

**Spring Council Meeting of the Wildlife Disease Association
March, 23 2012, 12:00 - 2:00 PM PDT
Conference Call**

Welcome and Introductions

President Gavier-Widén welcomed members and called the meeting to order at 12:50 PM PDT.

Council Members Present:

Dolores Gavier-Widén (President), Thierry Work (Vice President) Laurie Baeten (Treasurer), Peri Wolff (Secretary), Renee Carleton (Website Editor), Lynn Creekmore (Past President), Colin Gillin (Member at Large and Chair Wildlife Veterinary Section), Jane Harms (Student Representative), Thijs Kuiken (European Section), Julie Langenberg (Member at Large) Kristin Mansfield (Member at Large), Carol Meteyer (Member at Large)

Others present:

Dave Jessup (WDA Executive Manager)

Agenda Item #1 - Approval items:

- a) **Item # 2012 - 01:** Approval of the minutes for the winter 2012 Council meeting

Discussion:

President Gavier-Widén reviewed the action items and indicated that Action item #2 will be addressed following the annual meeting, which is when guidelines for the Committee's are reviewed. The other Action Items have been addressed.

Carol Meteyer questioned the expenses amount which appeared to be incorrect. Due to poor audio quality it was difficult to hear the reply from Treasurer Baeten. The decision was made by President Gavier-Widén to table the minutes until L. Baeten could provide the corrections. The minutes will be handled as e-business.

Motion: (Langenberg/Carleton) WDA Council approves the minutes of the December 2011 WDA Council Conference Call. *The motion was tabled until corrections were made to the Treasurers Report.*

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b) **Item # 2012 - 03:** Spending priorities for WDA investment income (briefing note)

President Gavier-Widén requested that Item # 2012-03 be discussed before Item #2012 - 02.

Discussion:

President Gavier-Widén pointed out that these items have been discussed during the last 2 Council meetings. C. Meteyer indicated that we still need the infrastructure developed for the member initiated discretionary projects. This is recognized and President Gavier-Widén has tasked T. Work with setting up an ad hoc committee to develop this structure. It was recognized that C. Meteyer has already put forth some ideas concerning this issue and that her participation on the ad hoc committee as a member of the Budget and Audit Committee is a given.

Motion: (Meteyer/Kuiken) Council approves the following 3 spending priorities for using investment revenues: *Passed Unanimously*

- 1) Endowment of the Journal of Wildlife Diseases (JWD)**
- 2) Increase WDA's electronic presence**
- 3) Member Initiated Discretionary Projects**

c) **Item #2012 - 02:** Budget and Audit committee report and recommendations for 2012

discretionary expenditures (briefing note)

Treasurer Baeten presented the report from the Budget and Audit Committee.

The Budget and Audit Committee was asked to review the 2011 finances and make a recommendation on discretionary expenditures for 2012. L. Baeten is very appreciative of the time and effort made by the committee members on this task. It was a very productive discussion on this topic.

The committee agreed with the three spending priorities just approved by Council and feel that the WDA's highest priority should be endowment of the Journal. In review of the finances, the committee considered several methods for calculating a figure for funds that could be made available for discretionary expenditures. First considered was the statement from Jacobsen & Schmitt Advisors made during our annual investment portfolio review. They presented a financial model based upon the market activities for the last 70 years and determined that WDA could take up to \$40k per year for at least the next 20 years and not touch the principle of the current investment portfolio.

The second method was to calculate the growth in the investment portfolio for the year. The figure presented in the table represents the investment growth

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minus the 15% that is obligated for the Cause Specific Funds (Carlton Herman, Tom and Beth and Student Activities).

A third calculation was added which included the consideration of the growth of the investment portfolio over the last five years. There was also discussion about including an inflation figure but was not included at this time.

Based upon these calculations, the BAC recommends that at least \$25k be put towards the Journal Endowment Fund. As there are currently no specific details outlined for the electronic presence, the BAC recommends that \$15k be set aside for use on that effort but if the funds are not utilized in 2012, the remainder should be included in the endowment fund or returned to the general fund.

The BAC is glad to see the Discretionary Project initiative moving forward. However, since the infrastructure is not clearly outlined, the BAC recommends that an ad hoc committee be established to come up with guidelines for how the projects will be solicited and implemented. Dispersal of funds for this initiative could then begin in 2013.

Motion #1: (Carleton/Work) The amount of investment revenue to be utilized for specific spending priority projects in fiscal 2012 should be set at \$40,000. *Passed Unanimously*

Motion # 2: (Kuiken/Carleton) A new Cause Specific Fund should be established for endowment of the Journal of Wildlife Disease and its worldwide distribution. The fund should receive \$25,000 from the general investment fund in 2012. This should be combined with the grant funds from USDA-APHIS-WS and WDA member and leadership donations to establish the new fund.

A friendly amendment was made by T. Kuiken to amend the motion by changing Disease to Diseases to reflect the title of the Journal. The amended motion reads as follows:

Amended Motion #2: (Kuiken/Creekmore) A new Cause Specific Fund should be established for endowment of the Journal of Wildlife Diseases and its worldwide distribution. The fund should receive \$25,000 from the general investment fund in 2012. This should be combined with the grant funds from USDA-APHIS-WS and WDA member and leadership donations to establish the new fund.

Passed Unanimously

Motion # 3: (Work/Langenberg) Up to \$15,000 should be made available for enhancing the WDA's electronic presence. Any funds not used in 2012 will be put toward the Cause Specific Fund for the endowment of the Journal of Wildlife Disease and its worldwide distribution.

A friendly amendment was made by President Gavier-Widén to amend the motion by changing Disease to Diseases to reflect the title of the Journal. The amended motion reads as follows:

Motion # 3: (Work/Langenberg) Up to \$15,000 should be made available for enhancing the WDA's electronic presence. Any funds not used in 2012 will be put toward the Cause Specific Fund for the endowment of the Journal of Wildlife Diseases and its worldwide distribution. *Passed Unanimously*

Motion #4 (Meteyer/Work) A committee should be formed to develop the infrastructure and guidelines for soliciting, receiving, evaluating and ranking the Membership Initiative proposals, including proposals coming from Sections and Committees as well as individual members, to be developed in time for discussion at the 2012 WDA meeting.

Discussion:

T. Kuiken questioned whether we would be able to develop the infrastructure and guidelines in time for discussion at the 2012 WDA conference?

T. Work commented that he had been tasked by President Gavier-Widén to form the committee and 2-3 people would be pulled together to form the Committee. One of those individuals would be C. Meteyer as she has put forth some ideas concerning the Membership Initiative Proposals. Thierry's goals are to develop guidelines on:

- a) what type of projects WDA would be soliciting for these funds and
- b) what type of framework for how these projects will be evaluated

D. Jessup commented that if this cannot be accomplished before the July meeting then the motion could be tabled until such time that the Committee feels it is appropriate to bring before Council.

A friendly amendment was made by President Gavier-Widén to amend the motion by changing 2012 WDA meeting to 2012 WDA International Conference which is the correct title for the meeting. The amended motion reads as follows:

Motion #4 (Meteyer/Work) A committee should be formed to develop the infrastructure and guidelines for soliciting, receiving, evaluating and ranking the Membership Initiative proposals, including proposals coming from Sections and Committees as well as individual members, to be developed in time for discussion at the 2012 WDA International Conference. *Passed Unanimously*

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- d) **Item # 2012 - 04:** Approval of transfer of funds (\$9000) to Marc Artois for WDA 2012

pre-conference expenses (Briefing note, invoice and meeting budget)

Discussion:

D. Jessup outlined the expenses for the 2012 annual conference that have been itemized by Marc Artois pertaining to the request for \$9,000.

Treasurer Baeten acknowledged that the agreement with VetAgro is for a total of \$15,000 yet at this time he is asking for only \$9,000. It is very expensive to wire money; would it be better to just send the full \$15,000 now?

D. Jessup indicated that we don't know if he will request the remaining money before the meeting or just ask for the funds at the time of the meeting. So far we have solicited funds from sponsors totaling \$12,500.

Discussions ensued as to whether it would make more sense to wire the full amount to him now to save \$ on wire transfers? However it was noted that all that he has provided in an itemized budget for is \$9,000.

L. Creekmore suggested that perhaps someone should check with Marc to determine if he thinks that this is the last money he will need before the meeting. D. Jessup agreed to do this, however it was important that this money transfer not be held up as Marc indicated that he needed the money as close to April 1 as possible.

Motion: (Work/Kuiken) WDA Council approves the transfer of \$9, 000 to VetAgro via Marc Artois to support 2012 Annual International Conference preconference expenses. Passed Unanimously

- e) **Item# 2012 - 05:** Approval of Tom Thorne and Beth Williams Memorial Award committee

Guidelines (briefing note and Committee guidelines)

Discussion:

President Gavier-Widén reviewed the changes in the Committee Guidelines, her comments concerning the changes follow the highlighted changes in bold

Item # 11:

The Award shall consist of a black-footed ferret bronze statue. New bronzes are held by the Executive manager of the Wildlife Disease Association; (this was previously the responsibility of the Treasurer) who is responsible for ordering new casts as necessary. Currently, bronzes are manufactured by

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Eagle Bronze Inc. (P.O. Box 1100, Lander, Wyoming, 82520, (307) 332-5436. In 2009, the cost for two bronzes was \$1083 plus \$61 for shipping, with an ~8 month lead time. Eagle Bronze, Inc. require a 50% deposit upon ordering.

Item # 12

A Tom Thorne and Beth Williams Memorial Award Fund has been established jointly by the WDA and the AAWV. The purpose of this fund is to cover the cost of the bronze as well as to provide a monetary award. **Depending on the amount available in the Memorial Award Fund, a minimum of \$1000 shall be awarded to the recipient (this change increases flexibility in the amount of the award so that in the future if there is more \$ available in the fund then the amount of the award could be increased).** The intent of this award is to provide funds for travel to the meeting at which the Award will be

presented or to make a suitable contribution to a field or research project selected by the recipient. If the Memorial Award Fund increases substantially in value, the committee and Council will reevaluate award amount and also may choose to provide funds for both the travel of the recipient to the conference at which the award will be presented and a contribution to a field or research project selected by the recipient.

Item # 13

A person (before it read persons) that receives the Award shall not receive the Award a second time.

President Gavier-Widén thanked L. Creekmore for her hard work on the revision of these Guidelines

C. Gillin noted that there continues to be confusion in the wording of the Guidelines for those that are nominating the individual and writing the nominating letters that this will likely need to be addressed. This appears mainly to be centered around Item #2 in the Guidelines particularly where it states "or". The difficulty appears to be when the nominators are formulating the nominations letter and whether they understand the nomination criteria for the award.

Item # 2

The Award shall be presented in acknowledgement of either an exemplary contribution or achievement combining wildlife disease research with wildlife management policy implementation **or** elucidating particularly significant problems in wildlife health."

President Gavier-Widén proposed that we needed a further revision of the Guidelines to address the issues in Item #2 that have been elucidated by C. Gillin and other members of the Committee, but that Council go ahead and approve the Guidelines as written.

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Action Item: That the Tom Thorne and Beth Williams Memorial Fund Award Committee review the Guidelines and specifically address issues pertaining to confusion around criteria for the award as outlined in Item #2. This shall be completed this year.

Motion: (Creekmore/Meteyer) WDA Council approves the Tom Thorne and Beth Williams Memorial Award guidelines. Passed Unanimously

- f) **Item# 2012 - 06:** Executive manager travel to Lyon (briefing note)

Motion: (Kuiken/Gillin) WDA Council approves the expenditure of approximately \$2500 from the Executive Manager's operational budget for his travel to and expenses directly related to the 2012 61st International Conference in Lyon France in July 2012. Passed Unanimously

- g) **Item# 2012 - 07:** Contract with Ed Addison for database of historic Council actions and deliberations (briefing note)

Discussion:

T. Kuiken asked if the database would consist of the minutes of the Council meetings. T. Work and D. Jessup replied that "yes" this would be based on archival materials (e.g. minutes, reports, etc.) that Ed has access to. All of these materials would be put into a searchable database that would allow Council to search by topic and not just by year.

President Gavier-Widén added that she would find this extremely useful as she spends much time tracking down old documents and briefing notes. And also improve the quality of the work of Council as they will have all previous decisions readily available. Also this will not add any cost as this will come from the Executive Managers budget.

Motion: (Langenberg/Carleton) WDA Council approves the expenditure of up to \$3000 from the Executive Manager's 2012 operational budget for the development of a database of past WDA Council decisions, deliberations and recommendations by Ecolink Science. Passed Unanimously

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- h) **Item# 2012 - 08:** Audit Committee report (briefing note and Audit Committee report)

Discussion:

L. Baeten reviewed the findings of the report. The internal audit committee was chaired by Mike Ziccardi and the Committee was made up of Paul Bowers, Julia Burco and Carol Meteyer. The audit process was seamless.

L. Creekmore commented that the Committee had gotten behind with scheduling this audit for the 2009 budget and we will soon need to schedule the audit for 2012 so Council should just be aware of the short timeline.

C. Meteyer noted that if suggestions ~~are~~ were made by the Audit Committee regarding the 2009 budget, during the audit then it is would be important for the treasurer to have one full year to address the comments made by the Audit Committee. that during If the next year to be audited is 2012, and the treasurer did not receive the comments of the Audit Committee until spring 2012, there may be insufficient time for the treasurer to review and address the Audit that the Committee comments. Because of this, the proposed audit for the 2012 budget may need to be postponed and the 2013 budget audited instead. ~~can see that those suggestions have been reviewed and changes have been made. The treasurer may require one full year to sort out some of the budget questions especially as pertains to the annual meeting.~~

The next audit would be started in 2013 for the review of the 2012 fiscal year records. The treasurer felt that this would give her enough time to review the current recommendations but a final decision could be made by the audit committee at the end of the 2012 fiscal year as to whether or not the audit should be postponed to review of the 2013 records.

Motion: (Creekmore/Meteyer) WDA Council approves the Audit Committee Report and thanks Mike Ziccardi and his committee for accepting this assignment. *Passed Unanimously*

Agenda Item #2 - Information items:

- a) **Item# 2012-09:** Time and Place committee progress on 2013, 2014 and 2015 meeting locations (briefing note / Committee report)

Vice President Work reported that the Committee has been working to try and establish annual meeting locations more than one year ahead of time. The

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Committee has had dialogue with Kerry Mower in New Mexico for the 2014 meeting and that there should be more information on this presented at the annual Council meeting. Preliminary discussions have occurred with Dave Spratt concerning the possibility of having the 2015 meeting in Australia.

C. Gillin asked if there was a specific rotational schedule for international meetings.

D. Jessup commented that WDA used to have every 5th meeting as an international meeting, however in the last decade it has been much more frequent than that and there is nothing in the By-Laws that specifies the frequency of international meetings.

C. Meteyer also addressed that international meetings tend to be much more expensive for WDA and that perhaps money is re-cooped in the years when the meeting is held in the US.

D. Jessup commented that having the meeting in New Mexico would bring it back into the US for 2 years and perhaps answer some of the concerns of the North American members that although they are the bulk of the membership that the meetings have not been in the US for a number of years. The Australasian section will need to decide if they want to host the meeting and then it will need to be approved by Council, however they are the largest section and it has been a number of years since the meeting was held in this region. These are issues that we as a Council need to decide.

The Executive Manager also commented that for the past three international meetings the structure was such that WDA received no income from these meetings. When the meetings occur in the US WDA receives more income. It should not be a loss for WDA to have an international meeting. We need to plan ahead and we haven't been doing that,

thus we don't have a good financial plan in place and thus we can end up losing money. T. Work added that if we get a commitment soon from Australia that we can task the T & P committee to plan early and try and make this the first profitable international meeting. C. Meteyer agreed that we need to plan each meeting carefully so that those held internationally do not end up being a financial loss to WDA. C. Meteyer also mentioned that the last Australasian meeting did make money, though a previous agreement had been made that meeting profits would stay in the Australasian section.

D. Jessup commented that the Knoxville meeting is way ahead of where some of the previous meetings have been at this time in the planning session. Part of the problem with the Lyon meeting was the difficulty in working out a contract.

President Gavier-Widén added the T & P Committee looks at a number of factors when determining a location for the meeting and that one of those factors is looking at the proportional distribution of the membership.

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C. Gillin asked about the Lyon Council Meeting and the opportunities to call in for the meeting for those that would not be able to make it. President Gavier-Widén commented that there would be an opportunity to attend via Skype or some other means. We will mention this to Marc.

Motion to adjourn at 2:00 PM PDT: (Gillin/Work) *Passed Unanimously*