Motion carried unanimously.

LEGISLATIVE/ADMINISTRATIVE RULE MATTERS:

2013 WISCONSIN ACT 114 AND WIS. ADMIN. CODE CH. VE 2 AND VE 3

MOTION: Philip Johnson moved, seconded by Brenda Nemec, to request DSPS staff draft a Scope Statement revising Wis. Admin Code ch. VE 2, VE 3, and VE 8, relating to examination requirements, and to designate Neil Wiseley to approve the Scope Statement for filing with the Governor's Office and for approval for implementation within 10 days of publication. Motion carried unanimously.

AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS (AAVSB) MATTERS

UPDATE ON NEIL WISELEY'S CANDIDANCY FOR AAVSB BOARD OF DIRECTORS

MOTION: Robert Forbes moved, seconded by Philip Johnson, to authorize Neil Wiseley's participation on the AAVSB Program for the Assessment of Veterinary Education Equivalence (PAVE) Committee. Motion carried unanimously.

UNLICENSED PRACTICE

The Board discussed the process by which the Department handles complaints against unlicensed individuals practicing veterinary medicine. No motions were made.

PUBLIC COMMENTS

Yvonne Bellay, D.V.M., DATCP State Humane Officer, appeared before the Board to comment on the Unlicensed Practice discussion and to provide clarification on the rights and duties of one who owns an animal.

MOTION: Philip Johnson moved, seconded by Brenda Nemec, to invite Veterinary Examining Board nominee Lisa Weisensel-Nesson into Closed Session. Motion carried unanimously.

CLOSED SESSION

MOTION: Neil Wiseley moved, seconded by Sheldon Schall, to convene to Closed Session to deliberate on cases following hearing (§ 19.85(1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats. and § 440.205, Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). The Chair read the language of the motion aloud for the record. The vote of each member was ascertained by voice vote. Roll Call Vote: Bruce Berth - yes; Diane Dommer Martin - yes; Wesley Elford - yes; Robert Forbes - yes; Philip Johnson - yes; Brenda Nemec - yes; Sheldon Schall - yes; Neil Wiseley - yes. Motion carried unanimously.

The Board convened into Closed Session at 9:55 A.M.

RECONVENE TO OPEN SESSION

MOTION: Robert Forbes moved, seconded by Neil Wiseley, to reconvene in Open Session at 11:27 A.M. Motion carried unanimously.

PROPOSED STIPULATIONS, FINAL DECISIONS, AND ORDERS

13 VET 013 SEAN RALEIGH, D.V.M.

MOTION: Philip Johnson moved, seconded by Neil Wiseley, to adopt the Findings of Fact, Conclusions of Law, Stipulation, and Order, in the matter of 13 VET 013 – Sean Raleigh, D.V.M. Motion carried unanimously.

13 VET 015 WILLIAM A. CROFT, JR., D.V.M.

MOTION: Robert Forbes moved, seconded by Brenda Nemeck, to adopt the Findings of Fact, Conclusions of Law, Stipulation, and Order, in the matter of 13 VET 015 – William A. Croft, Jr., D.V.M. Motion carried unanimously.

13 VET 025 FREDERICK G. LORD, D.V.M.

MOTION: Robert Forbes moved, seconded by Neil Wiseley, to adopt the Findings of Fact, Conclusions of Law, Stipulation, and Order, in the matter of 13 VET 025 – Frederick G. Lord, D.V.M. Motion carried unanimously.

13 VET 034 JAMES S. GRAHAM, D.V.M.

MOTION: Philip Johnson moved, seconded by Bruce Berth, to reject the Findings of Fact, Conclusions of Law, Stipulation, and Order, in the matter of 13 VET 034 – James S. Graham, D.V.M., and to refer the matter to DLSC for further action. Motion carried.

Sheldon Schall abstained from voting in the above matter.

ADMINISTRATIVE WARNINGS

MOTION: Neil Wiseley moved, seconded by Robert Forbes, to issue the Administrative Warning in the matter of 13 VET 002 – Jami J. Quick, D.V.M. Motion carried unanimously.

MOTION: Philip Johnson moved, seconded by Neil Wiseley, to issue the Administrative Warning in the matter of 13 VET 008 – Barbara E. Huie, D.V.M. Motion carried unanimously.

CASE CLOSINGS

MOTION: Robert Forbes moved, seconded by Sheldon Schall, to close case 13 VET 004, against M.O., for no violation (NV). Motion carried unanimously.

Philip Johnson recused himself and left the room for deliberation and voting in the above matter.

MOTION: Sheldon Schall moved, seconded by Brenda Nemeč, to close case 13 VET 004, against A.R., for insufficient evidence (IE). Motion carried unanimously.

Philip Johnson recused himself and left the room for deliberation and voting in the above matter.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

MOTION: Philip Johnson moved, seconded by Robert Forbes, to affirm all Motions made and Votes taken in Closed Session. Motion carried unanimously.

RATIFICATION OF LICENSES AND CERTIFICATES

MOTION: Robert Forbes moved, seconded by Neil Wiseley, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Sheldon Schall moved, seconded by Brenda Nemeč, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:34 A.M.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Daniel Agne, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 6/10/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards	
3) Name of Board, Committee, Council, Sections:			
4) Meeting Date:	5) Attachments: <input type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Remarks from Department Secretary Dave Ross APPEARANCE – Department Secretary Dave Ross	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Sec. Ross would like to give brief remarks and Q&A at upcoming Board meetings: 7/16 Medical Examining Board 7/30 Veterinary Examining Board 8/5 Radiography Examining Board 8/7 Chiropractic Examining Board 8/13 Real Estate Appraisers Board 8/21 Nursing Home Administrators Examining Board 9/11 Physical Therapy Examining Board			
11) Authorization Daniel Agne <hr/> Signature of person making this request Date <hr/> Supervisor (if required) Date <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



SCOTT WALKER
OFFICE OF THE GOVERNOR
STATE OF WISCONSIN

P.O. Box 7863
MADISON, WI 53707

GOVERNOR'S APPOINTMENT

NAME: Dr. Lisa Weisensel Nesson

MAILING ADDRESS: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

RESIDES IN: [REDACTED]

TELEPHONE: [REDACTED]

OCCUPATION: [REDACTED]

APPOINTED TO: Veterinary Examining Board
Veterinarian 1

TERM: A term to expire July 1, 2018

SUCCEEDS: Dr. Wesley G. Elford

SENATE CONFIRMATION: Required

DATE OF APPOINTMENT: July 1, 2014

DATE OF NOMINATION: March 14, 2014

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Matthew C. Niehaus, DSPS WebMaster		2) Date When Request Submitted: 05/16/14 Items will be considered late if submitted after 4:30 p.m. on the deadline date: <ul style="list-style-type: none"> ▪ 8 business days before the meeting for paperless boards ▪ 14 business days before the meeting for all others 	
3) Name of Board, Committee, Council, Sections: Veterinary Examining Board			
4) Meeting Date: 07/30/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? DLSC Paperless Screening Panel Initiative - APPEARANCE	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input checked="" type="checkbox"/> Yes (Fill out Board Appearance Request) <input type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Jane Brischke: Program & Policy Analyst – Advanced Cortney Keo: Records Management Supervisor Kelley Foster: Medical Examining Board Intake Specialist Matthew C. Niehaus: DSPS WebMaster The above staff will be appearing before the Board to present the DLSC Paperless Screening Panel Initiative.			
11) Authorization			
		05/16/14	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

BOARD APPEARANCE REQUEST FORM

Appearance Information

Board Name: Veterinary Examining Board

Board Meeting Date: 07/30/14

Person Submitting Agenda Request: Matthew C. Niehaus: DSPP WebMaster

Persons requesting an appearance:

Jane Brischke: Program & Policy Analyst – Advanced

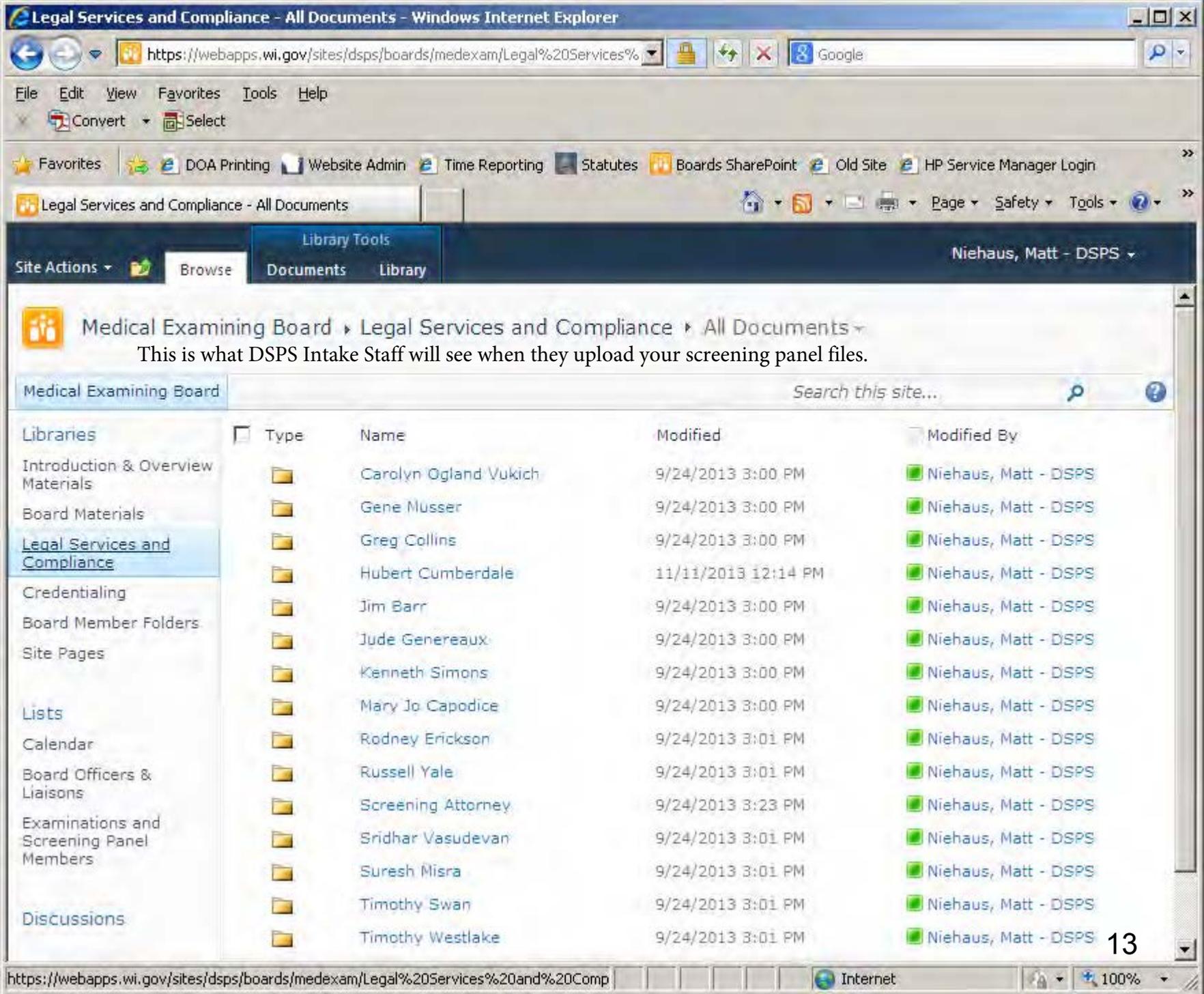
Cortney Keo: Records Management Supervisor

Kelley Foster: Medical Examining Board Intake Specialist

Matthew C. Niehaus: DSPP WebMaster

Reason for Appearance:

The above DSPP staff are appearing before the Board to present the DLSC Paperless Screening Panel.



Medical Examining Board > Legal Services and Compliance > All Documents > This is what DSPS Intake Staff will see when they upload your screening panel files.

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Carolyn Ogland Vukich	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Board Materials	Folder	Gene Nusser	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Legal Services and Compliance	Folder	Greg Collins	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
	Folder	Hubert Cumberlanddale	11/11/2013 12:14 PM	Niehaus, Matt - DSPS
Credentialing	Folder	Jim Barr	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Board Member Folders	Folder	Jude Genereaux	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Site Pages	Folder	Kenneth Simons	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Lists	Folder	Mary Jo Capodice	9/24/2013 3:00 PM	Niehaus, Matt - DSPS
Calendar	Folder	Rodney Erickson	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Board Officers & Liaisons	Folder	Russell Yale	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Examinations and Screening Panel Members	Folder	Screening Attorney	9/24/2013 3:23 PM	Niehaus, Matt - DSPS
	Folder	Sridhar Vasudevan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Folder	Suresh Misra	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
Discussions	Folder	Timothy Swan	9/24/2013 3:01 PM	Niehaus, Matt - DSPS
	Folder	Timothy Westlake	9/24/2013 3:01 PM	Niehaus, Matt - DSPS

Legal Services and Compliance - All Documents - Windows Internet Explorer

https://webapps.wi.gov/sites/dsps/boards/medexam/Legal%20Services%20Documents.aspx

File Edit View Favorites Tools Help

Convert Select

Favorites DOA Printing Website Admin Time Reporting Statutes Boards SharePoint Old Site HP Service Manager Login

Legal Services and Complian... Legal Services and Compl... x

Page Safety Tools

Hubert Cumberlande

Medical Examining Board > Legal Services and Compliance > All Documents

Medical Examining Board Search this site...

Libraries	Type	Name	Modified	Modified By
Introduction & Overview Materials	Folder	Hubert Cumberlande	11/11/2013 12:14 PM	Niehaus, Matt - DSPS

Board Materials

Legal Services and Compliance

Site Pages

Lists

Calendar

Board Officers & Liaisons

Examinations and Screening Panel Members

Discussions

Internet 100%

This is what you will see when you log in to check your screening panel documents. Much like your Board Member folder, this folder is visible only to you and the DSPS staff member responsible for adding the files for your review.

Files will be cleared monthly and password protected for added security.

Bookmarks will be added and comments will be enabled, much like your agenda packets.

One set of Medical Examining Board
Screening Panel Materials
(Four of these were mailed every month)



PAPERLESS SCREENING PANELS

TOTAL POTENTIAL SAVINGS

★ **\$2,397.57 printing + \$2,582.30 shipping + \$10,200 Canon IR 7086 + \$22,509.24 staff time = \$37,689.11 ANNUALLY¹**

★ **In addition to the monetary savings:**

- ✓ This process introduces enhanced security for screening panel documents. Under the new system, these documents are carefully controlled and protected by multiple layers of authentication.
- ✓ Environmental impact: save 90 trees annually, landfill space, kilowatts of energy
- ✓ Real time updates and delivery of documents.
- ✓ Document management – ability to recreate misplaced/lost documents, locate/search/distribute files quickly and efficiently

1. COPIER/PAPER/MAILING (postage, envelopes) SAVINGS

- ✓ DLSC currently obtains paper for \$33.40 per box. Each box contains 5,000 sheets of paper. Each individual sheet of paper thus costs DSPS \$0.00668.
 - 100 sheets of paper weighs approximately 1 pound, meaning it costs \$0.668 to purchase one pound of paper.
 - Toner costs are covered by our lease on the printing equipment.
 - Print jobs after we surpass the 40,000 monthly page limit permitted in our lease cost us \$0.50 extra per 100 pages
- ✓ Adding in one internal packet for screening panel attorneys every month, DLSC printed approximately 206,500 pages of paper for Screening Panels over 210 calendar days (May 9 – November 26), not factoring in any erroneous print jobs.
- ✓ From May 9 to November 26, DLSC spent \$1,008.05 to ship Tyvek envelopes for large screening packets.
- ✓ \$51.52 is spent on regular envelopes for mailings that are light enough to send through the postal service. Mailing these envelopes costs \$414.96 in postage annually. \$365.82 is spent purchasing white Tyvek envelopes that must be sent through a courier service, for a total of \$832.30 annually on miscellaneous mailing materials.
- ✓ Based upon the above data, shipping costs for screening panels add up to \$2,582.30 annually, with estimated annual printing costs of \$2,397.57.

2. STAFF TIME/SAVINGS

- ✓ DLSC staff currently spends an average of 12 hours per Medical Examining Board screening panel packet copying and mailing. The average intake staff salary with fringe is \$24.44 per hour which costs out to \$293.28 of staff time per packet. This results in a \$7,038.72 expenditure in staff time annually. As the paperless scanning process only necessitates one run through the scanner, this will cut down the amount of time spent at the copier to ¼ its current level, a \$5,279.04 savings.
- ✓ Other Boards typically take considerably less time to prepare their screening panel packets. Assuming an average of 5 hours of staff processing time per packet, with 188 meetings that are not representative of the Medical Examining Board per year², there is an additional staff time savings of \$17,230.20 for a grand total of \$22,509.24 in staff expenses that can be reallocated.
- ✓ The time currently spent compiling the printed packets for mailing may be shifted to improving the quality of the materials through bookmarking, page numbering, and running text recognition. This will aid the screening panel in its efforts, potentially saving time screening panel attorneys spend in meetings with screening panel members.

3. OTHER FACTORS

- ✓ By drastically reducing the amount of time needed for DLSC staff to physically stand at the copier and as it is possible to print to a copier that is being used to scan documents, we could cease leasing one of our two DLSC copiers. We currently lease the more expensive copier Canon IR 7086 (Mickey) on a 6-month basis for \$850/month (\$10,200 annually.)

¹ This is achieved with virtually no cost, as the SharePoint Site has already been purchased for the Policy Development paperless initiative.

² 332 screening panel meetings are scheduled for 2014. Approximately 40% of all screening panel meetings from 2013 were cancelled due to lack of business, meaning there would be 200 total meetings. The estimate of 5 hours per packet (and 12 hours per Medical Examining Board packet) was taken from interviews with DLSC staff.

Initiatives for Improving Service

Division of Legal Services & Compliance – Paperless Screening Panels

- ✓ Drives Wisconsin to the cutting edge of state government technology solutions
- ✓ No potential for loss or damage in the mail
- ✓ Text recognition
 - Adobe can recognize typed (and usually handwritten) notes and allow for searching for specific words and phrases
- ✓ Enlarge text
 - Ability to enlarge the document for easier readability
- ✓ Accessibility of documents
 - No need to transport large files to screen materials
 - SharePoint is accessible anywhere you have a computer, tablet or smart phone and the internet
- ✓ Convenient notes and comments
 - Members have the ability to create a document in Microsoft Word directly from the SharePoint site to keep track of notes
 - This document is also accessible anywhere you can use SharePoint
 - Make comments directly in your electronic copy of each complaint on specific pages or places
 - Easy access to all comments, or specific comments, via a list in Adobe
- ✓ Pages will be numbered and bookmarked so members may easily reference points in the document
- ✓ Transition process
 - First sets of screening materials will be sent via **paper** and **electronic** formats, to ease the transition to paperless panels
- ✓ Financial impact
 - Paperless screening will save approximately \$40,000 on paper, ink, printer maintenance and shipping costs annually (\$240,000 by 2020)
 - There is also time savings in preparing, sorting, copying and mailing
 - Elimination of costs related to destroying screening panel documents
 - Reduction of file space requirements
- ✓ Technical support
 - Intake staff members are available to answer any questions you have regarding paperless screening
 - Kelley Foster – Intake for MED & MED Affiliates
(608) 267-1818 kelly.foster@wi.gov
 - DLSC staff will follow-up in the months after implementation to obtain feedback and input on the paperless screening process

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Daniel Agne, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 6/24/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards									
3) Name of Board, Committee, Council, Sections: Veterinary Examining Board											
4) Meeting Date: 7/30/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Election of Officers & Appointment of Liaisons/Alternates/Delegates									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:									
10) Describe the issue and action that should be addressed: The Board will elect officers and approve the Chair's appointments of Liaisons, Alternates, and Delegates See list of current Officer and Liaison Assignments on the next page.											
11) Authorization											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Daniel Agne</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				Daniel Agne		Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
Daniel Agne											
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date											
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

**State of Wisconsin
Department of Safety & Professional Services**

Current VEB Officers:

JANUARY 29, 2014 ELECTION RESULTS	
Board Chair	<i>Wesley Elford</i>
Vice Chair	Philip Johnson
Secretary	Neil Wiseley

Current VEB Liaison Assignments:

- a) **Credentialing Liaison:** **Philip Johnson;**
(**Robert Forbes** as the Alternate)
- b) **Monitoring Liaison:** **Neil Wiseley;**
(*Wesley Elford* as the Alternate)
- c) **Education & Exams Liaison:** **Philip Johnson;**
(**Sheldon Schall** as the Alternate)
- d) **Legislative Liaison:** **Bruce Berth;**
(**Neil Wiseley** as the Alternate)
- e) **Travel Liaison:** *Wesley Elford;*
(**Philip Johnson** as the Alternate)
- f) **Website Liaison:** **Sheldon Schall;**
(**Robert Forbes** as the Alternate)
- g) **Rules Liaison:** **Neil Wiseley;**
(*Wesley Elford* as the Alternate)
- h) **Professional Assistance Procedure (PAP) Liaison:** **Robert Forbes;**
(**Neil Wiseley** as the Alternate)
- i) ~~[Other] Liaison(s): _____;~~
(~~_____ as the Alternate)~~
- j) **Screening Panel:** **Brenda Nemeč;**
Philip Johnson;
Sheldon Schall;
Robert Forbes

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Daniel Agne, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 6/9/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards									
3) Name of Board, Committee, Council, Sections: Veterinary Examining Board											
4) Meeting Date: 7/30/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? 2015 AAVSB Annual Conference in Milwaukee, Wisconsin									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:									
10) Describe the issue and action that should be addressed: The Board will review and discuss the email on the next page confirming that the 2015 AAVSB annual conference will be held in Milwaukee, WI.											
11) Authorization											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Daniel Agne</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				Daniel Agne		Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
Daniel Agne											
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date											
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											

From: Chrissy Bagby [REDACTED]
Sent: Friday, May 02, 2014 3:18 PM
To: Ryan, Thomas - DSPS
Subject: RE: AAVSB annual survey

Hi Mr. Ryan,

What good timing! We have in fact just signed a contract with the InterContinental in Milwaukee for the 2015 Annual Meeting and Conference. It's so recent that we haven't made any official announcement yet, but yes, we will indeed be coming to Wisconsin next year.

I'll let you know more details as they start to come together.

Thanks and have a wonderful weekend!
Chrissy

Chrissy Bagby
Member Services Coordinator
American Association of Veterinary State Boards

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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

Serving Veterinary Regulatory Boards in the Interest of Public Protection

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Daniel Agne, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 6/9/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards	
3) Name of Board, Committee, Council, Sections: Veterinary Examining Board			
4) Meeting Date: 7/30/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? AAVSB Activities and Updates for 2014	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Board will review the AAVSB Activities and Updates for 2014 memo on the following pages.			
11) Authorization			
Daniel Agne			
Signature of person making this request			Date
Supervisor (if required)			Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)			
Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

MEMORANDUM



AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS

380 W. 22nd St., Ste. 101
Kansas City, MO
| 877.698.8482
aavsb@aavsb.org
www.aavsb.org

2014 Board of Directors

Becky Malphus, DVM (GA)
President

Anne Duffy, RVT (IA)
Immediate Past President

John Lawrence, DVM (MN)
President-Elect

Frank Walker, DVM (ND)
Treasurer

Michael Gotchey, DVM (CO)
Director

Tom Kendall, DVM (CA)
Director

Mark Olson, DVM (KS)
Director

Roger Redman, DVM (OH)
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

TO: AAVSB Member Board Administrators, Board Members and Staff

FROM: Dr. Becky Malphus, AAVSB President

DATE: April 28, 2014

SUBJECT: Association Activities and Updates for 2014

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 2013 Annual Meeting held in Kansas City to include the 2013-2014 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) non-profit corporation. The current Board met in-person September 21, 2013 following the Annual Meeting and on January 17-18, 2014 in Key West, Florida. The Board is scheduled to meet in person June 21-22, 2014 in Kansas City and on September 10, 2014 prior to the Annual Meeting. Conference calls are also conducted throughout the year.

Actions of the Board of Directors (since the September 2013 election):

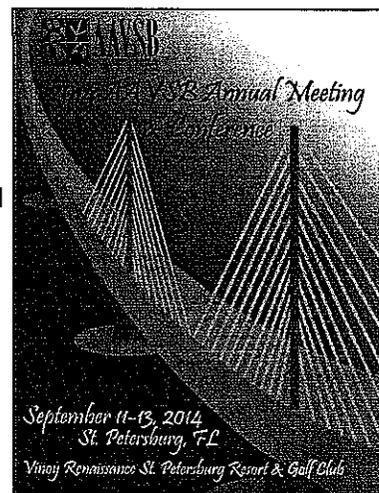
- Appointed the following Board of Directors committee liaisons (non-voting positions) for 2013-2014: PAVE-Ms. Duffy; RACE-Dr. Kendall; VTNE-Dr. Olson; Conference-Dr. Lawrence; Bylaws & Resolution-Dr. Redman.
- Approved the recommendations for new members for several of the standing committees. Bylaws-Cindy Kidd, DVM (OH); Conference-Janie Carpenter, DVM (TX), Vito DelVento, DVM (DC), and Michael Pfander, DVM (MO); Finance-Laura Downes (MD); RACE-Freya Burnett, CVT (PA), Duane Landals, DVM (AB), Larry McTague, DVM (OK), and Constance Pozniak, DVM (VA); PAVE-Dale Paccamonti, DVM, MS (LA); and VTNE-Paul Foy, DVM (NE), John Kaya, DVM (HI), Martha Millcote, DVM (CVTEA), Daniel Swenson, CVT (NAVTA).
- Directed the PAM Task Force to continue its work on reviewing the model and considering possible updates. Members include Lila Miller, DVM (NY), Chair, Tom Kendall, DVM (CA), Cathy Kirkpatrick (OK), Joseph May, DVM (VA), and Debbie Whitten, LVT (AL).
- Drs. Olson and Redman attended a formal orientation program for new AAVSB Board of Directors members in Kansas City on November 19, 2013.
- Approved the 2014 operating and capital budgets as recommended by the Finance Committee and presented by Dr. Walker, Treasurer.
- The Board of Directors participated in a facilitated strategic planning workshop on January 17, 2014 during their January in person Board meeting. Strategic priorities were developed for 2014-2016.

- Approved blueprint and exam delivery format for the AAVSB's new basic science exam (QSE) to be used for the PAVE Program.
- 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.** Recent outreach has included the following:
 - The AAVSB and NBVME Executive Committees participated in a facilitated summit meeting January 11, 2014 to discuss topics of mutual interest. Subsequently, Dr. Malphus named task force members from the AAVSB Board of Directors to participate in a follow up meeting with NBVME reps on April 10, 2014. AAVSB's "Task Force One" reps include Drs. Redmond, Olson and Malphus. The Task Force One meeting in April was extremely positive and more information will be provide to the AAVSB membership in September.
 - Drs. Kendall and Gotchey attended the SAVMA Symposium in Loveland, Colorado on March 20-22. They presented to the SAVMA Delegates on the role of state and provincial regulatory boards, the role of associations of regulatory boards, and an overview of the AAVSB's programs and services.
 - Dr. Kaya attended the Hawaii Veterinary Technician Association meeting on Friday, February 21 and presented on the AAVSB and the VTNE.
 - Dr. Lawrence attended the Texas State Board of Veterinary Medical Examiners meeting on Tuesday, February 18th and presented about the AAVSB's PAVE program.
 - 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. Ms. Kendrick attended the FARB Board meeting and Leadership Conference in July 2013.
 - Executive Committee Members Dr. John Lawrence and Ms. Anne Duffy attended the AVMA Conference in Chicago in July 2013.
 - On behalf of the AAVSB Board of Directors and the VTNE Committee, Ms. Anne Duffy, Ms. Teri Raffel, and Ms. Nancy Grittman attended the AVTE Symposium in Denver in July 2013. Ms. Raffel presented "The VTNE: All You Ever Wanted to Know."
 - The Executive Committee of the Board of Directors and Ms. Kendrick attended the Council on Licensure, Enforcement and Regulation (CLEAR) International Congress on Professional and Occupational Regulation in Edinburgh, Scotland in June 2013.

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.

2014 AAVSB Annual Meeting and Conference

St. Petersburg is the location and September 11-13 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 2014. Under this program, the AAVSB waives the conference registration fee and pays up to three nights in the host hotel, airfare, and reasonable travel expenses (per the policy) for one eligible delegate from each of the 58 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 2013

VTNE Applications: **7,496** (6,747 in 2012)
VTNE Practice Test Users: **2,342** (1,340 in 2012)
New PAVE Applications: **40** (58 in 2012)
PAVE Certificates Granted: **35** (57 in 2012)
VIVA Veterinarian Score Transfer Applications: **5,089** (4,933 in 2012)
VIVA Veterinary Technician Score Transfer Applications: **780** (716 in 2012)
VIVA Credential Service Applications: **209** (164 in 2012)
NAVLE (CA) Eligibility Applications: **405** (377 in 2012)
RACE Provider Applications: **165** (161 in 2012)
RACE Program Applications: **1,661** (1,674 in 2012)
Attendees at the Annual Meeting & Conference: **149** (134 in 2012)
-Funded Delegates: **37** (33 in 2012)
-Total Delegates: **46** (42 in 2012)

Follow us on our various social media channels including;

Facebook: <https://www.facebook.com/aavsb>
Twitter: <https://twitter.com/aavsb>
YouTube: <https://www.youtube.com/user/aavsbvideos>
Flickr: <https://www.flickr.com/photos/aavsb>
Vimeo: <http://vimeo.com/aavsb>
LinkedIn: <https://www.linkedin.com/company/2777752>

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
Chrissy Bagby, Member Services Coordinator	Jennifer Roeder, Office Manager
Monika Whitmore, VIVA Program Specialist	Jess Klein, RACE Program Specialist
Carol Sparrow, VTNE and PAVE Program Assistant	Josh Weinstock, Multimedia Specialist
Ronna Ragusa, Part-time Member Services Associate	
Adriana Luna, Part-time VTNE & PAVE Program Assistant	

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.

<u>AAVSB Mission</u>	<u>AAVSB Vision</u>	<u>AAVSB Values</u>
To reliably provide quality resources and accurate information for veterinary regulatory agencies and professionals and allied groups in the interest of public protection.	To inspire active participation of all veterinary regulatory agencies in North America and to be their collective voice.	Responsive, resourceful service while striving for continuous quality improvement.

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Daniel Agne, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 6/9/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards									
3) Name of Board, Committee, Council, Sections: Veterinary Examining Board											
4) Meeting Date: 7/30/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Proposed AAVSB Bylaws Amendment from the New Jersey State Board of Veterinary Medicine – Review and Consideration									
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:									
10) Describe the issue and action that should be addressed: The Board will review and consider the proposed amendment to Article X, Section I of the AAVSB bylaws on the following pages. Per Dr. Elford, consider suggesting revisions to the second sentence (highlighted) for clarity.											
11) Authorization											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;">Daniel Agne</td> <td style="width: 30%; border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;">Signature of person making this request</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Supervisor (if required)</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date</td> </tr> </table>				Daniel Agne		Signature of person making this request	Date	Supervisor (if required)	Date	Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date	
Daniel Agne											
Signature of person making this request	Date										
Supervisor (if required)	Date										
Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date											
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.											



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Board of Veterinary Medical Examiners
124 Halsey Street, 6th Floor, Newark, NJ 07102

April 24, 2014



JOHN J. HOFFMAN
Acting Attorney General

STEVE C. LEE
Acting Director

Mailing Address:
P.O. Box 45020
Newark, NJ 07101
(973) 504-6500

Wisconsin Veterinary Examining Board

P.O. Box 8935

Madison, WI 53708-8935

Re: Proposed AAVSB Bylaws Amendment

To Whom it May Concern:

On February 12, 2014, the New Jersey State Board of Veterinary Medical Examiners submitted a proposal to amend the bylaws of the American Association of Veterinary State Boards. Because your board is a member of the AAVSB, I am also providing you with a copy of the proposed amendment for discussion at an upcoming meeting of your state board.

The New Jersey State Board welcomes any questions, comments or concerns about this proposed amendment to the bylaws of the AAVSB. The New Jersey State Board also encourages all member boards of the AAVSB to fully participate in the AAVSB, taking advantage of the many services provided by it, and submitting nominations for the various elected and appointed positions that make up the leadership and committees of the AAVSB. Please also be looking for the proposed bylaws amendments which should be distributed by the AAVSB around May 15.

Thank you very much for the important work that you do regulating the veterinary profession throughout the United States.

Sincerely,

New Jersey State Board of Veterinary Medicine



CHRIS CHRISTIE
Governor

New Jersey Office of the Attorney General

Division of Consumer Affairs
State Board of Veterinary Medical Examiners
124 Halsey Street, 6th Floor, Newark, NJ 07102

VIA UPS OVERNIGHT and EMAIL DELIVERY

KIM GUADAGNO
Lt. Governor



JOHN J. HOFFMAN
Acting Attorney General

ERIC T. KANEFSKY
Director

February 12, 2014

Mailing Address:
P.O. Box 45020
Newark, NJ 07101
(973) 504-6500

American Association of Veterinary State Boards
Attn: Chris Runde, DVM, Chairman, Bylaws Committee
380 West 22nd Street, Suite 101
Kansas City, MO 64108

Re: Proposed Bylaws Amendments

Dear Mr. Runde,

On behalf of the New Jersey State Board of Veterinary Medical Examiners, please find a proposal to amend the bylaws of the American Association of Veterinary State Boards (AAVSB) pursuant to your call for bylaws amendments and in compliance with the current bylaws.

It is my understanding that when the AAVSB was in its infancy, there was a dearth of members who were willing to serve the organization in the positions of Director, Delegate to the National Board of Veterinary Medical Examiners (NBVME), Nomination Committee and the other committees within the organization. For this reason, the Nomination Committee guidelines were placed in the Bylaws of the AAVSB. The purpose of the Nomination Committee was to advertise the positions which were available to be filled by members of the organization, find qualified candidates if nobody stepped forward for consideration, verify the credentials of the candidates and assemble a ballot for the Delegate Assembly vote each year. In the early stages of the AAVSB, there usually were fewer applicants than ballot positions, and the Nomination Committee had to find members who were willing to serve in these important positions.

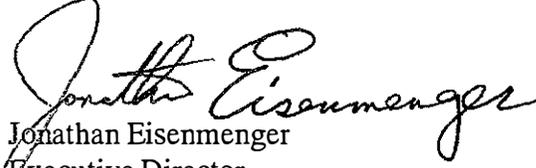
However, in the last five years, there have been more applicants for certain positions within the AAVSB. The Nomination Committee, though serving as a legitimate resource to verify credentials of the candidates, has unilaterally constructed a single slate of candidates for each position and presented them to the delegate assembly as the only candidates for consideration. This has disenfranchised the members of the Delegate Assembly, with over forty attendees each year, from being able to actually elect any candidate with a majority vote, as there were only one candidate provided for each position. It is also unlikely that the delegates were even aware that other interested and qualified candidates existed. It is the opinion of this member board that the Nominating Committee should not determine, or even direct, who is able to serve on the AAVSB Board or attend NBVME meetings on AAVSB's behalf, apart from performing the function of assembling the complete list of qualified individuals who are interested in having their names included on the ballot that is presented to the Delegate Assembly.

This proposed revision of the bylaws Article X, Section 1 (The Nominating Committee) will better define the task of that committee and will make the ballot construction requirement easier. It will also allow the Delegate Assembly, and not three members of the nominating committee, to vote and elect the candidates. The proposed amendment to the third paragraph of this section is as follows:

The Nominating Committee shall review and verify all applications submitted and shall submit to the Member Boards at least thirty (30) days before the Annual Delegate Assembly, a ballot of candidates for each position on the Board of Directors to be filled. The ballot shall be composed of up to three (3) applicants for each position to be filled on the Board of Directors, the two members of the Nominating Committee, and for each position as delegate to the National Board of Veterinary Medical Examiners. If more than three applications, as verified by the Nomination Committee, are received for an individual position, then the Nomination Committee shall submit only three names for that position. The Nomination Committee will have sole discretion in which three candidates will appear on the ballot. Persons serving on the Nominating Committee shall be ineligible to be slated or elected to any elected position within the Association within their elected term.

The New Jersey State Board of Veterinary Medical Examiners appreciates the full attention of your committee in studying this issue and providing this to the member boards for their discussion and action. Please do not hesitate to contact the Board if you have any questions, or if you need any additional information.

Sincerely,
STATE BOARD OF VETERINARY
MEDICAL EXAMINERS


Jonathan Eisenmenger
Executive Director

Cc: Member Boards of the AAVSB

**State of Wisconsin
Department of Safety & Professional Services**

AGENDA REQUEST FORM

1) Name and Title of Person Submitting the Request: Daniel Agne, Bureau Assistant On behalf of Tom Ryan, Executive Director		2) Date When Request Submitted: 6/9/14 Items will be considered late if submitted after 12:00 p.m. on the deadline date: ▪ 8 business days before the meeting for paperless boards	
3) Name of Board, Committee, Council, Sections: Veterinary Examining Board			
4) Meeting Date: 7/30/14	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? Delegate Neil Wiseley to Attend the 2014 AAVSB Annual Meeting and Conference from September 11 to 13, 2014, in St. Petersburg, Florida	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session <input type="checkbox"/> Both	8) Is an appearance before the Board being scheduled? <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: The Board will consider appointing a Voting Delegate and an Alternate to the 2014 AAVSB Annual Meeting and Conference from September 11 to 13, 2014, in St. Petersburg, Florida The Board will also consider authorizing travel for Neil Wiseley, to be funded as an AAVSB Committee Member. Conference agenda and registration information on the following pages...			
11) Authorization			
Daniel Agne <hr/> Signature of person making this request Date <hr/> Supervisor (if required) Date <hr/> Executive Director signature (indicates approval to add post agenda deadline item to agenda) Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, Provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			



AAVSB
AMERICAN ASSOCIATION OF
VETERINARY STATE BOARDS

serving veterinary regulatory boards
in the interest
of public protection

[Login](#) | [Sign Up](#)

→ [Home](#)

→ [About Us](#)

→ [Our Services](#)

→ [Member Services](#)

→ [Annual Meeting](#)

→ [Board and Agency Directory](#)

→ [General FAQ's](#)

→ [Helpful Links](#)

→ [Contact Us](#)

2014 AAVSB Annual Meeting & Conference

September 11-13, 2014

The Vinoy Renaissance St. Petersburg Resort & Golf Club

St. Petersburg, Florida

REGISTER ONLINE NOW

If you need to register by fax, please download the registration form [here](#).

Agenda & Programming

This year we are heading to sunny St. Petersburg, Florida! The 2014 AAVSB Annual Meeting & Conference brings together Member Boards to collaborate, educate, network and conduct business providing direction for the Association. Attendees are Board Members, Board Administrators, AAVSB Board of Directors, AAVSB Committee Members, AAVSB staff and other key stakeholders in the veterinary regulatory industry. This is a prime opportunity for your collective voice to be heard and to stay abreast of the latest information in veterinary medicine regulation.

Download the [agenda](#)



This year's Networking Event will be a dinner cruise aboard the Yacht Starship.

Hotel Information

The Vinoy Renaissance St. Petersburg Resort & Golf Club

501 5th Avenue NE

St. Petersburg, Florida 33701

1-727-894-1000

Hotel Website

Click here to learn about visiting the St. Pete / Clearwater area

To make reservations at the 2014 AAVSB Annual Meeting & Conference hotel, The Vinoy Renaissance St. Petersburg Resort & Golf Club, **click here** or call reservations at 1-888-789-3090.

Transportation Information

The Vinoy Renaissance St Petersburg Resort & Golf Club is approximately 12 miles from the St. Petersburg-Clearwater International Airport (PIE) and 19 miles from the Tampa International Airport (TPA). The hotel does not offer airport shuttle service. A number of ground transportation options are available, including taxis and a Super Shuttle. **The AAVSB has made arrangements with Super Shuttle for customers to receive a discount on fares.** Please visit: www.supershuttle.com/default.aspx?GC=KZRJ5 to book your transportation using our group code. You will find airport arrival instructions for TPA [here](#).

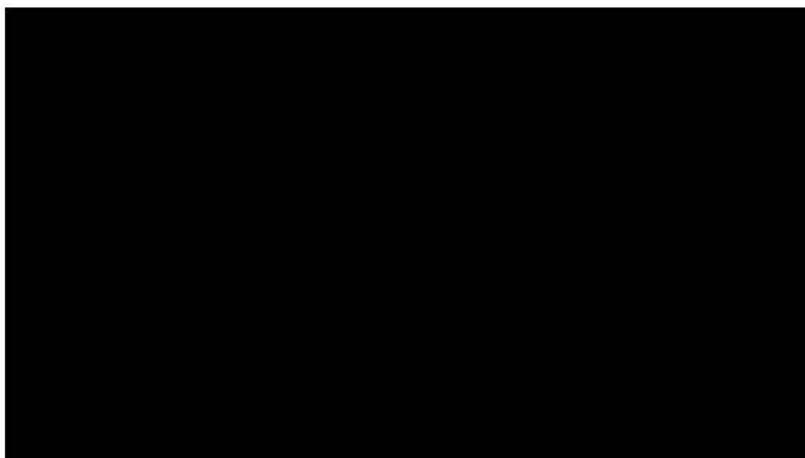
For additional information on ground transportation from St. Petersburg-Clearwater International Airport (PIE), visit: www.fly2pie.com/ground-transportation/taxis-shuttles.

For additional information on ground transportation from Tampa International Airport (TPA), visit: http://www.tampaairport.com/ground_transportation/index.asp.

Delegate Funding Program

Let your jurisdiction's voice be heard. Participate in the AAVSB's Funded Delegate Program. Each Member Board is eligible to send one voting Delegate to the Annual Meeting – the AAVSB will cover all reasonable travel expenses!

Click here for details about AAVSB's Funded Delegate Program, including a description of reasonable travel expenses.



Reasons to Attend

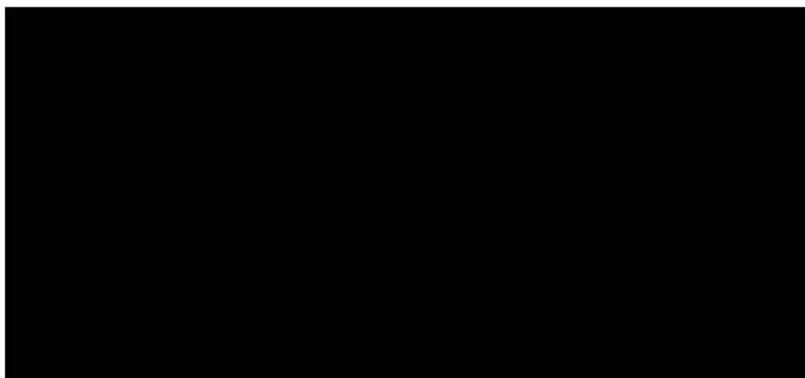
- Help shape the organization's future by participating as a voting Delegate.
- Network with peers during the [Networking Event](#) aboard the Yacht Starship.
- Content is tailored specifically for regulators.
- Provide feedback on AAVSB programs and services.
- Earn RACE-approved CE hours.
- Meet the AAVSB Board of Directors, staff, and other stakeholders.

Who Should Attend?

- Veterinary regulatory board members, administrators, and staff
- Veterinary professionals with an interest in regulatory issues
- Veterinary testing and certification agencies
- Veterinary medical and veterinary technician associations
- Colleges of veterinary medicine and veterinary technology programs

2013 AAVSB Annual Meeting & Conference Recap

View a recap of the 2013 conference that was held in Kansas City, Missouri below:





AAVSB
AMERICAN ASSOCIATION OF
VETERINARY STATE BOARDS

serving veterinary regulatory boards
in the interest
of public protection

[Login](#) | [Sign Up](#)

- [Home](#)
- [About Us](#)
- [Our Services](#)
- [Member Services](#)
- [Annual Meeting](#)
- [Board and Agency Directory](#)
- [General FAQ's](#)
- [Helpful Links](#)
- [Contact Us](#)

AAVSB 2014 Meeting and Conference Registration

September 11-13, 2014

St. Petersburg, Florida

General Registration

Please complete the following registration for each attendee (excluding guests) to the conference. Early Bird discounts are available through July 31, 2014. Information on the event can be found at www.aavsb.org/AnnualMeeting

If you are bringing guests, include guest information with your attendee registration on the following pages

This registration should take no more than 5 minutes to complete

Questions? Contact Chrissy Bagby by phone at 1.877.698.8482 or 1.816.931.1504 or email Cbagby@aavsb.org

Please Note: By attending the AAVSB Annual Meeting & Conference, you agree that AAVSB may photograph, videotape or audiotape your participation and use such photographs or recording in any and all forms of promotional purposes. Completion of this registration, indicates your consent.

[Continue](#)

AAVSB

380 W. 22nd Street, Suite 101
Kansas City, MO 64108
P 816.931.1504 | F 816.931.1604
Toll-Free: 877.698.8482
aavsb@aavsb.org

[About Us](#)

[Our Services](#)

[Member Services](#)

[Annual Meeting](#)

[Board and Agency Directory](#)

[General FAQ's](#)

[Helpful Links](#)

[Contact Us](#)

[VIVA](#)

[VTNE](#)

[PAVE](#)

[RACE](#)



© 2014 American Association of Veterinary State Boards. [Privacy Policy](#)

2014 AAVSB Annual Meeting & Conference Agenda and Pre-Conference Schedule

September 11-13, 2014

The Vinoy Renaissance Resort & Golf Club, St. Petersburg, Florida

All sessions will be held in the Vinoy Grand Ballroom unless otherwise noted.



Wednesday, September 10: Pre-Conference

Noon – 1:00 pm Registration Open (*in the Plaza Foyer*)

Thursday, September 11: Pre-Conference

10:00 am – 4:30 pm Registration Open

Noon – 1:00 pm First-Time Attendees and AAVSB Committee Luncheon (*in Fred's Bar in the Vinoy*)

1:00 – 4:00 pm Board Member Training & Legal Seminar
Dale Atkinson, AAVSB Legal Counsel

4:00 – 4:15 pm *Break*

4:15 – 5:45 pm Administrator's Forum

6:30 – 9:30 pm Networking Event – Yacht StarShip Dinner Cruise
(Boarding will begin at the dock by the Vinoy at 6:30pm. Ship leaves the dock at 6:45pm)

Friday, September 12: Annual Meeting & Conference

7:00 – 8:30 am Registration Open

7:30 – 8:30 am Breakfast

8:30 – 9:00 am Welcome
Beckey Malphus, DVM, AAVSB President, Thomasville, GA

Welcome to Florida

Presidential Address and Introduction of the AAVSB Board of Directors
and Special Guests
Beckey Malphus, DVM, AAVSB President, Thomasville, GA

Friday, September 12 (cont'd)

9:00 – 10:30am	Delegate Assembly and CALL TO ORDER <u>AAVSB Business Session</u> Roll Call <i>Robyn Kendrick, AAVSB Secretary & Executive Director</i> Treasurer's Report <i>Frank Walker DVM, AAVSB Treasurer, New Rockford, ND</i> Nominating Committee Report, <i>Joni Edwards, DVM, Nominating Committee Chair, Lakewood, CO</i> Bylaws & Resolution Committee Report <i>Chris Runde, DVM, Bylaws & Resolution Committee Chair, Annapolis, MD</i> Proposed PAM Modifications Presentation <i>Lila Miller, DVM, PAM Task Force Chair, New York City, NY and PAM Task Force Members</i>
10:30 – 10:45 am	Break
10:45 am – 12:30pm	<u>AAVSB Program Reports</u> <i>Robyn Kendrick, AAVSB Executive Director, and Staff</i> <i>Jose Sosa, DVM, PAVE Committee Chair, Trujillo Alto, PR</i> <i>Richard Flora, DVM, VTNE Committee Chair, St. Petersburg, FL</i> <i>Emilio DeBess, DVM, MPVM, RACE Committee Chair, Portland, OR</i>
12:30 – 1:30 pm	Lunch (<i>on the Mezzanine Terrace</i>)
1:30 – 2:00 pm	NAVLE Report from the AAVSB's NBVME Representatives
2:00 – 3:00 pm	Anesthesia-Free Teeth Cleanings (AFTC) Panel <i>Moderated by Sue Geranen, former Exec. Director of California Veterinary Medical Board. Other panelists TBD.</i>
3:00 – 3:15 pm	Break
3:15 – 4:15 pm	Sunset Review and Legislative Analysis <i>Jacqueline Arcelin, Program Director, Colorado Department of Regulatory Agencies, Division of Professions and Occupations, Healthcare Branch, Denver, CO</i>
4:15 pm	RECESS

Saturday, September 13

7:00 – 8:00 am	Breakfast
8:00 – 10:00 am	Delegate Assembly and CALL TO ORDER <u>AAVSB Business Session</u> Roll Call - <i>Robyn Kendrick, AAVSB Secretary & Executive Director</i> Election Proposed Bylaws Amendments Discussion and Vote Proposed PAM Modifications Discussion and Vote
10:00 – 10:15 am	Break
10:15 – 11:45 am	How Competent Are We at Assessing Competency? <i>Zubin Austin, BScPhm, MBA, MSc, PhD, Professor, Leslie Dan Faculty of Pharmacy, University of Toronto.</i>
11:45 am – 12:45 pm	Lunch (<i>on the Mezzanine Terrace</i>)
12:45 – 1:45 pm	Depression and Suicide Among Veterinarians <i>Trisha Dowling, DVM, MSc, DACVIM (LAIM) & DACVCP, Professor, Veterinary Clinical Pharmacology, and Co-Director, Canadian gFARAD, Western College of Veterinary Medicine, Saskatoon, Saskatchewan</i>
1:45 – 2:00 pm	Break
2:00 – 3:15 pm	Top Legal Cases <i>Dale Atkinson, JD, AAVSB Legal Counsel</i>
3:15 – 3:30 pm	Open Forum
3:30 – 3:45 pm	Installation of Officers & Passing the Gavel
3:45 pm	ADJOURNMENT
3:45 – 4:30 pm	Closing Networking Reception (<i>on the Mezzanine Terrace</i>)



AAVSB 2014 Meeting and Conference Registration Form
(Please submit only one form per registrant.)
GENERAL REGISTRATION

September 11-13, 2014
 St. Petersburg, Florida
 The Vinoy Renaissance St Petersburg Resort & Golf Club

Submit your completed registration form to:
AAVSB Phone: 1-877-698-8482/1-816-931-1504
 380 W. 22nd St., Ste. 101 Fax: 1-816-931-1604
 Kansas City, MO 64108 annualmeeting@aavsb.org

*Please see the other side of this form for information on the Delegate Funding Program and hotel arrangements.

Attendee Information

First Name: _____

Last Name: _____

Title: _____

Badge Name: _____

Board/Agency: _____

BOD/Committee: _____

Are you your jurisdiction's voting Delegate?

- Yes No

Are you your jurisdiction's alternate Delegate?

- Yes No

Are you requesting to be the Funded Delegate?*

- Yes No

Address: _____

Address: _____

City: _____

State/Province: _____

Zip/Mail Code: _____

- Home Address Work Address

Phone: _____

E-Mail Address: _____

Is this the first time you have attended our conference?

- Yes No

Travel Dates

Arrival Date: _____

Departure Date: _____

Registration Fees — DEADLINE IS AUGUST 10, 2014

EARLY BIRD FEES: THROUGH JULY 31, 2014

- AAVSB Member (1st & 2nd registrants): \$375.00 per person
- AAVSB Member (3rd, 4th, etc., registrants): \$250.00 per person
- Non-Member: \$425.00 per person
- One Day: \$150.00 per person
- Funded Delegate: Fee waived
- AAVSB Board or Committee Member: Fee waived

FEES FROM: AUGUST 1 — AUGUST 10, 2014

- AAVSB Member: \$425.00 per person
- Non-Member: \$500.00 per person

NETWORKING EVENT

Dinner cruise on Yacht Starship (6:30—9:30 pm on September 11)

- Conference Attendee: No fee
- Guest(s): \$45.00 per person

GUEST NAME(S):

TOTAL DUE: _____

Method of Payment

- Check (Payable to AAVSB)
- Credit Card (MasterCard, Visa, American Express)

Card Number: _____

Security Code: _____

Exp. Date: _____

Cardholder Name: _____

Billing Address: _____

City/State/Zip: _____

- Please Invoice (AAVSB Tax ID#: 22-2390391)

SUBMIT INVOICE TO:

AAVSB 2014 Meeting and Conference — Registration Information **St. Petersburg, Florida — September 11-13, 2014**

Please submit one form for EACH participant registering for the meeting and conference. Completed forms may be e-mailed to annualmeeting@aavsb.org, faxed to 1-816-931-1604 or mailed to: AAVSB, 380 W. 22nd St., Suite 101, Kansas City, MO 64108.

Delegate Funding Program

The AAVSB's Delegate Funding Program provides funding for one Voting Delegate from each Member Board to attend the Annual Meeting and Conference. Funding includes meeting registration fees, hotel (**up to three nights**) and reasonable ground transportation expenses. Delegates will be verified and contacted with further instructions on hotel and travel policies and procedures. Please note, funded Delegates must utilize AAVSB's designated travel agent to arrange air transportation. **Fees for additional room nights are at the Delegate's own expense.**

If you are a Voting Delegate who is requesting to be your jurisdiction's Funded Delegate, check "YES" to both the Voting Delegate and the Funded Delegate questions on the other side of this form. If you are a Voting Delegate and your expenses are being paid by another method, check "YES" to indicate that you are your jurisdiction's Voting Delegate and "NO" to indicate that you are not requesting to be the Funded Delegate .

Voting Delegates and Alternate Delegates

Per the AAVSB bylaws, a voting Delegate is a current member or affiliate member of a Member Board designated by the Member Board as its Delegate to the AAVSB Delegate Assembly. An Alternate Delegate is a current member or affiliate member of a Member Board designated by the Member Board as its Alternate Delegate to the AAVSB Delegate Assembly. The Alternate Delegate can act on the Member Board's behalf in the event of the absence of the Delegate and under policies established by the Board of Directors.

A Member Board is entitled to be represented by a single vote on each issue put to a vote before the Delegate Assembly. Member Boards shall vest the right to vote in their Delegates and Alternate Delegates. Voting by proxy is prohibited. Delegates, Alternate Delegates, all members and employees of Member Boards, Associate Members, Affiliate Members, and all members of Association committees shall have the privilege of the floor at all Delegate Assembly meetings. Only seated Delegates and seated Alternate Delegates are eligible to make and second motions and to vote on matters put forth to the Delegate Assembly.

Hotel Reservations

The meeting and conference will be held at The Vinoy Renaissance St Petersburg Resort & Golf Club. AAVSB has reserved a block of sleeping rooms at a per night rate of \$169.00 (plus tax). All rooms have complimentary internet access. **You are responsible for making your own hotel reservations and the cut-off date to receive the special room rate is August 19, 2014.** A credit card will be required to hold the reservation.

To make hotel reservations, call Reservations Toll Free: 1-888-789-3090/Reservations Local Phone: 1-888-303-4430 or visit https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10801413.

Transportation to and from the Hotel

The Vinoy Renaissance St Petersburg Resort & Golf Club (501 5th Avenue NE, St. Petersburg, FL 33701/1-888-303-4430) is approximately 12 miles from the St. Petersburg-Clearwater International Airport (PIE). The hotel does not offer airport shuttle service. A number of ground transportation options are available, including taxis and a Super Shuttle. **The AAVSB has made arrangements with Super Shuttle for customers to receive a discount on fares.** Please visit <http://www.supershuttle.com/default.aspx?GC=KZRJ5>. Visit <http://www.fly2pie.com/ground-transportation/taxis-shuttles> for additional information on ground transportation.

ADA Accessibility and Accommodations

Please let us know if you have any special needs or questions by contacting us at annualmeeting@aavsb.org or calling 1-877-698-8482.

Cancellation Policy

Please notify the AAVSB in writing if you wish to designate a substitute registrant. **Registration cancellations must be made in writing prior to August 10, 2014.** The conference registration fee will be refunded, less a \$25.00 processing fee. **No refunds will be issued for cancellations received after August 10, 2014.**

Thank you for your registration ! We look forward to seeing you in September!



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.

Adopted by the AAVSB BoD; 02/16/2011

Revised by the AAVSB BoD; 01/19/2013

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.