

Meeting Minutes: WDA Council Conference Call, March 18 2014

COUNCIL MEETING OF THE WILDLIFE DISEASE ASSOCIATION

March 18, 2014, 12:00 -14:00 PDT

Conference Call

WELCOME AND INTRODUCTION

President Thierry Work welcomed members, reviewed the rules of order and called the meeting to order at 12:06 PM PDT.

Council Members Present:

Thierry Work (President), Marcela Uhart (Vice President) Laurie Baeten (Treasurer), Peri Wolff (Secretary), Dolores Gavier-Widén (Past President), Samantha Gibbs (Newsletter Editor), Jim Mills (Journal Editor), Aleksija Neimanis (Chair Nordic Section), Tammie O'Rourke (Website Editor), Andrea Reiss (Chair Australasian Section), Lisa Shender (Student Representative), Patti Bright (Member at Large), Carol Meteyer (Member at Large)

Others Present:

Dave Jessup (WDA Executive Manager)

Council Members not Present:

Jon Arnemo (Chair Wildlife Veterinary Section), José Luiz Catão Dias (Chair Latin American Section), Rick Gerhold (Member at Large), Christian Gortázar (Chair European Section), Ignasi Marco (Member at Large), Emi Saito (Member at Large), Dan Tompkins (Member at Large)

ACTION ITEMS:

2014 – 01: Approval of minutes from December 10, 2013 Council conference call. *Peri Wolff*

Discussion:

Council members had a few spelling corrections to the minutes. Since none of these changed the intent of the minutes, corrections will be made prior to final distribution.

In reference to Information Item 2014-08: Reformation of the Africa/Middle East Section a discussion occurred concerning whether section meetings were required to be face to face

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and if this was specifically addressed in the by-laws. Past-president Gavier-Widén questioned whether we need to update the by-laws and constitution to address this question which was discussed in the December 12, 2013 conference call and was revisited in the briefing note concerning approval of the meeting minutes.

“One question was addressed in the minutes.”

Executive Manager Jessup - The AME section was able to hold meetings in the past. The by-laws would need to be reviewed to determine if there is any wording specific to whether meetings must be face to face or could also be virtual meetings, but it seems a good alternative.

Is it certain that there is no language concerning this in the by-laws for the sections?

Per WDA By-laws

Article IX Sections: Section 6.

The Sections shall hold a meeting at least every second year. Sections must inform Council and the web site editor of the time and place of the meeting at least six months prior to the meeting. It is preferred that at least one WDA Council member or the Executive Manager attends the annual meeting of each Section. [JWD 42: 198, 43:154]

President Work indicated that he and Executive Manager Jessup had discussed this issue and would perform a preliminary review and updating of the constitution and by-laws and then send out for broader review and Council approval. There was a previous review and update conducted 10-12 yrs ago.

A. Reiss commented that the Sections may want to have some input into the by-laws that impact their governance.

Motion:Uhart/Meteyer

WDA Council approves the minutes of the December 10, 2013 WDA Council Conference Call. *Passed Unanimously*

2014 - 02: Treasurer’s report. Laurie Baeten

Interim 2014 Financial Summary Report:

This Treasurer’s report is as of February 23, 2014. The treasurer is currently working with the Budget and Audit Committee and Allen Press to clarify accounting procedures and will have a final 2013 financial report to be presented at the next Council meeting in July.

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As of January 31, 2014, our assets are:

Checking account balance with US Bank	\$150,759
Everbank money market account	\$1,520
Investment portfolio value (including unrealized gains)	<u>\$1,914,555</u>

Total assets: \$2,066,834

Under advisement of the Budget and Audit Committee, funds totaling \$75,000 were transferred to Jacobson & Schmitt Advisors on February 1, 2014. Those funds will be applied to the investment portfolio per our current investment strategy.

Discussion:

Motion: Gavier-Widén/Neimanis

That the Wildlife Disease Association interim 2014 financial report detailing current assets totaling \$2,066,834 (including unrealized gains) as of January 31, 2014 be accepted as presented. *Passed Unanimously*

2014 – 03: Managing Editor Contract. *Dave Jessup*

Executive Manager Jessup reviewed the current Editorial support as performed by the JWD Editor Jim Mills, Allen Marketing and Management and a temporary editorial assistant. The Editor of the JWD is a large responsibility and the current support model is not sustainable. Specifically the JWD Editor must still spend too much time on routine tasks involving manuscript production and author billing, rather than being free to focus on the critical mission of attracting quality, high-impact manuscripts and improving the scientific quality of the JWD, while decreasing manuscript turnaround time. This current model also does assure succession planning; WDA's ability to attract excellent editors in the future and insure continuity when transitioning to new editors. Towards those ends, Jim Mills worked with AMM during the fall and winter of 2013 to develop a Managing Editor service contract with a manuscript tracking service option. A follow-up meeting between the JWD Editor, Executive Manager and AMM in January 2014 resulted in two proposed addenda, 835 (Managing Editor Service) and 856 (Author Billing Service) to the existing AMM publishing services contract:

The total estimated costs for both Managing Editor service and Author Billing service based on publication pages this year would be \$31,900. These new services would eliminate the need for an EA (\$20,000/y) and what we pay in PayPal fees (approximately \$2500/yr), so the net cost to WDA would be \$9400.

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President Work: This concept was proposed to the Editorial Board which is in unanimous concurrence for this change and feels that it will insure continuity of editorial services for the Journal of Wildlife Diseases.

Editor Mills: This is a necessary change as it is not possible for one person to be able to handle all of the current editorial duties. This will not only benefit my tenure but is a must for future editors to have the time to improve the quality of manuscripts, attend publishing meetings, keep up with the state of the art in publishing, and institute innovative changes that will maintain the high quality of JWD.

Executive Manager Jessup reviewed the top 5 benefits of adopting these two services.

- I. By hiring a professional Managing Editor at AMM we should be able to ensure long term continuity and sustainability of JWD publication, and facilitate a more painless transition from the current JWD Editor to subsequent editors.
- II. This contract would allow our Editor to focus more on scientific quality of articles and improving services to authors and less on the day-to-day minutiae of final editing, journal production/article billing.
- III. The improvements we are now seeing in manuscript turnaround time, communications between authors and reviewers and Editor and between Editor and publisher, author satisfaction, billing and payment efficiency and cash flow should be maintained and perhaps even improved.
- IV. The additional annual costs (about \$9,400) will likely be offset by income from the new advertising, color image fees, and “online access for a fee” revenues, and the results of previous restructuring of manuscript types.
- V. These contract addenda would also allow the Editor to decrease the hours worked closer to the 50% time he agreed to devote to these duties when he took the job.

Discussion:

Past-President Gavier-Widén: This is an excellent solution to what has been a growing problem with the Editor’s position for JWD

Motion: Metever/Reiss

The WDA Council approves the immediate extension of the existing publication contract with AMM to include Managing Editor and Author Billing addenda at a cost of approximately \$31,900 yearly and the concurrent cessation of a contract for Editorial Assistant services in the amount of \$20,000 yearly. *Passed Unanimously*

2014 - 04: Allocating of assets for JWD Endowment. *Dave Jessup*

The leadership and membership of WDA have accepted the need to endow the publication cost of JWD as one of its highest priorities. To those ends, Council voted to devote 66% of the revenue derived from invested funds toward this goal and made reaching the endowment goal a primary responsibility of the WDA Executive Manager. In the last 24 plus months over \$200,000 has been raised towards this. There are a variety of reasons why one could consider separating out the endowment from the functions of the WDA and potentially establishing a separate foundation for the Endowment effort. After discussions with the Monterey Foundation it appears that creating a separate tax identity for the Endowment Fund may not be the best way to move forward. Instead, establishing two separate accounts within Jacobson and Schmitt, an Endowment Fund and a WDA Operating Fund may be the most logical solution. Of the 1.9 million that is currently in the investment account, 1.25 million would be placed into the JWD Endowment Fund account and the remainder into the WDA operations Fund. The operations account would contain all the specialty funds (Thorne and Williams, Carlton Herman and Student Activities Fund) plus 1 years operating expenses as well as an additional \$200,000 to provide enough principle to generate enough investment revenue to support projects such as the Small Grants Program and the initiative to increase WDA's electronic presence.

President Work: The benefits of this proposal are multiple. It shows donors that we are serious about the endowment and that money in this fund won't be used for general operating expenses.

Executive Manager Jessup: Unless the Endowment Fund becomes a separate Foundation there is still a possibility that in the future Council could vote to merge these two funds. It would take the majority of Council to override this proposed separation of the funds.

Treasurer Baeten: Need to make sure that there is still enough money to make sure that the cause specific funds get enough investment revenue to meet their operational needs.

Executive Manager Jessup: The interest income on the operating funds should insure that there is plenty of money to support these funds. Also none of these funds include the liquid assets that are kept at US Bank. They are kept separately and usually have a positive cash flow that necessitates a periodic transfer of funds to the investment accounts. Thus, there is a built in cushion.

C. Meteyer: Does this affect the distribution of revenues to the cause specific funds? Will there be revenues that keep going into the respective funds.

Executive Manager Jessup: Income and interest generated by each fund (Endowment and Operations) will remain within that fund.

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Discussion:

Executive Manager Jessup: This concept has been discussed with Jacobson and Schmitt and they are supportive of the concept.

A. Neimanis: If operating costs go up do we still have a cushion?

Executive Manager Jessup: Yes

Motion: Uhart/Wolff

WDA Council requests the Treasurer and Executive Manager to work with Jacobsen and Schmitt to develop two separate accounts, one designated the JWD Endowment and one designated the WDA Working Capital, and allocate approximately \$1.25 million of the existing invested funds at Jacobson and Schmitt to the JWD Endowment Fund, with the understanding that income and interest on that fund will be allowed to grow and compound until 2020 or until the endowment goal of \$2.5 million is met, whichever comes first. *Passed Unanimously*

2014 – 05: Proposal from Australasian Section for matching funds for members to attend 2014 WDA Annual Meeting in New Mexico. *Andrea Reiss*

The proposal is for shared support from the WDA Australasian section and the parent body to provide a small amount of funding to send a key member of the organizing committee for the 2015 conference to attend the 2014 Annual meeting in New Mexico. Potentially if funds are available it may be appropriate to also attend the 2014 meeting of the European Section. The WDA-A feels that attending the 2014 meeting will provide them with an overview of how current WDA meetings are being run and that this would be very beneficial to their organizing committee. At this time the organizers feel that approximately one half of the conference attendees for the 2015 conference will be from outside the Australasian region. Many of these will be from North America and in attending the 2014 meeting there will be an opportunity to heavily promote the meeting as well as encourage international participation and also make sure that they have all the information needed to run a successful conference. With the conference in Australia WDA-A is hoping to not only attract new memberships from the Southeast Asian region but also from within Australia, New Zealand, Papua New Guinea and Africa and feel that having one or two members attend the meetings in 2014 will be extremely helpful. WDA-A does have funds to match any support that is provided by the parent body.

Discussion

President Work: Travel Guidelines are present that were adopted in 2013 and adopted by Council. The current guidelines need to be considered when addressing this request.

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A. Reiss: The Guidelines specifically discourage funding a section chair to attend the meeting. However this is a request for a member of the 2015 conference organizing committee to attend the Annual International meeting, a onetime request. This has to do with WDA-A running a good meeting (thus conducting WDA business) rather than having the section chair attend the meeting.

President Work: We have had some challenges with the organization of the New Mexico meeting and if having a WDA-A conference organizing committee member attend the 2014 meeting allows them to learn what has to be done to host a successful meeting then I feel this is a valuable use of WDA funds. One possibility is that each organization (WDA-A and WDA) share the cost. And it may be appropriate to have one of the attendees be a member of Council.

Executive Director Jessup: If you review the Travel Guidelines it is apparent that one of the items that are discouraged for funding is supporting the next year's conference hosts to attend the current year's meeting. These guidelines are a bit restrictive. However since they are guidelines Council can decide to do what they want. If Council would like to move forward with this proposal then they should acknowledge that the Travel Guidelines have been reviewed and Council are choosing to do this because they feel that it is beneficial for conducting the business of WDA.

C. Meteyer: Could we use the language that A. Reiss proposed and indicate that we feel that this request falls under the Travel Guidelines as it supports the business of the WDA?

D. Gavier-Widen: Is the attendance to the European Section meeting necessary to insure that the 2015 meeting runs smoothly?

A. Reiss: WDA-A may have members that are already planning to attend this meeting so could cover the costs themselves. The advantage to attending the European Section would be primarily for promotion of the meeting, the key meeting to attend is the New Mexico meeting.

L. Baeten: If Council is concerned about spending the \$3,000 for this travel support we could stipulate that if there is a profit from the 2015 meeting then WDA could be reimbursed.

Executive Manager Jessup: We may want to wait before we add any specific language like that as we haven't worked out any of the financial details for the 2015 meeting.

President Work: In light of the travel guidelines is council in agreement with the concept to bring some members of the WDA-A conference committee over for the WDA meeting.

Motion: Baeten/Gibbs

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Council has considered the Travel Expenditure Guidelines passed in 2013 and approves the expenditure of up to \$3000 to be matched by \$3000 from the Australasian Section to assure that appropriate representatives of WDA Australia attend the 2014 WDA conference in New Mexico to participate in Council and planning for the 2015 meeting. *Passed unanimously*

The following amended motion was approved during Council e-business on May 28, 2014 as it was noted after the March 18, conference call that the Travel Guidelines had not been passed.

Amended Motion: Baeten/Mills

Council has considered the Travel Expenditure Guidelines ~~passed in 2013~~ and approves the expenditure of up to \$3000 to be matched by \$3000 from the Australasian Section to assure that appropriate representatives of WDA Australia attend the 2014 WDA conference in New Mexico to participate in Council and planning for the 2015 meeting. *Passed unanimously*

2014 - 06: Update on 2014 conference & request for funding for student mixer. Marcy Uhart / Lisa Shender

Discussion:

L. Shender: The \$5,000 requested is what previous mixers have cost. However we have obtained quotes for the mixer and one of these is significantly cheaper, but this does not include transportation. The cost may be as low as \$1500 and that includes 2 free beers/person and some food items but not transportation. Also have a few requests for funding and are waiting to hear back from them.

L. Baeten: Student Activities Fund currently contains approximately \$80,000.

Both Executive Manager Jessup and President Work thanked L. Shender for her work on behalf of the SAC for the annual meeting.

Motion: Reiss/Neimainis

WDA Council approves up to \$5,000 to cover expenditures for the student mixer at the 2014 Annual International Conference. These funds are to originate from the Student Activities Fund that currently holds \$74,000. *Passed Unanimously*

2014 – 07: Small Grants Committee update and approval of a future level for the small grants awards. Carol Meteyer

C. Meteyer: This has been the first cycle of the SGC. The call for proposals went out with a deadline of January 15th. Sixteen requests for funding were received, 15 were reviewed as one came in incomplete. Final decisions on selection have not been made. One proposal is strongly supported for \$3,500 and the Committee is still discussing the possibility of funding

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a second proposal for approximately \$3,000. The remainder of the \$11,000 would be returned to the endowment fund. Only the top two proposals were selected. Over the next few weeks a discussion will occur with Executive Manager Jessup and President Work to send the final proposals to Council as an e-business item for approval.

The Committee is going to review how this first year went including carefully reviewing the criteria for the proposals and how these criteria can be effectively communicated. Many of the requests included long term projects that were just requesting one year of funding with no plan for future funding. This is not the intent of the SGP we are looking to fund discreet projects. We need to make sure that we are adequately communicating this information. But overall the Committee is pleased with this inaugural year.

Discussion:

Executive Manager Jessup: There did appear to be some confusion on funding guidelines. There was confusion that this fund was not to support field projects and submissions could not be for money to support a member's specific project.

C. Meteyer: Some members never received the guidelines as they didn't get included in the original blast email, and then some members couldn't find them on the website. But these issues will be corrected with the next grant cycle.

The SGF is part of the proceeds from the WDA investments (our realized gains). Our investment firm has utilized the Monte Carlo investment simulation model which predicts the amount of profit from investments over a specified amount of time. This is how amounts were calculated for the endowment fund, small grants and increased electronic presence initiatives. With an estimate of \$40,000/yr we should be able to get about \$11,000 each year for the SGF over the next 5 years. If the full \$11,000 is not spent each year on SG funding, where does this money now go?

Executive Manager Jessup: There will be funds accumulating in the liquid assets and in the invested operating funds and Council will need to decide where those funds should go. If the SGC wants to know how much they will receive next year then perhaps we should specify an amount rather than basing it on a percentage which could fluctuate.

C. Meteyer: It would be helpful to know an exact amount for the announcement in the Newsletter which would state how much is available for next year.

Treasurer Baeten: During the annual meeting with JSA, the BAC will ask how does splitting out the endowment into its own specific fund effect the Monte Carlo simulation model predicted amounts for the future investment distributions.

Motion:Baeten/Mills

WDA Council approves continued funding for the Small Grants Fund to the same level as last year (\$11,000) upon review of progress of the committee. *Passed Unanimously*

INFORMATION ITEMS:

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2014 – 08: Update on reformation of the African Middle East Section. *Dave Jessup*

Progress is being made on the reformation of the African Middle East Section (AME). There are now 54 paid members. Nominations for officers are progressing and the election will take place in April. Thomas Nyariki, Mike Kock and Anne-Lise Chaber are the members of the ad-hoc Committee that have secured the nominations and are running the election. Communications are very open and there is a lot of enthusiasm for this section. Many of the members are new to WDA. Mike Kock is working with AMM to develop an AME section page on the website.

Discussion:

Treasurer Baeten: will we be paying them in 2013 as a geographic section?

Executive Manager Jessup: No because there are still funds in their account in Kenya. Once they have their officers in place then they can access the funds. The amount of funding they receive is based on the number of members. 2014 will be their first year with members so they will receive funding for the section in 2015.

2014 – 09: MOU with International Association of Aquatic Animal Medicine. *Dave Jessup*

Executive Manager Jessup has met with the officers of IAAM and discussed that there are similarities between both associations (e.g. membership is international and open to varied educational backgrounds). IAAAM does not have an aquatic animal health journal, however many members publish in JWD. The possibility of having joint meetings and potentially creating a compilation of articles, pulled from the JWD that are focused on aquatic animal health. Tracy Romano, IAAAM President, polled the membership and 65% of the 25% that responded to the survey, indicated interest in having a joint membership with WDA if they could receive member benefits that are available on the website as well as have electronic access to those articles published in JWD that were pertinent to aquatic animal health (which is 20% of JWD content). The cost of this membership would be \$40/yr. Tracy and Vice-President Uhart are working on potentially having a joint meeting at the 2017 meeting in Mexico. In concept, WDA would establish a new membership category called Aquatic Animal that would cost \$40 and include access to the website and the amalgamated articles from the Journal that addressed aquatic animals. This content would be compiled by an Associate Editor; Frances Gulland has volunteered to do this. Vice President Uhart has proposed that IAAAM reciprocate by offering WDA members a reduced membership rate. This concept is currently being discussed by their board. There is a draft MOA that is similar to the MOA with AAZV and AAWV and can be shared with Council. This will be added to the July meeting agenda as an action item.

Discussion:

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C. Meteyer: Could this set a precedent with groups that want partial membership. One of the benefits of WDA is the ability to interact and share information with our colleagues. WDA has never had partial memberships. This is a new concept. Having more materials to review may be helpful.

Executive Manager Jessup: WDA Associate members are partial memberships. They pay \$30/yr. and do not receive JWD. Student members pay \$40/yr. and those that want a printed copy of the Journal pay \$50. IAAAM members would pay the same as Student members with electronic access but only receive 20% of the JWD content.

Are we making a special exception for a particular group or is this a new way to bring people in to WDA and then perhaps some will decide that they want to upgrade to full membership.

President Work: No decision is needed at this point this is just a potential item to start thinking about.

L. Shender: What specific benefits would this membership include? Could they vote and be committee members?

Executive Manager Jessup: They would have all member benefits that associate members have.

C. Meteyer: Essentially they are opting out of any of the Journal content that they don't want.

P. Bright: So the advantages of this MOU would be that we increase membership, which is good. What do other Council members feel would be the disadvantages? One was that this would set the precedent for other groups that may want to do this. Are there others?

L. Shender: There may be concern that this sets a precedent where current WDA members decide that they too are only interested in certain articles from JWD and why do they need to pay the full membership price?

Executive Manager Jessup: It is difficult to look into the future and predict that this may set up a precedent for members deciding that they only want a portion of the Journal and Council always has the final say on any proposal that comes before them. IAAAM has presented a concrete proposal from a mature organization that is about 1/3 of WDA's membership. Both organizations have shared members, interests and a common culture.

D. Gavier-Widén: WDA has MOUs with other groups however they do not only request a portion of the JWD. I am concerned that we are going to get WDA divided by disciplines when we have worked so hard to be all inclusive. I hope that this doesn't divide members.

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Executive Manager Jessup: This also may bring more of their members to us, rather than divide our members. Not all of our current MOU's are the same. Our MOU with The Wildlife Society is not the same as our MOU with AAWV or AAZV. Each contains specifics that aim to improve the commonalities. TWS MOU involves utilizing some of their staff to get materials to WDA that we either print or not. Each meets certain needs that have been identified between the two organizations.

C. Meteyer: If the Association of Avian Pathologists, which is a very large organization, requested a similar MOU only wanting articles concerning avian health would we consider it?

Executive Manager Jessup: If this brought increased revenue to WDA I would hope that we would consider it. I would hope that we would consider anything that was of benefit to the organization.

Action Item:

President Work: We will forward the draft MOU to Council for consideration.

2014 - 10: Discussion of possible retiree category of membership. *ThierryWork*

President Work has been heading an ad-hoc committee to figure out ways to keep our retired members involved in the organization. Often retirees will not continue to be fully engaged and we lose a wealth of institutional knowledge. One option is perhaps the retired member category and I have other suggestions that I will be passing to the committee.

P. Bright: May need to change membership category name from Senior to Retired.

Executive Manager Jessup: We have considered calling it Senior, Golden, Emeritus and each doesn't quite work. We are considering perhaps Retired as the category name. Particularly if we use age 65 and up along with 25 years of membership as the criteria

A.Reiss: 25 years seem like a long time to request continuous membership. Perhaps consider 20 or 15 years instead?

President Work: No criteria have been finalized and this is all still under discussion. The ad-hoc committee is composed of retired, active and student members. The committee is trying to come up with a concrete proposal to bring to Council in July.

Executive Manager Jessup: WDA's electronic files only go back 20 years. We can ask for 25 years of membership but we can't verify anything beyond 20 years.

C. Meteyer: 15 years service seems like a reasonable duration of time to commit to WDA.

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S. Gibbs: Is there already an Emeritus membership category?

Executive Manager Jessup: The Emeritus Award confers free membership for life for the award winner so they are listed as Emeritus members.

ADJOURN:

President Work thanked Council for their active participation in the call.

Motion: Work/Baeten

WDA Council moves to adjourn the meeting at 13:40 PDT. (*Passed unanimously*)