



Find us on Facebook:

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

## PRESIDENT'S MESSAGE

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

President 2020

Greetings! I hope everyone had a good Independence Day and had a chance to enjoy our lovely state over the holiday! It has been a busy, strange summer! 2020 is half over! That means that we are even closer to our CE meeting. Fliers and registration forms will be going out in

the near future so be on the watch for those! Under current regulations, we should be a go to have it in person in Casper. We are watching regulations closely and are prepared to go online for our meeting if needed. Send your registration forms in early as we may be limited on numbers allowed in for the meeting. Remember that doctors, receptionists, office managers, etc. are welcome to attend!

I wanted to take a brief moment to highlight our headlining speaker this year. Julie Squires is a Compassion Fatigue Specialist and Certified Life Coach that has a special place in her heart for the veterinary community and the struggles we face. I went to a short seminar by her at the AVMA Leadership Conference I attended in 2019. Her sincerity, honesty, and understanding were a breathe of fresh air for me. Per her website ([www.rekindlesolutions.com](http://www.rekindlesolutions.com)), she has done training for Nestlé Purina, Bayer Animal Health and IDEXX Laboratories. She will soon be able to add the Wyoming Veterinary Technician Association to her esteemed list! It has been a difficult year for all of us. Many of you have been asking for compassion fatigue CE. I feel Julie could not be coming at a better time!

The computers that the Association purchased were delayed due to manufacturing/shipping delays with the current pandemic; however, they have been delivered and are being set up now. The Secretary and Membership/Certification board members will have them in their hot little hands shortly. We are hopeful these positions will be streamlined with devoted computers for the jobs. We will also use them for CE meeting organization, check in, etc.

I hope you all have a lovely remainder of July. See you in September. Please reach out to the board if you have questions, concerns, or nominations for board member positions for next year!

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

**NEXT MEETING is August 2<sup>nd</sup> @ 7pm MT**

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:**

**Plan ahead for these upcoming ZOOM meetings @**

**7 PM Mtn Time:**

**Members WELCOME!**

August 2<sup>nd</sup>

August 30<sup>th</sup>

October 4<sup>th</sup>

1. 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.
2. Email the Secretary at ([secretary@wyvta.org](mailto:secretary@wyvta.org)) if you don't receive the email notification containing the Meeting Room ID information sent approximately 2-4 days prior to the meeting.
3. Go to <https://zoom.us>, click "Join a Meeting" in the top right corner, and enter the meeting ID

Past President

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

Sadly, we did not receive any applications for the \$500 scholarship that we provide for students enrolled in an AVMA accredited Veterinary Technician program, so we cannot award the \$500 in scholarship monies this year.

**On a lighter note - **NOMINATIONS are OPEN for 2021**; voting at the Sept. 12 Fall CE Conference Annual Meeting. Please contact any Board member with questions or email me!**

Email [PastPres@wyvta.org](mailto:PastPres@wyvta.org) with any questions!

## TREASURER'S REPORT

Angela Lance; [Treasurer@wyvta.org](mailto:Treasurer@wyvta.org)

I was asked at one of our last meetings to come up with a dictionary of sorts to explain common accounting definitions. Here is that list:

A

### **Accounts Payable**

The amount owed to others for services or merchandise received by the organization.

### **Accounts Receivable**

The amount owed to the organization for services or merchandise provided to others. Referred to as Grants Receivable when the amount is related to a grant agreement.

### **Accrual-Base Accounting**

A system of financial recordkeeping in which transactions are recorded as expenses when they are incurred (i.e. when a bill is received for merchandise or services provided to the organization) and as income when it is earned (i.e. when services or merchandise is provided by the organization, or the organization receives a commitment of a contribution) rather than when cash is paid or received. The alternative is Cash-basis accounting.

### **Accrued Expense or Liabilities**

Items incurred during an accounting period for which payment is postponed. Examples include accrued salaries, accrued sales tax payable, and accrued rent payable.

### **Accrued Interest**

Interest costs that have accumulated, but are not yet due or payable.

### **Accumulated Depreciation**

The total amount the value of fixed assets has decreased to date due to general wear and tear or obsolescence.

### **AIA Document G702**

A form created by the American Institute of Architects to document the costs of work completed as of a certain date and the cost of work yet to be completed under a construction contract.

### **Allocation**

A method of accounting that divides expenses among different program, administrative, and fundraising categories based on a formula that recognizes the use of the resources such as use of the facility or staff time.

### **Allowance for Doubtful Accounts**

An amount reflecting the portion of the accounts receivable which the organization reasonably believes it may not collect. The amount is often an estimate based on experience or trends in the industry.

### **Amortization**

Repayment of loan principal and interest.

### **Appraisal**

A formal report usually created by a certified real estate appraiser evaluating a real estate property in order to determine its value. One or more of three valuation methods are used: cost, replacement value, and market value.

### **Assets**

What is owned by the organization.

### **Assumed Name**

An alternate name under which an individual or a legal entity may conduct business. Also known as a DBA or doing business as name.

### **Audit**

A financial report that has been tested and verified for accuracy by a Certified Public Accountant (CPA) and prepared in accordance with Generally Accepted Accounting Principles. The most rigorous level of external financial statement preparation. An essential component of the audit is the Opinion Letter.

### **Authorization of Borrowing**

A resolution passed by a board of directors or trustees acknowledging and approving the incurrence of debt. Also known as a borrowing resolution. See officer's certificate.

B

**Balance Sheet**

A report showing the financial condition – Assets, Liabilities, and Net Assets – of the organization at a particular moment in time. Also referred to as a Statement of Financial Position.

**Balloon**

Final payment of a loan which is larger than the previous payments, arising when the amortization is longer than the maturity of the underlying note. See amortization.

**Basis Points**

A fraction of a percentage point, equal to one one-hundredth of a percent. Used to describe interest rates; i.e., 50 basis points is the same as ½%. See points.

**Board Designated Funds**

A condition placed by an organization's board of directors on how an amount of money is to be used. A common type of board designation is for Operating Reserves. For accounting purposes, these funds are considered unrestricted because the condition was not specified by a donor.

**Borrowing Base**

A mechanism for monitoring that funds advanced under a line of credit bear some proportionality to either the asset being financed or the source of repayment.

**Bridge Loan**

A short-term loan with a specific repayment source.

**Building Permit**

Permission granted by a local government to build or renovate a specific structure at a particular site. More than one permit may be required, depending on the situation.

**Building Reserve**

A capital improvement reserve fund. Money set aside to pay for facility upkeep, where the amounts can be large, the ultimate need a certainty, but where the exact timing is uncertain.

**Business Model**

How an organization raises and spends money, or how an organization delivers and supports its activities through a cost structure and revenue strategy that comprises earned and contributed sources.

**Bylaws**

A document outlining the governance of and what activities a legal entity may or may not engage in.

C

**Capital**

The funding and financing available for an organization to achieve its mission over the long term. Capital is reflected in an the composition and distribution of Assets, Liabilities, and Net Assets.

**Capital Campaign**

A fundraising drive that takes place outside of (and in addition to) annual operating fundraising, usually to raise funds for a facility (or capital project), an endowment, and/or reserves.

**Capital Expenditure**

Payment of money to acquire fixed assets, such as a building or equipment.

**Capital Improvement**

A facility or equipment upgrade (as distinguished from maintenance or repair) that will have a life of more than one year, and that adds to an organization's asset base.

**Capital Structure**

The nature, composition, and magnitude of the assets, liabilities, and net assets comprising the balance sheet. A well-balanced capital structure enables organizations to take risks, innovate, and pursue new opportunities.

**Capitalization**

The distribution, nature and magnitude of an organization's assets, liabilities and net assets. Also known as capital structure.

**Capitalizing an Asset**

Recording the cost of land, a building or equipment as fixed assets rather than as an expense when purchased.

**Case Statement**

A case for support, written primarily for a capital campaign, that outlines an organization's history, current status, future plans, including facility plans, and fundraising objectives.

**Cash Equivalents**

Funds which can be quickly and easily converted to cash; those bank accounts, money market funds or other investments which mature within 90 days.

**Cash Flow**

The receipt and disbursement of monies.

**Cash-Basis Accounting**

A system of financial recordkeeping in which transactions are recorded when cash is received or spent. The advantage over accrual-basis accounting is its simplicity.

**Change of Net Assets**

The net results of total income minus total expenses for a period of time, which may be positive or negative. Also referred to as a surplus or a deficit. Commonly called profit or loss in the for-profit sector.

**Chart of Accounts**

A list of all accounts used in accounting system, including assets, liabilities, income, and expenses.

**Collateral**

An asset which is pledged to a lender until a loan is repaid. In case of default, the lender legally owns the right to obtain or sell the collateral to repay the loan.

**Committed Grants**

A contribution for which the organization has received a formal notification from the donor that an award will be made at a future date.

**Compilation**

A financial report that has been prepared by, but not reviewed or audited, by a Certified Public Accountant (CPA). The financial reports have not been tested or verified and the CPA states no opinion about the accuracy of the statements.

**Conditional Promise to Give**

A commitment by a donor to make a contribution to the organization if a specific requirement is met. The agreement becomes binding once the requirement is met.

**Contribution**

A donation, gift or transfer of cash or other assets

**Current Assets**

Cash, investments, receivables, and other assets that can be expected to be available as cash within twelve months.

**Current Grants and Pledges Receivables**

Money owed to an organization within the upcoming twelve months for goods and services it has sold or that have been committed to the organization as a grant, donation or pledge.

**Current Liabilities**

Those liabilities due to be paid now or within the next twelve months.

**Current Portion of Long-Term Debt**

Amount of principal on long term debt due within one year. Interest is not included in this amount.

D

**Days Cash on Hand**

A calculation of the number of days that an organization could continue to pay its operating expenses with current cash balances. It serves as a simple measure of the short-term financial stability of an organization.

**Debt**

An amount owed to a person or organization for money borrowed. Common types are loan, promissory notes, bonds, or borrowed funds.

**Deferred Revenue**

Income for which payment has been received before it has been earned. It is reflected as a liability on the Balance Sheet until it is earned and can be recognized as income in a future accounting period.

**Deficit**

Expenses in excess of income; an operating loss or a negative change in Net assets.

**Depreciation**

The recognition, by recording an expense, of the decrease in value of a fixed asset over its expected physical or economic life. The value of land is not depreciated.

**Direct costs**

Those expenses which are specifically attributable to a program area or cost center. Costs may be exclusively for that purpose or may be allocated between several uses.

E

**Earned Revenue**

Income received for providing services or goods, rather than as a voluntary contribution.

**Endowment**

An amount of assets owned by an organization that is invested with the intention to be held perpetuity. The income and increases in value of the investments are available as income for program use and organizational purposes. Endowment funds received from a donor are permanently restricted and cannot be re-directed for other purposes. Endowment funds that are created by internal policy, they are Board-designated, or Quasi-Endowments. Endowments are subject to multiple accounting and legal rules.

**Environmental Audit Phase I**

A report usually issued by an environmental engineering or other qualified entity to determine the risk or reality of environmental contamination of a real estate property.

**Equity**

Represents the difference between an asset's market value and the amount of debt associated with that asset. Also refers to the amount a developer or owner invests in a project.

**Expenses**

Represent the total cost of operating the organization, including payments made to employees and other parties, operating expenses, debt, principal payments, capital expenditures, non-cash expenses, fixed assets, and funds set aside for future use.

E

**Facility Project**

The acquisition of a building or other physical space through purchase or leasehold; a renovation; a construction project; a relocation; a change in number of sites; or an equipment purchase. Any project that involves a change in a facility.

**FASB**

Financial Standards Accounting Board. Independent board responsible for establishing and interpreting generally accepted accounting principles (GAAP). Financial Accounting Standards 116 and 117 govern the nonprofit sector.

**Feasibility Study**

A determination of the likelihood that a proposed idea, plan or project will fulfill certain economic and operational objectives. Often undertaken to predict the viability of a new venture, facility project or capital campaign.

**Fiduciary Duties**

A legal obligation to act in the best interest of another entity or person. In the nonprofit sector, members of the board of directors have a fiduciary duty to act in the best interest of the organization, including activities related to the funds and other assets owned by the nonprofit.

**Financial Statement**

A written report that quantitatively describes the financial health of an organization. A complete financial statement includes a balance sheet, an income statement, a statement of cash flows, and often a statement of functional expenses.

**Fixed Assets**

The net worth of the physical items an organization owns (e.g., property, building, equipment, improvements), which cannot easily be converted to cash. Often called property & equipment (P&E).

**Fund Accounting**

A system of accounting based on separating information into groups which reflect organizational divisions or donor-imposed restrictions.

**Fundraising Expenses**

Expenses that are used for the purpose of soliciting donated funds and in-kind contributions to an organization. A type of functional expense that frequently reflects the use of allocations.

**G**

**General Ledger**

Accounting system tool for recording all transactions.

**GAAP**

The set of norms and standards of nonprofit accounting practices established by the Financial Accounting Standards Board (FASB) to help ensure the accuracy and consistency of financial records and reports. Used for internal and external financial reporting, including audits.

**Grants**

Contributed assets given by an individual or another organization with no reciprocal receipt of services or goods. Sometimes are given with a legal restriction imposed upon its use.

**I**

**In-Kind Contributions**

A contribution made of goods or services rather than cash.

**Income Statement**

A financial report that summarizes income and expenses and resulting surplus or deficit for a given period of time. Also known in the nonprofit sector as the Statement of Activities.

**Indirect Costs**

Indirect expenses are expenses that cannot be traced back directly to a program, product, or service directly associated with a nonprofit's mission-fulfillment.

**Interest**

One of the costs of using money, usually expressed as an annual percentage, that a lender charges a borrower for the use of the principal over time.

**Internal Controls**

The system of practices, procedures and policies intended to safeguard the assets of the organization from fraud or error and ensure accurate recordkeeping.

**IRS 990**

The standard federal reporting requirement for nonprofit organization and private foundations. The majority of nonprofits are required to submit an annual information return to the Internal Revenue Service. The specific version is determined by the type of nonprofit, organization size, and activities.

**IRS Determination Letter**

A document issued by the Internal Revenue Service to a nonprofit organization confirming its status as exempt from paying federal income taxes and stating the type of exempt organization, for instance, 501(c)(3) and the date of that exemption.

**L**

**Liability**

Items owed by an organization or claims against its assets.

**Lien**

A legal claim against an asset which is used to secure a loan and which must be paid when the asset is sold. Liens can be structured in different ways.

**Liquidity**

A measure of how much cash and assets that can be easily converted to cash (such as short-term investments) an organization has available for use in the immediate or near future.

**Long-Term Debt / Liabilities**

An obligation to pay a loan or other obligation with a maturity or due date of more than one year.

**Long-Term Grants & Pledges Receivable**

Money owed to an organization in more than a year for goods and services it has sold or that have been committed to the organization as a grant, donation or pledge. The organization will not get the money for more than a year.

**M**

**Management and General Expenses**

Expenses that are used for the purpose of planning and managing the organization as a whole rather than for programs or fundraising. Expenses may include all or part of the cost of executive staff, finance, human resources, board of directors, and general promotion and communications. A type of functional expense that frequently reflects the use of allocation.

**Months of Cash**

The number of months the organization could operate with current cash reserves. The cash position at some point in time (usually at fiscal year end) divided by the average monthly operating expense before depreciation.

N

**Net Assets**

The difference between the organization's total assets and its total liabilities on the balance sheet indicating the net financial worth for the organization. Net assets is the accumulation of the difference between cumulative income less cumulative expenses over the life of the organization. Divided into unrestricted, temporarily restricted, and permanently restricted net assets.

**Net Grant**

An NFF-coined term to describe the total grant amount minus the costs organizations incur to manage the grant itself (e.g., reporting requirements, proposal writing, and funder updates).

**Non-Operating Activities**

Revenue and expenses not directly related to the organization's program or other main activities.

**Non-Operating Debt**

Debt that does not relate to the organization's main business and program activities, or day-to-day operations (e.g. loans to finance fixed assets and buildings).

**Non-Operating Revenue**

Revenue not directly related to an organization's programs or activities, such as capital receipts and temporarily or permanently restricted revenue.

**Notes Payable**

The amount an organization owes to others for loans.

**Notes Receivable**

The amount an organization is owed for loans made to others.

O

**Operating Activities**

Items that relate to the organization's main business or program activities. They may also be referred to as "above the line" activities (meaning they are included in the calculation of the operating surplus or deficit – the "bottom line").

**Operating Debt**

Debt to support the organization's main business or program activities, and day-to-day operations (e.g. line of credit).

**Operating Expenses**

The regular costs of doing business. Excluded are one-time, extraordinary or capital items such as funds passed through to other agencies, losses from sale of property, realized/unrealized investment gains or payments of debt principal.

**Operating Reserve**

Funds set aside annually to be used to offset possible operating losses due to unexpectedly low revenue or high operating costs (a.k.a rainy-day reserve).

**Operating Revenue**

Funds received as unrestricted or released from temporary restriction to cover operating expenses.

**Overhead**

The costs that cannot be identified with a program activity but are needed for the general administration of the organization. This expense is often distributed among programs based on a formula.

P

**Pass-Through Funds**

Funds received by an organization that must be spent on behalf of, or passed through, to a secondary recipient. Examples include re-granted funds and direct payments to beneficiaries.

**Permanently Restricted Net Assets**

Funds with donor-imposed stipulations that the principal not be spent, e.g., traditional endowments; some or all of the earnings are available for specific or general operations.

**Pledge**

A formal commitment, generally in writing, to make a contribution of a specific amount.

**Principal**

The amount of money that is borrowed and that the borrower must pay back to the lender. The interest, or price of borrowing, is added to the principal.

**Pro Forma Income and Expenses**

Statement showing the projected annual income and operating expenses of an organization to reflect a future event such as completion of a project.

**Profit or Loss Statement**

See income statement or statement of activities.

**Program Related Investment**

Program-related investments (PRIs) are a type of impact investment, associated primarily with foundations, that support philanthropic efforts and are intended to result in the return of principal under the terms of the investment.

**Program Service Revenue**

Income earned from providing one or more program services. It may be paid by the direct user of the service or through a contract with a third party such as an insurance company or government agency.

**Property and Equipment**

The asset value of the physical items an organization owns such as buildings and improvements, equipment, and furniture that will be used for more than one year. Often called fixed assets.

R

**Ratio Analysis**

Conversion of financial numbers into ratios, often used as a tool to evaluate financial trends and health of an organization.

**Recovery Capital**

Helps organizations recover from damaging financial shortfalls or restore an impaired capital base by: reducing debt, funding much-needed repairs to facilities/equipment, and/or reducing or restructuring debt and other obligations.

**Release From Restrictions**

The accounting transaction used to transfer temporarily restricted funds into an organization's unrestricted accounts when the restriction has been satisfied (such as when a special project is initiated).

**Request for Proposals**

A request sent to prospective consultants or contractors, once the scope of the project is clearly defined, which includes everything requested in an RFQ, plus a proposal of how the consultant would approach the work and what fees would be involved.

**Request for Qualifications**

A request sent to prospective consultants or contractors asking for basic information about areas of expertise, references from former clients, services, methods and fee structure.

**Restatements**

Revisions of an organization's earlier financial statements. The need for restatements can result from fraud, misrepresentation or a simple clerical or calculation error.

**Revenue**

Payments for services, donations from individuals, foundations and corporations, support and contract payments from government agencies, income from fundraising activities, and investments. NFF defines reliable revenue as distinct from capital.

**Review**

A financial report as of a certain date, usually covering a twelve-month period put together and reviewed, but not audited, by a Certified Public Accountant (CPA).

S

**Scope of Work**

A detailed description of what work is to be done for a specific project.

**Security**

Real estate or personal property used as collateral to back up a loan, which gives the lender tangible property that may be sold upon default to pay off the indebtedness.

**Stakeholder**

Anyone with concern for or about an organization such as board members, trustees, subscribers, members, clients, staff, donors and former donors, foundations, corporations and volunteers.

**Statement of Activities**

One of the primary financial reports for an organization, reporting the income, expenses, and change in net assets for a period of time. See income statement.

**Statement of Cash Flows**

A financial report component summarizing the sources and uses of cash for a period of time. The statement of cash flows is a historical report and is different in form and use from a cash flow projections. See cash flow.

**Support**

Income from voluntary contributions and grants (as distinct from revenue, or earned income).

**Surplus**

Expenses during an accounting period. Surpluses can be measured before or after depreciation and non-operating activities. See deficit.

T

**Technical Assistance**

Help and advice provided on a specialized subject matter.

**Temporarily Restricted Cash (Current)**

Revenue with time or purpose restrictions that are set to be satisfied within twelve months, releasing the unrestricted revenue to the organization within the year.

**Temporarily Restricted Cash (Non-Current)**

Revenue that will not be released from time or purpose restrictions for organizational use for more than a year.

**Temporarily Restricted Net Assets**

Accumulated net assets with a donor-imposed time or purpose restriction that, once satisfied, become released.

**Term**

The length of time that a loan is outstanding.

**Title Reports**

Any of several types of reports, including searches, commitments, and insurance policies, prepared by a title insurance company documenting the ownership history of a real estate property.

U

**Unconditional Promise to Give**

A pledge to make a contribution of cash or another asset without requiring the organization to meet any condition prior to receiving the contribution.

**Underwriting Process**

Process used to analyze the financial condition of the organization and its project (where applicable) in conjunction with the terms and conditions of a loan and the ability of a loan applicant to meet those terms and conditions.

**Undesignated Net Assets**

Unrestricted net assets less board-designated assets and net investments in plant and equipment. This balance represents net assets generally available to meet operating needs.

**Unrestricted Liquid Net Assets**

The estimated amount of unrestricted net assets NOT invested in P&E or board-designated reserves. Essentially this is the liquid amount of unrestricted net assets available to support operations. Also known as undesignated, unrestricted net assets.

**Unrestricted Net Assets**

Funds that have no external restriction as to use or purpose.

W

**Working Capital**

The amount of liquidity (unencumbered cash and near cash) an organization has on hand or accessible (e.g., through a line of credit).

**WEBMASTER'S REPORT**

**Nanette Walker Smith, MEd, LVT, CVT, RVT**

We're finally making great strides to the new website after some timing and image sizing issues. We're hoping to make a full transition to the new site (should not be a change to our website's URL) very soon. Some of the more exciting things happening are getting all of our applications online, to be completed online, and automatically emailed to the board member they need to go to! Hopefully with being able to complete applications online, it will minimize any errors we've had with completion previously. The next hurdle will include paying any fees and dues, and even Fall CE registration, via our website. We're trying to find the most economical way since most credit/debit card transactions have associated fees that we lose money on so either have to pass on to you, or write off the loss. Because we only collect membership and CVT dues biannually (~60/year), and 30-50 registrations for our annual conference each year, we do not meet the minimum transactions PayPal requires per year and far less than the bank requires for a decent fee interest per charge. We'll explain all that more in detail in a forthcoming meeting. If we can tackle these two big hurdles for convenience and membership support, it will be a huge step forward for our Association.

Association computers and software update:

Our other major hurdle involves supporting our volunteer board members by supplying them with WyVTA-owned computers, software, and printer/copier/scanners to ensure they are able to easily complete their assigned jobs without utilizing their own systems at work or home. All the board member will need to supply is the internet connection. The two positions chosen to receive the computer systems are the Secretary and the CVT/Membership board members. These individuals, and all those that are elected to these roles from here on out, will be required to sign an agreement regarding use and care, liability, and ownership rights to each system. These systems will be for WyVTA use only to minimize any issues of loss or corrupted files. The board would like to sincerely thank all of our vendors from the past 3 years of our Fall CE conferences who, without their generous donations and aid, we would be unable to be able to finally overcome this hurdle!!

Once again, a big thank you Zoetis, Idexx, Boehringer Ingelheim, Hills, MWI, and Equashield!

**Find our CE registration on pages 17-19 of this newsletter!**

Nanette Walker Smith, MEd, RVT, CVT, LVT  
Webmaster



## MINUTES

### June 7, 2020 WyVTA Meeting Minutes

**Melanie Beardsley:** I call the meeting to order at 7:09 PM.

I guess we will start with Eastern Wyoming College. I haven't heard anything out of Laurie and am guessing she is job hunting, getting ready for national exam, etc. Hopefully we can rekindle some relationship with students next fall and get some more interest in our organization at that time.

Jackie Breed has some info from NAVTA regarding our Continuing Education day. Anything you want to add to it, Jackie B?

**Jackie Breed:** I reached out to Ryan, our district NAVTA rep, regarding having NAVTA representation at our CE this fall. They are more than happy to send things to give away such as magazines, ribbons, pens, etc. At this time they cannot send a person to attend but can look into doing a video call. It's pretty brief, but that is the info I got from NAVTA.

**Melanie Beardsley:** Does anyone have any input/thoughts on this? I'm not sure when we would fit a video call in our CE day. I say we will for sure take some of the goodies they want to send. We may have to decide on the video call later.

**Jackie Breed:** I will get the goodies on order and work with Ryan to determine how long we can hold off on committing to a video call.

**LeAnne Williams:** Do we know if we are having our CE in person or over Zoom yet? And if all the speakers are booked?

**Dena Wallace:** Julie Squires is booked. Assistant State Veterinarian Dr. DeGroot is working on topics for me.

**Melanie Beardsley:** We may not know for sure until Aug/Sept. I'm really hopeful that we can have it in person. Tom, do you have thoughts?

**Tom Page:** In Casper we can have meetings up to our number of attendees.

**Dena Wallace:** Veterinary Cancer Society is in October every year; they just sent me a survey about participating in an online conference this year.

I am also hoping that we can have the event in person.

**Tom Page:** We might have to consider a cap on the number of people due to social distancing requirements by the hotel.

**Melanie Beardsley:** Agreed, though that number could go up or down significantly between now and then. We should stay in communication with the hotel about this, Dena.

**Dena Wallace:** I can call them this week.

**Melanie Beardsley:** They will likely be the first to know of changes. This could change next week/month. They are pretty good about communication, but everyone is dealing with constant change regarding COVID. A call will keep us on their radar, so I think it's a good idea.

**Tom Page:** Just a side note. The Wyoming Veterinary Medical Association has cancelled their June meeting.

**Melanie Beardsley:** Jackie V, do you have anything to share from your post?

**Jackie Van Noy:** I have four applications to process but haven't had computer access. I was going to use the work computer until the organization computer shows up, but COVID restrictions are keeping us out of the clinic unless it is a scheduled shift.

**Nanette Walker Smith:** If we are waiting for the Veterinary Technician National Exam scores for applications, then we need to send those people applying a message nicely stating that right now everything is delayed. The American Association of Veterinary State Board's processing of tests scores is stretched out over three months now as opposed to the normal month to six weeks. If that can't be done, then a phone call needs to be made, or a letter typed and sent.

**Melanie Beardsley:** I just got an e-mail notification from AASVB about a person that took it in December. I think they are closer to six months off! Not our fault on that front, but we do need to communicate that.

**Nanette Walker Smith:** Sadly, delays vary across state regulations due to COVID. Membership should be pushed through regardless. We don't have to wait VTNE scores for that. If help is needed, the Secretary can assist Jackie V, or I can.

**Melanie Beardsley:** Agreed, Nanette. I think we need better communication with folks.

**Jackie Van Noy:** I don't have any computer access because of COVID. I was hoping the Association computer was going to be here sooner. As soon as I can go into the clinic outside of my normal shift, I can get some tasks taken care of.

**Melanie Beardsley:** Could we also put something on Facebook? Let folks know that we are just now starting to get test results from the national exam taken in December, and that COVID has delayed processing of membership applications?

**LeAnne Williams:** I think that's a good idea Mel and I'm more than happy to send emails to anyone wanting an answer.

**Nanette Walker Smith:** Keeping our new members and Certified Veterinary Technicians happy will keep them members and CVTs, and hopefully help them become active members. That was one of our goals discussed last year and the previous year.

**Melanie Beardsley:** Is there anything more we can do to help you in the meantime, Jackie V? I can respond to the two people that I have e-mailed and let them know that things are behind due to COVID. I can also contact the folks that contacted Tom regarding Membership and Certification. I'll e-mail you all of the ones I talk to, so we don't double do it when you get back to a computer.

**Nanette Walker Smith:** Jackie V, please check your CVT/Membership email because I think I sent one your way as well.

**Melanie Beardsley:** Could we maybe have LeAnne send an e-mail to our membership roster about it all being delayed? Many of these applicants are probably already working with some current members. Maybe that would help get the word out?

**LeAnne Williams:** OK, sounds good.

**Melanie Beardsley:** Moving on to Tom's agenda now.

**Tom Page:** Was there anything in the PO Box for Scholarships?

**Jackie Van Noy:** I haven't seen anything yet. I checked the box yesterday.









**Melanie Beardsley:** Let's discuss computers. The estimate from Newegg that we discussed/approved last time expired.

Account Executive:

Stacey J

Total:

**\$2,725.68**\* All information contained within this price quote is valid until **May 26, 2020**

	HP 3 Year Next Business Day Onsite HW Support W/Accidental Damage Protection-G2 For Notebooks Qty: 2
	Seagate 1TB Backup Plus Slim Portable Hard Drive USB 3.0 Model STHN1000403 Red Qty: 2
	4 Year Electronic Protection Plan For Item#:9B22-184-801 Qty: 2
	Logitech M500 Black Tilt Wheel USB Corded Laser 1000 dpi Mouse Qty: 2
	4 Year Electronic Protection Plan For Item#:9B26-104-328 Qty: 2
	Brother International - TN760 2PK - Brother TN760 Toner Cartridge - Black - Laser - High Yield - 3000 Pages Black (Per Qty: 1
	HP 15 Notebook, 15.6" HD Touch Display, Intel Core i5-1035G1 Upto 3.6GHz, 8GB RAM, 256GB NVMe SSD, HDMI, Card Reader, Wi-Fi, Bluetooth, Windows 10 Pro Qty: 2
	Brother HL-L2395DW Compact Monochrome Laser Printer w/ Flatbed Copy & Scan, Wireless Printing, NFC and Cloud-Based Printing & Scanning Qty: 2
	4 Year Electronic Protection Plan For Item#:9SIV18MAR88568 Qty: 2

*Tom Page:* The protection plans have added to the cost. I admit I didn't think of those last month.

**Melanie Beardsley:** Agreed. Nanette also mentioned jump drives and carrying cases for both computers. The new estimate is \$2725.68. Nanette recommended approving a total of \$3000 to cover the computers, cases, and jump drives. Does anyone have any questions/thoughts? She is getting a quote from Dell, just in case she can find our bundle at a better price.

*Tom Page:* [I motion to approve \\$3000 to the computer budget.](#)

*LeAnne Williams:* I second.

**Melanie Beardsley:** Motion passes.

*Nanette Walker Smith:* My only issue right now involves shipping. Shipping dates are getting pushed farther and farther out depending on stock on hand and where parts need to come from. I'm trying to stay on top of this as much as possible. I'd like to place this order this week. Thanks for increasing the cost limit.

**Melanie Beardsley:** Yes, at this point, I think we need to go with what is available as opposed to best price. It's not likely to get better. We need to get the order placed so we can move forward with this. It will be vital for Jackie V and will help at the annual meeting, too.

*Tom Page:* I think these computers will help our Association improve and move forward, especially if we have to offer online CE.

**Melanie Beardsley:** Does anyone have questions or thoughts on the website?

Thank you, Nanette, for all of your work on the website and everything else.

*Nanette Walker Smith:* I was hoping to have it close to going live by this weekend for our meeting, but the Membership/CVT pages had to be completely redone. Once Viki has the first batch worked on, I'll look them over and when it's ready for the boards' eyes, I'll send out an email. It will need to be looked at and played with by everyone within a couple of days of receipt of that email so we can get anything fixed and move on. Jackie V and Deana that really means you two. If you can't access it on a computer, you have phones. I'll need to know ASAP.

**Melanie Beardsley:** Dena, do you have anything to add to Nanette's notes here?

*Dena Wallace:* I have spoken with Dr. DeGroot, the assistant state veterinarian. He is putting together notes on these topics: Equine Infectious Anemia, Coggins Testing, Brucellosis, Tuberculosis, and Antimicrobial Restrictions in Large Animal medicine. He said he would get them to me as soon as he can. He said he is not sure he can charge a speaker's fee "since [he is] a ward of the state."

*Tom Page:* Nanette is going to want to know if we can get those notes right away for submission to the state for CE hours approval.

*Dena Wallace:* I have Julie's, I just didn't know how to submit them.

*Tom Page:* They go to Nanette.

*Dena Wallace:* I just emailed Nanette Julie's information. I will send Dr. DeGroot's when I have it.

**Melanie Beardsley:** I think that was one of the things going into the Vice President notebook, Tom. But, yes, Nanette has all the details on that program. I am excited about Nanette's comment of updating books at the CE so we are all on the same page!

If you don't have anything else, Dena, we will move on.

*Dena Wallace:* Nothing else, just the same crickets from prospective sponsors.

**Melanie Beardsley:** OK, great! If you need errands done in Casper between now and then, let me know.

We already covered scholarships. Hopefully someone will apply.

There was a note in my notebook about the Nomination Committee. Tom, I'm assuming that is for board members and has nothing to do with the scholarship?

*Tom Page:* I will have to review.

**Melanie Beardsley:** The scholarship committee is already squared away as far as I know, and we don't really nominate for the scholarship. Nanette, maybe you can help clarify. My notebook says something about setting the Nomination Committee. It didn't specify in my book what it was for and was kind of mixed in with scholarship notes. I'm assuming it was for nominations for board members for next year.

*Nanette Walker Smith:* It should be for the Nomination Committee for the board for next year.

**Melanie Beardsley:** That's what I understood. The Committee being a few people that can make sure the candidates that are nominated are eligible for the position, correct?

*LeAnne Williams:* Are the people that make up the committee ones outside of the board?

*Nanette Walker Smith:* The Nomination Committee has a specific make up detailed in the Constitution and Bylaws. In the notebook there should be a list of Board positions. If not, let me know and I'll resend it to everyone as far as what each position does. Each person must be an active member in good standing when the vote happens. The other specifics are in the CBs.

**Melanie Beardsley:** OK, I'll have to review that. The President notebook says to "set committee", so it's not something we vote on?

*Nanette Walker Smith:* Correct, not something we vote on.

**Melanie Beardsley:** Great! Then I just wanted to remind everyone in upcoming newsletters to add a little about your board position to try to stimulate some more interest in folks helping us out. Maybe something else we could add to Facebook?

*Nanette Walker Smith:* Can do! I would love to have registration information up ASAP so I can start pumping out weekly information.

**Melanie Beardsley:** I think that is all I have for the night! Anyone else have anything that needs added?

*Nanette Walker Smith:* LeAnne, make sure to include the entire Scholarship packet in the newsletter again.

*LeAnne Williams:* I don't think I've ever received that. Where can I find it? Or can you email it to me?

*Nanette Walker Smith:* I will email it.

*LeAnne Williams:* Thanks.

*Nanette Walker Smith:* [Motion to adjourn](#)

*LeAnne Williams:* [I second](#)

**Melanie Beardsley:** [Motion passes.](#) Meeting adjourned at 8:50 PM. Thanks everyone for all of your hard work!

## July 12, 2020 WyVTA Meeting Minutes

**Melanie Beardsley:** I call the meeting to order at 7:13 PM.

*Jackie Van Noy:* I have two certifications to process. Deana just dropped one of them off this afternoon. Other than that, I think I am all caught up.

**Melanie Beardsley:** I have not received any more e-mails or calls of frustration from folks. I told the ones that had contacted me to reach out again if they didn't hear from you. I'm guessing we are good.

*Tom Page:* Was there anything for scholarships in the PO Box?

*Jackie Van Noy:* Nothing as of yesterday.

*Nanette Walker Smith:* So, no scholarship awarded this year.

**Melanie Beardsley:** Again.

*Nanette Walker Smith:* The testing and processing of the Veterinary Technician National Exam scores is so behind. Did we ever get in touch with Eastern Wyoming College?

**Melanie Beardsley:** Regarding the scholarship?

*Nanette Walker Smith:* Yes, Mel.

*Tom Page:* I sent stuff for the online posting back in early April.

*Nanette Walker Smith:* Tom, did you ever talk to anyone?

*Tom Page:* Emails only. No answers on the phone call or two that I placed.

**Melanie Beardsley:** I'm not surprised, Tom. My coworker that is going this fall has had a terrible time getting to speak to someone about her questions.

*Nanette Walker Smith:* There is no motion to make regarding the scholarship. LeAnne, we need to announce in the newsletter that no applications were received, so sadly, no scholarship for \$500 will be awarded this year.

**Melanie Beardsley:** Shall we talk website?

*Nanette Walker Smith:* The draft is up. It must be tested this week. When checking the draft site, the URL you send me will be the URL of the page you are on where you first find an error or have a question. If you need to walk me through page by page, you can do that too. Please, also include what browser you are using (i.e. Apple or Edge, etc. and version if it's an older one).

LeAnne, if you can holler before you are ready to send out the newsletter, I'll let you know what date we can put on there for when it will be live or if it's already live.

**Melanie Beardsley:** Do you have any updates, Jackie B?

*Jackie Breed:* Nothing from my end.

**Melanie Beardsley:** OK, we will move on with Nanette's update.

*Nanette Walker Smith:* At long last computers are on their way to Wyoming to keep our tax deduction. We saved about \$300-400. We have one more laptop coming. The rest are all at Dena's because she's closest to me. The delay lost us the HPs, but Lenovo is very comparable.

*Dena Wallace:* Nanette, I will be out of town all next week, but my husband is here to sign for the last Lenovo.

*Nanette Walker Smith:* I will drive up there as soon as it's delivered and pick everything up. We'll get them set up as soon as possible. Then we'll go from there on how we want to get them to LeAnne and Jackie V.

Anything else we purchase from Newegg, including toner, is tax deductible.

**Melanie Beardsley:** So, we should order that from them in the future. Noted.

*Nanette Walker Smith:* Any questions?

**Melanie Beardsley:** No, just gratitude!

*Nanette Walker Smith:* Next is the draft for both the membership card and the certificate card. Please read that info: comments on the 3 a, b, c.

3. Draft of new member and new certification cards. I need comments/revisions, and a motion to approve to get these printed either at Staples or VistaPrint; whomever is cheaper. I'm shooting for a price break which will probably be 500 or maybe 250 using our artwork.
  - a. I'm guessing a maximum of \$30 on glossy face (so someone can't erase their valid dates).
  - b. White background or light tan? We will have brown lettering, and the buffalo is brown.
  - c. Do we want anything on the back? It will cost more, but I wanted to double-check.

Jackie V, some comments on the glossy option: if you use a pen-tip Sharpie to fill in the areas, you'll be in good shape. Perhaps a colored one rather than black?

**Melanie Beardsley:** Could people use isopropyl alcohol and change information with the Sharpie, or would it wreck the glossy finish?

*Nanette Walker Smith:* We should be able to note any attempt to change a glossy finish.

*Jackie Van Noy:* Is a sharpie going to smear on glossy? Every other ink does.

*Nanette Walker Smith:* I will definitely ask before I order. I'm going to get quotes from Staples and from VistaPrint.

**Melanie Beardsley:** For sure ask before ordering. I would also be concerned that someone would wipe it off with alcohol, like if you get Sharpie on a whiteboard. If so, someone could easily change it at least once or twice. Maybe they would have some samples you could play with?

*Nanette Walker Smith:* Hopefully we can get Angela to make the invoices similar to this, so we send those out each year

*Dena Wallace:* We won't need anything on the back, will we? There is room on the front for the renewal cycle.

**Melanie Beardsley:** I can't imagine what we would put on the back.

*Nanette Walker Smith:* Something we can't do is put the WyVTA CVT number on them because it would be inconsistent with changes in the spreadsheet. I guess I could put "CVT" on the Active Certification one.

**Melanie Beardsley:** Well, you already have "Certified Veterinary Technician" written out.

*Nanette Walker Smith:* Is everyone good with the white background?

*Dena Wallace:* White is good.

*Jackie Van Noy:* The cards that are going out now are white.

**Melanie Beardsley:** Tan would look nice, but I think our writing will look better on the white.

Next on the agenda, our Continuing Education conference and annual meeting.

*Dena Wallace:* I spoke to the Ramkota Inn. As of now we can have a gathering of up to 50 people. Changes can still be made on a daily basis.

We have the same deal as last year as far as the contract goes. There will be an added fee for lunch because we can no longer self-serve. The catering manager did ask that we periodically check back for changes.

The hotel did not mention a cancellation fee, but I will email the sales director about it.

*Nanette Walker Smith:* Dena, I've been keeping an eye on seminars and conferences nationwide. There are a lot of differences with cost, ranging from free to standard fee, and changing from onsite to online.

**Melanie Beardsley:** Our cases have been climbing, but they have kept the 50 people limit for a few weeks now. I'm hopeful it will stay.

*Nanette Walker Smith:* Ok, good to know. I think we should plan on a stadium-seating with spacing, rather than tables.

**Melanie Beardsley:** They will allow six people per table with six feet between tables.

*Nanette Walker Smith:* We may need to request masks. We can only require it if the Wyoming governor does.

Dena, you and I need to finish the contracts, even Dr. DeGroot's. If we're not paying him, the wording reverts to an in-kind donation to the Association.

*Dena Wallace:* I have had trouble getting in touch with Dr. DeGroot.

*Nanette Walker Smith:* Do you have his information? I'll contact him.

*Dena Wallace:* I have his state email. I'll forward it to you.

*Nanette Walker Smith:* Do you guys want to talk about the CE fee now? Dena, the ball is in your court.

**Melanie Beardsley:** Personally, I'm leaning toward something similar to what we have done in the past.

*Dena Wallace:* What was the fee last year?

*Nanette Walker Smith:* Here are last year's fees:

If Postmarked by August 15, 2019:

-American Veterinary Medical Association Accredited Veterinary Technician Program Students: FREE; or

-WyVTA Members: \$75 Saturday only; \$50 Sunday only; or \$105 Saturday & Sunday; or

-Non-Members: \$100 Saturday only; \$75 Sunday only; or \$125 Saturday & Sunday.

-If Postmarked after August 15 or onsite\* (regardless of membership status): \$135

\* Includes: Saturday buffet lunch (meat and vegetarian selections), mid-morning and mid-afternoon snacks.

I think our rates are very reasonable for the amount of CE, so I see very little need to change much.

**Melanie Beardsley:** I agree, Nanette.

*Dena Wallace:* Since I am lagging far behind, maybe set the deadline a little later.

**Melanie Beardsley:** Our meeting date is a week later this year, so that should be fine.

*Nanette Walker Smith:* We could extend to August 31<sup>st</sup>, and then after that it's all the same price. That way we really know how many people are coming. If we have to do a last-minute jump to virtual, we will have all their contact info, and it will be easier to do.

We need to factor in hotel costs slightly, but it sounds pretty close. My concern is that we had awesome donations last year. This year we are flush, but I hate to kill all that work Tom and others did over the last few years.

*Tom Page:* I have seen several venues not do up-charges for food until the last minute (when total number of attendees has to be turned in).

*Nanette Walker Smith:* Food's an issue for sure. The real financial hurt will come if we need to do a massive switch from in-person to virtual. Then we might owe the hotel, or we might owe Dr. Squires for travel fees and cancellation of a plane.

*Tom Page:* If we have to change, we have to; it is what it is.

*Dena Wallace:* If we have to change to a webinar, that would be a fee would replace hotel charges.

*Nanette Walker Smith:* Do we want to keep those fee rates then Dena?

That will need a vote.

*Dena Wallace:* Yes, I checked yesterday and the range of \$600-900 is still fair for travel for Dr. Squires from Atlanta, GA to Casper, WY.

*Nanette Walker Smith:* I found cheaper flights when I looked ranging from \$400-\$600.

*Tom Page:* Is Ramkota doing a free room this year?

*Dena Wallace:* Yes, same terms as last year.

**Melanie Beardsley:** Can we motion to leave the CE rates the same for this year as last year? Or is more discussion needed?

*Nanette Walker Smith:*

If Postmarked by August 31, 2020:

-WyVTA Members: \$75 Saturday only; \$50 Sunday only; or \$105 Saturday & Sunday; or

-Non-Members: \$100 Saturday only; \$75 Sunday only; or \$125 Saturday & Sunday

-If Postmarked after August 31 or onsite\* (regardless of membership status): \$135

-AVMA Accredited Veterinary Technician Program Students: FREE.

**Melanie Beardsley:** I'm inclined to not offer it free to students due to the potential limit on the number of people.

*Nanette Walker Smith:* The registration will show the correct dates and fees as discussed above for this year. Discussion is free for students. Does anyone remember how many we had last year?

*Dena Wallace:* How many total attendees last year?

*Nanette Walker Smith:* 14 non-members, 3 Doctors of Veterinary Medicine, 20 Certified Veterinary Technicians; for a total of 37 people. Our income was \$3880 from the registrations.

*Dena Wallace:* We would be well within the 50 people limit then. Do we need to add to the flyer a limit of 50 people, including ourselves? It seems kind of cold, but necessary in these times.

**Melanie Beardsley:** I don't think we should put it on the flyer just yet, it could still change. Maybe we can add a blanket statement about attendance being limited due to COVID, so register early.

*Nanette Walker Smith:* There is a lot of CE out there, not all is approved. Ours will say approved and hopefully people will understand that. Dena, do you want me to work on the registration page since you'll be out of town this week? I can get the draft done.

*Dena Wallace:* That would be very helpful, thank you.

**Melanie Beardsley:** Once it is done, we should send it to neighbor states' Associations' Facebook pages.

*Nanette Walker Smith:* I believe those are in Dena's notebook.

*Tom Page:* I motion to keep the rates the same as last year.

*Dena Wallace:* I second.

**Melanie Beardsley:** Motion passes.

Do we need more discussion regarding free student attendance?

*Nanette Walker Smith:* The numbers of students attending probably will be below a count of five. I'd still like to encourage students to come.

I motion to continue offering Free Fall CE to AVMA accredited students.

*Tom Page:* I second

**Melanie Beardsley:** Motion passes.

*Nanette Walker Smith:* I want to say thank you to Angela for putting this definitions list together. (Listed under Treasurer's Report)

I believe this document should be added to all of the Notebooks, yes?

**Melanie Beardsley:** Yes! I think that would be a great idea, Nanette! I'm assuming we don't want to go through the whole list of term in detail tonight.

*Nanette Walker Smith:* We need LeAnne and Angela to go back into the newsletters and make absolutely sure that all of the months are accounted for with board motions/votes/approvals for each month. The change to the new format wasn't seamless. These newsletters are posted for public viewing.

**Melanie Beardsley:** Before we move on, I just want to let everyone know that the **computer totals that the Association will be reimbursing Nanette for is - \$2836.73**. We already voted on it and the total is less than the voted maximum. Therefore, we don't need to vote again. This is more of a FYI.

*Nanette Walker Smith:* For the record, I won't be asking for reimbursement for driving to Wyoming to get them from Dena.

**Melanie Beardsley:** Here is May's Statement of Financial Position from Angela.

Wyoming Veterinary Technician Association	
STATEMENT OF FINANCIAL POSITION	
As of May 31, 2020	
	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
CLASSIC BUSINESS CHECKING (3501)	24,381.13
Undeposited funds-No use	-510.00
<b>Total Bank Accounts</b>	<b>\$23,871.13</b>
Accounts Receivable	
Accounts Receivable (A/R)	-40.00
<b>Total Accounts Receivable</b>	<b>\$ -40.00</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$23,831.13</b>
<b>TOTAL ASSETS</b>	<b>\$23,831.13</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	14,968.60
Retained Earnings	9,909.10
Net Revenue	-1,046.57
<b>Total Equity</b>	<b>\$23,831.13</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$23,831.13</b>

*Nanette Walker Smith:* I believe the \$40 spent were those overpayments on dues that we got squared away with Angela last month. She was going to send checks out.

**Melanie Beardsley:** Yes, I believe that is true, Nanette.

*Nanette Walker Smith:* I motion to approve May's 2020 Treasurer report

*Tom Page:* I second

**Melanie Beardsley:** Motion passes.

We will move on to June

## Wyoming Veterinary Technician Association

## STATEMENT OF FINANCIAL POSITION

As of June 30, 2020

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
CLASSIC BUSINESS CHECKING (3501)	24,681.13
Undeposited funds-No use	-510.00
<b>Total Bank Accounts</b>	<b>\$24,171.13</b>
Accounts Receivable	
Accounts Receivable (A/R)	-90.00
<b>Total Accounts Receivable</b>	<b>\$ -90.00</b>
Other Current Assets	
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$24,081.13</b>
<b>TOTAL ASSETS</b>	<b>\$24,081.13</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	14,968.60
Retained Earnings	9,909.10
Net Revenue	-796.57
<b>Total Equity</b>	<b>\$24,081.13</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$24,081.13</b>

\*As of July 2020, the Wyoming Veterinary Technician Association has of yet to approve the June Treasurer's report.

*Nanette Walker Smith:* What are the undeposited funds for \$510? The VTNE?

**Melanie Beardsley:** I texted Angela. Should we move on and come back to this if she responds?

*Nanette Walker Smith:* This is what needs to be edited on the Treasurer Reports that get published to the newsletter. Members, and anyone looking at our treasury, need to have transparency. It shouldn't say individual's names, but it can say business' names (i.e. AAVSB - VTNE score fee). That information has to be in there or in the future no one will have a clue and a total dig through treasury will be needed. It can be this printout, just notations for what funds are for. Retained earnings, for example; that definition needs to be included on the report. Otherwise to the untrained person it says someone's getting paid.

**Melanie Beardsley:** Yes. We need some way to add a little more detail. I'll include that in my e-mail to her.

Shall we vote on June next meeting, then?

*Nanette Walker Smith:* Yes please. June's report can be placed in the newsletter with a note that it will be voted on at August's meeting.

**Melanie Beardsley:** Moving on.

Dena, is your news official yet?

*Dena Wallace:* Equashield's final word as of Friday is that they are paying the \$1750 for Julie Squire's speaking fees. The check is in the mail.

*Nanette Walker Smith:* Could you get me a jpeg logo please?

*Dena Wallace:* Ok, I'll ask for the official one.

**Melanie Beardsley:** Is there anything else from you, Dena? Anything you need me to do?

*Dena Wallace:* Dr. De Groot has agreed to speak, but like I said, I haven't had great communication with him. He is a busy man.

**Melanie Beardsley:** I think the rest of mine and Tom's updates have been covered already.

*Tom Page:* I have active conversations going with Covetrus/Elanco, and a local compounding company. Others, Nutramax and Idexx, wanted to see how things were going to go this fall.

**Melanie Beardsley:** I have a couple potential donors I need to check back in with, too.

*Nanette Walker Smith:* We should probably take inventory soon on the conference items we do have leftover (i.e. lanyards, name badges, etc.) so we know what we may need to purchase.

*Tom Page:* I was just thinking about that. I will look into it. I know I have some left over.

**Melanie Beardsley:** I know Angela was going to submit some receipts for reimbursements, but she didn't get them to me.

*Nanette Walker Smith:* We are 60 days from conference as of today!

When you talk to LeAnne, tell her to get as much of the newsletter ready to go by Friday, so all we have to do is dump in the website information.

**Melanie Beardsley:** Is there a motion to adjourn?

*Nanette Walker Smith:* So moved.

**Melanie Beardsley:** Motion passes. Meeting adjourned at 9:16 PM. See you next month!

## **JOB BOARD:**

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, Facebook page, and in this newsletter for posting details.

## **JOB POSTINGS!**

### **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](mailto:taylor.haley@alpineanimalhospitalpc.com)

### **Fort Morgan Veterinary Clinic-Certified Veterinary Technician**

The duties are consistent with that of a Certified Veterinary Technician.

We are a mixed animal practice in North-Eastern Colorado with 5 doctors. The newest technician would work almost entirely with small animals, although potential exists to work on large if desired (not required). You would be learning from three of the greatest technicians ever!

We have an in-house Heska blood machine, digital x-ray processor, and a cold laser treatment that we want to utilize more. We do not board animals but do employ a full-time veterinary assistant/kennel technician. Technicians would have to clean a cage or two.

Requirements include an active, or working toward, Colorado CVT credential (through <https://cacvt.org/>), ability to stand on your feet for several hours, ability to communicate well with co-workers and clients, and animal restraint knowledge. We work hard but like to have fun as well!

Benefits include a monthly medical benefit and paid time off after 90 days of employment, credentialing fees and continuing education (up to \$500 biannually), and after one year of employment, matching up to 5% wages in a 401K. Benefits can be further discussed in an interview.

**\*\*To apply\*\***

Please email to: [fortmorganvetclinic@gmail.com](mailto:fortmorganvetclinic@gmail.com),

Fax to: 970-867-6270

Snail mail to: 1215 E. Burlington Ave., Ft. Morgan, CO 80701.

Job closes when we find the right candidate.



2020 Executive Board of the Wyoming Veterinary Technician Association

Board Member	WyVTA Email Address	2020 Position
Melanie Beardsley, CVT	<a href="mailto:President@wyvta.org">President@wyvta.org</a>	President
Tom Page, CVT	<a href="mailto:PastPres@wyvta.org">PastPres@wyvta.org</a>	Past President; Scholarship Committee Chair
Dena Wallace, CVT	<a href="mailto:VicePres@wyvta.org">VicePres@wyvta.org</a>	Vice President
Angela Lance	<a href="mailto:Treasurer@wyvta.org">Treasurer@wyvta.org</a>	Treasurer
LeAnne Williams, CVT	<a href="mailto:Secretary@wyvta.org">Secretary@wyvta.org</a>	Secretary
Jackie Van Noy, CVT	<a href="mailto:CVT_Members@wyvta.org">CVT_Members@wyvta.org</a>	Membership & Certification
Jackie Breed, CVT	<a href="mailto:NAVTARep@wyvta.org">NAVTARep@wyvta.org</a>	NAVTA Representative
Cambria Harmon, CVT		Member-At-Large
Deana Baker, CVT		Member-At-Large
Laurie Luhr		EWC Student Rep-sophomore
		EWC Student Rep-freshman
Nanette Walker Smith, CVT		Webmaster

**Keep reading:  
Fall CE Conference  
information  
coming up next!**

**See you  
in Casper, WY  
on September 12 and 13  
for some AWESOME  
CE  
plus  
our Annual Meeting and  
Board Elections**





## Wyoming Veterinary Technician Association 2020 Annual Continuing Education Conference

**Saturday & Sunday, September 12<sup>th</sup> & 13<sup>th</sup>, 2020**  
Saturday: 8:00am – 5:00pm; Sunday: 8:00am – 12:00pm

**1.5 Days of CE with no price increase!**

### Location: Ramkota Hotel

800 N. Poplar, Casper, WY 82601  
307-266-6000 \* [www.RamkotaCasper.com](http://www.RamkotaCasper.com)  
**Reserve early, limited number of rooms reserved**

**Reserved Room Rate:**  
\$87.00/per person + taxes  
**Group Code:**

**WY Veterinary Technician Association**

\*\* If we need to hold the conference virtually, (due to COVID): [ZOOM.us](https://www.zoom.us)

### Up to 13 hours of CE

WyVTA approved for  
Certified Veterinary Technicians  
Wyoming Board of Veterinary Medicine  
pending approval for veterinarians

### Contacts:

#### Registration Questions:

Dena Wallace

[VicePres@wyvta.org](mailto:VicePres@wyvta.org) 303-501-5524

**Nominations:** Melanie Beardsley

[President@wyvta.org](mailto:President@wyvta.org) 307-399-0361

### REGISTRATION\*:

**Checks and applications must be submitted/postmarked by August 31, 2020:**

- AVMA Accredited VT Program Students: **FREE; or**
- WyVTA Members: \$75 Saturday only; \$50 Sunday only; **or** \$105 Saturday & Sunday; **or**
- Non-Members: \$100 Saturday only; \$75 Sunday only; **or** \$125 Saturday & Sunday

**If Postmarked after August 31 or onsite\*\* (regardless of membership status): \$135**

\*Registration includes: Saturday buffet lunch (*meat and vegetarian selections*),  
mid-morning and mid-afternoon snacks; Sunday mid-morning snack

\*\*Luncheon selection not guaranteed for onsite registrations

## Guest Speakers:

### **Julie Squires, BA, Certified Compassion Fatigue Specialist (CCFS), Certified Life Coach, Founder & Principal of Rekindle, LLC**

Julie Squires is a Compassion Fatigue Specialist and Certified Life Coach who brings a unique perspective and approach to support the sustained energy and passion of those that work with and for animals in the emotionally challenging fields of veterinary medicine, animal welfare, lab animal research, animal advocacy and conservation/environmentalism. She does this in a very distinct way, by empowering them to help themselves through easy-to-implement, yet powerful tools that allow them to see that they have much more control over their emotional lives than they realize. Julie has over twenty-five years of experience within leading organizations, developing and executing training, workshops and 1:1 coaching, most notably for Nestle Purina, Bayer Animal Health and IDEXX Laboratories.

### **Brad DeGroot, DVM, Assistant Wyoming State Veterinarian – Livestock Board, Animal Health**

As the Assistant State Veterinarian, Dr. DeGroot spends a considerable amount of time handling the livestock herd health. The Wyoming Livestock Board Animal Health Unit exercises general supervision over and protection of the livestock interests of the state from disease by implementing board rules and regulations, assisting in enforcement, monitoring the import of livestock and biologic agents into the state and disseminating lawful and accurate information. Most recently this included Rabbit Hemorrhagic Disease 2 affecting wild rabbits, but concerning rabbit producers as well.

## SCHEDULE:

### **Saturday, September 12, 2020:**

#### **Going Beyond Compassion Fatigue: Julie Squires, BA, CCFS**

- **8:00am-8:50am:** Compassion Fatigue Reboot
- **8:50am-9:40am:** The Antidote to Compassion Fatigue

9:40am-10:00am: Mid-Morning Break

- **10:00am-10:50am:** How to Feel Better: Part 1
- **10:50am-11:40am:** How to Feel Better: Part 2

#### **11:40am-12:55pm: Annual WyVTA Membership Meeting, 2021 Board Elections & Luncheon**

- **1:00pm-2:00pm:** Radical Self-Care
- **2:00pm-2:45pm:** Creating and Enforcing Boundaries

2:45pm-3:00pm: Mid-Afternoon Break

- **3:00pm-4:00pm:** Completing the Stress Cycle
- **4:00pm-4:45pm:** Mindfulness: Creating Calm in the Midst of Chaos

### **Sunday, September 13, 2020**

#### **Wyoming Livestock and Animal Health Unit Topics: Brad DeGroot, DVM**

**8:00am-9:40am:** Over the Counter Antibiotics: What is Coming Down the Pike Regarding Antimicrobial Use Regulations

9:40am-10:00am Morning Break

**10:00am-11:40am:** Tuberculosis and Brucellosis and Why We Test

***\*Please complete your conference evaluation and turn it in to registration to receive your CE Certificate before you leave the hotel. Thank you for attending!***

## Wyoming Veterinary Technician Association 2020 Continuing Education Registration Sept 12<sup>th</sup> & 13<sup>th</sup>, 2020

\*PLEASE NOTE: This conference will be LIVE, in-person at the Ramkota Hotel in Casper, WY.  
**Register early as space will be limited** due to ongoing Coronavirus limitations for social distancing.  
Masks will be required during sessions, but not during luncheon.

*\*\*Should the conference need to go virtual due to state regulations, hotel recommendations, or the WyVTA Board determines it is best for the safety of our membership/registrants, those registered will be notified immediately and the conference will be held virtually on ZOOM.us.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  CVT  DVM

Mailing Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Best Contact Phone Number: \_\_\_\_\_

Best Email: \_\_\_\_\_

**WyVTA member?** (circle one) Yes No      **WyVMA member?** (circle one) Yes No

Registration: (Select one)

- Early AVMA Accredited VT Program Students \$FREE** (Postmarked on or before August 31<sup>th</sup>)  
School name: \_\_\_\_\_  
Director name: \_\_\_\_\_ Phone: \_\_\_\_\_
- Early WyVTA OR WyVMA Member Registration** (Postmarked on or before August 31<sup>th</sup>)  
\$75 - Saturday only  
\$50 - Sunday only  
\$105 - Saturday & Sunday
- Early Non-Member Registration** (Postmarked on or before August 31<sup>th</sup>)  
\$100 - Saturday only  
\$75 - Sunday only  
\$125 - Saturday & Sunday
- Late Registration**, regardless of membership \$135 (Postmarked after August 31<sup>th</sup>)

**Make checks payable to: Wyoming Veterinary Technician Association**

**Please mail registration with check or money order payment included to:**

**Send to:** Dena Wallace, VP, WyVTA  
371 Road 228A, Horse Creek, WY 82061

**Payments MUST BE postmarked by August 31** to ensure processing.

Please contact Dena if any questions at 303-501-5524.