

MAVT Monthly Meeting Minutes - April 11th 2016

Location: Affiliated Emergency Veterinary Service Blaine, MN

Members in attendance:

Sarah Lemm -- President
Darcy Mattson -- Past President
Kristi Gorton -- President Elect
Deb Stadvold -- Treasurer
Rian Ashmore -- Secretary
Danielle Korver -- St. Paul Area Rep, Convention Committee Co-chair
Kelly Noyes -- Education/Scholarship Chair, Public Relations
Maureen Parks -- Membership Chair
Jess Towley -- Convention Committee Co-chair



Meeting Minutes

I. Meeting called to order at 7:10 PM

II. Agenda Topics and Discussion

1. Potential to hire administrative assistant for MAVT
 - a. Discussion: Discussed logistics of tax status and paying for this position as well as considering the workload (as certain times of year are busier than others). Hiring an administrative assistant would be within our by-laws a board voted to move ahead with creating this position.
 - b. Action Items:
 - i. Darcy will create a job description. Board members and chairs should send any tasks items to include within this job description to Darcy.
 - ii. Deb will discuss the position with our accountant to determine payroll, etc.
2. May meeting distance location options
 - a. Discussion: Sarah received emails requesting a meeting in Willmar. Ridgewater College may be open to hosting the meeting.
 - b. Action Item:
 - i. Sarah will confirm location and details and follow up by end of the week.
3. Sending State Representative to annual NAVTA meeting
 - a. Discussion: Will need to look into details of location and when the meeting occurs.
 - b. Action Item: this will be revisited at a future meeting
4. Monthly Treasurer's Report
 - a. Discussion: Deb discussed the monthly report. Also discussed what board member should hold the MAVT debit card in addition to treasurer.
 - b. Action Items: With the change from Vice-President to a President Elect position, it was decided that the current card can remain with Sarah, until term as Past President is up. It will then be assigned to the incoming President Elect.
5. Vet Tech School outreach
 - a. Discussion: MAVT members visiting different campus locations to inform about MAVT.
 - b. Action Item: Darcy to follow up; future planning will be discussed at next meeting
6. Scholarship Applicants
 - a. Discussion:
 - i. Kelly received 2 submissions.
 - ii. Discussed creating new criteria/requirements for scholarship submissions next

year.

iii. Discussed creation of advanced track scholarship to benefit current technicians wishing to seek further credentials/certifications

b. Action Item:

i. Kelly will send the applications via email to board for review and vote by May meeting.

ii. Will continue discussion of this prior to next year's application time.

7. Vet Tech Week:

a. Discussion: Plan to send out a survey prior to tech week to see what members would like in regard to speakers and locations. Discussed coordination of locations for tech week with the area reps as well.

b. Action Item: Darcy will look into last year's survey and we will discuss making revisions to this year's survey at May meeting prior to sending it out. Sarah will update the survey this year.

8. Continuing Education Opportunities

a. Discussion: Discussed potential for a spring CE directed towards VTS, potentially creating a VTS mentorship for members who are interested in learning about or working toward their VTS.

b. Action Item: Will discuss more at future meetings.

9. Convention Planning Committee Meeting

a. Discussion: The date for the Convention Planning meeting was set to be at 6pm on May 3rd at the University of Minnesota - VMC

10. Reviewing By-Laws

a. Discussion: Would like to focus on reviewing sections over the year and discuss potential changes or updates.

b. Action Item: Board agreed to review Sections I and II prior to May meeting to discuss at May meeting.

III. Meeting adjourned at 8:24 PM.