

## MINUTES OF THE 2008 WDA COUNCIL MEETING

### **DRAFT MINUTES OF THE 2008 WILDLIFE DISEASE ASSOCIATION COUNCIL MEETING**

**3 August 2008**

The annual Wildlife Disease Association (WDA) Council meeting was held in conjunction with the annual Association conference at the Lister Centre, University of Alberta, Edmonton, Canada. The Council meeting was called to order by President C. van Riper III at 1:10 p.m. Council members in attendance were L. Creekmore, M. Wild, C. Meteyer, S. Wright, D. Stallknecht, J. Powers, M. Uhart, B. Elkin, S. Gibbs, D. Gavier-Widén, Pam Whiteley, Jonathan Sleeman, and executive manager E. Addison. Guest attendees included C. Gillin, M. Drew, L. Baeten, D. Joly, T. Deliberto, S. Samuelson, D. Goeldner, M. Samuel, E. Greiner, E. Garde, T. Yuill, L. Measures, T. Creekmore, P. Nol, and J. Mills.

#### **Introductory remarks**

C. van Riper welcomed Council members and guests. He expressed great appreciation for the volunteer efforts of Council, Editorial Board, and committees. C. van Riper called upon D. Stallknecht to present Certificates of Appreciation to *Journal of Wildlife Diseases* Assistant Editors. C. van Riper then presented certificates to committee chairs and to council members-at-large who are rotating off this year.

#### **Treasurer's report and budget review**

C. Meteyer thanked the members of the Budget and Audit Committee and 2006 Audit Committee. She reported assets held at Jacobson and Schmitt Advisors (JSA) as of 31 May 2008 valued at \$1,069,874.35 which includes \$100,000 transferred in 2008 from positive cash flow in the WDA checking account at Douglas County Bank Lawrence, Kansas, USA. Total investment revenue for the first 5 months of 2008 was \$13,258.34. Funds in the WDA checking account at Douglas County Bank at the end of May 2008 were \$104,668.16. Balance of cause-specific funds as of 31 December 2007 were \$35,244.74, \$55,023.08 and \$40,968.34 for the Carlton M. Herman Founder's Fund, Thorne-Williams Memorial Fund and Student Activities Fund, respectively. Net revenue from the 2007 conference in Estes Park, Co was \$42,888.83 with the auction raising an additional \$27,235 for the Thorne-Williams Memorial Fund. In April 2008, Council voted to redistribute a portion of proceeds from the 2007 WDA conference with an additional \$15,000 to the Thorne-Williams Fund and an additional \$13,000 to the Student Activities Fund. The Thorne-Williams Fund is a joint WDA and American Association of Wildlife Veterinarians (AAWV) fund and its assets are controlled by a joint committee of the WDA and AAWV.

As of 31 December 2007, total assets held within the investment account at JSA were \$956,616.01. Highly successful cumulative investing over past years and sale of numerous assets at JSA in 2007 led to an unprecedented realized gain of \$86,538 and total investment revenue of \$113,866 (unrealized gains not included). Funds in the WDA checking account at Douglas County Bank at the end of 2007 were \$132,430.16.

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Highlights of the 2007 year end financial reports included total expenditures of nearly \$280,000 of which about \$120,000 (66%) were to fund five issues of JWD.

- **Motion (Wright, Creekmore):** That the interim 2008 financial report with total current assets of \$1,174,542.40 as of May 31, 2008 be accepted as presented. *Passed unanimously.*
- **Motion (Meteyer/Gavier-Widén):** That the 2007 year end financial report for the WDA as provided by Mize Hauser and Company and including total revenue of \$501,650, total expenses of \$279,765, net revenue of \$221,885 and total current assets of \$1,127,856.11 as of 31 December 2007 be accepted. *Passed unanimously.*

C. Meteyer concluded with an overview of activities during her tenure as treasurer. From 2005-2008 total assets increased from about \$802,000 to over \$1,100,000, annual membership reimbursements to WDA sections was initiated, reconciliation of WDA cause-specific funds was completed, a WDA investment strategy was established, WDA assets were consolidated in JSA investment, and audit of WDA business practices was completed.

### Officers' reports

#### President's Report

C. van Riper welcomed Council members and other attendees. He noted that Council had been busy during the year, including two conference calls, and the agenda for this meeting was full. In 2009, he plans to devote more time to the meeting and asked that Council planned to meet on Sunday afternoon as well as for several hours on Saturday or early in the week.

#### Vice-President's Report

L. Creekmore reserved comments for the Time and Place Committee Report.

#### Secretary's Report

M. Wild reported that minutes prepared from the 2007 Council meeting were published in the January 2008 issue of the *Journal of Wildlife Diseases*. Minutes from Council conference calls held on 28 November 2007 and 29 April 2008 were prepared and approved by Council. Since the last Council meeting held in Estes Park, Colorado, the following motions have been approved by Council either during conference calls or through electronic voting:

- **Motion (Wright/Nol):** That the WDA agree to publish a supplement arising from papers presented at the symposium on "Ecology and Management of Wildlife Diseases" in York, England, 12-16 November 2007 and agrees to cover expenses

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- up to \$10,000 if necessary for any publication cost overruns. *Passed unanimously.*
- **Motion (Gaydos/Wild):** The WDA Council allocate \$6000 for the reservation of space at Semiahmoo Resort in Blaine, Washington for the 2009 WDA meeting August 1-8<sup>th</sup>. *Passed unanimously.*
  - **Motion (Work/Gavier-Widén):** That the minutes of the 2007 WDA Council meeting and business meeting be accepted by Council. *Passed unanimously.*
  - **Motion (Wild/Howerth):** That Bridget Schuler be asked to fill the position as website editor for the Wildlife Disease Association and Damien Joly be asked to serve as her assistant editor. *Passed unanimously.*
  - **Motion (Wild/Meteyer):** That WDA Council recognize an error made in a motion (Nol/Gaydos) on "cause specific funds" and published in the Minutes of the 2006 Wildlife Disease Association Council Meeting (JWD 43: 161). The correct account balances were \$11,710 in the Thorne-Williams Fund and \$27,350.54 in the Carlton Herman Fund. *Passed unanimously.*
  - **Motion (Howerth/Sleeman):** That the WDA offer to pay the travel expenses for recipients of the Distinguished Service Award and the Emeritus Award to attend the annual meeting at which they are to receive their awards. *Passed unanimously.*
  - **Motion (Work/Ågren):** That the *ad hoc* "JWD Online Publishing Committee" be terminated. *Passed unanimously.*
  - **Motion (Gavier-Widén/Nol):** That an *ad hoc* Auction Committee be formed to assist the local organizing committee in organizing and running the annual fundraising auction. *Passed unanimously.*
  - **Motion (Gibbs/Howerth):** That the *ad hoc* "Fund Raising and New Fund Committee" be renamed the Endowment and New Fund Committee. *Passed unanimously.*
  - **Motion (Gavier-Widén/Howerth):** Commit the item on geographic section membership to the Sections Committee. *Passed unanimously.*
  - **Motion (Work/Creekmore):** That the WDA purchase event liability insurance for the 2008 annual conference. *Passed unanimously.*
  - **Motion (Meteyer/Work):** That the draft 2008 budget as presented to Council and with a projected deficit of \$22,150 be accepted. *Passed unanimously.*
  - **Motion (Wild/Work):** Commit the motion regarding 2007 conference proceeds to the Thorne-Williams Memorial Award Fund Committee for further analysis and a recommendation to Council. *Passed unanimously.*
  - **Motion (Gavier-Widén/Sleeman):** That the WDA approve an additional \$4000 to the \$6000 already approved for pre-meeting expenses for the 2009 WDA conference. *Passed unanimously.*
  - **Motion (Gibbs/Sleeman):** That the American Association of Wildlife Veterinarians and the Canadian Association of Zoo and Wildlife Veterinarians be invited to hold joint meetings with the 2008 Wildlife Disease Association meeting in Edmonton. *Passed unanimously.*
  - **Motion (Sleeman/Meteyer):** That donors of items at the 2008 WDA auction be allowed to designate that proceeds arising from sale of their donations be turned

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- over to the American Association of Wildlife Veterinarians for student activities. *Passed.*
- **Motion (Nol/Wild):** That Jenny Powers be appointed WDA *Newsletter* Editor. *Passed unanimously.*
  - **Motion (Wright/Wild):** That Council appoint Gary Wobeser to serve as a trustee of the Carlton M. Herman Founder's Fund of the Wildlife Disease Association. *Passed unanimously.*
  - **Motion (Wright/Schuler):** Approve minutes of the 28 November 2007 WDA Council conference call. *Passed unanimously.*
  - **Motion (Wright/Wild):** That the Wildlife Disease Association contribute \$15,000 to complete the endowment of the Tom Thorne and Beth Williams Award Fund. *Passed unanimously.*
  - **Motion (Gavier-Widén/Meteyer):** That up to \$5000 be approved for software and services to redesign the WDA website and to purchase software for the development and maintenance of both the WDA website and WDA *Newsletter*. *Passed unanimously.*
  - **Motion (Uhart/Sleeman):** That, for 2009, there be no increase in fees for associate members and for those regular members, student members and institutional subscribers receiving a paper copy of the *Journal of Wildlife Diseases*. *Passed unanimously.*
  - **Motion (Wright/Creekmore):** That, for 2009, there be membership and subscription options for electronic only distribution of the *Journal of Wildlife Diseases* (JWD) and that electronic only JWD student and regular memberships be \$35 and \$85 respectively. Similarly, for those institutional subscribers wishing the JWD only in electronic form, Tier 1, 2, 3 and 4 fees for 2009 be \$250, \$260, \$280 and \$320 respectively. *Passed unanimously.*
  - **Motion (Wright/Ågren):** That the Wildlife Disease Association establish an *ad hoc* committee to explore the possibility of a *Wildlife Disease Monograph Series*. *Passed unanimously.*
  - **Motion (Wild/Wright):** That \$13,000 of the proceeds from the 2007 WDA conference go to the Student Activities fund. *Passed unanimously.*
  - **Motion (Stallnecht/ Howerth):** That Dr. James Mills be appointed the incoming editor of the *Journal of Wildlife Diseases*, that his term commence 1 January 2009 and that the roles of both the editor and editorial assistant will be defined through contracts as consultants to the Wildlife Disease Association. *Passed unanimously.*
  - **Motion (Stallnecht/Howerth):** That \$6100 be approved between the 2008 and 2009 budget years for establishing the business office of the incoming editor of the *Journal of Wildlife Diseases* and that for the 2009 budget year up to \$25,000 be approved for remuneration to the new editor, up to \$20,000 be approved as remuneration for an editorial assistant for the editorial office of the incoming editor and that \$1,000 be approved for annual business office supplies and services for the office of the incoming editor. *Passed.*
  - **Motion (Wright/Wild):** That the minutes of the 29 April 2008 WDA Council conference call be accepted. *Passed unanimously.*

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### *Journal* Editors' Report

D. Stallknecht provided the Editors' report for himself and co-editor E. Howerth. He noted that the Editorial Board met earlier in the day in a productive meeting. The four issues of the *Journal of Wildlife Diseases* published in 2007 (vol.43) included 54 full length manuscripts, 48 short communications, 11 book reviews, minutes for the 2007 council and business meetings, author index, and subject index. This volume included 820 pages; while the number of pages was lower than normal (page numbers have ranged from 830 to 932 from 2003-2006) the general composition was similar to 2006. An "Avian Influenza" supplement was also published in July 2007 and contained 14 additional manuscripts (an additional 76 pages). During the last year (between 1 July 2007 and 30 June 2008) the *Journal* has received over 265 manuscripts from more than 40 countries.

The January 2008 (Vol. 44 [1]) issue included 14 full manuscripts, 11 short communications, and 3 book reviews. The April issue (44[2]) included 19 full manuscripts and 17 short communications. The July issue (44[3]) will be mailed on August 14th and includes 15 full manuscripts, 19 short communications, and 3 book reviews. Manuscripts for the October (44[4]) issue are in the proof stage and the issue is on schedule. The 2008 volume will include 66 full manuscripts and 59 short communications for a total of 125 manuscripts (the largest volume ever). The page count is up and the editors anticipate just under 1,000 total pages. For perspective, 120 manuscripts with 932 pages were published in 2003 (Vol 39).

Currently all manuscript submissions are online for review. During Fall 2007, all authors with pending manuscripts that were originally submitted in paper were notified that if revisions were not received within 6 months, the manuscript would not be further considered. At present there are no remaining paper files; this will greatly aid in the transition process with the new editor.

### Newsletter and Website Editors' Report

J. Powers provided the Newsletter (formerly the Supplement) editor's report and the website editor's report for B. Schuler. Submissions for the Newsletter and website are welcome. The Newsletter is now available in electronic format. Last year the WDA website received about 20,000 hits. The website is being revamped and updated. It will include a link to the Nordic Section and archive slides from Beth Williams and Tom Thorne.

### Executive Manager's Report

E. Addison submitted a written report. In summary, he reported that he has been assisting Council members, adding continuity to council function and management of electronic form of the *Journal*, pursuing truant authors, and making personal contacts with membership. He plans to begin work soon on WDA archives. The last report of the

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Archive Committee was in 1995 and there is a need to revive the committee to help put today in context with the past and future.

### **Committee reports**

#### Awards Committee

The Awards Committee nominated candidates, and Council voted to present, the Distinguished Service and Emeritus Awards this year. Council recognized the support of Craft Trophy in Fort Collins, Colorado, for providing the awards for many years.

#### 2006 Audit Committee

Tom Yuill presented the report for the Audit Committee. He acknowledged work of committee members and also E. Addison and C. Meteyer. The charge given to the committee at the annual conference in August, 2007 was to:

1. Review financial system and identify where potential abuses could occur.
2. Assess whether or not financial actions in 2006 were consistent with the directions from Council, keeping in mind that no more than \$400 can be spent without approval of Council.
3. Review deposit and disbursement records and select a sample for confirmation by invoices or deposit records.
4. Identify other financial questions and issues that may arise during the audit.

#### Financial system review

The general financial operational procedures described in items 7 and 8 of the 4 October 2004 Independent Accountant's Report by Mize, Hauser & Company are still being followed. The committee considers them to be adequate.

*Geographic section funding:* Each year, a Council-approved sum is wire-transferred to the Treasurer of each geographic section that has a Treasurer who is a member of the WDA. The use of these funds is not specified by either the Council or by the sections as a budget, nor is a summary of how these funds are spent provided to the WDA Treasurer. This presents two risks to the Association: (1) the funds could be spent inappropriately, and (2) should the WDA be audited by the US Internal Revenue Service (IRS), the expenditures could be challenged and the Association's tax-exempt non-profit (501(c) 3) status could be challenged.

- **Motion (Sleeman/Gavier-Widén):** Each geographic section be required to present a budget before the funds allocated to the section be released. Each section should present a summary of how these funds were spent within 90 days of the close of the fiscal (calendar) year. Each section should retain invoices and receipts as supporting documentation of expenditures of the allocated funds for seven years, as required by the United States IRS. *Passed unanimously.*

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Section representatives communicated that this is acceptable. Electronic filing of receipts may help logistically achieve these recommendations.

*Credit cards:* There is a risk that WDA credit cards issued to the Treasurer, Executive Manager and Journal Editor(s) could be used for personal purchases. Oversight of the Editor's and executive manager's credit card purchases is provided by Treasurer review. However, the Treasurer's expenditures are not reviewed by anyone. There is the risk of abuse and also untrue accusation of abuse by others, from which the Treasurer should be protected.

- **Motion (Whiteley/Powers):** That the Treasurer send copies of his/her credit card bills to the executive manager for approval prior to making payment. *Passed unanimously.*

The credit card situation is further complicated by the requirement that the Treasurer assume personal liability for use of all cards issued, including those of the executive manager and Editors. Future Treasurers may not be willing to assume that liability, so no credit cards would be issued to anyone. The current executive manager decided that he did not need a credit card and destroyed it.

*Over-billing by executive manager:* The executive manager billing for more work than was done would require review during an internal or external audit and by an annual (or more frequent) review of executive manager performance by Council and by the WDA officers.

- **Motion (Stallknecht/Whiteley):** The Council and officers, or a subset thereof, review annually executive manager's performance. This is a sound management practice not only for fiscal oversight, but for identifying tasks, expectations and their completion and achievement. This avoids a mismatch of expectations and performance and helps to identify problems when they are small and more easily solved. *Passed unanimously.*

S. Wright reported that the ad hoc executive manager review committee has come up with very similar recommendation. It will be a broader approach to interact with consultants and will likely be presented to Council this fall.

*Inappropriate billing by the Treasurer and Editors:* Submission of invoices for payment for personal, rather than Association expenses is a risk that is minor for the Editors, whose invoices are reviewed by the Treasurer. Treasurer expenses are only reviewed by internal or external audits. The committee considers this risk to be small and no recommendations are offered.

Budgeted income and expenditures versus actual transactions for 2006

The committee found no unaccounted for or unexplained discrepancies between the budgeted and actual figures for 2006. Council actions were reviewed and determined to have been carried out. However, the requirement for Council approval of expenditures

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that exceed by \$400 or more over the budgeted item appears to be cumbersome for a relatively small amount. The Council may wish to consider a two-tiered system, with executive manager, Treasurer and President approval for smaller amounts, such as \$400 - \$999, and full Council review and approval for sums over \$1,000.

A motion (Powers/Wright) was made that an upper limit of total expenses should be approved by Council and that the executive manager and treasurer be provided the authority to approve a total expense of \$1000 above the approved budget without returning to Council for consideration of a revised budget. A friendly amendment was made to the motion.

- **Motion (Creekmore/Gibbs):** That the WDA executive manager, treasurer, and president be provided the authority to approve expenditure of up to \$1000 above the approved budget without returning to Council. *Passed unanimously.*

Council agreed that this motion will allow quick response to financial needs but still maintain accountability for large expenditures.

### Deposits and disbursements

Invoices were provided as a spot-check against disbursements made. Every expenditure was supported by documentation.

### Other financial questions and issues

Annual and international conference finance has been complicated. Although expenses vary from place to place, there are some common expenses that can be anticipated. There needs to be an efficient mechanism to transfer experience from one local organizing committee to the next. In other instances, advance funding may be required. The Treasurer and Council need the best possible information about conference budgets so that anticipated income and expenses can be incorporated into the overall Association budget. Also, with a prior approval process, Council, officers and executive manager will be aware of potential impacts if the conference will be unusually expensive and likely to discourage attendance because of cost.

The committee made a recommendation that the local organizing committee provide Council with a provisional budget, identifying up-front expenses that may be required. The executive manager and officers should review the budget before it is presented to Council. In some situations, the provisional budget may need to be prepared two years in advance when up-front funding is required at that time. An overall upper limit of total expenses should be approved by Council. Because deviations from the provisional budget can be expected, a responsive mechanism needs to be put into place for approval of changes that do not involve the cumbersome process of contacting each member of Council as long as the upper limit approved by Council is not exceeded. The executive manager and Treasurer could take this approval responsibility and a limit higher than the usual \$400 should be established without having to get Council approval. A \$1,000 limit for executive manager and Treasurer approval authority is recommended. Contracts to reserve the conference venue may be required. WDA bylaws state that only the President

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or Treasurer are authorized to sign contracts for the Association. However, we recommend that the Council delegate contractual authority for meeting contracts to the executive manager, with a copy provided to the Treasurer.

A motion was made (Wild/Uhart) that the local conference organizing committee provide Council with a provisional budget for future meetings, that the executive manager and officers review the budget before it is presented to Council, and that an upper limit of total expenses should be approved by Council. A friendly amendment was made to the motion.

- **Motion (Wild/Wright):** That the local conference organizing committees of future conferences provide Council with a provisional budget, that the executive manager and officers review the budget before it is presented to Council, that an upper limit of total expenses should be approved by Council, and that a close-out budget be presented to Council in a timely manner following the conference. *Passed unanimously.*

Some council members argued that if the local organizing committee is not asking for funds, then submission of a budget is not necessary. However, because ultimately it is the organization that is financially responsible, a decision was made that the budget should be required. The addition of a close-out budget while often provided has not previously been required and will be a beneficial addition.

- **Motion (Meteyer/Uhart):** That although WDA bylaws state that only the President or Treasurer are authorized to sign contracts for the Association, the Council delegates contractual authority for meeting contracts to the executive manager with a copy provided to the Treasurer. *Passed unanimously.*

The committee also recommended that the mechanism for transfer of information and experience regarding conference planning and finances needs to be improved. The “Zarnke Guidelines” should be updated and amended after each annual conference and passed along to the next local committee. Inclusion of the previous local chairperson in the next local committee, at least in a consulting role, should be considered. There may be a role for the Time and Place Committee in maintaining institutional memory. If so, the Council, officers and executive manager should identify what that role is and make it part of the committee’s annual charge.

A motion was made (Creekmore) that in order to enhance transfer of experience regarding conferences, the “Zarnke Planning Guide for Annual Conferences” be updated and amended after each annual meeting and passed along to the next local committee, that the previous local chairperson be a member of the next local committee at least in a consulting role and that the Council, officers and executive manager identify what additional role the Time and Place Committee could provide with respect to institutional memory and make it part of the committee’s annual charge. The motion was not seconded but instead was referred to the Time and Place Committee.

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*Funds held as liquid reserve.* The amount of funds to be held as a liquid reserve requires reevaluation. Current Council instructions call for money market funds to not exceed \$50,000 and a checking account balance of no more than \$75,000 - \$100,000 be maintained. The Association's current investment managers are generally using 15% of the total under management as the upper limit for money market funds. However, when markets are uncertain, good financial management may dictate a reduction of investment in equities, bonds or mutual funds, which will result in an increase in money market funds in the investment portfolio.

A recommendation was made that the Council and the Treasurer review current policy and practice, and decide on an upper limit of the checking account balances to be held in reserve with the intent that the amount should be sufficient to cover expected monthly expenditures with a reasonable reserve for unanticipated costs. Sums above that upper limit should be transferred into the investment portfolio, as is the current practice or into certificates of deposit, "laddered" to come to maturity at times when expenses will be high or income low.

- **Motion (Wild/Uhart):** Refer the recommendation regarding upper limits to be held in checking accounts made by the 2006 Audit Committee to the Budget and Audit Committee for specific recommendations on amounts prior to consideration by Council. *Passed unanimously.*
- **Motion (Sleeman/Powers):** That there should be no upper limit set on money market totals in our investment portfolio. Limits could hinder management decisions by our investment managers. *Passed unanimously.*

*Allen Marketing and Management (AMM) performance:* The AMM contract was reviewed and AMM compliance with their contract with the WDA was assessed by the executive manager and Treasurer. Compliance was deemed satisfactory. The role of the executive manager in monitoring AMM compliance is essential for the delivery of the services that we expect. The term of the contract is three years. There is no annual audit of contract performance, but constant oversight is provided by the executive manager and Treasurer.

*"Cause-specific" [restricted accounts] accounting:* The executive manager and Treasurer have worked out a formula for determining year-end balances for these three funds (Herman Founders, Thorne-Williams Memorial, Student Activities) as subsets of the overall investment portfolio. The procedure being used is satisfactory.

*Unrealized ("paper") gains (losses) on investments:* These are not gains (losses) until they are executed and should not be shown as such on the annual budget. Investment dividends and interest are appropriately shown in the annual budget, as they are actual gains.

The committee recommended that unrealized capital gains (losses) should not be part of budget except as an appendix or footnote to let the Council know how our investments

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are doing relative to previous years and to the general stock and bond markets for planning purposes. This recommendation will be incorporated into standard procedures.

Due to the large volume of material that Council must consider at the annual meeting, C. van Riper has asked next year's organizing committee to allow time for Council to meet both on the traditional Sunday and at one other time. Due to time constraints during this meeting, discussion of remaining committee reports was limited. Council members were asked to review written reports and provide comments via email. An additional recommendation was made to incorporate committee needs into conference calls and address throughout the year. This could be facilitated through the new approach of having a council member assigned to work with each committee.

### Budget and Audit Committee

C. Meteyer reported that the Audit Committee worked independently on the 2006 audit. The Budget and Audit Committee reviewed the year's budget proposals.

### Editor Search Committee

The Editor Search Committee considered candidates from January-April 2008. Jim Mills was selected as the new editor of the *Journal of Wildlife Diseases*. J. Mills provided introductory information to Council. A summary of this introduction will be included in the next *Newsletter*.

### Executive Manager Review Committee

S. Wright reported that the committee is currently in the process of discussions with E. Addison. The committee will return to Council with the report when it is complete.

### Information Committee

M. Drew reported that 1400 slides that belonged to E. Williams and T. Thorne provided to WDA needed to be organized, labeled, and titled. Much of this work has been completed by the committee, but numerous slides, particularly histology slides, remain to be labeled. A suggestion was made that WDA explore using proceeds from the Thorne-Williams Memorial Fund, but the appropriateness of this use of funds was raised. M. Drew will prepare a budget for the work. It is possible that time to do the work may be more of an issue than monetary requirements. Some WDA members, particularly pathologists, could be approached to do this work in a paid or volunteer basis.

Access to these slides could be one of the value-added benefits of WDA membership. Council will need to further discuss and define other value added member benefits, particularly in working on website revisions.

### Membership Committee

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A written report was provided. Several results and recommendations that are included in the report warrant consideration and future discussion.

### Nominations Committee

The committee gained nominations, in most cases at least two per post, for secretary, treasurer, council members-at-large, and student council member. The committee has difficulty finding experienced and willing volunteers and welcomes assistance in encouraging nominees and mentoring others to participate.

### Sections Committee

The committee provided a written report. E. Garde mentioned two particularly important topics that will need further consideration: allocation of member fees back to Sections and individual memberships in multiple Sections.

### Student Activities Committee

C. van Riper reported that the L. Reperant committee has inquired as to whether the WDA will receive grants to be applied to the Student chapter meeting. Funds would come to WDA through a contract and be wired to the chapter for a specific purpose. A mechanism appears to be in place, but a clear process needs to be institutionalized. C. van Riper will move this forward to the New Fund Committee which has previously been charged with this task. This should be seen as an opportunity to identify and pursue other grants that fit with WDA mission and needs.

### Teller Committee

M. Wild reported that the committee administered election of new officers and council members. P. Nol was elected secretary, L. Baeten treasurer, C. Johnson and Wayne Boardman council members-at-large, and T. Kelly student council member.

### Time and Place Committee

L. Creekmore reported that committee guidelines have been revised; however, additional input from this meeting will need to be included in these revisions. The committee will finalize guidelines and present them to Council on the next conference call.

C. Gillin reported that the 2009 Semiahmoo WDA conference planning is going well. The conference is set for 2-6 August 2008 and more information will be shared during a presentation to conference attendees on Monday.

M. Uhart reported that a preliminary organizing committee for the 2010 conference has been assembled but more volunteers are needed, particularly those that are bilingual. The venue will be Iguazú National Park in northeast Argentina. Airports, a range of

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hotels, and restaurants are all easily accessible but in a scenic natural area. If the conference is held late in June there will be an about 40% discount in cost. The organizing committee will present a preliminary budget to Council.

The Time and Place Committee has had initial discussions with J. Sleeman regarding hosting the 2011 conference in the U.S. mid-Atlantic area. This would be a new venue that has a good member base.

M. Artois has expressed interest to the Committee for hosting the 2012 conference in France. A motion (Creekmore/Gavier-Widén) was made to consider holding the 2012 WDA meeting in France. Some concern was raised about another non-North American venue so soon after the Argentina conference. An alternative of meeting in France in 2014 was raised and a friendly amendment made to the motion.

- **Motion (Uhart/Wild)** Consider holding the next non-North American WDA conference in France. *Passed unanimously.*

L. Creekmore and the Committee will work with M. Artois to obtain more information on the potential for a conference in France and will query membership on appropriate timing of such a conference.

### Section reports

Written reports received from Sections are available from the WDA secretary. Due to time restrictions, discussion of the reports was limited.

#### European Section

D. Gavier-Widén provided a summary of her written report. The European Section has developed a new logo. The section currently has 136 members from 20 countries. Countries are continuing to join the European Union and other countries outside “Europe” are also interested so and membership will likely grow. Additionally, visibility of the section is increasing. The next section meeting will be in Croatia, 2-5 October 2008 where a new chair will be installed.

#### Australasian Section

P. Whiteley presented a written report and added that the section has 150-180 members. She also reported that the section is interested in more links with Asia and that there is a need to continue to focus on more interaction between the sections and North American WDA. E. Addison will be attending their section meeting on 20-26 September 2008.

#### Wildlife Veterinary Section

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J. Sleeman provided a written report. He invited Council to the American Association of Wildlife Veterinarians business meeting on Tuesday and distributed a new association brochure.

### **Thorne-Williams Memorial Fund**

J. Sleeman reported that the committee has a new member, M. Miller. The award will be presented at the conference banquet.

### **Old business**

#### Longer Term Data

E. Addison presented a review of membership and subscription data. Regarding the tiered subscription system, with 1 year of data (2007) subscribers went down with the tiered system, but revenue increased. There is a long term downward trend in subscribers yet a long term increase in WDA assets. Over the last 2 years, assets in cause-specific funds are up 53%, vs. 7% for general funds. Student membership is up, but the organization loses money on student memberships. Each year brings a sizeable turnover in membership with members lost (about 200/year in 2007 and 2008) and new members added to maintain what appears as a steady membership. Since 1986, there has been a 25% decrease in number of subscribers and a 33% increase in production costs per page for the *Journal of Wildlife Diseases*. We are currently in an excellent financial position, but expenses are rising.

### **New business**

#### Managing Council Financial Actions

C. Meteyer presented a proposed long-range planning and budgeting approach using a timeline as an approach WDA could use to help meet mission and vision. In this recommended approach, the Long Term Vision Committee should provide a long term view of financial decisions and bring recommendations to Council. She recommended that between annual Council meetings, Council should act only on financially oriented initiatives that will otherwise impair the ongoing progress of the Association. This would hinge on having financial decisions for the coming year discussed and incorporated into the budget developed and passed in November – December.

#### New Contract with HighWire Press

- **Motion (Stallknecht/Creekmore):** That the WDA accept a new contract from HighWire Press for provision of services for distribution of the electronic form of the *Journal of Wildlife Diseases* with an initial increase for 2009 of 3.3% above our current rate that has not changed in more than three years. *Passed unanimously.*

## MINUTES OF THE 2008 WDA COUNCIL MEETING

It was the opinion of Council that HireWire has done an excellent job.

### Support for Wildlife Health Work in Latin America

The issue of alternatives for supporting wildlife health work in Latin America was presented to Council for discussion. The traditional Section model applied in other geographic areas has not been effective in creating WDA participation in Latin America. Simultaneous translation and travel grants for Latin American participants at the 2010 conference received support from Council. M. Uhart asked that Council keep support in mind and will specific bring motions forward on upcoming conference calls.

E. Garde suggested that in the Section Committee there has been discussion on changing the name to the International Committee that could address both the sections and other areas that are not formally in a section.

### Request for Funding—Australasian Section

The budget for the Australasian Section is in a deficit since the transition from the traditional more autonomous model. The section has been receiving some additional funding through requests to Council but may also need to explore alternative approaches, for example, charging a higher fee to meet local objectives or WDA allowing membership in multiple sections. This will require further discussion and perhaps different approaches for the different sections. A motion (Whiteley/Gibbs) was made that \$3000 be granted to the Australasian WDA section in support of the Australian Section Registry for Wildlife Health, Australian Wildlife Health Network and others section activities for 2008-2009. A friendly amendment was made to the motion.

- **Motion (Uhart/Wild):** That \$3000 be granted to the Australasian WDA section in 2008-2009 with the understanding that the Section will investigate alternative approaches to supplementing future section funding. *Passed.*

### Request for Funding—European Student Meeting

A motion was made (Whiteley/Meteyer) that the WDA contribute \$4000 to the European Section of the WDA in support of the 3<sup>rd</sup> European student workshop. A friendly amendment (Gavier/Meteyer) was made that the WDA contribute \$2000 to the European section of the WDA in support of the 3<sup>rd</sup> European student workshop and provide free student memberships for up to \$2000 from Student Activities Fund. E. Addison reported that the Association does not have a process for giving free memberships but instead must deal directly with individuals. Instead, perhaps other incentives could be provided. A concern was raised that the Association needs to prioritize spending initiatives. Others responded that past meetings have produced more student members so support of the workshop is an investment in the future.

## MINUTES OF THE 2008 WDA COUNCIL MEETING

- **Motion (Uhart/Meteyer):** That the WDA contribute \$2000 to the European section of the WDA in support of the 3<sup>rd</sup> European student workshop. *Passed unanimously.*

### President-Elect Position

C. van Riper suggested that Council consider creating a position of President-elect for a person who would assist the President for 2 years then move into the presidency.

Concern was raised that this would require an individual to make at least a 6 year commitment (president-elect, president, past president). The vice president position now has redundancy with assistance that is provided by the executive manager, e.g., helping with committees. Therefore the vice-president may have time to serve the role of assisting the president. A number of ideas were presented including one year terms, staggered terms, and more reliance on the past president. Any action would require the clear definition of roles. Next steps to address this suggestion were not identified.

### Integration of Membership and Promotions Committee

- **Motion (Powers/Whiteley):** That the tasks of the Membership and Promotions Committees be assigned to one committee, the Membership and Promotions Committee, with possible division of tasks to sub-committees. *Passed unanimously.*

Both committee chairs agreed this merger would be beneficial.

### Additions to Guidelines of the Time and Place Committee

L. Creekmore and the committee will work further on the guidelines and bring those to Council on the next conference call.

### WDA-AAWV Memorandum of Agreement

J. Sleeman reported that there is a desire for the AAWV to meet jointly with WDA. A memorandum of agreement (MOA) was proposed that outlined how this could be accomplished but during the process issues arose regarding AAWV vs. the Veterinarian Section of WDA. Membership in AAWV and the Section needs some work to be resolved. J. Sleeman suggested that work between the groups continue and that a recommendation be brought back to Council.

Additional agenda items including developing a policy on travel funds and 2008 budget revisions were not discussed due to time limitations. A motion (Wright/Uhart) was passed to adjourn the meeting at 6:05 pm.

Respectfully submitted,  
Margaret A. Wild

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Secretary