

## PRESIDENT'S MESSAGE

- Tom Page, AAS, CVT  
[wyocvt@gmail.com](mailto:wyocvt@gmail.com)

Happy Dental Month to All!!!

I want to thank the association for the exciting opportunity to go to the NAVTA Leadership Conference and AVMA Leadership Conference in Chicago. At the conference I had the privilege of speaking with many representatives on the state and national level and we collaborated on several ideas.

Before discussing new ideas, which I'll be covering over the next few months as well as in our monthly meetings, let's address a few fundamentals:

**1. Membership Management:** paperwork, dues, and tracking. Deana is currently trudging through the piles of applications and updating records. Please see her report and please understand that this takes time, she might be reaching out to some of you for clarification respectfully.

**2. Membership recruitment:** Visit Eastern Wyoming College Student Chapter. This is in the planning stage.

**3. Membership evaluation:** **I'm asking Wyoming Veterinary Technician Association members to please send me an email about what Membership in the association means to you!** I am looking forward to your responses as I am compiling ideas to improve our association. I will report back to you some of the responses in the next newsletter.

**I look forward to hearing from you! Please email your thoughts to [wyocvt@gmail.com](mailto:wyocvt@gmail.com)**

Have a wonderful day.

## SECRETARY and MEMBERSHIP/CERTIFICATION

-Deana Baker, CVT  
[bouteloua\\_gracilis@yahoo.com](mailto:bouteloua_gracilis@yahoo.com)

I've just gotten another batch of memberships and certifications from the previous secretary and am furiously working through them as several belong to those of you that have already been in contact with me or Nanette. If you haven't already heard from me by this newsletter, please email me and I will be back with you within the week: [bouteloua\\_gracilis@yahoo.com](mailto:bouteloua_gracilis@yahoo.com)

**If you haven't sent in your renewals – you are now overdue.** Because of our delay in getting the secretary/membership items handed over we'll have a longer grace period to renew, but we'll clean up the 2017 membership list in the next couple of months so be sure to renew soon.

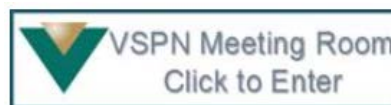
Be sure to read the TOP of the membership applications for instructions. Membership renewal will match certification, if you certify, OR, if you are not certified, your membership renewal will match the year you first became a member. Check your membership card for your renewal date and then select the appropriate membership renewal (one or two year) based on that. Please use the ATTACHED FORMS or only membership or certification forms that have my mailing address on them to ensure your items get to me as quickly as possible (and keep a copy for your records with the date and check number you sent with it!)

**Deana Baker – WyVTA Secretary**  
 2633 Bighorn Ave  
 Cody, WY 82414

## Monthly Membership Meetings – ONLINE:

**NEXT MEETING is March 5**

Look for the banner below on the VSPN Chat page



You are invited to our WyVTA Meetings, open to all members and prospective members, the first Sunday of the month (unless otherwise noted) at 8pm Mountain Time online at [www.vspn.org](http://www.vspn.org) > click CHAT on the navigation bar and login with your [VSPN.org](http://www.vspn.org) user/pass > click the button or the hyperlink to join the meeting: <http://www.vin.com/Members/Unity3/Unity.plx?R=VSPNMEET>

## TREASURER'S REPORT

-Aaron Tippit

**CORRECTIONS:** (Income reporting was missing for the Fall CE 2016 from the September 2016 Treasurer's Report, corrections to the September through December 2016 previously posted Treasurer's reports are below in red):

### September 2016

**Opening Balance: \$16,853.05**

#### Expenses:

Lori Powers, CE expenses, check #1129, \$414.94  
 Jackie Van Noy for Sep web, check #1130, \$49.00  
 Susan LaRue, CE Speaker, check #1131, \$300.00  
 Kristen Weishaar, CE Speaker, check #1132, \$410.70  
 Douglas Thamm, CE Speaker, check #1133, \$542.00  
 Elizabeth Atencio, CE Speaker, check #1134, \$392.00  
 Ramkota Hotel, CE Room/Food, check #1135, \$1,294.30  
 Karen Schutt, Reimburse Sec'y of State filing, check #1136, \$27.00  
 Jackie Van Noy, Oct web, check #1137, \$49.00

#### Income:

Deposit Certifications & Memberships, \$55.00  
 Total Fall CE Registration income, \$1890.00

**Closing Balance: \$15,319.11 (as of 10/10/16)**

## November/December

Opening Balance: **\$15,319.11** (as of 10/10/16)

### Expenses:

Jackie Van Noy, Nov web, check #1138, \$49.00  
Karalarae Lawrence, Scholarship winner, check #1139, \$500.00

Jackie Van Noy, Dec web, check #1140, \$49.00

### Income:

None

Closing Balance: **\$14,721.11** (as of 12/4/16)

## January/February

Opening Balance: **\$14,721.11** (as of 12/4/16)

### Expenses:

Tom Page, NAVTA 2017 conf/plane, check #1141, \$757.46  
Cambria Harmon, NAVTA 2017 conf/plane, check #1143, \$852.59

### Income:

Membership Renewal – 1 yr	}	\$800.00
Membership Renewal – 2 yr		
Certification Renewals		
Chapter Membership – EWC		

Closing Balance: **\$13,911.06** (as of 2/8/17)

## CE FALL SEMINAR UPDATES:

-Lori Power

[lori.bestfriends@gmail.com](mailto:lori.bestfriends@gmail.com)

We are starting our discussions of topics for the Fall CE Seminar and have several thoughts in the process so far ranging from dermatology, behavior, anesthesia, large animal wound management, large animal reproduction, etc. **If you have topics you'd like to see, please email me immediately!**

We are also trying to pin down the date of the Fall CE – traditionally it's been a middle Saturday in September, but we may have a venue issue and/or speakers that require specific dates as we did last year. **We will be attempting to get this pinned down for review at our next meeting March 5 so PLEASE join us online as the board would love to have more member input on this!**

## WEBSITE UPDATES:

-Jackie Van Noy, CVT

The new membership and certification applications (with Deana's mailing information) are now on the website. We have also renewed our domain name for another year.

## REPORT from NAVTA Leadership Meetings held at the AVMA Conference in Chicago, January 12, 2017

Note: The Board voted at the November meeting to send Tom Page (incoming President) and Cambria Harmon (incoming Member-at-Large). Tom's report is in his President's Message and will be continued throughout the next few months. Cambria's follows:

Some of the things I learned from the Veterinary Conference were the difference ways people think and what some people require to complete projects.

I learned that there are several things that plague the veterinary field and that psychologists are noticing these things all over the country, especially with burnout. They also notice that people who have a life outside of the field and/or a family are usually happier than those that just have work to focus on and talk about. The speaker encouraged us to try not to talk about work or animals with colleagues when we are outside of work. The speaker noted that people in other fields don't usually talk about their work outside of work like those in construction jobs and lawyers.

We learned there is a leadership institute and we spent time learning about what makes a leader. I personally learned I need to work on showing my confidence better as my body language does not always give off the same level of confidence as I feel like I'm speaking with.

Overall, I gained insight into the fact that there are a lot of opportunities out there and more ways to be in the field and to move higher up or do more than I was aware. I'm hoping I can use what I've learned to better communicate with people I work with; to help improve myself to be a better, more effective communicator; and overall make my way toward the goals I want to achieve in the field.

Respectfully,  
Cambria Harmon, LVT, CVT

## MINUTES

### WyVTA Meeting - January 8, 2017

**Tom Page:** Let's call this meeting to order. Welcome every one; Happy New Year.

The first item we need to talk about is the position of Secretary. Karen Nall has stepped down. I received the request and sent it out to the board via email 12/23/16.

*Deana Baker:* I am willing to do it again. I've done it in the past. In fact, I've done it a couple of times.

**Tom Page:** I think that is great, Deana. I am willing to sit down and go through things with you. There is a lot that needs to be done right away. The flash drive is intact. I have all of the stuff.

*Melanie Beardsley:* I'm willing to help, too.

*Deana Baker:* I still have the templates and the old spreadsheet.

*Jackie Van Noy:* I have the spreadsheet with the data through December 2014 when I left that office. Between Deana and I, we should be able to work through it; will probably take a couple of weekends.

**Cambria Harmon:** I nominate Deana Baker for Secretary.

**Tom Page:** Motioned by Melanie Beardsley, 2<sup>nd</sup> by Jackie VanNoy, unanimously passed. Deana Baker is the 2017 Secretary.

*Deana Baker:* The files will need to be sent to my home address, please.

**Tom Page:** I have all of the items. They are ready to ship tomorrow.

*Deana Baker:* Since I am secretary, I'm going to need the meeting transcripts.

*Melanie Beardsley:* Are you and Cambria all set and straightened out as far as the conference?

*Cambria Harmon:* I think so. I'll have travel receipts to submit for transportation to and from the airport, but I think I'm squared away.

**Tom Page:** Next topic is Scholarship Committee. Any volunteers?

*Melanie Beardsley:* I'm happy to do it again.

*Cambria Harmon:* I'm happy to do it again

*Kati Martin:* I think we should have at least three people on the committee. I would be willing to be the third person.

**Tom Page:** Thank you ladies. Scholarship Committee for 2017 is appointed as: Melanie Beardsley, Cambria Harmon, and Kati Martin.

*Cambria Harmon: I'm planning on putting in some time and trying to send some information about the scholarship to some of the tech schools so that the schools know about it.*

**Tom Page:** I have some thoughts regarding the scholarship. Would you be able to review together and have ready to send out as of next meeting?

*Melanie Beardsley: Sure, though I think we are pretty set on what we want. Unless you want requirements changed, Tom?*

**Tom Page:** I wondered about moving the deadline to the end of May. Just to allow more time to review and be in schools before leaving for summer. Then we could announce in July to allow the student to plan to attend meeting? Deadline was end of June. I am suggesting May 15th?

*Melanie Beardsley: We can't do that. They won't have the semester grades back. We could move it to maybe June 15th at the earliest. I think the end of June is fine. Winner got announced late this year due to us moving the date back due to no submissions.*

**Tom Page:** I didn't think of that; thank you. If we get it out on the website, we can get it on Facebook. Is there another that would be willing to assist?

*Jackie Van Noy: The scholarship went to the PO Box. I was scanning the applications and sending to the committee.*

**Tom Page:** Don't we need the PO Box for taxes and IRS?

*Deana Baker: We need to keep the state happy with a permanent address.*

**Tom Page:** The next topic is Annual Meeting and CE topic selection. I would like to suggest getting vendors involved to help further reduce costs. I know that Zoetis has helped with the facility. I think that if we can choose a topic in line with a vendor that would be willing to take up the cost of the speaker, then we are better off. I have spoken with Elanco, Graydon Snapp, Merial, and Monica.

*Kati Martin: The earlier we can get vendors contacted about sponsorship, the easier it would be to get funds from them.*

*Aaron Tippit: Who is supposed to be heading up the CE?*

*Kati Martin: Lori Power (Vice President) is, Aaron.*

**Tom Page:** When I spoke to Lori a week ago, she agreed with and plans on continuing as VP; even with her move.

*Aaron Tippit: OK, good to hear. What was the conversation like with the reps, Tom? Were they on board?*

**Tom Page:** I have worked with these folks for many years and they were receptive. They just couldn't commit at that time, year end, etc. Aaron, were you able to prepare a list of cost for the meeting last year?

*Aaron Tippit: With speakers and accommodations for the meeting, along with goody bags and certificates, the total was \$3,353.94. And it looked like Zoetis contributed \$1,000.00 for CE purposes (the room, snacks, and food all included in that figure).*

*Deana Baker: Zoetis has given us at least \$1,000.00 for several years. How much did we take in?*

**Tom Page:** Speakers were (paid) around \$1,700.00

*Deana Baker: I was just wondering if we broke even?*

*Kati Martin: I think it was under 30 this year.*

*Aaron Tippit: I can't find any of the deposits for the event, so I'll have to look to find out.*

**Tom Page:** That puts us less than \$3,000.00. This is why I want to get vendors involved. It helps allow us to send someone to AVMA and keep the checkbook happy. Even though Lori isn't here? She was up for suggestions too.

*Aaron Tippit: I think in the interest of getting vendors interested, Dermatology and Allergies seem to be a hot topic for them.*

**Tom Page:** Dermatology and Allergies would be Zoetis, Idexx, and Hills.

*Melanie Beardsley: I just did a VSPN course with some great discussion on life balance, burn out, and managing time/stress. I would love to see some large animal stuff. I've just been out of that long enough. I don't have any great suggestions on topics.*

*Kati Martin: Wound Management with large animal is always a good one. Also Reproduction Work.*

*Aaron Tippit: Should we send ideas to Lori directly? Or try to consolidate through someone?*

**Tom Page:** Send to Lori. I will work with her

*Cambria Harmon: Elanco does things with leadership, so that might get them more involved and team building in the clinic as well.*

**Tom Page:** I have one thought about visiting Torrington. I would like to work with Amanda and Dr. Walker to set up something that would open the doors. Does anyone on the board see a problem with this? I would like to see if one of the vendors would do pizza with one of Torrington's functions.

*Melanie Beardsley: I think it would be good to have more general knowledge of our existence among the students at EWC.*

*Aaron Tippit: Never hurts to open communication.*

**Tom Page:** Both sides. What are your thoughts, Mel and Amanda?

*Amanda - would you be able to send me calendar of events for the semester?*

*Amanda Johnson: I think that is a great idea. Yes. I just need your email.*

**Tom Page:** [wyocvt@gmail.com](mailto:wyocvt@gmail.com)

**Tom Page: Motion to adjourn by Melanie Beardsley, seconded by Aaron Tippit, unanimously approved.**

### WyVTA Meeting February 5, 2017

**Tom Page:** Kati said she would be late. Aaron will not be here. Let's call this meeting to order.

*Sage Martin: Amanda is in Florida, so she may not be here.*

**Tom Page:** Does anyone have questions regarding the minutes from last month? There was one thing on the January minutes about the CE Fall Seminar income. Info was in the file, just didn't make the report.

*Nanette Walker Smith: We can add that into the minutes there as a breakdown of that discussion.*

**Tom Page:** I sent out an agenda that I am going to follow. Next is the NAVTA and AVMA Leadership conference. Thank you all for allowing Cambria and myself to attend. I learned a lot. I hope to bring things to the Association over the next year.

*Cambria Harmon: It was great. I learned a lot as well. Thank you for letting me attend as well.*

**Tom Page:** Next on the list is an update from Deana and Nanette on the Secretary's Duties. Ladies - could you let the group know how things are going with who is doing what?

*Nanette Walker Smith: I'm still doing the newsletter for the time being. And this month did the minutes, given that Deana's got her hands full getting membership and certification figured out.*

*Deana Baker: My email has blown with people saying that they sent in their memberships. Sadly, I have had to tell most of them to resend the information. If the past Secretary is still getting applications, they need to be sent to me.*

**Tom Page:** I have asked and I have been told she doesn't have any. I will reach out to her in person to get the importance across.

*Melanie Beardsley: She hasn't said that she has gotten anything recently. Karen could have some from the last 10 days or so that she hasn't forwarded. I'll try to remember to ask Karen if she has recently forwarded any tomorrow.*

*Nanette Walker Smith: If they are using old application forms and sending to the addresses on that form, yes. I changed them and sent out the updated ones as fast as we had updates. They were updated on the website about 2 weeks ago. People need to say WHEN they sent them; and if they sent a check, when the check was written. Saying, "I sent it in" doesn't help anyone with dates.*

*Jackie Van Noy: There has been nothing to the PO Box.*

**Tom Page:** Thanks Mel and Jackie.

*Deana Baker: I had a couple that said that they had sent theirs in September and November. They were not in the bunch that I received with the boxes.*

*Charlene Pfaff: Unfortunately, I was one who sent my membership into the address on the old forms. I don't know the exact date they were sent, as my employer sent them in. But I know it was at least three weeks ago. There were three of us who sent them together. My employer will have the date of the checks sent with the applications.*

*Deana Baker: Charlene, I got yours that was post marked January 25th. I've been answering the emails as quick as I get them.*

*Nanette Walker Smith: Good to know, Charlene. That gives us something to work with! Did you or your work perchance keep a copy?*



*I've been forwarding any emails I get within 24 hours to Deana. I let folks know both her email and that their emails were forwarded as well. Charlene Pfaff: I know you received my certification application, Deana. But did you get my membership as well?*

*Deana Baker: No membership Charlene, just your certification stuff. Nanette Walker Smith: Need to be sure the practice understood that both membership and certification needed to be sent in. This is still an issue with folks, even though it's about as clear as I can make it on the forms. Most recent one was someone who thought that she could only renew one for one year because she was likely going to change her profession this year. Not the case.*

*Charlene Pfaff: My certification was sent in last year around May, and I had never received anything from that. Deana looked it up and had nothing in my file. The check we sent had been cleared on our end. I resent my application since all my stuff had been lost. Now I'm trying to keep in touch with Deana to see if my membership stuff that was sent with two of my coworkers stuff is going to show up. We sent it to the address on the old forms.*

**Tom Page:** How many do you think we have received, Deana?

*Deana Baker: I have about 10 that I need to process. I've been doing them on Tuesdays, which is my day off.*

*Jackie Van Noy: Is Tessa still getting some? I know that in the past, I have copied an old form and just hand written the year on it.*

*Deana Baker: No, I asked her.*

*Nanette Walker Smith: Good point, Jackie. Need to check, although I'm sure Tessa would forward.*

*Cambria Harmon: I know I sent mine in, and I believe I received my little card in the mail.*

*Deana Baker: Yours was in the bunch that was forwarded to me, Cambria.*

**Tom Page:** Thank you for the update. It looks like there have been some snags. Thank you, Deana, for working through it. Is there anything else that we need to talk about on this topic?

*Nanette Walker Smith: Anyway - you can see where we are still at an issue with all this. We'll definitely check in again on our end, Charlene. There were actually 2 addresses until Deana's that's what we're trying to figure out. Tessa was the secretary on the forms until September, then it was Karen Bryant Nall until the first week of January when Deana took over (sorry - second week).*

*Charlene Pfaff: I will check with my coworkers. I believe one of them kept a copy of the form. Deana has been very helpful in working with me to get this all figured out.*

*Nanette Walker Smith: The emails and/or newsletters went out with the current applications/mailling addresses within 3-5 days of the change; the website updated more slowly. Deana is very diligent, and we are all extremely sorry this has occurred. Even if we have to get it mailed again, we'll get it on the books with the files updated.*

**Tom Page:** I will compose something to remind folks to get it done on Facebook. I will send you a draft to see if you want me to change or add something during this week, Deana.

*Deana Baker: Ok*

*Nanette Walker Smith: Thanks Tom. 2017 membership is past due; if certification was due to renew, it is also past due (they need to see the expiration date on their certification cards).*

**Tom Page:** Great wording.

*Nanette Walker Smith: On to newsletter.... it's already February - yes there WILL be one going out in a week. SO... ALL Board Members need to get reports in to me. Cambria and Tom - please include information from the Leadership conference.*

**Tom Page:** Can we have a report from the Scholarship Committee?

*Nanette Walker Smith: Based on the discussion from January's minutes, I've put some items together to help us get through this meeting: If there are any revisions to make from the committee, I've got the master and I'll make them and get them to Jackie to post to the website.*

**Scholarships:**

*Applicants: WY residents only (may be online or attending elsewhere, but must be WY residents)*

*Requirements to be submitted at the time of application:*

- 1. Proof of Wyoming residency (copy of Wyoming driver's license, etc.)*
- 2. Proof of current enrollment in an accredited AVMA program (receipt*

*from registrar or program director letter).*

*3. Official transcript sent directly from the school to address above showing successful completion of at least two (2) semesters, or semester equivalents, of the program.*

*4. Two letters of recommendation; at least one from a person within the veterinary profession, such as veterinary employer, supervisor, or teacher (DVM or CVT).*

*5. Typed essay explaining personal and professional goals and need for scholarship (500 words maximum).*

*6. Signed and dated Cover Sheet & Form of Understanding for completion of the semester of scholarship award.*

*PLEASE NOTE: If the student is awarded the scholarship, the student must provide proof of completion of the fall semester or semester equivalent via transcript copy as soon as completed. Failure to complete or provide the transcript will require the student to reimburse the WyVTA for the awarded monies immediately.*

**>>>TO MINIMIZE ISSUES - we determined that submissions must be made following this information so there weren't items being mailed or emailed all over the place.**

**EMAILS CAN BE LOST/SPAM foldered. The date of June 30 was because of the official transcript requirement above.**

**Submission instructions:**

- Complete Typed Application Packet submissions are DUE by June 30th of the year the student is applying for the scholarship.

- All items\* should be in ONE envelope mailed to the association at PO BOX 34, Cody, WY 82414.

- \*The school transcript should be sent directly to the WyVTA via mail.

**>>>Notification of winner will be made by (no later than) August 15.**

**(Can be made earlier if the committee gets it completed.)**

**Regarding the PO BOX - in general - question:**

**PO BOX MUST REMAIN** as the standard, never changing mailing address for the association to minimize IRS and State mailing and contact issues. Because we did not have a consistent mailing address before, this is a major reason WHY we lost our IRS designation when contact board members did not forward or follow through mailings. Our only 'problem' with this now is that our physical address is Jackie's for the Secretary of State because they required it and would not accept the PO Box info without a physical address. By Jackie's good graces she's allowed this. Should she ever leave the board and/or association, we must make sure the physical address changes to someone else residing in WY that is at a permanent address because we have no physical office and cannot use the WyVMA (they don't have one either, they just have an Ex Dir whose job it is to stay on top of keeping a physical mailing address current).

**Tom Page:** That's a lot of information. WOW. Mel, Cam, do you have anything to add?

*Nanette Walker Smith: Again - keeping the number of items sent to addresses other than our PO Box is key. We can see what happened with the membership/certifications. And that's a tough one due to numbers. Same with the CE registrations.*

*Jackie Van Noy: I scan the scholarship application packets and email to the committee as soon as I get them, mail the hard copies after the deadline passes.*

*Melanie Beardsley: Nope. I think we are good. :) As long as it works for Jackie to forward it to us, then we should be set. Hopefully, we get some applicants this year!*

*Cambria Harmon: Yeah, I made the comment about electronic submission last month. But as I mentioned to Tom, it's not something we have to do now. But I feel with technology and the larger it gets, it may be something that may need to be done in the future.*

*Nanette Walker Smith: The PDF form may be able to be created with fill in form fields so folks can open it and type in; however, they cannot always do this. Also, we do not have a website that allows for submission online of secure documentation, payments, or anything else. This is why we have to have everything mailed. We do not have the numbers or funds to support something like that. That secure feature can be a feature of the eVetSites based website; however, it is much higher cost due to the security required - for obvious reasons.*

**Tom Page:** You are saying that you want to use the PO Box, Nanette?

Nanette Walker Smith: I think Jackie's system works well. For the scholarships, yes PO BOX. However, NO PO box for membership/certs and NO for CE registrations.

**Tom Page:** Right. If we are set, then we need to get the update on the website.

Jackie Van Noy: The website has been updated with current board members and contact information. The lapse in service was caused by an oversight at eVetSites with the domain name. There is an annual fee of \$35.00 to keep the name 'wyvta.org' in our possession. I have been told that it has been corrected.

**Tom Page:** There is an addition cost, Jackie?

Jackie Van Noy: The web fee is currently \$49.00/month in January; there is a \$35.00 fee for the domain name.

Nanette Walker Smith: Domain fee should be biennial - correct, Jackie?

Jackie Van Noy: It is annual.

Nanette Walker Smith: Hmm most domains are every two years. Thanks, Jackie

Jackie Van Noy: We have been charged annual. My previous site through eVetSites was also annual.

**Tom Page:** Ok. Next we would have had an update from Lori regarding Ramkota and September. I have to ask the group about the date.

Nanette Walker Smith: I have a question for that discussion. Does anyone feel that the earlier date was a factor to the lower number turn out, or was it the topic, the combo, or no idea? Numbers were down approximately 20% from previous 2 years.

Cambria Harmon: The conference coincided with IVECCS last year. That could have played a part. IVECCS was the same weekend as ours.

Nanette Walker Smith: IVECCS was Denver, wasn't it?

Melanie Beardsley: I'm pretty sure I know a couple of people didn't come because I want to say it was opening season for some hunting???? I'm not a hunter, but it seems like a couple of people I know didn't come for that reason.

**Tom Page:** I agree Mel.

Nanette Walker Smith: I know that in the past we need to be cautious of Colorado conferences (VMA and CACVT).

**Tom Page:** I am suggesting September 23rd.

Melanie Beardsley: As someone that recently did it. You kind of have to take the date the speakers are available. My speakers only had one weekend open from the middle of August to the middle of October, and I talked to them in January/February.

Nanette Walker Smith: Good point, Mel. Personally, I like the 23rd of September; although it rubs up against WWVC in Reno, which is 10/10-16.

**Tom Page:** I can accept that as far as setting the date. However, I will not be here September 1st (Labor Day), 9th and 16th (Dental Forum, Nashville, Tennessee).

Melanie Beardsley: I definitely think Labor Day weekend is a bad idea.

Nanette Walker Smith: Dates for planning consideration: IVECCS 2017 is September 13-17 in Nashville; CVMA convention is September 21-24 in Loveland; October 14th is CACVT - western slope.

**Tom Page:** Also, Wyoming Elk Starts October 15th. I have a call in to the Ramkota to see what dates they have available.

Melanie Beardsley: But it really does boil down to when the speakers are free to do it.

Cambria Harmon: True, so we need to get the topics picked as soon as possible then.

**Nanette Walker Smith:** I motion we select September 23rd as first choice and September 30 as second choice for Fall CE dates for WyVTA to be held at the Ramkota in Casper, Wyoming for purposes of planning and scheduling speakers, vendors, and the hotel. Should we need to revisit this we can do that ASAP, but this will get this moving.

**Cambria Harmon:** Second

**Tom Page:** No oppositions; Motion passes for contacting Ramkota to set up annual meeting for 9-23 or 9-30.

Melanie Beardsley: Do we know if Lori has a topic picked, or does she still want ideas?

Nanette Walker Smith: She received the January minutes today like the rest of you, where a bunch of topics were listed. Tom - if you can contact her and list all of those from the minutes and remind her to look in email and let her know her dates and that a report is needed ASAP for the

newsletter by THIS FRIDAY. That would be great. Decisions not needed, but a report would be helpful so folks start getting this on their radar.

**Tom Page:** I think that Anesthesia is something we all use, and extremely. I can reach out to her tomorrow night.

Nanette Walker Smith: Agreed, but I think we should also consider a couple of different topics OR two tracks if we get one or two speakers OR vendors to support/sponsor a speaker.

**Tom Page:** I agree. What about offering opening to Montana and other states?

Nanette Walker Smith: We always do. We don't exclude anyone.

Members and nonmembers are welcome.

Melanie Beardsley: Yes. I contacted Montana, Nebraska, South Dakota, and Colorado via Facebook when I organized it. Montana has a pretty organized Facebook active group.

Nanette Walker Smith: This is where the NAVTA representative comes in to get the word out via our quarterly input to NAVTA news and to their website, because it will list our CE for free. Yep, Mel did a great job on PROMO :) This is information that needs to be passed on from VP to VP in the VP handbook.

Melanie Beardsley: I will let them know as soon as I have a date and/or topic to let them know about!

**Tom Page:** Anything else on the meeting?

**Tom Page:** I have reached out to Deana to make sure my paperwork is up to date.

Nanette Walker Smith: Comments from our minutes from January meeting, since I wasn't present last month:

**REMINDER:**

**Board Members:** Only the President must be a WY resident AND a CVT (granted it's preferred everyone on the board is, but this is the only board position that specifically states this)

\*Please spend time learning the Constitution and Bylaws. Board members should know these inside and out to avoid questioning each other during meetings. EVERY BOARD MEMBER should have a BOARD MEMBER NOTEBOOK. These 3-ring binders were created a couple years ago, by me, with all the documentation in them that you needed for each office. I personally passed out the binders at the Annual Meeting a couple years ago when I was there during the IRS tax exempt re-application process.

Nanette Walker Smith: In them were to be placed copies of all the CBs, places for minutes, newsletters, etc. and specific documents for the office. These were to have been passed on to each new board member when that position changed hands. Because we found we had almost (and did with a couple) lost original documentation for the association when I spent more than a year working on the IRS documentation. I now keep originals of everything in my safe. That does not mean that you all should not have your own 3 ring binder of files in addition to the soft copies.

**Nanette Walker Smith:** (speaking of - Tom and Deana should have hard copies in hand or at least within the next couple of days FOR YOUR BINDERS of the most recent revisions [2016-1010]- these are original documents with signatures.)

All Board members received a soft copy PDF via email to be passed with your board position documentation. PLEASE save that to a file folder for WyVTA.

**Tom Page:** I think the binders are great.

Melanie Beardsley: I have no binder, but my position is fairly cut and dried, I think.

Nanette Walker Smith: Another question: When did we get an email address (wyvta@yahoo.com)? Who gets it, and why have we not been including that on all documentation?

Deana Baker: I did the email address years ago when I was secretary in the past. I know that the password was changed. I would like to have the ability to access it again. The dedicated email made things a lot easier. Jackie Van Noy: I used it when I was secretary and passed that on to the next secretary, but that is when we started to have problems.

**Tom Page:** I have never seen anything listed anywhere. I have been told about it, and looked at it a few times.

Nanette Walker Smith: It's not listed anywhere, Tom. I had no clue, so it's not on any documentation. That said, I don't believe it needs to be on all documentation, but it SHOULD be on most of it. Ok, Deana - that

*makes a point. If there is going to be something like this, just like the documentation, there has GOT to be a caretaker for it. Someone who makes sure everything is up to date and such.*

*We should - via our website (eVetSites) - also have a select number of emails available that could be specific (i.e. president@wyvta.org) - but we need to check on this. SO we can table the WyVTA email for now until Deana finds out more, and we also find out more about the website emails?*

**Tom Page:** I agree. It would be good to have just one. I will get with you, Deana.

*Melanie Beardsley: Do you have the password now, Tom?*

**Tom Page:** I don't have it in front of me. I just tried and missed it.

Yahoo has continued to flag the login due to being hacked.

*Melanie Beardsley: I'm 99% sure Kati had it, so hopefully it's in your information somewhere.*

**Tom Page:** Kati does.

**Tom Page:** I would like to ask one more question to Jackie about the website. What was the discussion about annual payments?

*Jackie Van Noy: It has been brought up before that it would be easier to pay a yearly fee, but eVetSites/VIN do monthly payments by credit card only.*

**Tom Page:** I just talked to eVetSites, and they told me that we could pay it annually with a check to them.

*Jackie Van Noy: They must have changed their policy. I would rather do it that way then have the monthly credit card charges.*

*Nanette Walker Smith: I motion we move to annual payments to eVetSites by check as soon as possible.*

*Melanie Beardsley: I second*

**Tom Page:** No oppositions; Motion passes to pay eVetSites annually. Let me know if you run into problems, Jackie.

*Jackie Van Noy: We just need to make sure that we still have a sponsor through VIN, or it will cost us \$20.00/month more.*

**Tom Page:** I have a person who will take it over, Jackie. The doctor at my clinic is on board.

*Jackie Van Noy: We just have to make sure eVetSites makes that transition. I don't think there is anything involved on the clinic's end except keep the VIN membership active. My credit card number was entered into the VIN profile. The vet might get an email like I do every month, but doesn't have to do anything.*

**Tom Page:** I will work on the eVetSites.

*Melanie Beardsley: Well, we can go with Tom's doctor if he has already talked to them.*

**Tom Page:** My doctor is on board.

*Nanette Walker Smith: We can have Tom confirm everything with eVetSites and report next month when it's documented, including the annual payment as Aaron will need to write that check and Tom will need to sign it. We'll need to have a motion for that change in payment since currently the payment is for monthly to Jackie.*

*Nanette Walker Smith: Have questions for Aaron. We need exact income for Fall CE 2016. I have no Treasurer's report from July 2016 or via excel file - only what was emailed for the newsletter. And we need a year-end report to publish in the newsletter for the membership to see/review.*

*Jackie Van Noy: I have some bills that I have been mailing to Aaron - to both email addresses that I had, and have not heard anything.*

*Deana Baker: I have some bills to submit also.*

*Nanette Walker Smith: If we get audited by the IRS, we could be in trouble if that documentation is not complete. I'm sure he's got it; we just have to publish it in the newsletter to the membership (public).*

**Tom Page:** We need to know the reimbursements for members: Me is about \$52.00.

*Jackie Van Noy: Mine is \$84.00 for January web fee (domain \$35 and \$49 monthly website fee), \$49.00 for February.*

*Deana Baker: \$112.14 for me for stamps, printer ink, cards, envelopes etc.*

*Nanette Walker Smith: Mine was \$25.80 for the CBs mailings for signatures on the originals.*

**Tom Page:** So do we email the receipts to Aaron for reimbursement?

*Nanette Walker Smith: Preferably he should have the originals as emails can always be forged or edited. However, that's up to you all. We do not have a policy for that (and really should).*

*Jackie Van Noy: I have been emailing my receipts as they are just the email I get from the credit card saying my card was charged by eVetSites. Have been doing this since Carol was Treasurer?*

*Nanette Walker Smith: Good point, Jackie.*

**Tom Page: I motion that Aaron should reimburse based on receipts listed above.**

*Deana Baker: Second*

*Melanie Beardsley: Hard copy or email receipts?*

**Tom Page:** Hard copy to be sent. Email to speed up process.

*Nanette Walker Smith: I can send my hard copies, as long as I get reimbursed. I don't have to claim on IRS as expenses. I'll mark this as something to revisit when we get closer to annual meeting. If we have other changes to the CBs, we need to update specifics for reimbursement for treasurer's duties.*

*Melanie Beardsley: Sounds good. I'm in favor of that.*

**Tom Page: No opposition; Motion passes to reimburse Jackie for web fees (\$133); Deana for \$112.14 for stamps, printer ink, cards, envelopes, office supplies; Nanette for \$25.80 for postage.**

*Nanette Walker Smith: Motion to adjourn*

*Charlene Pfaff: Second*

**Tom Page: No oppositions; Motion passes. Good night all. Thank you!**

## 2017 WyVTA Board:

Tom Page, CVT	President
Kati Martin, CVT	Past President; Scholarship Committee
Lori Power	Vice President
Aaron Tippet	Treasurer
Deana Baker, CVT	Secretary
Melanie Beardsley, CVT	NAVTA Rep; Scholarship Committee
Cambria Harmon	Member-At-Large; Scholarship Committee
Jackie Van Noy, CVT	Member-At-Large & Webmaster
Amanda Johnson	EWC Student Rep-sophomore
Sage Martin	EWC Student Rep-freshman
Nanette Walker Smith, MEd, RVT, CVT, LVT	Newsletter Editor; Advisor

Wyoming Veterinary Technician Association

PO BOX 34

Cody, WY 82414



# Veterinary Technician Association

website: [www.wyvta.org](http://www.wyvta.org)

## Membership Application

**\*Use if your Certification expires December 31, 2017**

Approved membership will be effective

January 1, 2017 – December 31, 2017

**VT, VA, Associate membership = \$20 for 2017 only VT Student = \$15/graduating in 2017**  
(technician, hospital staff, veterinarian, public)

**Please PRINT or TYPE**

**NAME:** \_\_\_\_\_

First  
**HOME ADDRESS**

Last

**WORK ADDRESS**

Street Number/Name/PO BOX

Business Name (no abbreviations)

City State ZIP

Street Number/Name/PO BOX

Area Code & Phone Number

City State ZIP

Email

Area Code & Phone Number

**Preferred mailing type:** ☐ Home Email ☐ Work Email OR ☐ Home Address ☐ Work Address

If you attend(ed) an AVMA accredited Veterinary Technology Program please list it, your graduation date (or expected graduation date), and any credentials you may have below:

School Name (please write out full name) graduation date RVT, CVT, LVT number issuing state

**Please check the appropriate box:**

☐ Veterinary Technician ☐ Veterinary Assistant ☐ Associate Member (type):

**What type of hospital/institution do you work for?**

**Please list which committee(s) you would like to serve on?**

☐ Nominations ☐ Membership ☐ Continual Education ☐ Newsletter ☐ NAVTA ☐ Scholarship  
☐ \_\_\_\_\_ (other interests?)

**As a member of the Wyoming Veterinary Technician Association, I will abide by the Constitution, Bylaws, and Rules of the Association.**

Signature

Date

\$

Dues Enclosed

**DUES MUST ACCOMPANY APPLICATIONS; please make checks payable to: WyVTA**

Send completed applications and dues to:

Deana Baker, CVT; WyVTA Secretary/Membership  
2633 Bighorn Ave.  
Cody, WY 82414





# Veterinary Technician Association

website: [www.wyvta.org](http://www.wyvta.org)

## Membership Application

### Application for Biennial Membership-2017-2018

Approved membership will be effective  
January 1, 2017 – December 31, 2018

**VT, VA, Associate membership = \$40/biennial**

**VT Student = \$30/biennial**

(technician, hospital staff, veterinarian, public)

**Please PRINT or TYPE**

**NAME:** \_\_\_\_\_

First  
**HOME ADDRESS**

Last

**WORK ADDRESS**

Street Number/Name/PO BOX

Business Name (no abbreviations)

City State ZIP

Street Number/Name/PO BOX

Area Code & Phone Number

City State ZIP

Email

Area Code & Phone Number

**Preferred mailing type:** ☐ Home Email ☐ Work Email OR ☐ Home Address ☐ Work Address

If you attend(ed) an AVMA accredited Veterinary Technology Program please list it, your graduation date (or expected graduation date), and any credentials you may have below:

School Name (please write out full name) graduation date RVT, CVT, LVT number issuing state

**Please check the appropriate box:**

☐ Veterinary Technician ☐ Veterinary Assistant ☐ Associate Member (type):

**What type of hospital/institution do you work for?**

**Please list which committee(s) you would like to serve on?**

☐ Nominations ☐ Membership ☐ Continual Education ☐ Newsletter ☐ NAVTA ☐ Scholarship  
☐ \_\_\_\_\_ (other interests?)

**As a member of the Wyoming Veterinary Technician Association, I will abide by the Constitution, Bylaws, and Rules of the Association.**

Signature

Date

\$

Dues Enclosed

**DUES MUST ACCOMPANY APPLICATIONS; please make checks payable to: WyVTA**

Send completed applications and dues to:

Deana Baker, CVT; WyVTA Secretary/Membership  
2633 Bighorn Ave.  
Cody, WY 82414





## Veterinary Technician Association

website: [www.wyvta.org](http://www.wyvta.org)

### Application for Biennial Certification-2017

Approved certification will be effective January 1, 2017 – December 31, 2018

**Please PRINT or TYPE all information, do not use abbreviations  
FILL OUT ENTIRE APPLICATION**

FULL NAME (including maiden if applicable): \_\_\_\_\_

ADDRESS (MAILING): \_\_\_\_\_  
P. O. Box or Street Number and Name City State Zip

ADDRESS (PHYSICAL): \_\_\_\_\_  
Street number and name City State Zip

E-MAIL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_  
Business Name Street number and name City State Zip

AVMA accredited Veterinary Technology (Animal Health Technology) Program attended (including address)

School Name Street number and name City State Zip  
Graduation date: \_\_\_\_\_ Phone number of program attended: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

The following items are required, please indicate N/A (not applicable) if it does not apply:

1. Application Type: ☐ New Application = \$10 ☐ Current Renewal = \$0  
☐ Lapsed Renewal = \$10 **WyVTA Certificate Number** \_\_\_\_\_
2. ☐ Copy of VT diploma attached ☐ VT Diploma on file with WyVTA
3. ☐ WyVTA membership application attached ☐ Current WyVTA member
4. ☐ VTNE scores on file with WyVTA ☐ VTNE scores being transferred
5. ☐ Continuing Education certificates from previous 2 years attached ☐ New graduate  
10 hours of approved CE is required every 2 years (RACE, WyVTA, WyVMA, NAVTA, or AVMA approved)
6. Proof of license/registration/certification if transferring from another state attached ☐ N/A
7. \$10.00 application fee (DUE ONLY IF first time certification application OR lapsed renewal;  
no fee due for continuing biannual re-certification)

Send completed applications and fees to:

Deana Baker, CVT  
WyVTA Secretary/Membership  
2633 Bighorn Ave.  
Cody, WY 82414

**Make checks payable to the WyVTA**