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	<p style="text-align: center;"><b>APPROVED</b></p> <p style="text-align: center;"><b>ACTION ITEM</b></p> <p style="text-align: center;"><b>Approval of Council Meeting Notes December 2014</b></p>	WDA-ACT#2015-02 CDN v2.0 05.04.2015

## [ACTION ITEM - WDA-ACT#2015-02](#) [Approval of Council Meeting Notes – December 2014](#)

### 1. Background

The WDA Council met on December 8<sup>th</sup> 2014 08:30 PM GMT (UC+0) via telephone conference system. Secretary Carlos das Neves was responsible for writing down the minutes of this meeting to be presented for approval at the next WDA Council meeting. The Secretary further informs that the minutes include exclusively the major discussions during Council. For several items where briefing notes were presented orally and when this information matches that already included in the Action items briefing notes it is not repeated in this minutes.

A full audio recording of the Council meeting is available for members who wish to review details from this meeting.

### 2. Discussion

See Council Meeting Notes (**WDA-ACT#2015-11**)

### 3. Motion

**WDA Council approves the minutes of the Council meeting which took place over telephone conference system on December 8<sup>th</sup> 2014.**

### 4. Extra documentation


- Minutes from the July WDA Council meeting

### 5. Decision

<b>Moved:</b>	<b>Aleksija Neimanis</b>
<b>Seconded:</b>	<b>Lisa Yon</b>
<b>Result:</b>	<b>APPROVED unanimously</b>

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“WDA is all wildlife diseases, all conservation, all one health all the time!”

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**DOC 1**

# WDA Council Meeting

## December 8<sup>th</sup> 2014 – Telephone conference call system


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1.	Agenda .....	3
2.	Opening procedures .....	3
3.	Council members’ attendance .....	3
4.	Council Business – Action Items .....	4
4.1.	ACT#2014-31 Approval of Council Meeting Notes – July 2014 Council.....	4
4.2.	ACT#2014-32 Approval of Executive Assistant .....	4
4.3.	ACT#2014-33 WDA 2015 Budget .....	5
4.4.	ACT#2014-17b Funding sources for Student Awards and Student Activities .....	5
4.5.	ACT#2014-34 Establishment of student chapters .....	6
4.6.	ACT#2014-35 Allocation of potential profits from WDA 2015 Conference.....	6
4.7.	ACT#2014-18b Funding for the EWDA Student Workshop .....	7
4.8.	ACT#2014-36 Use of JWD profits for the 2014 FY .....	8
4.9.	ACT#2014-40 Nominations for the WDA positions 2015 .....	8
5.	Council Business – Information Items.....	9
5.1.	INF#2014-37 Nominations committee update .....	9
5.2.	INF#2014-38 WDA 64th International Conference - 2015.....	9
5.3.	INF#2014-39 Update of bylaws and constitution .....	10
6.	Other Council Business .....	10
7.	Conclusion remarks.....	10
8.	Summary of generated items .....	10

***Note: An audio record of this Council Meeting is available and supports these minutes.***

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## 1. Agenda

The agenda for this Council meeting (**WDA-DOC#2014-01 v1.0**) was forwarded to all members as part of the document package sent on November 18<sup>th</sup> 2014. An addendum to the Agenda and a second documents package was sent the week after to all Council members (**WDA-DOC#2014-01 v2.0**).

## 2. Opening procedures

Council was called to order by President Thierry Work at 08:35 PM GMT (UTC+0), and after completion of a roll call (presented ahead in 3) it was verified that **quorum was established**. The President thanked all members for participation and moved immediately to the council business as established in the agenda.

## 3. Council members' attendance


The following Council members were present:

Function	Name
President	<b>Thierry Work</b>
Vice-President	<b>Marcella Uhart</b>
Secretary	<b>Carlos das Neves</b>
Treasurer	<b>Laurie Baeten</b>
JWD Editor	<b>James Mills</b>
Website Editor	<b>Tammie O'Rourke</b>
Student Member	<b>Michelle L Verant</b>
Member at Large	<b>Patricia R Bright</b>
Member at Large	<b>Daniel Tompkins</b>
Member at Large	<b>Emi Saito</b>
Member at Large	<b>Frances Gulland</b>
Member at Large	<b>Karrie Rose</b>
Nordic Section	<b>Aleksija Neimane</b>
WVS	<b>Anne Justice-Allen</b>
European Section	<b>Lisa Yon</b>
Australasian Section	<b>Andrew Peters</b>

WDA Executive Manager **Dave Jessup** - DJ was also present. **Patricia Bright** joined the Council after the approval of ACT#2014-31.

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The following Council members were absent:

Function	Name
Past President	<b>Dolores Gavier-Widén</b>
Newsletter Editor	<b>Samantha Gibbs</b>
Member at Large	<b>Richard Gerhold</b>
Latin America Section	<b>José Luiz Catão Dias</b>
Africa-Middle East Section	<b>Tom Nyariki</b>

Excuses were received from the following members: Dolores Gavier-Widén, Samantha Gibbs and José Catão Dias.

## 4. Council Business – Action Items

### 4.1.ACT#2014-31 Approval of Council Meeting Notes – July 2014 Council

**Uhart** presented this Action Item’s Motion to Council and the motion was seconded by **Neimane**.

Discussion was opened and closed without any additional comments.

**MOTION was put to vote and UNANIMOUSLY APPROVED.**

### 4.2.ACT#2014-32 Approval of Executive Assistant

**Jessup** briefly summarized to Council the process behind the selection of a part-time assistant that could help the Executive manager with his several tasks and how this person has been delivering with quality and efficiency not only in the initially agreed tasks but others in support of several WDA officers. This person had so far been paid out of the ExMan expenses’ budget (\$11,000) which could result in a cost overrun in this budget item. The treasurer proposed opening a specific budget line with a pre-established amount to support this new assistant function. **Mills, Tompkins** and **O’Rourke** all showed their support for this new assistant and how happy they were with the assistance provided so far.


**Baeten** presented this Action Item’s Motion to Council and the motion was seconded by **Mills**.

Discussion was opened and closed without any additional comments. **MOTION was put to vote and UNANIMOUSLY APPROVED.**

After voting **Jessup** informed Council that in the future it will be necessary to consider raising the hourly fee now paid to this assistant.

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### 4.3.ACT#2014-33 WDA 2015 Budget

**Baeten** presented the 2015 Budget. Together with Allen Press several options were discussed during October 2014 to increase revenue. Among those **Baeten** mentioned the increase of the institutional subscription fee (not found to provide relevant changes); JWD page charges (a calculation which will be worked in the future with JWD editor, but where the budget makes an increase estimation to 190 000 USD for 2015); auction funds (to be split with the organizers of the WDA 2015 conference); investments (small reduction due to a change in the calculations after the split of the endowment fund). **Baeten** also informed of a change where the manager editor costs are being filed (now at the Allen Press budget lines, with a small percentage increase from 2014 to 2015). **Baeten** finally informed of an expected net profit for 2015 of 1143 USD.

**Das Neves** presented this Action Item's Motion to Council and the motion was seconded by **Justice-Allen**.

Discussion was opened and closed without any additional comments.

**MOTION was put to vote and UNANIMOUSLY APPROVED.**

### 4.4.ACT#2014-17b Funding sources for Student Awards and Student Activities

**Verant** presented the briefing note which supported this action item (information not repeated in these minutes as it is clearly stated /summarized in the action item itself). **Jessup** further explained that there has traditionally been little money for student activities as these are funded from the remaining funds of the action fund after funds necessary to cover for students awards are subtracted. He suggested that student awards be therefore considered as a separate budget item and mentioned an ongoing effort to increase the student activities fund to 85 000 USD, a value which allows long term maintenance of funding (based on interests gains over this small endowment fund). **Baeten** believes that this solution will also help to balance an expected decrease in the interests' gains allocated to the student activities specific fund due to the split of the investment portfolio to endowment fund. **Verant** added some more info on several efforts made to increase the available funds to these activities.


**Neimane** presented this Action Item's Motion to Council and the motion was seconded by **Peters**.

Discussion was opened and closed without any additional comments.

**MOTION was put to vote and UNANIMOUSLY APPROVED.**

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#### 4.5.ACT#2014-34 Establishment of student chapters

**Work** started by praising **Verant's** work with student chapters, specifically her efforts to regulate the opening of chapters and advertising for new ones. No further clarifications on this motion were considered necessary.

**Uhart** presented this Action Item's Motion to Council and the motion was seconded by **Baeten**.

Discussion was opened and closed without any additional comments.

**MOTION was put to vote and UNANIMOUSLY APPROVED.**

#### 4.6.ACT#2014-35 Allocation of potential profits from WDA 2015 Conference


**Work** explained that in previous years several different arrangements have been implemented regarding the distribution of profits from annual conferences. This year the Australian organizers advanced a proposal of splitting eventual profits by 70% to the JWD endowment fund and 30% to the Australasian section. It was further agreed that profits resulting from the Auction (to be used exclusively for student activities as requested by the bylaws) would be split 50/50 between WDA and the Australasian section. **Jessup** informed that an agreement has also been reached for 2015 regarding WDA taking over eventual losses from the annual conference (as done for previous conferences). **Peters** informed that the Australasian section was very positive to support the Endowment fund with eventual profits, and **Work** again praised the Australasian Section and its members for their great effort in putting up the 2015 conference.

**Peters** presented this Action Item's Motion to Council and the motion was seconded by **Uhart**.

Discussion was opened and **Das Neves** enquired if the loss's clause should be added to the motion. **Tompkins** clarified that for WDA to formally take on that responsibility (any and every losses) a closer overview of the current status of incomes and expenditures should be in place. **Baeten** and **Jessup** explained on how this work is being done in coordination with the organizing committee (Tim Porters), which have been reporting routinely to the Executive Manager. **Bright** enquired about the possibility to define expenditures caps but **Jessup** further explained that budget caps were never set because it is impossible to adjust to unknown incomes, and proposed that the local committee could report back in a near future on how the income and expenditures budget is progressing. **Baeten** confirmed that this was the procedure followed in the past. **Justice-Allen** asked if one should nonetheless state a cap for potential losses but both **Work** and **Jessup** confirmed this to be difficult if not impossible, even if one were to change from a fixed value to a percentage. **Das Neves** agreed with **Jessup** that it is indeed difficult to resolve this issue and it could be better to wait for an update from the organizing committee in late April. **Baeten** clarified that bylaws allow for an expenditure of up to 75000 USD and therefore caps related to taking up losses are in fact in place. **Rose**, as a member of the local committee and because of potential conflict of interests, asked to be excused from voting. Discussion was closed at this point.

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**MOTION was put to vote and APPROVED BY MAJORITY with 1 abstention.**

Council further expects an update on the budget situation of the 2015 conference by next Council meeting in March.

#### 4.7.ACT#2014-18b Funding for the EWDA Student Workshop


**Work** informed that this item had been put before Council in July and explained the background to this action item based on an application of the EWDA Student Chapter for 5000USD. Council asked for further information from the EWDA Student Chapter on fund raising activities and the Executive Manager was asked to discuss this further with them during the EWDA meeting in Edinburgh in August 2014.

**Yon** explained that EWDA does not support the student workshop beyond the funds from the auction but considered this year an extraordinary allocation of 1000 EUR to help balance an eventual allocation from the WDA directly. **Yon** also informed that EWDA was not kept in the loop regarding details from the discussions held between the Student Chapter and the WDA Council. **Jessup** informed that all updates in this topic are included in the action item which comes with a new letter and budget from the EWDA Student Chapter (again asking for 5000USD). According to **Jessup** this continues to raise questions of equity towards what is the funding policy of other student chapters. Likewise it seemed that the Student Chapter did not raise sufficient funds to match the required amounts. **Das Neves** pointed out that the 1000 EUR allocation from the EWDA could not be found in the latest budget submitted by the students. **Yon** could not clarify further on this matter and **Jessup** also believed that this allocation was not referred in the latest student budget. **Peters** asked about the progress done with the crown funding, since from reading the student letter it seemed that little had been achieved in this area. **Peters** showed some concerns regarding achieving so much money in such a short period of time. **Work** mentioned that students were informed that they needed to increase their own funding. **Baeten** also informed that past allocations to this workshop have ranged between 1000 to 2000 USD. **Das Neves** shared his views that this workshop represents the annual effort of the student chapter and that there is only 1 chapter for all of Europe, and one could therefore consider that an allocation of 2000 USD would represent 4x500 USD meaning 4 student chapters. **Justice-Allen** asked how many students were in the European Student Chapter and was informed by **Jessup** that currently it numbered approximately 40 students. **Jessup** then informed on the numbers of other students chapter, namely the Australasian with 100 students and the US chapters ranging around 10-20 members. **Baeten** also informed that not all attending the EWDA student chapter are WDA members (joining only for the purpose of the workshop). This lack of commitment to the WDA also raised questions about the equity of providing so much money to one single activity potentially benefiting non WDA members. **Tompkins** also raised the question on whether this type of funding should perhaps be allocated to areas of the world where resources are scarce.

**Work** launched the idea of awarding 1500 USD in addition to the 500 USD already allocated, but this amount was considered excessive by **Tompkins** and **Justice-Allen**. **Jessup** proposed awarding 1000 USD (in addition to 500 USD previously awarded) to match the EWDA allocation. This proposal received the support of several council members. **Bright** informed having no problem with a 1000USD allocation but felt that money should rather be used in geographic areas with realistic greater need for support than Europe. Both **Neimane** and **Yon** referred that the European Student Chapter must be asked in the future

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to consider better the budget for this workshop and the real capacity to obtain the necessary funding. Based on the discussion the following revised motion was put before Council:

***“Council recognizes that the previous EWDA Student Workshops have been very successful, inspirational, attractive and encourages the EWDA and organizers of past, present and future EWDA Student workshops to develop a sustainable plan for its continuation and support. In addition to the \$500 grant from the Student Activities – Student Chapter grants already approved, WDA approves an additional disbursement of \$1000 USD from general WDA revenue, as well as the provision of any funds donated specifically to the EWDA Student Workshop as part of the 2015 membership renewal effort, and any other appropriate donations.”***

**Bright** presented this Action Item’s Motion to Council and the motion was seconded by **Das Neves**.

Discussion was opened and **Verant** pointed out that the EWDA student chapter should be asked to make as much as possible of the workshop available to other members. This could be achieved for example by posting the lectures in the website members’ area. By doing this one also increases the target population of this workshop, a measure that further contributes to the equity principle discussed in Council. **Work** requested that the Secretary to write down a memo to send to the EWDA Student Chapter informing of the funds allocation and the request to share with a broader WDA community as much as possible from their workshop. No further issues being raised the discussion was closed.

**The REVISED MOTION was put to vote and UNANIMOUSLY APPROVED**

#### **4.8.ACT#2014-36 Use of JWD profits for the 2014 FY**

**Mills** briefly presented the briefing note which introduced this action item (information not repeated in these minutes as it is clearly stated /summarized in the action item itself), and supported the idea that JWD should also actively contribute to the endowment fund of the journal with available net profits. This idea was further supported by President **Work** as it gives a clear sign to future donors that the JWD endowment fund is a goal to which both WDA and JWD are truly devoted.

**Verant** presented this Action Item’s Motion to Council and the motion was seconded by **Baeten**.

Discussion was opened and closed without any additional comments.

**MOTION was put to vote and UNANIMOUSLY APPROVED**


#### **4.9.ACT#2014-40 Nominations for the WDA positions 2015**

President **Work** started by apologizing for the delay in sending this action item (presented originally as an information only) and thanked Committee **Chair Gavier-Widen** and remaining members for their work in putting up a slate of candidates in a time when it seems to be more and more difficult to find people willing to serve in the different posts of the Association. **Jessup** informed Council that one WDA

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member forwarded to the President, Vice-President and Executive manager concerns about the recycling of members who have served in the past and might have not performed ideally, as well as the lack of new members being brought to serve as WDA offices. **Jessup** himself reported knowing of other potential candidates who did not make it to the final slate and wondered if one should not consider tabling the motion to allow further discussions with Chair **Gavier-Widen**. **Work** also mentioned that he too tried to find suitable candidates, but it is becoming increasingly more difficult to find people willing to sit office, and all his attempts were frustrated. **Council** enquired on what was the maximum timeframe available to take a decision and was informed by **Work** that this needed to be sorted out the latest by March 2015. **Jessup** informed that in the past, the Nominations Committee used to discuss some of the names with the President, Vice-President and Executive Manager (in order to better assess the potential of different candidates), a discussion absent in this year's process and one more reason why it could be positive to have a little more time to discuss this issue.

**Justice-Allen** then moved for the present Action-Item to be tabled until the President, Vice-President and Executive Manager have time to discuss this process further with **Gavier-Widen**. **Yon** seconded the motion which final format was read to Council by **Das Neves** as follows:

***“Council moves that this action item be tabled until the President, Vice-President and Executive manager consult with the Chair of the Nomination Committee.”***

Discussion was opened and closed without any additional comments.

**NEW MOTION was put to vote and UNANIMOUSLY APPROVED**

## 5. Council Business – Information Items

### 5.1.INF#2014-37 Nominations committee update


This information item was replaced by action item ACT#2014-40 sent to Council members in a second documents package in November 2014 and therefore was not presented or discussed at this stage (a decision having already been reached on this specific topic in the preceding action item).

### 5.2.INF#2014-38 WDA 64th International Conference - 2015

**Rose** provided Council with an update on the WDA 64<sup>th</sup> Conference. Registration is open, the program set with a good group of main lecturers and several initiatives underway to increase the number of sponsors. **Justice-Allen** informed of the lack of possibility to check in additional people for the auction or additional purchase of t-shirts. **Work** expressed his gratitude for all the hard work put by the Australasian Section to make this Conference happen. This was seconded by **Uhart**.

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### 5.3.INF#2014-39 Update of bylaws and constitution

**Work** informed that regulations require that WDA constitution and bylaws be updated every 10 years and this happened last time already 10 years ago under the supervision of Ed Adison and Torstein Mörner. **Work** and **Jessup** are working on modifying both documents to better adjust to the modern needs and realities of the Association.

## 6. Other Council Business

**Tompinks** brought up to Council questions regarding the format of the WDA news briefs being sent out regularly to members. **Tompinks** pointed out that most of the information is speculative news from public media rather than professional/scientific news. He proposed perhaps calling this something else to better reflect the content of those briefs such as “media rounds”. **Jessup** informed these briefs are done via a private company which makes news briefs to hundreds of companies via search algorithms based on key words. Once this list is computed **Jessup** goes over the contents and either asks for further details or eliminates unwanted quotes. However **Jessup** stressed that these briefs were in fact media news rather than scientific news or new publications etc... **Tompinks** once more noted that exactly because of the nature of these contents the name could be changed to better inform the members on what they are getting. **Jessup** did recognize that some of the information that ends up in the algorithm does include “less than relevant information” and proposed to explore the possibilities to change the name, believing that this does not require a motion in Council.

## 7. Conclusion remarks

No further topics being brought before Council, President **Work** thanked all members for their participation and moved for closure, being seconded by **Das Neves**.

**Council was officially declared closed at 10:12 PM GMT (UTC+0).**


## 8. Summary of generated items

The following items resulted from Council discussion and will result in further action by the Officers, Committees or Association members:

- ACT#2014-35 Allocation of potential profits from WDA 2015 Conference  
**An update on the financial situation of the conference is to be provided by next Council meeting.**

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- ACT#2014-40 Nominations for the WDA positions 2015  
**Council tabled the original motion from the Nominations Committee until the President, Vice-President and Executive manager consult with the Chair of the Nomination Committee. The action should be brought to Council at the earliest convenience.**
- INF#2014-39 Update of bylaws and constitution  
**The Executive manager will explore the possibilities to change the name of the WDA news briefs to better represent its contents.**

Respectfully submitted to the attention and approval of the WDA Council,

Oslo, Norway 20<sup>th</sup> March 2015



**Carlos G. das Neves**  
WDA Secretary

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