

AVST Board Meeting
April 15, 2018

Meeting called to order: 1:02pm EST

Members in attendance –Danielle Browning, Steven Frederick, Heidi Reuss-Lamky, Michelle Jaeger, Ann Gaier, Cathy Mann, Alison Young, Megan Richie

Discussion Item	Action
Old Business	<ul style="list-style-type: none"> • Minutes from January 22nd, 2018 meeting approved.
President-Elect update (Cathy)	<ul style="list-style-type: none"> • Planning to attend leadership conference. • NAVTA Journal update due next week. • Working on tips and tricks tool for mentors to help with application evaluations.
Past-President update(Steven)	<ul style="list-style-type: none"> • Recertification update will be discussed at the next board meeting.
President update (Heidi)	<ul style="list-style-type: none"> • ACVS exam question writing effort <ul style="list-style-type: none"> ○ Working with Teri-considering post exam effort ○ Open invitation to membership (confidentiality forms onsite) ○ Michelle can provide documents on exam writing guidelines • Reading list to be narrowed down/updated (next meeting 4/22/18) • Exam software sharing-Teri is contact/getting information • Update board members organizational chart
Treasurer update (Ann)	<ul style="list-style-type: none"> • Current account balance = \$9387.24 (includes application fees, job ads, membership dues, and some of the exam fees for the 2018 exam)
Secretary update (Megan)	<ul style="list-style-type: none"> • Board members organizational chart • Website board member update <ul style="list-style-type: none"> ○ Need bios and photos for Cathy and Alison ○ Bios and updates to bios deadline April 22nd ○ Spelling errors and update on member's information
MAL (Susan, Danielle, Michelle, Alison)	<ul style="list-style-type: none"> • Danielle-Discussion and review of program committee <ul style="list-style-type: none"> ○ Establishment of the committee was 2017 ○ Currently terms for committee members is 2 years per the C&BLs; discussed the potential for changing this to 3 years in the future ○ Committee chair acts as the ACVS liaison, attends the planning meeting, and chooses committee members ○ Seeking speakers and topics for ACVS; schedule done 1 year in advance, registration is covered in addition to 1 extra night's stay • Michelle-No report • Alison-No report • Susan-Absent
Next meeting	<ul style="list-style-type: none"> • July 1st, 2018 1-3pm • Topics: ACVS member duties, pinning ceremony, exam, and question writing drive.

Meeting adjourned: 2:25pm EST

Respectfully submitted,

Megan Richie, CVT, VTS (surgery)-AVST Secretary