

2013-2014 WDA COMMITTEE TARGETS

(Click on the link to jump to committee and click “top” next to committee name to jump back to this page)

[Audit](#)

[Awards](#)

[Budget & Audit](#)

[Endowment](#)

[Information](#)

[International](#)

[Membership & Promotions](#)

[Mentorship](#)

[Nominations](#)

[Public Awareness](#)

[Small Grants](#)

[Student Activities](#)

[Student Awards](#)

[Teller](#)

[Time and Place](#)

[Tom & Beth](#)

2013-2014 WDA Audit Committee Targets ([Top](#))

Background: Our Constitution requires that we conduct an audit of the Association financial records every 3 years. (Article V, Section 2 as follows: “Auditing. Financial records of the Business Manager shall be audited at minimum every three years by a Public Accountant or an Auditing Committee of three members, the method to be determined by the Council.”). The financial records referenced should include records generated by the treasurer, executive manager, and Allen Marketing and Management WDA Business manager. The next required audit is to be conducted on the 2013 records. We would like for you to conduct a thorough audit and provide a written report to Council. We are giving you the freedom to determine a procedure based on information from the last two audits and via consultation with the budget and audit committee if you desire. If in the course of your efforts you have recommendations for improvement of our business practices, please include them in your final report. Attached is the 2009 Audit report for your information.

Targets

1) Conduct a thorough financial audit of the 2012 records of the WDA and provide a written report on the results of the audit to the WDA Council.

Deadlines: (Those in bold are firm)

March 31, 2014: Audit complete

June 22, 2014: Report of Committee activities due to Council.

Members

Name	Email
Mike Ziccardi (Chair)	mhziccardi@ucdavis.edu
Carol Meteyer	cmeteyer@usgs.gov
Tom Yuill	tmyuill@wisc.edu
Kathy Converse	conversekrtn@gmail.com

2013-2014 Awards Committee Targets ([Top](#))

Background: Recognition of the achievements of our varied international members is a critical element of our association. The Awards Committees receives and advises Council on the nominations for the Wildlife Disease Association major service award, the Edward M. Addison Distinguished Service Award and the Wildlife Disease Association Emeritus Award. The committee also assists in the procurement of additional service acknowledgements as requested by the president.

Targets

- 1) Solicit nominations and recommend nominees for awards to Council as specified in Committee guidelines.
- 2) Ensure that plaques are engraved and arrive at the conference to present to awardees
- 3) Modify guidelines to specify the following:
 - Awardees are informed of their selection PRIOR to arriving at meeting. This is to avert snafus that occurred at 2013 meeting where one of our awardees was present but unaware he won an award and thus almost did not attend the banquet to receive it in person.
 - That Awards Committee is in charge of ensuring plaques are engraved and arrive at conference.
 - That awardees be requested to limit the length of their speech to 3 min.
- 4) Work with Teller Committee to develop a system to archive CVs and applications of applicants/nominees.
- 5) Develop other targets as appropriate.

Deadlines: (Those in bold are firm)

Sept. 1, 2013: Announces Emeritus and Addison DSA Awards in newsletter/web site and blast email.

Dec. 1, 2013: Announces Emeritus and Addison DSA Awards in newsletter/web site and blast email.

March 15, 2014: Closing date for awards nominations.

March 31, 2014: Forward names of awardees to Teller.

June 22, 2014: Report of Committee activities due to Council..

Committee Members

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Ted Leighton	ted.leighton@usask.ca
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Thijs Kuiken	t.kuiken@erasmusmc.nl

2013-2014 Budget & Audit Committee Targets ([Top](#))

Background: The purpose of the Budget and Audit Committee is to ensure fiscal responsibility and soundness of the Association. Careful stewardship of WDA financial resources are the bedrock of a healthy association. The Budget and Audit Committee

plays a central role in ensuring that the financial health of the WDA remains robust for the near and long term. The Committee is chaired by the WDA treasurer and provides advice to the treasurer and Council on financial matters.

Targets

1) Proceed with stewardship of WDA fiscal resources according to the Committee guidelines.

Deadlines

22 June, 2014: Report of Committee activities due to Council.

Members

Name	Email
Laurie Baeten (Chair)	wdatreasurer@gmail.com
Thierry Work	thierry_work@usgs.gov
Dave Jessup	wda.manager@gmail.com
Carol Meteyer	cmeteyer@usgs.gov
Jim Mills	wildlifedisease@gmail.com
Vere Nicolson	vere_nicolson@dreamworld.com.au
Ed Addison	ecolink@rogers.com
Tom Yuill	tmyuill@wisc.edu

2013-2014 Endowment Committee Targets ([Top](#))

Background: Council decided to merge the Endowment and JWD Endowment committee into a single unified body. A goal of WDA is to endow the JWD to make it self-sustaining and allow global open access by 2020. This will require ca. \$2-3 million, and we currently have ca. \$91K. The WDA President has set a goal to increase the amount of funds held for endowment to \$500K by the end of 2015.

Targets

1) Develop a fund raising plan to raise the JWD endowment to \$500K by 2015. Some resources to consult.

<http://www.grantnet.com/HelpfulReports/fundraisingstrategy.pdf>

- 2) Develop a step down plan and implement it. Suggested goal: 250K/year. Some ideas:
- Work with the Time & Place Committee to net 50K profits for New Mexico and Australia conferences.
 - Get a donation campaign for WDA members to increase the percentage of WDA members donating to the cause.
 - Figure out creative ways to approach foundations.

- d. Work with new Mentorship ad-hoc committee to get legacy donations.
- e. Work with Public Affairs and Membership & Promotions to generate additional ideas.

3) Develop other targets as appropriate.

Deadlines: (Those in bold are firm)

December 31, 2013: Fundraising and step down plan complete.

January 31, 2014: Implement the plan

June 22, 2014: Report to Council.

Committee Members

Joe Gaydos (Chair)	jkgaydos@ucdavis.edu
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Tom Yuill	tmyuill@wisc.edu
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2013-2014 Information Committee Targets ([Top](#))

Background: The Information Committee compiles and disseminates news of particular interest to the members of the WDA and others interested in health of wildlife. With globalization of WDA and with new forms of communications, outreach will play an increasingly important role to both disseminate information and to sustain and strengthen membership and the WDA as a whole. In this context, the Information Committee plays a pivotal role in enhancing WDA's electronic presence and ensuring that the association's information needs can nimbly adjust to serve its varied membership. Important further steps in this process will be continued development and professionalization of the WDA website and other means of electronic communications to members.

Targets

- 1) Work with Xman to streamline membership renewal process on website (e.g. renew simultaneous for sections and membership, eliminate need for member number).
- 2) Develop a WDA Facebook page and coordinate this with facebook pages of sections and student members.
- 3) Develop ways to have twitter feeds during meetings.
- 4) Provide recommendations to President regarding potential of merging Website Editor with Newsletter Editor.

- 5) Continue exploring and developing use of apps and QR codes to enhance communications during conferences.
- 6) Post GIVING document on website and provide prominent link.
- 7) Prominently post on website organizations with which we have MOAs (AAWV, AAZV, TWS) and those that are sustaining members (Ecohealth, WCS) and encourage cross membership.
- 8) Prominently post on website member benefits, perhaps as pop ups.

Deadlines: (Those in bold are firm)

Aug 31 2013: Fix renewal on website. Post giving document and link.

Oct 31 2013: Recommendation to President regarding merging website and newsletter editor.

March 31, 2014 or sooner WDA Facebook page goes live.

June 22, 2014: Report to Council

Committee Members

Tammie Orourke (Chair)	torourke@wcs.org
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Samantha Gibbs	samantha_gibbs@fws.gov
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Laura Martin	lerosen@gmail.com

2013-2014 International Committee Targets [\(Top\)](#)

Background: The International Committee considers international matters including advising the membership on formation of sections, providing guidelines for prospective groups relating to WDA Sections and receiving applications for section status. Nurturing international membership will play an ever increasing importance as WDA strives to be a global leader in wildlife health. A pivotal event occurred in 2011 with the formal establishment of a Latin American Section that now complements the Australasian, Nordic, and European Sections. Encouraging, solidifying, and growing this new Latin American Section will be critical in the coming years. In addition, a seed bank of WDA members in the Middle East and Africa have expressed an interest in a Middle East/North Africa Section, and this should be explored.

Targets

- 1) Work with Xman to facilitate formation of AME section.

- 2) Explore options to engage Asian region members. One option is to work with Time & Place to have joint conference between WDA and Asian Society of Zoo & Wildlife Medicine in 2015. Also consider reaching out to Chinese Academy of Sciences.
- 3) Explore options to continue engaging and solidifying Latin American Section. One option is to coordinate with Time & Place and hold our 2017 meeting in Latin America.
- 4) Work with Membership & Promotions Committee to develop ways of increasing membership from Latin America, Africa Middle East, and Asia.
- 5) Work with Public Affairs Committee to get the word out of our mission, membership, member benefits to a broader audience.
- 6) Finalize Arabic and Russian translations of the “about us” section of WDA website.
- 7) Develop, translate and post a powerpoint presentation about WDA
- 8) Develop other targets as appropriate.

Deadlines: (Those in bold are firm)

November 30, 2013: Proposal from AME Section due for Council consideration.

June 22, 2014: Report to Council

Committee Members

Peter van Tulden (Chair)	peter.vantulden@wur.nl
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2013-2014 Membership & Promotions Targets ([Top](#))

Background: If the WDA is to thrive in the longer term, it is critical that we have a mechanism to “get the word out” to members and the general public on all the good things the organization does. Exploring way to increase and diversify our membership is also a mechanism to ensure the long-term health of the WDA. The Membership & Promotions Committee plays an important role in all this by reaching out to other

organizations, helping prepare outreach material, and devising ways to grow and diversify WDA membership. Note that the WDA President has set a goal to increase membership by 25% by 2015.

Targets

1) Develop a membership drive and implement it. For guidance, see:
<http://www.rims.org/membership/chapterofficertools/Resources/Documents/MemberDriveHandbook.pdf>
<http://www.cooperativegrocer.coop/articles/2004-01-09/seven-steps-successful-membership-drive>

2) Close to 60% of previous members in the years 2010-2011 have lapsed. Contact lapsed members, starting with non students, to understand why they did not renew and whether they might reconsider renewal. This is an immediate and high priority.

3) Work with International committee to develop ways of increasing membership from Latin America, Africa Middle East, and Asia.

4) Work with Emeritus Committee to encourage retired members who have lapsed their membership to rejoin.

5) Work with Public Affairs and International Committee to get the word out of our mission, membership, member benefits to a broader audience.

6) Member suggestions to consider: Charles Van Riper suggested a lifetime membership category for WDA. Ezekiel Hidalgo suggested that a network of labs willing to mentor students be developed and that these students could then serve a source of new members.

7) Develop other targets as appropriate.

Deadlines (those in bold are firm)

November 30, 2013: Plan for membership drive drafted

December 31, 2013: Implement membership drive

June 22, 2014: Report to Council

Committee Members

Debra Miller (Chair)	dmille42@utk.edu
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Sarah Olson	solson@wcs.org

2013-2014 Ad hoc Mentorship Committee (new) ([Top](#))

Background: When WDA members are approaching the end of the careers and preparing to retire, they often drop out of the WDA. This is unfortunate because these folks have a vast amount of experience and extended professional networks that they could share with newer members thereby enhancing WDA's institutional memory and outreach. The ad-hoc Mentorship Committee facilitates engagement and interaction of retirees and those approaching retirement with existing WDA members. Retirees include existing or former WDA members.

Targets:

- 1) Develop and maintain a contact list of retired or retiring WDA members.
- 2) Coordinate with Student Activities Committee to develop a student mentorship program. Some examples include providing advice on research, academics, or writing papers or proposals.
- 3) Brainstorm and present activities that would promote engagement of retirees in WDA.
- 4) Develop committee guidelines.
- 5) Collect photos and CVs of emeritus members (old and new) to post on website.

Deadlines: (Those in bold are firm)

October 31, 2013: Draft contact list of current retirees sent to Chair.

December 31, 2013. Chair has personally contacted all members on list to inform them of committee and its mission and invited them to participate.

April 30, 2014: Mentorship program launched

June 22, 2014: Report to Council

Committee Members

Thierry Work (Chair)	thierry_work@usgs.gov
Anette Roug	a_roug@hotmail.com
Rick Botzler	botzlerr@sbcglobal.net
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2013-2014 Nominations Committee Targets ([Top](#))

Background: The Nominations Committee receives nominations from members and selects additional candidates to run for office and fill vacancies on the WDA Council. The WDA will live or die based on the dedication and volunteerism of its membership. As such, the WDA's future depends on identifying, nurturing, and nominating candidates that can effectively serve the organization. With the globalization of WDA, it will be

critical that the nominations process continues to be transparent and that members have a clear idea of how one can become committee members, officers, or member of Council. The Nominations Committee will be key to ensuring this.

Targets

- 1) Find suitable nominees for two Council-Members-At-Large, one Student Council member, Secretary and Treasurer

Deadlines (those in bold are firm)

Nov 15, 2013: Closing date for names for WDA Election

Dec 1, 2013: Send slate of WDA candidates to Secretary

June 22, 2014: Report of Committee activities due to Council.

Committee Members

Dolores Gavier-Widen (Chair)	dolores.gavier-widen@sva.se
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Paul Duff	paul.duff@ahvla.gsi.gov.uk
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Cindy Driscoll	cdriscoll@dnr.state.md.us

2013-2014 Public Awareness Committee Targets ([Top](#))

Background: The Public Awareness Committee is a standing committee charged with developing or vetting position statements for the WDA. However, given the diversity of membership and interests in the WDA, it became apparent that this was a difficult task, and so the committee was made dormant. The Public Awareness Committee is now being revived to “sell the mission” of the WDA to groups to which our organization does not routinely reach out. For example, WDA has done well reaching out to zoo vets, wildlife vets and biologists, but wildlife health is bigger than that. We have an opportunity to educate conservation organizations on how our discipline aids broader natural resources conservation efforts and we could also reinforce the message that wildlife health is also important to human and animal health. The Public Awareness Committee can play a pivotal role in this arena.

Targets

- 1) Develop a longer term communications and outreach plan to engage conservation groups. Examples include but not limited to IUCN, Conservation International, Navajo Nation (for New Mexico meeting), Ocean Conservancy, Pew Foundation. Consider doing the same for public and animal health organizations.

2) Reform the PA committee and develop a communications plan to reach out to conservation organizations above. For guidance, see:
<http://knowhownonprofit.org/campaigns/communications/effective-communications-1/communications-strategy>
<http://www.odi.org.uk/publications/5186-communications-strategy-planning>
http://ctb.ku.edu/en/tablecontents/sub_section_main_1059.aspx

3) Develop a step down plan to prioritize which groups to which we want to reach out first and strategies to "get the word out". Consider working with Information Committee and Membership & Promotions as needed.

4) Implement the plan.

5) Modify committee guidelines to reflect the committee's new mission.

6) Develop other targets as appropriate.

Deadlines (those in bold are firm)

December 31, 2013: Long term plan complete

March 31, 2014: Step down plan complete

April 1, 2014: Implement plan

June 22, 2014: Report to Council

Committee Members

Jordan Mencher (Chair)	jmencher@uw.edu
Dave Hunter	dave.hunter@retranches.com
Stephanie Norman	stephanie@marine-med.com
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Janelle Ward	wildlifehealthsolutions@gmail.com
Barbara Wolfe	barbara.wolfe@cvm.osu.edu

2013-2014 Small Grants Committee Targets ([Top](#))

Background: In 2013, Council voted to make the Small Grants Committee a formal standing committee. The committee members have worked hard to bring this effort to this stage drafting detailed guidelines and procedures that allow the WDA to fund small projects that would further the mission of the organization. It is now time to put the process into practice.

Targets

- 1) Implement Small Grants Committee activities according to committee guidelines.
- 2) Develop other targets as appropriate.

Deadlines:

Please refer to Committee Guidelines

June 22, 2014: Report to Council

Committee Members

Carol Meteyer (Chair)	cmeteyer@usgs.gov
Julie Langenberg	jlangenberg@savingcranes.org
Ian Barker	ibarker@golden.net
Lisa Yon	lisa.yon@nottingham.ac.uk
Ezequiel Hidalgo	ezequielhidalgoet@yahoo.com
Bonnie Raphael	braphael@wcs.org

2013-2014 Student Activities Committee Targets ([Top](#))

Background: The Student Activities Committee represents student members of the WDA. The future of the WDA depends on a robust and engaged base of students. It is in the WDA's interest to promote involvement of students by, among other things, promoting membership and encouraging students to establish WDA student chapters in universities. The Student Activities Committee is charged with ensuring that students have a forum where they can meaningfully contribute to WDA and its mission and help students get the most out of their wildlife health and disease training.

Targets

- 1) Revise scoring guidelines for chapter funding.
- 2) Implement student travel grant program.
- 3) Brainstorm former student chapter presidents to increase student involvement.
- 4) Provide an e-forum facilitating inter-student interactions.
- 5) Coordinate with new Mentorship ad hoc committee to facilitate interactions with retirees.
- 6) Consider ways to get photo companies to sponsor the photo contest (e.g. Wildlife as Canon Sees It) or contact them and solicit their funding support.
- 7) Develop a plan to hold a North American Student Workshop to take place in 2015.
- 8) Develop other targets as appropriate.

Deadlines (those in bold are firm)
June 22, 2014: Report to Council

Committee Members

Lisa Shender (Chair)	lashender@ucdavis.edu
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Barbara Schock	bshock@uga.edu
Stuart Patterson	StuartJPatterson@gmail.com

2013-2014 Student Awards Committee Targets ([Top](#))

Background: The Student Awards Committee coordinates all activities related to the student awards of WDA. Students are the future of the WDA, and the organization has rightly placed much emphasis on recognizing future scientists and potential leaders of the organization. An energetic and dynamic WDA Student Awards Committee is vital to ensuring that our students have both opportunities to compete and be transparently judged for the many awards available to them.

Targets

- 1) Revise committee guidelines on incorporating methods to score foreign students where US Grade Point Average system does not apply.
- 2) Revise committee guidelines to develop more objective criteria to evaluate student abstracts and posters.
- 3) Carry out student awards activities according to committee guidelines.
- 4) Develop other targets as appropriate.

Deadlines (bold are firm)

Sept. 1, 2013: Announces Student Awards in Newsletter/web site.

Dec. 1, 2013: Announces Student Awards in Newsletter/web site.

June 1, 2014: Forward names of student awardees to Awards committee so plaques can be made (contact chair of Awards Committee about the date this is needed)

June 22, 2014: Report of Committee activities due to Council.

Members

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Jennifer Siembieda	jensiembieda@ucdavis.edu

2013-2014 WDA Teller Committee Targets [\(Top\)](#)

Background: Historically, the Teller Committee prepares and tallies ballots for elections. With the automation of election results, the function of tallying ballots is taking a minor role. On the other hand, WDA needs a mechanism to regularly sound its members on a variety of different topics that may arise. The Teller Committee is thus positioned to play an important role in designing well crafted surveys to sound out WDA membership. These surveys will allow members to provide guidance to Council on how to proceed for various issues to ensure that the WDA can continue to be responsive to member needs. The Teller Committee will also play a critical role in the next few years helping professionalize WDA business practices.

Targets

- 1) Work with Treasurer to develop a proposal with estimated annual budget to professionalize our document and records management and retrieval. This should include at minimum:
 - a. Financial records (receipts, contracts, awardee CVs, Award recipients, Committee members, officer and council positions, committee guidelines).
 - b. Implementation of record storage/disposal plan as per AAZV practices and other legal requirements.
 - c. Plan for storage of electronic documents in the cloud.
- 2) Eliminate paper ballots
- 3) Work with Prez and XMan to deploy on survey Monkey JWD paper copy short survey.
- 4) Work with Prez and XMan to deploy on Survey Monkey WDA Communications survey.

Deadlines (bold are firm)

September 30, 2013: JWD Short survey deployed.

October 31, 2013: Proposal on new WDA business practices drafted and circulated to officers and Xman.

November 30, 2013: Survey results disseminated to members

June 22, 2014: Report to Council

Members

Peri Wolff (Chair)	pwolff@ndow.org
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2013-2014 Time & Place Committee Targets [\(Top\)](#)

Background: The Time and Place Committee identifies potential sites and scheduling for the WDA International annual conference and presents these to the Council for consideration. The Annual Conference is a highlight of the WDA and showcases the organization to the world. Success or failure of the conference hinges on identification of suitable venues and the efforts of engaged and dynamic conference organizers. The Time and Place committee is key to ensuring identification of venues and facilitating as needed operations of the current Conference Organizing committee. A key change this year is the goal of making meeting profitable for the Association in order to speed up the endowment of JWD.

Targets

1) Raise sponsorships for 2014 and 2015 meetings. The target is a profit of at least US \$50K per meeting. For New Mexico, consider approaching US Army (White Sands), DOD (Sandia Labs), The Nature Conservancy, NPS, Ted Turner, outdoor equipment manufacturers, Navajo Nation. For Australia, consider Broken Hill Proprietary, Government of NT, others.

2) Find venue for 2017 (Montana has offered for 2017, Florida may be other candidate, Mexico/Costa Rica also possible). Those proposing for 2017 should submit a short preproposal (see attached template) with estimated costs.

3) Develop, populate, and launch a scientific committee for New Mexico meeting. Margaret Wild, Pauline Nol, Anne Justice Allen, and Noble Jackson have all offered to help and should be in the loop).

4) Consider ways to reach out to Navajo Nation for NM meeting.

5) Coordinate with Student Activities for possible NA student workshop in 2015. Scott Wright has also proposed to give a one day workshop for NM meeting on how to give presentation, interact with press and bureaucrats.

6) Work with 2014 Conference team on potential pre-conference workshops.

Deadlines (bold are firm)

Decide on meeting date

9 months before date: Call for abstracts

7 Months before date: Website goes live

6 Months before date: Open registration

4 Months before date: Close registration and abstracts

June 22, 2014: Report to Council.

Committee Members

Marcy Uhart (Chair)	marcy.uhart@gmail.com
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2013-2014 Tom & Beth Committee Targets [\(Top\)](#)

Background: The committee is a joint committee of members of the WDA and the American Association of Wildlife Veterinarians. The committee selects candidates for the Thorne and Beth Williams Memorial Award and provides their recommendations to the executives of the two Associations. Tom Thorne and Beth Williams were highly influential and revered members of the WDA. Their dedication to the organization, mentorship, scientific acumen, and plain collegiality were an inspiration to all. Their tragic death in 2004 left a huge void in the WDA and to commemorate their distinguished services to the WDA, an award was created in their name acknowledging either exemplary contribution or achievement combining wildlife disease research with wildlife management policy implementation or elucidating particularly significant problems in wildlife health. The T&B committee is charged with identifying worthy recipients of this prestigious award in a manner that is inclusive and transparent to the entire WDA membership.

Targets

- 1) Revise committee guidelines to internationalize the T&B Award
- 2) Send blast Email to membership informing them of change and solicit nominations.

3) Identify potential nominees for the T&B award.

Deadlines (bold are firm)

November 1, 2013: T&B guidelines revised

December. 1, 2013: Announce T&B award in Newsletter/website

March 22, 2014: Closing date to select T&B Awardee

June 22, 2014: Final committee report due to Council.

Committee Members

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