



Find us on Facebook:

<https://www.facebook.com/Wyoming-Veterinary-Technician-Association-143782952386199/>

PRESIDENT'S MESSAGE

- Melanie Beardsley, CVT; President@wyvta.org President 2021

Hello, everyone. Welcome 2021!

I hope the start to the new year is finding you healthy and hopeful! The Wyoming Veterinary Technician Association is getting settled with a couple of board positions. with new members in them. Amy Elgin is our new Secretary and is new to the board. We are excited to have her!

In case you didn't notice, we offered online payment for membership/certification the last couple of months. We are still working out some kinks, but are so excited to be offering this option! Please let us know if you have any questions or suggestions about this or the new website.

Secretary and Membership board members have their computers now and they are up and running. This should help streamline these positions. PLEASE let us know if you have any questions or concerns. Now that these computers are in the new board members hand and functioning, we will much more easily be able to track down answers to your questions. I know slow response has been a problem in the past. It should be better now.

We will be offering the scholarship again this year for second year students in AVMA accredited technician programs. (Virtual programs included!) Please help spread the word and encourage any eligible students to apply. Details will be released in the next few weeks! Tom Page is the head of our scholarship committee and can be contacted at PastPres@wyvta.org.

2021 Continuing Education plans are already underway. We are anticipating to repeat last year's in person meeting with a virtual option. We are hoping to have RACE approved CE for veterinarians AND technicians BOTH days this year. We will release details as they are finalized. Save your date for September 11 and 12. Format will be all day Saturday and Sunday morning until noon or 1pm as we have done the last couple of years.

Stay warm until next time!

Melanie Beardsley, CVT

2020 WyVTA President; President@wyvta.org

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

NEXT MEETING is March 7, 2021

Plan for this upcoming

ZOOM meetings @ 7 PM Mtn Time:

Members WELCOME!

- March 7
- April 4
- May 2
- June 6
- July 11 (due to 4th of July holiday)
- August 8
- September 5 (board only final prep for Fall CE the following weekend);
 - **September 11/12-CE (general membership meeting Sat 11th over lunch)**
- October 3
- November 7 (2022 membership/certification renewals go out)
- December 5

Meeting login ID's are set up each month and then 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" in the top right corner, and enter the meeting ID.

Vice President

Tom Page CVT; VicePres@wyvta.org

More coming soon as we finish up the Fall CE line up! Dates are set so plan now for September 11 & 12. There is no reason why the whole clinic can't attend since we'll be on site in Casper at the Ramkota Hotel and online virtually via ZOOM! SAVE the DATES!

NAVTA Representative

Jackie Breed CVT: NAVTARep@wyvta.org

From NAVTA:

Dear highly esteemed colleagues,

The world is changing, and so is our veterinary technician profession. Now more than ever, we are working on caseloads that never seem to end. And now, more than ever, we are proving our value to our employers, our clients, and our community by fully putting into practice all of our advanced education, knowledge, and [WINDOWS-1252?] skills...day after day, hour after hour. We, as veterinary technicians, have truly been heroes during this pandemic.

Now, when someone asks us about our chosen profession, they are in awe of the level and type of work we do, as well as the depth and breadth of our knowledge of veterinary medicine. It is very common for someone to equate what we do for animals with what Registered Nurses do for humans.

Multiple surveys that have been conducted consistently showed that the majority of credentialed veterinary technicians support unifying under one credential: Registered Veterinary Nurse. Seeing this need, more companies, educational institutions, and publications are changing their vernacular from veterinary technician to veterinary nurse/nursing with the intent of promoting understanding and bringing recognition to what we are trying to accomplish.

These efforts to change the vernacular align with the [Veterinary Nurse Initiative](#) (VNI), which has worked with state associations to introduce legislation to replace the current credential, Registered Veterinary Technician, with Registered Veterinary Nurse (RVN). The VNI also sets a model for the RVN title with appropriate credential requirements, scope of practice, CE requirements, and title protection. Unfortunately, Covid19 has put these legislative activities on hold for the time being.

To keep the VNI momentum going, we would like to make a series of videos that show what is important to you regarding the VNI. The vision is to show that the VNI is more than simply a name change, but an effort to move our profession forward by showcasing our knowledge, talent, and expertise in the medical field. Within the effort, we are trying to gain as much support as possible and simultaneously educate the public regarding our profession.

We need your help in visually educating and advocating for our profession.

In this video series, we would like to focus on the pillars of the VNI (Scope of Practice, Title Protection, Technician Utilization, Veterinary Nurse Title, Standardized Credentials, & Reciprocity) and which one means the most to you. We hope that this video series will help showcase all the wonderful parts of the VNI and why they are all equally important.

If you are willing, please record a video of yourself (or another veterinary technician) describing your/their role in veterinary medicine and say why the VNI is important to you/them. It can be on any of the pillars that the VNI stands for, along with the tagline *Progression for Our Profession*. It will be ideal if the veterinary technician is in scrubs and a clean hospital background, though it's ok if it's a video taken at home.

The person on video would:

1. Introduce themselves as a veterinary technician, including credentials, and state their role in the practice/ profession.
2. Explain which of the VNI pillars is most important to you and why.
3. End by saying, "Progression for our profession."

Secretary

Amy Elgin; Secretary@wyvta.org

Minutes

WyVTA Meeting Minutes January 10, 2021

Melanie Beardsley: I'm going to call this meeting to order at 7:07pm. Welcome to 2021 everybody!

Melanie Beardsley: I haven't been able to get an answer from EWC or any of the students (my coworker or Tom's). Dr. Bittner suddenly retired over Christmas break.

Nanette Walker Smith: Is Dr. Walker still there?

Melanie Beardsley: Yes, she is. The students are required to have 12 credits to stay in the dorm and the Vet Tech program is only offering 11 for second semester students so they are all scrambling to find a random extra credit so they have a place to live.

Nanette Walker Smith: Good luck to them! I'm sure the educational stress of Covid just didn't help

Deana Baker: I hope all goes well for them.

Melanie Beardsley: We will move to Jackie B. NAVTA Report

Nanette Walker Smith: If anyone hasn't re-upped NAVTA membership, reminder that it's gone up to \$60, but you get 20% off for being a member of your state association so the total is \$48. They haven't made any firm decisions about the leadership meeting yet. They will keep us informed. That's all I heard when I asked per our December mtg and there was no update on the website a few days ago.

Melanie Beardsley: NAVTA will host our Annual General Membership Meeting, Thursday, January 28, 2021 from 8:00-9:00 pm EST.

Jackie Breed: I have not heard anything further regarding the NAVTA meeting or accessing it, so I'm not sure how they will communicate the info. I will pass that info on when I get it.

NAVTA is working on a video blog compilation in the coming months. They are requesting videos from Vet Tech's talking about certain aspects of being a vet tech. I will be adding all that info to the newsletter.

Melanie Beardsley: We will move on to **Membership/Certification**.

Jackie Van Noy: Renewals are going well. Utah recognized techs in their Veterinary Practice Act in 2020. They have a path for techs to credential in Utah and many are doing so. I have about 13 people who have yet to renew or tell me that they are heading in another direction. I have been emailing the Utah folks to let them know that they can keep their Wy certification and their Utah credential.

Melanie Beardsley: Good for them! I'm sure it will hurt our membership numbers, though.

Nanette Walker Smith: At least being recognized in their Practice Act means someone must answer to them being tracked and thus now can no longer be dropped.

Deana Baker: Hopefully, we can get new members from Wyoming.

Jackie Van Noy: I did send out emails to the stragglers about the Jan 10 deadline. I got a couple of late responses and one that I offered an extension to as we had an incorrect email and unsure if she had gotten notifications.

Nanette Walker Smith: Now that Jackie has the lists synced up our numbers I believe are back up for now.... we'll see how many renew. We have gotten \$500 gross in on membership/cert dues since mid-November

Jackie Van Noy: I have asked everyone to email me copies of their receipts to sync things up since I think there have been some miscommunications. Had one that made the payment, but I never received the application. Others are filling out the application and I am not receiving their CE.

Melanie Beardsley: Any thoughts on what we could do to help streamline this for you?

Jackie Van Noy: Not sure how to track if folks just pay online but don't provide any other info.

Nanette Walker Smith: Jackie - I can match those in Square. I found it by accident last weekend.

Jackie Van Noy: I talked with Deana this afternoon and together I think we have some things that could change for next time. Will discuss with Nanette offline.

Melanie Beardsley: Growth is difficult sometimes. Oh, good, Nanette! Is that something Angela can access as well? I know she was struggling to match everything up on her end, too.

Nanette Walker Smith: I need to walk Angela through it and be able to get you to log into it as well. If folks don't send their CE, that's just another email back to them to say you've received the app and they payment, but per the instructions in the application, they need to email copies or send copies of CE certs to you.

Deana Baker: I knew that there would be a learning curve once this went online.

Angela Lance: Even though I am receiving the Square reports I just am not seeing who paid.

Nanette Walker Smith: That may be something we change on the application front wise. eVetSites is moving to a new format that should allow a bit more leeway in that application form online - it's unforfeiting right now.

Angela Lance: I thought that was odd because like I had said before I use Square for our business and Square captures the first and last name of the person paying.

Nanette Walker Smith: Angela- when we get on the phone, I'll walk you through it. It's not hard, but it's a pain to get to it. We have to get you able to log in too, so we need to take care of that too. I thought I'd taken care of that, but evidently not. Just a couple button clicks to get to the name and the transaction number and amount :))

Jackie Van Noy: I think we can change the applications a bit - maybe combine since it has been an issue since the beginning, but a member brought it up also

Angela Lance: I can account for the Square fees within the invoice for each member so that part is not a problem.

Melanie Beardsley: Does Jackie V need to be a part of that conversation, too --match up who paid what on her end.

Nanette Walker Smith: Might not hurt Jackie V - Most members certify as well, but we need to be sure they are very apparent if they are not certifying. We've got time to play with that so yes, would love to talk through thoughts so I can mark them up on paper and get Viki working on them for the website.

Nanette Walker Smith: Jackie - we'll probably have to work around your schedule and then Angela's. I'll add it to my to do list and get with you guys.

Melanie Beardsley: Great! You guys can discuss how you want to handle checks during that conversation if you don't mind?

Do we want to discuss increase in dues for online payment?

Jackie Van Noy: I do think that there should be an increase for those paying online to cover the convenience. I think it is beginning to run about even with payments between checks and Square.

Angela Lance: I motion for a flat rate of \$3.50 Credit Card fee.

Amy Elgin: Second

DISCUSSION:

Deana Baker: Is that what square charges to process?

Nanette Walker Smith: Deana, close yes. So, in the agenda notes you'll see that for each \$40 online payment, we only get \$38.04 because folks are having to hand enter in their card number (the highest % charge).

If we were at a conference and they were paying on site where we could swipe their card or chip them it would be a little less.

We don't pay a monthly fee for Square. It's a per transaction based on how the transaction is taken: typed in, swiped or chipped, or stored. (That list is from highest to lowest %.) For my business to cover the convenience of Square and the time it takes to compile everything together again I do the highest %. Because I am not running gazillions of dollars it doesn't matter much.

Two factors here

1. Pay by card online you pay \$43.50 biannually membership and \$11.50 certification where dues are needed.

2. Keep pay by check at \$40 and \$10, respectively.

**So for the current motion on the floor, I say YES, but needs an amendment for the certification payment as well.

Also need to state when that will go into play (which we could do now since they are effectively overdue as of tomorrow). So, finish vote on the first motion, then I motion the amendment to the motion. (\$3.50 for Membership = that's way too much for certification)**Melanie Beardsley:** So, do we need to amend Angela's motion to be \$3.50 for membership plus \$1.50 additional fee for Certification payment online? It's 59cents on \$10 (so the certification charge on the \$10 fee if they have to pay that one is only \$9.41 for our take home charge of \$0.59. If that's the motion, then I'll change mine to No

Melanie Beardsley: Angela's motion was to charge \$3.50 per transaction. It did not specify what for.

Angela Lance: I'm talking the whole transactions. I was not splitting it up just doing a flat rate. Can there be just a convenience fee on the membership? 3.50 seems high on the certification charge.

Nanette Walker Smith: Angela - you can amend your motion or withdraw it or keep as is.

Angela Lance: I've not seen anyone only pay 10.00. I only see \$40. or \$50 payments am I missing something?

Melanie Beardsley: The \$50 is for the 2-year membership (\$40) plus certification (\$10)

Jackie Van Noy: I have receipts from a couple of people that have paid the 10. New applications and a lapsed membership

Deana Baker: The \$10 fee is rare. It usually happens when a member becomes credentialed in the middle of the year.

Angela Lance: I will amend the flat rate to \$2.50. I motion to amend the flat rate to \$2.50.

Melanie Beardsley: Those in favor? Angela motions to amend the previous motion for convenience fee of online payment to add a flat rate of \$2.50 per transaction for any online payment using Square. Payment by check will not have a convenience fee.

Amy Elgin: second

Melanie Beardsley: OK. So, Angela, can you modify your motion with an effective as of date??

Angela Lance: effective 1/11/2021

Melanie Beardsley: OK. Amy, are you still seconding her motion with that effective start date in the price increase?

Amy Elgin: yes, 2nd on the effective date of 1/11/2021

Nanette Walker Smith: I withdraw my amendment motion then due to the flat rate convenience fee definition.

Ok I'll get that added to the online applications and I think we have to update the links, or I at least have to change the amount to be charged on Square. Will post to Facebook to let everyone know. Want to get this done internally on website first and check it before posting it to FB.

Melanie Beardsley: Motion officially passes: Effective 1/11/2021 all Square (credit card transactions will be assessed a \$2.50 convenience fee (to cover, in part, Square's transaction fees). Thank you, guys! Great clarification questions and discussion! Thank you, Nanette, for getting those changes done.

Angela Lance: how bout can we discuss those receiving checks, that they go ahead and deposit the checks?

Melanie Beardsley: I don't think we need to discuss it here. I mentioned you guys working that out when you (Angela), Jackie V, and Nanette go over square stuff.

Melanie Beardsley: We will move to Amy – **Secretary Report.** Amy! Welcome! What questions do you have thus far?

Amy Elgin: All the questions. Once I receive the computer I will know more.

Melanie Beardsley: Anything pressing you need to know tonight?

Amy Elgin: I don't think so. I'm good right now.

Melanie Beardsley: OK. You are welcome to call any time. I might not have answers but can tell you where to go to get them!

Amy Elgin: Thank you for that

Melanie Beardsley: We will move on to our hard-working **Treasurer.**

Melanie Beardsley: Angela, did you get with Jackie V to track down the checks in the envelope that disappeared in October? So she could contact those folks and let them know?

Angela Lance: I did not. It was just one check not to minimize the error.

Melanie Beardsley: OK. Add it to the list. I would think that person/those folks would be contacting us wondering why the check hasn't gone through.

Did you have receipts for food/drink/etc. to turn in for your trips or just the mileage?

Angela Lance: I did not. But hopefully can address that when we get together over the other issue and will try to have that resolved by February's meeting.

I think we have resolved the Square Issues and we do not need to look at a new Merchant Services provider.

Also, I did see that we looked into what Bank of the West can do and it seems that Square is the way to approach CC transactions for now.

Nanette Walker Smith: **Mileage:** You can take a deduction for the business use of your personal car on Schedule C of IRS Form 1040. The IRS sets a standard mileage reimbursement rate. For 2020, the federal mileage rate is \$0.575 cents per mile. 456 miles x \$0.575 = \$262.20 for 3 trips to deposit checks.

Angela Lance: Just the mileage. Also, just to add I think this is another great reason to just have the person receiving the checks to deposit.

Melanie Beardsley: Agreed, Angela. If the communication is there for what amount is being deposited for what reason.

Nanette Walker Smith: **I motion we reimburse Angela for mileage.**

(Agreed Angela; however, you need a picture of the check to know who paid what or be able to log in and get that from the bank. IMHO have whomever (Jackie VN) take pictures and text them to you OR a typed-out Member name, clinic, check # and amount, and date (something else we'll discuss at our meeting).

Angela Lance: yes, I just need a copy via picture of the transactions, amount, and whom it's from and what it's for.

Deana Baker: 2nd

Melanie Beardsley: Motion passes unanimously.

Nanette Walker Smith: I motion we reimburse Angela for the Secretary of State for \$52.50. *(Question - SoS went to biennial correct? That's why it's \$49 this year instead of the \$29 previous years?)*

Angela Lance: Yes

Melanie Beardsley: I'm assuming you have the receipt and all for the Sec of State, Angela?

Angela Lance: Yes

Jackie Van Noy: second

Nanette Walker Smith: And we have the contact email changed to Treasurer@wyvta.org as well, with me still on as second just in case.

Melanie Beardsley: Motion passes unanimously.

Angela Lance: I just wanted to reassure that the efile 990N tax form it is not due till March and I will file the form just as soon as it is fileable which is I believe after January 31, 2021.

Nanette Walker Smith: Angela - yes you will eFile the taxes and that link becomes available usually after Jan 31

Angela Lance: I am still not sure who the missing check was from?? Dena for CE reg?

Nanette Walker Smith: Mel, envelope was in October, it was most likely from the conference, had one check. We saw it in conference stuff, but envelope is now missing, unsure if check was deposited or who it belonged to as all income/exp are not completed yet. I think it was Dena's payment for the conference. Then with her family emergency, we didn't want to interrupt her. She reportedly paid and we already voted to reimburse her due to that emergency. Tom has all the documentation from the conference including the registrations. Just awaiting finalization.

Melanie Beardsley: I thought it was a letter that came that had a check in it.

Nanette Walker Smith: Fall CE is That's not included in the Treasurer's reports that I saw. Fall CE expenses and income including donations should be a separate report as it spreads over several months. That way we can compare year to year of just that instead of trying to find it in the months.

Melanie Beardsley: I know he hasn't. More on that in his section. Yes. I do remember discussion/voting to reimburse her. So, we still need to have a conclusive CE Fall '20 report and need to contact Dena if we still don't have an answer on that check.

Melanie Beardsley: Angela, did you want to discuss debit card/benefits to consider getting one for?

Angela Lance: Yes. the main reason for a debit card is so that when we are accounting our transactions and on our accounting, reports will show more than just reimbursements and it will help with planning in the future.

Nanette Walker Smith: So, the debit card is / can be a problem. I understand the ease; especially if we have larger bills, but the problem is we are supposed to have checks with 2 signatures to ensure that we don't have 1 person taking off with all the money. Normally it wouldn't be much of a concern, but because we are a NP this is one of the things the IRS watches very closely. We have done very well with our money.

Angela Lance: I am the only one who signs checks, we don't do a two-signature signing.

Nanette Walker Smith: So, my question is who would hold the debit card and how/when it would be used.

Angela Lance: Treasurer would hold. Everything to be paid for would still have to be approved before purchasing and then once approved the treasurer would call the vendor and pay for the transaction via debit card and I'd then within the books account for the money properly.

Melanie Beardsley: So, there would still be some reimbursements happening, too. Like for travel, etc. How would we reimburse you for travel, then? How would we monitor the card? Would we need to monitor the card? (It's not that I don't trust you, but I might not trust the Treasurer 6 years from now.)

Angela Lance: actually, yes there would be some reimbursements for travel

Nanette Walker Smith: I believe I remember the bank stating they don't do 2 sigs anymore - although the signature card allows one of 2 people to sign and the other is the president, yes?

Melanie Beardsley: Yes, Nanette. On the card thing.

Angela Lance: For monitoring I think the president has access to the bank's web app or web page I am sure we could set up notification for when items go through via debit card. The only things going through debit would be items that again have been motioned with approval.

Nanette Walker Smith: Ok so we need a motion for this AND this needs to get it into policies/procedures. That said, another policy and procedure would be that the books be audited annually, probably at our annual meeting??

Melanie Beardsley: Internally audited?

Nanette Walker Smith: Good question Mel – Auditors should be other than the Treasurer and President and should be 2-3 people. Could be a member and 2 board.

Melanie Beardsley: This would need to be part of the President's "Bible" (Notebook).

Nanette Walker Smith: So, Angela - for your travel, such as the deposit runs you did, you'd be submitting for reimbursement and being paid by a check, not using a debit card for those is what I think Mel is asking.

Angela Lance: Hopefully, the reports are now more transparent, and we will now be viewing said reports monthly also.

Melanie Beardsley: Now that everything is digital and connected, I do think now is the time to revisit it. Are we ready to vote on it now? Are there further questions? Do we want to chew on this a while and vote next month? There are a lot of things to consider.

Nanette Walker Smith: Have you talked to the bank about getting a debit card for the account? Oh, and do we have any of those funds in a savings account? That one we have to look at because I'm not sure (can't remember) if we can invest nonprofit monies.

Melanie Beardsley: It is a business checking account that all our monies are in.

Angela Lance: Correct. I am hoping that we don't ever have to reimburse me for travel:) I was thinking debit for the NAVTA Conference and there would still be reimbursement for meals in that case also, but we could pay registration, motel, and airfare and the bigger expenses.

Nanette Walker Smith: I think we should get the bank info on this - is there a charge (shouldn't be)? They need to be reminded this is for a nonprofit association on a business checking account. They may have a maximum amount allowed on the debit card.

Angela Lance: Yes, we can revisit this in February.

Melanie Beardsley: Sounds like we should table this until next month. Angela, will you contact the bank about details on how this would work for a nonprofit as far as limits and such on their end?

Angela Lance: I think one account is sufficient moving money back and forth is an added hassle. Yes, I will contact the bank and get the info and I am positive that I will not be able to go in and get a debit it will take both the President and the Treasurer, and the card would be transferred with the Treasurer.

Melanie Beardsley: That would be easy enough to do on one of your trips through here. I'm usually around. Great questions, observations, discussion, folks!

Angela Lance: yes, lets table for now.

Melanie Beardsley: Angela, do you have more info regarding the QuickBooks Online renewal?

Angela Lance: Sent you a text I thought. I went ahead and renewed the QBO account because I needed to have access. I was able to pay with a WYVTA Check no reimbursement and you should see the amount of the transaction on the QBO Online Banking page. I believe it was \$70.00.

Melanie Beardsley: The renewal is with the TechSoup stuff, correct, Angela? So, do we need to vote (though retrospectively) on the QuickBooks renewal?

Angela Lance: That is correct. We can table QBO payments I had stated the same thing previously. I think we can find a viable solution with Square.

Angela Lance: **I motion that we renew the QuickBooks Online account Via TechSoup paying with a WYVTA check. For \$70.00 We had discussed this being a recurring payment in December 2020**

Nanette Walker Smith: **Second with a request - Angela - please prepare a list or put on your Treasurer's calendar in your notebook and send to me so I can update those payments that we have recurring annually, or biannually so future Treasurers have that list and know what's coming up when and are prepared.**

Melanie Beardsley: **Motion passes unanimously.** FYI: Angela went to a CE due to her work promotion and found out how to connect our account to automate this Excel worksheet. This all comes straight from our TechSoup/Bank/QuickBooks! So cool!

Melanie Beardsley: OK, we have to approve Treasurer reports from last year. Did everyone have a chance to go over them? Do you want me to round up the year one? Month by month? We had approval on the hard-to-understand ones through June. Does anyone have any questions on any of them? I can try to pull one up and share if there is a question.

Nanette Walker Smith: This is great Angela - thank you so much for doing it. And great job on bank fee corrections :)

Melanie Beardsley: If there are no questions, I don't see why we can't vote July-Dec.

Nanette Walker Smith: **Motion to approve July 2020 through Dec 2020 Treasurer reports and the Annual Treasurer report**

Jackie Breed: **I second**

Melanie Beardsley: **Motion passes unanimously.** Thank you, Angela!

Melanie Beardsley: Anything else from you before we move on to Tom?

Nanette Walker Smith: I can update you on the Secretary computer. I got a text and email from LeAnne. Computer et al will be sent out via FedEx tomorrow to Amy. Amy and I will both get tracking information and Angela should be receiving the FedEx bill. Amy you should have that computer etc. probably by the end of the week.

Nanette Walker Smith: I recommend we (Amy and I) do a January newsletter with just the January meeting minutes, intro Amy, and All the Treasurer reports for 2020; quick down and dirty with the new board listing as well as soon as she gets the computer.

Melanie Beardsley: I don't think that is a bad idea at all. It would let her dip her toes in and get members caught up on the treasurer reports.

Nanette Walker Smith: We have to publish monthly for community review and transparency on the Treasurer Report.

Melanie Beardsley: **Past President Report:** Tom gave me permission to share...his Dad passed away from COVID earlier this week. He is looking at lots of back and forth to Colorado and lots of quarantine when he is back in Casper from Colorado. He said he anticipates things to settle down to some degree in a couple of months but is going to be all over the place for a while.

I told him I would work on the CE report from last fall so I may be contacting folks if I have questions/holes to fill.

Nanette Walker Smith: You want me to handle a card to Tom or Amy would you like to handle that as your first Secretary duty before the computer arrives?

Amy Elgin: I can do it

Nanette Walker Smith: Thanks Amy

Melanie Beardsley: He will still be in contact with vendors and said Nutramaxx is interested in sponsoring/speaking Sun and Zoetis sounds like they will likely commit to Sat. He will keep me abreast on possible topics, etc. so that I can bring that info to meetings when he won't make it.

Nanette Walker Smith: Thanks for letting us know Mel.

Melanie Beardsley: Meeting dates: Any thoughts/objections/questions to these proposed dates?

Nanette Walker Smith: I should add the dates for CE in there - I think Tom gave us the dates already... Sept 11 & 12, right?

Melanie Beardsley: Correct

Nanette Walker Smith: OK if no issues with that we'll publish this in the newsletter and I'll get it up on the website as well.

Angela Lance: Thank you Nanette. The rest of your report?

Nanette Walker Smith: No Board Notebook updates aren't done. Days have been blocked off to get them rolling this week. I'm not sure if I should just hope that everyone has their specific notebook and all documentation they are supposed to have and when I send the updates if there are any (everyone will have at least 1 to add) people will actually look.

Melanie Beardsley: Per the CBs, Tom is chair of the Scholarship Committee. I know Cambria helped with it the last couple of years as a Member At Large. However, she is no longer able to attend meetings, etc. Is there anyone willing to volunteer to be on this committee? It's easy. In fact, many years no one has even put in the effort to apply.

Nanette Walker Smith: Deana is our only MAL so automatically sits on that committee. Unless she doesn't want to :) We can always have the third be a member? Cambria may want to still help. MAL are there to be helpers to any committees

Melanie Beardsley: Jackie B, would you be interested? Then you would be close to get together with Tom if needed? I think it is good to have 3 people in case of a tie. (If we get anyone to apply.) Deana, are you willing to be on the committee?

Jackie Breed: Yes, I would be more than happy to help. I was on the committee last year, but of course didn't have any work to do on it.

Melanie Beardsley: I was remembering that. Thank you! I have notes about next month having changes to the application, etc. However, with the news of Tom's Dad and the deadline not until June, I think we can push that to March or even April, so Tom isn't worrying about that for a few weeks.

Nanette Walker Smith: We really need to get the scholarship out and advertised. That's been the problem in the past. Getting it to online students is huge that are WY residents.

Melanie Beardsley: Agreed, Nanette. I reminded my coworker of it. She is going to EWC and will be eligible for it. Angela, since you are in Torrington...could you pop into the Vet Tech building at some point and just remind them that we are here if we can help with anything and remind them of the scholarship?

Angela Lance: I would love to. I will do so by the February meeting and make notes and include with my January 2021 reports next month.

Nanette Walker Smith: If you have notebook changes Angela send them to me, I'm updating them now

Angela Lance: I will do so but it will be later in January hope that is okay.

Nanette Walker Smith: Yep, fine Angela

The bouncing emails were for Jackie to cross reference to applications we have on file. She's catching up on those, checking spelling, etc. and we will be creating a new membership emailing list as soon as she's done with the membership renewals and cross checking. That is one board position that is reaping benefits already by having its own dedicated computer.

That's it for me. Amy and I will get together this weekend or next week.

Jackie Van Noy: I sent those email corrections to whoever it was that requested them

Melanie Beardsley: Let them know to check our website/FB page for details.

Nanette Walker Smith: On that last one Melanie with the State Vet Board - can we please keep that on the agenda - I believe Tom has the connection and as PP this is his arena. We also need to see if the practice act is opening this year or not.

Melanie Beardsley: Yes. It will be there next month.

Angela Lance: **I motion to adjourn.**

Amy Elgin: second

Melanie Beardsley: **Motion passes unanimously. Meeting is adjourned at 10:22pm. Thanks everyone.**

WyVTA Meeting Minutes February 14, 2021

Melanie Beardsley: I'm going to go ahead and call the meeting to order at 7:06pm.

I guess we will start with you, Jackie B. **NAVTA Report**

Jackie Breed: Leadership summit: Virtual and FREE!!!

•Saturday, February 20, from 2-5 pm Eastern (Earns 3 CE credits)

•Wednesday, March 3, from 7-8 pm Eastern (Earns 1 CE credit)

•Wednesday, March 10, from 7-8 pm Eastern (Earns 1 CE credit)

•Wednesday, March (TBD), from 7-8:30 pm (Earns 1.5 CE credits)

National Association of Veterinary Technicians in America (www.navta.net)

Melanie Beardsley: This is exciting news!!! Amy, this is the conference we were looking into last month. Typically, it is the first part of January in Chicago. This year it is free and virtual!

Amy Elgin: That is awesome

Jackie Breed: Yes! The Leadership Summit is fast approaching, but there is still time to register! There are links on NAVTA's website and Facebook page for registration and full course descriptions. It is nice that the courses are spread out over several days, makes it easier to attend.

Melanie Beardsley: If you can, I would encourage everyone to attend. I thought that was good, too, Jackie. Also, I can keep my attention on the computer for an hour or two. A full couple of days would be rough.

Jackie Breed: I would encourage everyone to follow NAVTA's Facebook page if you do not already. You do not need to be a member. There is so much helpful information!

Melanie Beardsley: What all do you have to share with us, Jackie V: **Membership/Certification**

Jackie Van Noy: Most of the membership renewals are done - there are still a few stragglers. Nanette and I had a conversation regarding the forms and reporting from Square to help streamline things.

Nanette Walker Smith: Angela and I still haven't walked through the Square where it shows the person's name and the invoice number and last 4 of the cc. She doesn't need to recreate this in intuit. Square will run invoices if we put membership listings in there - just name addy phone and email which would REALLY help with the CE registration. So we have time coming on that.

Melanie Beardsley: Hopefully you can get together again soon and finish up streamlining. Sounds like you guys made some headway, anyways.

I can see it all coming together for CE registration now that you mention it!

Nanette Walker Smith: Most important is what Jackie has been doing - HUGE undertaking and she's updated the member list with the new members and any email changes in checkmymail so that was way helpful.

Jackie Van Noy: For now I have just had people forward their copy of their receipt so I had proof of payment - hopefully that can be generated straight from Square in the future

Melanie Beardsley: They are getting it to you when you ask, Jackie. I'm so glad you have a computer now, Jackie! I know communication and response on matters has been a frustration for members. This will, hopefully, streamline everything and make your position so much easier to keep track of! Updating the member list-lots of details! Thank you, Jackie! That is a big job!

Jackie Van Noy: So far they have - guess they really want proof that they are still certified

Nanette Walker Smith: I'll work with Amy after we get the newsletter done on that stuff. Amy - since we did vote on the treasurer reports last month we need to get all those into the newsletter too

Melanie Beardsley: Nanette, Amy and I chatted via e-mail this weekend. I sent them all to her. Any other comments ?

Jackie Van Noy: not at this time - will keep working with Nanette to streamline the certification forms

Melanie Beardsley: Amy, I know you are hard at work on the first newsletter. Any questions or other updates from you?

Amy Elgin: Newsletter is next month. Please get me your updates!

Nanette Walker Smith: The dates for the meetings went out to the board the end of December - no one replied so by default were accepted.

Melanie Beardsley: Yes. Newsletters are going to be one after the other this time

Nanette Walker Smith: Amy took her first stab at the newsletter and did a great start. Just need to do a little formatting and then edit the minutes down, get the treasurer reports in there and the meeting dates and it'll be good to go. New computer plus Office 365 to convert things to, so it may take a bit.

Melanie Beardsley: I do need a motion to reimburse LeAnne for \$59.02 for shipping the computer to Amy.

Nanette Walker Smith: **I motion to reimburse LeAnne for \$59.02 shipping of sec stuff to Amy**

Jackie Breed: **I 2nd**

Melanie Beardsley: **Motion passes. Thank you!**

Amy Elgin: I need to sit down with someone and go over duties, etc

Melanie Beardsley: Did you get the 3 ring binder from LeeAnne with the computer?

Amy Elgin: I did, still need to just figure things out for the most part I think I'm getting it

Nanette Walker Smith: Amy and I need to set time too. She did great getting the computer up and running - just one hick up. Now just a rhythm and finding time for us to get through things in short bursts most likely

Melanie Beardsley: It should have most everything in it, but feel free to reach out as you have questions come up. Nanette will be a better resource than I on the secretary front, but I'm happy to help where I can. I think you are doing great thus far!

Melanie Beardsley: Angela didn't update me on if she talked to the bank. I'll include/remind that in my e-mail to her about LeeAnne's reimbursement. Did you guys get to try to narrow down the missing envelope from Oct, Jackie V?

Jackie Van Noy: I haven't spoken to Angela - Nanette thinks it is from Dena Wallace

Nanette Walker Smith: I'd prefer not to talk about a debit card until we have all clarifications from the bank; how best we can do that without running the risk of loss of either the card or of monies. If we got audited - a single card any single person could use would be a huge red flag. We have enough money in the bank to meet that red flag.

Melanie Beardsley: I totally agree that the bank card vote shouldn't happen until a good update from the bank happens.

If it was a check for membership/certification then I think we would be being contacted about why our check hasn't cleared the bank.

Nanette Walker Smith: I thought Tom was going to try and talk to Dena and see if it was hers. I could try and give her a call and follow up - I don't want Tom to have any more on his plate.

Melanie Beardsley: I agree, Nanette. If you do that, will you ask her about sending the Vice President notebook to Tom. That didn't happen and he had forgotten about it until we were talking last week.

Let's look at the **Treasurer's Report** The report is a little hard to read. This is what she sent me this time. It is much more itemized out.

Melanie Beardsley: I thought it would be helpful saving the two pages side by side...I think I was wrong.

This is not helpful to our members. It should be beginning balance, income broken into types - no personal names, expenses-no personal names, broken into categories with who it went to and then ending balance. What she's sent is great should we ever get audited so YES keep it, but it's too detailed for the newsletter.

Nanette Walker Smith: Is this report from the bank or from Square Melanie?

Melanie Beardsley: It's from QuikBooks (Intuit)...so both?

Jackie Van Noy: Almost everyone has opted for the online payment option since it was made available – so the convenience fee we voted on last month will be advantageous

Nanette Walker Smith: OK good to know Jackie, thanks. I have not gotten that fixed internally or online yet. Mel are we voting on this or waiting?

Melanie Beardsley: Great question. I just got it a little bit ago so hadn't looked it over in detail. It doesn't even have the checking account total on it that I can see. I think we probably should wait and I'll add an excel form request like she gave me the end of the year for voting on and add it to my e-mail to her.

Melanie Beardsley: I talked to Tom last week. He is still narrowing stuff down. Saturday speakers/topics are getting finalized. Still working on Sunday. He said the biggest thing he wanted to bring up as of now is that neither company is wanting to provide notes.

Nanette Walker Smith: I replied to Tom that if could ask that they at least provide an outline so people can write notes on them - see where focus is going. Other part is the hematology could be really basic if we aren't careful so they need to provide detail of inclusion. He agreed he had the same feelings. The companies just don't want stuff to leak

Melanie Beardsley: It shouldn't be too basic if RACE approved, though. Or am I wrong? And refreshing of the basics isn't a bad thing in my mind.

Nanette Walker Smith: A lot of the info they'll bring with them as well. I'm fine with not having full proceedings but we have to have info to apply for approval if needed and it helps us get people there and to know what's coming. Less proceedings I have to do the better - and less cost we have to deal with. RACE doesn't care how basic, but they will NOT approve for DVMs if it's too basic. An outline of what will be covered is the least - what will happen is they won't have a speaker assigned until the week before on their side so we won't even be able to advertise that other than Nutramax and Zoetis are sponsoring and supplying speakers.

Melanie Beardsley: I'll talk to Tom more. That was one of my thoughts. Is this RACE approved for techs/vets/both?

Melanie Beardsley: Any other thoughts on this?

Nanette Walker Smith: That's the way the industry game is played. We are not a BIG conference so we fall to the bottom of targets. We always try for both if possible because we like to urge teams to learn together. It's to the vendors benefit to go for both to get more DVM buy in.

I think Tom's doing fine; he needs to say we want it approved for DVMs and Techs because we expect both to show. That will ramp us up on the list a bit. The vendor will be going for the RACE, remember WE are not RACE approved, We can approve for VTs because we control certification standards in WY and request DVM through WY State BVM

Melanie Beardsley: My understanding is that Nutramax has a vet that they are planning on sending. I don't know about Zoetis. I'll mention it to him.

Nanette Walker Smith: Otherwise, the fact he's this far along on the list is great and he wanted to see what would happen with a larger sponsor presence.

Melanie Beardsley: Yes, considering all that has been going on, he is doing very well on our front!

Tom did just get me the documents from the **2020 CE meeting** last weekend. I was on call last weekend and working on the meeting this weekend. I will work on it when I get a chance to focus and try to get it put together prior to next month's meeting. He is NOT going to have time or energy to get it done. I pretty much had to pry it out of his hands, but he finally agreed to let me work on it

I left meeting dates here and will probably keep them in my notes for meetings through the year. As Nanette said earlier. It's set in stone (ish) now and will be published.

Nanette Walker Smith: So agenda I put the dates for meetings and newsletters. I did alter newsletters because we got off to a slow start.

Note September 5th meeting is Labor day weekend and it's final prep for the conference. IF we are all together ready we could do last Sunday in August OR skip that weekend due to holiday

Melanie Beardsley: It may have to depend on where we are with the conference prep. It would be great to feel so put together that we don't think we need to meet!

Nanette Walker Smith: Moving on - Tom had mentioned something about the scholarship form changing, but other than him being the send to person I don't have any changes. But we need to get this out. Cambria said she can send the list of where she sent it to ... she offered her assistance. If she could put that info she has in an excel sheet, I could load to our email system and just have the letter drafted and send it to the schools. I'll get a hold of Cam and see if I can get that from her

Melanie Beardsley: Tom and I did touch base a little on the scholarship. He just mentioned he had some ideas of changes of the application. He was going to try to contact the rest of the committee about that. Present it to us next meeting. It would be good to have that list in maybe the Past President and Nanette's hands.

Melanie Beardsley: Sounds great! Thanks, Nanette.

Melanie Beardsley: I think that is all I have besides reminding everyone (myself mostly) to delete e-mails from the checkmymail accounts!

Nanette Walker Smith: State Vet Board Cmte - I think Tom's a bit overwhelmed to ask him to look into this. Anyone up to this? Jackie/Jackie?

Jackie Breed: What does that entail?

Jackie Van Noy: Is this regarding the practice act? I was past pres the last time the practice act was open and did a lot of campaigning then

Nanette Walker Smith: Yes and we need to see about getting a rep to get an invite to any meetings so we at least have an ear on the floor

Melanie Beardsley: I kind of feel like I have failed with my communication from my post on this front. I'm not sure I'm up to committing to more at this time.

Nanette Walker Smith: That's why this position Mel is for the Past Pres - someone who's been around long enough preferably. Really it's unlikely we'd be allowed to the inner circle - but you never know we might get lucky. Usually we ask for invite for meeting to be a listener. Mel, if you can put that in the agenda for next time so folks can think about it?

Melanie Beardsley: Sure. We also have Deana out there. I don't know how she would feel...

Nanette Walker Smith: Yes of course Deana would be worthy as well. Jackie and Jackie too.. Shoot all 3 might be allowed in or could work as a cmte and spread the time/wealth.

Will add Angela back on my schedule too - I need dedicated time - not long - to walk through Square side by side so she sees it. Also will pull an old newsletter copy with a treasurer's report and see if that helps.

Melanie Beardsley: Thanks for all that all of you do!! Don't forget to register for the leadership conference if you are able! Motion to adjourn?

Nanette Walker Smith: We can call the mtg at 8:45pm. Can't adjourn, no quorum.

JOB BOARD:

Help and input needed for Research Study: Veterinary Support Staff (Colorado & CDC)

We hope for more participation from veterinary technicians and other support staff from your organization. This study is the first of its kind and we value the input of these staff.

Our research is being conducted at the Colorado School of Public Health in conjunction with the CDC. The purpose of our study is to assess the role of veterinary support staff in the clinic and gather their attitudes and beliefs regarding antimicrobial use, resistance, and stewardship. Responses to our survey will make a substantial impact on the overall understanding of antibiotic use in small animal medicine. We have participation from many states across the US and would love you to participate, as well. Please share the survey with your members.

Participants are asked to complete a 5-minute, anonymous, and confidential survey. Responses will be used to develop training tools and sustainable antibiotic use plans.

Survey Link (open until March 31st, 2021):

<https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fucdenver.co1.qualtrics.com%2Fjfe%2Fform%2FSV4VjbFnBggZBZe2a&data=04%7C01%7C%7Cd9714717d5254f264a1808d8e0f41ee2%7C84df9e7fe9f640afb435aaaaaaa%7C1%7C0%7C637506688047386950%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Iik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=I9QuBlbnDEv6RLoXp7Bn%2BY5S0DfHsw5gjXb5NBQqVal%3D&reserved=0>

Please let us know if you have any questions. We would love your participation, so please share the survey link as you can.

Thank you!

Sincerely,

Lauren

Lauren Sandell

MPH Candidate, Epidemiology

Colorado School of Public Health | Department of Epidemiology

415-717-9266 | lauren.sandell@cuanschutz.edu

Blaine County Veterinary Service is seeking a self-motivated, Veterinary Technician. Candidates should be comfortable multitasking and possess the ability to think and act both quickly and independently. Excellent client communication and patient-care skills are required. Job duties include, but are not limited to: triage of incoming patients, surgical preparation and assistance with monitoring surgical patients, drawing blood and being able to run in house labs, must have experience placing IV catheters, assistance and anesthetic management, and nursing care of hospitalized cases with varying degrees of stability, administration of enteral and parenteral medications. We offer a highly competitive salary

please submit resumes to rbaxter@mtintouch.net. Any questions fill free to contact our office manager, Lynette or Sandra at 406-357-2279.

Dakota Hills Veterinary Clinic, an AAHA accredited practice, is a professional and progressive 5 doctor small animal/equine practice located at the base of the Black Hills in Rapid City, SD, an ideal location for the outdoor enthusiast! **We are seeking an Associate Veterinarian, a Registered Veterinary Technician, and a Boarding Assistant.** Please read the information here: <https://www.dakotahillsveterinary.com/employment> and contact us!

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 page and in this newsletter for posting details.

WyVTA 2021 Executive Board

	First	Last	WyVTA Email Address	Personal Email Address	2021 Position
Ms.	Melanie	Beardsley, CVT	President@wyvta.org	mel_z_55@hotmail.com	President
Mr.	Tom	Page, CVT	PastPres@wyvta.org	wyocvt@gmail.com	Past President; Scholarship Cmte Chair
Mr.	Tom	Page, CVT	VicePres@wyvta.org	wyocvt@gmail.com	Vice President
Ms.	Angela	Lance		Wyowoman72@gmail.com	Treasurer
Ms.	Amy	Elgin	Secretary@wyvta.org	amybecca73@gmail.com	Secretary
Ms.	Jackie	Van Noy, CVT	CVT_Members@wyvta.org	jdvanoycvt@gmail.com	Membership & Certification
Ms.	Jackie	Breed, CVT	NAVTARep@wyvta.org	jonigkeit@msn.com	NAVTA Rep; Scholarship Cmte
Ms.	Deana	Baker, CVT		bouteloua_gracilis@yahoo.com	Member-At-Large
Ms.	Cambria	Harmon, CVT, LVT		charmonlvtcv@gmail.com	Scholarship Cmte
Ms.	Nanette	Walker Smith, CVT		n_w_smith_24@outlook.com	Webmaster



Wyoming Resident Students



\$500.00 Scholarship Opportunity



From the Wyoming Veterinary Technician Association

Minimum Requirements and Limitations:

Students must have completed at least 2 (two) semesters, or semester equivalents, at an AVMA accredited veterinary technology program and be enrolled in the next semester.

The scholarship is limited to current Wyoming residents only, but the program may be distance education or on site as long as it is an AVMA accredited institution of veterinary technology

Individuals may apply annually as long as eligible, but may only be awarded the scholarship one time. Deadline for scholarship applications is June 30, 2021

For additional requirements and application please visit www.wyvta.org

Annual CE in September will be offered virtually in addition to in person.

[www.wyvta.org]





**WYOMING VETERINARY TECHNICIAN ASSOCIATION
STUDENT SCHOLARSHIP**

c/o Tom Page, AAS, CVT
WyVTA Scholarship Committee Chairperson
3515 Meadowlark Dr.
Casper, WY 82604
www.wyvta.org
(307) 262-3655

Award: One \$500 scholarship awarded annually to one Wyoming resident.

The purpose of this scholarship is to aid Wyoming residents in obtaining a degree in Veterinary Technology.

Minimum Requirements and Limitations:

- Students must have completed at least 2 (two) semesters, or semester equivalents, at an AVMA accredited veterinary technology program and be enrolled in the next semester.
- The scholarship is limited to current Wyoming residents only, but the accredited program may be distance education or on site as long as it is an AVMA accredited institution of veterinary technology.
- Individuals may apply annually as long as eligible, but may only be awarded the scholarship one time.

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.

Submission instructions:

- **Complete, Typed Application Packet submissions are DUE by June 30th** of the year the student is applying for the scholarship. It is highly recommended the application packet be sent in prior to the deadline!
- **All items* should be in ONE envelope mailed to the Scholarship Committee Chairperson (address above)**
- ***Your school transcript should be sent directly to the WyVTA via mail to: PO BOX 34, Cody, WY 82414**

Scholarship Award Information:

- Notification will be via certified mail/telephone call by August 15th.
- Monies will be awarded via check which will be post marked no later than August 20th to the student's address listed on the application.
- Student is encouraged to attend the Wyoming Veterinary Technician Continuing Education Meeting traditionally held annually in September and accept the award certificate in person. *The WyVTA will sponsor the recipient's meal and registration fees.*
- WyVTA will extend one (1) Student Level Membership to the scholarship recipient starting from the award date valid through December of the following year.
- The student will be asked to provide a photograph or be photographed for the WyVTA to feature on the website and used in public announcements such as in the NAVTA Journal.
- ***The WyVTA Executive Board and Membership strongly recommended that scholarship monies be used for books, laboratory fees, and/or to assist with tuition.***

KEEP THIS PAGE FOR YOUR RECORDS



**WYOMING VETERINARY TECHNICIAN ASSOCIATION
STUDENT SCHOLARSHIP**

Cover Sheet & Form of Understanding

c/o Tom Page, AAS, CVT
WyVTA Scholarship Committee Chairperson
3515 Meadowlark Dr.
Casper, WY 82604
www.wyvta.org
(307) 262-3655

Name			
Mailing Address (street & number)			
Mailing Address (city, state ZIP)			
Contact Phone			
Email			
List colleges/universities attendance; most recent first		Dates	Degree
Scholarships/Awards received; most recent first		Date	
List any extracurricular activities or work history associated with veterinary medicine; include a current resume if applicable		Dates	

Include all of the following along with this sheet as the cover page:

- Proof of Wyoming residency Proof of program enrollment Two (2) letters of recommendation
- 500 word (max) typed essay Resume if applicable

***Please ensure your official transcript is being sent directly to the WyVTA**

*I, the undersigned student, understand that if I am awarded the WyVTA student scholarship this year, **I 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 me to reimburse the WyVTA for the awarded monies immediately.*

Signature of Applicant