Epidemiology Specialty Meeting Minutes
3 June 2019
7:30pm Eastern

Invitees: Drs. Kimberly Orr (President), Tom Doker (Secretary), Tom Berg (Executive Vice President-EVP), Christa Hale (Continuing Education/Nominations Committees Chair), Benjamin Newcomer (Credentials Committee Chair), and Kathy Orloski (Examinations Committee Chair)

1. Old Business
   a. Approval of September Minutes (Dr. Orr): Approved via email. INFO
   b. Transition to New Website (Dr. Berg):
      i. Epidemiology Specialty Group Area: Location for Epi Specialty minutes and documents. Discussion about placing exam questions in a secure area to help maintain continuity for the Exam Committee. Dr. Berg will work with committee chairs to accomplish posting of pertinent committee documentation. OPEN (Dr. Berg and Committee Chairs)
      ii. Active member Count: 53 active members. INFO
      iii. Exam Applications: Once ACVPM exam process is completed, Dr. Berg will plan to organize the Epi Specialty’s process in the same manner. All related documents will be located in one area. INFO
   c. Vote for Specialty President (Dr. Hale): One candidate (Dr. Sarah Hamer), awaiting bio. Discussion of how to disseminate the vote. ACVPM College voting occurring through website. Want to make sure reach all current Epi Specialty members. Dr. Berg will configure the website to manage the vote. Further discussion on maintaining continuity. Dr. Doker suggested nominating a President-Elect. The challenge is maintaining a robust leadership with a relatively small number of members. Dr. Orr said she would be willing to stay on as Past-Chair. Either option would help maintain Epi Specialty leadership continuity. Another suggested option was to move elections up to December to allow for a 6-month period of having a President-Elect too (would require change to bylaws). Dr. Berg to investigate using website for Epi Specialty voting. Regardless, will plan to distribute vote this week. OPEN (Drs. Berg and Hale)

2. New Business
   a. State of the College (Drs. Orr, Berg, and Doker): Currently have a robust Executive Board (EB) leadership team with multiple, long meetings occurring. Team has identified and are addressing multiple long-term issues. The rapid growth of the College overwhelmed our resources and the College had to upgrade its website to handle the challenge. The membership database was not accurate and many members did not have documentation of paid dues. Dr. Berg and the EB have worked diligently to clean the database and to give delinquent members a one-time chance to renew, move to Emeritus status if they qualify, or to resign. Plan to see membership numbers dramatically decrease this year as the College updates the database. INFO
   b. Ad Hoc Finance Committee (AHFC) (Dr. Doker):
      i. New Committee: Bylaws up for vote to make Finance Committee an ACVPM standing committee. Specialty President is voting member. Minutes posted for general membership access under minutes and reports. Prior accountant failed
to submit last 3 years of ACVPM tax forms to the IRS. The IRS revoked the College’s non-profit status. New certified accountant corrected the forms, submitted them to the IRS, asked for reinstatement, and detailed steps ACVPM would use to prevent future lapses. One of the recommendations was to initiate a Finance Committee to assist the Treasurer and the EVP providing oversight and guidance. INFO

ii. Budgeting Process: One of the goals for the AHFC is to draft an ACVPM budget to guide tracking of expenses and to provide financial data required for future decisions. The financial report and budget will contain Epi Specialty categories. The Specialty generates revenues from dues and exam fees. Specialty expenses include supporting a separate meeting at the annual ACVPM meeting and those associated with testing new members (exams and certificates). Goal is to generate financial data for the Specialty to inform its budget. Dr. Orr asked all Specialty Committee Chairs to provide any past or planned expenses to Dr. Doker. INFO

iii. Financial Report Categories:  
https://docs.google.com/document/d/1fIgCgt7QubbxiqNDjeuv_fYdHavLwSxZaHKPAYseFvA/edit
Latest draft of proposed financial categories available at link. If need additional Epi Specialty categories, contact Dr. Doker. INFO

iv. Travel Voucher:  
https://docs.google.com/document/d/1gu2qAI9LWrBUK7Asg_U4OFw0NiBWviiJxjcxzWQmu-A/edit
Latest draft of proposed ACVPM travel policy attached. Dr. Berg previewed online forms located on the website with attendees. If budget can support, can consider travel support for Epi Specialty Chairs to attend annual meeting. AVMA is expensive to maintain membership and attend meetings, especially for those without additional support. INFO

c. Strategic Planning Committee (Drs. Berg and Doker): This ACVPM standing committee is meeting 17-18 June. ACVPM hired a professional facilitator. Facilitator sent out surveys and contacted each member by phone. Collecting data on what is working, what is not working, and what ACVPM would like to look like in 5 years. Drs. Orr and Doker completed surveys and Dr. Doker is attending. Dr. Doker will represent Epi Specialty interests so Chairs are encouraged to send ideas to him prior to the meeting. INFO

d. Annual Meeting at AVMA (Dr. Orr):  
i. Planned Attendance: Drs. Orr, Doker, Hale (travel schedule tight but will try to make Epi Specialty meeting), and Berg. Drs. Newcomer and Orloski encouraged attending via webinar since unable to attend. All membership also invited to attend in person or via webinar. INFO

ii. ACVPM Booth: New brochure at booth will contain a section relating to the Epi Specialty. Members are encouraged to staff the booth and answer questions relating to the specialty. INFO

e. Committee Check-in (Dr. Orr, Committee Chairs):
i. **Nominations Committee (Dr. Hale):** Drs. Katherine Feldman (next Chair) and Hamer (Epi Specialty President Candidate). INFO

ii. **Continuing Education (CE) Committee (Dr. Hale):** Drs. Kimberly Woodruff (next Chair) and David Smith. Updating SOPs. Meeting scheduled for this Friday and will plan to finalize SOPs. Discussion of merging College and Epi Specialty CE committees. Dr. Hale joins College CE meetings now but the committee only recognizes her as an optional member. Better would be an official merging of the two committees with the Epi members as full members documented in the committee SOPs. Dr. Hale to discuss benefits and challenges associated with merging of CE committees with her committee and will report back to the Executive Committee. OPEN (Dr. Hale)

iii. **Credentials Committee (Dr. Newcomer):** Dr. Kady Burkman (next Chair but not confirmed). INFO

iv. **Examinations Committee (Dr. Orloski):** Drs. Sabine Mann (next Chair) and Cooper Brookshire. INFO

v. **SOPS (Dr. Orr):** Due 1 July this year and by 1 June in future years (to synchronize with College requirements. INFO

vi. **Committee Membership Recruitment (Dr. Orr and Committee Chairs):** All committees need to recruit new members for next year. Discussion of best way to get members. Dr. Orr has posted openings in the College newsletter. Recommended personal email from Dr. Orr to membership describing openings and time requirements. Dr. Orr will draft email with input from chairs. OPEN (Dr. Orr and Committee Chairs)

vii. **Committee Meeting Support Requirements (Dr. Orr):** College webinar service available for committee meetings, if needed. INFO

f. **Proposed Specialty Timeline (Dr. Orr) (INFO):**

   i. Quarterly meetings of President, Secretary, and Committee Chairs (Specialty Executive Board).

   ii. Committees meet as needed – Dr. Orr requested short reports to President and Secretary after each committee meeting.

   iii. Annual Meeting at AVMA Conference (or wherever scheduled).

   iv. Committee reports to President and Secretary 1 July 2019 and then by 1 June starting in 2020.

   v. Specialty report to College – due 1 September to EB 1 (November to ABVS)

3. **Adjournment at 8:57pm Eastern**