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	<p style="text-align: center;">APPROVED</p> <p style="text-align: center;">ACTION ITEM</p> <p style="text-align: center;">Approval of 2014 Annual Business Meeting Minutes</p>	<p>WDA--ACT#2014-29 CDN v2.0 19.12.2015</p>

ACTION ITEM

WDA-ACT#2014-29 Approval of 2014 Annual Business Meeting Minutes

1. Background

The WDA Business Meeting took place on July 31st 2014 during the 63rd annual conference of the WDA, in Albuquerque, New Mexico, USA. The outgoing secretary Peregrine Wolff was responsible for writing down the minutes of this meeting which, after a period of revision among officers, were delivered to the new WDA Secretary Carlos das Neves on September 8th 2014.

2. Discussion

See Council Meeting Notes (WDA-ACT#2016-01)

3. Motion

WDA approves the minutes of the WDA Annual Business Meeting, which took place in Albuquerque, New Mexico, USA on July 31th 2014.

4. Extra documentation

- Minutes from the July WDA Council meeting

5. Decision

Moved:	BAETEN
Seconded:	JUSTICE ALLEN
Result:	UNANIMOUSLY APPROVED

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Annual Business Meeting
Wildlife Disease Association
July 31, 2014

Approximately 55 people were in attendance
President T. Work called the meeting to order at 17:05 Mountain Daylight Time.

President's Report

President T. Work introduced the Officers, Executive Manager and JWD Editor and thanked them for their service to WDA. President Work reminded the membership of his three main goals for his tenure as WDA President. 1) to try and increase the JWD Endowment by \$500,000, 2) to increase membership by 25% from 2013 levels and 3) to try and reach out to non-traditional organization and groups to get WDA's mission above and beyond just the traditional wildlife biologists, veterinarians and public health representatives. So what has been achieved? WDA has increased the endowment by \$200,000 in the past 2 years. We are almost half way to the \$500,000 goal. Council made the decision to move 1 million of our funds from the general fund to a specified account for the Endowment. The fact that we have created a fund dedicated to endowing JWD and its worldwide distribution will signal to donors that we are serious about this goal. President Work thanked Deb Miller, Rick Gerhold and the Membership Committee for the amazing job that they have done to increase membership. Membership has increased 10% from 2013. Jordan Mencher has done a very nice job as with the Public Affairs Committee developing a list of organizations that he has targeted to meet the goal of getting our mission out to non-traditional partners. The WDA committees are the work horses of the organization and are chaired by very dedicated people. If you as a member, are interested in working on a particular committee then please reach out to the chairperson and get involved. Be a part of helping to move the mission of the WDA forward.

Vice President's Report

M. Uhart gave the Vice-Presidents Report. The Vice President assists the President in organizing, populating and administrating the WDA committees and is the Chair of the Time and Place Committee which organizes and plans for future conferences and also assists in the planning the annual conferences. In 2014 the 15 committees active were populated I and helped them achieve their goals for the year. The Vice President also worked with the Scientific Program Committee for the current conference as well as assisting the Student Activities Committee with the first Student Travel grants that were awarded. As chair of the Time and Place Committee we proposed a venue for the 2017 annual conference which Council approved at their meeting. The 2017 meeting will be held in Mexico and will be a joint meeting with the WDA Latin American Section and the Mexican Association for Conservation Medicine. I also assisted the Latin American Section Chair, José Catão Dias, with the organization of the first biennial conference for

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the Latin American Section which was held in Sao Paulo, Brazil. Both the WDA President and Vice President were in attendance at this conference. It is very important that the parent organization provide support to young sections that are getting established. In the mode of building relationships with other organizations, I worked on an MOA with the International Association of Aquatic Animal Medicine. This MOA was also approved by Council.

The question was asked whether there is a site identified for the 2017 Mexico meeting. Vice President Uhart replied that there have been a number of potential sites identified and the Time and Place Committee will be working over the next year with the venue hosts to make a final decision.

Treasurer's Report

L. Baeten presented the Treasurers Report.

Total Current Assets:

As of December 31, 2013, the total assets including unrealized gains for the Wildlife Disease Association (WDA) were reported by Allen Press as \$1,895,249. This reflects an increase of \$386,606 over 2012 year end assets of \$1,508,643.

The distribution of assets in designated funds includes:

- \$1,751,170 held in equities, mutual funds, bonds and other fixed instruments, cash and cash equivalents within the investment portfolio (Fidelity) managed by Jacobson & Schmitt Advisors
- \$1,519 held in money market and certificate of deposit accounts with EverBank
- \$196,995 in US Treasury Fund bonds with Fidelity Investments
- \$128,761 in checking account with US Bank

Cause Specific Funds:

The Cause Specific Funds (CSF) represent ~20% of the investment portfolio. These values are calculated based on the proportion of each CSF as a part of the total investment portfolio at the start of the year, the change to the size of the investment portfolio during the year (exclusive of new money added) and the inclusion of all other sources of revenue including donations and expenses attributable to each CSF during the year. 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.

Student Activities Fund:	\$ 81,764
Carlton Herman Founder's Fund:	\$ 39,242
Thorne & Williams Memorial Award Fund:	\$112,892
Endowment Fund - Journal of Wildlife Diseases:	<u>\$176,081</u>

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Total: \$409,978

Revenue vs Expenses:

Total realized revenue for 2013 was reported as \$801,148. This includes operating revenues of \$570,606 from memberships, subscriptions, publication fees, donations, advertising sales, conference registration and sponsorships.

The investment portfolio gained 15% for the year compared to the Growth and Income benchmark at 17% and S&P at 32%. The total investment income was \$83,307 in realized gains minus the reported \$10,773 in realized losses resulting in a net of \$72,534 in realized investment income for 2013.

Total expenditures for 2013 were reported as \$414,541. Specifically, \$220,800 paid for all aspects of production and distribution of the *Journal of Wildlife Diseases* [JWD]. Management of the membership and subscriber databases and other administrative expenses totaled \$193,741. Publishing costs for the printing of 4 issues of the JWD were \$109,612 and costs for online JWD publishing totaled \$49,696.

Net Income for the year: \$386,606

Budget Review:

In review of the proposed 2013 budget, the actual revenue was \$243,872 more than the projected revenue. Most of this gain was associated with under estimation of page charges, conference revenue, advertising sales and conservative estimation of membership fees and interest income.

The actual expenses for 2013 were \$9,454 lower than the projected expenses. This represents over estimation of journal production costs and conference expenses.

Auction:

A total of \$4,423 was raised during the 2013 auction. All profit from the auction are applied to the Student Activities Fund in support of student awards and scholarships.

Annual International Conference:

Registration revenue and some expenses for the 2013 Annual International Conference were handled by the hosting agency (University of Tennessee). A total of \$19,659 in conference sponsorships were received by the WDA. Conference revenue totaled \$133,494 including \$19,659 in sponsorships and exhibitor fees. Total expenses were \$70,497 resulting in a net profit of \$62,977. The profit from the conference was delegated to the JWD Endowment fund per a motion made by Council (July 2013).

Budget and Audit Committee Recommendations:

The BAC recommends no changes to the investment portfolio for 2014.

Audits:

Per Budget and Audit Committee guidelines, audits are performed every three years. The audit of the financial records for 2012 has recently been completed.

President Work pointed out that the auction raised nearly \$9,000 and the success of this was in large part due to the efforts of the Treasurer and work that she did and continues to do for the organization.

Motion: (Yuill/Barker)

To approve the 2014 Treasurer's report. *Passed unanimously*

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Secretary's Report

P. Wolff presented the motions passed at the July 27, Council meeting. Those motions are as follows:

Acceptance of the 2013 interim Financial Report

That the Wildlife Disease Association interim 2014 financial report detailing current assets totaling \$2,215,010 (including unrealized gains) as of May 31, 2014 be accepted as presented

MOA with IAAAM

WDA Council approves the July 2014 version of the MOA with International Association of Aquatic Animal Medicine (IAAAM) including the establishment of an 'Aquatic Animal Member' classification, with modifications in clause 1 as follows: The WDA will establish a new classification of membership called "Aquatic Animal Member" which will have the same privileges as a WDA associate membership and will receive access to selected aquatic animal articles published in JWD in an online format at the WDA website

Adjustments to Student Membership Category

Starting in 2015 Student membership will receive on-line journal access only. There will be additional Charges for students that request a hard copy of the Journal. This amount will be decided and approved by Council.

Establishment of Life Membership Category

Council approves the establishment of a WDA Life Member Category payable as a onetime fee of \$600 and eligible to members that are retired from primary career employment, are 65 or older, and have been full WDA members for 20 years or more

Ad Hoc Travel Committee Funding Guidelines

Council approves the proposed WDA travel guidelines dated April 18, 2014 with the modification that we eliminate item #3 under travel priorities

Approval of Mexico as the Venue for the 2017 Annual International Conference

WDA Council approves the proposal from the Mexican Association for Conservation Medicine (MACM) to host the 66th Annual International Wildlife Disease Association (WDA) Conference in 2017, as a joint meeting with the 3rd WDA Latin American Section Biennial Conference and the 5th International Congress of Disease Ecology of the MACM.

Approval to Renew the Executive Managers Contract

WDA council approves the Executive Managers proposed contract for the period of October 1, 2014 to September 30, 2016

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A question was asked as to whether with the MOU with IAAM, will WDA members get corresponding access to their proceedings. Secretary Wolff replied that yes the proceedings from the annual IAAAM meeting will be available to WDA members on our website.

JWD Editor's Report

J. Mills gave the Editor's report. Significant accomplishments this year relevant to JWD include:

- A slide was shown which showed the temporal trends for the JWD between 2004 and 2014. If you look at the year and the manuscript type, (full, short communication and letter) vs the number of pages over this same 10 year time period. The number of pages was averaging 800 / year until 2008 when the pages published peaked at about 1300 pages and Council set a cap on the number of pages published at 1100 which is where this has stayed over past 4 years. Overtime the number of pages have held steady or decreased even though the number of articles has increased. This is because the number of letters being published each year is increasing.
- We switched from Highwire to Allen Press (AP) as our new electronic publisher. This was a very positive move. We are now publishing all of our articles as pre-print, which means that they are available on line and citable 3-6 months before they come out in hard copy. This also gives the JWD impact factor a boost in future years.
- We are now offering open access for a fee (\$1,000 for members and \$1,500 for non members). This year we have had 7 authors take advantage of this since the beginning of 2014. And the number has been increasing with every issue.
- Supplementary info online has also been catching on and 7 authors have taken advantage of this. Also the "on-line-only color image" which saves authors up to \$500 over hard copy costs.
- We also have instituted a new billing model where manuscripts can't go to press without payment. This has resulted in no more truant authors. We were losing thousands of dollars per year.
- We are no longer dealing with PayPal, Allen Press is handling billing for manuscripts and they also follow up on these invoices. This takes a lot of pressure off the Editor.

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- And due to all of the changes made with the switch to Allen Press' Pinnacle platform, JWD is now in the black and no longer supported by WDA. Income from publications exceeds the cost of publication.
- We now have a Managing Editor, Kristen Anderson, at Allen Press which allows the Editor to focus on improving the Journal rather than dealing with minutiae.

The question was asked what the average time was from submission to publication for an article. Editor Mills replied that he did not have the exact figures, but that it was less than a year.

A question was asked concerning an update on the Newsletter. President Work replied that it has gone to an on-line format and it has improved immensely. S. Gibbs as Newsletter Editor has done a great job.

Motion (Meteyer/Das Neves)

The 2014 annual business meeting is adjourned. *Passed unanimously*

Respectfully submitted:
Peregrine Wolff
WDA Secretary

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