

# THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208



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22 May, 2017

Dear College Member or Fellow,

## **Annual General Meeting**

Notice is hereby given that the 47<sup>th</sup> Annual General Meeting of the Australian and New Zealand College of Veterinary Scientists ABN 50 000 894 208 will be held in Sunset Room Two, First Floor, QT Gold Coast Hotel, Surfers Paradise, Gold Coast, Queensland on Friday 7 July 2017 at 5.30 p.m.

Please find enclosed the following documentation for the Annual General Meeting:

1. Agenda
2. Honorary Treasurer's report, including financial statements and budget
3. Chief Examiner's report
4. Honorary Secretary's report
5. AGM Minutes 2016

It is recommended that you bring all these materials with you to the AGM at Surfers Paradise. Copies of the audited 2016/2017 financial statements are available on request to the College office and will also be available at the 47<sup>th</sup> Annual General Meeting.

I look forward to seeing you at the Annual General Meeting.

Yours sincerely,

Amanda Burrows  
President



**47<sup>th</sup> ANNUAL GENERAL MEETING  
Of  
The Australian and New Zealand College of Veterinary Scientists  
ABN 50 000 894 208**

**Sunset Room Two, First Floor, QT Hotel, Surfers Paradise,  
Gold Coast, Queensland  
at 5.30 p.m. on Friday 7 July 2017**

**AGENDA**

**ORDINARY BUSINESS**

1. Welcome and apologies.
2. To declare the names of Councillors and office bearers for 2017/18.
3. To confirm the Minutes of the 46<sup>th</sup> Annual General Meeting held at the QT Gold Coast Hotel, Surfers Paradise on 8 July 2016.
4. To receive and consider the Report of the Honorary Treasurer:
  - 4.1 To receive and adopt the Report of the Honorary Treasurer, and the Financial Statements for the year ended 28 February 2017.
  - 4.2 To receive and adopt the 2017/18 budget.
  - 4.3 To appoint auditors.
5. To receive and consider the Report of the Chief Examiner.
6. To receive and consider the Report of the Honorary Secretary.
7. To transact any other business legally brought forward:
8. Location of 48<sup>th</sup> Annual General Meeting
9. Closure

W. Ricketts  
Honorary Secretary

Copies of the Minutes of the 46<sup>th</sup> Annual General Meeting, and audited 2016/2017 financial statements are available on request to the College office and will also be available at the 47<sup>th</sup> Annual General Meeting.

# AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

## Honorary Treasurer's Report 2016-17

### Summary

The overall financial position of our College continues to strengthen and the Council is implementing strategies through its 2020 strategic plan to enhance the value of the College to all members through sustainable growth. For 2017/18 Council has Chartered a Finance & Risk Committee to assist the College in ensuring both financial probity as well as promoting the financial performance essential in progressing the aims of the College.

### Statutory Accounts

The 2016/17 College financial year ended with a **statutory surplus of \$348,789** compared with \$196,419 for 2015/16 and **retained earnings of \$2,215,946** compared with 1,861,369 for 2015/16. (Copies of Full audit report will be available at the AGM)

### Management Accounts

Management accounts are presented to include prior year comparison, completed year compared to budget and provisional budget for 2017/18.

### General Account

The general account for the 2016/17 financial year was **\$193,458 in surplus** compared to \$162,466 for 2015/16. A budgeted surplus of \$122,283 is forecast.

Income in the general account was 4% greater than budgeted. Expenses were 1% higher spread over several items including salaries, travel and accommodation. These expenses are expected to be recurring. A \$42,638 non-recurring expense related to the Examination Recording and Reporting System (ERRS) is budgeted.

### Examination Account

The examination account for the 2016/17 financial year was **(\$24,658) in deficit** compared with \$128,211 surplus for 2015/2016. A budgeted surplus of \$31,931 is forecast.

The marked variability in year on year results reflects the cycle of exam subject offerings and in particular the UK membership in Feline Medicine Examination which is earnings positive. Consistent with established practice the College aims to provide earnings neutral examinations over the cycle.

### The Examination Development Fund

Explanatory Note: This Fund does not receive income external to the College and is funded through the General Account and the individual Chapter Accounts. Council has resolved that year-end surpluses are accrued rather than moved to the retained earnings however deficits are funded by non-recurring General Account expense to allow large projects with expenses covering multiple financial years

The expenditure in this financial year was \$49,412 compared with \$28,543 in 2015/16. The accumulated surplus is \$50,360. A budgeted deficit of \$42,638 is forecast for 2017/18 as a result of ERRS expenses. This deficit will be balanced from the General Account as previously noted.

### **Science Week Account**

College Science Week 2016 generated a **surplus of \$149,842** compared with \$108,009 in 2015. In line with current College policy, \$104,888 was disbursed to chapters and \$44,952 was retained and used to offset general College operating costs (1).

### **Financial Assets (from Statutory Accounts)**

**At call funds were \$1,506,988** compared with \$1,318,741 in 2015/16. Of these funds \$813,896 are held by the College and \$693,091 are held by the Chapters. The 2015/16 balances were \$655,862 and 662,880 respectively.

**Term deposits were \$1,189,298** compared with \$1,110,700 in 2015/16. Of these funds \$961,829 are held by the College and \$227,469 are held by the Chapters. The 2015/16 balances were \$907,402 and \$203,298 respectively.

These amounts are, well in excess of what is required by College policy requiring reserves of greater than one year budgeted operating expense (preliminary budget expense 2017/18 \$1,212,431) at year end.

### **Acknowledgements**

Many thanks are due to Elaine Lowe, Mary Anne Hiscutt and the whole team who manage the day-to-day financial activities of the College. This dedicated team keeps the wheels of College business moving along with all Chapter treasurers and office bearers who have contributed to the growth of the College and its long-term financial viability.

### **General Explanatory Notes**

*All amounts in this report are in Australian Dollars.*

*The College uses a cheque account for daily operating expenses and a cash management account to hold revenue that is in excess of immediate needs. Past years' surplus funds have been invested with the aim of maintaining in retained funds an amount equivalent to approximately one year's expenditure.*

*Statutory Accounts refer to the comprehensive financial position of the College and its constituent Chapters.*

*Management Accounts refer to the College operations divided into General, Examination, Science Week, and Examination Development accounts. Income from each source is attributed to the relevant account and expenses, including staff salaries and superannuation, are allocated as closely as possible to the area to which they pertain. These Management Accounts do not include the Chapter Accounts which are operated and budgeted separately but under the supervision of the College.*

*The College financial year runs to end of February to enable the year's finances to be finalized and presented to members before the AGM in early July.*

### **Adjustments:**

*(1) College Science Week Profit. For the purposes of timely disbursement of funds to Chapters profit is calculated from September 1 to August 31 of the year of the event.*

Dr Bruce Smith BVSc, MS FANZCVS (Small Animal Surgery) Dip ACVS  
**Honorary Treasurer**

**FINANCIAL STATEMENTS 2016/2017**

<b>GENERAL ACCOUNT</b>				
	<b>Previous 2015/16</b>	<b>Budget 2016/2017</b>	<b>Actual 2016/2017</b>	<b>Preliminary Budget 2017/2018</b>
<b>Income</b>				
Annual Subs	\$316,192	\$332,793	\$331,029	\$388,470
Interest	\$48,374	\$22,800	\$40,630	\$34,000
Proceeds of Awards Dinner	\$23,060	\$22,000	\$20,660	\$22,000
College Products	\$559	\$500	\$601	\$500
Trade Booths at SW	\$79,771	\$79,000	\$76,146	\$82,098
Surplus from Science Week	\$32,403	\$35,000	\$44,952	\$40,000
Credit card surcharge	\$17,146	\$15,000	\$17,439	\$18,000
Miscellaneous income	\$1,324		\$132	
Web Site Advertising	\$60,658	\$65,000	\$65,294	\$70,000
<b>Totals</b>	<b>\$579,487</b>	<b>\$572,093</b>	<b>\$596,883</b>	<b>\$655,068</b>
<b>Expenditure</b>				
Accounting	\$18,216	\$18,000	\$16,873	\$18,000
Advertising		\$1,000		\$500
Professional consultants (L. Mellish)132	\$3,920	\$500		\$500
Bank charges	\$16,384	\$16,000	\$16,538	\$17,000
Venue Expense - Council meetings/SW Expenses/Hospitality	\$227		\$1,098	\$2,000
Awards Dinner	\$5,566	\$7,500	\$33,029	\$34,000
Computer Exp	\$34,746	\$32,500	\$1,697	\$1,000
Web site expenses	\$896	\$3,000	\$21,411	\$46,000
Insurance	\$19,932	\$25,000	\$6,261	\$6,500
Medallions, Prizes	\$6,080	\$6,000	\$390	\$2,500
Scholarship	\$452	\$500	\$8,680	
Cost of booths for SW	\$8,550	\$8,680	\$14,223	\$14,500
Research Grant	\$13,192	\$16,500	\$3,000	\$3,000
Travel Grant	\$3,000	\$3,000	\$2,000	\$2,000
International Travel		\$2,000	\$671	\$1,250
Domestic travel and accommodation		\$2,500	\$23,100	\$23,000
Office Rental	\$13,480	\$12,500	\$25,305	\$27,000
Postage & Freight	\$25,305	\$26,500	\$5,805	\$4,500
Printing & Stationery	\$7,604	\$7,000	\$11,301	\$11,500
Electronic voting	\$10,873	\$10,000		\$1,500
Merchandise	\$2,062	\$2,000	\$1,456	\$2,000
Office Equipment	\$2,755	\$1,000	\$0	\$1,000
Salaries	\$110,539	\$95,000	\$104,150	\$100,497
Superannuation	\$12,333	\$9,025	\$13,395	\$13,926
Training Courses/Conference attendance	\$2,345	\$2,500	\$3,114	\$2,500
Teleconference Meetings	\$3,045	\$3,500	\$2,116	\$3,000
Telephone	\$1,621	\$1,750	\$1,559	\$1,750
Miscellaneous Expenses	\$814		\$31	
Examination Development Fund	\$84,000	\$81,000	\$81,000	\$75,500
Extraordinary Examination dev				\$42,638
Refund overpaid booth				
Chapter Support Funds	\$8,000	\$5,000	\$400	\$5,000
Subscription refunds	\$1,084		\$4,822	
<b>Total</b>	<b>\$417,021</b>	<b>\$399,455</b>	<b>\$403,425</b>	<b>\$464,061</b>
<b>Surplus (Deficit)</b>	<b>\$162,466</b>	<b>\$172,638</b>	<b>\$193,458</b>	<b>\$191,007</b>

EXAMINATION ACCOUNT				
	Previous 2015/2016	Budget 2016/2017	Actual 2016/2017	Preliminary Budget 2017/2018
<b>Income</b>				
Fellowship Exams	\$126,767	\$90,000	\$117,133	\$90,000.00
Membership Exams	\$310,850	\$267,000	\$268,695	\$295,425.00
Membership Exams UK	\$60,729			\$62,239.00
Examiner Workshop				
<b>Total</b>	<b>\$498,346</b>	<b>\$357,000</b>	<b>\$385,828</b>	<b>\$447,664.00</b>
<b>Expenditure</b>				
Advertising	\$4,180	\$4,500	\$4,624	\$4,750.00
Venue Expense -prac/orals	\$50,814	\$55,000	\$48,926	\$50,000.00
Venue Expense - writtens and invigilators	\$9,670	\$10,000	\$12,324	\$15,000.00
Postage and Freight	\$3,627	\$4,000	\$5,659	\$6,000.00
Printing & Stationery	\$2,145	\$2,500	\$1,727	\$2,000.00
Salaries	\$130,550	\$153,613	\$150,703	\$169,657.00
Superannuation	\$12,333	\$14,593	\$13,395	\$13,926.00
Extra observers		\$1,000		
Travel	\$52,293	\$55,000	\$40,144	\$50,000.00
Venue Expense UK		\$4,000	\$6,863	\$1,000.00
Travel to UK (Cats)	\$2,035	\$3,000	\$2,144	
Accommodation	\$83,475	\$80,000	\$72,386	\$62,100.00
International Accomodation (UK Cats)		\$2,500	\$1,831	
Teleconference meetings	\$2,603	\$1,000	\$1,726	\$2,000.00
Testamurs	\$971		\$1,133	\$1,200.00
Refund exam Fees	\$35,265	\$1,000	\$5,996	
Unsuccessful Candidate Counselling	\$833	\$35,000	\$964	\$1,000.00
Payment to Examiners	\$34,307	\$100	\$37,779	\$37,000.00
Miscellaneous Expenses (shred bin)	\$28		\$82	\$100.00
Computer expense	\$3,370		\$1,080	
<b>Totals</b>	<b>\$370,135</b>	<b>\$426,806</b>	<b>\$409,486</b>	<b>\$415,733.00</b>
<b>Surplus (Deficit)</b>	<b>\$128,211</b>	<b>-\$69,806</b>	<b>-\$24,658</b>	<b>\$31,931.00</b>

EXAMINATION DEVELOPMENT FUND			
	Previous 2015/16	Actual 2016/2017	Preliminary Budget 2017/18
<b>Income</b>			
Chapter contributions	\$15,958	\$18,772	\$24,500
College contribution	\$84,000	\$81,000	\$75,500
Accrued amount brought forward			\$121,775
<b>Total</b>	<b>\$99,958</b>	<b>\$99,772</b>	<b>\$221,775</b>
<b>Expenditure</b>			
Examiner workshop venue/meals/facilitator	\$9,236	\$13,388	\$10,000
Travel	\$8,147	\$8,666	\$10,000
Accommodation	\$11,160	\$9,814	\$12,000
Board of Examiner initiatives		\$17,544	\$10,000
Project officer wages			\$37,860
Project officer Super			\$3,596
ERRS			\$180,957
<b>Total</b>	<b>\$28,543</b>	<b>\$49,412</b>	<b>\$264,413</b>
<b>Surplus (Deficit)</b>	<b>\$71,415</b>	<b>\$50,360</b>	<b>-\$42,638</b>

SCIENCE WEEK				
	SW 2015	Budget 2016/2017	SW 2016	Preliminary Budget 2017/18
<b>Income</b>				
Registration Fees	\$253,831	\$260,000	\$330,198	\$300,000.00
Sponsorship	\$500			
<b>Total</b>	<b>\$254,331</b>	<b>\$260,000</b>	<b>\$330,198</b>	<b>\$300,000.00</b>
<b>Expenditure</b>				
Advertising	\$4,299	\$4,500	\$4,985	\$5,000.00
Venue Expense inc audio visuals	\$113,292	\$120,000	\$129,684	\$130,000.00
Function (Happy Hour)		\$7,000	\$7,716	\$7,500.00
Printing and Stationary	\$4,122	\$4,500	\$5,334	\$9,000.00
Salaries	\$14,619	\$19,225	\$9,270	\$31,060.00
Registration refund	\$4,150	\$4,500	\$21,392	\$15,000.00
Postage	\$4,715	\$3,000		
iPad Prize	\$816			
Merchandise			\$1,953	\$3,550.00
Travel/Plenary	\$309	\$1,000		\$3,500.00
Telephone		\$500	\$23	\$25.00
<b>Total</b>	<b>\$146,322</b>	<b>\$164,225</b>	<b>\$180,357</b>	<b>\$204,635.00</b>
<b>Surplus (Deficit)</b>	<b>\$108,009</b>	<b>\$95,775</b>	<b>\$149,842</b>	<b>\$95,365.00</b>
Profit from CSW			\$149,840	
<b>College retains 30%</b>	<b>\$32,403</b>		<b>\$44,952</b>	
Disbursement to chapters	\$75,606		\$104,888	

<b>SUMMARY</b>				
	<b>PREVIOUS 2015/16</b>	<b>BUDGET 2016/2017</b>	<b>ACTUAL</b>	<b>PRELIMINARY BUDGET 2017/2018</b>
<b>Income</b>				
General Account	\$577,473	\$513,398	\$596,883	\$655,068
Examination Account	\$498,346	\$357,000	\$385,828	\$447,664
<b>Total</b>	<b>\$1,075,819</b>	<b>\$870,398</b>	<b>\$982,711</b>	<b>\$1,102,732</b>
<b>Expenditure</b>				
General Account	\$417,021	\$400,774	\$403,425	\$464,061
Examination Account	\$365,555	\$426,806	\$409,486	\$415,733
<b>Total</b>	<b>\$782,576</b>	<b>\$827,580</b>	<b>\$812,911</b>	<b>\$879,794</b>
<b>Surplus (Deficit)</b>	<b>\$293,243</b>	<b>\$42,818</b>	<b>\$169,800</b>	<b>\$222,938</b>



# **AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS**

## **2016/2017 REPORT OF THE CHIEF EXAMINER**

It is my pleasure to present this report on behalf of the Board of Examiners following another busy year. The Board has continued to fulfil its role in producing the annual examinations in both Membership and Fellowship on behalf of the College Chapters. The Board strives to maintain a sensible balance between the workloads of the examining teams, whilst maintaining validity and integrity of the examinations which protects both the candidates and the College itself.

Another successful Examiner Workshop was held this year at the QT Hotel, Gold Coast where examining teams across a number of different subjects attended. It has been our intent that over the years these workshops have been held, that as many Chapters as possible would have the opportunity to attend.

During this time face to face Board of Examiner and Council meetings are also held. This requires a large personal time commitment for all, but such continued in-face meetings enable more robust and efficient discussions and are essential for the ongoing work of the Board.

### **2016 Examinations**

In 2016, a total of 223 candidates sat the membership examinations, of which 132 passed, 30 received a supplementary examination and 61 failed. This resulted in a 73% overall pass rate

Twenty candidates completed the fellowship examinations, of which thirteen candidates passed all components of the examination, five candidates passed some components of the examination and two candidates failed the examination..

### **2017 Examinations**

At the time of writing there are currently 204 candidates sitting the Membership examination, with 22 sitting the Fellowship examination.

In addition to the Chief Examiner, eight other members of the College serve on the Board of Examiners, split into the Training & Credentials and Examination Committee. The President of the College also serves on the Board in an ex officio role.

### **Examination Committee (EC)**

The EC is chaired by the Assistant Chief Examiner Examinations, (ACE-Ex), Dr Carolyn Guy, who is supported by Drs Stephen Atkinson, Gabby Musk, Jennifer Carter and Sharanne Raidal.

The EC has 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 are maintained at a high standard and are in line with the guidelines established by the Chapters. This involves a substantial time commitment of all members of the committee, particularly in the months leading up to the examinations.

### **Training and Credentials Committee (TCC)**

The TCC is chaired by the Assistant Chief Examiner Training and Credentials (ACE-T), Dr Peter Bennett. He is supported by Drs Linda Abraham and Katherine Briscoe as the current Board of Examiners members serving on the TCC.

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

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

The Board of Examiners is continuing to review initiatives to support examining teams and also candidates.

As reported last year in this report work is ongoing towards introducing Institutional Accreditation for candidates training in Fellowship programs.

The board regularly received feedback regarding the introduction of computer use during examinations. This is something the Board will continue to look at over the coming year. Our examinations are held in a wide range of locations and relate to very diverse subject matter and currently our resources and the technology available make a switch to computer based assessment difficult.

#### **Examination Development Fund projects:**

The College Council has funded four projects to provide continuing development and review of the examination process or the college.

1. A review of the consistency and validity of membership examinations.
2. A review of the perceptions of the membership examination and its value.
3. Development of material to help examiners and candidates prepare for and deliver or take oral examinations.
4. The development of electronic marking systems to facilitate the examination marking processes.

All four projects have made significant head way over the last 12 months. An important development has been the appointment in March 2017 of Dr Rachel Tan to serve in a part time capacity as Project Officer. Dr Tan has taken on the tasks of administering these projects and assisting the Board of Examiners to get these projects to completion. The Board has been delighted with her enthusiastic and efficient approach and we feel her appointment will allow us to deliver these projects in a more efficient and timely manner for the benefit of the College.

The Electronic Results Recording System, project four, is nearing completion. As I am writing this, final testing of this large software platform is being undertaken. This system will allow examiners to record marks for all candidates for all sections of membership and fellowship exams online in a secure environment. It will allow our examinations officer, Robyn Pettigrew, and the Board of Examiners to monitor marking of exams in a much more efficient manner and should allow the detection of any concerns in a more timely manner. The software will also allow candidates to log in and receive their results online which should again result in a more efficient delivery of results. After the first live use, some further refinement will be undertaken to allow the Board of Examiners to better analyse exam results and assist in our policy of continuous improvement of the examinations processes. The ERRS platform will be used for the first time in the 2017 examination period and represents the largest single financial investment by the College in the examinations processes to date.

## **Subject Standards and Examinations Committee**

Equine, Emergency and Critical Care, and Dermatology chapters have been trialling the new Subject Standards and Examinations Committee structures. These were implemented in these Chapters after the 2016 examination period. During the meetings at Science Week, a review of the new processes will be undertaken and a decision made whether to implement these changes more widely.

It is my view the College is integral to the workings of the Australian and New Zealand veterinary scene. I would encourage all members to be actively involved. The College is almost completely reliant on members of our veterinary community making themselves available. The College relies on this ethos of volunteering to ensure the ongoing success in the many activities we undertake. It is your College and becoming involved, whether on Chapter Executives, examining and mentoring, or serving on the Board or Council or other committees, ensures the College will continue to fill its important role and develop in the way our members wish.

### **Thanks**

My thanks must go to our two assistant Chief Examiners Drs Carolyn Guy and Peter Bennet and all members of the Board who have supported me and work incredibly hard in these voluntary positions on behalf of all members.

I would also like to thank our examinations officer, Robyn Pettigrew, who ably supports the Board in its many roles and the entire College office. It is only from having the support of this wonderful team that the Board can deliver as is expected of it.

One of the great rewards from serving the College is meeting and working with so many members of our profession. I would also like to thank all those members, examiners and others who have supported the work of the Board over the last 12 months.

My last sincere thanks go to our current members of Council, led by our President Mandy Burrows. This group of people have been extraordinary in supporting both my role and that of the Board and this has made the job both easier and more fulfilling.

**Dr T Muurlink BVSc FANZCVS (Equine Surgery)**  
**Chief Examiner**

# **AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS**

## **REPORT OF COUNCIL 2016-17**

### **1. Council 2016/2017**

#### **1.1 Members of Council**

President	A. K. Burrows
Chief Examiner	T. Muurlink
Honorary Secretary	W. Ricketts
Honorary Treasurer	B. A. Smith
Members	C. S. Mansfield
	P. Moses
	Z. Lenard

#### **1.2 Council Meetings**

Council met in person in Surfers Paradise on 7 July 2016 and 3 February 2017 and by tele-conference on 22 August, 7 November 2016 and 8 May 2017.

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

#### **1.3 Council Appointments**

The following appointments were made by Council for 2016/2017

Honorary Assistant Secretary (NZ)	W. Ricketts
Awards Committee Convenor	Z. Lenard
Returning Officer	G. M. Robins

#### **Board of Examiners**

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

### **2. College Examinations**

Examinations for Membership and for Fellowship of the College will be held in conjunction with the College Science Week in Surfers Paradise in July as is the usual practice. At the time of writing twenty two members have completed the prerequisites to sit the Fellowship examinations in eight subjects, and two hundred and fifteen candidates are enrolled to sit the Membership examinations in twenty subjects.

### **3. 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

- Participation in discussions with overseas colleges and speciality boards about the structure of the ANZCVS, its role in veterinary specialisation and advanced education in Australia and New Zealand, and the relationship its members would like with equivalent overseas colleges.
- 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.

#### **4. Membership**

There are 2477 Members of the College. Of these, 1913 reside in Australia, 300 in New Zealand and 264 overseas. It is very pleasing to see that an increasing number of overseas veterinarians recognise 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 J. Peterson, P. Lewis, R. Speare, M. Tritica, D. Baggott, R. Swan and W. White were noted with regret.

##### **Life Membership/Fellowship**

Drs R. Vandergraaf, D. Baumberg, D. Buckley, W. Bishop R. Seton, M. Studdert, A. Bryce, D. Salmon, L. Ferrara, G. Hazard, R. Pascoe, C. Belford were elected to either life membership or life fellowship.

##### **Reinstatements**

Drs R. Pigdon, H. Byrnes, R. Korman, S. Purcell, M. Kim, K. Maddern and C. Owens were reinstated as members.

##### **Resignations**

Drs R. Somervell, H. Pharo, D. Howes, T. Ryan M. Stone, G. Oakley, L. Johnston, M. Stafford-Johnson, C. Boulton, N. Joosting, M. Farrell, G. Truchetti and O. Young resigned as members.

##### **Associate Membership**

Drs C. Riley, P. Irons, S. Lillis, M. Makara, G. Truchetti, S. Joslyn, L. Warne and D. Reese were elected as associate members.

#### **5. College Awards**

The Ian Clunies Ross Award for 2017 was awarded to Professor Michael McGowan.

The College Prize was awarded to Dr Aine Seavers.

The Kesteven Medal was awarded (posthumously) to Professor Rick Speare.

The Fellowship Training Scholarship for 2017 was awarded to Dr Hayley Newman and the Geoff Robins Fellowship Research Grant to Dr Joshua King.

The Prize for the Most Commendable Paper published in the Australian Veterinary Journal in 2016 "Factors associated with fertility of nulliparous dairy heifers following a 10-day fixed-time artificial insemination program with sex-sorted and conventional semen" was awarded to Drs E.J. Noonan, J.C. Kelly and D.S. Beggs.

The Prize for the Most Commendable Paper published in the Australian Veterinary Practitioner in 2016 "Ultrasound-guided versus palpation-guided intra-articular injection of the canine hip joint" was awarded to Drs B.G. Wernham, R. Ploeg, D. Tyrell, T. Whittem, J.M. Morton and S. Ryan.

The Prize for the Most Commendable Paper published in the New Zealand Veterinary Journal in 2016 "Applying animal-based welfare assessments on New Zealand dairy farms: feasibility and a comparison with UK data" was awarded to Drs R.A. Laven and J. Fabian.

The Prize for the Most Commendable Paper published in an international journal in 2016 “Effect of increased adiposity on insulin sensitivity and adipokine concentrations in different equine breeds adapted to cereal-rich or fat-rich meals” was awarded to Drs N.J. Bamford, S.J. Potter, C.L. Baskerville, P.A. Harris and S.R. Bailey.

**6. College Publications**

This year the College Courier was distributed in electronic format only. This has allowed for an expanded format and content and an attractive presentation.

**7. Chapters**

Members of Council regularly liaise with all Chapters throughout the year regarding any issues which need to be brought to the attention of Council. There are now twenty five Chapters of the College which are:

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

**8. Science Week**

College Science Week 2017 will be held at the QT Gold Coast Surfers Paradise. This will bring together both the membership and fellowship examinations followed by a 3 day scientific meeting including the College AGM and Awards Dinner.

The Scientific Meeting is aimed at presenting ‘cutting edge’ topics mainly by fellows and members of the College.

**9. Secretariat**

Mrs. Elaine Lowe (College Manager), Mr. Kim Hudson (Executive Officer), Dr Mary Anne Hiscutt (College Manager - Designate), Miss Sharon Tinsley (Assistant College Manager) and Ms Robyn Pettigrew (Examinations Officer) work tirelessly for the College, sometimes under considerable pressure. They continue to ensure the efficient, smooth running of the office in Brisbane. The Council and I am sure the membership wish to express sincere appreciation to them.

Wayne Ricketts

**Honorary Secretary**

22 May 2017

# THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208



## MINUTES OF THE FORTY SIXTH ANNUAL GENERAL MEETING OF THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS HELD AT THE QT GOLD COAST HOTEL, SURFERS PARADISE AT 5.30 P.M. ON FRIDAY 8 JULY 2016

### 1. PRESENT

Drs C. Mansfield (President), A. Burrows, P. A. Moses, M. Paton, W. Ricketts, B. Smith, P. Bennett, T. Muurlink, C. Guy, G. Musk, S. Atkinson, M. Sharman, T. Hugo, D. Merrett, L. Hambrook, F. James, S. McGill, J. Rodger, S. Fearnside, M. Retchford, S. Mitchell, V. Williams, L. Abraham, A. Worth, S. Foster, A. Peaston, L. Lacorcia, A. Franklin, D. Tabrett, P. Galloway, C. Preston, K. Toyer and P. Thornber.

Mrs E. Lowe attended as College Manager.

Dr M. Hiscutt attended as Assistant College Manager and Minutes Secretary.

Mr Kim Hudson attended as Executive Officer.

### APOLOGIES

Apologies were received from Dr S. Yeomans

### 2. COUNCIL

The President informed the meeting that discussion had taken place at the previous Council meeting relating to office bearers for Council 2016-2017 with the following appointments being recommended to the AGM.

President	A. Burrows
Past President	C. Mansfield
Honorary Secretary	W. Ricketts
Honorary Treasurer	B. Smith
Honorary Treasurer Elect	W. Ricketts
Chief Examiner	T. Muurlink
Councillor	P. A. Moses
Councillor	Z. Lenard

Other officers appointed to Council were:

Returning Officer	G. M. Robins
Chairman, Awards Committee	Z. Lenard
Convenor, Science Week	T. J. King
Honorary Secretary/Treasurer (NZ)	W. Ricketts

### 3. MINUTES OF THE FORTY FIFTH ANNUAL GENERAL MEETING

Copies of the Minutes were available for all attending Members.  
These Minutes were confirmed as a true record of the meeting.

#### **4. REPORT OF THE HONORARY TREASURER**

A report prepared by Dr M. Paton, the Honorary Treasurer had been circulated to all members. Dr Paton spoke to the report.

##### **4.1 Profit and Loss Statement 2015/2016**

The overall financial position of the College continued to strengthen and Council planned to implement strategies through its 2020 strategic plan to enhance the value of the College to all members through sustainable growth. The College would again reserve \$100,000 in a separately accounted Examination Development Fund to continue substantial investment in the skills of examiners and improving the examination resources and systems which sustain the quality of College value.

At the end of the 2015/16 financial year the College had recorded an overall surplus of \$293,243, approximately 180% higher than the budgeted figure. Dr Paton reported that the funds held in interest bearing accounts by the College at the end of the 2015/2016 financial year had grown in the past twelve months by 21%.

The financial equity of the College in 2015/16 was \$1,861,369, a growth of 12% from the 2014/15 financial year. In the same year total assets grew by 14% and revenue by 10%. This range of figures reflected the sustained growth of the College.

Dr Paton pointed out that for accounting and management purposes the finances were divided into general, examination, examination development fund and science week accounts, and income and expenses were allocated as closely as possible to the area to which they pertained.

Income in the general account was 13% greater than budgeted. Expenses were 4% higher, spread over a number of items including bank charges, salaries, travel and accommodation. The general account for the 2015/2016 financial year was \$162,466 in surplus, 44% better than budget.

2015/16 was another year where the number of candidates sitting Membership and Fellowship examinations exceeded expectations, putting the examination account income 33% above budget. The ultimate balance figure for the examination account was a surplus of \$128,211 when a small loss was budgeted.

Dr Paton noted that in 2015/2016 the Examination Development Fund expenditure was \$28,000 which left a \$71,000 surplus to be rolled over to 2016/17 to be expended on a number of initiatives from the new strategic plan in the coming year.

College Science Week 2015 generated a profit of \$108,009. In line with current College policy, \$75,606 was disbursed to chapters and \$32,403 was retained and used to offset general College operating costs.

Currently investments of \$900,000 were held in fixed term deposits of 8 x \$50,000 and one of \$100,000 and two of \$200,000 amounts. The terms of these deposits varied from 1 – 5 years. The Cash Management account had a balance of \$550,289. This amounted to total investment funds of \$1,450,289, exceeding the 2014/2015 total by more than \$256,589 and well in excess of what was required by College Policy.

Dr Paton acknowledged the work of the College staff, especially that of Mrs Lowe in managing the financial activities of the College.

##### **4.2 Budget for 2016/2017**

A copy of the proposed budget for 2016/2017 had been circulated with the AGM documents to all members.



Dr Paton 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 surplus of \$172,638. Income was based on subscriptions payable by 2000 members, allowing for some attrition of the current membership.

In the Examination account a deficit of \$69,806 was projected. Income was based on 200 membership candidates and 9 fellowship candidates. Revenue had also been included to fund counselling for unsuccessful candidates and professional consultancy advice.

In the Science Week account a surplus of \$102,775 had been estimated based on similar attendance numbers to those in 2016. Currently the College retained 30% of the profit and 70% was disbursed to Chapters.

Overall a surplus of \$102,832 was anticipated for the 2016/2017 financial year.

#### **4.3 Appointment of Auditors**

Moore Stephens, Brisbane were re-appointed as College auditors.

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

### **5. REPORT OF THE CHIEF EXAMINER**

Dr T. Muurlink, the Chief Examiner, presented his report, copies of which had been circulated to all members.

Dr Muurlink reported that in 2015 a total of 173 candidates sat the Membership examinations, of which 107 passed and 17 received a supplementary examination. This resulted in a 62% overall pass mark. Twenty-five candidates completed the Fellowship examinations, of which nine candidates passed all components and ten candidates passed some components of the examination.

Dr Muurlink reported that in the 2016 examination period 242 candidates registered an intention to sit, and approximately 200 candidates had sat Membership examinations, 117 had passed (59%), twenty-eight were offered supplementary examinations (14%). Twenty candidates sat Fellowship examinations with 90% passing at least one component, with 65% passing overall. Fifty-six per cent of candidates sitting for the first time passed.

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

The Examination Committee was chaired by the Assistant Chief Examiner Examinations, Dr Carolyn Guy, who was supported by Drs Stephen Atkinson, Sharanne Raidal, Gabby Musk and Ian Hodge.

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 was chaired by the Assistant Chief Examiner Training and Credentials, Dr Peter Bennett, ably supported by Drs Katherine Briscoe and Linda Abraham 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 Muurlink noted that the Board of Examiners continued to review other initiatives to support examining teams and also candidates.

Dr Muurlink reported that work was ongoing in the move towards introducing Institutional Accreditation for Candidates training in Fellowship programs. The next step forward in the process was to trial this in a number of larger teaching and private hospitals before transitioning it more widely.

Dr Muurlink reported that the Board of Examiners regularly received feedback regarding the introduction of computer use during examinations. This was something the Board would continue to look at over the coming year. Due to the examinations being held in a wide range of locations and relating to such diverse subject matter, current resources and available technology made a change to computer based assessment difficult.

Dr Muurlink reported that this year subject coordinators had been used in the three biggest subjects which had been productive.

Dr Muurlink reported that the Board of Examiners and College office were currently working on four projects which had been funded by the examination development fund. The projects were:

1. A review of the consistency and validity of membership examinations. This would include the collection of data related to past years' examinations, and statistical analysis. Included in this brief was the assessment of whether there had been a change in the pass rates overall and in individual subjects. Also included was an assessment of repeatability of marking of questions and examinations.
2. A review of the perceptions of the membership examination and its value. The value of the membership qualification would be surveyed both within the College community, the wider veterinary community and the general community including employers. Included in this review would be if membership qualification perceptions and value were changing over time and if there was consistency of the perceived value between different disciplines.
3. Oral examinations remain important in the ANZCVS examination process, both at membership and fellowship level. The remit was to develop material which would help examiners and candidates prepare for and sit oral examinations. This could include web based material, mock oral examinations, example questions and how to answer these effectively.
4. The development of electronic marking schemes to facilitate the examination marking process. This involved the design and implementation of systems to enable examination marking to be performed, verified and collated more efficiently and to allow easier analysis for quality control and improvement purposes.

Dr Muurlink reported that there had been work underway for some years to implement a change to the chapter examination committee and examiner structure. This was a big change to how the College performed one of its key tasks. The CEC and examiner teams would ultimately be amalgamated into a structure which should allow better mentoring of new examiners, better succession planning and closer co-operation between all members of the groups responsible for delivering the examinations and overseeing training programs at Chapter level. The new structure with the formation of Subject Standards and Examination Committees was outlined in the attached appendix. The intention was to gradually change

over to this system and in the first year the Equine, Emergency and Critical Care and Dermatology Chapters would implement this system.

Dr Muurlink noted that the College played an important role within the Australian and New Zealand Veterinary profession and he encouraged all members to become actively involved, whether it be on Chapter executives, examining, mentoring or serving on the Board of Examiners or making themselves available for Council.

Dr Muurlink 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 closing his report Dr Muurlink also thanked the College office staff for their hard work and support during the previous year and acknowledged the continued advice and support of Council led by President Dr Caroline Mansfield.

## **6. REPORT OF THE HONORARY SECRETARY**

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

### **6.1 Council Meetings**

Council met in person in Surfers Paradise on 9 July 2015 and 7 February 2016 and by tele-conference on 10 August, 2 November 2015 and 9 May 2016.

Council also met in person to develop the College's Strategic Plan (2016-2020). At each meeting a check was made on the progress made towards achieving the strategic objectives set in the College's Strategic Plan.

### **6.2 Council Appointments**

The following appointments were made by Council for 2015/2016

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

#### **Board of Examiners**

T. Muurlink	Chief Examiner
P. Bennett	Assistant Chief Examiner (Training and Credentials)
C. Guy	Assistant Chief Examiner (Examinations)
S. Atkinson	
L. Abraham	
K. Briscoe	
I. Hodge	
S. Raidal	
G. Musk	
C. Mansfield (ex officio)	

### **6.2 College Examinations**

Examinations for Membership and for Fellowship of the College would be held in conjunction with the College Science Week in Surfers Paradise in July as was the usual practice. In 2016 twenty members sat the Fellowship examinations in ten subjects, and two hundred and twenty-three candidates sat the Membership examinations in twenty-one subjects. Included in this number were twenty-four candidates who would complete Medicine of Cats in the UK.

### **6.3 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
- Participation in discussions with overseas colleges and speciality boards about the structure of the ANZCVS, its role in veterinary specialisation and advanced education in Australia and New Zealand, and the relationship its members would like with equivalent overseas colleges.
- 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.

### **6.4 Membership**

There were currently 2388 Members of the College. Of these, 1842 resided in Australia, 300 in New Zealand and 246 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 T. English, J. Della-Vedova, D.H. Mumford, C. Perrin and A. Medinis were noted with regret.

#### **Life Membership/Fellowship**

Drs P. Hickson, P. Adams, B. Farquharson, A. Mercy, T. Doust, A. Joe and S. Abrahams were elected either life members or fellows.

#### **Reinstatements**

Drs J. Cochrane, M. McNickle, A. Lai, K. Johnson, R. Mueller, M. Alley, M. Tonzing and M. McCluskey were reinstated as members.

#### **Resignations**

Drs Z. Chatfield, G. McDonagh, R. Eaton-Wells and D. Howes resigned as members.

#### **Associate Membership**

Drs D. Donaldson, N. Krekeler, A. Fagella and A. Knight were elected as associate members.

### **6.5 College Awards**

The Ian Clunies Ross Award for 2016 was awarded to Dr Peter J. Irwin. The College Prize was not awarded in 2016.

The Kesteven Medal was awarded to Dr Joanne Meers.

The 2016 Fellowship Training Scholarship was awarded to Dr Penelope Brown and the Geoff Robins Fellowship Research Grant to Dr Amanda Miller.

The prize for the Most Commendable Paper published in the Australian Veterinary Journal in 2015; "Modelling foot and mouth disease transmission in a wild pig – domestic cattle ecosystem" was awarded to Drs M.P. Ward, M.G. Garner, and B.D. Cowled.

The Prize for the Most Commendable Paper published in the New Zealand Veterinary Journal in 2015; “ Efficacy of controlled-release capsules containing monensin for the prevention of subclinical ketosis in pasture-fed dairy cows” was awarded to Drs C.W.R Compton , L. Young and S. McDougall.

The Prize for the Most Commendable Paper published in the Australian Veterinary Practitioner in 2015; “ A simple ultrasound guided approach for intra-articular injection of the canine hip joint” was awarded to Drs B.G. Wernham, D. Tyrrell, E. Whittem and S. Ryan.

The Prize for the Most Commendable Paper published in an international journal in 2015; “Myocardial collagen deposition and inflammatory cell infiltration in cats with pre-clinical hypertrophic cardiomyopathy” was awarded to Drs K.H. Khor, F.E. Campbell, H. Owen, I.A. Shiels and P.C. Mills.

## **6.6 College Publications**

This year the College Courier was distributed in electronic format only. This allowed for an expanded format and content and an attractive presentation.

## **6.7 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-two Chapters of the College which are:

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

## **6.8 Science Week**

College Science Week 2016 would be held at the QT Gold Coast Surfers Paradise. This will bring together both the membership and fellowship examinations followed by a 3 day scientific meeting including the College AGM and Awards Dinner. The Scientific Meeting is aimed at presenting ‘cutting edge’ topics mainly by Fellows and Members of the College.

## **6.9 Secretariat**

It was noted that Mrs Elaine Lowe (College Manager), Mr Kim Hudson (Executive Officer), Dr Mary Anne Hiscutt (Assistant College Manager), Miss Sharon Tinsley (Administrative Assistant) and Ms Robyn Pettigrew (Examinations Officer) continued to ensure the efficient, smooth running of the office in Brisbane; sincere appreciation was expressed to them.

**7. LOCATION OF THE 47<sup>th</sup> ANNUAL GENERAL MEETING**

Dr Mansfield advised that the 47<sup>th</sup> Annual General Meeting would be held at the QT Gold Coast Hotel, Surfers Paradise on the 7 July 2017 in conjunction with the College Science Week.

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