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## PRESIDENT'S MESSAGE

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

President 2020

I know we are all watching the progress of the COVID-19 virus as it inches closer to home. I'm certain the next few weeks will be interesting and stressful for us all! The biggest update regarding the virus and the association as of this moment is that there are some changes/postponing for new technicians to take the national exam.

### From the American Association of Veterinary State Boards:

"Effective immediately, for candidates whose testing center has been closed, appointments for the Veterinary Technician National Examination (VTNE) can be rescheduled at no cost to the candidate during the extended exam window.

Candidates scheduled between March 15-April 15, will be able to reschedule at no cost. Initially the exam window has been extended to May 15."

There could be changes to this over the next few weeks. If you are taking the test or know someone that is taking it, please be watching for updates from them/us! In the meantime, stay healthy!

We are still working on finalizing speakers for the CE September 12-13th. We are excited to announce that Julie Squires from [www.rekindlesolutions.com](http://www.rekindlesolutions.com) will be one of our speakers. Julie specializes in helping veterinary professionals with compassion fatigue. She has done training for many large companies in our industry and is excited to be joining us! We have had many requests for this topic to be covered the last few years. We are excited that this is the year it is happening!

We have had a few job postings come our way the last couple of months. Let us know if you are looking for a change, looking for help, or if you are a student in search of clinical hours. We are here to help!

Melanie Beardsley, CVT  
2020 President, WyVTA

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

**NEXT MEETING is February 9th @ 7pm MT**

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

April 5<sup>th</sup>  
May 3<sup>rd</sup>  
June 7<sup>th</sup>

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:**

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

## MEMBERSHIP & CERTIFICATION

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

We are receiving new applications for memberships all the time!  
Email [CVT\\_Members@wyvta.org](mailto:CVT_Members@wyvta.org) with any questions!

## NAVTA Update

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

What does the NAVTA Leadership Summit bring to the table for veterinary technicians? Networking, communication, and of course, leadership.

Walking into the room, we were greeted by CEO's, veterinarians, NAVTA board members, veterinary technicians and staff, like ourselves. All of these people here gathered for the same agenda: networking. Some of them came to present their stories of success and how they have elevated the organizations they are involved in to succeed. Many of us were there to soak up as much information as possible and bring it back to help the organizations we are involved with to continue to excel. Every single person in the room was more than eager to share knowledge and accept suggestions whenever there was an idea or concern presented.

The Leadership Summit brings together a variety of veterinary professionals from all corners of the country with the intent to better the veterinary profession and the organizations that stand behind this profession. The ideals and messages of this nation-wide summit can be brought back to a much smaller scale: our state and the Wyoming Veterinary Technician Association of Wyoming.

The WyVTA was formed to help foster communication between veterinary technicians, assistants and office support throughout the state. The association is here to offer networking, communication, and leadership to all veterinary professionals in this state to better the veterinary profession. The strength of an organization comes directly from its members and the ideals they offer in working toward common goals. Participation within the WyVTA is not limited to only board members but is open to all professionals within the veterinary community. If you want to be the change within your clinic, your community, or yourself, consider being a voice within the WyVTA to better our profession as a whole.

Jackie Breed, CVT  
NAVTA Representative

## SECRETARY'S REPORT

LeAnne Williams, CVT; [Secretary@wyvta.org](mailto:Secretary@wyvta.org)  
2020 NAVTA/AVMA Leadership Summit

Did you know that on average, 46% of an association's revenue is gathered through membership dues? When at the conference in January, we were asked to brainstorm how else we, as an association, could create revenue. Ideas gathered from that brainstorm include revenue created through participation by members, by vendors and advertisers, revenue generated through job boards, sponsored content in the newsletter, and also through partnerships with companies that offer products and services.

Associations are always thinking of ways to get more members involved. A good way to do that is through sending out surveys and polls to members for direct questions that the association wants

answered. In order to get more members involved, we need to understand how to serve our member's needs-what more can we offer them? What would you like offered through your association? Good ideas that we gathered from the conference were: membership renewal apps, or online payment for membership dues, language courses (i.e. Spanish for Veterinary Professionals), mentor/mentee programs, and health insurance coverage.

We also learned about great ways to communicate. For those who don't already know, our association uses a platform called Zoom for our monthly meetings, which we always encourage members to join and participate in.

One other very important topic that was discussed during this conference was mental health and suicide and how it impacts our profession. If you, or someone you know, would be interested in tools and training to bring to the workplace, here are two resources:

ASK (Banfield): suicide prevention training  
<https://www.askassesssupportknow.com/e2>

AVMA QPR Training  
<https://www.avma.org/resources/wellbeing/qpr-suicide-prevention-training>

Social media, of course, is a great way to connect to members. Check out our Facebook page if you haven't already!

There you can find links to upcoming events (such as our CE and Annual Meeting), job listings, current events, meeting dates, etc.

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

## MINUTES

### WyVTA February 9, 2020 Minutes

**Melanie Beardsley:** I'd like to call this meeting to order at 7:04 PM.

If Laurie checks in we will see if she found anyone interested in being Freshman Rep from EWC. If not, I'll e-mail her after.

Nanette e-mailed and said she hasn't made any further progress with the website. She was hoping to work on it this afternoon, though.

Does anyone have any thoughts on Cambria? Or do you know of anyone that might be interested in taking over her Member At Large position?

**Tom Page:** I was going to ask her if she would still help with the scholarship committee. I would keep her up to date on email. Unless we have another person.

**Melanie Beardsley:** I agree, Tom. I think it will be easier to keep her on the committee at this point in time. However, if there was someone that wanted to take over the Member At Large so that we would have another person at meetings, it would be nice. We can table this until next month and if anyone has an individual interested, we can nominate/vote in at that time.

Both Jackie and Leanne sent lots of great updates from the conference. Thank you, ladies! Jackie, is there anything you particularly want to discuss?

**Jackie Breed:** There was definitely a lot of great things!

**Tom Page:** The updates would be great to add to the next newsletter.

**Melanie Beardsley:** Yes, we plan on it, Tom!

Leanne, anything you want to highlight from your notes?

**LeAnne Williams:** How would everyone feel about switching to an audio/video chat? It seems like that is how most associations have their meetings, and we heard great things about doing it that way at the conference.

**Angela Lance:** I would prefer audio/video platform.

**Melanie Beardsley:** I'm going to defer to Tom/Nanette as far as that discussion goes. Did this come up in conversation when we switched to meeting with Zoom?

**Nanette Walker Smith:** No, it's been a known issue for years – decades.

**Dena Wallace:** Note taking is easier in text format, right? Zoom has free video; I use it weekly at work

**Deana Baker:** My computer already hates Zoom.

**LeAnne Williams:** You can run Zoom on a smartphone/tablet too.

**Nanette Walker Smith:** Yes, Zoom is friendly to a lot of devices which makes it much easier to cross with everyone. VIN uses it now for all CE sessions, as do many companies.

Audio/video is fine, but someone has to type it out.

**LeAnne Williams:** I was talking to Ryan Frazier, and he said they use Google Dictation and have it running on the note-taking person's computer.

**Dena Wallace:** I've never tried the Google Dictation; I'll have to do that.

**Melanie Beardsley:** Is there a specific reason we don't use the audio/video? Is it just for easier note taking?

**Nanette Walker Smith:** Easier note taking. Video – not for me. No one needs to see my face; I do not use the camera on mine.

*Tom Page:* Audio. No video.

**Melanie Beardsley:** I'm kind of with Nanette.

*LeAnne Williams:* I feel awkward with a camera too, but how would you feel about audio?

*Angela Lance:* You don't have to do video; you can just opt for the audio. Everyone has the ability to have a microphone.

*Nanette Walker Smith:* You have to work with Zoom to download the audio file. It is a huge file and then the secretary must listen and type it out.

**Melanie Beardsley:** The other problem I see with audio is background noise.

*LeAnne Williams:* I can see how that would be a problem.

*Dena Wallace:* You can use your phone to call in with earbuds, they cut background noise out fairly well.

*Nanette Walker Smith:* There is a program called Dragon that allows spoken word to be translated into typed and then the person just has to edit from there. We've used that on VIN for a few years and those that get used to it really like it.

*LeAnne Williams:* Isn't Dragon really expensive?

Maybe I'll try a practice round with Google Dictation and see how it goes?

**Melanie Beardsley:** We can try to play around with it, Leanne. Maybe make a fake meeting with just the two of us and see how it goes?

*LeAnne Williams:* Melanie, I think that sounds good.

*Nanette Walker Smith:* A lot boils down to internet coverage and accessibility. Speed is everything. Definitely worth playing with and then having Zoom send you the audio transcript so you can play with it as well. That entire audio script would need to be kept in our files, just as our raw text logs are, for recording purposes. Mel and LeAnne, when you guys test the Zoom capabilities, get on the horn with Zoom and have them walk you through the features for a non-profit that meets generally once a month for 1-2 hours.

*LeAnne Williams:* Good idea, Nanette.

**Melanie Beardsley:** Yes. And I think storage/keeping track could be more difficult. I can see some pros and cons, for sure. We will table this for later, too.

*Nanette Walker Smith:* As the association grows, board members feel comfortable with technology, and technology becomes more accessible, these things need to be discussed and continuously pursued.

Mel we really do need to readdress a computer and back-up drives (probably external terabyte drives), for the Secretary and for the Membership/CVT person.

*Angela Lance:* You can get free cloud storage at box.com.

*Nanette Walker Smith:* Cloud storage items should always be password protected otherwise the information can be taken by anyone. So, whatever is determined, we update it, and it needs to be voted/written into a policy document so we have a reference to follow.

**Melanie Beardsley:** Any other comments on what you learned Leanne or Jackie?

*LeAnne Williams:* What do you guys think about what I have listed as ideas on how to get more members involved? It's hard to tell in the document, but I've listed surveys/polls, a design competition that could help us raise revenue.

**Melanie Beardsley:** Some of the things you mentioned we are working on (improving the website, increasing FB activity, etc.).

*Jackie Breed:* I think it is great that the meetings are events on Facebook. Facebook is good at reminding people a million times about events.

*Nanette Walker Smith:* The surveys/polls have been fairly successful, depending on the topic. They have to be sent from the @wyvta.org email with a link to the survey otherwise people either ignore them or they dump to spam. The surveys helped us with our Bylaw changes and other items over the past couple of years.

*Dena Wallace:* Do we have an idea of the number of techs in WY compared to our membership number?

*Nanette Walker Smith:* I totally want to get the applications interactive and with online payments. That will help drive people to the website.

*Angela Lance:* We can do that per QuickBooks online. As long as we have an email address, we can send out the invoice. That would also prevent individuals from overpaying.

*Nanette Walker Smith:* As far as providing ad space in the newsletter, yes we can do that. We need to discuss/write a policy for that that is easy to work with and easy to follow and document.

**Melanie Beardsley:** Before we go to Treasurer Reports, have all of the receipts for the leadership conference been sent to Angela for reimbursement, Jackie and LeAnne?

*Jackie Breed:* Yes, all that I remembered to save.

*LeAnne Williams:* I sent all my travel receipts (shuttle, airplane, etc) back in November or December to you Melanie while you were still Treasurer. I just sent Angela the meal receipts today.

**Melanie Beardsley:** I left them in the Treasurer e-mail, so she has them.

*Angela Lance:* I have everything reconciled for 2018 and for 2019 I'm working on going back and categorizing everything correctly so that I can file the tax report accordingly. I will work on getting your reimbursement checks out ASAP.

*LeAnne Williams:* Thank you Angela, much appreciated. Do we need the amounts to vote on tonight, though?

*Nanette Walker Smith:* Yes, we need to vote on all receipts. Angela, I sent mine on 1/20/20 to the [treasurer@wyvta.org](mailto:treasurer@wyvta.org) email and to your personal email as well.

*Angela Lance:* I know we approved reimbursement for Tom for \$13.50 last month. I need an address to send the check too.

*Jackie Breed:* I sent all of mine to the treasurer e-mail address on 1/20 also.

**Melanie Beardsley:** Could we have Angela tally receipts and vote for reimbursement via e-mail later this week? She can send me an e-mail with totals for each individual for the conference and I will send an e-mail out for vote?

*Angela Lance:* That works for me how about for you ladies?

*Jackie Breed:* Yes, that works for me.

*LeAnne Williams:* I am good voting via email later this week.

*Nanette Walker Smith:* Me too.

*Angela Lance:* I will get the totals tomorrow and an email sent out tomorrow evening. Do you have anything else for me?

**Melanie Beardsley:** Angela, will you just include Nanette's reimbursement in the e-mail? We can vote on them all at once.

*Angela Lance:* Absolutely!

**Melanie Beardsley:** Great!

Here is the Dec report from Angela. We transferred middle of the month, so I didn't have everything to do the report in Jan.

*Tom Page:* [I motion to approve the December Report.](#)

*Dena Wallace:* [I second.](#)

**Melanie Beardsley:** [Motion passes.](#)

On to the January report now. Any questions/comments on January?

*Nanette Walker Smith:* A/R -\$40 is that returned checks, or fees returned?

When this gets printed in the newsletter the report needs to show what the \$40 is classified as, since what's printed in the newsletter is our public audit of sorts. So, we don't list names, but we state what that break down is (i.e. membership reimbursements, fees overpaid, etc.)

*Angela Lance:* I need to send out monies for overpayment to several individuals that overpaid for membership by \$10.00. I will include this in the email vote. I only have 4 of the individuals' addresses captured that came in with the last deposit that I made. The previous deposit also had members who had overpaid. The total is \$200.00 in overpayment. That \$40.00 is for the overpayments that I have not released yet.

*Nanette Walker Smith:* To clarify, that overpayment is because they sent the additional \$10 in for their CVT even though their CVT renewal came in before January 15 or whatever that date was?

**Melanie Beardsley:** I think this happens when they think they need to pay certification when it isn't their year yet to do it.

*Nanette Walker Smith:* Only those that were supposed to renew this year received the renewal letter.

*Angela Lance:* That is my understanding. That question would be better asked to the person who had received the fees first. I just got a sticky note stating that they had over paid.

*Nanette Walker Smith:* That would be Deana and Jackie Van Noy.

**Melanie Beardsley:** Yes, Deana and Jackie Van Noy would have the best answer. That doesn't mean they didn't print them off of the website and not pay attention, though. I know the ones I got last year that was typically the case.

*Jackie Van Noy:* Deana has said that several people tried to pay even though it wasn't their year to renew and there are some that still try to pay the initial \$10 registration fee every year.

*Angela Lance:* I do know all the people who paid \$50 vs. \$40, and if we need to research this further, we can do that.

**Melanie Beardsley:** I think you are OK, Angela. If you need more details, you can always ask Deana and Jackie

*Nanette Walker Smith:* [With the information on the floor and my question answered, I motion to approve January's Treasurer Report.](#)

*LeAnne Williams:* I second

**Melanie Beardsley:** [Motion passes. January Treasurer's report is approved.](#)

*Angela Lance:* I will include this information in the email I send out tomorrow.

**Melanie Beardsley:** Moving on, I got one e-mail response to my e-mail regarding Julie Squires. What are everyone's thoughts? She wants an answer from Dena. We just need to decide if we want to swing her fees/transportation, and if we do, how long we want her to speak for?

*Dena Wallace:* Julie said she is holding the dates for us until she hears back from me tomorrow.

*LeAnne Williams:* Where do we stand with the large animal lecturer? Has he given a yay/nay?

*Dena Wallace:* Never heard a word from him.

*Nanette Walker Smith:* That what is posted is her speaking fee, travel, etc.?

*Dena Wallace:* This is a discounted speaking fee

**Melanie Beardsley:** I think we can still round up someone for LA lecture after we decide on Julie.

*Tom Page:* I am good with Julie for the single day idea. I realize that there is additional cost to her flying in.

*Nanette Walker Smith:* We've had repeated requests for these topics. I believe we would be OK doing the full day.

**Melanie Beardsley:** I think if we bring her, we need to have her talk all day. It's just not worth flying her here for half of a day.

*Nanette Walker Smith:* Agreed - half day is just ridiculous for that distance.

**Melanie Beardsley:** I also feel we could potentially get some folks in from other medical fields with this caliber of speaker for the day.

*Tom Page:* Agreed. Also, with her having lecture prepared, we can submit to Wyoming for early approval and get it in the newsletter.

*Nanette Walker Smith:* [I motion to have CE Speaker Julie Squires for a full day for a speaker fee at \\$1750, and that WyVTA will pay for airfare and hotel \(unless a sponsor for airfare and hotel appear later\).](#)

*Dena Wallace:* I second

**Melanie Beardsley:** [Motion passes.](#) Get her hired, Dena! Let me know if you have any questions.

*Tom Page:* I will start working on a vendor list with Mel and Dena's continued approval.

*Nanette Walker Smith:* Due date of May 1 for lecture proceedings should be good for PR, flyer, registration and WyVMA publicity as well as other venues. If she gets it in before that, even better.

*Dena Wallace:* Ramkota is also waiting on agreement from us for dates Sep 12 -13.

*Nanette Walker Smith:* Those are the dates she's holding for us correct?

*Dena Wallace:* Yes, those are the dates Julie is holding for us.

*Angela Lance:* [I motion to book the Ramkota on Sept 12-13.](#)

*Nanette Walker Smith:* I second

**Melanie Beardsley:** [Motion passes.](#) Dena, let me know if you have any other questions.

*Dena Wallace:* I will send those documents off tomorrow to Ramkota and an email to Julie.

*Nanette Walker Smith:* Jackie Breed, get this information to NAVTA for the next journal so we can promote. Open to all. Contact Wyvta ([VPres@wyvta.org](mailto:VPres@wyvta.org)).

*Jackie Breed:* Will do!

*Nanette Walker Smith:* Next month let's get a calculated vote on registration pricing if possible so we can get that rolling.

*Angela Lance:* I will be voting for a 6% increase across the board as is the rate of inflation.

**Melanie Beardsley:** I'll add it to my agenda for next month.

It sounds like we all want to do a large animal topic for half day on Sunday then?

*Dena Wallace:* I am asking a friend on the speaking circuit for contacts for 1/2-day lecturer, unless you all have other suggestions for LA?

**Melanie Beardsley:** We can always contact the State Vet Lab or CSU for speakers, too. Do we have large animal topics we want Dena to ask for or are we giving her free rein?

*Nanette Walker Smith:* What type are we looking for, equine/bovine?

Jackie, can we check the membership apps to see if anyone is mixed practice or large animal specific, and query them to find out what they would like in CE/what would help them in their practices?

*LeAnne Williams:* The Georgia association suggested doing a case-study for CE.

*Dena Wallace:* They have case studies at VCS every year, it can be very interesting.

*Nanette Walker Smith:* Case study generally would require a DVM to review a case.

**Melanie Beardsley:** I know the Wyoming State Vet Association had a presentation about Equine Cushings within the last couple of years. I think that would help follow up on their presentation, and it somewhat applies to small animal, too.

*Jackie Van Noy:* That might be a good idea. Wound management might be good for both equine/bovine.

*Dena Wallace:* I will catch my contact at CSU this week and ask about LA speakers.

**Melanie Beardsley:** Sounds good, Dena. Let me know if you are running into dead ends. I could always call my old boss in Laramie, and there is always Dr. Bitner.

*Angela Lance:* If I may throw out a real big positive in concern towards Dr. Bitner: he can promote the students at EWC to attend.

**Melanie Beardsley:** That would be an additional plus, though we had it in Torrington a couple of years ago and still only had a couple of students attend. Dena, I would say check with your CSU contacts first.

*Nanette Walker Smith:* I would love to expand our network of speakers and contacts.

My large animal contact works in the industry area so I'm not sure that would be substantial enough for us.

**Melanie Beardsley:** I just got the e-mail from the AAVSB for payment/paperwork. We will need to get that to them so our graduates can take the national exam. The fee is \$300 for the year.

*LeAnne Williams:* [I motion to approve that payment.](#)

*Angela Lance: I second.*

**Melanie Beardsley:** Passes. Angela, will you mail me a check made out to AAVSB and I'll throw it in with the paperwork when I send it?

*Angela Lance:* Yes, I will

I have not changed anything as per the banking. We are still paperless.

**Melanie Beardsley:** I got a snail mail this week from Bank of the West. They are changing some fees. I wanted to mention it, but it shouldn't affect us other than your statements will look different, Angela. They are implementing a \$3 paper statement fee. However, unless something has changed, we are not getting paper statements.

*Tom Page: I motion to adjourn this meeting.*

*Nanette Walker Smith: I second.*

**Melanie Beardsley:** Motion passes. Meeting adjourned at 8:40 PM.

### WyVTA March 1, 2020 Minutes

**Melanie Beardsley:** I call this meeting to order at 7:04 pm.

I e-mailed Laurie about a couple of things. Have not heard back from her regarding freshman representative or anything else.

*Nanette/Roxane,* do you guys have any website/other updates?

*Nanette Walker Smith:* I'm trouble shooting the sizing issues with picture vs font size on the new site with Viki.

I have not heard back from Tom regarding changes to the scholarship application yet, but as soon as that is back I can get that loaded.

**Melanie Beardsley:** I'll add it to my list to bug him about.

*Nanette Walker Smith:* I do need anyone that had pictures from the CE Fall meeting to email those to me please

**Melanie Beardsley:** I'll bug Tom about that, too.

*Nanette Walker Smith:* Oh, any changes made to Continuing Education documents, please run those through me. I have the templates so I can make sure they are still formatted correctly and get that to LeAnne so she can train on that. It was one of the things we didn't get done as we didn't have anything to train on.

Did everyone get the board mailing/email/phone list I resent?

*Dena Wallace:* Yes

**Melanie Beardsley:** Yes

*Angela Lance:* Yes

*Jackie Breed:* Yes

*LeAnne Williams:* Yes

*Deana Baker:* Yes

**Melanie Beardsley:** The NAVTA/Jackie update: I was excited to see this. I don't know that any one thing is the answer, but it's a different approach to the problem.

Jackie, is there anything you want to add? Or any comments anyone has?

*Nanette Walker Smith:* Jackie, let NAVTA know timely, so much more important than a name.

*Dena Wallace:* I agree that the scope definition is key.

**Melanie Beardsley:** Deana/Jackie Van Noy, do you have anything regarding membership/certification? I did send an e-mail to you sometime in the last couple of days.

*Nanette Walker Smith:* Did we get a new membership update to LeAnne so we can update the emailing list?

*LeAnne Williams:* Yes, I received it.

*Deana Baker:* Jackie got everything today.

**Melanie Beardsley:** Any questions for/from Jackie and Deana or shall we move on to Secretary?

OK, Leanne.

*LeAnne Williams:* One of the technicians that I work with expressed interest in the Member at Large position.

*Nanette Walker Smith:* Responsibilities are in the constitution and bylaws.

*LeAnne Williams:* She is a recent applicant. I'm not sure we have received her test scores yet.

*Nanette Walker Smith:* LeAnne, check to see that your secretary notebook has the list of all the job duties that are listed on the job duties boards.

**Melanie Beardsley:** Roughly, Member At Large is just another person that comes to meetings and voices their thoughts and can jump on a committee if they are interested/needed.

*Deana Baker:* Is she a member? That's her first step.

*Nanette Walker Smith:* Duties of Member-At-Large:

1. Be a position elected only if all other Executive Board officer positions are filled; be limited to a total of two (2) positions annually.
2. Attend all Board Meetings.
3. Be able to accept chairmanships of committees.
4. Active Member in good standing with the Association.
5. Preferably be a resident of Wyoming.  
(Board Duties 2019)

*Deana Baker:* She doesn't need to be credentialed.

**Melanie Beardsley:** LeAnne, yes, we should add the job posting to the job board and the newsletter. Maybe Facebook, too?

*Nanette Walker Smith:* Job postings go into the newsletter. They need to be reviewed for proper terminology and spelling/grammar.

*LeAnne Williams:* In the email that the contact person sent, she said she wanted it listed in our newsletter, should I ask if she wants it posted to our job board and Facebook too? Or do we automatically assume that they would want it posted there as well?

*Nanette Walker Smith:* All job postings go to the Facebook page and should be pinged for 2 months. Reply to the email with what you will be posting - make sure contact information is listed appropriately, job info is clear, terminology is appropriate (i.e. Certified Veterinary Technician, Veterinary Assistant). Our standard posting is every other month in our newsletter for 2 publications (so will be out there for 4 months). We also post job postings to our Facebook page and our new website, as soon as it's released, for 2 months or removed if they tell us earlier

*LeAnne Williams:* Ok. I will forward you the email that I received so that you can post it to Facebook, Nanette.

**Melanie Beardsley:** I received Angela's update via text.

She does have the 990N filed already!

She made a special trip to Wheatland for deposits today, (\$510).

There was a 10\$ error on the paper she was sent from Jackie/Deana.

Is that right, Angela?

*Angela Lance:* Yes. It stated it was a check for \$50.00, but it was for \$40.00.

*Deana Baker:* Sorry. Sometimes my math is off.

**Melanie Beardsley:** Also, she said she accidentally shorted LeAnne and Jackie regarding reimbursement for the Leadership Conference (about \$35 each). Can you give details on this, Angela?

*Angela Lance:* In one of the receipts for both girls there was actually two receipts in one. It was for airport shuttle. I had put the expense in after the fact and that's where I caught the mistake. I will have details in April as per the expense vs. receipts. [I would like to motion to send out additional checks.](#)

*Nanette Walker Smith:* I second.

**Melanie Beardsley:** Motion passes.

She also mentioned asking for a small reimbursement of \$25 to cover fuel/travel/time to make the bank run this weekend. Can we do this without "official" receipts? I know she is trying to keep it to a minimum, but it is about 90 miles one way to the bank for her.

Nanette, do you have thoughts on this?

Nanette Walker Smith: 90 miles x \$0.54 (federal mileage), that covers gas, vehicle repairs, etc. \$48.60 is the approximate cost.

Angela Lance: I have the mileage and receipts. I think I can track mileage in QBO also.

Nanette Walker Smith: Yes, or Google Map the exact mileage and have a receipt record of that with the date for each payment for reimbursement would be sufficient. We can accept that as a bank run charge for Angela. Each time she needs reimbursement for a bank run will require a quick vote for that same amount.

**Melanie Beardsley:** It is not unreasonable to reimburse her for this travel.

LeAnne Williams: Angela, where do you live? Would it be worth opening up a bank account that was a little more universal? Just asking out of curiosity, I'm not criticizing.

**Melanie Beardsley:** You are fine, LeAnne. She is in Torrington. We use Bank of the West which is pretty much all over Wyoming and surrounding area. They just closed the Torrington branch not too long ago.

Angela Lance: I'm in Torrington and bank in Wheatland. Sometimes this won't be a problem. Last time I made a deposit I did it in Cheyenne because I was headed there anyways. Today was different because I was only going to Wheatland to make deposit.

Nanette Walker Smith: In my humble opinion we just do this individually when needed. That's over and above an expected Treasurer duty to have to drive that far.

**Melanie Beardsley:** I motion we reimburse Angela for the calculated \$48.60 for the bank run.

LeAnne Williams: I second

**Melanie Beardsley:** Motion passes. Angela don't forget to document appropriately regarding the map as mentioned above.

Angela sent me a report for February. I'll try to open it for the next room so I'm not messing up the momentum we have here.

**Melanie Beardsley:** I know Dena has been working hard on the CE end of things.

Dena Wallace: I have been stretched beyond capacity this last month doing my old position and new one, so sorry! My CSU contact is in pharmacy and doesn't know any large animal speakers. I have reached out to a friend who cannot because she is already booked. If anyone in the group knows anyone, please give me a little hand.

**Melanie Beardsley:** The requirements for what the Wyoming Veterinary Medical Association needs to approve our CE was not in her handbook. Dena, did you and Nanette get in contact about this?

Nanette Walker Smith: No, we did not, but this would be great to add to both Vice President and President notebooks. Please include that in the updates.

I'll ping myself at work about an equine speaker and see what I can find.

**Melanie Beardsley:** My first thought would be the Wyoming State Veterinary Lab to see if they have anyone that would be willing and available.

Dena Wallace: I like that, or the State Veterinarian. I always like hearing what has happened to livestock and wildlife lately.

**Melanie Beardsley:** Yes, also a good idea!

Dena Wallace: I have some time tomorrow morning. I'll look into it.

**Melanie Beardsley:** Let me know if none of those are panning out. I could always talk to my old boss from Laramie. He might be willing to come talk, but it's not something he normally does.

Dena Wallace: I'll let you know

**Melanie Beardsley:** OK. Nanette has lots of connections, too. She may be able to pull someone from the wood works!

Do you have any other questions/thoughts at this time?

Dena Wallace: Not at the moment.

**Melanie Beardsley:** OK. We'll move on then.

Computers. It was discussed earlier this year, but then kind of fell to the side, but I think it's time to seriously consider this for at least the Membership board member. It was discussed for Membership and Secretary positions in the past, however. We may end up needing to purchase them for other board positions, but we have to start somewhere.

Nanette Walker Smith: This is not a huge cost.

**Melanie Beardsley:** I believe when Tom was looking into it last summer, they were discussing roughly \$500 per unit.

Deana Baker: It would be easy to pass a computer on to the next person.

Nanette Walker Smith: A laptop does not have to be a massive expense. This will cost maybe \$500 including an external terabyte drive that backs everything up every time it's used.

Angela Lance: I recommend Controller Mouse in Torrington. They sell updated computers for about \$450.00.

Nanette Walker Smith: We will buy new, and they will be covered by warrantee.

Angela Lance: They have great warranty and protection plans.

LeAnne Williams: Would the computers include Microsoft Excel and Word?

Nanette Walker Smith: Yes. I researched all of this for Tom 2 years ago. The computers should have Word, Excel and I highly recommend Adobe for the Secretary due to the documentation kept. Full Adobe can be loaded on two machines.

Deana Baker: Membership needs Adobe also. The computer would need to be able to be hooked up to a printer. Membership does a lot of printing.

Nanette Walker Smith: For Membership we need to look at printers that are capable of printing regular paper, certificates, nametags, and membership cards. Now, the Secretary can do a lot of printing too. I have used my printer for everything and rarely charged the Association. So, it may be resourceful to just get exactly the same for both set ups.

**Melanie Beardsley:** Agreed, Deana and Nanette.

Angela Lance: Maybe look at TechSoup for Word. It is available there.

**Melanie Beardsley:** Angela, you are a treasure trove of information.

Tom does still have all of the specifications previously discussed and is willing to go to Best Buy to make the purchasing arrangement. Unless you also have all of that info and want to be in charge of it, Nanette? We also want 2 external hard drives, then, too?

Nanette Walker Smith: Yes, one for each machine. If Tom would like to, it would be better that they be purchased there.

**Melanie Beardsley:** He said he would be happy to.

Nanette Walker Smith: All equipment will need to be documented with model, serial number, who it's signed out to, etc.

**Melanie Beardsley:** I also think that should be added to the handbooks for the positions.

Nanette Walker Smith: Contracts will need to be signed so that those computers are property of WyVTA only and used for WyVTA business only. All information for Secretary and Membership will need to be loaded onto the external hard drives and then can be organized onto the laptops. This needs to be done correctly.

LeAnne Williams: Who becomes in charge of keeping track of model, serial number, who has it, etc.?

Deana Baker: The President and Treasurer.

Angela Lance: The computers would be entered into QBO as equity and serial numbers can be stored there.

LeAnne Williams: And to get the computers to the next person filling that position, we ship them?

Nanette Walker Smith: Likely, although ideally training, but we'll have to address that when we get the next board voted in.

**Melanie Beardsley:** OK, maybe Tom can work on getting more exact quotes and we can vote on it next month?

*Nanette Walker Smith:* It would be good if he can line it up on a sheet with each computer specifications: brand, model, RAM, storage on laptop, # of USB ports, CD/DVD drive, screen size, keyboard, touchscreen, external mouse, etc.

*LeAnne Williams:* I think a vote next month sounds good.

**Melanie Beardsley:** OK. I got all of our AAVSB paperwork out so we should be good there.

*Deana Baker:* That's good. I've been on their site a lot

**Melanie Beardsley:** I had to set up a new password, but you don't need that, then?

*Deana Baker:* Jackie Van Noy might need it.

**Melanie Beardsley:** I can just send it to the Membership e-mail and then she will have it if she needs it.

*Deana Baker:* I can still access it on my computer.

**Melanie Beardsley:** I have a couple of thoughts on our CE meeting. Jackie Breed, do you want to see if NAVTA wants to attend, or at least have a table set up?

*Jackie Breed:* Yes, I will do some asking to see what they will be willing to do.

**Melanie Beardsley:** If we get multiple vendors there in person, we (Tom and I) discussed trying to organize a slightly longer break somewhere in the day so people would have time to visit with them. It may or may not be necessary/feasible, but just a thought depending on how many we end up with. Vendors hate having no time to sell product or talk.

**Melanie Beardsley:** Tom and I also are tackling vendor attendance, sponsorship and donations. He revamped last year's sponsorship letter and sent it to me. Let me know if you have anyone that you would want to send it to.

*Nanette Walker Smith:* Mel, please send it to me so I can double check it. Send that to LeAnne too so we can chat through it.

**Melanie Beardsley:** Sure.

*Nanette Walker Smith:* We could give each vendor attendee 30-45 min to talk product, and then an additional time to meet/greet over hors de oeuvres, or something of the sort.

**Melanie Beardsley:** Are you thinking Friday night, Nanette?

*Nanette Walker Smith:* Could be. Whatever works in the schedule.

**Melanie Beardsley:** Something to be thinking about. Will do.

What do you all think about reaching out to the comps students somehow?

*LeAnne Williams:* I think that reaching out to the comps students is a great idea.

*Jackie Breed:* I like the idea of sending them some goodies, especially during comps.

*Nanette Walker Smith:* I don't understand why we aren't getting any responses or communications this year at all. They'll be graduating in three months. We need to get that scholarship information down there and fast.

**Melanie Beardsley:** I'll find out when it is and how many are taking it. We can probably vote on it at next month's meeting as I'm guessing the test will be end of April or first part of May. I'll add the scholarship to my communication with the college.

I think that is all I have for the evening. Does anyone else have anything more?

*Nanette Walker Smith:* CE date again is?

*Dena Wallace:* Sep 12-13

**Melanie Beardsley:** [I motion we adjourn.](#)

*Dena Wallace:* [I second.](#)

**Melanie Beardsley:** [Motion passes. Meeting adjourned at 8:46 PM.](#)

## 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.

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2020 WyVTA Board		
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