

THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208



MINUTES OF THE FORTY NINTH ANNUAL GENERAL MEETING OF THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS HELD AT THE STAR, GOLD COAST, AT 5.00 P.M. ON FRIDAY 5 JULY 2019

1. PRESENT

Drs Z. Lenard (President), A. Burrows, W. Ricketts, B. Smith, A. Lane, C. Mansfield, C. Guy, A. Bryce, D. Tabrett, P. Bennett, G. Musk, L. Abraham, K. Briscoe, P. Muellner, L. Hambrook, D. Evans, P. Tisdall, F. Galloway, R. Weight, B. Jones, A. Petrey, Y. Indrawirawan, A. Peaston, W. Goodwin, L. Wright, B. Biddle, K. Toyer, McGill, V. Russell, R. Sutcliffe, A. Franklin, K. Kendall, C. Sharp, A. Lam, S. Nixon, L. Gan, G. Wadie, O. James, N. Harding, M. Challoner, M. Zuber, K. Hogan, S. Goldsmid, A. K. Gonzalez Argandona, G. Gorman, M. Roberts, N. Perkins, M. Lui, G. Versluis, R. L'Estrange, D. Merrett, T. Hugo, F. James, A. Stickney, J. White, T. Cashman, C. Medina, O. Marchetti, G. Haitjema, M. Cassiani Lowe, J. Van Dam, C. Cantley, E. Hampson, J. Smith, J. Shorten, J. Rodger, L. Cudmore, N. Bamford, M. Thompson, C. Reddrop, M. Hicks, C. Boyd, M. Awad, N. Kirkwood, E. Jenkins, A. Tayol, R. Bird, A. Wardman, K. Bensch, E. Holden, L. Bass, L. Evans, T. King, E. Watkins, S. Ciaravolo, S. Tso, R. Tan and K. Littlewood.

In attendance: Dr M. Hiscutt, Mr S. Klintworth and Mrs T. Boskovic.

APOLOGIES

Apologies were received from Drs S. Yeomans and P. Moses.

Dr Lenard acknowledged the Office staff for their work in facilitating the examinations and Science Week, the Examinations team of Ms Robyn Pettigrew and Mrs Lynda Kennedy, College Manager Dr Mary Anne Hiscutt, Assistant College Manager Ms S. Tinsley, Project Officer Dr Rachel Tan and Marketing, Membership and Events Officer Mrs Thy Boskovic and Chief Executive Officer Mr Shane Klintworth.

Dr Lenard acknowledged the vision and commitment of the Science Week Committee in delivering a revitalised Science Week in a new location after 18 years at the QT Hotel, allowing for much expanded delegate and industry numbers.

2. COUNCIL Members for 2019/2020

Five nominations had been received for the two vacant positions on Council, and voting had resulted in the re-election to Council of Dr Z. Lenard and the election of Dr D. Tabrett. Dr A. Bryce was elected to Council for a one year term as a result of the resignation of Dr W. Ricketts.

The President informed the meeting that discussion had taken place at the previous Council meeting relating to office bearers for Council 2019-2020 with the following appointments being recommended to the AGM.

President	Z. Lenard
Honorary Secretary	A. Lane
Honorary Treasurer	B. Smith

Chief Examiner	C. Guy
Councillor	C. Mansfield
Councillor	D. Tabrett
Councillor	A. Bryce

Other officers appointed to Council were:

Returning Officer	T. King
Chairman, Awards Committee	A. Bryce
Convenor, Science Week (Industry)	T. J. King
Convenor, Science Week (Program)	W. Goodwin
Honorary Secretary/Treasurer (NZ)	A. Bryce

Dr Lenard acknowledged Dr Burrows, retiring from Council after nine years of service to the College, and Dr Ricketts, retiring from Council after 5 years of service to the College.

3. MINUTES OF THE FORTY EIGHTH ANNUAL GENERAL MEETING

Copies of the Minutes had been circulated to all Members and were available for all attending Members. These Minutes were confirmed as a true record of the meeting. (PB/KT)

4. REPORT OF THE HONORARY TREASURER

A report prepared by Dr B. Smith, the Honorary Treasurer, and the financial statements, including Auditors Report had been circulated to all Members. Dr Smith spoke to the report.

4.1 Profit and Loss Statement 2018/2019

The consolidated financial position of the College was marginally stronger at year end and was surplus to budget projections. This was primarily a result of increased income (in particular College Science Week) as well as a non-recurring reduction in staff expense associated with the College Strategic Plan of engaging a Chief Executive Officer.

Central operations of the College had again been projected as a moderate (12%) deficit for the current year with the primary contributors being the financial uncertainty with the change in College Science Week venue (balanced event budget projection) and the unavoidable change in College office premises.

Provision had been made in the Central balance sheet for relocation of the College Office. Should this occur retained earnings would be reduced to approximately \$500,000. This was well above required working capital but may limit the College's ability to fund strategic initiatives. Note: Chapter retained earnings would remain unaffected at approximately \$900,000, double the amount held centrally.

The Finance and Risk Committee (FRC) had been tasked by Council to model a range of medium (5 years) to longer term (10 years) financial projections for the College given current business characteristics and financial management. All models risked depletion of financial reserves sufficient to jeopardise operations within 5 – 10 years.

Evaluation of a range of pre-emptive responses had subsequently been considered. The results were that while no single action would be sufficient a set of integrated and coordinated activities would likely be successful. This included the renewal of strategy, development of membership services, renewal of infrastructure, and collaboration between all sections of the College and development of medium to long term investment goals.

Dr Smith noted that the financial organization of the College consisted of “central” and “Chapters” with the combination being “consolidated”.

Statutory Accounts

The 2018/19 College financial year ended with a statutory surplus of \$161,463 compared with deficit of (\$61,015) for 2018/19 and Members' Equity of \$2,316,394 compared with \$2,154,931 for 2017/18. Dr Smith noted that copies of the full audit report were available.

NB: These Accounts were *inclusive* of Chapter Accounts and provided information on the ANZCVS consolidated entity. Accrual accounting was applied to conform to Australian Accounting Standards.

Management Accounts

Management accounts were presented to end of financial year (February 28) and included comparisons as: prior year, completed year compared to budget and provisional budget for 2019/20.

NB: These Accounts were *exclusive* of Chapter Accounts and were intended to provide information on central operations only. Cash accounting was used. Net disbursement from Central Accounts to Chapter Accounts was \$174,024.

General Account

The general account for the 2018/19 financial year was \$86,821 in surplus compared to (\$82,606) deficit for 2017/18. A budgeted deficit of approximately \$18,000 was forecast.

Examination Account

The examination account for the 2018/19 financial year was (\$77,366) in deficit compared with \$95,004 in surplus for 2017/2018. A budgeted deficit of approximately (\$113,000) was forecast.

The marked variability in year on year results reflected the cycle of examination subject offerings and in particular the UK membership in Feline Medicine Examination which was earnings positive and examination income being recognized in the year prior to examination expenses. Accrual accounting methods were under consideration to better represent the College financial operations in this area. Consistent with established practice the College aimed to provide earnings neutral or slightly surplus examinations over the cycle.

The Examination Development Fund

Explanatory Note: This Fund was annually funded by Central contribution (\$75,000) and by the Chapters (\$25,000) and received no external income. Council had resolved that year-end surpluses were retained but deficits would be funded by central contribution to allow large projects with expenses covering multiple financial years. The net additional central contribution to the fund since inception (2014/15) had been \$56,603.

Science Week Account

College Science Week 2018 generated a surplus of \$170,900 compared with \$115,424 in 2017. In line with current College policy, \$119,630 was disbursed to Chapters and \$51,270 was retained centrally (1).

For 2019 Science Week Chapter disbursements have been adjusted to 50% of surplus to allow for the uncertainties associated with a new venue. The projected surplus was approximately \$81,000. Disbursement % and amount would be reviewed against actual results in August.

Financial Assets (from Statutory Accounts)

At call funds were \$1,656,240 compared with \$1,467,257 in 2017/18. Of these funds \$820,413 were held by the College and \$835,827 were held by the Chapters. The 2017/18 balances were \$730,992 and \$736,265 respectively.

Term deposits were \$1,171,849 compared with \$1,053,345 in 2017/18. Of these funds \$904,617 were held by the College and \$267,232 were held by the Chapters. The 2017/18 balances were \$808,705 and \$244,664 respectively.

Net Financial Assets	2018/19		2017/18	
Combined	\$2,316,394		\$2,154,931	
Central Chapter	\$1,213,336	52%	\$1,174,026	55%
	\$1,103,059	48%	\$ 980,929	45%

These amounts were well in excess of what was required by College policy requiring reserves of greater than one year budgeted operating expense (preliminary budget expense 2019/20 \$1,127,305) at year end.

Dr Smith acknowledged the work of the College staff and the members of the Finance and Risk Committee in managing the financial activities of the College and the members of the Finance and Risk Committee for providing oversight and thanked the Chapter treasurers and office bearers who contributed to the growth of the College and its long-term financial viability.

The MOTION (CM/WR) that “the report of the Honorary Treasurer be adopted” was CARRIED

4.2 Budget for 2019/2020

A copy of the proposed budget for 2019/2020 had been circulated with the AGM documents to all Members.

Dr Smith pointed out separate budgets had been prepared for the general, examination, science week and Examination Development Fund accounts, and expenses had been estimated based on the actual amounts spent in the last financial year, and by taking into account any anticipated changes in spending required.

In the General account the budget projected a deficit of \$17,686. Income was based on subscriptions payable by 2,417 members, allowing for some attrition of the current membership.

In the Examination account a deficit of (\$113,338) was projected. Income was based on 280 Membership candidates and 20 Fellowship candidates. Provision had also been included to fund counselling for unsuccessful candidates and professional consultancy advice.

In the Science Week account a surplus of \$80,902 with a conservative budget due to the new venue.

Overall a deficit of (\$132,024) was anticipated for the 2019/2020 financial year.

The MOTION (CM/ WR) that “the budget for 2019/2020 be adopted” was CARRIED.

4.3 Appointment of Auditors

The MOTION (BS/ZL) that “Crowe Howarth, Brisbane be re-appointed as College auditors for 2018/2019 was CARRIED”.

Dr Lenard thanked Dr Smith for his hard work in ensuring the College maintained a healthy and robust financial status.

5. Annual Subscriptions 2020/2021

It was proposed to increase the annual subscriptions to increase general account revenue and strengthen the College's financial position into the future.

To consider the following Notice of Motion (ZL/KT) "That the annual College Membership fees for 2020/2021 be increased to \$A190 plus the appropriate GST and the equivalent for New Zealand members at the exchange rate applying at the end of the current financial year" was **CARRIED**.

6. REPORT OF THE CHIEF EXAMINER

Dr C. Guy, the Chief Examiner, presented her report, copies of which had been circulated to all Members.

Dr Guy thanked everyone who had been involved in delivering the examinations. She acknowledged that examining was a weighty responsibility and required a great deal of work from the volunteer teams, both examiners and Board of Examiners. She thanked them for their dedication to the College and to the candidates. Dr Guy thanked Council for their support, the CEC and examiners and the office staff and acknowledged the huge job that they had performed.

Dr Guy reported that the Board continued to fulfil its role in producing the annual examinations in both Membership and Fellowship on behalf of the College Chapters. The Board strived to maintain a sensible balance between the workloads of the examining teams, whilst maintaining validity and integrity of the examinations which protected both the candidates and the College itself.

This year the multidisciplinary examiners workshop was expanded in order to accommodate greater numbers of the large examining teams in Small Animal Medicine, Small Animal Surgery and Veterinary Emergency and Critical Care. It was considered that the examiners in these subjects would benefit from the didactic material and interaction with other disciplines.

At the same time the Board of Examiners and Council also held face to face meetings. This required a large personal time commitment for all, but such continued face-to-face meetings enabled more robust and efficient discussions and were essential for the ongoing work of the Board.

Dr Guy reported that in 2018 a total of 273 candidates sat the Membership examinations, of which 194 passed, 26 received a supplementary examination and 53 failed. This resulted in a 71.1% overall pass mark. Twenty-seven candidates completed the Fellowship examinations, of which twelve candidates passed all components, eleven candidates passed some components of the examination and three candidates failed the examination.

Dr Guy reported that in the 2019 examination period 253 candidates registered an intention to sit, and 240 candidates had sat Membership examinations at the Gold Coast, 152 had passed, a pass rate of 63%. Thirty-two candidates were offered supplementary examinations. Twenty-five candidates sat Fellowship examinations of which twelve passed, with eighteen passing at least one component.

Dr Guy reported that there were a record number of Fellowship candidates in training, 76 currently, with a record number of annual supervisor reports to be reviewed (69), with some training programs still to be reviewed.

Dr Guy reported that the definition of membership had been reviewed at the recent Board of Examiners meeting to better align the standards of membership and more clearly characterise the qualification to the community, to employers and to clients.

This year there were two new membership examination subjects –General Practice Equine and General Practice Small Animal; there had been successful candidates in both these subjects.

Dr Guy outlined the roles of the two sub committees of the Board of Examiners.

The Examination Committee (EC) was chaired by the Assistant Chief Examiner Examinations, Dr Sharanne Raidal, who was supported by Drs Stephen Atkinson, Gabby Musk, Katherine Briscoe and Jennifer Carter.

The Examination Committee had continued its important role of reviewing all Membership and Fellowship examinations and providing feedback to Subject examiners to ensure all examinations provided by the College were maintained at a high standard and were in line with the guidelines established by the Chapters. This involved a substantial time commitment for all members of the committee, particularly in the months leading up to the examinations.

The Training and Credentials Committee (TCC) was chaired by the Assistant Chief Examiner Training and Credentials, Dr Peter Bennett, ably supported by Drs Linda Abraham and Tias Muurlink as the current Board of Examiners members serving on the TCC.

The Training and Credentials Committee continued to assess Training programs and Credential documents of Fellowship candidates, their Activity Log submissions, and annual supervisor reports and help candidates resolve any issues arising from training or credentialing.

All Membership and Fellowship subject guidelines were also required to be reviewed at least every five years to ensure that the guidelines reflected current knowledge and practice, which the TCC was responsible for in conjunction with the Chapters.

Dr Guy noted that the Board of Examiners continued to review other initiatives to support examining teams and also candidates.

Dr Guy reported that the Board of Examiners and College office were currently working on a number of projects, some of which were carried forward from 2018. The projects were:

1. Institutional accreditation: Development of documentation for Fellowship candidates in identified training institutions.
2. Maintenance of Credentials (MOC): Development of processes to facilitate implementation of a multi-level MOC program.
3. Examination week: Investigation into consolidation of exams into a single exam week format.
4. Electronic Assessment: Investigation of platforms to facilitate electronic delivery of assessment.
5. Mentor program: Development of a College wide support structure for mentorship of Membership candidates.
6. Science Week Digital Recording: Ongoing capture of content at Science Week.

Based on member feedback and in consideration of the increase in efficiency and capacity, the Board and Council were progressing the change to electronic assessment with electronic delivery of examinations scheduled for 2021. Genix Systems had been identified as the preferred provider and preliminary scoping and assessment of the College's requirements was scheduled to commence in October 2019.

Dr Guy acknowledged the commitment by all members of the Board of Examiners and thanked them for the time and effort they had expended on behalf of the Board. In addition she thanked the examinations officers, Robyn Pettigrew and Lynda Kennedy as well as the entire College office team, who ably supported the Board in its many roles.

The MOTION (ZL/BS) that the report of the Chief Examiner be adopted was CARRIED.

7. REPORT OF THE HONORARY SECRETARY

Dr W. Ricketts, the Honorary Secretary presented his report, a copy of which had been circulated to all members.

7.1 Council Meetings

Council met in person in Surfers Paradise on 4 July 2018, 15/16 September 2018 and 9/10 February 2019 and by tele-conference on 14 May 2019.

At each meeting a check was made on the progress made towards achieving the strategic objectives set in the College's Strategic Plan.

7.2 Council Appointments

The following appointments were made by Council for 2018/2019

Honorary Assistant Secretary (NZ)	W. Ricketts
Chairman, Awards Committee	A. Lane
Returning Officer	G. M. Robins

Board of Examiners

C. Guy	Chief Examiner
P. Bennett	Assistant Chief Examiner (Training and Credentials)
S. Raidal	Assistant Chief Examiner (Examinations)
S. Atkinson	
L. Abraham	
K. Briscoe	
T. Muurlink	
G. Musk	
J. Carter	
Z. Lenard (ex officio)	

Finance and Risk Committee

B. Smith	G. Edwards
W. Ricketts	A. Lane
K. Crofts	S. Klintworth
K. Hudson	
M. Hiscutt	

7.3 College Examinations

Examinations for Membership and for Fellowship of the College were held in conjunction with the College Science Week in Surfers Paradise in July as was the usual practice. In 2019 twenty-five members sat the Fellowship examinations in nine subjects, and two hundred and fifty-seven candidates were enrolled to sit Membership examinations in eighteen subjects.

7.4 International Profile of ANZCVS

The international standing of the College and the international currency of our qualifications (Fellowship in particular) are important for many of our members. The ANZCVS continues to pursue its aims in the international arena through:

- ANZCVS representation at relevant meetings of international veterinary specialist organisations

- Building sound relationships with overseas colleges and speciality boards
- The development of agreed international standards for specialist training and examinations
- The pursuit and further advancement of the international recognition of ANZCVS Fellowship and Membership qualifications.
- Conducting Medicine of Cats (UK) every second year.

7.5 Membership

There were currently 2705 Members of the College. Of these, 2076 resided in Australia, 322 in New Zealand and 307 overseas. It was pleasing to note that an increasing number of overseas veterinarians recognised the value of a College qualification, in addition to the steady stream of locals interested in adding value to their credentials through affiliation with the College.

Deaths

The deaths of Drs B. Parkinson, S.J. Miller, W. Geering, P.J. Ketterer, H. Manus, S. Krstic, A. Sinclair, L. Whitten, J. Nicholls, T.J. McClure, S. Coles, P.W. Daniels, P. Ladds, F. Manahan and Z. Dakic were noted with regret.

Life Membership/Fellowship

Drs H. Burbidge, D. Kennedy, R. Hopkirk, R. Whittington, D. Rendell, I. Roth, L. Corner, R. Andrewartha, R. Blair, W.P. Holm, J. Ferguson, E. McMillan, R. Butler, P. Gibbs, M. Evans and M. Matthews were elected to either life membership or life fellowship.

Reinstatements

Drs S. Tai, J. Berman, R. Davies, and D. Parker were reinstated as members.

Resignations

Drs S. Britton, S. Rowe, and S. Copeland resigned as members.

Associate Membership

Drs A. Stewart, V. Poirier, T. Horikawa, J. Hyatt, S. Helmond, C. Joone, L. Santos, P. Sharp, M. Le Chevoir, S. Taylor and K. Bayley were elected as associate members.

7.6 College Awards

The Ian Clunies Ross Award for 2019 was awarded to Professor Joanne Devlin. The 2019 Fellowship Training Scholarship was awarded to Dr Madeleine Roberts and the Geoff Robins Fellowship Research Grant to Dr Alexandr Mastakov.

The prize for the Most Commendable Paper published in the Australian Veterinary Journal in 2018; “Automated Identification of intensive animal production locations from aerial photography” was awarded to Drs K.J. Sheffield, J.C. Hunnam, T.N. Cuzner, E.M Morse-McNabb, S.M. Sloan, J. Nunan, J. Smith, W. Harvey, and H. Lewis.

The Prize for the Most Commendable Paper published in the New Zealand Veterinary Journal in 2018; “Antimicrobial usage and risk of treatment for mild to moderate clinical mastitis cases on dairy farms following on-farm bacterial culture and selective therapy” was awarded to Drs S. McDougall, J. Niethammer and E.M. Graham.

The Prize for the Most Commendable Paper published in an international journal in 2018; “Changes in duodenal CD163-positive cells in dogs with chronic enteropathy after successful treatment” was awarded to Drs J. Dandrieux, L.M. Martinez Lopez, A. Stent, A. Jergens, K. Allenspach, C.J.. Nowell, S.M. Firestone, W. Kimpton, and C.S. Mansfield.

7.7 Chapters

Members of Council regularly liaised with all Chapters throughout the year regarding any issues which needed to be brought to the attention of Council. There were now twenty-five Chapters of the College:

Anaesthesia and Analgesia	Oncology
Animal Reproduction	Ophthalmology
Animal Welfare	Pathobiology
Aquatic Animal Health	Pharmacology
Avian Health	Radiology
Cattle	Small Animal Medicine
Dentistry	Small Ruminant
Dermatology	Surgery
Emergency and Critical Care	Unusual Pets
Epidemiology	Veterinary Behaviour
Equine	Veterinary Public Health
Feline	Zoo and Wildlife Medicine
Med & Management of Laboratory Animals	

7.8 Science Week

College Science Week 2019 would be held at The Star Convention Centre Broadbeach, Gold Coast. This was an opportunity for the College to expand Science Week in a new venue, allowing for increased attendance. The College AGM and Awards Dinner would be held during Science Week..

Dr Ricketts noted that the oral and practical examinations would be held at the QT Hotel, Surfers Paradise in 2020.

7.9 Secretariat

It was noted that Mr Shane Klintworth (Chief Executive Officer), Dr Mary Anne Hiscutt (College Manager), Miss Sharon Tinsley (Assistant College Manager), Ms Robyn Pettigrew (Examinations Officer), Mrs Lynda Kennedy (Assistant Examination Officer), Dr Rachel Tan (Project Officer) and Mrs Thy Boskovic (Marketing, Membership and Events Coordinator) continued to ensure the efficient, smooth running of the office in Brisbane; sincere appreciation was expressed to them.

The MOTION (BS/CM) that the Honorary Secretary's report be adopted was CARRIED

8. BUSINESS ARISING

Dr Lenard invited Mr Shane Klintworth to the stage to discuss the College office premises.

Mr Klintworth explained the process followed to arrive at the purchase of AVA House. Terms had been agreed upon and contracts were currently under review and it was anticipated that the College would own AVA House by mid to late August.

8. LOCATION OF THE 50th ANNUAL GENERAL MEETING

Dr Lenard advised that the 50th Annual General Meeting would be held at The Star Convention Centre Broadbeach, Gold Coast on the 10 July 2020 in conjunction with College Science Week.

9. MEETING CLOSE

In closing the meeting Dr Lenard thanked all attendees for their participation.