

THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208



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28 May, 2018

Dear College Member or Fellow,

Annual General Meeting

Notice is hereby given that the 48th Annual General Meeting of the Australian and New Zealand College of Veterinary Scientists ABN 50 000 894 208 will be held in North Break, Second Floor, QT Gold Coast Hotel, Surfers Paradise, Gold Coast, Queensland on Friday 6 July 2018 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, Auditors Report and budget
3. Chief Examiner's report
4. Honorary Secretary's report
5. AGM Minutes 2017

It is recommended that you bring all these materials with you to the AGM at Surfers Paradise.

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

Yours sincerely,

Amanda Burrows
President



**48th ANNUAL GENERAL MEETING
Of
The Australian and New Zealand College of Veterinary Scientists
ABN 50 000 894 208**

**North Break, Second Floor, QT Hotel, Surfers Paradise,
Gold Coast, Queensland
at 5.30 p.m. on Friday 6 July 2018**

AGENDA

ORDINARY BUSINESS

1. Welcome and apologies.
2. To declare the names of Councillors and office bearers for 2018/19.
3. To confirm the Minutes of the 47th Annual General Meeting held at the QT Gold Coast Hotel, Surfers Paradise on 7 July 2017.
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, including Auditors Report, for the year ended 28 February 2018.
 - 4.2 To receive and adopt the 2018/19 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 49th Annual General Meeting
9. Closure

W. Ricketts
Honorary Secretary

Copies of the Minutes of the 47th Annual General Meeting, and audited 2017/2018 financial statements are available on request to the College office and will also be available at the 48th Annual General Meeting.

AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

Honorary Treasurer's Report 2017-18

Summary

The financial position* of our College was marginally weaker at year end. This was primarily a result of increased expenses rather than income reduction. The large expense associated with the Examination Results Recording System (ERRS) has been completed however staff & meeting expenses will be recurring. These have been undertaken as part of the College Strategic plan to ensure sustainable governance and productive initiatives.

Additionally it is likely that central* operations of the College will be in deficit in the current year with the primary contributor being the expenses associated with a large examination cohort.

In the future historical College surpluses in excess of 15% of revenue will not be pursued, with the aim being balanced or single figure surpluses.

* The financial organization of the College is modeled as "central" and "chapters" with the combination being "consolidated".

Statutory Accounts

The 2017/18 College financial year ended with a **statutory deficit of (\$61,015)** compared with surplus of \$348,789 for 2016/17 and **Members' Equity of \$2,154,931** compared with \$2,215,946 for 2016/17. (Copies of Full audit report will be available at the AGM)

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

Management Accounts

Management accounts are presented to end of financial year (February 28) and include comparisons as: prior year, completed year compared to budget and provisional budget for 2018/19.

NB: These Accounts are *exclusive* of Chapter Accounts and are intended to provide information on central operations only. Cash accounting is used. Net disbursement from Central Accounts to Chapter Accounts was \$59,893.

General Account

The general account for the 2017/18 financial year was **(\$23,924) in deficit** compared to \$193,458 for 2016/17. A budgeted surplus of \$60,160 is forecast.

Income in the general account was 6% less than budgeted and has been reviewed as an erroneously inflated subscription forecast rather than a change in membership numbers. Expenses were 25% higher spread over several unbudgeted items including salaries, travel and accommodation. These expenses are expected to be recurring. A \$162,005 non-recurring expense related to the Examination Results Recording System (ERRS) has been completed.

Examination Account

The examination account for the 2017/18 financial year was **\$93,253 in surplus** compared with (\$23,658) in deficit for 2016/2017. A budgeted deficit of (\$113,135) is forecast.

The marked variability in year on year results reflects the cycle of examination subject offerings and in particular the UK membership in Feline Medicine Examination which is earnings positive and examination

income being recognized in the year prior to examination expenses. Accrual accounting methods are under consideration to better represent the College financial operations in this area. Consistent with established practice the College aims to provide earnings neutral or slightly surplus examinations over the cycle.

The Examination Development Fund

Explanatory Note: This Fund does not receive income external to the College and is annually funded by Central contribution (\$75,000) and by the Chapters (\$25,000). Council has resolved that year-end surpluses are retained but deficits will 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 has been \$37,503.

The expenditure in this financial year was \$262,005 compared with \$49,412 in 2016/17. A balanced budget is forecast for 2018/19, however expenses in developing the Memberships in Veterinary Practice (Small Animal & Equine) to be offered in 2019 may need to be provisioned.

Science Week Account

College Science Week 2017 generated a **surplus of \$115,424** compared with \$149,842 in 2016. In line with current College policy, \$88,689 was disbursed to Chapters and \$26,735 was retained centrally (1).

Financial Assets (from Statutory Accounts)

At call funds were \$1,467,257 compared with \$1,506,988 in 2016/17. Of these funds \$730,992 are held by the College and \$736,265 are held by the Chapters. The 2016/17 balances were \$812,997 and \$693,091 respectively.

Term deposits were \$945,007 compared with **\$1,177,469** in 2016/17. Of these funds \$700,343 are held by the College and \$244,664 are held by the Chapters. The 2016/17 balances were \$950,000 and \$227,469 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 2018/19 \$1,327,543) at year end.

Acknowledgements

Many thanks are due to Mary Anne Hiscutt, Kim Hudson and the whole team who manage the day-to-day financial activities of the College along with the members of the College FRC who provide oversight and recommendations to Council. 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 2017/2018

GENERAL ACCOUNT

	ACTUAL		BUDGET	
	Prior Year	Current Year	Forecast	Forecast
Income	(2016/17)	(2017/18)	(2017/18)	(2018/19)
Annual Subs	\$331,029	\$346,015	\$388,470	\$372,800
Interest	\$40,630	\$31,589	\$34,000	\$30,000
Proceeds of Awards Dinner	\$20,660	\$18,606	\$22,000	\$20,000
College Products	\$601	\$886	\$500	\$500
Trade Booths at SW	\$76,146	\$74,212	\$82,098	\$75,000
Credit card surcharge	\$17,439	\$17,835	\$18,000	\$18,000
Web Site Advertising	\$65,294	\$66,233	\$70,000	\$67,000
Miscellaneous Income	\$132			
Totals	\$551,931	\$555,376	\$615,068	\$583,300
Expenditure				
Accounting	\$16,873	\$21,066	\$18,000	\$22,000
Advertising		\$1,109	\$500	\$500
Professional consultants		\$7,500		\$10,000
Bank charges	\$16,538	\$17,113	\$17,000	\$20,000
Council Venue Expense	\$1,098	\$2,575	\$2,000	\$4,000
Hospitality		\$0		\$5,000
Awards Dinner/meals	\$33,029	\$38,849	\$34,000	\$39,000
Computer Exp	\$1,697	\$1,273	\$1,000	\$3,000
Web site expenses	\$21,411	\$57,257	\$46,000	\$50,000
Web site refresh				\$25,000
Insurance	\$6,261	\$7,485	\$6,500	\$9,000
Medallions, Prizes	\$390	\$2,051	\$2,500	\$500
Scholarship	\$8,680	\$8,810	\$8,810	\$8,940
Cost of booths for SW	\$14,223	\$13,156	\$14,500	\$15,000
Research Grant	\$3,000	\$3,000	\$3,000	\$3,000
Travel Grant	\$2,000	\$0	\$2,000	\$4,000
International Travel	\$671	\$2,140	\$1,250	\$7,000
Domestic travel and accommodation	\$23,100	\$34,745	\$23,000	\$35,000
Office Rental	\$25,305	\$26,157	\$27,000	\$35,417
Postage & Freight	\$5,805	\$3,474	\$4,500	\$4,000
Printing & Stationery	\$11,301	\$7,796	\$11,500	\$8,000
Merchandise	\$1,456	\$1,507	\$2,000	\$1,000
Office Equipment	\$0	\$1,071	\$1,000	\$5,000
Salaries	\$104,150	\$124,016	\$100,497	\$140,519
Superannuation	\$13,395	\$14,667	\$13,926	\$17,264
Training Courses/Conference attendance	\$3,114	\$274	\$2,500	\$4,500
Teleconference Meetings	\$2,116	\$1,927	\$3,000	\$2,000
Telephone	\$1,559	\$2,064	\$1,750	\$2,000
Marketing		\$0		\$10,000
Miscellaneous Expenses	\$31	\$3,135		
Extraordinary Examination dev		\$162,005	\$111,362	
Refund overpaid booth		\$0		
Subscription refunds	\$4,822	\$767		
Chapter Dev Fund/Establishment	\$400	\$3,900	\$5,000	\$15,000
Employsure		\$5,369		\$6,000
Voting expense		\$500	\$1,500	\$1,000
Secretarial Services (Minutes)		\$2,542		\$2,500
Office Fit-Out				\$8,000
Total	\$322,425	\$579,300	\$465,595	\$523,140
Surplus (Deficit)	\$229,506	-\$23,924	\$149,473	\$60,160

EXAMINATION ACCOUNT					
	ACTUAL			BUDGET	
	Prior Year	Current Year		Forecast	Forecast
	(2016/17)	(2017/18)		(2017/18)	(2018/19)
Income					
Fellowship Exams	\$117,133	\$129,415		\$90,000	\$110,000
Membership Exams	\$268,695	\$398,959		\$295,425	\$390,450
Membership Exams UK		\$78,300		\$62,239	\$0
Total	\$385,828	\$606,674		\$447,664	\$500,450
Expenditure					
Advertising	\$4,624	\$6,168		\$4,750	\$7,000
Venue Expense -prac/orals	\$48,926	\$46,113		\$50,000	\$55,000
Venue Expense - writtens and invigilators	\$12,324	\$13,074		\$15,000	\$15,000
Postage and Freight	\$5,659	\$5,350		\$6,000	\$6,000
Printing & Stationery	\$1,727	\$1,549		\$2,000	\$2,000
Salaries	\$150,703	\$175,265		\$169,657	\$250,021
Superannuation	\$13,395	\$14,667		\$13,926	\$17,264
Travel	\$40,144	\$56,500		\$50,000	\$65,000
Venue Expense UK	\$6,863	\$0		\$1,000	\$7,000
Travel to UK (Cats)	\$2,144	\$4,561		\$0	\$0
Accommodation	\$72,386	\$74,942		\$62,100	\$99,800
International accom & meals	\$1,831	\$0		\$0	\$2,500
Teleconference meetings	\$1,726	\$734		\$2,000	\$1,000
Testamurs	\$1,133	\$1,239		\$1,200	\$1,500
Refund exam Fees	\$5,996	\$61,418			
Unsuccessful Candidate Counselling	\$964	\$783		\$1,000	\$1,000
Payment to Examiners	\$37,779	\$33,534		\$37,000	\$52,000
Miscellaneous Expense	\$82	\$0			
Computer expense	\$0	\$1,974		\$0	\$0
Office equipment (prev misc expense)	\$1,080	\$1,264		\$100	\$1,500
Examiner dinner		\$5,403			\$7,000
Meeting costs		\$1,753			\$4,000
Legal Expenses		\$2,176			\$7,500
Examination Review		\$3,203			\$3,500
Venue expense Board of Examiners meeting		\$1,752			\$8,000
Total	\$409,486	\$513,422		\$415,733	\$613,585
Surplus / (Deficit)	-\$23,658	\$93,253		\$31,931	-\$113,135

COLLEGE SCIENCE WEEK					
	ACTUAL			BUDGET	
	Prior Year	Current Year		Forecast	Forecast
	(2016/17)	(2017/18)		(2017/18)	(2018/19)
Income					
Registration Fees	\$330,198	\$260,208		\$300,000	\$305,580
Sponsorship					
Total	\$330,198	\$260,208		\$300,000	\$305,580
Expense					
Advertising	\$4,985	\$7,254		\$5,000	\$8,000
Venue Expense inc audio visuals	\$127,997	\$97,669		\$130,000	\$125,000
Printing and Stationary	\$7,190	\$5,071		\$9,000	\$5,500
Salaries	\$9,101	\$24,222		\$31,060	\$39,219
Merchandise	\$1,953	\$1,341		\$3,550	\$1,500
Happy hour	\$7,716	\$6,807		\$7,500	\$7,500
Travel/Plenary		\$1,820		\$3,500	\$3,500
Ribbons		\$600			\$600
Registration refunds	\$21,392			\$15,000	
Telephone	\$23			\$25	
Total	\$180,357	\$144,784		\$204,635	\$190,819
Surplus (Deficit)	\$149,841	\$115,424		\$95,365	\$114,761
Apportioned Surplus					
College	\$44,952	\$26,735		\$28,610	\$34,428
Chapters	\$104,889	\$88,689		\$66,756	\$80,333

EXAMINATION DEVELOPMENT FUND					
	ACTUAL			BUDGET	
	Prior Year	Current Year		Forecast	Forecast
	(2016/17)	(2017/18)		(2017/18)	(2018/19)
Income					
Chapter contributions	\$18,772	\$24,804		\$24,500	\$25,000
College contribution	\$81,000	\$75,196		\$75,500	\$75,000
Miscellaneous Income	\$2,691				
Total	\$102,463	\$100,000		\$100,000	\$100,000
Expenditure					
Project Officer Wages		\$35,182		\$37,860	\$41,500
Project Officer Super		\$3,488		\$3,596	\$3,822
Examiner workshop venue/meetings	\$13,388	\$3,872		\$7,000	
Travel	\$8,666	\$19,172		\$10,000	\$20,000
Accommodation & Meals	\$9,814	\$18,675		\$12,000	\$11,000
Examiners Dinner		\$5,785			\$6,000
Facilitation		\$6,000		\$3,000	\$3,000
Board of Examiner Initiatives	\$17,544	\$6,000		\$10,000	\$12,328
Computer expense		\$459			\$2,000
Teleconference		\$128			\$150
ERRS		\$162,353		\$180,957	
Examination Review		\$716			
Printing and Stationery		\$175			\$200
Total	\$49,412	\$262,005		\$264,413	\$100,000
Surplus	\$53,051	-\$162,005		-\$164,413	\$0
Additional College Contribution		\$162,005		\$164,413	
Add. College Contribution (Cumulative)	-\$124,502	\$37,503		\$39,911	\$37,503

SUMMARY					
ACTUAL			BUDGET		
	Prior Year	Current Year		Forecast	Forecast
	(2016/17)	(2017/18)		(2017/18)	(2018/19)
General Account	\$193,458	-\$23,924		\$149,473	\$60,160
Examination Account	-\$23,658	\$93,253		-\$52,486	-\$113,135
College Science Week	\$41,582	\$26,735		\$28,610	\$34,428
Examination Development	-\$81,000	-\$75,000		-\$75,000	-\$75,000
Surplus / (Deficit)	\$130,382	\$21,064		\$50,597	-\$93,546
Net Transfer to Chapters (excl. Subs	\$78,652	\$67,598		\$46,756	\$70,333

AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

2017/2018 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, 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.

In addition to the multidisciplinary examiners workshop, this year separate examination writing retreats were held for both Small Animal Medicine and Small Animal Surgery. These two subjects have very large examination teams and candidate numbers and the Board, in our ongoing efforts to support examiners, decided to trial having separate workshops.

2017 Examinations

In 2017, a total of 191 candidates sat the membership examinations, of which 127 passed, 27 received a supplementary examination and 37 failed. This resulted in a 66.5% overall pass rate

Twenty-three candidates completed the fellowship examinations, of which nine candidates passed all components of the examination, eight candidates passed some components of the examination and five candidates failed the examination.

2018 Examinations

At the time of writing there are currently 290 candidates sitting the Membership examination, with 27 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 the Examination Committee. The President of the College also serves on the Board in an ex officio role.

The large expansion in candidate numbers has meant an increase in workload both for the Board of Examiners and the College office. To help our current Examinations Officer, Robyn Pettigrew, an Assistant Examinations officer, Lynda Kennedy was appointed in late 2017.

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, conform to College standards 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 helps 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 receives 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 with all now completed or near completion. 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, was successfully introduced for the exam period in 2017. There has been a small amount of refinement done following the first live use of this software and these changes are now undergoing final testing for use in 2018. The Board feels this software has significantly improved the examination process both from the examiner's perspective but also for the Board of Examiners and College examinations officers. It has allowed us to monitor exam processes in real time and also identify problems early and allow us to resolve them in a more timely manner.

The Board has also been busy in this year with administering the two new practice membership subjects; Veterinary Practice (Small animal) and Veterinary Practice (Equine). These two new subjects are an exciting new development for the College and it is expected that it will result in another large increase in candidate numbers in 2019 when these are first introduced.

A committee has been formed to examine options for exam delivery. This committee will examine options to deal with the changing landscape the College operates under, with large increases in candidate numbers and the increasing demand for better examination techniques. While these demands are paramount we also need to be aware that, with the exception of our small College office staff, all those involved with the examination processes are unpaid volunteers.

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 officers, Robyn Pettigrew and Lynda Kennedy as well as the entire College office team, who ably supports the Board in its many roles. It is only from having the support of this wonderful team that the Board can deliver as is expected of it.

Another big thankyou must be directed to the very large number of examiners and Chapter committee members who work willingly and tirelessly with the College to undertake all the tasks of administering training programs and examinations.

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.

This will be my last Chief Examiner's report, with the role being transferred to Dr Carolyn Guy, the current ACE-EC, after the 2018 exam period. Dr Sharanne Radial will take over as ACE-EC and I will remain on the BOE for another year to allow a seamless changeover.

Dr T Muurlink BVSc FANZCVS (Equine Surgery)
Chief Examiner

AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

REPORT OF COUNCIL 2017-18

1. Council 2017/2018

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 6 July, 28 and 29 October 2017 and 3 February 2018 and by tele-conference on 6 September, 7 November 2017 and 21 May 2018.

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 2017/2018

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)	

Finance and Risk Committee

B. Smith
W. Ricketts
K. Crofts
K. Hudson
M. Hiscutt

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 seven members have completed the prerequisites to sit the Fellowship examinations in ten subjects, and two hundred and ninety candidates are enrolled to sit the Membership examinations in seventeen subjects.

3. International Profile of ANZCVS

The international standing and recognition of the College and 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.
- Conducting Medicine of Cats UK every second year.

4. Membership

There are 2580 Members of the College. Of these, 1989 reside in Australia, 310 in New Zealand and 281 overseas. We continue to attract overseas veterinarians who 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 G. Collins, A. Familton, M. Cartridge, R. Pascoe, B. Cooper, M. Riches and Professor R. Campbell were noted with regret.

Life Membership/Fellowship

Drs R. Murray, P. Slatter, L. Scott, B. Agnew, J. Hyland, C. Simmons, T. Stelmasiak, J. Harvey, M. Roberts, P. Stewart, P. Hayes, T. Wilson, K. Chennell and R. Whittington were elected to either life membership or life fellowship.

Reinstatements

Drs J. Hunnam, K. Agnew, S. Bettanay, M. Klein, J. Dwyer, J. White, W. Shipham, L. Connor, G. Mackereth, A. Fell-Smith, L. Fossati, A. Olsson, M. Easthaugh, J. Sandy, E. Russell, G. Zhang, M. Simpson, H. Pharo, R. Kent and K. Morgan were reinstated as members.

Resignations

Drs A. Nicholls, F. Irving, M. Landos, R. Francis and Assoc. Professor P. Irons resigned as members.

Associate Membership

Drs M. Annear, K. Gallacher, C. Cannon and C. Medina-Torres were elected as associate members.

5. College Awards

The Ian Clunies Ross Award for 2018 was awarded to Associate Professor Jacqueline Norris.

The College Prize for 2018 was awarded to Dr Karen Dawson.

The Kesteven Medal for 2018 was awarded to Professor John Edwards.

The Fellowship Training Scholarship for 2018 was awarded to Dr Donna White and the Geoff Robins Fellowship Research Grant to Dr Paul Jenkins.

The Prize for the Most Commendable Paper published in the Australian Veterinary Journal in 2017 “Experimental Hendra virus infection of dogs: virus replication, shedding and potential for transmission” was awarded to Drs D.J. Middleton, S. Riddell, R. Klein, R. Arkinstall, J. Haining, L. Frazer, C. Mottley, R. Evans, D. Johnson, and J. Pallister.

The Prize for the Most Commendable Paper published in the Australian Veterinary Practitioner in 2017 was not awarded in 2018.

The Prize for the Most Commendable Paper published in the New Zealand Veterinary Journal in 2017 “Comparison of diagnostic tests for determining the prevalence of failure of passive transfer in New Zealand dairy calves” was awarded to Drs E. Cuttance, W. Mason, K. Denholm and R. Laven.

The Prize for the Most Commendable Paper published in an international journal in 2017 “Clinical outcome and prognosis of dogs with histopathological features consistent with epitheliotropic lymphoma: a retrospective study of 148 cases (2003-2015) was awarded to Drs C.M. Chan, A.E. Frimberger, and A.S. Moore.

6. 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	

7. Science Week

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

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

8. Secretariat

Mr Kim Hudson (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) work tirelessly for the College, sometimes under considerable pressure and to tight timelines. They continue to ensure the efficient, smooth running of the office in Brisbane. The Council wishes to express sincere appreciation to them.

THE AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS

ABN 50 000 894 208



MINUTES OF THE FORTY SEVENTH 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 7 JULY 2017

1. PRESENT

Drs A. Burrows (President), P. A. Moses, W. Ricketts, B. Smith, Z. Lenard, P. Bennett, T. Muurlink, G. Musk, L. Abraham, S. Atkinson, L. Michel, B. Jones, L. Roberts-Bailey, T. Hugo, D. Merrett, L. Hambrook, J. Waring, K. Heading, M. Thompson, N. Harding, H. Keates, M. Retchford, R. L'Estrange, F. James, S. McGill, A. Lane, R. Tan, B. Mackay and A. Franklin.

Mrs E. Lowe attended as College Manager.

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

Mr Kim Hudson attended as Executive Officer.

APOLOGIES

Apologies were received from Drs A. Gunn, P. Irwin, S. Yeomans and P. Best.

2. COUNCIL

The President informed the meeting that discussion had taken place at the previous Council meeting relating to office bearers for Council 2017-2018 with the following appointments being recommended to the AGM.

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

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 SIXTH ANNUAL GENERAL MEETING

Copies of the Minutes were available for all attending Members.

These Minutes were confirmed as a true record of the meeting. (TM/PM)

4. REPORT OF THE HONORARY TREASURER

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

4.1 Profit and Loss Statement 2016/2017

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. Council had chartered a Finance and Risk Committee (FRC) that had held its inaugural meeting over Science Week to assist the College in ensuring both financial probity and promoting financial performance, essential to progress the aims of the College. 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 2016/17 financial year the College had recorded an overall surplus of \$348,789, compared with \$196,419 for 2015/16. Dr Smith reported that the funds held in interest bearing accounts by the College at the end of the 2016/2017 financial year had grown in the past twelve months by 21%.

The financial equity of the College in 2016/17 was \$2,215,946 a growth of 19% from the 2015/16 financial year. In the same year total assets grew by 10% and revenue by 13%. This range of figures reflected the sustained growth of the College.

Dr Smith 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 4% greater than budgeted. Expenses were 1% higher, spread over a number of items including bank charges, salaries, travel and accommodation. The general account for the 2016/2017 financial year was \$193,458 in surplus.

In 2016/17 income from a large number of candidates sitting Membership and Fellowship examinations had put the examination account income 7.5% above budget. The end result for the financial year of the examination account was a loss of \$24,658, one third of the budgeted deficit of \$69,806.

Dr Smith explained that the Examination Development Fund did not receive any income external to the College and was funded through the General account and the individual Chapter accounts. Council had resolved that year-end surpluses were accrued rather than moved to the retained earnings however deficits were funded by non-recurring General account expense to allow large projects with expenses covering multiple financial years.

Dr Smith noted that in 2016/2017 the Examination Development Fund expenditure was \$49,412 compared with \$28,543 in 2015/16. The accumulated surplus was \$50,360. A budgeted deficit of \$42,638 was forecast for 2017/18 as a result of ERRS expenses.

College Science Week 2016 generated a profit of \$149,842. 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.

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

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

Dr Smith acknowledged the work of the College staff, especially that of Mrs Lowe and Mary Anne Hiscutt in managing the financial activities of the College and thanked the Chapter treasurers and office bearers who contributed to the growth of the College and its long-term financial viability.

4.2 Budget for 2017/2018

A copy of the proposed budget for 2017/2018 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 surplus of \$191,007. Income was based on subscriptions payable by 2200 members, allowing for some attrition of the current membership.

In the Examination account a surplus of \$31,931 was projected. Income was based on 220 Membership candidates and 22 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 \$95,365 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 \$222,938 was anticipated for the 2017/2018 financial year.

(WR/RL'E)

4.3 Appointment of Auditors

Crowe Howarth, Brisbane were re-appointed as College auditors. (TM/RL'E)

Dr Burrows thanked Dr Smith 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 thanked everyone who had been involved in delivering the examinations, especially the Board of Examiners and the Office staff. Dr Muurlink thanked Council for their support, the CEC and examiners and acknowledged the huge job that they had performed.

Dr Muurlink 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.

Another successful Examiner Workshop was held in 2017 at the QT Hotel, Gold Coast where examining teams across a number of different subjects attended. It was the Board's intent that over the years the workshops were held, as many Chapters as possible would be given the opportunity to attend.

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 Muurlink reported that in 2016 a total of 223 candidates sat the Membership examinations, of which 132 passed and 30 received a supplementary examination. This resulted in a 73% overall pass mark. Twenty candidates completed the Fellowship examinations, of which thirteen candidates passed all components and five candidates passed some components of the examination.

Dr Muurlink reported that in the 2017 examination period 242 candidates registered an intention to sit, and approximately 191 candidates had sat Membership examinations, 127 had passed (66%), nineteen were offered supplementary written examinations (10%). Twenty-two candidates sat Fellowship examinations of which nine passed with 77% passing at least one component. Forty-one 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 (EC) was chaired by the Assistant Chief Examiner Examinations, Dr Carolyn Guy, who was supported by Drs Stephen Atkinson, Sharanne Raidal, Gabby Musk 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 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 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.
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 process.

All four projects had made significant head way over the last twelve months. An important development had been the appointment in March 2017 of Dr Rachel Tan to serve in a part time capacity as Project Officer. Dr Tan had taken on the tasks of administering the projects and assisting the Board of Examiners to progress the projects to completion. The Board had been delighted with her enthusiastic and efficient approach and felt her appointment would result in the delivery of the projects in a more efficient and timely manner for the benefit of the College.

The Electronic Results Recording System, project four, had been used for the first time in 2017. The system performed well and met the Board's expectations. The system allowed examiners to record marks for all candidates for all sections of membership and fellowship exams online in a secure environment and enabled the Examinations Officer, Robyn Pettigrew, and the Board of Examiners to monitor marking of exams in a much more efficient manner and detect any concerns in a more timely manner. Friday morning all candidates had logged on and successfully received their results electronically. It was anticipated that further refinement would be undertaken to allow the Board of Examiners to better analyse exam results and assist in the continuous improvement of the examinations processes. The ERRS platform represented the largest single financial investment by the College in the examinations processes to date.

Dr Muurlink reported that the Equine, Emergency and Critical Care, and Dermatology Chapters had 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 would be undertaken and a decision made whether to implement these changes more widely.

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. The College was almost completely reliant on this ethos of volunteering to ensure the ongoing success in the many activities undertaken.

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 Mandy Burrows.

The report of the Chief Examiners was adopted (LH/SA)

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 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 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 2016/2017

Honorary Assistant Secretary (NZ)	W. Ricketts
Chairman, Awards Committee	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	
S. Raidal	
G. Musk	
J. Carter	
A. Burrows (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 2017 twenty-two members sat the Fellowship examinations in eight subjects, and two hundred and fifteen candidates sat the Membership examinations in twenty subjects.

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 2477 Members of the College. Of these, 1913 resided in Australia, 300 in New Zealand and 266 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 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. Slamon, L. Ferrara, G. Hazard, R. Pascoe and C. Belford were elected either life members or fellows.

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. Johnstone, 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 Reese were elected as associate members.

6.5 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 2017 Fellowship Training Scholarship 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; “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 2016; “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 2016 “A simple ultrasound guided approach for intra-articular injection of the canine hip joint” was awarded to Drs B.G. Wernham, D. Tyrrell, E. Whitem 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:

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 2017 would be held at the QT Gold Coast Surfers Paradise. This would 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 was 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 48th ANNUAL GENERAL MEETING

Dr Burrows advised that the 48th Annual General Meeting would be held at the QT Gold Coast Hotel, Surfers Paradise on the 6 July 2018 in conjunction with the College Science Week.

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