

**Winter Council Meeting of the Wildlife Disease Association
December 21, 2011, 8:00 – 10:00 AM PST
Conference Call**

Council Members Present:

Dolores Gavier-Widén (President), Thierry Work (Vice President) Laurie Baeten (Treasurer), Peri Wolff (Secretary), Erik Ågren (Nordic Section), Renee Carleton (Website Editor), Lynn Creekmore (Past President), Colin Gillin (Member at Large and Chair Wildlife Veterinary Section), Thijs Kuiken (European Section), Julie Langenberg (Member at Large) Kristin Mansfield (Member at Large), Ignasi Marco (member at Large), Marcela Uhart (Latin American Section)

Others present:

Dave Jessup (WDA Executive Manager), Samantha Gibbs (Nominee for Newsletter Editor)

President Gavier-Widén welcomed members and called the meeting to order at 8:25 AM PST.

Agenda Item #1 – Old Business:

a) Item #e-2011 – 09 WDA Newsletter Editor:

Motion (Kuiken/Work): - WDA Council approves the appointment of Dr. Sam Gibbs as Editor of the WDA Newsletter. *Passed unanimously*

Lynn Creekmore expressed appreciation that Samantha has volunteered to act as Newsletter Editor and feels that she will do a great job.

Dolores Gavier-Widén thanked Jenny Powers for the excellent job that she has done as Newsletter Editor.

b) Item #e- 2011 – 07 Tom Thorne and Beth Williams Award Committee Guidelines

Discussion:

L. Creekmore voiced that some of the changes concerning the monetary award for the award recipient that had been discussed at the Council Meeting in Quebec City should be reviewed and discussed by the Tom and Beth Committee

C. Gillin questioned the addition of "a minimum of" to the "up to" wording involving the amount of the monetary award. His recollection was that the Committee intended to put a cap on the amount of the award.

D. Jessup commented that the Guidelines need to be returned to the T&B committee for further discussion rather than trying to work this out during the conference call.

T. Work questioned whether guideline from Council should be given to the Committee since the discussion focused around monetary issues.

L. Creekmore recommended that further discussion on this item be tabled and continued via email.

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D. Gaiver-Widén tabled the motion.

Action Item: D. Gavier-Widén and C. Gillin will take this issue back to the Tom and Beth Committee for review and further discussion with a short turnaround from Council

c) Item# e2011- 08 WDA E-Brochure

Discussion:

K. Mansfield commented in the portion describing Membership Categories that we may not have resolved the issue of the privileges afforded to Sustaining Members if the Sustaining Member is a group rather than an individual. And that during the last Council Meeting it had been agreed that Council would discuss these items further.

L. Creekmore commented that she also had some comments but pointed out that this E-Brochure is a living document and that the Information Committee could be charged with reviewing the brochure on an annual basis.

It was agreed that final changes should be sent to D. Jessup ASAP and that he would get them to Lisa Shender and Alan Fedynich and let them get this published with the charge that it be reviewed and revised annually if necessary.

Motion (Baeten/Kuiken): WDA Council approves the E-Brochure developed by the Information Committee. *Passed Unanimously*

Agenda Item #2 – Reports:

a) Item 2011 – 10 Treasurer’s Report and Discussion 2012 Budget

Summary of end of 3rd Quarter Finances presented by Treasurer L. Baeten:

Total Assets:

Checking and CD account is \$94,752

Investments \$1,171,311.00

Expenses:

\$386,878

Revenue:

342,582.00

Net Assets:

1,210,000.00

Discussion:

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Budget deficit is \$3,494. In previous 3 years, deficits have been much greater in the \$55-95,000 range. This is probably due to the extra \$25,000 from USDA/National Wildlife Disease Program to support the JWD as well as the increase in membership dues that took effect in 2010 and the increase in page charges. No major additions in expenses are forecast for 2012.

L. Creekmore requested clarification concerning the donation from USDA/ National Wildlife Disease Program and how the money is intended to be used in the establishment of an endowment fund.

D. Jessup indicated that this money is to be used as an off-set.

L. Baeten explained that the money would be placed in a separate fund that would sit within our larger portfolio and a percentage of the total that this money earns per year would be returned to this specific fund. This would also potentially allow donations to be placed in this fund. But there needs to be further discussion on how this will be set up and managed.

L. Creekmore questioned how long it will take before we realize the benefits from the new method of procuring page charges and do we have a metric in place to measure the effectiveness of this change.

D. Jessup and J. Mills are working with Allen Press on how to phase this in. The new page charge payment method is taking effect on January 1, 2012 however the new page charges will be imposed as new papers are accepted. Thus it may take 9 months to a year to evaluate the effects on the budget. The new page charge payment method should reflect as a large jump in the income for this year as we will be receiving new page charge payments as the papers are accepted as well as those that are still paying in arrears.

Discussion occurred around the budget for the Executive Manager. The annual consulting fee is \$36,000 / year. The extra \$15,000 is to be used for expenses for travel, postage and office and IT expenses.

D. Gavier-Widén asked L. Baeten to explain why the budget is so conservative.

L. Baeten explained that revenue estimates are conservative for our investments and for our memberships and subscription numbers. We also try and budget our expenses so that we do not have to ask Council for approval each time we want to spend money. If an item costs less than \$1000 then approval from the Officers is all that is required.

D. Jessup asked whether L. Baeten agreed that we should end up in the black this year. L. Baeten agreed that we should.

L. Creekmore asked where the expenses for the Student Chapter Fund appeared in the budget. L. Baeten explained that this item is not in the budget as they were originally given \$4,000 with the mandate that they could spend \$2,000 of this money and then would have to start seeding the fund. Thus no more money has been added to this fund this year.

D. Jessup indicated that if the Student Chapter Fund needed more money that they would need to make an annual request for the money and inquired whether a profit was made at the 2011 meeting.

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L. Baeten indicated that the t-shirts made money during the meeting. The remainder of the shirts was sent to Knoxville and will probably not make a profit due to shipping expenses from Canada to the U.S.

D. Jessup indicated that perhaps we should work with the Committee on ways that they can make money. The agreement for 2012 is that if there is profit from the meeting it will go towards funding the European Students Workshop in 2013. Thus if we get a request from the students to fund their workshop we may have income from the 2012 meeting.

Motion: (Baeten/Creekmore) WDA Council approves the report of the Treasurer and Budget developed for 2012. *Passed Unanimously*

D. Gavier-Widén thanked Laurie and the Budget and Audit Committee for all of their hard work and expressed her delight that there is such a small deficit projected for 2012. This may allow us to explore some new opportunities for funding beyond 2012.

b) Item # 2011 – 12 Nominations Committee Report

Discussion:

L. Creekmore discussed the issue for the student council members and whether we think we need any requirements relative to their status as a student throughout their entire term. The Committee felt that to allow for the level of maturity needed to take a leadership role in the position, that knowledge of the WDA, previous participation in WDA, knowledge of student issues related to WDA and name recognition of the candidate by the membership, that a student will inherently need to be fairly advanced in their student program. Thus the Committee recommends that graduation during their term as student member of Council should not be a factor in selection of candidates.

Council felt that the student should be a student at the time of their nomination for the student member of Council.

Action Item: Council recommended that the Nominations Committee add to the guidelines that the student member of Council should be a student at the time of election but that student status is not required for their entire term.

D. Jessup commented that of the nominees for Council Members at Large that there was one from the Australasian section but none from the other geographic sections.

L. Creekmore responded that this was recognized and that we need to encourage our members to nominate candidates and also encourage members to vote. In our elections the number of votes cast is small (approx 10% of membership). We don't want too many candidates as this dilutes the number of votes per candidate. The Committee chose to put forth some of the candidates that had run last year and received just a few votes less than the successful candidate.

M. Uhart questioned when nominations were due to the Committee.

Nominations are due to the Committee by November 15th and then due to Council by December. Perhaps the call for nominations can go out as a blast email to the membership

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and also to each of the geographic section chairs as well as being posted in the JWD and Newsletter.

L. Creekmore commented that if we blast email the call for nominations that perhaps we combine this with the announcement for the awards in the same email. Historically we have had poor responses and need to get our membership engaged.

Action Item: When putting out the call for nominations for Council and Officers, that the Nominations Committee should consider that in addition to JWD and the Newsletter that an announcement also be sent to each geographic section chair as well as delivered to the membership via a blast email. Also consider adding the announcement for Awards to the blast email.

Motion: (Work/Langenberg) WDA Council approves the report of the Nominations Committee and the slate of candidates for the election to be held in the spring of 2012. Passed Unanimously

Agenda Item # 3 – New Business:

a) Item # 2011 – 11 Spending Priorities

Discussion:

T. Work reminded Council that we are trying to set up a long term plan and goals for spending. Our two identified top goals are:

- 1) To make JWD self sustaining
- 2) To enhance WDA's electronic presence – by professionalizing our webpage and enhancing our electronic messages concerning the benefits of WDA membership

These both will take a certain amount of investment and the thought is that as WDA receives new discretionary funds that a percentage of this money would be identified to support these two long term goals.

This approach will allow us to still be flexible if there is a compelling issue that arises and that requires monetary support from WDA

L. Baeten commented that Jacobson and Schmitt has indicated that they have done a projection for WDA that suggests that \$35,000 – 40,000 /year could be removed from our investment portfolio for +/- 30 years without affecting the growth of the principle.

L. Gavier-Widén agreed that we need to look ahead and set our priorities for the future.

L. Creekmore commented that having this type of discretionary funding to put toward a project is new for WDA. Have we thought how we are going to accomplish this?

T. Work indicated that we do have an Endowment Committee that is working on the mechanics of how to make this happen. We need to start putting money aside for our two identified goals while we delineate how we are going to make this happen.

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D. Jessup – Endowment is probably the correct term for the money that will be used to make the Journal self-sustaining but as far as increasing our electronic presence this may be better defined as annual expenses.

Council needs to continue to work out how we will handle the requests that we get from Committees and Council vs. the amount that is set aside for these 2 long term goals, vs. how much do we want to put back into our investments.

T. Kuiken felt that we should consider using funding to also capitalize on our strengths; the annual conference and JWD. By soliciting top notch speakers or showcasing other efforts we could strengthen the profile of the annual conference and potentially attract more attendees. And for the Journal if we could potentially have invited cutting edge authors that were paid to write an article, such as a review article, that this may increase the visibility of the Journal and attract authors.

D. Gavier-Widén summarized that this long term planning for spending priorities was excellent and that the Officers would continue the discussion with Council and Committee members.

J. Langenberg questioned when will the members be involved and allowed to provide input into this new direction for WDA.

D. Jessup commented that there is an opinion piece coming out in the January Newsletter that addresses this issue of the long term big picture, spending priorities and how we plan to move forward.

M. Uhart advised that these discussions should also take place at the section level to brainstorm these long term goals and provide feedback to Council.

D. Jessup mentioned that WDA needs to make sure that these spending priorities go through the B&A Committee. This is a small committee and WDA B&A Committee does not have a history of consulting with Council, Sections and Members on their requests and suggestions for how discretionary funding should be allocated.

E. Ågren asked about the status of advertising in JWD?

D. Jessup commented that this has been implemented and that as of 1/2012 AM&M are seeking advertisements and hopefully we will begin to recognize some revenue this year but more likely it will take a year or more as we develop relationships with vendors.

D. Gavier-Widén commented that we need to continue to strive to reach out to members and gather their comments and suggestions. Avenues that are available for this are via electronic means (website, Newsletter, blast emails) and surveys to the membership generated through the Teller Committee.

b) Item # 2011 – 13 WDA and F1000 Posters:

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Discussion:

D. Jessup reviewed the history: WDA was contacted by the commercial company F1000 to see if we would be interested in them hosting the online posting of WDA posters. This company's website hosts posters from many organizations (scientific and non-scientific). The posting is free as there is a membership charge to access the website and view the posters. This may be a way to enhance the visibility of our poster presenters. This idea was taken by T. Work to the Time and Place Committee.

T. Work commented that the response was uniformly negative from the Committee for the following reasons as identified in the briefing note:

1. Unclear whether there was a need or desire on the part of WDA members for posters to be made available online.
2. Consensus was that if posters are put online by WDA, it was better to use this to promote WDA website rather than F1000.com.
3. Potential to be scooped
4. Potential inappropriate citations as posters are not peer-reviewed
5. Work presented in posters is often incomplete.
6. Why go to meeting when the posters are available online.

M. Uhart commented that not all abstracts from all years are on line and yet we tout this as one of the benefits of membership.

D. Jessup emphasized that one of the issues is that this is not anyone's specific job description; we have not identified who is supposed to do the work.

D. Gavier-Widén thanked T. Work and the T&P Committee for their comments on this issue. There is so much that we could do but our resources are limited.

T. Work emphasized that this is exactly why we need monies available to increase our electronic presence. Rather than relying on volunteers to do everything we need to dedicate some funds to hire someone to address these types of issues.

Agenda Item #4 – Additional Council Concerns/Input

D. Gavier-Widén provided a Robert's Rules of Order primer (as WDA follows RRO when conducting our business meetings) and guidelines for conference calls and our new e-business model.

For conference calls please follow these rules:

- State your name when you are speaking.
- Notify if you are leaving the call so that we can ensure that we still have a quorum.

For Council e-business:

- Please reply to all the emails even if you have no changes.
- If you are making comments please reply to all, make changes using track changes and add your initials to the draft.

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The e-business is still under test and development. If it works well then we can have it adopted by Council. So please respond with your comments.

President Gavier-Widén thanked Council for an excellent meeting and wished everyone happy holidays

Motion to adjourn: (Work/Ågren) *Passed Unanimously*