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PRESIDENT'S MESSAGE

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

Spring (finally, maybe, hopefully!) greetings! Spring is my favorite of the seasons and it is so nice to finally have the birds singing and the grass starting to try to turn green here in Casper! I hope everyone is getting a break as calving/repro season winds down and abandoned kitten and canine c-section/parvo season winds up!

We have had quite a few inquiries regarding certification/membership and folks looking to hire, recently. I wanted to take a minute to say thank you to Jackie Van Noy for her help as the board member in Membership/Certification. Many of the certification/membership requests have been from folks moving in from other states. If you have a new person at your clinic, we are here for them. Please feel free to direct them our way! (That goes for new office managers, new clinic/business owners, etc. and not just graduate/certified technicians.) Also, I wanted to remind you that we are happy to post job descriptions/resumes if your place of employment is hiring or you are looking for a job. There is no cost for this as we feel it is a service to our members. Many employers don't think to send the job description our way so don't be afraid to remind them we are here and happy to do it for them!

In general, we would love to have more input from membership. Have you seen an interesting article that you think your peers would enjoy? Have you seen a shareworthy case at work? (Get permission from your client and boss to share!) What about an online CE opportunity that you think is neat? Scholarship opportunity for technician students? Feel free to send these to Secretary@wyvta.org. We would love to have more interesting/applicable content for our newsletter, website, and Facebook page! You do NOT have to be on the board to submit items. Have you recently attended a CE that you thought the speaker was fantastic? Do you have some input for our CE day this fall? Ideas to make it more fun, interesting, exciting, etc.? Join us for our monthly zoom meeting! Pajamas and wine are encouraged just as much as your attendance!

The deadline for our Student Scholarship is rapidly approaching. If you know of any students attending an AVMA veterinary technology accredited program (brick and mortar or online) remind them of our scholarship!

The form and information can be found here: <https://www.wyvta.org/scholarship.pml>

Completed applications MUST BE in WyVTA's hands by June 30

I also wanted to let you all know that our Secretary, Amy Elgin, has had to turn in her resignation due to some family obligations that came up. Our board advisor, Nanette Walker Smith, has offered to help until elections in September. However, if you have been thinking about inquiring about a board position or are sure you are interested in one, have we got a deal for you!! This could be a great way to ease your way onto the board with Nanette's guidance through the rest of this year before the torch would be passed in September and take over January of next year. Feel free to e-mail Nanette at Secretary@wyvta.org or me at President@wyvta.org with questions/nominations.

We are happy to accept nominations or self-nominations at any time for any of the board positions for 2022! Elections will be September 11 at our Annual Meeting during our Fall CE in Casper, WY during the luncheon.

Tom Page has been working tirelessly on the CE content/speakers for our 2021 meeting. More to come very soon, but he has a nice round up of speakers and topics selected and we anticipate having some RACE approved CE for BOTH

technicians AND veterinarians this year! This will be a first for the Wyoming Veterinary Technician Association and we are very excited to be offering this opportunity to our members and their associates! Our goal is to have a learning opportunity available for the whole staff at your place of employment. We have had technicians, assistants, veterinarians, students, and receptionists join us in the past with compliments on the content being helpful for someone in each of those capacities. We strive to continue to offer this content with the benefit of learning and CE credit to the technicians and veterinarians that need it! We have at least one practice each year that pays for almost the entire practice and sends them to attend including at least one veterinarian!

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

NEXT MEETING is June 6, 2021

Plan for this upcoming ZOOM meetings @ 7 PM Mtn Time: Members WELCOME!

- **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

SAVE the DATES! 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!

Our Saturday and half Sunday are almost complete with topics **ranging from hematology**

NAVTA Representative

Jackie Breed, CVT; NAVTARep@wyvta.org

Volunteers needed for NAVTA committees: Public Relations, Membership, and Continuing Education. Contact info@navta.net

Treasurer Report

Angela Lance; Treasurer@wyvta.org (please do not give out this email – private for members only)

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 Meeting Minutes: March 7, 2021

Melanie Beardsley: I'll go ahead and call the meeting to order at 7:07pm. Thanks everyone for coming tonight.

Amy had a family event tonight, Angela was traveling, but hoping to make it, Deana is on call and had to go meet a client at 7, will try to get here.

Hope someone else has had better luck than I about making the NAVTA Leadership meetings. Any tidbits worth sharing from those that have been able to attend?

Nanette Walker Smith: I've made all so far. there are only 2 more... the 10th and 21st. HUGE tidbits

Jackie Breed: Had good intentions, but life got in the way and I haven't attended any.

Melanie Beardsley: Any other NAVTA stuff worth sharing, Jackie B?

Jackie Breed: Nothing new from me.

Melanie Beardsley: OK. How about you Jackie V – Membership/Certification?

Jackie Van Noy: nothing new here

Melanie Beardsley: Sounds good. Has everyone got their updates to Amy (**Secretary**) for the newsletter this month? If not, this is your reminder!

Nanette Walker Smith: yes, new file for notebook is how to create the minutes from the log and Jan minutes which I've sent to all of you. I'd like discussion on y'all receiving minutes asap each month.

Melanie Beardsley: Discussion on if we want to receive them or what? I guess I'm a little confused...

Nanette Walker Smith: There are so many notes and items within those minutes that if each of us read them, within a week of the mtg we might actually get things done! I think it would be great to send them to all the board members. Are you thinking that I would do it after I go through them or Amy would after she goes through them? I always take notes on a notepad on the side and have them to go through on the computer, too. I'm sure it could be helpful for everyone to have them. Especially helpful is someone missed a meeting.

Nanette Walker Smith: Almost everyone on the board had at least 1 task to do prior to this meeting to do, listed in January's minutes. I'm hoping the Jan newsletter goes out in March. There should be something in there from every office. The secretary will be sending out the minutes to the board within a week of the meeting (that's the goal) – it also helps if the minutes get done as soon as possible to help piece the notes together.

Melanie Beardsley: Also, remember that you can send Amy interesting articles, etc. to add to the newsletter.

Nanette Walker Smith: We also had 2 job postings and one participation in a study going on at Anschutz

Melanie Beardsley: Treasurer: Angela is supposed to be in Casper tomorrow so I'm hoping to meet with her in person. I feel she needs to be present for the bank/debit card discussion so we will table it until next time. I sent her a large e-mail over a week ago requesting all of the things discussed in last month's meeting. She hadn't checked it so hadn't received it. I did log into the online bank account and get bank totals. This is very hard to vote on/understand.

Bank balances are all we have at the moment:

- December 31, 2020: \$26,349.55
- February 1, 2021: \$26,464.16
- March 2, \$26,514.16

Nanette Walker Smith: The previous formats we did treasurer reports in the newsletter are really what we need to report for membership. The detailed ones Angela is providing are great for audit, but too much for meeting and minutes. Person names should be left out other than reimbursements. Has to be enough information for members to know how/where their membership funds are being spent.

Melanie Beardsley: Fingers crossed I can meet with Angela in person when she is in town.

That means Tom is up. I just added **Vice President (Fall CE)** notes:

Tom Page: I have been working with Dr. Tony Luchetti with Nutramax. We have decided on the following for Sunday morning: Immunomodulation, Great Barrier Relief, GI Microbiome, Nutraceuticals. I will be working with Lisa in regard to the contract and snacks. More to come on this.

I have run into problems with the Legal at Nutramax that we are working on. There is a discrepancy on about the RACE certificates. I tried to get this cleared up before tonight. I will also be reaching out to WVMA to review what they would need regarding RACE certificates, and how that works. I thought that RACE was a slam dunk, I am finding that it might not be, at least for Nutramax. The short of it is, if they aren't putting on the event directly then the certificate doesn't count. At least that is what I understand.

Nanette Walker Smith: RACE has just changed their requirements again. Requiring speaker credentials and for us to gather credentials and license numbers of attendees. That may be why. Tom, we need to talk, I think there is miscommunication about RACE approval and how it gets on the certificate. It's a lot more complicated on just having a number on there.

Tom Page: I have an email out requesting information with the WVMA. I will be contacting the AAVSB to get their side of things.

Melanie Beardsley: Great range of topics for Sun... all stuff we use on a daily basis! We are still ahead of where we usually are with speakers and topics picked. Even if we have to submit info to WVMA, we will hopefully get approval before the end of Aug!

Nanette Walker Smith: We need to submit to STATE Vet Board before August due to their mtg schedule

Melanie Beardsley: Tom, I feel like you are doing good, despite the circumstances!

Nanette Walker Smith: Did you receive Notebook and other items from Dena yet?

Tom Page: No notebook yet. Do you know the address it was sent to?

Nanette Walker Smith: She was going to send it this week past; did not verify to address. Jackie V can you double check the po box?

Tom Page: Scholarship --Cambria and Deana jumped in and started stuff. THANK YOU BOTH.

Cambria Harmon: I'm still working on the school list. I'll get the school list completed as soon as I can Hoping by the end of this week as well as the flyer.

Nanette Walker Smith: Are we still at no changes to the scholarship form? Thanks Cambria and Deana; Jackie B is also on deck if needed per Jan minutes.

Cambria Harmon: I don't think so. I didn't see any changes that needed to be made when I read through it.

Tom Page: I agree

Tom Page: Does anyone have a vendor they can work with for donation. We have Idexx for Saturday (for speakers), and Nutramax for Sunday speaker). So far: Covetrus / Elanco, Zoetis, PCS—Local Pharmaceutical Company, Vedco. Dechra, Jorgensen, NAVTA, AAHA, Hills, WVMA

Melanie Beardsley: I know I had discussed visiting with many of them. Sounds like Royal Canine can be removed from the list Patterson, MWI, and BI I believe were on my list. I can look into Virbac, too.

Tom Page: I can remove it. Those are ones I don't have contact with. Speaker Gift. I have a Gift Draft in the works. I will present it to the group at another time.

Melanie Beardsley: OK. Progress made on the financial report. I'm not ready to present it yet. I have most of the Fall 2020 CE day reports done. Tom had a good start on it. Now I just need to go back to double check some numbers, etc. before I finalize it. If I can meet with Angela, she may be able to help me with that. We will see. I may still be contacting some of you with questions. Should have it to all of you next month, though.

- Upcoming meetings/newsletters:
- 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) ++
- October 3
- November 7 (2022 membership/certification renewals go out) ++
- December 5
- ++ = Newsletter due OUT by these months indicated by mid-month (thus articles/reports due by the meeting to Amy secretary@wyvta.org - NO EXCUSES).

Tom Page: Sept 5th for meeting---That is Holiday weekend. I am out of service. Can I suggest Aug 29th

Melanie Beardsley: Tom, that's our last meeting prior to conference – it will be board only – we can adjust as we get closer; hopefully we won't need it.

Nanette Updates: So, are you going to be e-mailing the notebook changes for everyone to print and add to their notebooks?

Nanette Walker Smith: yes, on emailing Notebook stuff. Just one more run through to see if what we have already needs to be in anyone else's Notebook. I'll bring more from the NAVTA Leadership Conferences as we go, but man I wish I'd known this guy when we were redoing the association. Glad to say, he said we are doing great with what we have so far.

1. Notebooks - new items and corrected/updated items added for 2021
 - a. Change of items needing to add to Notebooks
 - b. Must include Annual Orientation for new board members and signatures on conflict of interest, apparent authority, antitrust avoidance, commitment and 333attendance record (leadership guide) which is stated in the Board Duties) and must be documented in minutes; board members should be signing contracts to adhere to board duties. Need to set aside time to meet with new board at the end of the CE Mtg just for a few minutes to reiterate the importance of transition, attendance, etc.
2. NAVTA Leadership Conference Lecture series - attendance in progress update: <https://www.rchcae.com/> - Bob Harris' free website for association info. What I learned in brief – and I'll expand over the next few months:
 - a. we are doing well as a NP association
 - b. Check Bob Harris' mission statement - all board members should be able to recite; 12 words
 - c. Need to investigate D & O insurance (start with Hartford) - for any events with possible problems (CE), covers board, cmte members
 - d. 501c6 can lobby position to protect Vet Practice Act for vet techs (if they are already there)
 - e. 501c3 can educate about vet techs and what we do, cannot lobby
 - f. Strength and Structure - Need a 3-year Strategic Plan that updates annually to show growth to where i.e., showing goal of computers as a means to organize and grow
 - g. Shoot for 50% membership of VTs in the state
 - h. tax returns are part of public record
 - i. Need Conflict of Interest policy and Whistleblower in minutes annually and at all board meetings (inclusion standard and stated at beginning of each meeting)
3. Mission/Vision/Values
 - a. Mission - Elevating the role of Vet Techs of the Vet Health Care Team - main purpose – review max of 12 words – recitable by all members
 - b. Vision - The respected resources - aspire to be
 - c. Values - Compassion, Integrity, Knowledge (values from position)
4. Voting
 - a. recommends using the smaller guide on his website as Roberts Rules of order are more than what are needed.
5. Website has free pdf downloads and examples to help is with anything.
6. Notebooks are done just need one more once over.

I believe easiest will be to send all with updates but, there will be more. Right now, I'd say I should focus on the ones we are shy on legally.

Melanie Beardsley: It sounds like he had some fantastic input/thoughts! I'm sad I missed it.

Nanette Walker Smith: He was thrilled we had notebooks!!!

Melanie Beardsley: Nice! They are most helpful!!

Nanette Walker Smith: A big thing we need to work on is a strategic plan. I think we do that now to some degree; we just need it more in writing with annual goals. I'll keep working on these as I go and include the free workbook, they gave us in case anyone wants some light reading.

Melanie Beardsley: Maybe something to discuss more when we go out after Sat CE meeting this fall? I was excited to see he had a "condensed version" of Robertson's Rules to follow!

Nanette Walker Smith: If anyone wants me to send hard copies of the updates for the Notebook, just let me know.

Melanie Beardsley: I do not have a printer at home but should be able to print at work.

Nanette Walker Smith: Mel I'll print and send yours. You get everything.

Melanie Beardsley: I left the State Vet Board Committee notes from last month on this month, too. I didn't know if we had further discussion/updates on the subject.

Tom Page: I will start reviewing the WY State Vet Board Communication Committee. Dr. Bell is getting ready to leave on maternity. I'll see what I can find out. Dr. Bell is the Past Pres if memory serves. She works with me and Jackie. She is also the Dr. that is our link with eVetSites.

I have an email going out right now to Dr. Bell to gather information.

Tom Page: I motion to adjourn

Jackie Breed: second

Melanie Beardsley: Motion passes. Meeting is adjourned at 8:46pm. Good night, all.

WyVTA Meeting: April 4, 2021

Melanie Beardsley: I would like to call this meeting to order at 7:04pm

Melanie Beardsley: I received nothing as far as updates from Amy (Secretary) or Angela (Treasurer) other than texts that they weren't going to make it. (Angela's was a response to my text asking for appropriate updates on the books for the year.)

Melanie Beardsley: NAVTA Update: I didn't get anything from Jackie B for an update. We will touch base with her if she shows up later.

Melanie Beardsley: Membership/Certification Update:

Jackie Van Noy: The renewals went smoothly this year considering all the changes that happened rather last minute. I am still having to ask people to send copies of their payment receipt to prove that they actually paid. Since we went with the online payment, I think there were only 2-3 people that sent in checks.

Nanette Walker Smith: Jackie V = I will contact Square and see if I can add you to either the contact list for emails for deposits OR get you the login so you can login to see that info. I am frustrated that I cannot get the treasurer to communicate with this.

Jackie Van Noy: The membership position is going to need something a little smoother in the future to be able to verify payment and that they have all their requirements. If this is possible with square it might be handy to provide the same when we have registration for the CE

Nanette Walker Smith: I want this running smoothly before we get to registration for Fall CE

Melanie Beardsley: It sounds like this is a rock that we need to keep chipping on. The first couple of chips are that Angela NEEDS to contact Nanette and Jackie V needs to have access to what is going on with square?

Jackie Van Noy: I also have concerns that this needs to be straightened out before we must change treasurer due to term limit

Deana Baker: Does the president still have access to the bank account?

Melanie Beardsley: Yes, I do.

Deana Baker: good

Nanette Walker Smith: I've got this down on Friday afternoon to go through. Will put a doc together with screen shots since walking through doesn't seem to help and check to add Jackie V (M/C) to the login list so she doesn't have to wait or try to reach treasurer

Melanie Beardsley: Vice President (Fall CE & Scholarship):

Tom Page: with the scholarship process, Deana and Cam, and Jackie B we can start an email thread and get each other caught up.

Nanette Walker Smith: The only caveat with the monies is we highly recommend it goes to student needs. VTNE is included in that IMHO – since that question was raised if the student can use it to pay for their VTNE fees. We don't stipulate specifics, nor do we ask for receipts for what they do with the scholarship.

Tom Page: I will take that information and can start emailing the College list and I can call Dr. Walker directly to make sure "our" Wyoming students know about it.

Tom Page: With your sentence Nanette does that mean that 2nd years can apply?

Melanie Beardsley: I wouldn't disagree with that, but if we award it in Sept, I think they would have all kinds of "needs" before the exam the following summer/fall.

Nanette Walker Smith: Per the scholarship information stipulated they DO need to have 2 semesters under belts by June deadline or semester equivalents. That's why we ask for transcript so we can see credits completed. i.e., at most community colleges it's 72 credits for the AAS or AS degree so the applicant would need to have successfully completed 36 credit hours to apply for the scholarship.

Melanie Beardsley: Tom is saying could people with 4 semesters apply? It wouldn't be awarded until they were out of school for 2-3 months.

Nanette Walker Smith: If they apply and are still students at the time of application

Tom Page: They would not still be students because at time of application they would have graduated.

Nanette Walker Smith: Smart thing would be to include that info in their application letter, if they get their application in before they graduate

Deana Baker: I feel they should still be students.

Tom Page: I am good with including that in their application letter

Melanie Beardsley: Does anyone know what the fees are for the VTNE these days/

Nanette Walker Smith: @ \$300, I think. Some schools include that cost in tuition

Melanie Beardsley: I suppose they could pay off student loans if they had them with the extra \$200, then? Right now, the application reads that they must be enrolled in the next semester of school to apply

Nanette Walker Smith: It doesn't say they have to Mel. We recommend it - and I'm sure they'd have outstanding debts from school. We do not ask for receipts.

Deana Baker: So, the check would be sent directly to the student?

Nanette Walker Smith: Ideally, they come to Fall CE to accept it in hand. That's what we encourage.

Tom Page: We could amend that sentence to include "or a new graduate that is applying for their VTNE." The check and attendance of the I maybe this is a change to consider for CMTE=committee

Melanie Beardsley: Any other discussion regarding the scholarship?

Tom Page: Thank you all for the discussion.

Nanette Walker Smith: Back up to Fall CE Tom

Tom Page: Let's start with Dr. Tony Section. The biggest hurdle is that we have no proceedings from either group this year as of now. Also, I am working on checks and balance for the CE Race certificates.

Nanette Walker Smith: Pose them the question this way - Will they provide their own proceedings or literature for attendees on site? They may be thinking proceedings = published literature and that is \$\$\$. Not lecture notes like we are thinking.

Tom Page: I like it and will use that.

Nanette Walker Smith: If they are going to do that, they will need to provide copies for our hybrid attendees and hopefully cover shipping to them

Tom Page: For Sunday Lecture with Nutramax and Dr. Tony: thoughts for Break--other than my standard IV of Coffee?

Melanie Beardsley: Standard IV of coffee will be necessary. The fruit tray we had left over from the board meet/greet 2 years ago went over well. By Sun of sitting fruit/cheese/crackers is as much as most want, anyways.

Tom Page: Mel For Saturday that is something we will be discussing as we can

Nanette Walker Smith: K so lab diagnostics or in house lab diagnostics? and afternoon will cover how these diagnostics affect readings?

Melanie Beardsley: I'm excited about these topics, Tom. I know you feel like they are kind of all over the place, but the changes will, hopefully, keep everyone engaged.

Nanette Walker Smith: Trying to put flyer together in my brain for marketing.

Tom Page: Most of the are diagnostics some will be in house and some will touch on send in. The afternoon is still askew due to my schedule and Dr. S. We are working to work it into radiology and cardiology. IF not, I am going to work to include Elanco. ZOETIS for Saturday is looking at helping with the food

Melanie Beardsley: That would be extra generous of them! I know Ramkota brought it in last year how they did for COVID, but it was handy to keep the meeting/day flowing especially in that conference room.

Nanette Walker Smith: This looks like a good spot. Think we'll be able to set this in stone next month and conclude cost so we can get info out?

I have the laundry list for AAVSB - RACE info. They've added a bunch of requirements.

Tom Page: I would like to get with you at some point to see what else is up with AAVSB.

Nanette Walker Smith: If the companies/speakers are already RACE approved we need their information to put on the certificates. They would already have a RACE #; however, if they must apply for a number per session, they do that as they would be the RACE provider. We are not RACE providers we are just hosting the event. Tom - we can talk about this offline and I'll get you that info.

Tom Page: Sounds good Nanette.

Nanette Walker Smith: Providing video might be overkill - and expensive. Can investigate it, but unless everyone logs in with a laptop it's going to be fuzzy and not worth much. Mic for questions DEFINITELY

Tom Page: The Video was offered in a conversation last year. I passed on it. I will put in the Mic. Before going to the Motion is there any other questions or Comments

Melanie Beardsley: I think the microphone will decrease much of the frustration from last year.

Discussion on ensuing motion

Tom Page: **I motion that each Board Member will receive, with thanks from the Association, attendance to the Fall CE and Annual Meeting gratis for the work done voluntarily throughout his/her term that year. Only the registration fee will be covered (no travel, hotel, or other expenses will be included).**

Nanette Walker Smith: 2nd

Melanie Beardsley: **Motion passes unanimously**

Melanie Beardsley: *(Melanie presented the draft of the final 2020 Fall CE accounting based on all documentation-recorded in the final agenda Secretary's notes).* I think/hope/pray I have my t's crossed, i's dotted, and details together, but here is what I pieced together for a final report for the CE last fall! Let me know if you have any questions, but I think all things considered being it was 2020, we did surprisingly good!

Tom Page: Thanks for picking up the pieces.

Nanette Walker Smith: I love having all the numbers together. Questions?

1. Do we have an end to the envelope with the 'missing check'?

Tom Page: I will work to have this filled out during the meeting and ready at the end.

What was the name on the check?

Melanie Beardsley:

I don't think so. I don't think Angela knew. She thought she had an envelope addressed to the Association that had a check in it. She filed it in the vet tech association file and then when she went back couldn't find it. I think that was all the info she had. I suspect it was more likely a membership/certification payment than anything to do with the CE. We just didn't have CE checks floating around in Oct

Nanette Walker Smith: We don't know - assuming it was Dena's. She supposedly paid but has not been reimbursed. Angela stated she's been reimbursed now - we voted on that. I talked to Dena about all this. I'm sure I saw Dena's registration form. but haven't matched that to a check. No one else has said 'hey I paid....'

Melanie Beardsley: Not that I know of and that is what I was hoping for. Any other thoughts/questions on the CE report?

Nanette Walker Smith: Question 2: Have thank you letters been sent to Julie Squires and to Dr. DeGroot specifically stating their fees, how they were paid, and including our EIN number and gratitude for their expertise? They use these for IRS filing. If thank you letter, and payment info and our EIN is included in those it's a second way of ensuring we avoid audit because we have it on the contract signed and on the thank you that it was a job completed and paid as indicated on the contract.

Melanie Beardsley: I did not, but I don't know if Tom or Dena might have?

Tom Page: I didn't.

Nanette Walker Smith: I'm sure Dena did not. Tom - holler at me for these. Wasn't sure how / what we were doing for thank you's last year.

Tom Page: Would the group consider allowing me to purchase a card and a \$50 gift. There would also be shipping for each.

Melanie Beardsley: We have always sent gifts in the past. Can I get a motion regarding Tom's question?

***Nanette Walker Smith:* I motion Tom purchase (2) \$50 Wyoming themed gifts (the metal buffalo ~8" x 6" with WYVTA 2020 on it), thank you cards, and IRS thanks letter on letterhead to go to each of the 2020 speakers with thanks from WyVTA. Tom will be reimbursed for these with shipping included once receipts are submitted to the treasurer.**

Tom Page: 2nd

Melanie Beardsley: Motion passes unanimously. Receipts to Angela (with a note that it was voted and approved at 4/4/21 board meeting - ok to pay

Melanie Beardsley: Nanette's Update

Nanette Walker Smith: Wrist injury is hampering my typing, so combo application is not finished. It is top of my list. I will send Mel, Deana, and Jackie V the draft first for review as soon as it's done. Once I get feedback and a final done, will get with Viki at eVetSites and start on the updated version for the website.

I'm sending prior newsletters to Viki tonight to get those back up to date on the website - my fault as I've forgotten to send them on to her.

Square issues with treasurer and membership we are working our way through; need to get Angela on board with treasury.

NAVTA Leadership Seminars - Some of the best association/organization CE I have ever attended. Well worth the CE units and it was free. I think in recent years all our board members have truly benefited from attending these leadership seminars and it's a great plus for becoming a board member as we try to get 1-2 people each year to attend and usually paid for! That is a major plus for our association. I hope to have some mini articles coming from all that was learned. Several items I hope we can put into our planning stages to get us more fully on board with where we should be as an association legally and responsibly for our membership.

- First and foremost, I would like the Annual Meeting to start this year with a formal 3-5-year Strategic Plan layout and have that be a permanent discussion each meeting to ensure we continue to meet and exceed our goals. Within that we can address all the items covered in the leadership meetings and be sure we can check them off one by one.
- Jackie Van Noy, Jackie Breed, Deana Baker, and Melanie Beardsley were all interested in following through with the WyVMA and BVM to see where things are right now. This would also include checking with Wyoming's Department of Regulatory Agencies (DORA) equivalent for upcoming openings and dates. Applications take time to write, and the window is only a few months long before it closes for several years prior to the next opportunity. I would recommend that the President, Melanie, create a subcommittee of these folks and start gathering information. Perhaps putting a feeler out to see if there are others in the membership interested as well (including veterinarians, practice managers, and assistants).
- One BIG one we must address this year will be D & O insurance. It's expensive, but if something were to happen to anyone doing anything for the association or attending an event of ours it could hit us personally if we don't have this coverage.

***Nanette Walker Smith:* That's it for now.... I motion to adjourn.**

Tom Page: 2nd

Melanie Beardsley: Motion passes. Meeting is adjourned at 9:04pm Good night, ya'll!

WyVTA Meeting Minutes: May 2, 2021

Melanie Beardsley: I'll go ahead and call the meeting to order at 7:04pm.

Is there any news on the NAVTA front that we should know about Jackie B?

Jackie Breed: NAVTA is looking for people to serve on a few of their committees: Public Relations, Membership, and Continuing Education. If anybody is interested and needs more info in their fire. You can contact me or NAVTA directly at info@navta.net (don't forget to tell them you are a WyVTA member!)

Nanette Walker Smith: Jackie B has the submission info for the NAVTA Journal now from our regional person and I sent her our logo so when she submits, she can include that (evidently now a requirement when submitting state updates).

Melanie Beardsley: Membership/Certification - Jackie V?

Jackie Van Noy: When I get new memberships, I am adding them into the membership email list AND updating new info in the checkmyemail. That is the goal to keep the email current without having to reload the files all the time. I will be removing as people leave also.

I/The membership account now has access to Square to view payments. This will make it a lot easier to process applications and have one person who is working on getting all the necessary documents - but it sure is easy to see if they paid one or both of the fees.

Melanie Beardsley: Good! I guess we will move to **Secretary**, then. As you should know, Amy sent an official letter of resignation. Her family stuff on top of full-time school and full-time job pushed off her ability to serve us like she had hoped to.

Nanette, have you received the Secretary computer yet?

Nanette Walker Smith: Yes, computer/printer etc. arrived Thursday, intact.

Re Amy - need to vote to accept her resignation and vote to have me step in as acting sec'y to finish her term unless someone else wants to do it

Melanie Beardsley: Great! I'll contact her about getting a receipt so we can reimburse her for shipment of it.

***Nanette Walker Smith:* TY - She may have sent it to Angela already as I told her to do so; we need that amount to vote on I motion that we can do that via email vote as soon as we have that receipt.**

Deana Baker: 2nd

Melanie Beardsley: Unanimous acceptance of Amy's resignation of Secretary duties. I'll add it to my list and get an email out once I have the total.

Melanie Beardsley: Does anyone have any nominations for Secretary?

Tom Page: I motion to accept Nanette's offer to step into the Secretary position.

Jackie Breed: 2nd

Melanie Beardsley: Thank you, Nanette! Unanimous reinstatement as Secretary (acting) through 2021.

Nanette Walker Smith: Amy just texted me - she has not sent receipt in yet for shipping - asked her to send to treasurer and president emails.

Melanie Beardsley: That being said, submissions for the newsletter are due! Tom, I have yours and can forward to Nanette.

Nanette Walker Smith: Scholarship info has gone out via NAVTA and AVTE, but punching it again is a good idea.

Tom Page: EWC has Scholarship info also

Melanie Beardsley: Did that get added to the NAVTA Rep book about including the logo?

Nanette Walker Smith: Also, pre advertising the Fall CE - Oh and Jackie B could you check to see if NAVTA CE list has our Fall CE info in it yet? I don't think I put it in there yet because we just had dates. But we should be ready soon to get it all listed.

Jackie Breed: Will do

Nanette Walker Smith: Mel - no just got that information today from Ashley Byrne our regional NAVTA person. Jackie B - since I haven't sent out Notebook stuff yet, can you forward me the email she sent you and I'll add it to your Notebook. Sending docs is coming, just a matter of a block of time to be methodical so I don't miss anything since these little things keep getting added.

Melanie Beardsley: Treasurer: Angela...I didn't get a treasury report update from her but did get a few texts from her this month. She did get caught up on a LOT of things the last couple of weeks that I knew she needed to get done

Nanette Walker Smith: Angela and I have yet to meet about Square use. One day she was going to call never did.

Melanie Beardsley: OK, Tom, Vice President/CE Chair

Tom Page: We have a little bit on the screen (Tom shared a draft of CE for Sept 11-12). This is a draft of what has come together

Jackie Breed: Looks great, Tom!

Melanie Beardsley: Only comments of excitement!!!

Nanette Walker Smith: I'm loving it - There may be some flex of times on the topics, correct?

Tom Page: yes Nanette. As of now. There is conversation that all, or almost all will be covered regarding expenses. I also have some donation conversations on going.

Nanette ---Is it possible to accept a donation from a vendor via Square?

Nanette Walker Smith: You are making my life way too easy! I'll get to work on the contracts and contacts with the speakers/their cohorts likely next week after I get the Agenda shined up. Yes, we can accept donations via Square, but I need to make a link for it first and provide a way for them to fill in the amount with their information unless you have a form for them to fill out and we put the link on that?

Tom Page: As you all see the draft is in the works. I have a tracking sheet made that will cover all attendee's information that can be used during the weekend to cover all of the things we have gone through the last few years.

Tom Page: I have the Vendor Power Point almost updated.

Nanette Walker Smith: Tom, better keep the temperature on that sheet for now just in case - we can always hide those columns

Tom Page: Mel and I are going to try to meet to get Gifts looked at next week.

Tom Page: At this point all presenters are in person. Except Dr. Connie De Haan is not

Melanie Beardsley: Great job, Tom!!!

Nanette Walker Smith: Do we want to talk registration costs?

Tom Page: I also have the badges on that list. So, I can check them off

Nanette Walker Smith: And do you have hotel room costs yet?

Tom Page: Can we wait on costs for a bit for the Attendees to see how the contracts end up.

Nanette Walker Smith: I don't want to wait too much longer. We need to get this info to the students before graduation.

Tom Page: I will try to get to Ramkota to start that section of the process over the next few weeks. I have already reserved the theater room. Last year.

Nanette Walker Smith: We have enough information to complete the registration form except the cost of the conference and cost of the hotel room per night. If we can bang that out, we can get this out there. I can mockup the reg form along with the agenda and send the reg form to the board for thoughts - we could do email discussion. Otherwise, we will miss students graduating.

Tom Page: I will see what I can do. Mockup sounds great

Nanette Walker Smith: Mockup it is

Melanie Beardsley: Angela popped in. **Treasurer's Report**

Angela Lance: I have not sent over April report, but you should have March.

- I have paid everyone up to date for receipts that have been sent over, except Amy.
- IRS filings are complete.
- I am on my phone and do not have access to treasurer email.

Nanette Walker Smith: Angela, could you send the IRS filing receipt to me (secretary@wyvta.org) so I can file that in the secretary stuff.) Thanks for getting those done! Amy will be sending you the receipt for the shipping of the secretary computer/printer - we could vote on that now so Angela can just pay it when it gets in....

I motion treasurer pay Amy Elgin for shipping of secretary computer/printer upon arrival of the receipt for shipping as long as cost is not greater than \$85 (should be ~\$70)

Deana Baker: 2nd

Angela Lance: Sure, I will forward you a copy tomorrow. Nanette, do you know how much is owed to Amy? I can send a check out tomorrow if you do.

Nanette Walker Smith: No, I don't Angela... she said she has to find the receipt again. The box just has the mailing info on it – no cost info.

Melanie Beardsley: Motion passes unanimously – Amy Elgin will be reimbursed for the shipping of the Secretary computer/printer/etc. package back to Nanette for up to \$70 upon proper receipt of receipt. If the cost is more, Angela will email the board for a payment amendment.

Nanette Walker Smith: Angela - was there any cost for the IRS filing?

Angela Lance: Yes, there was. Not sure what it was right this moment we can vote on that for reimbursement in June.

Angela Lance: I will send out April financial reports first thing in the morning.

Melanie Beardsley: Tom and I have been doing some brainstorming and plan on trying to round up some ideas/prices this week, but...what do you guys think about some WyVTA swag? I'm thinking things like window decals, travel coffee cups, etc. that we can put in the conference bags, send to the college, etc. Maybe t-shirts/hooded sweatshirts for door prizes, etc.

Nanette Walker Smith: So, we can't do a raffle, or a silent auction can we? I don't know what Wyoming's gambling laws are.

Jackie Breed: I like swag!!

Nanette Walker Smith: Sales might be nice and donate proceeds to something like mental health - which is a biggie per our speaker last year. Just remember if we over buy - someone gets to store

Tom Page: I can do that

Melanie Beardsley: Yes, I'm fairly sure if we sell items that we have to have a place for the profits to go since we are nonprofit. I feel like we are at a place where we just need to get our name out there. And we have some money in the bank to do it...

Tom Page: Part of what Mel and I talked about is "Branding" for the association. Just like what we did with the LOGO

Deana Baker: We can also call those monies donations too.

Melanie Beardsley: How great would it be to send some coffee mugs/window decals/lanyards...whatever to the graduating techs at EWC!? It would help keep us in the back of their minds.

Melanie Beardsley: We had talked about jackets...maybe for board members... I thought I would bring it up. If you all thought it was a bad idea, Tom and I didn't want to waste time looking into it. Neither of us want to create more work for ourselves, but I feel this is a good next step for the association to take. So many vets don't remember/pay attention that we are here. I think a lot of students forget about us, too.

Angela Lance: Swag and merch. Sounds like a good direction.

Melanie Beardsley: OK. Tom and I are hoping to get some ideas/prices together before next meeting. Any other thoughts on items that you think would go over well?

Jackie Breed: Cups and water bottles

Angela Lance: WYVTA should start a YouTube channel. Weekly tips of veterinary care. 10-15 minutes long. That'll get some branding, it will reach more than your demographic, but might be good marketing ploy. Sell your merch there too.

Melanie Beardsley: Interesting idea, Angela. OK, well, with this response...Tom and I are going to continue down this slippery slope of creating more work for ourselves.

Tom Page: Please send us your thoughts in an email if you run across something for us to consider

Melanie Beardsley: Is there any updates on the **Scholarship** that we need to know about/address?

Nanette Walker Smith: Scholarship posting on FB got lots of looks and one interaction (i.e., someone opened up the jpgs of the application - and hopefully downloaded it!!) Other than what I said earlier that the postings have gone out and just need repeats on the NAVTA journal.

Tom Page: I did hear back from EWC; they have it and will get it out. That was last week

Melanie Beardsley: Maybe we will actually get to award it this year!

Melanie Beardsley: Nanette Updates:

Nanette Walker Smith: I swear Notebooks will be out to everyone VIA EMAIL this week - print and replace in your notebooks or add if you don't have that sheet yet.

- If you need me to send you hard copies, just let me know and I will.
- Membership applications – Combo is in Jackie and Deana's hands for review – haven't heard back from them yet.
- Square and Jackie in good shape; *Square* and Angela ??? we still need to talk!!
- Lots of stuff coming up in my pipeline mid-summer through October now

Angela Lance: Pencil me in Nanette and we will make it happen.

Tom Page: A note to the group. I don't have specifics, (nor the time to chase it) but did you all hear that CVT are written into the Practice act in Montana with in the last few weeks.

Deana Baker: No, I didn't know that.

Melanie Beardsley: I knew their association was working hard to keep abreast of it but hadn't heard the outcome.

Tom Page: There was a post somewhere. I also received a text from Dr. Walker from EWC.

Nanette Walker Smith: Yes... And Utah was as Jackie V mentioned earlier. This is all in the Colorado line of interest because we got kicked out of the practice acts years ago. Back in the lineup and they are actively asking questions and getting the sunrise committee to investigate the need to reopen the VPA in order to change it. That has to happen first before it gets changes and goes to a vote. So, they have until September I think to get all the info to the investigation committee to nudge them to put forth the VPA to be reopened for review, otherwise it stays closed for another 12 years. So, if Utah and MT both made headway WY and CO may have a chance to get theirs open. WY has more of a chance because CO is going the way of CA (screwed up) by trying to bring down livestock and discontinue ranching as a bad thing for the environment

I just recommend as last month that the group interested in following through with what's up with the legislation and Board of Vet Med in WY get moving with a handle on what's up and soon. It's highly likely there will be questions on this at the Annual Meeting in September!

Nanette Walker Smith: I motion we adjourn

Tom Page: 2nd

Melanie Beardsley: Motion passes unanimously. Thank you all for your time! Meeting is adjourned at 8:56pm Have a good night.

JOB BOARD:

JOB POSTING 5/15/21: Certified Veterinary Technician (CVT) and veterinary assistants-both needed:

Alpine Animal Hospital is hiring for Veterinary Technicians/Assistants.

Alpine Animal Hospital is hiring for Certified Veterinary Technicians-CVT's and veterinary assistants.

Duties include but are not limited to: greeting clients and animals, animal triage for appointments, filling prescriptions, client education, administering medication, assisting with surgery, assisting multiple doctors with appointments and requests, working with both large and small animals, working on-call and weekends to assist after hours emergencies.

The ideal candidate has a veterinary terminology base and is able to learn our protocols quickly.

Applicants with a CVT/RVT/LVT, or graduates of an AVMA accredited veterinary technology program (AS, AAS, or BS degree) or NAVTA approved veterinary assistant program will be interviewed first.

Please email your resume detailing veterinary technician or assistant experience, a cover letter, and list of references (and letters if possible) to: taylor.haley@alpineanimalhospitalpc.com

JOB POSTING 5/15/21: Certified Veterinary Technician (CVT): Casper, WY

Altitude Veterinary Hospital, Casper, WY is looking for a **Full-Time Certified Veterinary Technician (CVT)** to join our team! As an AAHA accredited practice, we are seeking individuals who share our passion for excellent care and customer service! About Altitude Veterinary Hospital: Altitude Veterinary Hospital provides a high level of care for small pets. At Altitude we understand that our pets are more than just pets, they are family. In addition to being **AAHA accredited**, we provide a wide range of services including specialty services such as acupuncture and TPLO. Our team consists of 6 Doctors, 3 CVTs, and 11 Assistants. Along with these services we also offer boarding and grooming services. We are proud to work together to provide the highest quality of care to our patients and extraordinary service to our clients. We consider our employees our most valuable asset and strive to provide a fun, challenging and positive work environment!

Some of the responsibilities of a CVT are:

- Review vaccination records and prepare vaccines according to our vaccine protocol
- Assist veterinarian in medical procedures using proper restraint; know how to restrain fractious patients
- Assist veterinarian in surgical procedures using proper aseptic technique
- Maintain and use medical equipment such as IDEXX Lasercyte and autoclave
- Perform routine laboratory procedures and analyses in hematology, microbiology, urinalysis, and serology
- Prepare samples for outside laboratory analysis
- Induce anesthesia and intubate patient and monitor patients under anesthesia
- Administer treatments and injections following the instructions of a doctor or a treatment form
- Initiate emergency procedures
- Maintain pharmacy records, and controlled drug, anesthesia, fecal, and heartworm test logs
- Take and develop radiographs
- Take vital signs of animals including temperature, pulse, and respiration
- Perform dental cleanings
- Perform and analyze skin and ear cytology's
- Perform catheterization- urinary and venous
- Complete ear cleanings and nail trims
- Perform other duties as assigned

The CVT will work under the Practice Manager. **Certification is required.** Our ideal candidate for this position will have the following traits:

- An outgoing, and consistently positive personality to match our current culture and provide the level of service we want for our clients and team members
- Self-motivated and interested in continually improving skills and knowledge
- Able to work both independently (self-starter) and as a team player
- Follows direction but also able to think outside of the box and propose new ideas
- Flexible and excited about change and growth in pursuit of a higher level of care
- Detail-oriented, focused and diligent
- Excellent written and verbal communication skills

We offer a competitive wage and benefit package. **Please send resume to dcorban@altitudevet.com.**

JOB POSTING: 5/2/21 - Certified Veterinary Technician (CVT) or experienced veterinary assistant

Ark Animal Hospital in Casper, Wyoming is accepting applications for a Certified Veterinary Technician (CVT) or experienced veterinary assistant. Our small animal practice has been delivering quality veterinary services with compassion to the Casper community for 30 years.

This opportunity offers a full-time work week with some weekends, holidays, and on call hours as assigned.

The candidate we are seeking is detail oriented, follows directions and medical care plans, maintains a positive attitude, displays ethical professionalism, honesty, responsibility, self-motivation, ambition, integrity, humility, patience, and strong interpersonal communication skills.

While working with us you will enhance the following skills: communication, quality customer service, working independently, completing tasks, confidence, and opportunities to advance your skills in a welcome environment.

Technical skills will be used on a daily basis and are required for the position, including:

- Specimen collection including venipuncture
- Anesthesia monitoring
- Interpreting fecal diagnostics
- Preparing and staining slides
- Standard safety precautions
- Administering oral, injectable, and intravenous medications
- Dental cleanings
- Triage
- Radiology
- Nursing care
- Sterile aseptic technique
- Assisting in surgery
- Caring for both hospitalized and boarding patients

CVT's or graduates of AVMA accredited veterinary technology programs are preferred.

All applicants must be willing to participate in a preemployment drug screening and background check. Hourly pay is commensurate. Please inquire for employee incentives.

Please send resumé and cover letter to Roxy at arkahcasper@gmail.com.

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JOB POSTING 4/1/21: Credentialed Veterinary Technician or experienced veterinary assistant

Seeking a motivated and reliable individual to help us care for the pets of Park County, WY as a credentialed veterinary technician or experienced veterinary assistant.

Advanced Veterinary Care Center is a small animal clinic in Cody, WY. We offer wellness, surgical, and emergency care with an in-house lab, digital x-ray, ultrasound, endoscopy, and digital dental x-ray. Our clientele genuinely cares about their pets and are motivated partners with us in their pets' health care.

Job duties include, but are not limited to, client care and education in person and on the phone, taking accurate medical histories, administering oral and injectable medications and vaccinations, monitoring anesthesia and recovery, restraining pets for treatments and exams, venipunctures, placing intravenous catheters, facility cleaning and equipment maintenance.

This is a full-time job that includes rotating weekend and night on-call. Applicants must be able to lift 40 pounds. Benefits include competitive pay, uniform allowance, PTO, an employee discount, and numerous opportunities to enjoy the great outdoors close to Yellowstone. Check us out at: www.avcccody.com

Please submit a resume via email to avccadmin@vcn.com or fax to 307-527-6828, attention Erin Pedersen, DVM.

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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.

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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

AROUND THE NATION IN VETERINARY MEDICINE

Greetings from the Wildlife Center of Virginia!

I just wanted to be sure you and technicians in your organization knew about this educational opportunity with our Wildlife Care Academy!

In April, we're excited to launch "Introduction to Diagnostics for Wildlife", a three-part introductory course on the basic preparation and interpretation of wildlife diagnostics. Each Wednesday, a new pre-recorded topic will launch within our Academy system, including lectures on Parasitology, Hematology, and Cytology. On the last Wednesday of the month, our instructor (LVT Jessica Dyer) will be available for a Live Q&A with attendees at 4:00 p.m. Eastern. Attendees may sign up for a single course or for the full sweep!

Once each topic launches within the Academy, users will have access to watch or re-watch the course at their leisure.

For more information, and to register, visit our site here: <https://wildlifeacademy.org/available-courses/>

Thanks so much! In May, we'll be re-formatting this series of lectures into an on-demand diagnostics course; April attendees will retain access to the lectures they signed up for during the next year!

Thanks so much, Amanda Nicholson
Vice President for Outreach & Education

WyVTA 2021 Executive Board

| Wyoming Veterinary Technician Association 2021 Executive Board – May 2021 | | | | | |
|---|---------|-------------------|--|--|--|
| | 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 | Treasurer@wyvta.org | Wyowoman72@gmail.com | Treasurer |
| Ms. | Nanette | Walker Smith, CVT | Secretary@wyvta.org | n_w_smith_24@outlook.com | Acting Secretary; Webmaster |
| Ms. | Jackie | Van Noy, CVT | CVT_Members@wyvta.org | jdvannoyevt@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 |