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PRESIDENT'S MESSAGE

- Melanie Beardsley, CVT; President@wyvta.org

President 2020

Happy Spring! The sun is finally making an appearance around here and so are the evening thunderstorms so spring must finally be here. A little warmth and baby animals bouncing around sure makes my world a better place. I hope it is doing the same for you!

COVID-19 is still affecting things and will continue to do so. Those taking the VTNE had another extension on the date to test (depending on the sites where they were taking the tests). As those students are able to take their tests and we receive their scores (it does take a few weeks for us to receive official scores so be patient), we will get certifications finalized. The board has elected to purchase a couple of computers. One will be for the Certification/Membership position to help streamline this process.

We are still planning for on-site CE this fall in Casper, however, are also discussing with our speakers about the possibility of an online video style CE if necessary.

Remember that the WyVTA offers a scholarship for second year tech students. This does include online accredited programs. Please apply or encourage your friends/coworkers that are eligible to apply to do so! The deadline is approaching for application.

I hope you are all staying safe, healthy, and busy. Please reach out to those of us on the board if you have any questions or concerns.

Melanie Beardsley, CVT
2020 WyVTA President
President@wyvta.org

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

NEXT MEETING is June 7th @ 7pm MT

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

June 7th

July 12th

August 2nd

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) 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

We are receiving new applications for memberships all the time!

Email CVT_Members@wyvta.org with any questions!

NAVTA Update

Jackie Breed, CVT; NAVTARep@wyvta.org

We received word of a wonderful scholarship for veterinary technicians through NAVC (North American Veterinary Community), details of which are mentioned just below. Click the link below to apply!

<https://navc.com/vmx/scholarships/veterinary-nurse-leadership-scholarship/>

Dr. Earl H. Rippie Veterinary Nurse Leadership Scholarship

(For Domestic or International Veterinary Nurses)

Veterinary technicians and veterinary nurses who have demonstrated leadership abilities and have made a positive impact on the growth of the profession or in their practice are eligible to enter the NAVC's Rippie Veterinary Nurse Leadership Scholarship. The scholarship winner will be awarded FREE registration to VMX with a travel package that includes airfare, hotel, per diem, a VMX Hands-on Workshop as well as special events. To be eligible for the scholarship, domestic applicants must be credentialed; international applicants must be a qualified or credentialed veterinary technician/nurse in their country of residence. Once a person has won, they may not reapply.

The Dr. Earl H. Rippie Veterinary Nurse Leadership Scholarship honors the memory of Dr. Rippie who was a leader in the veterinary profession. Dr. Rippie recognized that nurses are the spoke in the wheel of the practice and the heart of the hospital. He believed the veterinary nurse should be the first person to see the client in the exam room. He believed that veterinary nurses were equal voices on the veterinary team. In addition, he valued veterinary nurses in realizing and promoting what veterinary nurses offered to the health and well-being of animals. Dr Rippie served the profession in several capacities. He was the past president of the New Jersey Veterinary Medical Association, a member of the American Veterinary Medical Association House of Delegates representing New Jersey for 9 years, Past president of the North American Veterinary Conference (now Community) (NAVC), and NAVC Secretary-Treasurer for 13 years.

Important Dates

- Open for Submissions: April 15, 2020
- Submission Deadline: July 1, 2020
- Winners Notified: October 1, 2020

Scholarship Will Include

- Includes VMX registration
- Economy class airfare
- Hotel (6) nights
- Per Diem (6) days
- The scholarship will include 1 Hands-on Workshop (based on availability)
- Winners will be invited to the special events as a VIP
- There will be a Pre-conference meet/greet
- There will be a Post-conference evaluation/questionnaire

Criteria

Objective criteria that can be validated via online submission portal.

- Candidates for the scholarship must submit the following:
Submit a completed application form (which includes permission for use of images/video in marketing)
- Curriculum Vitae or resume (must support the point scoring section of the application)
- Two letters of endorsement by a colleague, mentor or supervisor who can attest to the individual's leadership abilities and impact on the growth of the profession and/or their practice.
- Proof of membership (letter of good standing includes years as a member) in a local, state, regional, provincial, or national veterinary technician association or specialty academy.

Jackie Breed, CVT
NAVTA Representative

TREASURER'S REPORT

Angela Lance; Treasurer@wyvta.org

Wyoming Veterinary Technician Association

STATEMENT OF FINANCIAL POSITION

As of March 31, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CLASSIC BUSINESS CHECKING (3501)	24,439.81
Undeposited funds-No use	90.00
Total Bank Accounts	\$24,529.81
Accounts Receivable	
Accounts Receivable (A/R)	390.00
Total Accounts Receivable	\$390.00
Other Current Assets	
Undeposited Funds	-510.00
Total Other Current Assets	\$ -510.00
Total Current Assets	\$24,409.81
TOTAL ASSETS	\$24,409.81
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	15,568.60
Retained Earnings	9,909.10
Net Revenue	-1,067.89
Total Equity	\$24,409.81
TOTAL LIABILITIES AND EQUITY	\$24,409.81

Wyoming Veterinary Technician Association

STATEMENT OF FINANCIAL POSITION

As of April 30, 2020

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
CLASSIC BUSINESS CHECKING (3501)	24,439.81
Undeposited funds-No use	-510.00
Total Bank Accounts	\$23,929.81
Accounts Receivable	
Accounts Receivable (A/R)	-40.00
Total Accounts Receivable	\$ -40.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$23,889.81
TOTAL ASSETS	\$23,889.81
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	14,968.60
Retained Earnings	9,909.10
Net Revenue	-987.89
Total Equity	\$23,889.81
TOTAL LIABILITIES AND EQUITY	\$23,889.81

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, or 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 either have to pass on to you, or we lose money on, because we have to pay them. 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 than 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, and MWI!

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

MINUTES

April 5th, 2020 WyVTA Meeting Minutes

Melanie Beardsley: I'd like to call our April 2020 meeting to order at 7:05 PM.

Has anyone heard anything from Laurie? I have not received any information from her. I'm sure she is busy and trying to figure things out, too.

Tom Page: I have heard nothing.

Melanie Beardsley: I suspect finding a freshman representative is going to be difficult this year.

Nanette Walker Smith: We're already into Spring. I would contact Cristi, Dr. Bitner or Dr. Walker and get the scholarship forms to them. We need to let them know we've had no contact with any student representatives.

Tom Page: Agreed.

Melanie Beardsley: I'd appreciate it if you would mention it when you contact them about the scholarship, Tom. Thanks for offering.

Tom Page: It is on my calendar. I'll email when I have news. I got the scholarship announcement to the Wyoming Veterinary Medical Association for April Print.

Melanie Beardsley: Jackie B, thanks for the update regarding the American Veterinary Medical Association. Is the National Association of Veterinary Technicians in America referring folks to the AVMA at this time?

Jackie Breed: Yes, everything I have seen from NAVTA is referenced to AVMA.

Nanette Walker Smith: Do we want those links on Facebook page? Do we want those on the website?

Melanie Beardsley: I think that is a great idea, Nanette!

Jackie V, anything to report from Membership?

Jackie Van Noy: There are some trickle in applications and questions that I'm sorting through. I need to take the thumb drive to work and see if I can convert these files to files that I can open. I only have Office 2000.

Melanie Beardsley: Hopefully, we can get this computer thing squared away. That should make your job easier!

LeAnne, do you have anything?

LeAnne Williams: I don't have anything to report. Nothing came in through email.

Melanie Beardsley: Okay, let's move on to the website project, Nanette.

Nanette Walker Smith: We have two job openings posted on the Facebook pages. Those need to go into the next newsletter, one came in too late for the last newsletter.

Tom, I think all I need to do is edit your biography slightly to make it current, but it's fine. Everyone else I need at least a head shot, or you and a critter shot, and a short bio as soon as possible.

LeAnne Williams: Nanette, are the job postings you are talking about the ones from Pima Medical Institute out of Dillon, MT and the Surgical Veterinary Technician listing from Loveland, CO, or are you mentioning different ones?

Nanette Walker Smith: I'd have to get on Facebook and check. I don't have the text files saved. I think you sent them to me, or Mel did. I'll get with you after the meeting.

Melanie Beardsley: Does anyone have any questions regarding moving the draft site over to our website?

Nanette Walker Smith: I would really like to take the draft site live so we can move forward more quickly. We can hide the pages or links that are still in revision. I still have Roxane helping me to double-check click throughs. Viki is helping me as well. I have some weekdays off coming up, so I can actually set time aside to make faster progress.

Tom Page: I am good with your suggestion. Let me know if there are other pictures that you might want. I can look for them.

Melanie Beardsley: I motion we move the draft site to www.wyvta.org so Nanette can keep moving forward with the transfer.

LeAnne Williams: I second

Melanie Beardsley: Motion passes. Everyone, please get your biography and picture to Nanette.

Nanette Walker Smith: Thank you. I'll get the biographies up and complete. I will get together with Viki this week so we can get these recent updates out, including the scholarship applications.

Melanie Beardsley: Do you have anything else, Nanette?

Nanette Walker Smith: Continuing Education: I have the templates. However, if they need to be redone, or you all want to re-do them, that's great, just remember to run them by me so they are legal first. We need to get contracts done as soon as possible. What topics on large animal do the rest of you want? I may have a veterinarian speaker.

Dena Wallace: Do we have a formal document/contract?

Nanette Walker Smith: Yes, we do. We have to edit it specifically per person depending on whether they are sponsored, etc. So, we have to really be careful how it's worded. This is one of those auditing things that could kill us if we aren't good on the books.

Dena, let me know if you are missing CE documentation.

Dena Wallace: I'll have to look back in my email. Do we need a contingency plan if COVID-19 restrictions continue into the fall?

Nanette Walker Smith: Dena, not a bad thought, but according to all models the United States should be on the decline with COVID-19 by June, August at the complete latest. We can create a contingency plan with ZOOM or an alternative online method. I will be keeping my eyes on this with other conferences.

Dena Wallace: I have tomorrow morning off, I can contact Dr. DeGroot, or if Nanette has someone in mind for Sunday, I'm all for that.

I will need help from Tom for sponsorship, I am getting crickets from the people I made contact with last fall.

Tom Page: Dena, let's talk this week.

Melanie Beardsley: Vesicular Stomatitis is something that rears its head frequently. I think it would be a good topic to cover. What was your lead, Nanette?

Nanette Walker Smith: One of the doctors I work with is a mixed-animal veterinarian. She did a residency in Ireland for large-animal medicine.

Melanie Beardsley: Does she have special interests or is she up for anything?

Dena Wallace: Does she have a half day worth of topics, or want to do that much lecture?

Nanette Walker Smith: She could do half day. I just need topics to see what she's most comfortable with. Diseases, bloodwork, and emergency medicine were three topics she brought up.

Melanie Beardsley: What about calving/foaling emergencies and complications? I do think Vesicular Stomatitis would be a good topic.

Nanette Walker Smith: Okay, I have listed those. Do we want any backyard farm animal topics?

Dena Wallace: Chickens would probably be a good idea.

Nanette Walker Smith: Not sure if that's up her alley, but that would be a popular topic.

Melanie Beardsley: What about rabies? It's always a bit of a different ball game in large animals.

Nanette Walker Smith: Rabies cases seem to be increasing in my opinion. We've already had three cases since last fall in Southern parts of Colorado.

Melanie Beardsley: It seems like there have been lots of cases with significant human exposure in the last few years.

Dena Wallace: Nanette, if you would ask your contact about her comfort level with these suggestions, I would appreciate it.

Melanie Beardsley: If she wants to cover emergency and disease topics, we would be satisfied. Would she be able to ride up with you, Nanette?

Nanette Walker Smith: Yes. If we talk to her now we can get her schedule double-checked so that she's available that weekend.

Melanie Beardsley: If she needs more topics, I agree that the backyard animal topics, like poultry medicine, would be good, too.

Nanette Walker Smith: Okay, I will talk to her about these topics tomorrow for a half-day lecture.

Melanie Beardsley: Great! Keep us in the loop!

We didn't vote on the February Treasurer's report last month, so here it is.

Nanette Walker Smith: Do we know what the net revenue is, and do we have a completed Fall Continuing Education income/expenses report yet?

Melanie Beardsley: I will have to look into the Continuing Education Report. I think we do now that we have the money from the clinic in Riverton. I do not know regarding the Net Revenue column.

Nanette Walker Smith: What we need from Angela is what each of these listings means since it's a new format for all of us, and a breakdown of what they are. It obviously balances, however, if we had to answer what the net revenue entailed, I don't know if any of us could answer that without Angela.

Melanie Beardsley: I texted Angela. She said she could explain in an e-mail or at the next meeting.

Nanette Walker Smith: Let's do next meeting that way we can ask and clarify all questions at one time rather than a long email train.

Melanie Beardsley: I will tell Angela we need her next month.

We need to talk about computers. Tom, Nanette, and her husband are on it. Any questions or comments about that?

Nanette Walker Smith: I think we are very close to getting the computers taken care of. It will be a matter of purchasing and setting them up and getting them to Angela and Jackie as soon as possible.

Tom Page: I can work on emails with Nanette.

Melanie Beardsley: Do we still have to vote on them once we get a total cost for them figured out?

Dena Wallace: Should we vote on a reasonable range to facilitate their quick purchase?

Melanie Beardsley: Or do an e-mail vote once they have an estimated total?

Tom Page: I think the email vote is the best.

Melanie Beardsley: Tom and Nanette, let me know when you have an estimated total and I will put out an e-mail for vote then.

Here is news from the American Association of Veterinary State Boards regarding testing centers. They have pushed back testing dates even further. Nanette, we can post the American Veterinary Medical Association link on Facebook, as well as the AAVSB link.

What else should we be doing for our members regarding the COVID? Any thoughts? We had talked about treats for the students at Eastern Wyoming College. That may not be such a great idea now.

Nanette Walker Smith: I'd say anything AVMA/NAVTA publishes, we can redistribute through email and on Facebook, although, I would limit it.

Melanie Beardsley: I think we are done. Motion to adjourn?

Dena Wallace: So moved

LeAnne Williams: I second.

Melanie Beardsley: Meeting adjourned at 8:18 PM.

May 3rd, 2020 WyVTA Meeting Minutes

Melanie Beardsley: I call this meeting to order at 7:05 PM.

Eastern Wyoming College is officially closed through May 15th due to COVID. I haven't heard anything in months from Laurie. Hopefully we can round up some more Eastern Wyoming College student interest in the fall. Hopefully they will be on campus again.

Tom Page: I haven't heard anything either.

Melanie Beardsley: I have a coworker that has been trying to get someone to call her back regarding going to school there. She has received paperwork that she is accepted, but no phone or e-mail response to her questions.

Deana Baker: All of the schools up here are closed, including the college.

Melanie Beardsley: We will move on to Jackie B. and the National Association of Veterinary Technicians in America update. Jackie, this is a pretty cool opportunity you present us with this month! Is there anything else you want to add?

Jackie Breed: I came across this scholarship opportunity and thought it was something cool to pass along. I didn't see the URL on Melanie's notes, so you can find it here: <http://navc.com/vmx/scholarships/veterinary-nurse-leadership-scholarship/>

Nanette Walker Smith: Jackie, can you forward that info to me so I can get it up on Facebook please?

Jackie Breed: I will get that to you Nanette.

Nanette Walker Smith: Thanks. LeAnne, make sure you get the URL on this too for the newsletter.

Melanie Beardsley: Jackie V. Do you have anything regarding membership and certification?

Jackie Van Noy: I have a few applications here to process.

Melanie Beardsley: LeAnne, do you have anything from the secretary side of things?

LeAnne Williams: Nothing to report, but I would like to remind everyone that I need newsletter items by May 10th, and if I could get Treasurer reports, I need to add them to the newsletter as well.

Angela Lance: I will start sending Treasurer reports to you, LeAnne.

Nanette Walker Smith: Treasurer's reports just need to be initial balance, expenses, income and final balance. A detailed report, with all line items explained, should be also sent to the President and Secretary.

Melanie Beardsley: The reports should be approved by the board prior to publishing, too.

Tom, do you have anything to add?

Tom Page: Not at this time.

Nanette Walker Smith: Tom, did we want to perhaps send information on those scholarships to our wonderful vendors from the Continuing Education Conference? As well as to pass out to hospitals that might have students that are doing online technician programs but live in Wyoming?

Tom Page: I will look into that in next few weeks.

Melanie Beardsley: We could even send our scholarship information with vendors that have not contributed to us. It may be a way to open up conversation and get them interested in supporting us in some capacity.

Dena, can I put you on the spot here? We have a bit to cover under Treasurer, so I'd rather wait. Where are you and Julie with your progress? Is Nanette's coworker still an option?

Dena Wallace: Did Julie get back to us, Mel? My laptop totally kicked the bucket and I have been trying to work from my phone, but that isn't working well.

Melanie Beardsley: I'll have to double check, but I think the last e-mail was from you.

Nanette Walker Smith: My coworker is no longer an option. I am no longer working for Veterinary Centers of America and she did not respond to the list of subjects:

Vesicular Stomatitis

Bloodwork: related to equine and bovine, or other non-small animal species.

Emergencies: related to equine and bovine.

Diseases

Calving and foaling complications.

Backyard farming: chickens, goats, etc.

Rabies in large animals, as opposed to small animals.

Dena Wallace: I will reach out to the state veterinarian and ask about their availability for our Continuing Education conference and these topics.

Melanie Beardsley: Do you need me to do anything Dena while you are computer-less?

Nanette Walker Smith: Julie may need a phone call. COVID-19 has set everyone back. As far as the state veterinarian goes, you'll need to contact them every week until you get a response.

Dena Wallace: Julie says she is working overtime online. I will call the state instead of emailing them while I'm out of a computer.

We can also contact the state veterinary laboratory.

Tom Page: I remember Dr. Dickey out of Thermopolis mentioning that he would be willing to help us out a few years ago. I do believe that he is a large animal veterinarian.

Melanie Beardsley: We contacted him Tom, no response.

We will move onto the Treasurer's report now. This is February's report that I have up currently.

Angela Lance: There was a question last month about revenue. I quickly explained that is just the money that is brought in for the time period of the report. I tried to update all the banking information and was unable to connect to the bank. However, what is in QuickBooks matches the amount that is in the bank. I only have two unmatched checks out there.

Nanette Walker Smith: Angela, it would be helpful to create a small dictionary, so everyone understands what the terms mean for a while until we get used to them.

LeAnne can put that in the newsletter.

You also need to break down income to the number of memberships, donations, etc. You might want to look at the previous newsletters to see the categories from previous Treasurer reports. This is nice and clear but tells members nothing about what the break downs are. We don't want personal information in there, but it needs to be a little more detailed. This is what we would show to an auditor for IRS, initially. If they don't approve it, we have to go to the full report, line item by line item.

Angela Lance: I will put together something for you. I'll do a different report for you next month as well. This is basically a profit and loss report, but because we are a non-profit, it is called a Statement of Financial Position.

Melanie Beardsley: Does anyone have any further questions for Angela regarding the February Treasurer's report before we vote?

Nanette Walker Smith: The undeposited funds are the two checks you have outstanding, is that correct, Angela?

Angela Lance: Yes.

Nanette Walker Smith: [I motion to accept February 2020 Treasurer's Report as presented and explained by Angela.](#)

Dena Wallace: I second.

Melanie Beardsley: [Motion passes. February report is approved as presented and explained by Angela.](#)

Here is March's Treasurer report.

Angela Lance: February had LeAnne's trip on it and March had Jackie's trip, and that is why there is a negative amount again.

Melanie Beardsley: Any questions on March's report?

Nanette Walker Smith: I've got an idea for these reports and putting them in the newsletter: we should put in a third column, which would be a brief description of what each amount is for.

LeAnne Williams: Sounds good. I think I know what you mean.

Nanette Walker Smith: What was the \$390 under A/R in March for?

Angela Lance: A/R: Accounts Receivable. That would be monies received from members.

I believe the \$90 sitting in undeposited funds are members that paid an additional \$10 but did not need to.

Nanette Walker Smith: Do you mean members that paid the additional \$10 Certification fee and didn't need to because they weren't late?

Angela Lance: No, they are membership dues, late fees, and another fee that is in QuickBooks Online, but I cannot think of it right this moment. Deanna had let me know they had overpaid that fee.

I will include what donors have paid from year to date, and what they paid for, in our next meeting.

Nanette Walker Smith: As we get eVetSites to work on the online applications, we need to make sure that question is very clear on the Membership Renewal application, so it eliminates that \$10 fee problem!

Angela Lance: Are we refunding those fees, or are we accepting those funds, and then have the member not have to pay those fees for the next two years?

Melanie Beardsley: I think we should refund them. It is too much work to keep track of who we owe if we wait.

Angela Lance: I would like to look at the detailed report for year to date, make sure that these are indeed overpayment and then follow through with whatever needs to be done.

Melanie Beardsley: Technically, membership fees are not donations, correct? They shouldn't be in the same category.

Nanette Walker Smith: Membership fees are not donations, they are dues.

Melanie Beardsley: Angela, are membership dues in a separate column from donations in the program?

Angela Lance: Yes, they are in the system as dues, they are not in here as donations, just to be clear.

Nanette Walker Smith: [I'll motion to accept the March 2020 Treasurer's Report as presented from Angela.](#)

LeAnne Williams: I second

Melanie Beardsley: [Motion passes.](#)

Does anyone have any questions for her regarding April's report?

Angela Lance: On this report the \$510 that is under undeposited funds is a deposit that was made that has not been matched up with the bank yet. Once that is matched up, the net revenue will change to a negative \$400, plus or minus.

Nanette Walker Smith: Is the negative net revenue amount a payment for the NAVTA conference?

Angela Lance: The net revenue is showing a negative amount because we had more money going out than money coming in for the month of April. That is because of how I entered in the amounts for the conference expenses.

Melanie Beardsley: Any further questions regarding the April report?

Nanette Walker Smith: I motion to accept April's Treasurer Report as presented by Angela.

LeAnne Williams: I second.

Melanie Beardsley: Motion passes. April Treasurer's report is accepted!

Let's move onto our computer discussion. Floor is yours, Nanette.

Angela Lance: Newegg is a computer manufacturer, I'm assuming? On one line you state you want to stick with HP or Dell because of reputation, but then present Newegg.

Nanette Walker Smith: Newegg is like a BestBuy, but it's all online for ordering, shipping and support. Therefore, it won't matter who has the computer and if they have local computer support.

LeAnne Williams: Would the computers come with the programs that we need already on them?

Nanette Walker Smith: That's the biggest feature; you can get it the way you want it.

There is a downfall; because everyone's been working from home and online the last two months, they are down in stock. Both laptops we were looking at were available a week ago and are now not in stock.

Once I start a quote with them, I can work on getting what we need and should get a call or email from them by Tuesday.

Angela Lance: Adobe Pro you can probably get for a good deal on Techsoup, I would imagine.

Tom Page: I reached out to Techsoup and didn't get any response, if you have suggestions for them, I would like to know of them.

Angela Lance: We already have an account. I can give you our username and password for that Tom.

Nanette Walker Smith: I would just go straight to Adobe Pro. I'm a customer so I'll see about what they can offer a non-profit with my membership.

Angela, can you send that info please?

What Tom and I talked about was discussing our final needs tonight: two or three laptops, plus the external hard drives, how many printers, and what software.

The third laptop I want to discuss tonight in case we wanted to look at one for Treasurer, in case we lose Angela's. Regardless, Angela will need an external hard drive to back up WyVTA business on.

Angela Lance: WyVTA is always backed up on the cloud.

Nanette Walker Smith: My reasoning for getting an external hard drive for the Treasurer is that I don't trust clouds. They are not 100% secure, especially when it comes to financial information. I don't think any of our financial information should be cloud-based. There have been things lost that way.

Angela Lance: Intuit is pretty encrypted. Whoever is given a hard drive, I will give access to QuickBooks Online and we can back up that way.

Nanette Walker Smith: Angela, are you saying you (Treasurer) do not need a WyVTA laptop?

Angela Lance: Yes, at this time. I have four computers in my home and I'm the only one who uses them.

Nanette Walker Smith: Is there any reason you would need a printer at any time (i.e. monthly printing, or annual printing of two reams or more)?

Melanie Beardsley: I do not have a printer and did not need one last year when I was Treasurer.

Angela Lance: I don't think so, I'm not printing much for the Association either.

Nanette Walker Smith: So, to clarify, Treasurer does not have any computer needs at this time? No software? I think you can already save the Intuit information to a PDF. What version of Microsoft Word do you have?

Angela Lance: I think with Adobe they allow up to five users. If that's the case, I may request access for that. I have Office 360.

Nanette Walker Smith: Ok. That's the online version of Microsoft.

Let's move to Secretary next. The Secretary definitely needs a laptop as this person does the most on the computer (minutes, newsletter, prepping flyers, answering letters on letterhead for mailout inquiries, etc.).

Secretary will need Adobe Pro to be able to receive everything they get in from others, as well as to switch to something useable on the computer (i.e. old files that are outdated on Apple or Word).

LeAnne, you can always ask me why and how to do stuff. I've had to covert tons of files and 99% of the time there is a way around things.

LeAnne Williams: I feel like I've managed well with the minutes and newsletter, but flyers and annual meeting items will be new territory.

Nanette Walker Smith: As far as a printer/copier/scanner, we definitely need all those features. If we can't do something entirely via computer, we may have to scan it to a PDF and then convert it. You'll have both Word and Adobe to create files, which makes life much easier.

We don't need a fax. Most of us don't have a landline anymore anyway and that would end up costing us more because you'd have to buy a printer with that connection.

Melanie Beardsley: Everything can be e-mailed.

Nanette Walker Smith: The printer I sent an image of today is cheaper, but I didn't check it if was toner or inkjet. We want a printer that uses toner because it can sit there unused for a month or two. An inkjet has to be used 3-5 times a week to keep the jets cleared and from drying out.

The two printers on the comparison sheet use toner. The biggest difference between the two was weight: 20 pounds versus 26 pounds. One will need to come to our annual conference.

We will use only black toner to minimize cost.

Angela Lance: Do you want one to have color capability for the flyers?

Melanie Beardsley: I don't see six pounds making too much of a difference. Most board members will come to our annual conference, so we won't be shipping the printers except for the occasional changing of the guard.

Nanette Walker Smith: How do we get around color?

1. We will have letterhead for the Association printed professionally (i.e. 200 sheets) and the Secretary can keep most.

2. Flyers will be printed at a professional printer. Once completed, we can convert them to a PDF, send them to whichever business, and they can resize them as needed and print them on whatever paper we need.

Angela Lance: Now that you bring up reasons for not needing a color printer, a black and white printer seems as though it would fit our needs.

Melanie Beardsley: I'm on board for sending color files to be printed at a professional printer. It simplifies things for the conference.

Nanette Walker Smith: Now to discuss Certification and Membership cards.

Melanie Beardsley: I love your idea of bulk printing cards! Jackie can weigh in on this, but it seems to me this would be much more efficient.

Nanette Walker Smith: I'd like to create the card and have a professional printer make those into a business card size, with color. I will check to see if we can do a slick-face cardstock so people can't etch out the information written on it by a Sharpie.

Jackie and Deana, your floor: The Certification and Membership officer needs a computer for sure. I don't think he/she needs Adobe Pro. What about a printer? How much scanning and copying do you do for Certification and Membership?

Jackie Van Noy: I think bulk-printing membership cards would work. We also print a certificate for the newly certified and I believe we still send a letter explaining the requirements for membership and certification.

Nanette Walker Smith: Is the certificate is in color? We could bulk print those too, since you have to hand sign them anyway.

Jackie Van Noy: I did not have to do any copying last time I held this position. The only scanning I did was for receipts, and at that time the scholarship applications came either to me or the PO Box. It was faster to scan and email those, and then mail later.

Nanette Walker Smith: Then the letter could be sent in black and white? Or, you could have a stock of the colored letterhead and just put that in the black and white printer for the letter that goes out?

Jackie Van Noy: A black and white printer would be fine.

Nanette Walker Smith: These printers can scan to a PDF, which you can then email to whoever on the board needs it.

So, the printer/copier/scanner combination with black toner is a yes. Each laptop will have an external hard drive. I think each laptop should have a mouse as well. Anything else anyone can think of for the computers?

Melanie Beardsley: Agreed on the mouse front.

Tom's thoughts on what to do when there are issues needs to be considered. However, we can table them until we actually have computers to have problems with.

Nanette Walker Smith: I think we can get each set up (laptop/printer/hard drive/mouse/software/warranty) for around \$1000 each.

LeAnne Williams: Will the computers come with a protection plan and antiviral software?

Nanette Walker Smith: As far as computer problems go, we can go to Newegg first, otherwise it may have to be a local computer support business. I will ask that question when I talk to Newegg this week.

For the printers I would choose the 4-year warranty.

The laptops don't have warranties listed yet. Again, I'll find out when I talk to Newegg.

Microsoft has a Defender antiviral program that is standard with its program and it's good.

Last time I worked with Veterinary Information Network, I asked about other antiviral programs we'd had (Malwarebytes, Norton, McAfee) and my information technology guru said he'd tested them all and Defender was superior. It comes installed with the Windows program.

Angela Lance: Will there be a contract for the computers and printers for the individuals using them?

Nanette Walker Smith: Yes, we will draft a contract for these items. I will get working on that this week.

Since these two models of laptops are out of stock currently, I'll find out what is comparable and available, or how long they expect our current choices to be out and we can go from there.

I expect this purchase and set-up to take a good month.

Tom Page: [I motion to purchase the computers and printers with equipment listed.](#)

Angela Lance: [I second](#)

Melanie Beardsley: [Motion passes.](#)

Nanette Walker Smith: I will work on the purchase and if it's ok with all of you, I can purchase on my American Express which will cover any manufacturer or shipping issues.

Angela Lance: [I motion for Nanette to purchase the laptop set-ups on her American Express card for the extra protection.](#)

LeAnne Williams: [I second](#)

Melanie Beardsley: [Motion passes.](#) Save your receipts, Nanette.

Nanette, is there anything you wanted to mention about the website?

Nanette Walker Smith: Here is the draft site as it stands now: <https://wyvta18.evetsites.net/>

The images are better, and we have buttons. The applications are being worked on so they can be filled out online and then auto sent to the respective wyvta.org email they need to go to.

I want viewers to be able to easily see the buttons for the applications without having to scroll much on a laptop.

Melanie Beardsley: So exciting! Thank you for your work on this project!

I'll take the podium here.

I'll keep in contact with the county health official. We will have to see how this pandemic plays out in regard to our annual conference. Dena, I'll keep you in the loop if I hear any certain news.

Nanette Walker Smith: I'm exploring more in ZOOM too in case we need to do a ZOOM CE meeting.

Dena Wallace: The Colorado Association of Certified Veterinary Technicians did it last weekend. It was OK.

Nanette Walker Smith: Regardless, we need to include that information on the speaker's contracts and on the registration information.

Angela Lance: Do you mean if all else fails for the conference, we will offer it via Zoom?

Melanie Beardsley: Yes, Angela. Dena has mentioned that to Julie, so she is prepared.

Nanette Walker Smith: We do need to get speakers solidified this month if possible. I need the proceedings by June 1st so I can get them turned around and submitted to the Wyoming Veterinary Medical Association.

Tom Page: I will be working on figuring out ZOOM Pro over the next several months. I have been elected President of one of the Casper Toastmaster clubs and will be working on this for all of the Casper clubs.

Melanie Beardsley: Great, Tom! Though I really hope we don't need it.

Dena Wallace: I have ZOOM Pro through work. I will check to see if a webinar is included.

Tom Page: Dena, any thoughts would be appreciated, please send me an email.

Melanie Beardsley: The Veterinary Technician National Exam window has been extended again and for the final time. Private testing centers will have their own rules, so some students may still be able to test.

Nanette Walker Smith: All of the March and April Veterinary Technician National Exam test-takers were moved to end of May and June.

Melanie Beardsley: Most, Nanette. Private testing centers are setting their own rules, so some people were able to take it, thus some scores being completed.

Applications will be trickling in even more sporadically for Jackie as far as being able to certify technicians.

[Is there a motion to adjourn this meeting?](#)

Nanette Walker Smith: [I motion.](#)

LeAnne Williams: [I second.](#)

Melanie Beardsley: [Motion passes. Meeting adjourned at 9:35 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 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!

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,

Fax to: 970-867-6270

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

Job closes when we find the right candidate.

Instructor for Veterinary Technicians

PMI Veterinary Technician Program, Dillon, MT.

We are AVMA accredited.

Great pay, PTO, many great benefits.

Share your knowledge with the next generation.

Contact Dr. Jan: 406-465-2255

Veterinary Technician-Surgery and Anesthesia

Four Seasons Veterinary Specialists, the only independently owned specialty hospital in Northern Colorado, is an AAHA accredited 24-hour Emergency and Specialty facility providing urgent and critical care to small animals. Our onsite owners are practicing clinicians in radiology and surgery. Our hospital was established in March of 2014 and we are located on the east side of Loveland, Colorado. At our state-of-the-art facility, along with a staff of dedicated specialists and team members, we provide exceptional care to a diverse population of referral, urgent, critical and emergency patients. We are a team devoted to providing our patients, their families and their veterinarians with high quality patient care and excellent client service.

We are seeking a mature, competent Surgery and Anesthesia Technician with solid technical skills to join our diversified team! In addition to surgery, this candidate will also be able to support the wide variety of specialty departments within our hospital; internal medicine, oncology, imaging, emergency & critical care and dentistry. The Surgery and Anesthesia Technician is responsible for the admission, treatment, procedure and discharge of surgical patients, delivering an exceptional client experience through clear communication and education. The Surgery Technician must be proficient at IV catheters, blood draws, laboratory procedures, monitoring anesthesia, and medication administration. There is also opportunity to promote and market the practice's products, programs, and services through events and other marketing initiatives.

Why You Should Consider Us

As a member of the Four Seasons Veterinary Specialists family, your desire for medicine and kindness for pets and people is matched with a commitment to your professional growth.

We offer competitive compensation along with a comprehensive benefits package, including: medical, dental and vision insurance, disability insurance, life insurance, matching retirement plan, paid vacation and sick time, uniforms, continuing

education allowance, online training, personal pet care discounts, Employee Assistance Program, onsite wellness coach, great work-life balance, and more!

We provide schedules that are 4 days a week, with on call rotation.

We are a team that takes pride in our collaboration and cohesion within the workplace and we want to add a great team member to our family!

More information about our hospital can be found at: www.4seasonsvetspecialists.com and/or www.facebook.com/vetspecialistsloveland

If this describes you, then we want you to be a part of our dynamic team!

Skills and Qualifications

Required:

- *Ability to appropriately handle, lift and restrain animals and stand for periods of time.
*Knowledge of surgical procedures, positioning and anesthesia.
- *Understand most major surgical procedures and the appropriate treatment.
- *Be proficient at IV catheters, blood draws, laboratory procedures, monitoring anesthesia, medication administration and triaging.
- *Have basic organizational and computer skills.
- *Knowledge of veterinary practices, procedures and terminology with willingness to pursue further education.
- *Familiar with federal and state animal health laws, including OSHA and DEA regulations.

Preferred:

- *Certified Veterinary Technician (CVT) or Licensed Veterinary Technician (LVT).
- *One year of recent experience in veterinary practice with increasing responsibilities.
- *Experience with the software- Cornerstone.

If interested in this opportunity, please email your cover letter and resume to the Human Resource Manager, Ann Zenisek at azenisek33@gmail.com.

WyVTA 2020 Executive Board



2020 Executive Board of the WyVTA

Board Member	WyVTA Email Address	2020 Position
Melanie Beardsley, CVT	President@wyvta.org	President
Tom Page, CVT	PastPres@wyvta.org	Past President; Scholarship Committee Chair
Dena Wallace, CVT	VicePres@wyvta.org	Vice President
Angela Lance	Treasurer@wyvta.org	Treasurer
LeAnne Williams, CVT	Secretary@wyvta.org	Secretary
Jackie Van Noy, CVT	CVT_Members@wyvta.org	Membership & Certification
Jackie Breed, CVT	NAVTARep@wyvta.org	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