



## PRESIDENT'S MESSAGE

- Tom Page, AAS, CVT [President@wyvta.org](mailto:President@wyvta.org)

It was great to see everyone at Eastern Wyoming College (EWC), for our Annual Continuing Education and Meeting. Thank you to Eastern Wyoming College for hosting the day. Kristi Hamilton and Adelle Ostrom gave an awesome tour of the EWC Veterinary Program Facilities. Dr. Bittner's lecture on Immunology reminded us why we are doing vaccination at the times we are for both small and large animals. Dr. Pattullo did a great job teaching us how to improve our submissions to a lab and to improve accuracy of results.

Advancement of the Wyoming Certified Veterinary Technician takes a concerted effort of a lot of individuals to establish ourselves as integral component in our practices throughout Wyoming. This takes dedication to learning new skills year after year to further our careers. After we attend conferences we now become the teacher by passing the knowledge on to our 'home team.' One of the biggest parts of our job is communicating with our clients about their pet's condition. As we advocate for their furry friend, we should also be educating them as to the part we perform in the care of their family member's treatment.

Our profession grows when we work with our doctors and co-workers both inside and outside of our practices. Look around throughout your day. What can you do to make a difference? What skill do you have that you want to improve? Is there an opportunity for you to become involved? Some additional places we can get involved: Contact the career counselor at the local high schools. Show off what you do. Set up a "Job Shadow" for interested students to come visit your practice for part of a day. Show them our profession so they can make fact based decisions for their future. Other groups you can contact include 4H, Future Farmers of America, and pre-veterinary programs/clubs at local colleges. By getting involved you can find ways to help groups and educate the community.

What are you and your doctors doing in the community? Professional groups to look at to improve you and your practice include Rotary International, Business Network International (BNI), and Toastmasters International. "Rotary International is an international service organization whose stated purpose is to bring together business and professional leaders in order to provide humanitarian service and to advance goodwill and peace around the world." BNI helps you build a strong network that fuels professional growth. Toastmasters International offers a positive business professional environment that gives the opportunity to work on your public speaking skills and leadership skills, with positive feedback and constructive criticism.

Congratulations to the 2019 Board members. See the Annual Meeting minutes further along in this newsletter for the announcement! These folks have stepped up to take this Association further into the future for 2019. Their rotation into their new positions will begin transition training in October and they'll take office in December/January.

Challenging yourself by constantly pushing that which makes you uncomfortable can result in realizing you can improve and move past obstacles you once thought were beyond your ability.

*"Most locked doors are in your mind." Zig Ziglar.*

## Monthly Membership Meetings are now via ZOOM at <https://zoom.us/> at 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:

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 Nanette Walker Smith ([n\\_w\\_smith\\_24@outlook.com](mailto:n_w_smith_24@outlook.com))** if you don't receive the **email notification** containing the Meeting Room ID information **sent approximately 2-4 days prior to the meeting**. You can
  - click on the links in the email to access the meeting, or
  - enter the meeting ID number by going to <https://zoom.us>, click "Join a Meeting" and enter the ID on the next meeting date/time:

**NEXT MEETING is October 7 @ 7pm MT\***

**Plan ahead for this upcoming ZOOM meetings:**

**November 4 @ 7pm Mountain Time\***

**December 2 @ 7pm Mountain Time\***

**\*2018 and 2019 board members plus members**

## CHANGES TO THE CONSTITUTION AND BYLAWS

- Nanette Walker Smith, MEd, RVT, CVT, LVT [Secretary@wyvta.org](mailto:Secretary@wyvta.org)

**All members, please review the minutes in this newsletter**, especially the Annual minutes from September 15, 2018. We officially vote the September 15, 2018 Annual Meeting minutes in with any changes needed and approve them at NEXT YEAR's Annual Meeting. However, we have some official business we are publishing here as the 2 week notification of changes to the Constitution and Bylaws that are needed – clean up mostly – as we move the Association forward. **So please read the minutes and review these:**

**COMMENTS or QUESTIONS need to be submitted to Tom Page, president IMMEDIATELY via [President@wyvta.org](mailto:President@wyvta.org) PRIOR TO October 5. These changes will be discussed and potentially motioned on to bring to the membership for vote VIA SURVEY MONKEY at our October 7 meeting; all members are welcome to attend monthly meetings. If approved, the Survey Monkey VOTE VIA EMAIL will go out the week of October 7 and members will have 1 week to respond with their vote. Please be looking for this and respond!**

### Updates needed to the Constitution and Bylaws:

1. Changes to Board Member Positions. Brief Discussion: Need to update President's duties, Treasurer's duties, and clarify Past President's duties.
2. Addition to President's Position:
  - a. Addition of Article IV, Section 2-G.1k: transition to office of Past President upon election and seating of new Association President and maintain this position until subsequent Association President is elected.'
3. Expansion/revision of Past-President Position Article IV, Section 2-G.2: to read all of the following (in red are new additions to duties):
  - a. act as an advisor to the Executive Board;
  - ~~b. be available to sit on committees and speak on behalf of the association; and~~
  - b. serve as the liaison to the Wyoming Veterinary Medical Association;
  - c. chair the WYVTA Scholarship Committee;
  - d. represent the Association in any matters as requested by the President;
  - e. promote increased membership through public speeches, published articles, etc. as requested by the President,
  - f. promote the veterinary medical profession, the credentialed veterinary technician and the veterinary support staff including their relationships to public health and agriculture,
  - g. assist with committees and be a resource for the current elected board members; and
  - h. attend all Wyoming Veterinary Technician Association meetings (online, monthly).
4. Edit to Treasurer's Position:

- a. Removal of Article IV, Section 2-G.5a: *“be the primary membership chairperson and, along with the President and Secretary, update and keep the member records current and accurate;”*

**We will also add** the social media policy to the end of amendments in policies when we complete the changes.

## MEMBERSHIP/CERTIFICATION

-Deana Baker, CVT [CVT\\_Members@wyvta.org](mailto:CVT_Members@wyvta.org)

We'll be gearing up for 2019 renewals shortly so please be ready. Remember, we are all on the biennial renewal system now – 2 years for \$40. If you are certified, you will renew your certification and your membership at the same time your certification renews. If you are not certified, you'll renew your membership for 2 years in either the odd or even year. **Any questions RE: membership or credentials, please email me!**

**Deana Baker – WyVTA Secretary**  
[CVT\\_Members@wyvta.org](mailto:CVT_Members@wyvta.org)  
 2633 Bighorn Ave  
 Cody, WY 82414

## TREASURER'S REPORT

-Aaron Tippit, VA; Treasurer

<b>July 1, 2018</b>	<b>Beginning balance</b>	<b>\$15,694.05</b>
<b>Income</b>		
	IDEXX – Fall CE sponsorship donation	\$ 1000.00
<b>Expenses</b>		
	None	\$ 0.00
<b>July 31, 2018</b>	<b>Closing balance</b>	<b>\$16,694.05</b>
<b>August 1, 2018</b>	<b>Beginning balance</b>	<b>\$16,694.05</b>
<b>Income</b>		
	Membership dues	\$ 50.00
	Fall CE early bird registrations x 3	\$ 255.00
<b>Expenses</b>		
	None	\$ 0.00
<b>August 31, 2018</b>	<b>Closing balance</b>	<b>\$16,699.05</b>

*\*\* July and August 2018 Reports will be reviewed at October 7 meeting*

## CE FALL SEMINAR

- Marlane Hicks, CVT [VicePres@wyvta.org](mailto:VicePres@wyvta.org)

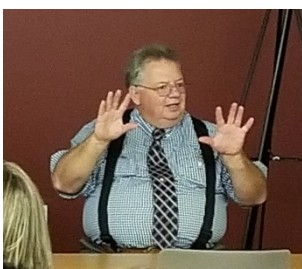
We had a very good turnout with some of the EWC students attending as well. For those of you who couldn't attend we hope you can make it next year.

Everyone at the CE seemed very pleased with the speakers, venue and accommodations. We received lots of suggestions for 2019 CE. Everyone commented that they learned a lot and felt they were given very useful information that they could take back to their practices.

Thanks to Melanie Beardsley and Crystal Cook, for all your help.



Abaxis Rep Angie Larson, CVT shows off new features with testing equipment with Jackie Van Nov	Dr. Bittner chats with EWC Students attending the conference during the break in the sponsor/vendor booth area	President Tom Page welcomes attendees with the unveiling of our new logo to kick the conference off!
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Dr. Bittner (left) and Dr. Pattullo (middle) Lunch provided by Bucking Horse Steakhouse & Sponsored by Boehringer Ingelheim

## EWC Veterinary Technology Program

-Cristi Semmler, CVT

We're pleased to announce our new Student Representatives from EWC this 2018-2019 year to the WyVTA Board: Sophomore Kristi Hamilton and Freshman Adelle Ostrom! They took the attendees to the Fall CE Conference on the tour of the new CTEC facilities on September 14.



## MINUTES

### WyVTA Meeting 2018-0805

**Tom Page:** I call this meeting to order at 7:01pm. Welcome everyone

**Tom Page:** Treasurer was first tonight. Nanette you have some information for us please. Aaron will not be here,

**Nanette Walker Smith:** All we can do is motion to approve the June Treasurer's report posted in the newsletter. Hopefully everyone reviewed that. I motion to approve.

**Roxane Rocks:** second

**Tom Page:** Motion to accept June Treasurer's report as printed passes unanimously.

**Nanette Walker Smith:** We'll need to have Treasurer's updated as close as possible to current when we get to Sept Annual Meeting.

**Tom Page:** Are there any reimbursements?

**Nanette Walker Smith:** Reimbursements - reminder need to be sent via email (PDF of receipt) to Treasurer PRIOR TO the meeting with a cc to the president so they can be included on the agenda.

**Deana Baker:** I'll be sending some in the next couple of weeks

**Nanette Walker Smith:** Marlane - if you have some for Fall CE please don't on to hold them - don't want you to be in arrears! Do the same!

**Tom Page:** Let's move one to Members at large

**Tom Page:** Roxanne FB update from you.

**Roxane Rocks:** nothing new to report

**Tom Page:** That moves us to Membership.

**Deana Baker:** Going well. I'm sending a new one out tomorrow.

**Tom Page:** Let's do the EWC notes for their events. Any questions on their events?

**Nanette Walker Smith:** EWC info was posted in the July newsletter - the 9/21 event was in progress. They are a busy program in September!!

**Tom Page:** Nanette-Secretary Report

**Nanette Walker Smith:** **Facebook:** You can see the update on the Social Media Policy - placed on our FB page in 2 places (posted as a post and also under 'about us').

Posting: I re-confirmed that any posts can be made; however, they are reviewable by our administrative group: me, Roxane Rocks (MAL), and Tom Page (President)

**Website:** Once we get our website rolling with the updates will include that with our CBs as a policy.

**Newsletter:** So need to see what you all want to do about the newsletter... we have in the past sent an additional out prior to the CE; however, I've got mixed feelings about prior to and would like your input about just post so we can make it really exciting. I'm good either way, but if we do one PRE CE that means I need items from EVERY ONE - NOW. And Cambria - sorry - that gives you no time on an article. Board's decision.....

**Roxane Rocks:** So what if the next newsletter is devoted to the CE, just for further exposure? Or is that redundant?

**Nanette Walker Smith:** There wouldn't be much in there that would be different about the CE than there was in the July Newsletter Roxane...

**Tom Page:** I kind of felt that the one just sent was Event based.

**Nanette Walker Smith:** That's my conundrum...With the Early Bird reg... Remember = that's August 15 (right around the corner). Thoughts on another resend on that as well? What do you think?

**Fall CE:** I sent out another blast email (finally figured out how to do the BCC to everyone so folks don't see everyone else's email with the new email program) with the registration and the meeting information in it.

**Tom Page:** I am good with a re send. I don't think I could get something in. At this point, I suggest a re send.

**Nanette Walker Smith:** I could resend the Fall CE reg info with Tom's blurb - and anything Marlane would like to add and not really call it a newsletter, but put that in the email body. And then we could do the next newsletter right after the Fall CE as it's currently scheduled.

**Marlane Hicks:** That sounds good Nanette

**Tom Page:** I like that also

**Deana Baker:** I feel that would be better

**Roxane Rocks:** That was my thoughts. Just to make sure there is tons of exposure and to catch any members that may have had the email blast go to spam.

**Nanette Walker Smith:** Ok... Marlane - could you pen something quickly in the next couple of days and email it to me to add to what Tom did in July's newsletter and I'll do that then for a re-bump on Fall CE. Then next newsletter will be in September after the Fall CE - with pics from the CE :)

**Tom Page:** Logos: Thanks Nanette and EVetSites

**Nanette Walker Smith:** That info was in the newsletter as well, really good responses to the survey monkey. I sent all of that info to eVetSites and they are working on a revision to the results for option 5, 1, and 3, especially with lettering and logo. I reiterated - please correct me if I misspoke - that we wanted the VTA part larger on any of the options AND that something a little more rustic/Wyomingish for the font.



**Tom Page:** I think that covers my thoughts.

*Nanette Walker Smith:* Also asked if they could play with the head of option 5 and body of 1 which looks more real. Option 5 body (front legs) look stumpy.

*Cambria Harmon:* They also look shorter in the front than the back

*Nanette Walker Smith:* SO as soon as they send it we'll get it to the board for review - from there, we may just plan on board vote depending so we can move forward IF we are all close in agreement to make it happen for the CE. If not, we'll take it back to our members.

*Nanette Walker Smith:* Also, once this is done, we'll move forward with website updates from there.

**Tom Page:** Just to re state. The hope is to have a logo before the Meeting.

*Nanette Walker Smith:* Most definitely so it can go on the proceedings, YOUR agenda and president's message, etc. and the CE certificate.

**Tom Page:** NICE!!!

*Roxane Rocks:* It would be great to do a grand unveiling of the new logo at the meeting...make it an event

*Cambria Harmon:* That would be awesome

*Nanette Walker Smith:* Exactly my thoughts!

**Tom Page:** Listed are the ones I have contacted. Marlane and Mel's are listed as well. I want to get in contact with others. Or if you work with someone please open the door.

	Vendor	Vendor contact	Amount/items	Notes
Marlane	Royal Canine			
Mel	Abaxis		\$250	Need W9- Tom to deliver to Mel this week.
Tom	Idexx	Eli,	\$1,000	Looking into Swag and portfolios for papers
Tom	Zoetis	Sean, Justin	\$1,000	
Tom	MWI	Jacob	\$250	Being sent to PO box.
Tom	BI	Lee Pullin		talking to this week--was on vacation
Tom	Virbac	Paul Mackin		talked to last Friday and sent letter
Tom	Campbell Pet	Leslie		lanyards & bags
Tom	Henry Schein	Brady		
Tom	Elanco	Graydon		
Lucy	Merck			
Lucy	Heska			
Tom	NAVTA	Mary Berg; Ken Yagi		Table--banner and stickers and ???
Tom	Hills	Linda Mueller	Unknown	Linda Mueller may be able to attend
Marlane	Royal Canin	Melody		Snacks from Sam's. Tom/Marlane transport/coolers



**Tom Page:** Does anyone have any questions or suggestions

*Nanette Walker Smith:* So if we have a bunch of lanyards, Campbell - vendor would be better than for leashes and some other swag

**Tom Page:** Does anyone know about the tags that can be added to them. Board member posts etc. They will only do these. I asked. We could buy leashes.

*Nanette Walker Smith:* That depends on the clips the lanyards come with. Need to find out what style and if they will have the plastic containers on them or just the clips. If just the clips, we can make the name badges.

**Tom Page:** Yes the little ribbons that stick on the bottom saying Secretary, Vice, Speaker Etc. We have all earned the recognition

*Nanette Walker Smith:* Sticky things that go on the name badges cost \$\$ I can find them and it depends on where we want to go with them - funny ones, etc.

**Tom Page:** Can everyone ask their vendors to spread the word to the hospitals they go to? I have talked to Hills and Zoetis.

**Tom Page:** Marlane you're up moving on to the rest of Fall CE.

*Marlane Hicks:* Dr. Pattullo has all her flight and reservations taken care of. I let the Bucking Horse Steak House know that we will be doing the Taco Salad bar for lunch and she will need a head count a week or two before the meeting.

*Nanette Walker Smith:* We'll need the tour info ASAP to get out to everyone :) This is cool. I'm excited to see the school!

**Tom Page:** I was hoping to come up with a better solution by this weekend with working with Dr. Walker and the student attendees. My schedule didn't allow it

*Nanette Walker Smith:*

**Fall CE:**

1. Sent registration information to WyVMA, have heard nothing.
  - a. Tom used his good connections with his DVM to get an email out to WyVMA members Tom reached out to his contact with WyVMA and hopefully a blast email was sent out.
2. Sent registration information to South Dakota, Big Sky (MT), Utah, Nebraska, and Kansas via Facebook and all have replied favorably that they would get the word out (and/or post to their Facebook page). Colorado was emailed the information as their Facebook page does not allow for instant messaging or posting.
3. Dr. Pattullo's proceedings are in hand (sent 2 weeks early☺); edits/questions reviewed by her, and are completed. Ready for printing (see below)
4. Dr. Bittner is providing his proceedings on site due to content info update delays on his end (info he's waiting for to update his materials)
  - a. Marlane will communicate number of proceedings copies we'll need to stuff reg packets approximately a week prior to the conference.
  - b. Still need his signed contract; Marlane will obtain on site.
5. I will submit proceedings and registration information to the Wyoming Board of Veterinary Medicine for CE hours approval for veterinarians on MONDAY, August 6 in order for us to hopefully get approval before the conference. (Dr. Bittner went to BVM already--so his is approved for 4 hours for DVMs) It's better if I do this with all the proceedings in hand so the BVM can determine what they want to approve in one packet so the documentation is in order so it matches up appropriately and quickly.
6. PROCEEDINGS:
  - a. Printing – black/white OR color
    - Dr. Pattullo's – 12 pages. Pages 3, 4, 5, 6, and 7 include color. Color printing would equate to 3 sheets back to back color pages 3-8 for ease of insertion (or 6 pages of color charges per proceedings copy for hers).
    - Dr. Bittner's – providing his own.
  - b. PDF version emailed to registrants – we will not be able to do this due to not having the full proceedings. If we choose to only do black and white for Dr. Pattullo's copies, we SHOULD consider emailing the PDF; however, I will need to speak with her to confirm her approval of this.

*Nanette Walker Smith:* I really feel that Dr. Pattullo's will be MUCH better in color - would just be 6 pages (3 sheets back to back) color. Would require a bit of putting together, but given numbers we should be in good shape and if we use the printer that Tom has in Casper that we used last year, it will be easy. They were really great to work with. I printed it out in B/W - with some density adjustment they would be ok, but really not great for what she'd like to show on them. Granted these are proceedings and not her slide show. But some of the images were screen shots and are already dark. I can manipulate them in Photoshop, but not well - photo of a photo from a print loses image quality really badly.

**Tom Page:** I can contact the printer.

*Melanie Beardsley:* Sounds like color would be better then

**Tom Page:** I like color

*Cambria Harmon:* color sounds fine to me

*Roxane Rocks:* Forgive me if we already talked about this, but what is the cost difference?

*Marlane Hicks:* I spoke with Nanette about this and I agree with her that color would be the best. **I motion that we use color for Dr. Pattullo's presentation.**

*Nanette Walker Smith:* color pages are up to \$1/each vs. 5-10cents for b/w. However, proceedings are 12 pages total and we won't have cost for Dr. B's so minimal overall

*Deana Baker:* 2nd

**Tom Page:** Motion to go with color printing passes unanimously

*Marlane Hicks:* I think we really need to find out what EWC is planning for the students. If needed, I can reach out to Dr. Walker and see if we can come up with a plan.

*Nanette Walker Smith:* That would be great Marlane - I think you should run with this due to your connection with Dr. B please. If you can update everyone from there, Marlane, that would be good.

*Nanette Walker Smith:* Dena - thank you for coming in as a member :) again! Love to see 'new' faces.

*Dena Wallace:* Thanks for having me!

**Tom Page:** Motion to adjourn

*Roxane Rocks:* so moved

**Tom Page:** Motion passes unanimously. We are adjourned at 8:16pm. Have a good night

### WyVTA Meeting 2018-0909

**Tom Page:** I call this meeting to order at 7:00pm

*Cristi Semmler:* Hello - Both Student Reps should be joining tonight: Sophomore - Kristi Hamilton and Freshman - Adelle Ostrom.

*Nanette Walker Smith:* Thanks Cristi - are these the 2018-2019 reps?

*Cristi Semmler:* Yes

*Nanette Walker Smith:* Cool, will need their contact info - phone and email. I can get that this weekend.

**Tom Page:** We will start with Aaron and the Treasurer's report.

*Aaron Tippit:* So that's my preliminary CE report - it's projected with the information we have so far. The only things I have gotten are the checks from Idexx, Abaxis, Henry Schein, and MWI; the other numbers are things we've talked about in meetings or off to the side.

**Tom Page:** Marlane -- How many attendants

*Marlane Hicks:* Current count is 42

*Aaron Tippit:* I'd really like to get numbers for how much the venue would have cost us and how much Dr. B would have cost us. And Tom brought this up today with me. Are we looking at doing any gifts for anyone this year?

*Nanette Walker Smith:* Aaron - Dr. B's costs would have been \$250/hr. speaker stipend x 3.5 hours plus the venue would have been virtually the same if we had done it at a hotel/conference center. It's on the speaker contract I sent you of his that is his donation to WyVTA - I've already got his donation letter for the IRS/him completed.

**Tom Page:** Cost would have been \$875

*Melanie Beardsley:* I'm pretty sure the room was \$95 without food last year. I'm not sure who we would give gifts to...unless we gave one to Dr. B for getting us the venue and donating his time

*Marlane Hicks:* Seems to me the Dr. B would have been around \$1,000.00

*Nanette Walker Smith:* Aaron, I sent the contract to you early summer. I can send you his completed and will send the IRS donation one as well for Treasurer records.

*Aaron Tippit:* Yes please. I must have missed his contract

**Tom Page:** Is there anything else for the treasurer Aaron?

*Nanette Walker Smith:* As far as venue - it's been consistent for the past few years. Only change would have been if EWC would have charged us for room rent.

*Nanette Walker Smith:* Will do :)

*Nanette Walker Smith:* Thank you for this info Aaron

*Aaron Tippit:* Yeah that's what I mean is if EWC were to charge for the use of the room

*Nanette Walker Smith:* Cristi - is there a way to find out what EWC charges for room rentals? We could add that information in to our notes this weekend.

*Cristi Semmler:* I can check on that

*Nanette Walker Smith:* ty

*Aaron Tippit:* The Secretary of state report is due 1 October as well. As soon as we know who all the officers are going to be in the next year I can get that done. The amount will be 27 to pay it online

*Nanette Walker Smith:* **Yep you can get that turned in as soon as we get our new officers elected. Motion to pay the fee for that report for \$27**

*Aaron Tippit:* **I can pay with my card and reimburse**

*Melanie Beardsley:* **I second the motion**

**Tom Page:** Motion to pay Sec. Of State passes unanimously

**Tom Page:** Next is an update that Roxane sent in: "I don't have anything new to report for this meeting. Aside from personally promoting the CE, I did not have a specific task for the event. I had committed to going to IVECCS before the date for our CE was set. I am truly disappointed to not be joining all of you.

I do want to make my intentions clear for remaining on the board as Member at Large. I would like to respectfully submit my acceptance should I be nominated. If another candidate is voted in for the position, I will find a different role to contribute to our association. Perhaps it's time to form some committees, and I would be happy to be a chair for one I am qualified to lead."

*Nanette Walker Smith:* Bummer she can't be there, but good on the nomination! Roxane has been a huge asset this year with Facebook and the website/social media

**Tom Page:** The board is in agreement! Next will be NAVTA Rep

*Melanie Beardsley:* NAVTA has partnered with the American Association of Feline Practitioners (AAFP) in order to provide educational sessions at their Annual Conference. The 2018 AAFP Conference will be held from September 27 - 30 at the Charlotte Convention Center and Westin Hotel in Charlotte, North Carolina.

The 16th Veterinary Technician Specialty was announced last month: Radiology

*Nanette Walker Smith:* I am SOOOO happy about the newest specialty - it's about time!!

**Tom Page:** I agree. Thanks awesome. We'll have Deana for Membership next

*Deana Baker:* I just received another batch of test scores but no applicants as of yet. I have two that I will have processed this week.

*Nanette Walker Smith:* Deana - holler this week if there is anything you think of that I need to bring with me to help you this weekend. All your membership stuff if you can. Need to see how we are doing with all the changes we've made last couple of years and what we truly need if we go to membership software.

**Tom Page:** Information to answer questions about the status of individuals

*Deana Baker:* okay and what is the status of the laptop?

*Nanette Walker Smith:* Tom and I need to wrap our heads around what you do so we can shop for software; we need to determine needs of.

*Marlane Hicks:* Can I suggest membership cards for those of us who didn't receive one?

**Tom Page:** I will look into a printer. I can email you if I can make it work.

Nanette Walker Smith:

1. Fall CE docs are almost ready to go:
  - Cover page - final draft
  - President's Welcome - final draft
  - Agenda - final draft
  - Evaluation - DONE
  - Certificate - DONE
  - Dr. Pattullo's proceedings - DONE
  - Dr. Bittner's donation letter - DONE
  - Dr. Bittner's proceedings - he is providing copies - they have not been reviewed or proofed
2. As soon as all final drafts are complete (from Tom) I'll get them into a print ready doc for the printer and Tom will deliver to the printer for final print
  - Print number will be what Marlane has on hand +5 copies
3. **QUESTION:** Do we want to include a copy in the CE packet of last year's Annual Meeting minutes - they need to be voted on and approved as annual membership minutes published. Annual meeting from 2017 is voted on at the beginning of the meeting at NOON.
4. I'm working on new notebooks for ALL board members and will have those in hand next weekend, hopefully. I will work on some of the inclusions when I speak to board members in attendance.
5. Planning to work with Deana on site in Torrington with Membership/Certification to see how all of the changes in the last 2 years are going and what else we need to tweak, prepare for.
6. **NEWSLETTER WILL BE IN PROGRESS - ALL SUBMISSIONS need to be IN by the close of the meeting on Saturday, September 15.**
7. I am arriving Friday afternoon and leaving Sunday morning.

Roxane Rocks: I still think meeting minutes should be the first page in the packet with a note at the top to read before lunch.

Melanie Beardsley: Then we probably need to put them in the packets due to venue lay out.

**Tom Page:** With the conversation, and the setup of the rooms. I recommend we put them in the packet.

Marlane is next with an update for the CE Program:

1. **Attendance:** We have approximately 42 people attending the fall CE including students of EWC. We have a few people attending from Montana and Colorado. We will be asking everyone to fill out the evaluation form in order to receive their certificate.
2. **Venue:** We will be having the lecture in the large lecture hall that seats approx. 90 people. We will then move to the classroom for the annual meeting and lunch.
3. **Lunch:** There will be a Taco Salad bar. There will be options for making Nachos and Tacos if they wish. This will be set up and taken down by The Bucking Horse Steak House.
4. **SNACKS:** Snacks have been purchased and will be available during the breaks. We will need to remind everyone that Snacks will not be allowed in the lecture hall.
5. **Tour of the EWC Veterinary Program/Facility:** We have asked to have a tour of the EWC program /facility Friday evening. I'm not sure who will be giving the tour.

Nanette Walker Smith: Marlane - do you want some signage about the snacks? I can make those for the snack table if you'd like

Marlane Hicks: I don't think it is needed we will go over it when we do our opening welcome.

Nanette Walker Smith: Ok. This all looks great. How will we get the word out about the tour on Friday?

Marlane Hicks: I am sending to all the people that have registered. They put their e-mail on the register form

Cristi Semmler: Kristi and Adelle will be doing the tour

**Tom Page:** What time is best and where to meet?

Cristi Semmler: I was told 6pm Vet Tech building Main Doors

Kristi Hamilton: Adele Ostrom, our freshman rep and I will be meeting you for the tour at EWC on Friday at 6

Marlane Hicks: I will be sure to put that in the e-mail. I will leave a note at the front desk of the Hotel for anyone that is registered with the WyVTA that there will be a tour.

Nanette Walker Smith: Great idea, Marlane. Excellent Cristi, Kristi, and Adele :) Can we be sure to get directions to the building in the email Marlane?

**Tom Page:** Everyone please watch your emails. And we can watch for others as they arrive on Friday for the tour.

Deana Baker: What time are you going to need help setting up?

Marlane Hicks: I am meeting with DR.B once I get checked. I would say set up would probably be after the tour.

**Tom Page:** President Report

1. Agenda for Friday.
  - a. Set up of tables for Vendors with the CTEC team.
  - b. Assemble Portfolio—this will have all of the hand outs for each individual.
  - c. Tour of EWC to be set for Friday night—Information still pending.
  - d. Thank yous to the Vendors—Board Members please sign—this will be sent out with pictures collage of the event created by Mel.
  - e. AV —practice/check.
2. Agenda for Saturday
  - a. See printed Sheet
  - b. Board member Pictures—
  - c. Annual Meeting -- Lunch meeting
    - Topics?—Vote—Annual Meeting of 2017 Meeting Approval
    - LOGO
    - Board Member updates—each post.
    - Board member elections
    - Pictures of New board members—Collect information
  - d. Closing
    - Turn in Evaluations in exchange for CE certificate.
3. Vendors
  - a. Our Vendor sponsorship has been great this year.
  - b. Idexx and Zoetis have both contributed \$1,000 each
  - c. BI has Sponsored the Lunch
  - d. HSAH—has given \$250. And is working on an additional amount in conjunction with Elanco that might be up to \$1500.
  - e. MWI and Abaxis both gave \$250.
  - f. Hills—Printing costs up to \$250.





- g. Royal Canin—Purchased snacks for about \$120.
4. Printing (covered up to \$250 by Hill's)
  - a. President Letter
  - b. Welcome Letter
  - c. Cover Letter
  - d. Agenda
  - e. CE Certificates
  - f. Evaluation forms
  - g. Vendor Thank you—about 15.
  - h. IDEA—Table Banner---(additional cost of about \$70, 3'x6')
5. Expenses
  - a. Dr. Kim estimated \$\_\_\_\_\_
  - b. Printing that goes over \$250. Initial estimate doesn't look like much. Guessing <\$50 (without banner)
  - c. Pictures estimate \$30. Mel to create.
  - d. Sending Thanks yours. Estimated <\$50. Mailing and 8x10 Manila envelopes. Tom to draft letter and send)
  - e. IDEA-LOGO Banner. Listed under printing
6. EWC
  - a. Thank you to Dr. Walker and Dr. Bittner?
7. What is not noted is that I will be borrowing another projector from my Toastmaster group to facilitate as needed.



NAVTA - sponsor

**Tom Page:** Before scrolling on any questions

*Nanette Walker Smith:* Add to printing list the annual meeting the 2017 meeting notes and approval at the top - needs to be first. KUDOS to those of you that pulled together sponsors. AMAZING work

*Nanette Walker Smith:* What's the IDEA table banner?

*Marlane Hicks:* Is the Table Banner Paper?

**Tom Page:** When I was talking to the Printer I found that they can do a banner that goes on the front of a table. We can do a 3' foot tall, 6' long or 8' long. It is a last minute idea. I think they could get it done based on Friday conversation.

*Roxane Rocks:* What would the banner say?

**Tom Page:** Great way to promote new logo. Just the new LOGO

*Marlane Hicks:* That would be great. I think 6' would be just fine. If we have 8' tables it would work but if we had 6' table with 8' banner might not look good.

*Nanette Walker Smith:* 6' better than 8' if you do one - 8' banner looks awful on a 6'.

**Tom Page:** The tables at the CTECH building should be fine. On the registration table. I was thinking Just the Logo if they can do it on time.

*Nanette Walker Smith:* Ok you'll need the proper print image for that which I have. They should be able to. It takes our local print shop a day to do these.

*Cristi Semmler:* I like the ability to reuse it then

*Marlane Hicks:* Good point Cristi

*Nanette Walker Smith:* Would be a great 'unveiling' officially of the new logo

*Melanie Beardsley:* Yes, if we did it, we need to be able to reuse it

*Kristi Hamilton:* how about the sponsors names as well.... couldn't do that if you put the sponsors names on - so with draw that comment!

*Roxane Rocks:* Love the idea. Something that can be used again.

*Nanette Walker Smith:* And yes, gets rolled up in a tube and saved with the officer position info etc. so it's not lost.

*Melanie Beardsley:* Then we would have it if we ever did any other events, too. Vote to spend these funds

**Marlane Hicks: I motion we do the banner**

**Nanette Walker Smith: for a maximum cost of \$100, 6' banner size**

**Roxane Rocks: second**

**Tom Page: Motion to purchase a 6' table banner for less than \$100 passes unanimously.**

**Tom Page:** The last of my list has been reviewed previously except for the printing and mailing of pictures that are listed on c. and d. This would be done after the event.

*Nanette Walker Smith:* Dr. Pattullo is \$1825 dependent on taxi/Uber/rental car. I can offer goodies from Bass Pro Shops for the speakers - I have a stash. Would need to/be nice to add something good like gift card to restaurant or bottle of wine or something like that. And they should have a special thank you card each.

**Tom Page:** AWESOME idea Nanette.

*Kristi Hamilton:* If your get the chance to stop through town on Saturday morning there is a great little bakery called Bread Doctor on Main Street. They open early and Bread Doctor gift certificate would be a lovely thank you

*Deana Baker:* Yes The Bread Doctor has really good food.

*Melanie Beardsley:* A gift card from a place like that would be better than chain restaurant, I think

*Nanette Walker Smith:* I can pick that up too if we want. So that would be for Dr. B. Now how about Dr. P

*Melanie Beardsley:* We wouldn't want to give her anything that is a pain to haul back to WA

*Marlane Hicks:* I would say Starbucks for Dr. P

*Nanette Walker Smith:* Do you want me to grab that as well? I live at Starbucks

**Tom Page:** Flowers for Dr. Walker, my daughter works at a florist. Dr. P is flying --not convenient

*Roxane Rocks:* Amazon Gift Card for Dr. P?

*Deana Baker:* You can't go wrong with a Starbucks gift card or any other card for that matter.

*Melanie Beardsley:* We could do a gift card to the bakery for Dr. Walker too and simplify things

*Cristi Semmler:* Everybody loves Bread Doctor

*Nanette Walker Smith:* I'll handle the gifts. Amounts on the gift cards?

*Melanie Beardsley:* \$40?

**Tom Page:** Sounds like Bread Doctor for the Doctors!!

*Marlane Hicks:* and Starbucks for Dr. P?

**Roxane Rocks: I move to give \$40 gift cards to speakers (Dr. Bittner, Dr. Pattullo) and Dr. Walker (3 cards total)**

**Marlane Hicks: second**

**Tom Page: Motion to buy thank you gift cards for \$40 passes unanimously**

**Tom Page:** thank you everyone

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

**Roxane Rocks: second**

**Tom Page: Passed unanimously. Meeting adjourned at 8:14pm**





**2018 Annual Meeting of the Wyoming Veterinary Technician Association – September 15, 2018**

- II. Call to Order by President Tom Page: 12:16pm
- III. Welcome to all
- IV. Vote on 2017 Annual Meeting Minutes.
  - A. Motion to accept as printed in the October 2017 newsletter Marlane Hicks, 2<sup>nd</sup> Jackie; UAP
- V. Constitution and Bylaws
  - A. Updates needed to the Constitution and Bylaws:
    - 1. Changes to Board Member Positions. Brief Discussion: Need to update President's duties, Treasurer's duties, and clarify Past President's duties.
    - 2. Addition to President's Position:
      - a. Addition of 'k. transition to office of Past President upon election and seating of new Association President and maintain this position until subsequent Association President is elected.'
    - 3. Expansion of Past-President Position to read all of the following (in red are new additions to duties):
      - a. act as an advisor to the Executive Board;
      - ~~b. be available to sit on committees and speak on behalf of the association; and~~
      - i. serve as the liaison to the Wyoming Veterinary Medical Association;
      - j. chair the WYVTA Scholarship Committee;
      - k. represent the Association in any matters as requested by the President;
      - l. promote increased membership through public speeches, published articles, etc. as requested by the President,
      - m. promote the veterinary medical profession, the credentialed veterinary technician and the veterinary support staff including their relationships to public health and agriculture,
      - n. assist with committees and be a resource for the current elected board members; and
      - o. attend all Wyoming Veterinary Technician Association meetings (online, monthly).
    - 4. Edit to Treasurer's Position:
      - a. Removal of Article IV, Section 2-G.5a: *"be the primary membership chairperson and, along with the President and Secretary, update and keep the member records current and accurate;"*
  - B. Brief Discussion of the above changes was given by Nanette Walker Smith. Clean up of President and Treasurer positions and further clarification of what a Past President's duties might entail and that the President understands that the Past President position is a transition and continued board presence.
  - C. These new Constitution and Bylaws changes will be published in the newsletter shortly after the conference for membership review.
    - 1. Comments and questions should be directed to the president immediately for review.
    - 2. Should no further revisions be heard by October 7, a motion to approve these changes will be put forth at the October 7 WyVTA meeting to put to member vote via Survey Monkey email send out to all confirmed 2018 voting eligible WyVTA membership with vote completion required within 1 week from send out.
  - D. **With the publication of the revised Constitution and Bylaws after any voting is completed, we will also include the Board approved Policy on Social Media**
- VI. New business
  - A. Question from floor on how CE hours are determined – explanation given by Nanette Walker Smith
    - 1. Hours are determined by WyVTA for Wyoming CVT credentialing and approval for the CE certificate because we are the certifying body for credentialed veterinary technicians in the state of Wyoming.
    - 2. 50 minutes is equivalent to 1 hour of CE (follows the American Association of Veterinary State Boards assignment of CE hours). 45 minutes is 0.75 CE hours.
    - 3. Fall 2018 CE, for example, was granted 8 hours of CE by the WyVTA, 7 hours of CE, 1 hour of association business toward promotion and sustaining the veterinary profession. Veterinarians were granted 7 hours of CE by the Wyoming Board of Veterinary Medicine (7 hours of CE)
- VII. Elections to 2019 Board Member positions.
  - A. Transition will begin with communication and training October-November, transition December, and finalization in January.
  - B. Basic Requirements for being an Officer:
    - 1. Active member in good standing, and
    - 2. preferably be a resident of Wyoming,
    - 3. and preferably be a Certified Veterinary Technician.
    - 4. NOTE: President must be a resident of the state of Wyoming AND must have served at least one year on the Board in the year preceding succession to the office of President AND must be a CVT.
    - 5. NOTE: The NAVTA State Representative is bound by the rules and regulations of NAVTA and must be a current member and remain a current member of NAVTA while in this position.
    - 6. Position can be held consecutively for 3 years maximum.
  - C. Opportunities and benefits for being on the WyVTA Board.
    - 1. Make a difference.
    - 2. Work with other passionate individuals.
    - 3. Challenge yourself. Step out of your comfort zone.
- VIII. BOARD MEMBER ELECTIONS

- A. President
    - 1. Tom Page. Motioned by Deana Baker, seconded by Angela Vance; unanimously approved
  - B. Vice President
    - 1. Angela Lance. Motioned by Dena Wallace, seconded by Mel Beardsley; unanimously approved
  - C. Treasurer
    - 1. Mel Beardsley. Motioned by Nanette Walker Smith, seconded by Jackie Van Noy; unanimously approved.
  - D. Secretary
    - 1. Nanette Walker Smith. Motioned by Deana Baker, seconded by Melanie Beardsley; unanimously approved.
  - E. Membership Certification
    - 1. Deana Baker. Motioned by Nanette Walker Smith, seconded by Jackie Van Noy; unanimously approved.
  - F. NAVTA Rep.
    - 1. Dena Wallace. Motioned by Melanie Beardsley, seconded by Nanette Walker Smith; unanimously approved.
  - G. Member at Large
    - 1. Cambria Harmon. Motioned by Marlane Hicks, seconded by Deana Baker; unanimously approved.
    - 2. Roxane Rocks. Motioned by Marlane Hicks, seconded by Deana Baker; unanimously approved.
- IX. Closing
- A. Presentation of Thank You gift to Dr. Bittner
  - B. Motion to Adjourn. Motioned by Nanette Walker Smith, seconded by Deana Baker.
  - C. Meeting adjourned at 12:55pm.

**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 policies for posting details.

**Job Listing: Certified Veterinary Technician needed in Northeastern Colorado**

The duties are consistent with that of a Certified Veterinary Technician. We are a mixed animal practice in northeastern Colorado with 5 doctors hoping to expand to 6. 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, but do employ a part time kennel assistant. 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.

Please apply by email to: [formorganvetclinic@gmail.com](mailto:formorganvetclinic@gmail.com), fax to: 970-867-6270, or snail mail to: 1215 E. Burlington Ave., Ft. Morgan, CO 80701. Job closes when we find the right candidate.

2018 WyVTA Board	
Tom Page, AAS, CVT	President
Kati Martin, CVT	Past President; Scholarship Comm.
Marlane Hicks, CVT	Vice President
Aaron Tippit, VA	Treasurer
Deana Baker, CVT	Membership/Certification
Nanette Walker Smith, MEd, RVT, CVT, LVT	Secretary; Advisor
Melanie Beardsley, CVT	NAVTA Rep; Scholarship Comm.
Cambria Harmon, AAS, LVT, CVT	Member-At-Large; Scholarship Comm.
Roxanne Rocks, CVT	Member-At-Large
Amanda Johnson	EWC Student Rep-sophomore
Kristi Hamilton	EWC Student Rep-freshman
Jackie Van Noy, CVT	Webmaster

Incoming 2019 WyVTA Board	
Tom Page, AAS, CVT	President
Kati Martin, CVT	Past President; Scholarship Comm.
Angela Lance	Vice President
Melanie Beardsley, CVT	Treasurer
Deana Baker, CVT	Membership/Certification
Nanette Walker Smith, MEd, RVT, CVT, LVT	Secretary; Advisor
Dena Wallace, CVT	NAVTA Rep
Cambria Harmon, AAS, LVT, CVT	Member-At-Large; Scholarship Comm.
Roxanne Rocks, CVT	Member-At-Large
Kristi Hamilton	EWC Student Rep-sophomore
Adelle Ostrom	EWC Student Rep-freshman
Jackie Van Noy, CVT	Webmaster

**CONTACT US:**

<a href="mailto:President@wyvta.org">President@wyvta.org</a>	Tom Page, CVT, AAS	Association Information not covered by other board positions
<a href="mailto:VicePres@wyvta.org">VicePres@wyvta.org</a>	Marlane Hicks, CVT, LVT	Fall Continual Education/Annual Meeting Information
<a href="mailto:Secretary@wyvta.org">Secretary@wyvta.org</a>	Nanette Walker Smith, MEd, RVT, CVT, LVT	Newsletter, Press Releases, Promotional, Information
<a href="mailto:CVT_Members@wyvta.org">CVT_Members@wyvta.org</a>	Deana Baker, CVT	All information and questions regarding Active and Associate Membership and Certified Veterinary Technician credentialing
<a href="mailto:NAVTARep@wyvta.org">NAVTARep@wyvta.org</a>	Melanie Beardsley, CVT	All questions of a national credentialing nature and the National Association of Veterinary Technicians in America