

**Dec 2021/Jan 2022**

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**Check out more on our website:**

<http://www.wyvta.org>



## PRESIDENT'S MESSAGE

- **Melanie Beardsley, CVT; [President@wyvta.org](mailto:President@wyvta.org) President 2022**

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

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

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

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

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

**Next Meeting ONLINE is Sunday, February 13th at 7pm MT via ZOOM.us**

**Plan ahead for these upcoming**

**ZOOM meetings @ 7 PM Mtn Time: Members WELCOME!**

- March 6 ++
- April 3
- May 1 ++
- June 5
- July 10 (due to 4th of July holiday)++
- August 7
- August 28 (board only final prep for Fall CE the following weekend)
- September 10/11-CE (general membership meeting Sat 10th over lunch) ++
- October 2 (2022-23 board)
- November 6 (2022-23 board) (2023 Membership/Certification renewals go out)++
- December 4 (2022-23 board; official changeover to 2023 board)

++ = Newsletter due OUT by these months indicated by mid month (articles/reports due by that month's meeting to [secretary@wyvta.org](mailto:secretary@wyvta.org))

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

**If you've never attended before:**

\*AHEAD of the scheduled meeting date, go to <https://zoom.us/test> to test your device's ability to access & view ZOOM (PC/MAC, Android/iPhone, and tablet).

\*\*\*You just need to do this once per device.

\*Email the Secretary at ([secretary@wyvta.org](mailto:secretary@wyvta.org)) if you do not receive the email notification containing the Meeting Room ID information sent approximately 2-4 days prior to the meeting.

\*Go to <https://zoom.us>, click "Join a Meeting" top right corner, and enter the meeting ID.

**Secretary**

**Deana Baker, CVT; [Secretary@wyvta.org](mailto:Secretary@wyvta.org)**

Hi Everyone,

Well, it's been a while since I have been elected Secretary for the WyVTA. This has been my first newsletter in many years. The process has been coming back quite well. The technology does have a learning curve. As many people know I'm "technologically impaired." So please bear with me. If you have any articles, experiences, stories, jokes, etc. that you

would like to see in the newsletter, please email me. In the past, I've tried to put out an interesting newsletter. I can use all the help that I can get.

### Vice President

**Tom Page: CVT; [VicePres@wyvta.org](mailto:VicePres@wyvta.org)**

Conference updates

2021 Conference is in the books.

If you have any thoughts or comments that would make the next event better, please take a moment to send me an email at [VicePres@wyvta.org](mailto:VicePres@wyvta.org). We are trying to build the event to empower the Wyoming Veterinary Technician.

We have already set our sights on 2022 Conference.

Save the Date: **September 10 and 11<sup>th</sup>**  
Location: **Ramkota Hotel & Conference Center**  
Wyoming Theater Room  
Style: In person and Virtual Event

Speaker and Topic selection is in the works.

Good Luck in 2022.

Vice President, Tom Page CVT.

### NAVTA Representative

**Kelly Ferguson, CVT; [NAVTARep@wyvta.org](mailto:NAVTARep@wyvta.org)**

Saturday, February 5, 2022

Leadership Conference is free and open to all NAVTA members: <https://www.navta.net/leadership-summits-and-symposia/>

**Save the DATES:** National Veterinary Technician Week, October 16-22, 2022

### Treasurer Report

**Jackie Breed, CVT; [Treasurer@wyvta.org](mailto:Treasurer@wyvta.org)**

Melanie and I are working on getting the Treasury reports for the last couple of years audited and hope to have those ready for publishing in December or January. We are also adding WyVTA owned laptops for use by the Treasurer and the President for Association use only to help keep us all up to speed and files/documents trackable. Our last 4-5 CE meetings have been very well attended and graciously sponsored by several companies allowing us to grow the Association.

On the Non-Profit side we will be adding to our SWAG in 2022 and coming up with ways to get the WyVTA and CVT names out into the public so you can open up discussion about the various parts of the veterinary health care team to everyone. Portions of funds from that SWAG will be donated to a Wyoming based animal related non-profit.

If you have ideas for items you'd like to see for SWAG (i.e. we have t-shirts, stickers, and possibly the iron buffalo logos) please send those to [VicePres@wyvta.org](mailto:VicePres@wyvta.org) or [President@wyvta.org](mailto:President@wyvta.org).

If you have thoughts on Wyoming nonprofits that are animal related that would benefit from WyVTA and donations, please email Deana at [Treasurer@wyvta.org](mailto:Treasurer@wyvta.org); please include any thoughts on what you think we should and should not require for groups we should partner with in this manner.

### Membership/Certification

**Jackie Van Noy CVT; [CVT\\_Members@wyvta.org](mailto:CVT_Members@wyvta.org)**

Certification renewal for memberships that start in an even year and expire at the end of 2021 has been moving along fairly well. The majority of members have continued to use the old, tried and true method of mailing all their information in. There have been a few glitches in the online renewal, depending on when the member tried to renew. There were a few renewals that the CE certificates and payment came through, but the application did not send. Currently trying to track down the missing information.

As of January 10, 2022, renewals are considered late and will require an additional \$10 fee for renewal. There are approximately 10

members from Wyoming that fall into this category. There are another 10-15 from Utah that are currently late but will probably not renew in Wyoming as Utah now certifies its own Technicians now.

**Past President**

*Tom Page: CVT; [PastPres@wyvta.org](mailto:PastPres@wyvta.org)*

#### **Scholarship Update**

The scholarship committee will be taking time to review the wording and process to see where we can improve it. If you have any suggestions, please send them to me at [PastPres@wyvta.org](mailto:PastPres@wyvta.org)

There was Scholarship information available at the December 2021 WYVMA Winter Meeting in Casper.

If you know of a student that is working with an online program, or attending a traditional brick and mortar, let them know of this opportunity.

Good Luck Students in 2022.

Past President, *Tom Page: CVT*

## **JOB BOARD:**

**The Stock Doc in Riverton, Wyoming is looking for 2 full time Veterinary Technicians.** We are a 4 DVM Mixed Animal practice that uses top of the line equipment for in house diagnostics. Paid vacation, 401k, and Emergency compensation are some of the benefits we offer. Experience preferred but willing to train the right person. Please send resume to [stockdoctaeha@gmail.com](mailto:stockdoctaeha@gmail.com).

(2nd posting)

#### **Vet Tech needed in beautiful Jackson Hole, Wyoming!!!**

We are seeking a CVT/RVT or experienced Veterinary Technician to join our 5 doctor, AAHA accredited practice. Our Medical Director is a DAVBP who specializes in dogs and cats.

One of our docs run our wellness center where she does rehab, acupuncture, and hospice work. We have a positive, collaborative, and communicative environment in which we encourage everyone to grow and learn.

Jackson Hole is a small mountain town. We are proud of the exceptional veterinary medicine we practice and care we provide with a small-town family feel. At VCA Spring Creek Animal Hospital, you can be the veterinary technician that you have always wanted to be! Whether you are an experienced veterinary technician or a newer graduate, we provide the mentorship and development you need to grow in your veterinary career. Join an amazing team in beautiful Jackson Hole, WY, and love what you do and where you live!

Check us out at <https://vcahospitals.com/spring-creek>. Please send resumes to [sumayah.holden@vca.com](mailto:sumayah.holden@vca.com)

(2nd posting)

**Altitude Veterinary Hospital in Casper, WY is looking for a Full-Time Certified Vet Technician** 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 surgery. Our team consists of 6 Doctors, 5 Technicians and 10 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 lab, autoclave (gas and steam), CO2 laser, dental, digital radiography, and anesthetic
  - Perform routine laboratory procedures and analyses in hematology, microbiology, urinalysis, and serology
  - Prepare samples for outside laboratory analysis
  - Monitor patients under anesthesia
  - Induce anesthesia and intubate patient
  - Administer treatments and injections following the instructions of a doctor or a treatment form
  - Initiate emergency procedures
  - Maintain pharmacy, controlled substances, and anesthesia records
  - Take 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
  - Perform other duties as assigned
- **The CVT will work under medical guidance from the Hospital Director. 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 [Rschwahn@altitudevet.com](mailto:Rschwahn@altitudevet.com).

Would you like to post your job listings in our newsletter or ONLINE at our website or on our Facebook page? Please email the [Secretary@wyvta.org](mailto:Secretary@wyvta.org) for assistance. You may also refer to our social media policy posting at our website [www.wyvta.org](http://www.wyvta.org) > About Us > Constitution and Bylaws > Policies: Facebook page.

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

### **ZOOM WyVTA Meeting Minutes December 5<sup>th</sup>, 2021**

*Attended by Melanie Beardsley, Tom Page, Beth Zima, Jackie Van Noy, Kelly Ferguson, Taeha Collins, Jackie Breed, Nanette Walker Smith, and Deana Baker*

**Melanie Beardsley:** I'll go ahead and call to order tonight's meeting at 7:04pm so we can get started and finished!

I'm glad NAVTA finally has an announcement on the leadership conference!

**Jackie Breed: NAVTA REPORT:** They have announced it, but still do not have a link available for registration.

SAVE THE DATE! February 5, 2022

NAVTA holds veterinary technician leadership summits and symposia to not only discuss the future of the profession but to learn and grow as leaders in the field.

Each conference, held twice annually, contains program content directed at leadership development, association best practices, and professional advocacy.

The registration link is not yet posted but will be coming soon.

**Nanette Walker Smith:** Is it onsite or virtual?

**Jackie Breed:** Still virtual this year.

**Tom Page:** Has anyone seen if it is a cost to attend yet

**Nanette Walker Smith:** Nothing posted yet Tom

**Melanie Beardsley:** That's exciting! Hopefully they will have a sign up form up and running by next month's meeting.

**Nanette Walker Smith:** Don't forget you get 20% off by listing as a member of WyVTA when you renew membership or start membership with NAVTA so make sure your WyVTA dues are current first. Then your NAVTA will be \$48 otherwise it will be \$60 for the year

**Melanie Beardsley: MEMBERSHIP/CERTIFICATION:** Jackie V- any comments/questions on your front?

**Nanette Walker Smith:** Invoices on slate to get sent out tomorrow afternoon/evening. I have the membership list from Jackie, but there are a couple laggards in

the system that contacted through Facebook and I'm trying to catch up to see if they connected with Jackie VN

**Jackie Van Noy:** I'm starting to get a few renewals coming in, even without the invoices out. I have been getting a few calls/emails about an alternative route for getting certified. These have been experienced assistants from out of state. I haven't looked into the AAVSB website yet, but I have been telling them that there is not a way to take the VTNE in Wyoming without having graduated from an accredited school. Has anyone else heard anything about this

**Tom Page:** I have heard that in the past. They are thinking they can come in via a back door.

**Melanie Beardsley:** I got a message from someone, too. I did respond to her and send her to the AAVSB website. There are only 3 states that will allow the test to be taken by someone not graduated from an accredited program.

**Kelly Ferguson:** There is definitely NOT a way to take the VTNE without graduating from an AVMA-accredited program, at least in Wyoming

**Nanette Walker Smith:** They cannot certify in WY period unless they fall into that small category indicated in our bylaws. They have to go through their state.

**Melanie Beardsley:** Interesting, we have so many asking all of a sudden! I suspect many folks are still moving here, too. For better or worse...

**Nanette Walker Smith:** Several states have had major progression in practice acts recently. Hopefully that's why! Bottom line - they can't certify in Wy currently without graduation. Yes and that too Mel - there is a lot of movement I believe. I would refer them to AAVSB and the information for the states. Some may be reading from old information.

**Melanie Beardsley: TREASURER'S REPORT: \$30,381.18 current bank balance as of this am.** Bank account is still hovering at the \$30,000 mark as you can see. I haven't gotten as far as I would like with the catching up of accounting. Bank of the West had Jackie and I sign the wrong forms so I have been dealing with that in addition to lack of time and progress!

**Nanette Walker Smith: WEB/COMPUTERS/SUPPORT:**

1. Updated 2022-23 membership/certification combo application. Will call these by year dates instead of odd/even due to confusion of terms from now on. Also, will create a PRINT version (one for the newsletter (PDF) and any mailouts and then one for ONLINE loading ONLY. The latter will have only items that the web department eVetSites needs to create/update the page online with notes for text boxes, check boxes, URL links, links for payment, and notes that indicate branching to other pages.

2. I will need bios and pictures (headshots preferred) for the board member bio page. See here for examples: <https://www.wyvta.org/board-members.pml> DUE BY December 15. Only need NEW board member bios unless old board members want to change pic or info.

3. I am almost done with Jackie B's computer set up. Plan is to ship tomorrow if I can finish tonight. And get her Notebook updated (including new computer stuff).

4. President's computer will be started after that, shooting for Wednesday - first computer set up always takes more time

5. Notebooks for everyone - Bain of my existence. Coming. Will email soft copies, then ask if you need hard ones before I mail out, I think.

6. Expenses. I need to get receipts to Jackie Breed and Mel, but computers in their entirety came in at under \$3000 (we budgeted/approved \$4000 last month). We also have a \$99 annual Microsoft 365 Office fee invoice I've already paid.

**Nanette Walker Smith:** I would really appreciate approving payment for computers plus shipping at this meeting. All together including shipping that will NOT go over \$3000. I'll send receipts copies to everyone then tonight or tomorrow at the latest for email vote for the majority of the bill.

**SECRETARY:**

**Deana Baker:** No report at this time

**VICE PRES/FALL CE:** Catch up from 2021:

**Tom Page:**

1. Did anyone receive the Gift card that was sent back?\*

2. EVetSites Payment should be due shortly.\*\*

3. I will be attending the WVMA conference. I will be networking as the opportunity offers, looking for leads for the Veterinary Practice Act, and Scholarship discussion.

4. Conference 2022 Reviewing the list that Mel sent to the board only regarding topics for next year. As this is still draft and very early in the decision this discussion has been removed from the minutes and information will be included as we solidify the event.

**Tom Page:** Everyone can send me their thoughts and comments via email. I will continue to work with BI to come up with more answers

\*Gift Card: I am guessing it would have been sent back to the PO Box. I will see if I can find the emails.

\*\***Melanie Beardsley:** eVetSites should be this time of year. I'll check the Treasurer e-mail and see if it is there, although it usually comes to mine, too.

**Nanette Walker Smith:** Mel-email eVetSites to see if invoices have gone out.

**PRESIDENT REPORT:**

**Melanie Beardsley:** Will do, Nanette.

I touched on Bank of the West earlier. Will hopefully have them squared away this week and I can focus on the treasurer mess and get it eventually over to Jackie Breed. I have the list of new meeting dates from Nanette listed below, however, wanted to make sure it was documented correctly of who/when it was supposed to be done.

**Nanette Walker Smith:** Mel - good point. Usually, I remember to ask/pull dates together before this meeting, but I got out of order as I was updating web and \*sending it in\* for update. Dates are listed and if not the 1<sup>st</sup> Sunday of the month, it states why.

**Melanie Beardsley:** I figured that was what was going on. I'm fine putting it in the President notebook with a November meeting deadline. I'm fine putting it in the Secretary notebook and removing it from the President notebook. I just think we need to have it in one place with the correct directions.

**Nanette Walker Smith:** If we need to move that item in the president's calendar and say have it ready for November meeting - I think that would be good.

**Melanie Beardsley:** OK Do you have that jotted down to change in the President notebook. Notebooks really are the never-ending story...

**Nanette Walker Smith:** If it's covered in November meeting - it will be in minutes, and then Secretary calendar should have submitted whatever results of board decision is to webmaster for update in later November.

**PRESIDENT'S REPORT:**

**Melanie Beardsley:** I'm still in "How can we get ourselves out to the public?" mode. I think I told you that when I met with Bank of the West the gal had no idea and was shocked that there were no regulations on technicians in Wy.

\***Board member jackets.** Do we want to move forward with it or not? My main goal with this idea is to get our logo out, our association known, etc.

1. **My proposal:** 2021 President, Past President, Membership, Treasurer, NAVTA Rep, Secretary all get an allowance of \$150 + embroidery/printing from Pedans in Casper, WY.

2. You can spend more but have to cover the difference. Tom and I talked to them and they said they do this with different organizations all of the time.

3. If you missed more than 2 meetings in 2021, you are not eligible.

4. My initial thought was jackets, but with my goal being to get the association name out, I'm OK with someone getting 3 hooded sweatshirts if that is what they are going to wear as long as it is in the budget. Printing costs would go up a little if someone went that route, but they would also have multiple items that would be sporting the association logo/name.

Discussion, Vote?

**Nanette Walker Smith:** I love the idea. I love my jackets and rotate through them all the time. I wear my Alaska VTA jacket a lot - love it, but it's the only VT jacket I have. My NAVTA long sleeve T shirt is showing its age badly because I've worn it for several years. And my Palmer Ridge Bands (high school) jacket around town here because we are nationally recognized.

**Tom Page:** It is a way to honor the person for their contribution and get the name out.

**Melanie Beardsley:** I totally just pulled numbers out of the air. I'm open to suggestions for different totals, limiting to one item, etc.

**Jackie Breed:** I think it's an awesome idea.

**Beth Zima:** I also think it's a great idea!

**Deana Baker:** I have been wearing my t-shirt

**Melanie Beardsley:** My mom works at a screen-printing shop. They can do luggage and all kinds of things. I think the money should go toward items that we can get the logo on, and the member will use. Thus the money total and not the "you get x jacket" If "x jacket" isn't comfortable or your style it will sit in your closet not advertising the association.

**Nanette Walker Smith:** Good point Mel on the not wearing. The CACVT board has jackets and they look sharp! The t-shirts for members are nice, but white and I don't wear it much. Jackets we got for Wild West board were awesome and I get lots of compliments on that one. Simple but the crest was enough to catch the eyes. Right side pocket type logo (no pocket, just that size).

**Melanie Beardsley:** I'm thinking large logo on the back with a name, board position, 2021 on the front chest personally.

**Tom Page:** If we are choosing the max amount applied to the Item/Jacket and logo on back. Name and Position served on front

**Nanette Walker Smith:** So do you just add the positions served to your original jacket? I mean let's face it - most board members serve at least 2 positions.

**Melanie Beardsley:** From here moving forward? We could do that but would have to ship items back each year or be paying invoices to random printing places all over.

**Tom Page:** I was thinking the one position served the more you add there it gets lost. I say a one and done. If you can have another place add a position to your jacket at a later time that is your cost and choice.

**Melanie Beardsley:** Yes. I was thinking just for the position in 2021 for now.

**Deana Baker:** I think that current position should be listed

**Nanette Walker Smith:** Is a jacket / company chosen? We are all very different sizes.

**Melanie Beardsley:** Pedans, that did our t-shirts, has a book/online store you can choose from. We can tell them the association will pay \$150 to the total plus printing. You can pick a \$500 coat if you want, but you have to pay the difference. That's why I think it's best for everyone to choose what they want rather than try to get something that will fit everyone.

**Nanette Walker Smith:** Do you want to start with a link to all board members to Pedan's and ask for the following: Name, Position for 2021, Pedan's item #, Size (be sure to take your measurements FIRST), Mens/Womens (may not need that depending on item #, Price. Ok so do we want to limit colors or patterns or style or anything or just get what you want?

**Melanie Beardsley:** I think just get what you want, but remember it will have the brown/yellow logo on it

**Nanette Walker Smith:** VERY important item to put in that email :) Logo on the back? We'll need to get the logo to the printer.

**Tom Page:** Just to clarify your statement for me Mel. The association is allowing \$150 per Board member. Board Member is able to choose jacket and front pocket name, 2021, and position, with the logo on back

**Melanie Beardsley:** That's my proposal, yes. \$150 shopping amount for easy figuring. Printing would be in addition to that but paid by the association. I was thinking logo on the back for others to see.

**Jackie Breed:** Will this happen every year? Will all listed positions get the option of a new one every year? Or just newly elected people to those positions?

**Melanie Beardsley:** All great questions we will have to address at some point, Jackie. My thought is we see how this year goes and revisit those questions next year

**Nanette Walker Smith:** Do we have a motion? Oh and it's <https://www.pedensinc.com/> (correct spelling)

**Melanie Beardsley:** Is there a motion to move on this?

**Nanette Walker Smith:** I'm not seeing jackets

**Jackie Van Noy:** no jackets on that website - just a hoodie

**Melanie Beardsley:** They had jackets in the store. I think there are online catalogs they would reference us to for them. That was my understanding when we were visiting with them.

**Tom Page:** I motion that we purchase jacket for board member of 2021: Pres., Vice., NAVTA, Secretary, Cert/Memb, Treasurer, and Membership. The officer will pick out and pay any additional costs. WyVTA will pay up to \$150 shopping amount (Jacket, printing, logo printing), all paid by the association. Buffalo logo on back, Name, Current Position, and 2021 on front right or left pocket area.

**Nanette Walker Smith:** Member at Large and NAVTA Rep are also board positions

**Nanette Walker Smith:** Pres Past Pres Vice Pres Sec Treas CVT/Members NAVTA Rep Member at Large 1 Member at Large 2

**Tom Page:** Amended motion. That we purchase a Jacket for each acting board member of 2021. Member pick out and pay any additional costs. Allowance of \$150 for the Jacket, printing would be in addition to that, paid by the association. Buffalo logo on back, Name, Current Position, and 2021 on front, right or left pocket area.

**Nanette Walker Smith:** 2nd

**Melanie Beardsley:** Amended Motion passes unanimously. I'll (and Tom?) can figure out a time to meet with them again and get you all links for shopping.

#### QUICKBOOKS/TECH SOUP:

**Melanie Beardsley:** Random other thought that I didn't have listed. Nanette, have you heard anything back from Tech Soup/Quick books. Nothing has gone through at the bank so I'm assuming that charge came up even though it went through on Angela's business.

**Nanette Walker Smith:** There was no charge - just an invoice that came through twice to Treasurer email. I emailed them back - I haven't cleaned anymore recent stuff out of that email of late - working from oldest as that's easier to clear garbage from in large lots. If we've seen no charges and I've seen no more emails from them at all, it looks like Angela's taken care of it.

**Melanie Beardsley:** OK. As long as we are not going to get billed for it again, I'm good.

**Nanette Walker Smith:** I did find that I have to change her off of one thing on Square - but we haven't had any access attempts or anything since June. And I don't think she ever even cracked that box open.

**Melanie Beardsley:** I don't think so. She asked me about it a couple of times and I told her she needed to get with you...which she didn't ever do.

**Nanette Walker Smith:** Jackie - we'll need to work on that Square and computer buddy up when you get this machine so they talk to each other.

#### NEW BOARD APPOINTMENTS:

**Melanie Beardsley:** Friendly reminder to get with your person if you are handing your board position over to a new face. Also, Newsletter items due next month!

**Melanie Beardsley:** Motion to adjourn?

**Tom Page:** I motion to adjourn

**Kelly Ferguson:** 2nd

**Melanie Beardsley:** Motion passes unanimously. Good night all! Thank you. See you next year!

[A motion was submitted via email regarding reimbursement to Nanette Walker Smith: for purchase of Computers for the Treasurer and President including Scanners:](#)

All, Submitted for reimbursement request - VOTE Required (need a motion and 2nd and then Mel will email for the vote)

**Please find attached the sales receipts from the purchase of the Treasurer and President computer packs (receipts on file with treasurer):**

2 HP 17" laptops + 3 yr warranty each

2 Seagate 5TB external Hard Drives + 4 year warranty each

2 Epson E-50 scanners + 4 year warranty each  
2 Logitech wireless mice  
2 4-in-1 USB-C port extenders  
2 computer carry bags  
2 32GB thumb drives

**Total \$2686.24**

Per our December meeting - shipping will be submitted at the January meeting for reimbursement.

**Jackie Breed made the motion**

**Jackie Van Noy 2<sup>nd</sup>**

**Melanie Beardsley: Motion passes unanimously.** I will get Nanette a check in the mail. Thank you, all! We will vote on reimbursing her for shipping at the upcoming meeting.

#### WyVTA Zoom Meeting January 9, 2022

Attended by Melanie Beardsley, Nanette Walker Smith, Jackie Breed, Taaha Collins, Jackie Van Noy, Tom Page, Kelly Ferguson, Beth Zima, Deana Baker (DB had to leave early due to work)

**Melanie Beardsley:** Good evening, everyone! I'm going to go ahead and call the meeting to order at 7:02pm.

**Melanie Beardsley:** Do our Members at Large have anything? (If you got a chance to go over the agenda, Teaha, I did put your questions about members in that portion of the agenda.)

**Nanette Walker Smith:** I do have one thing for EWC / Treasurer. Their Annual membership invoice needs to go out asap. So **Jackie Breed:** - that's in your Treasurer documents, just need to update the dates and I think to whom it is addressed.

**Jackie Breed:** will look into that!

**Beth Zima:** I don't have anything.

**NAVTA UPDATE:.**

**Kelly Ferguson:** 2 days ago NAVTA announced open registration for the Leadership Summit <https://www.navta.net/leadership-summits-and-symposia/> Feb. 5.

**Melanie Beardsley:** Perfect! If you can and/or have desire to, I would recommend signing up.

**Nanette Walker Smith:** If you are seeing outdated files or forms on our website pages, please let me know immediately. Usually they are updated; however, sometimes there is a glitch or delay and I need to keep the team on those. Usually, the problem with seeing forms is that if your computer is not dumping cache/temporary internet files daily (i.e. when you shut it down every day), it will pull the most recent things you looked at to save itself time getting things. Deana's having that issue with membership list now in the mail program. Make sure you dump your temporary internet files to keep your computer clean all the time - it should do that daily or every time you turn your computer off.

**SETTINGS > SYSTEM > Storage > select the boxes for each item you are comfortable with dumping (read the description. Should at LEAST include Temporary Internet Files. If you view a lot of video or photos on your computer also check this item – huge space sucker.**

Temporary internet files take up reams of space on hard drives and temporary space and can bog down your computer - so every time you visit a website it keeps every single site you visit, every pop up ad, every email you open, everything.

**Nanette Walker Smith:** There was a time when the membership application (most of last year) that folks filled it out, selected payment and clicked that and assumed they were done (including me). Never went back to the application page to click the SUBMIT button to submit the application (I've explained this before). The system was supposed to return to that page but didn't. We found that in the middle of CE Event and I requested a fix and it was done-put the SUBMIT button over the payment stuff, but then we couldn't tell if they were paying because Treasurer was absentee.

\* The new combo application has finally been fixed and updated this past Friday by Viki. eVetSites is applying a brand-new platform for the websites to go to as well which is complicating just a bit.

\* Jackie VN - I need you to look at the two I forwarded to you so you can see if all the spots are filled and look like they make sense with what is written there. You have to play like someone who doesn't have a clue what to do. Then go do a test on the one online. The membership and certification link takes the person to info about membership and certification individually. Then there is a link for each of them to complete an application and they go to the same application. Mel - do you want to share screen with me and I can show really quick?

**Melanie Beardsley:** It sounds like you are as on top of it as you can be at this stage, Jackie V. I'll go through papers to make sure the membership forms are not in any of the stuff I have. If we can't find them, we may need to have the people we have payment from refill out paperwork.

**Melanie Beardsley:** Taaha, will you and Jackie stay in communication on your girls and their cards/paperwork?

**Melanie Beardsley:** Jackie V- did you have anything to add before we move on? For Membership/Cert?

**Jackie Van Noy:** nothing else

**SECRETARY:**

**Melanie Beardsley:** Deana needs newsletter updates! This is more important than ever. We have to get this out so we can give the published newsletter to the bank so we can get them off of our backs. Deana, do you have anything else to add?

**Deana Baker:** not at this time

**TREASURER REPORT:**

**Melanie Beardsley:** FYI (payment is auto paid by treasurer by policy) I got the invoice a few days after our meeting last week and did get eVetSites paid last month. Total was \$745 for them.

**Melanie Beardsley:** I need a vote to reimburse Nanette for the following things. I did get a check to her for the computers.

**Taaha Collins: I motion to reimburse Nanette \$188.09 for shipping computers and \$99.99 for the Microsoft 365 on them Shipping and packing materials**

**Jackie Breed 2nd**

**Melanie Beardsley: Motion passes unanimously.**

**Nanette Walker Smith:** ty

**Melanie Beardsley:** OK, hopefully, everyone was able to get through my excel sheets that is the accounting of the last 2 years. I didn't include the Aug/Sept spread sheets in my e-mail as I wasn't aware we needed it, too. I do have them on my desktop for easy grabbing if needed. Shall I pull them up to share?

**Nanette Walker Smith: I motion to accept the October 2019 - December 2019 Treasurer Reports - post internal audit by President Melanie Beardsley. This vote will supersede any previous vote for these months recorded in previous minutes.**

**Taaha Collins: 2nd**

**Melanie Beardsley: Motion passes unanimously.**

**Nanette Walker Smith: I motion to accept the January 2020 - December 2020 Treasurer Reports - post internal audit by President Melanie Beardsley. This vote will supersede any previous vote for these months recorded in previous minutes.**

**Taaha Collins: 2nd**

**DISCUSSION:**

**Jackie Breed:** I have one concern with the September 2020 report: **I move to add an amendment to fix the reimbursement name from Jackie Breed to Jackie Van Noy "correction in audit found an error on check"**

**Taeha Collins:** 2nd

**Melanie Beardsley:** Amendment passes unanimously

**Melanie Beardsley:** Any further discussion on 2020 Treasurer reports? Seeing none, then to the motion of approving the Treasurer Reports from Jan 2020-Dec 2020. Thus far all are in favor. With the amendment, are there any opposed?

**Melanie Beardsley:** Motion passes with the amendment. I will send an updated Sept to **Jackie Breed:** for Treasurer documentation and to Deana for the newsletter. **Nanette Walker Smith:** Perfect: **I motion to accept the January - November 2021 Treasurer Reports - post internal audit by President Melanie Beardsley. This vote will supersede any previous vote for these months recorded in previous minutes.**

**Tom Page:** 2nd

**Melanie Beardsley:** Motion passes unanimously. Thank you all. I feel like some confetti should be flying around right now! This is the final copy of this audit.

**Nanette Walker Smith:** I'm working on an expense sheet too for the reporting - overkill, but as I sent in my receipts I realized it was really hard to go back even a few months and clearly read some stuff. So to avoid issues in the future as to the who what where when why and how much - an expense sheet with attached receipts should be the standard.

**Melanie Beardsley:** Yes, I was taking pictures of receipts and e-mailing them just to have them documented. A scanner will be helpful, but a process of documenting them would be ideal.

**Nanette Walker Smith:** Jackie B. - intent is to create a monthly expense/deposit excel sheet similar to these that Melanie worked with that will auto add, subtract, have columns appropriately, etc. Tom, I may hit you up for thoughts. Something that's easy to copy/paste or screenshot and dump into the newsletter.

**Tom Page:** I think it will be easy. Let me know when I can help.

(NOTE from Secretary: This discussion is a draft list of speakers/topics Tom shared via email with the board. Because it's draft format we utilized the meeting time as only board members were present to discuss. We've removed this discussion from the minutes and will post more solid schedules for the Fall CE when we have them.)

**Taeha Collins:** Tom-Did you get into the State Vet meeting?

**Tom Page:** Taeha, I did get to attend the meeting. It was pretty relaxed; nothing on techs. I have also started talking with vendors about donations for the next year.

**Nanette Walker Smith:** Did we print a final Fall CE income/expenses? I honestly can't remember?

**Melanie Beardsley:** Yes, however, now that we have access to the square...some amendments may need to be made. For example, I'm sure we have \$15 documented for the shirts purchased through Square. However, we ran the card for \$15 and don't have the square fees documented.

**Nanette Walker Smith:** No fees if not a debit or credit card. We got cash on most of them. We'll need to make those adjustments with SWAG as we get that set up.

**Melanie Beardsley:** But we did many conference registrations and 4 shirts I think through there. The conference registration had square fees, too.

**Nanette Walker Smith:** If charged with debit/credit card the registrations had the transaction fee built in. If they registered ON SITE, paid with a card AND bought a shirt, the registration had the transaction fee built in, the shirts DID NOT; however, the shirts would bring a minimal transaction fee so it's likely a wash. Again we set those shirts up to sell super fast, I did NOT add the transaction fee at that time – currently there is no transaction fee on any of the SWAG until we move it forward. AGAIN if there is cash involved it's a cash transaction and no transaction fee is required.

**Melanie Beardsley:** Shirts were an example. Anything run through Square had less income due to the square fees. For example, the \$75 fee for one day...after Square fees, our actual income was \$72.52

**Nanette Walker Smith:** Yes income will be less IF a credit/debit card transaction fee that is taken out because it has to go through a verification process with the bank that the payment will process; conf registrations were paid mostly by cards. I don't know if all of them went through Square. I wasn't in charge of registrations. I put the amounts in per the voting.

**Melanie Beardsley:** I'm sure our spreadsheets show the \$75. I'll get with Tom on that.

**Nanette Walker Smith:** I did not add fees to the SWAG. So we need to correct that issue as well. So we'll audit that report then too and make sure it matches and re vote that one as well. We should be fine on previous years as we didn't use the square prior to 2021

**Melanie Beardsley:** Tom and Jackie will probably be best to get together as far as working on the spreadsheets for this coming CE. I am mostly Excel illiterate. Tom did that one the last couple of years. He is more familiar with the ins/outs/issues with that. We will all be having some coffee dates in the upcoming months, I'm sure. Yes. Square is easier for membership. Threw all kinds of kinks in the bookkeeping initially.

**Kelly Ferguson:** National Vet Tech Week - October 16th - 22nd, 2022

**Melanie Beardsley:** OK, couple of favors from Kelly. I want to get the form filled out for Vet Tech week through the governor's office ASAP. It has to be done 45 days prior but can be done after the first of the year. I'm going to try to get it done in the next few weeks and check it off of my list.

**Nanette Walker Smith:** Wait - make sure NAVTA's not going to change anything first.

**Melanie Beardsley:** We had talked about advertising-billboards, social media, etc. I don't know if NAVTA has some resources that we can use and add our logo on? That would be easy. If they don't, maybe they should consider it? ... just a thought if we decide to do some advertising that way. Might as well make it as simple as possible.

**Nanette Walker Smith:** Kelly - if you can reach out to NAVTA main and the regional rep if we still have one and get feedback from them. The link to the 2021 NVTW production materials may still work and there should be places for our logos, etc. in them as well. There is ALWAYS a new poster. Sometimes it doesn't come in until the month before.

**Kelly Ferguson:** I'll reach out to Ashley Byrne, who is the NAVTA District 11 Representative and see if she can help us with that.

**Nanette Walker Smith:** Dates change slightly because it's Sunday through Saturday 3rd week of the month. However, wording on the request for the proclamation may change as well as the graphics. I get where you are going - but if we push we might get them to get their butts in gear faster than 4 weeks out.

**Melanie Beardsley:** I won't do anything until after the next meeting. That will give Kelly some time to reach out and get answers. Exactly, 4 weeks prior is not helpful for us. Our platters are overflowing at that time.

**Nanette Walker Smith:** I think early is good, but yeah let them get through VMX on the east coast and the Leadership Workshop first. Kelly - if you get a hold of them by end of Jan/early Feb and keep on them, hopefully it will come up at the leadership conference :)

**Kelly Ferguson:** I'll keep in touch on a weekly basis likely starting this week, and I also planned on attending the NAVTA meeting on the 27th.

#### PRESIDENT'S REPORT:

**Melanie Beardsley:** Doing this internal audit and being the interim Treasurer has had its moments.

1. We may want to seriously consider a different bank at some point. Any bank will likely need the information these guys have been asking for, but I would be hopeful that they wouldn't all have someone that knows nothing asking for it!!
2. Board Jackets have not been forgotten, but I had to spend my WyVTA hours on the audit. Jackets will go back on the plate this month. That being said, neither Nanette nor Amy, would be eligible for getting a Secretary 2021 jacket per our stipulations voted on last month. Nanette was mentoring Amy the first 5 months of the year then became interim secretary. Personally I feel she deserves a Secretary jacket.

**Melanie Beardsley:** If this is the general feeling of the group, could I get a motion for Nanette to be included in the jacket order for a 2021 Secretary Board Jacket?

3. **Tom Page:** I motion for Nanette to be included in the jacket order for a 2021 Secretary Board Jacket?

**Kelly Ferguson:** 2nd

**Melanie Beardsley:** Motion passes unanimously. If exposure of the association is our goal with these jackets, I know Nanette will be proudly sporting our logo all over the country!



4. Couple of **changes AAVSB – VTNE testing** has in the works that I thought you should be aware of if questions come your way. They are offering live remote proctoring of the tests now which I thought was interesting. Single account for AAVSB and VTNE. And changes in how they report scores. I don't think anything really changes on our end, but I wanted you all informed if questions came your way.

**Nanette Walker Smith:** Jackie VN would know most about those score reporting, refer questions to certification chair 😊

**Melanie Beardsley:** Yes. She will likely have the most questions, too.

**Nanette Walker Smith:** Nope. **I motion to adjourn**

**Tom Page:** 2nd

**Melanie Beardsley:** **Motion passes unanimously – good night everyone! Thank you!**

## WyVTA 2022 Executive Board



*2022 Executive Board Left to Right:*

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

Wyoming Veterinary Technician Association 2022 Executive Board			
2022 Position	First	Last	WyVTA Email Address
President	Melanie	Beardsley, CVT	<a href="mailto:President@wyvta.org">President@wyvta.org</a>
Past President; Scholarship Cmte Chair	Tom	Page, CVT	<a href="mailto:PastPres@wyvta.org">PastPres@wyvta.org</a>
Vice President; Fall CE Chair	Tom	Page, CVT	<a href="mailto:VicePres@wyvta.org">VicePres@wyvta.org</a>
Treasurer	Jackie	Breed, CVT	
Secretary; Newsletter	Deana	Baker, CVT	<a href="mailto:Secretary@wyvta.org">Secretary@wyvta.org</a>
Membership & Certification	Jackie	Van Noy, CVT	<a href="mailto:CVT_Members@wyvta.org">CVT_Members@wyvta.org</a>
NAVTA Rep	Kelly	Ferguson, CVT	<a href="mailto:NAVTARep@wyvta.org">NAVTARep@wyvta.org</a>
Member-At-Large	Beth	Zima, CVT	<a href="mailto:b2czima@gmail.com">b2czima@gmail.com</a>
Member-At-Large	Taaha	Collins, CVT	<a href="mailto:elksage@gmail.com">elksage@gmail.com</a>
Webmaster, Advisor	Nanette	Walker Smith, CVT	<a href="mailto:wyvta@wyvta.org">wyvta@wyvta.org</a>