

Oct/Nov 2021

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PRESIDENT'S MESSAGE

- Melanie Beardsley, CVT;

President@wyvta.org President 2021

Somehow, the end of 2021 is already here. The board is busy working on updating the website, streamlining the ability to pay for Membership/Certification online, passing on our board positions to new board members, and ordering a couple of new computers for the President and Treasurer board positions. Computer access is becoming more and more vital with all these technological updates to our processes.

For those of you that are due to renew Membership/Certification this year, please know the new forms will be on the website soon if that is how you choose to do it. You are still welcome to send in your needed information via snail mail if you prefer. Now is the time to check your cards for expiration date!

I would like to take a minute to recognize and thank our Vice President, Tom Page. He put an unbelievable amount of leg work into our CE meeting this year. He did a great job of taking care of all the little details as well as keeping everything as organized as possible. Thank you, Tom, for another year of dedication to your board position.

I hope you all have a good holiday season. We will be back with our new and experienced board members to serve you in 2022!

Monthly Membership Meetings are via ZOOM at <https://zoom.us/> at 7pm MT.

Next Meeting ONLINE is Sunday, December 5 at 7pm MT via ZOOM.

Plan for these upcoming

ZOOM meetings @ 7 PM Mtn Time:

Members WELCOME!

- Membership/Certification Renewals coming soon! **Renew ONLINE – NEW 1 form only**
- **December 5** (2021 and 2022 board – final mtg of 2021; board complete transition of officer holdings and set meeting dates for 2022)

Meeting login IDs are set up each month and emailed out a few days prior to the meeting.

If you've never attended before:

- *AHEAD of the scheduled meeting date, go to <https://zoom.us/test> to test your device's ability to access & view ZOOM (PC/MAC, Android/iPhone, and tablet).
- ***You just need to do this once per device.
- *Email the Secretary at (secretary@wyvta.org) if you do not receive the email notification containing the Meeting Room ID information sent approximately 2-4 days prior to the meeting.
- *Go to <https://zoom.us>, click "Join a Meeting" top right corner, and enter the meeting ID.

Vice President

Tom Page CVT; VicePres@wyvta.org

I'm wrapping up last bits and pieces of Fall CE and will be hopefully presenting possible speakers/topics based on our CE end surveys at the December meeting so we can have a clear focus as we did last year. That early jump saved us when COVID continued.

NAVTA Representative

Jackie Breed, CVT; NAVTARep@wyvta.org

So you want to be a writer? Here is your shot! [You could write for the NAVTA Journal!](#)

The NAVTA Journal is a bi-monthly electronic publication providing information pertinent to the veterinary healthcare team. We welcome articles on a variety of topics pertaining to veterinary technology, team building and personal and professional development. All articles are submitted with the understanding that NAVTA may edit as deemed necessary and appropriate. Guidelines can be found here: https://www.navta.net/page/editorial_guidelines

Treasurer Report

Jackie Breed, CVT, Interim Treasurer

Melanie and I are working on getting the Treasury reports for the last couple of years audited and hope to have those ready for publishing in December or January. We are also adding WyVTA owned laptops for use by the Treasurer and the President for Association use only to help keep us all up to speed and files/documents trackable. Our last 4-5 CE meetings have been very well attended and graciously sponsored by several companies allowing us to grow the Association. On the Non-Profit side we will be adding to our SWAG in 2022 and coming up with ways to get the WyVTA and CVT names out into the public so you can open up discussion about the various parts of the veterinary health care team to everyone. Portions of funds from that SWAG will be donated to a Wyoming based animal related non-profit. If you have ideas for items you'd like to see for SWAG (i.e. we have t-shirts, stickers, and possibly the iron buffalo logos) please send those to VicePres@wyvta.org or President@wyvta.org. If you have thoughts on Wyoming nonprofits that are animal related that would benefit from WyVTA and donations, please email me at Treasurer@wyvta.org; please include any thoughts on what you think we should and should not require for groups we should partner with in this manner.

Membership/Certification

Jackie Van Noy CVT; CVT_Members@wyvta.org

Those whose membership/certification expires 12/31/2021 should be going to the website and completing the members/certification application anytime between now and the end of December. [HINT: Your Member +/- Certification number will begin with an EVEN number – think that it begins on 1/1/2022 and ends 12/31/2023.] Membership +/- Certification expires on 12/31/21 so to renew on time, complete that form and your payment prior to that expiration date. Reminder invoices will go out for renewals to those who still need them from Jackie Van Noy (CVT_Members@wyvta.org) by the end of November.

Past President

Tom Page CVT; PastPres@wyvta.org

We are looking for a couple of NON board members (preferably recent graduates from any accredited VT program) to help on a subcommittee to brainstorm how best to help the veterinary technology students. We have our scholarship which continually goes unapplied for every year, we have an accredited program in our state, but we don't seem to have the camaraderie to get the students involved with the Association. Please email me directly with your thoughts or volunteerism if you're interested in being on this subcommittee. Time commitment will likely be mostly email, maybe a ZOOM meeting if needed, and will be based on the group as far as meetings and times. Goal will be to have some items available for the students by March in case it would affect their end of spring semester, we'll go on from there.

Secretary

Nanette Walker Smith, CVT; Secretary@wyvta.org

Minutes – PLEASE take the time to review the minutes – a lot going on in our little association and big state!

WyVTA Mtg October 3, 2021

Melanie Beardsley: I'm going to call this meeting to order at 7:07pm.

Melanie Beardsley: I'm glad you could make it, Beth (incoming Member-at-Large). Welcome!

I didn't get any update from Jackie Breed on the NAVTA front.

Melanie Beardsley: Jackie Van Noy, Do you have anything for us?

Jackie Van Noy: no

Nanette Walker Smith: All the NVTW stuff is in the newsletter. I was wondering about what you guys thought about sending out a NVTW Happy Email to all our members and of course posting it to the Facebook page? We have a bunch of followers on our FB page that are other VT and VMA associations as well as specialty groups, clinics etc.

Discussion: All agreed this would be a good idea.

Nanette Walker Smith: Ok... I'll see what I can come up with - if anyone else has ideas - please send them to my outlook email

Nanette Walker Smith:

1. Need to vote on reimbursement for Secretary of State e-filing: \$52 (They increased fees (was \$25) and are charging a fee (\$2) for CC payment now.)
2. Melanie will send this amount after approved plus reimbursement for Square payment for CE Nanette paid for to test the system that we already voted on last month (\$105).
3. Other than what's posted, I managed to get the full SQUARE report pulled for the whole year. I sent a copy to Pres, VP, and Jackie Van Noy so they can finalize and clear the Fall CE income vs. Memberships/Certifications.

It has everything trackable on it including the new items we added on site - t-shirts and such. As we go forward, Jackie Breed and I will need to get together, sometimes with Jackie Van Noy, to get all on board with Square.

Melanie Beardsley: That's nice. I got caught up on my stuff. This month is attacking that side of things to, hopefully, give Jackie Breed less of a disaster.

Nanette got things squared away with Sec of State they had an increase in fees from previous as well as an upcharge for using cc for payment. Can I get a motion to reimburse her? She did send me a copy of the receipt. (See above – total \$157)

Deana Baker: I move

Jackie Breed: 2nd

Melanie Beardsley: Motion passes unanimously. While going through things, we realized we hadn't reimbursed her for her CE payment, that one was voted on previously. I'll get both payments to her this week.

Nanette Walker Smith: There is a lot more we can do with Square regarding invoicing and keeping that portion of our 'community' in there rather than repeatedly and copy pasting once it's in there unless there is a change/update. Still need to keep the master excel sheet but setting up each member to be able to quickly send or resend an invoice or statement and track numbers especially with a 'store' on board will be helpful. Jackie Breed and I will work through this when she gets treasury set up.

I have NOT gotten QuickBooks pulled yet. Then I have to go back and make sure there isn't anything else I'm forgetting.

Melanie Beardsley: It seems like it could do about what the Tech Soup/Quick Books is doing to a point.

Nanette Walker Smith: I know Square can = we do not need the complication of QuickBooks. It takes an accountant to keep it from getting off course and misused. When we get to the new year we will most definitely need to be caught up on treasury - that will be next item after QuickBooks and to check everything off, repost last 2-3 years, and get that squared and put to bed.

Melanie Beardsley: It's a lot. I think it will be good once we figure out the ins/outs.

Nanette Walker Smith: Then in the new year find something to donate WELL to and get that publicized.

Hopefully that excel I sent today, Tom, will help you finish your check offs.

Melanie Beardsley: I spent lots of time getting caught up as far as the CE bills/invoicing/etc. It will be good to get this caught up.

The current bank balance as of this afternoon is: \$31,358.07.

Nanette Walker Smith: I'm still cleaning out the Treasurer wyvta.org email - there are 26 pages in there that need to be filed or deleted.

Jackie Breed, I'm looking at early November, maybe end of October to start getting together - want to clean as much up as possible first.

Working through that one as I do QuickBooks, TechSmith and the other handwritten notes she has in there.

Hopefully I can send that as Jackie B, and I start so she can start making notes.

Melanie Beardsley: Tom and I met regarding one CE participant and have the first item handled. Just had a typo on her certificate.

Outstanding CE Invoices:

1. 307MetalWorks: \$225

2. Ramkota: \$579.18

3. AMBI: Shipping of Thank You's: \$100.46

4. Reimburse one registrant for conference fees who cancelled the weekend before the conference.

>>Tom motioned in e-mail and Nanette 2nd with the recommendation of reimbursing via check, so we are not paying fees in the square twice.

>>There were no responses for votes via email, so we'll include that one here.

Nanette Walker Smith: I motion we pay the outstanding bills from the CE Event listed (all 4)

Jackie Breed: 2nd

Melanie Beardsley: (Ramkota is mostly just the room. Zoetis covered the food for the most part.)

Melanie Beardsley: Motion passes unanimously.

Tom Page: This is a new Excel spreadsheet I've been working on for the VP to help with conference planning and funds tracking (*viewed in the meeting room, comments on specifics are below*).

Continue management of the Conference Accounting

Payments from Conference 2021 (The attendees reviewed the draft on screen and comments are listed below from Tom. The final will be presented in the November minutes)

Notes Tom pointed out on the CE Accounting & Balance Page

*Zoetis paid more than food. See list

*Donations and Sponsorships are noted.

*I am reviewing my calculations where it shows the attendance and reviewing money, numbers, etc. just to verify.

Note: Vendors that donated in addition to sponsorships. Please thank them.

I have received several comments from our Vendors and speakers alike. THEY LOVE THE BUFFALO

Explanation of anything else you see as needed. Ask.

*Ambi created a shipping account for us. Mel is prepared to write and deliver checks accordingly. Goal is to have it answer all the questions anyone might have and any one on the board could answer easily and move on

Nanette Walker Smith: I like it. Easy to read, answer questions quickly. Love the shipping set up at AMBI

Tom Page: The one thing I see is the cost of square.

Nanette Walker Smith: Square only costs if we use it for credit cards. Those should show on that excel I sent you today - there is a column for it.

I'm going to watch some videos because I believe we can use square as the bank as well, but I want to research that more and hopefully talk to someone. there is a bunch of stuff we do not and likely never will need (i.e. logins for employees, timecards, etc.) I like this layout Tom - anyone of us could easily find info on here and answer questions. and refer to the VP for further.

Melanie Beardsley: ...and ease of finding answers to questions along the way. Great job, Tom!

Tom Page: Transparency is the goal. This entire year has been a group effort. Thanks All!!!

Nanette Walker Smith: There isn't another bank that is more available uniformly around WY is there? Unless we do something like Wells Fargo (name pulling) or Chase Bank or US Bank that are more national?

Melanie Beardsley: OK. I'll probably be ordering some more checks then. I don't know if First Interstate would be better or how many of them there are around. I could look into that a little.

Let's move on to the **Computer Discussion for Treasurer and President**

Nanette Walker Smith: Let's start with Treasurer since we already started that discussion for a computer.

Our Office 365 account is available for up to 5 devices I believe: 2 in use so far.

Melanie Beardsley: Treasurer for sure needs one. A scanner and external hard drive will for sure need to be part of it.

I think President should have one, also. Though, I don't know if anything, but the computer would be necessary. I just know my little laptop is on its way out. This is 98% all I use it for.

Nanette Walker Smith: So IMHO to keep everyone at the same speed a similar laptop, external hard drive, thumb drive would be definite.

Scanner - there are simple scanners - by sheet, can scan business card size to legal size and save it to the laptop. If you feel that would be adequate for the Treasurer we can do that. I.e. receipts, invoices, statements should all be kept hard copy and soft copy and that would function for this purpose.

Does the Treasurer have a need to print anything? I can't think of anything other than a Treasurer's Report for the Annual meeting which would be put with the documents for that meeting and printed by AMBI let's say. Other than the secretary could keep printed T reports since that position already has a printer.

Melanie Beardsley: I don't remember needing to. Mostly just something to scan receipts to save. I think it would be appropriate to take pictures and e-mail the few receipts I get along the way.

Nanette Walker Smith: We could always add a printer later. You don't think the President would need a scanner? I found that I used my scanner and printer for different things that came up. We need a decision and a vote with a ceiling for pricing. OR at least a vote.

Melanie Beardsley: What is an appropriate price ceiling?

Nanette Walker Smith: I can pull some prices and send those out to the group, and we can email vote for a ceiling price in a couple weeks. I haven't looked recently

Tom Page: We found last time that the price was elusive. And based on what is going on in the world there is a premium on computers.

Nanette Walker Smith: Yes, both a premium and chip shortage. So even if we get something ordered it may be a while before we get it.

I could also check on hand at Costco, Staples, Best Buy, etc.

Do you want an email update on availability and pricing first? With Christmas coming that could cause a problem, but realistically - it's gotten what you can as soon as you find it right now

Melanie Beardsley: Would that be more practical? We could vote to push the go button in Nov.

Tom Page: I think some research is practical

Nanette Walker Smith: I think I'd rather research and get a feel first. It may be all over the board! I'll email what I find out

Melanie Beardsley: Sounds good – before the next board meeting via email so we can get ahead of board positions transfer with our thoughts/order.

Moving on: **National Veterinary Technician Week 2021:**

What did you guys think of my letter for the governor's office?

Deana Baker: I feel that it should be addressed to Governor Gordon instead of Whom it may concern.

Nanette Walker Smith: Addressed to the Governor directly and correct the spelling issues. Association should be capitalized because you are referring specifically to our Association and put (Association) behind Wyoming Veterinary Technician Association in the first line at the beginning - that means you are referring directly to that when you say Association.

Melanie Beardsley: Yes, I put that in case anyone wanted to steal it and address specifically to their local mayor, etc. Otherwise, looks great!

Nanette Walker Smith: Perhaps the WyVTA PO BOX under the phone number. Because ideally they will SEND US a pretty certificate certifying that week - then we take a picture of it and post it!

Melanie Beardsley: Good idea! I'll add that! My only other thought I was going to present to the group was... in interest of educating the public of technicians/WYVTA. What if we looked into Billboards, Instagram, YouTube, etc. advertising? We were talking about doing something with the money we have. Just a thought.

Nanette Walker Smith: Billboards are expensive or so I've been told - would need research and good placement i.e. near the state capitol where the house and senate would see it voting on bills for vet med.

Melanie Beardsley: Yes interstate of Casper/Cheyenne is where I was thinking. My husband says that is old school and it would be better spent on the social media platform.

Nanette Walker Smith: Your hubby is probably right. Mine says billboards are for impulse buyers along the freeways.

Instagram is not my bag, and I don't want it to be - so I'll graciously pass that off - although I think it's good idea.

Melanie Beardsley: I'm not on it, either. I waste enough time on FB. I do play lots of YouTube music, though. I do think it would be a good way to educate the public if that's what our goal is. And we do have \$30,000 in the bank. (Computers do need to come first, I think.)

Nanette Walker Smith: YouTube would be good, but would need to be well thought out, follow perfect protocols (gloves, masks, handling, etc.) I think Tom may have more play with that with his Toastmasters... or maybe our newbie board members?

Nanette Walker Smith: Could write something up for the newsletter. How would you like to see our profession recognized in Wyoming??

Melanie Beardsley: I'm also wondering if NAVTA has some videos/pictures already made that we could slap our logo on and be done if we decided to go down that road. I think that's all I have. Any other thoughts/Questions?

Beth Zima: My daughter handles social media advertising for her company. I can ask her what sites would be best and most relevant to potentially use.

Melanie Beardsley: We will take all the input we can get. It was more a random internal brainstorm/thought I had.

It could be something we work on putting together for Vet Tech week next year even.

Tom Page: **I motion to adjourn**

Nanette Walker Smith: **2nd**

Melanie Beardsley: **Motion passes unanimously! Meeting adjourned at 8:40pm.** Glad you could join us Beth. Thanks! Good night everyone

WyVTA Meeting November 7, 2021

Attendance: Melanie Beardsley, Tom Page, Nanette Walker Smith, Beth Zima, Kelly Ferguson, Taeha Collins, Deana Baker, Jackie Breed, Jackie Van Noy

Melanie Beardsley: I'll go ahead and call the meeting to order at 7:03pm.

I got this update from Jackie Breed regarding NAVTA. I did some searching as far as their Leadership Conference. I couldn't find anything.

Nanette Walker Smith: Leadership conference will likely be like last year - online and later in the year You know - last year it was under something other than Leadership I'll have to see if I can figure out what it was... it caught me by surprise.

Melanie Beardsley: How is the passing of the baton going for your post?

Jackie Breed: Haven't passed the baton yet... but we will get there! nothing else from NAVTA right now.

Melanie Beardsley: Jackie Van Noy, do you have anything on the **Membership/Certification** side of things?

Jackie Van Noy: Not sure who sent out the notices last year for dues, but it needs to go out soon. Tom I did just find the one you sent me the follow up on.

Nanette Walker Smith: Jackie - that would be me. Just need the confirmation of to whom they need to go to. So the updated membership list would be good - last one I have is May. Then I can also upload that list to the check my mail address book to completely clean that out for 2022.

Melanie Beardsley: I'm pretty sure I'm up this year. I thought I would get on and go through the process online for you, Nanette, since you wanted us to let you know of any issues or saw anything that needed changed.

Nanette Walker Smith: That would be nice for **current board, that's due**, to get some eyes through the system before we send those invoices out. **IE BY Nov 17**

Can also see about getting the membership list loaded to square so we can then send/receive info via square re invoices and receipts.

Melanie Beardsley: Thoughts on adding an info@wyvta.org email? I'm ok with it if we have someone appointed to be checking it and forward what needs forwarded.

Nanette Walker Smith: There is a lot of trash and spam in the secretary email - which could be replaced on the website by info email. Just trying to eliminate garbage. Secretary email still receives all the emails it should from groups, state contacts, etc. I've no problem taking the info email since I'm handling the website and Facebook

Kelly Ferguson: I would be willing to handle the info e-mail if you'd like. I comb through my personal e-mail accounts almost daily. What's one more?

Melanie Beardsley: Nanette would check it for now. I think we should have a plan for long-term or a second person/board position checking it, too. President maybe? I want it in a handbook somewhere.

Nanette Walker Smith: Yes I think that's great - a couple people checking would be good. Yes ma'am, will get it in the board handbook - will make that an all-board member's section for whomever gets that job. Kelly thanks - we will work on that this next year with you.

Nanette Walker Smith: QuickBooks - Mel do you and I want to start with that mess?

Melanie Beardsley: Thank you for your work on the QuickBooks end of things, Nanette! After going through files and what you have compiled, I think it will be easy to sort through it and get it in our excel format.

Nanette Walker Smith: Ok.... do you need my help, or do you and Jackie think you can work on this and get Tom involved for Fall CE stuff you need help with?

Melanie Beardsley: Yes. It will be my November project. I'll holler if I have questions. Jackie and Tom, I may be calling for help.

Nanette Walker Smith: BEAUTIFUL THANK YOU

QuickBooks Invoice: I notified Angela that QuickBooks bill showed up in the Treasurer email to pay. I'm hoping she stopped the invoice and rerouted it as it wasn't a payment it was an invoice to pay and should not be for WyVTA.

Melanie Beardsley: Nothing has gone through the bank account as of earlier this afternoon. Or hasn't hit our bank yet. I am watching the bank account in case Tech Soup/Quick Books came up on that end as a payment going through.

Nanette Walker Smith: I haven't seen a response to my email back to them regarding that invoice where I included Angela's contact info for them.

Melanie Beardsley: I was hoping they would get back to you even if Angela didn't. Keep me posted on your end. I'll keep you posted on my end.

Nanette Walker Smith: **Colorado Advocacy 101 information sent to board:**

1. I completed pulling the notes from Colorado's Advocacy 101 information and sent it on to the Exec Board Members. There is a ton of good information in here, but in looking at Wyoming it may be way overkill compared to the processes Wyoming goes through. This subcommittee will need to meet and go forward with:
 - a. Get invited to annual meetings to the BVM in Casper and be silent participants willing to answer questions professionally and politely as they are asked and show the WyVTA is ready and willing to work toward a positive solution for animal welfare in Wyoming.
 - b. We have a lot of good resources to back up credentialing: longevity of our association, NAVTA research, CACVT research, and most of the surrounding states instituting licensure or additions INTO the veterinary practice acts in the recent 2-3 years.
 - c. If anyone else wants this information or would like to be on this committee, please let Tom Page or Jackie Van Noy know.
 - d. Questions on the advocacy info I sent out to everyone?

Tom Page: Not currently for me. I am reading through it and have contacted JoAnn to request attendance.

Nanette Walker Smith: My question is, would you like to write something for the newsletter AFTER attending the VMB mtg (fingers crossed) AND/OR me to write a quick blurb about CO advancements with the 'interested in helping' info contact our board? And lead that into our SWAG we are working on to get stuff into the clinics and public, so people see it?

Melanie Beardsley: I think the answer to us after the meeting vs. you with the experience would be better answered after the meeting?

Taeha Collins: A prior blurb to non-board members may be helpful to get more involved than just board members

Nanette Walker Smith: I'm very good with that as well. I'd really like to know where WY is at and their protocol.

Melanie Beardsley: Taeha, I totally get where you are coming from. We will hopefully get the OK to get a board member or two to sit in on their board meeting, but it would be good to get our general membership supporting their CE meeting!

Nanette Walker Smith: Taeha, I hear that too. "You may have heard there have been a few recent changes in our surrounding states with licensure, veterinary technicians being added to the Veterinary Practice Acts, title protection, and so on. For more information, please stay tuned and active with your WyVTA as we start into 2022. Your Executive Board is investigating and collecting information specific for Wyoming veterinary technicians." Will totally go with what y'all want!

Taeha Collins: Short and sweet getting nonmembers involved might encourage more people to BE on the board or take a few small tasks of your shoulders.

Melanie Beardsley: I absolutely agree, Taeha! Let's see if we get a board member or two into their board meeting and go from there?

Nanette Walker Smith: **Newsletter items are DUE 11/14 (next Sunday)** - Remember this is the push to join! MAL's and any member are welcome to supply newsletter info - if you want to work out who is submitting something on a schedule please do so.

Tom Page: I will let you know as I hear from JoAnn Reid, Ex. Dir of Wy Board of Vet. Med.

Nanette Walker Smith: **ONLINE MEMBERSHIP RENEWAL/REGISTRATION:** I'd recommend all the board members use the ONLINE membership renewal if you are due - say in the next week by 11/15 so we can make any changes we need to the combo application before Thanksgiving and get the invoices out around Thanksgiving?

Melanie Beardsley: I think that sounds reasonable

Nanette Walker Smith: Just FYI-I received my reimbursement check for SoS and CE from September (thank you Melanie).

I'm still trying to get the Treasurer's Notebook typed up, then the rest of the board - sorry guys that just keeps dumping to the bottom. Still time to get me changes.

RACE info to Dr. Tony and Dr. Sexsmith is completed as of yesterday. Tom has these notes so we can adjust the CE application slightly to avoid the confusion. I do have Dr. James' Vet # (It's his DVM License number we need not his membership number, that's what was confusing him, the way we had it written on the application form.)

FINAL push to PLEASE TAKE TIME to CLEAN OUT your wyvta.org emails - create file folders and move stuff in that is dated/finished/past; spam; or TRASH it. You should never have more than 2 pages of emails at any given time! Holler if you'd like me to walk you through that. Be nice to your person taking over your position and really work on getting this done. I'll send out those images to everyone after the meeting, so you have them post haste.

Melanie Beardsley: **Treasurer's Report**

1. **\$30,308.27 current bank balance** as of earlier this afternoon 11/7/2021.
2. \$13.69 - request for reimbursement (Melanie Beardsley) for stamps/envelopes for the Treasurer position. Copy of receipt is in Treasurer e-mail.

Nanette Walker Smith: **I motion to pay the Melanie Beardsley as acting Treasurer for stamps and envelopes \$13.69.**

Taeha Collins: **I will second the motion to reimburse Melanie**

Melanie Beardsley: **OK motion passes unanimously.** I'll add that to my to do list. Thank you

Tom Page: **Fall CE 2021 - Ramkota 2021-2022 follow up.**

1. While talking to Sam, our new Ramkota contact, there has been an unspoken charge for the Theater room. It is \$400 per day for the last 2 years. \$2400.

Melanie Beardsley: Can you explain what unspoken charge means?

Tom Page: This was not charged to us. Just a "discount" that I didn't know about. We are only charged the setup and usage fee. Not the rental fee. This is a good thing. Just wanted to pass it on to you all. This is just informational. There is no plan to institute it in the future. Nor is there any request to pay it backwards. It is a good thing for the Association.

Nanette Walker Smith: Thank you from us and we need to be sure that is indicated on BOTH 2020 and 2021 Fall expenses as donations/sponsorships to the association

Tom Page: I have several crosschecks to complete including payments (with Mel/Treasurer), emails for contacts/sponsor/other information that I'm compiling How To lists for future Vice Presidents as we perfect our CE skills for success. Also Nanette and I need to confirm fees/charges taken for each submission via Square It would also be good so we can identify the splits when we sell shirts and buffalo..

2a. Jackie Van Noy, did you get anything in the mail from Dr. PODHAYNY? She sent back the Starbucks gift card. Can't accept monies per corporate contract.

(Jackie Van Noy: I didn't get to the po box today but there wasn't anything last week)

2b. We are reserved for Next year - Sept 9 (Friday), 10, 11, 2022.

2c. I would like to suggest that we all send Nanette any pictures that we took during the event. These would be good to have on the website for our event.

Kelly Ferguson: If you guys ever need any photos taken or edited for the website, I'm your gal.

Melanie Beardsley: Noted, Kelly. Thank you!

Tom Page: Looks like we took in \$4,326.38 after we paid for everything including Racca's, Ramkota, Ambi Shipping, Speaker gifts, buffalo, shirts, etc.

Does anyone have questions about anything regarding the Accounting for the event.

There were none.

Tom Page: The winter meeting of the WYVMA is Dec. 8th. I have sent an email to them regarding attendance and hopefully attending the rest of the Sat/Sun. Hope I will be to have conversations to improve communication between both groups, gather information to improve the scholarship outreach.

Taeha Collins: I have a vet (Dr. Miranda Townsend) from my clinic attending State meeting-If I can help somehow let me know

Tom Page: I would like to be able to catch up with them Taeha. Give them my contact information.

Melanie Beardsley: I did pick up the extra shirts from Pedans (They had some of our color backorder, so they pulled from another order to fill our original order but printed our backorder shirts later and gave them to us for free.) I passed them on to Tom, so he has all of them.

Tom Page: **Promotional items for next year (i.e. SWAG)** – shirts we'll plan in April, stickers maybe, other ideas, please send to me (VicePres@wyvta.org). We'll also be reviewing board member perks and making sure everything is in order with policies, etc. I.e. Free WyVTA CE, WyVTA shirts (Peden's) from 2021, Jackets (Peden's) cost, logo, screen pro embroidered print; NAVTA Leadership Conference (if held) attendance (virtual or in person). Board member business cards (board position only and contact via WyVTA.org - Officer can write

Tom Page: **CE Fall 2022:** BI has a program that might fit for us. I will let you know what they have to offer next year. My plan is to have some information on a direction for Dec meeting. As we have I will be working to do a Virtual, and in person event

Tom Page: **New Memberships from the 2021 Conference:** Jackie Van Noy is attending to these.

Melanie Beardsley: PRESIDENT:

1. We already touched base that I mostly have everything paid up as far as CE bills/reimbursements/etc.

2. I did meet with Bank of the West. Angela is off the account officially and everything should be updated with them. They have my address as the primary one on the account so any correspondence from them snail mail-wise will come to me. I thought that would be better than the PO Box.

3. Jackie Breed also got to the bank to get her added in as new Treasurer; did everything go OK with getting you on the account?

Jackie Breed: Yes, everything went smoothly.

Melanie Beardsley: Governor Proclamation for Vet Tech week. I prepared the letter and then found I had a form to fill out instead. Recommended 45 days minimum in advance but can do after the first of the year any time. I saved all my stuff from this year and will fill out their form and hopefully get a governor's proclamation for vet tech week next year.

Nanette Walker Smith: Yes. Perhaps NAVTA Rep should let NAVTA know to put in their NVTW docs to check with governor's office first about forms to complete rather than give them a proclamation and to check it 90 days at least in advance for specifics. I'm sure this is a streamlining internal method for the government.

Melanie Beardsley: Any progress on computers for Treasurer and President?

Nanette Walker Smith: Computers I've been comparing. IMHO. a new laptop with similar comps to those we bought last year the backup drive, thumb drive, a carrying case and a scanner will likely be approximately 2k a piece. The scanners I need more information on - not finding stuff I'm super familiar with online so I will have to go in and talk to a couple folks and chat with Newegg too. These new ones will be Windows 11 compatible and I'll try for i7 which is a version higher than the ones from last year as both will be the upgrades of 2022. That said. These are all purchase INSTOCK only meaning due to shipping and availability this is all we can hope to be guaranteed to get anytime soon. This is a retail wide phenomenon (point of note - if you want something for the holidays, buy it now or you may not get it period). IT is a mess out there.

Melanie Beardsley: I think laptops are totally appropriate. I have a very basic tablet style laptop that has been plugging along for me for years now. I don't think President needs a scanner. Just Treasurer...or at least that is what was discussed before.

Nanette Walker Smith: If the board would so choose to give me the gratis to purchase 2 sets of laptop computer, back up external drive, thumb drive, carry bag, and scanner, one set each for president and treasurer up to 4K total I will do so.

Melanie Beardsley: I think we need to get the ball rolling especially for the Treasurer position for Jackie Breed. Do we need to discuss further or is there a motion?

Tom Page: Some new computers come with the 365 Microsoft. That might create a side benefit also.

Nanette Walker Smith: Yes that is a must - but we have a total of 5 devices available on the office 365 we purchased so these 2 will fit that, with 1 left.

Melanie Beardsley: One thing first. Just want to be sure, NO PRINTER correct? I don't feel it is necessary for either position.

Tom Page: **I motion that Nanette purchase 2 sets of computers, back up external drive, thumb drive, carry bag, and scanner, one set each for president and treasurer up to 4K total.** I think it would be safe for president to have a scanner - there may be docs you get esp. as we get to practice acts

Taeha Collins: I second

Melanie Beardsley: Motion passes unanimously. Thank you for the research/leg work on this, Nanette. Purchasing and documenting it all is a project!

Get your updates for the newsletter to Nanette this week. Otherwise, we will see you in December!

Motion to adjourn.

Kelly Ferguson: 2nd

Melanie Beardsley: Motion passes unanimously. Meeting adjourned at 9:18pm. Happy Thanksgivings passed around

JOB BOARD:

INTERNSHIP Opportunity! Wildlife Rehabilitation in North Carolina – Spring Semester

We are accepting applications for our Spring Semester. Please pass this information along to any interested individuals and post accordingly

Internship Position: Wildlife Rehabilitation Center<<https://www.nczoo.org/wildlife/native-wildlife-rehabilitation>>

Summary: Wildlife rehabilitation is the care of sick, injured, or orphaned native wildlife for return back into the wild, in a condition that will optimize their chances of survival. The Valerie H. Schindler Wildlife Rehabilitation Center believes that compassion, civic responsibility & environmental stewardship are lessons best learned in

the company of leaders who embody & practice these values. The center is a teaching facility, scientific in their approach, compassionate in their care, and is involved in rehabilitation, research & education.

Primary Role: Interns assist with the routine daily care of wildlife patients, as well as caring for the resident animal collection. Interns' duties include preparation of diets, cleaning cages, admitting patients, feeding animals, answering phones, and record keeping. Interns will also have the opportunity to assist with medical tasks, as ordered by veterinary staff, such as administering treatments, helping with radiographs, and assisting with surgeries. In addition, interns participate in special projects, tours, training, cage building/maintenance and animal rescues. The paid intern provides supervision and guidance to volunteers and unpaid interns and acts as liaison to the veterinary staff.

Requirements: Prospective interns must be in an undergraduate, associates program, or recently graduated (within one year) from a relevant field of study, be able to lift a minimum of 50 lbs., bend, stoop, stand for periods of at least 30 minute intervals, walk on variable substrate, work in all climatic conditions, be able to read & follow instructions, communicate clearly, perform simple calculations and have dependable transportation. Interns must be rabies vaccinated to care for adult self-feeding and education mammals. Unvaccinated interns may assist with the hand-rearing of orphaned mammals, care for birds and reptiles, and perform all other responsibilities. This

position may not be suitable for individuals who are immune suppressed and/or pregnant. Persons who are hearing, sight, or speech impaired should bring this to the attention of the supervisor so reasonable accommodations can be made.

This internship is part of the International Wildlife Rehabilitation Councils' Practicum Accreditation Program; interns will receive a certificate upon successful completion of the program.

Applicants: Preference will be given to candidates pursuing a career in animal care (i.e. wildlife rehabilitation, pre-vet, veterinary technician, zoo and/or aquarium and animal science students, etc.).

Availability Application Deadlines

Summer Session (Mid May - Aug.) - March 5

Fall Session (Aug. - Mid Oct.) - June 5

Spring Session (Mar. - Mid May) - January 5

Internships available:

10 Week Unpaid Internships:

- * This internship is a minimum of 10 weeks, 200 hours, 3 6-hour shifts per week, plus 2-hour trainings every Wednesday.
- * Must be available to work a set schedule alternating between opening and closing shifts, weekends including holidays.
- * Housing available for ~\$300/month; must have own transportation.
- * Spring -3 positions available, Summer - 7 positions available, Fall - 3 positions available.

12 Week Unpaid Internships:

- * This internship is a minimum of 12 weeks, 360 hours, five 6-hour shifts per week plus 2-hour trainings every Wednesday.
- * Must be available to work a set schedule alternating between opening and closing shifts, weekends including holidays.
- * Housing is provided, no fee; must have own transportation.
- * Spring -1 position available, Summer - 1 position available, Fall - 1 position available.

This internship is part of the International Wildlife Rehabilitation Councils' Practicum Accreditation Program

To Apply: Please mail an application <https://www.nczoo.org/sites/default/files/2021-03/Wildlife-Rehab-Internship-Job-Application.pdf> to Wildlife Rehabilitation

Center, North Carolina Zoo, 4401 Zoo Parkway, Asheboro, NC 27205

or email nczoo.wildliferehab@nczoo.org and cc = webmaster@nczoo.org with questions.

Other Contact Information:

Veterinary Section -Wildlife Rehabilitation Center

North Carolina Zoo NCZoo.org<<http://nczoo.org/>>

4401 Zoo Parkway

Asheboro, NC 27205

336.879.7644

NC Zoo Wildlife Rehab:

WildlifeRehab@NCZoo.org or mailto:NCZoo.WildlifeRehab@NCZoo.org

#StayStrongNC

Learn more @ nc.gov/covid19<<http://nc.gov/covid19>>

And don't forget your Ws! Wear. Wait. Wash.

- * WEAR a face covering.
- * WAIT 6 feet apart from other people.
- * WASH your hands often.

JOB POSTING 9/25/21:

Mountain View Veterinary Hospital is seeking a full time Certified Veterinary Technician to join our 4-Doctor AAHA Accredited small animal veterinary hospital in Sheridan, WY. We are looking for a highly motivated individual with a positive attitude who works well in a fast-paced team environment and a willingness to learn.

We are a progressive practice that offers emergency and critical care, 24-hour hospital care, orthopedic and soft tissue surgery including TPLO surgical procedure. Our facility also has endoscopy, ultrasound, digital radiology, provides comprehensive dental care, chemotherapy, euthanasia and cremation services, pain management, laser therapy, nutritional and behavioral medicine, vaccinations, and senior and puppy/kitten care. Sheridan is located at the base of the Bighorn Mountains which offers many outdoor activities and a small-town atmosphere.

This position includes after hours/on-call rotation. The desired candidate would be Certified Veterinary Technician with experience is preferred. We would also consider candidates that are not yet certified but will be ready to take their VTNE soon.

To apply, please EMAIL your cover letter, resume and a minimum of three references.

Hours per week: 30-40

Type of Position: Full-time

Salary/Wage: Depends on Experience

Level of Experience Desired: Graduate (CVT, RVT, LVT)

Benefits: Health benefit reimbursement, paid vacation and sick time, CE allowance, uniform allowance, veterinary care discount, and retirement plan.

How to Apply: **Send Resumes to** technician@mvvhpets.com

Contact Name: **Brandi Cole**

Contact Phone: 307-674-4111

Mountain View Veterinary Hospital

2026 S. Sheridan Ave.

Sheridan, Wyoming

JOB POSTING 9/11/21: Jackson Animal Hospital is seeking a Veterinary Technician to join our team in beautiful Jackson, WY. We are a fast paced 90% small animal 10% large animal practice offering a full spectrum of medical and emergency care, as well as advanced orthopedic services. Our team specializes in a positive, educational, and productive work environment while providing excellent care for our patients. Housing opportunities are available for the right candidate, competitive wages depending on experience. Come experience life in our small mountain town of Jackson with Yellowstone and Grand Teton National Parks within an hour! We look forward to meeting you.

Contact Dr. Wienman to request information on submission of your resume.

Thank you, The staff at Jackson Animal Hospital

(307)-201-5700

JOB POSTING 8/6/21: Certified Veterinary Technician sought for a Fear Free driven, single veterinarian clinic in Cheyenne: Yellowstone Animal Health Center

Are you sick of missing out on weekend activities due to work? Do you value a proper work-life balance? If so, apply to be a part of our small, no drama clinic that doesn't require weekend and on call duties!

Acupuncture as well as laser therapy are offered in addition to traditional services such as dentistry, radiology, and surgery. As a small clinic, we value a team approach to take care of our amazing clientele! Therefore, duties will also include customer service.

Email your resume to Yellowstone Animal Health Center: yellowstoneahc@gmail.com

JOB POSTING 7/1/21: We are looking for 1-2 experienced technicians at our busy 24-hour mixed animal practice (StockDoc) in Riverton Wyoming.

Willing to train the right person and pay depends on experience. Supportive work environment with up-to-date equipment. Interested parties please contact stockdoctaeha@gmail.com

Would you like to post your job listings in our newsletter or ONLINE at our website or on our Facebook page? Please email the Secretary@wyvta.org for assistance. You may also refer to our social media policy posting at our website, Facebook

WyVTA 2022 Executive Board



Left to Right: Taeha Collins, CVT (Riverton) incoming Member-at-Large, Kelly Ferguson, CVT (Casper) incoming NAVTA Representative, Jackie Van Noy, CVT (Cody) returning CVT/Membership, Tom Page, CVT (Casper) returning Past President & Vice President, Melanie Beardsley, CVT (Casper) returning President, Deana Baker, CVT (Cody) incoming Secretary, Jackie Breed, CVT (Evansville/Casper) incoming Treasurer, Nanette Walker Smith, CVT (Monument, CO) returning webmaster/advisor, Beth Zima, CVT (Casper) incoming Member-at-Large

Wyoming Veterinary Technician Association 2022 Executive Board			
2022 Position	First	Last	WyVTA Email Address
President	Melanie	Beardsley, CVT	President@wyvta.org
Past President; Scholarship Cmte Chair	Tom	Page, CVT	PastPres@wyvta.org
Vice President	Tom	Page, CVT	VicePres@wyvta.org
Treasurer	Jackie	Breed, CVT	
Secretary	Deana	Baker, CVT	Secretary@wyvta.org
Membership & Certification	Jackie	Van Noy, CVT	CVT_Members@wyvta.org
NAVTA Rep	Kelly	Ferguson	NAVTARep@wyvta.org
Member-At-Large	Beth	Zima	
Member-At-Large	Taeha	Collins, CVT	
Webmaster, Advisor	Nanette	Walker Smith, CVT	n_w_smith_24@outlook.com