

American College of Veterinary Pharmacists Board of Directors Meeting

Approved Minutes

Wednesday February 21, 2024, 7am PST/9am CST/10am EST

In attendance:

Erica Wassack
Brenda Jensen
Tom Magnifico
Brian Bowers
Randy Carr
Tanner Trantham
Derrick Waller
Alexandria Arnett
Gigi Davidson
Natalie Young

ACA Staff:

Terry Bondurant

Guests:

Terri Hall Klouda, ACA Research and Education Foundation

Not Present:

Kim Ferguson

A. **Call to Order** Erica Wassack called the meeting to order at 9:33 am EST.

B. **Roll Call** (Erica Wassack)

1) Recognition of Quorum (five voting members)

C. Approval of the Agenda

Erica Wassack added reinstatement of Fellowship Applications to the agenda.

Brenda Jensen moved to approve the amended agenda, 2nd by Tom Magnifico. All were in favor. The motion was carried.

D. **Approval of Minutes** from Jan 18, 2024, Board Meeting

Erica Wassack moved to approve the minutes from the January 18, 2024, board meeting. 2nd by Tanner Trantham. All were in favor. The motion was carried.

E. **Treasurer/Finance Committee** Report filed online.

Erica Wassack moved to approve the Financial Committee Report. All were in favor.

Erica Wassack moved to approve back payment of 4th quarter insurance premiums for Professional Liability (\$240.61) and Directors and Officers Liability (\$810.42) to ACA. All were in favor. The motion was carried.

Erica Wassack moved to close out the 2023 ACVP ledgers and that no payments would be made for any activity occurring prior to Jan 1, 2024. 2nd by Tom Magnifico. All were in favor. The motion carried.

F. **Committee Updates:** (reports submitted online)

1) Education (Tanner Trantham)-report filed online

- i) Webinar speaker compensation: Tiered based on expertise and experience with a range of \$100 (student pharmacists) to \$500 (experts).
- ii) Megan Garza's webinar on Alternative Veterinary Therapies was approved for ACPE approval and a free live webinar for members and non-members. Dr. Garza declined an honorarium. Tanner will see if Dr. Garza objects to the content becoming a home study. Next steps: Tanner will work with Dr. Garza to submit required paperwork to UT for ACPE accreditation.
- iii) Brenda Jensen moved to approve the ACVP Webinar pricing matrix. 2nd by Brian Bowers. All were in favor. The motion carried.

Individual Webinar Pricing	1.0 hour CE		1.5 hours CE		2.0 hours CE	
	Member	Non-Member	Member	Non-Member	Member	Non-Member
Pharmacist	\$40	\$50	\$50	\$60	\$60	\$75
Technician	\$25	\$30	\$30	\$40	\$45	\$60
Student Pharmacist (no CE)	\$5	\$10	\$5	\$10	\$5	\$10

Individual Homestudy Pricing	1.0 hour CE		1.5 hours CE		2.0 hours CE	
	Member	Non-Member	Member	Non-Member	Member	Non-Member
Pharmacist	\$30	\$40	\$40	\$50	\$50	\$65
Technician	\$20	\$25	\$25	\$30	\$35	\$50
Student Pharmacist (no CE)	\$5	\$10	\$5	\$10	\$5	\$10

iv) Alexandria Arnett's webinar on New Veterinary Drugs Update was approved for ACPE approval as a paid webinar according to the ACVP webinar pricing matrix below. Tanner and Alex will work with UT ACPE accreditation to target a presentation date of early April 2024.

- 2) Government and Regulatory Affairs (Natalie Young) Report filed online.
Natalie additionally mentioned changes to GFI #256 FAQs on Medical Rationale as well as new veterinary approved products for metronidazole and pimobendan oral liquids.
- 3) Program Planning (Tom Magnifico) Report filed online.
 - a) Exhibitor space-The Hulman Riverhouse will accommodate 8 exhibitors in the segregated exhibitor space and one eligible company (REF/ACA) in the lobby landing. The Board supported the program planning committee in soliciting assistance from ACA staff in recruiting exhibitors and sponsorships for VPC 2024. This is an activity covered by the Statement of Work. Tom also requested that ACA staff share any VPC posts with Board members so that they can place on their social media pages.
- 4) Student Engagement (Brian Bowers)
 - a) The first National Veterinary Pharmacy Student Competition will be held on March 18, 2024, and be hosted by Brian Bowers and Alexandria Arnett. The topic is recognizing and preventing human drug OTC toxicities in dogs and cats and competitors will be student pharmacists and veterinary students. Currently the registration is a 68 students.
 - b) Alex will develop a Board approval checklist (like that for webinars) for each student engagement committee programming topic in the future.
- 5) Membership Engagement (Derrick Waller) Report filed online.
 - a) Derrick requested clarity on member engagement activities happening off line. Derrick clarified that recent fellow membership drops were due to retirement or death.
- 6) Constitution and Bylaws (Brenda Jensen) Report filed online.
 - a) Committee has not met due to member travel and focus on financial committee.

G. Elections Nominations/Timeline

- 1) Student Board Member:
 - a) Applications status: active on the vetmeds.org website. Due April 1.

I. Future dates ACVP Board Meetings

April 18, 2024, 7:30 AM PDT/8:30 AM CDT/9:30 AM EDT

May 9, 2024, 7:30 AM PDT/8:30 AM CDT/9:30 AM EDT

Terry will add these dates and times to the vetmeds.org event calendar and describe the process by which observers may register to attend the ACVP Board meeting.

J. New Business:

- 1) Donor thank you notes
Gigi and Derrick will work to develop a process to send electronic thank you notes to ACVP donors. It was suggested to consider informing donors that donating to ACVP through REF would enable the donor to receive a tax write off.
- 2) Fellow Application Process
 - a) To be reopened August 1, 2024. Terry and Linda will include this in an Update for Fellows that will describe the C&BL requirements for fellowship and continued status as a fellow. The VPC attendance policy will be enforced going forward and those not in compliance by Dec 31, 2025, will be considered for probationary status. It was suggested that an alternate plan to obtain CE be offered to those fellows who are not able to attend a VPC in person.
- 3) Condition of ACE Resource Center Building
 - a) Terri Hall Klouda reported on the condition of the ACA Resource Center building. Several items require urgent repair including leaky gutters, leaky water heater, and electrical issues anticipated to cost ~\$4000. She is awaiting quotes. She requested financial assistance from ACVP for these repairs. The telecommunications provider will be changed to a fiber optic provider for

\$100 less per month. REF will take over payments for telecommunications and requested that ACVP pay 1/3 of the monthly bill (~\$61/month). Terri will send ACVP details of quotes and needed repairs once she has all the information.

b) Cambridge Scholars Publication of VPC Proceedings

i) Erica Wassack motioned to decline this endeavor for 2024 due to limited ACVP resources. 2nd by Randy Carr. All were in favor. The motion carried.

L. Randy Carr moved to adjourn the meeting at 11:43 am ET. 2nd by Tom Magnifico.