Vision: “All companion animals worldwide receive veterinary care that ensures their optimal health and welfare”
Mission: “To advance the health and welfare of companion animals worldwide through an educated, committed and collaborative global community of veterinary peers”

WORLD SMALL ANIMAL VETERINARY ASSOCIATION (WSAVA) Application for Membership

The World Small Animal Veterinary Association (WSAVA) is an association of associations. Its membership is made up of veterinary organisations from all over the world, which are concerned with small companion animals such as cats, dogs, rabbits, guinea pigs etc. Currently there are 105 member and affiliate associations, representing over 200,000 individual veterinarians from around the globe.

WSAVA’s primary purpose is to advance the quality and availability of small animal medicine and surgery, and this broad aim is achieved in a number of different ways.

WSAVA fosters the exchange of scientific information, both between individual veterinarians and between their veterinary organisations.

WSAVA furthers international relationships between all veterinarians dealing with small animal health and welfare.

WSAVA promotes the standing of small animal practice.

APPLICATION FOR AFFILIATE MEMBERSHIP

The process of membership in WSAVA is defined in Section 3 of the WSAVA By-Laws (http://www.wsava.org/By-Laws.htm) and, in summary, is restricted to is restricted to specialist veterinary organizations related to a particular area of small animal veterinary medicine of global relevance and having 100 or more members. To apply, simply provide the information requested below and ensure it is submitted to the WSAVA Secretariat (yourwsava@wsava.org) 60 days prior to the next Assembly meeting (this equates to no later than July 24, 2018).
It is expected that a member of your association would attend the Assembly meeting to present your application to the Assembly members. This body will subsequently vote on the merits of your application and determine its success. The next Assembly meeting is on September 24, 2018 in Singapore.

NAME OF ASSOCIATION:  Registered Veterinary Technologists & Technicians of Canada

ADDRESS OF ASSOCIATION  P.O. Box 961, Kemptville, Ontario, Canada K0G 1J0

NUMBER OF MEMBERS...6 Affiliated Associations = 7800 RVTs

NUMBER OR PERCENTAGE INVOLVED WITH SMALL ANIMALS...~75%

NAME AND ADDRESS OF PROPOSED REPRESENTATIVE

    Shannon Brownrigg RVT  
    RVTTTC Executive Director  
    P.O. Box 961  
    Kemptville, ON K0G 1J0  Canada

PHONE  +1-613-215-0619  
E-mail  sbrownrigg@rvttcanada.ca, info@rvttcanada.ca

NAME AND E-MAIL ADDRESS OF PRESIDENT AND EXECUTIVE BOARD

    President: Heather Quilty RVT  hquilty@rvttcanada.ca  
    Vice President: Heather Shannon RVT  info@rvttcanada.ca  
    Financial Officer: Nancy MacFarlane RVT  info@rvttcanada.ca

**Please note our AGM and elections will be held July 6, 2018, any changes will be reported.**

BACKGROUND INFORMATION:

1. Has your association been in formal/official, active existence for 3 years or more?  yes / no
2. Is your association a national association?  yes / no
3. if yes: is your association the only small animal association in your country?  yes / no
4. if no: please provide
   a. name of other national associations- Canadian Veterinary Medical Association
   b. estimated number of shared members - none
   c. rationalization or explanation why dual national small animal representation would be complementary and/or synergistic

The Canadian Veterinary Medical Association (CVMA) represent veterinarians in Canada.

The Registered Veterinary Technologists & Technicians of Canada represents Registered Veterinary Technologists and Technicians in Canada.
BRIEF HISTORY OF YOUR ASSOCIATION:

The RVTTC/TTVAC is a not-for-profit national organization uniting Canadian provincial/regional veterinary technician and technologist associations. Founded in 1989 as the Canadian Association of Animal Health Technologists and Technicians (CAAHTT), RVTTC/TTVAC was tasked with promoting the veterinary technology profession, establishing and maintaining national standards of membership, and becoming a resource regarding national and international issues. Since its inception 26 years ago, RVTTC/TTVAC has grown to encompass six provincial/regional veterinary technician/technologists associations and over 7500 individual Registered Veterinary Technicians/Technologists (RVTs) across Canada.

The RVTTC is an active core member of the International Veterinary Nurses & Technicians Association attending each meeting and contributing to its strategic planning and development. Through this association networking RVTTC is dedicated to the development and progression of the Registered Nurse/Technician profession globally.

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION:

• Official documentation of Association’s existence, registered in country of residence
  – Attached document – Articles of Incorporation
• Association constitution, charter, and/or by-laws
  – Attached document – RVTTC Bylaws
• Copy of most recent annual general meeting minutes
  – Attached document – Minutes of Annual General Meeting July 14, 2017
• Information on vision, mission, goals, and what the association provides for its members (i.e., its raison d’etre)
  – Attached document – RVTTC Strategic Plan – Infographic

• Letter of intent addressing the following issues:
  – Reason why your association wants to be a WSAVA associate member
  – How your association will use your WSAVA associate membership to further the needs of your members and overall needs of your national small animal veterinarians
  – What will your association bring to your partnership with the WSAVA that will benefit the WSAVA and its members

AT THE TIME OF THE ASSEMBLY MEETING:
Please be aware that if your application is successful adopted by a majority vote of the WSAVA member representatives, your association representative will be required to sign a letter of commitment to the defined responsibilities implied in association member (see below) in front of the Assembly before your membership becomes official.

Your obligations as a WSAVA member would principally be carried out by your WSAVA representative and include:

• Ensure that the annual membership dues are paid in a timely manner (for full members)
• Provide and keep current your association information, including contact details, membership numbers, and activities, as posted on your association page on the WSAVA website
• Provide an annual report to the Assembly members
• Attend the annual Assembly meeting, where the business of the WSAVA is conducted, or make alternative arrangements for voting through either proxy assignment or pre-Assembly vote submission
• Distribute the WSAVA monthly news and any additional WSAVA information to your membership in a timely manner

APPLICATION SIGNATURE:

Signed: [Signature]

Position: Executive Director

Date: May 5, 2018

Please return to: WSAVA Secretariat at yourwsava@wsava.org
May 5, 2018

Dr. Walt Ingwersen  
President, World Small Animal Veterinary Association  
72 Melville Street,  
Dundas, Ontario, Canada L9H 2A1

Dear Dr. Ingwersen,

On behalf of myself and the Registered Veterinary Technologists and Technicians of Canada (RVTTC) / Technologues et des techniciens vétérinaires agréés du Canada (TTVAC) Board of Directors, it is with great honour we submit this application for Associate Membership of the WSAVA. The opportunity to collaborate on shared goals to improve the quality and availability of companion animal health and welfare, as a member of a “Global Veterinary Community” working and promoting “One Global Voice” is of the utmost importance for our organization.

Registered Veterinary Technicians and Technologists (RVT) are a vital and integral part of any veterinary healthcare team and are active and knowledgeable advocates supporting the One Health concept. As committed members of this concept, RVTs will work towards community health initiatives and, alongside licensed veterinarians, provide quality veterinary care to animals in need. With extensive training in areas such as nursing care, biosecurity, client communication and laboratory procedures, RVTTC/TTVAC is excited to share our valuable member resources with the wide range of veterinary professional organizations that constitute the WSAVA.

When RVTs, RVT Associations, and Veterinary Associations work together, we will ultimately augment the lives of the patients we care for thus improving animal welfare on a global level. Including the RVTTC/TTVAC as an associate member will also further strengthen the WSAVA vision for the future by including this highly educated and well-regarded group of Registered Veterinary Technician/Technologists to augment the work already being done by the Veterinarians of the WSAVA and its allied international associations.
Thank you again for this opportunity, we look forward to this productive and engaging membership within the WSAVA and welcome any opportunity to contribute to increasing the well-being of animals on a global scale.

Sincerely,

Heather Quilty RVT
President

Shannon Brownrigg RVT
Executive Director

Registered Veterinary Technologists and Technicians of Canada /
Technologues et des techniciens vétérinaires agréés du Canada
Certificate of Amendment

Registered Veterinary Technologists and Technicians of Canada

I HEREBY CERTIFY that the articles of the above-named corporation are amended under section 201 of the Canada Not-for-profit Corporations Act, as set out in the attached articles of amendment.

Virginie Ethier
Director / Directeur
2015-09-08
Date of Amendment (YYYY-MM-DD)

Certificat de modification

Loi canadienne sur les organisations à but non lucratif

Technologues et des techniciens vétérinaires agréés du Canada

Corporate name / Dénomination de l'organisation

267821-7
Corporation number / Numéro de l'organisation

JE CERTIFIE que les statuts de l'organisation susmentionnée sont modifiés aux termes de l'article 201 de la Loi canadienne sur les organisations à but non lucratif, tel qu'il est indiqué dans les clauses modificatrices ci-jointes.

Virginie Ethier
Director / Directeur
2015-09-08
Date of Modification (AAAA-MM-JJ)
<table>
<thead>
<tr>
<th>Article I – Title</th>
<th>Article II – Definitions</th>
<th>Article III – Interpretation</th>
<th>Article IV – Membership</th>
<th>Article V – Board of Directors</th>
<th>Article VI – Officers</th>
<th>Article VII – Committee Members and Off-Board Representatives</th>
<th>Article VIII – Meetings</th>
<th>Article IX – Financial Year End</th>
<th>Article X – Amendment of Bylaws</th>
<th>Article XI – Rules and Regulations</th>
<th>Article XII – Corporate Seal</th>
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ARTICLE I – TITLE

The Name of the Corporation is “REGISTERED VETERINARY TECHNOLOGISTS AND TECHNICIANS OF CANADA” and in French, “TECHNOLOGUES ET TECHNICIENS VÉTÉRINAIRES AGREES DU CANADA”.

ARTICLE II – DEFINITIONS

2.1 RVTTC Directors – two people appointed from each member Provincial Association
2.2 Board of Directors (BOD), Board, or Directors - the appointed RVTTC Directors
2.3 Officers – President, Vice-President and Financial Officer
2.4 Executive Director - the Chief Executive Officer of the Corporation
2.5 Provincial Association – The member Provincial Animal Health Technology, Veterinary Technician & or Veterinary Technology Associations.

ARTICLE III – INTERPRETATION

3.1 In these Bylaws and in all other Bylaws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the feminine gender shall include the plural number or the masculine gender, as the case may be, and vice versa, and reference to persons shall include firms and Corporations

ARTICLE IV - MEMBERSHIP

4.1 There are seven AHT and VT provincial or territorial associations in Canada who are eligible for membership in the Corporation:

- BCVTA  
  British Columbia Veterinary Technologist Association
- AAAHT  
  Alberta Association of Animal Health Technologists
- SAVT  
  Saskatchewan Association of Veterinary Technologists
- MAHTA  
  Manitoba Animal Health Technologists Association
- OAVT  
  Ontario Association of Veterinary Technicians
- ATSAQ  
  Association des Techniciens en Santé Animale du Québec
- EVTA  
  Eastern Veterinary Technicians Association
4.2 Membership in the Corporation consists of affiliated provincial associations. Affiliation consists of provincial members engaging in the Affiliation Agreement with the Corporation.

4.3 The membership will be represented as such:

Class A
a) Two Directors elected or appointed by each member Provincial Association.
b) They shall have voting rights at all meetings of the Corporation.

Class B
a) Class B members are member Provincial Associations.
b) They shall not have voting rights at any meetings of the Corporation.

4.4 Membership fees shall be paid annually by each Provincial Association as identified by the Affiliation Agreement: Appendix A between the Corporation and Provincial Association(s). The membership fee will be reevaluated every two years, in even numbered years, at the Annual General Meeting.

ARTICLE V – BOARD OF DIRECTORS

5.1 Board of Directors

The property and business of the Corporation shall be managed by a board of seven to fourteen (7-14) Directors plus the President. Directors must be individuals, 18 years of age, with power under law to contract. The Directors of the board shall abide by the policies governing the Board of Directors.

5.2 Appointments

Directors may be reappointed for successive terms as permitted in their Provincial Association Bylaws.

5.3 Vacancies, Termination or Resignation

The office of Director shall be vacated when:
5.3.1 a Director resigns office by delivering a written resignation to the President of the Corporation;
5.3.2 a Director is found by a court to be of unsound mind;
5.3.3 a Director fails to remain an active member of good standing in their Provincial Association;
5.3.4 a Director’s Provincial Association, removes the Director as their representative;
5.3.5 on death
Provided that if any vacancy shall occur for any reason in this paragraph contained, the Board of Directors will request the Provincial Association involved to; appoint or elect a new Director.

A retiring Director shall remain in office or a proxy appointed until the successor is appointed or elected.

5.4 Powers, Board of Directors

5.4.1 The Board of Directors may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided generally, may exercise all such other powers and do all such other acts and things as the Corporation by its charter or otherwise authorized to exercise to do.

5.4.2 The Board of Directors may appoint such agents and engage such employees as it shall deem necessary from time-to-time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board of Directors at the time of such appointment.

5.5 Execution of Documents

5.5.1 Deeds, transfers, licenses, and engagements entered into on behalf of the Corporation shall be signed by the President and an officer appointed by the Board of Directors.

5.5.2 Contracts in the ordinary course of the Corporation may be entered into on behalf of the Corporation by the President, and any person authorized by the Board of Directors.

5.6 Books and Records

5.6.1 The Board of Directors shall see that all necessary books and records of the Corporation required by the bylaws of the Corporation or by any applicable statute or law are regularly and properly kept.

5.6.2 The Books and Records of the Corporation may be inspected by any member of the Board of Directors. An appointment shall be made with the Executive Director for the inspection.

5.7 Remuneration of Directors

The Board of Directors shall receive no remuneration for acting as Directors, but shall be reimbursed for reasonable expenses incurred while carrying out their responsibilities as detailed in the Expense Policy.
ARTICLE VI – OFFICERS

6.1 Officers

6.1.1 The Officers shall consist of a President, Vice-President, Financial Officer, and any others as the Board of Directors may by bylaw determine.

6.1.2 The Officers shall be elected by the Board of Directors, and must be a member of the Board of Directors of the Corporation.

6.2 Terms and Duties of the President

6.2.1 The President shall serve a two (2) year term from the date of their election for a maximum of two (2) successive terms.

6.2.2 The President shall act as chairperson of the Board of Directors for all meetings.

6.2.3 The President shall, with the approval of the Board of Directors, appoint all standing and special committees and shall promptly fill all vacancies occurring thereto.

The President will follow the job description as outlined in the policies.

6.3 Terms and Duties of the Vice-President

6.3.1 The Vice-President shall serve a two (2) year term from the date of their election for a maximum of two (2) successive terms.

6.3.2 In the absence or inability of the President, the Vice-President shall exercise the powers and duties of the President.

The Vice-President will follow the job description as outlined in the policies.

6.4 Terms and Duties of the Financial Officer

6.4.1 The Financial Officer shall serve a two (2) year term from the date of their election for a maximum of two (2) successive terms.

6.4.2 The Financial Officer shall ensure that full and accurate accounts are kept of all assets, liabilities, receipts and disbursements of the Corporation and shall oversee the deposit of all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank, or in the case of securities, in such registered dealer in securities as may be designated by the Board from time-to-time.

The Financial Officer shall follow the job description as outlined in the Policies.
6.5  Terms and Duties of the Executive Director

6.5.1 The Executive Director shall be the chief executive officer of the Corporation. The Executive Director shall preside at all meetings of the Corporation and of the Board of Directors. The Executive Director shall see that all orders and resolutions of the Board of Directors are carried into effect.

6.5.2 The Executive Director shall be charged with the general management and supervision of the affairs and operations of the Corporation.

6.5.3 Should sudden loss of Chief Executive Services arise; the Corporation will continue operations by the appointment of an Officer who is familiar with Corporation issues, processes and policies and is capable of replacing the Executive Director on an interim basis. This individual would be selected by the Board of Directors in the form of a majority vote.

6.5.4 The role of the Executive Director is that of ex-officio.

The Executive Director will follow the job description as outlined in the Policies.

6.6  Removal of Officers

6.6.1 The Board of Directors may, by a resolution passed by at least two-thirds of the votes cast at any meeting of which notice specifying the intention to pass such resolution has been given, remove any Officer before the expiration of their term of office, and may, by a majority of the votes cast at that meeting, elect any person in their stead for the remainder of the term.

6.7  The Executive Committee

6.7.1 The Executive Committee shall consist of the Officers.

6.8  Meetings of the Executive Committee

6.8.1 The Executive Committee shall have power to call at any time a business meeting. Any meeting of the Executive Committee shall be held at any place in Canada as such place or places as it may from time to time determine. These meetings may be in person or by conference call on such day as the Executive Committee shall appoint.

6.8.2 Motions from the Executive Committee shall be decided upon by a majority of votes. Questions arising at any meeting of the Board of directors shall be decided by majority of votes.
ARTICLE VI – COMMITTEE MEMBERS AND OFF-BOARD REPRESENTATIVES

7.1 Appointment

7.1.1 The Board of Directors may appoint committees whose members will hold their offices at the will of the Board of Directors.

7.1.2 Terms of office for a committee appointment will be a minimum of two (2) years from the date of their election for a maximum of three (3) successive terms.

7.2 Duties of Committee Members and Off-Board Representatives

7.2.1 Committee Members or Off-Board Representatives will follow the job description as outlined in the policies, or as the terms of their engagement require.

7.3 Removal of Committee Members and Off-Board Representatives

7.3.1 The Board of Directors may, by a resolution passed by at least two-thirds of the votes cast at any meeting of which notice specifying the intention to pass such resolution has been given, remove any Committee Member or Off-Board Representative before the expiration of their term of office, and may, by a majority of the votes cast at that meeting, elect any person in their stead for the remainder of the term.

ARTICLE VII – MEETINGS

8.1 Where not in conflict with these Bylaws, the proceedings of the Corporation shall be governed by "Robert's Rules of Order Newly Revised". (RONR, 11th Ed., Da Capo Press, 2011)

8.2 Business and Special Meetings

8.2.1 The Board of Directors shall have power to call at any time a business meeting. Any meeting of the Board of Directors shall be held at any place in Canada at such place or places as it may from time-to-time determine.

These meetings may be in person or by conference call on such day as the said Board of Directors shall appoint.
8.2.2 The Board of Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they may determine.

8.2.3 When a meeting of the Board of Directors is called for the purpose of removing a member of the Board of Directors, this must be achieved in cooperation with RVTTC/TTVAC policies.

8.3 Annual Meetings

8.3.1 In addition to any other business that may be transacted, the report of the Board of Directors, the financial statement and the report of the auditors shall be presented and auditors appointed for the ensuing year. The Board of Directors may consider and transact any business either special or general at any meeting.

8.3.2 The annual meeting of the Board of Directors shall be open to any Class B Member except where matters of confidentiality are being discussed, as per RVTTC/TTVAC policy.

8.4 Quorum, Board of Directors

8.4.1 Quorum for the transaction of business shall be a minimum of 50% of Directors currently serving on the Board, with representation from each member Provincial Association.

8.5 Voting, Board of Directors

8.5.1 Motions from the BOD shall be decided upon by a majority of votes. When inequality of votes occurs, the Chairperson shall have the deciding vote. All votes shall be executed by ballot if so demanded by any Director present but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson that a resolution has been carried and an entry to that effect will be documented in the minutes.

8.5.2 Each Director is authorized to exercise one (1) vote. A Director has the right to vote by proxy. When a Director cannot attend a meeting, they may appoint their other Provincial Association RVTTC Director as proxy to vote on their behalf. Where both Directors cannot attend a meeting, their Provincial Association may appoint a proxy to attend in their place.

8.5.3 Voting may be held at any time as determined by the President, as per RVTTC/TTVAC policy. Appropriate notice will be given and reply votes may be received by confirmed delivery email, facsimile, telephone, mail, courier or personal delivery.

8.6 Association Meeting Notice

8.6.1 Wherever under the provisions of the Bylaws of the Corporation, notice is required for any meeting to be given to each member of the Board of Directors and the Provincial Association.
8.6.2 When notice is to be given by telephone, electronic or facsimile, it will be no less than fourteen (14) days before the time fixed for the holding of such meeting and no more than 35 days before the meeting.

8.6.3 When notice is to be given by mail, courier or personal delivery, it will be no less than twenty-one (21) days before the time fixed for the holding of such meeting and no more than 60 days before the meeting.

8.6.4 Notice of any meeting where special business will be transacted should contain sufficient information to permit the Director to form a reasonable judgment on the decision to be taken. Notice of each meeting of the Board of Directors must include a reminder of the ability to vote by proxy.

8.6.5 For the purpose of sending notice for any meeting or otherwise, the address shall be the last address recorded on the books of the Corporation.

8.6.6 No error or omission in giving notice of any annual or other meeting or any adjourned meeting, of the Corporation shall invalidate such meeting or make void any proceedings taken thereat.

8.7 Association Minutes

8.7.1 The minutes of any meeting of the Corporation shall be available to the Board of Directors and the head office of the Provincial Association.

ARTICLE IX – FINANCIAL YEAR END

9.1 Unless otherwise ordered by the Board of Directors the fiscal year-end of the Corporation shall be May 31st.

ARTICLE X – AMENDMENT OF BYLAWS

10.1 These Bylaws may be amended only by majority vote of the motion of amendment.

10.2 A copy of proposed amendments shall be sent to all Directors of the Corporation no less than thirty (30) days prior to a vote.

ARTICLE XI – RULES AND REGULATIONS
11.1 The Board of Directors may prescribe rules and regulations not consistent with these Bylaws relating to the management and operation of the Corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next meeting when they shall be confirmed by the Board of Directors of the Corporation, and failing such confirmation at such meeting shall cease to have any force and effect.

ARTICLE XII – CORPORATE SEAL

12.1 The Corporation may have a corporate seal in the form approved from time to time by the board. If a corporate seal is approved by the board, the Executive Director of the Corporation shall be the custodian of the corporate seal.
Registered Veterinary Technologists & Technicians of Canada - RVTTC

Strategic Plan

Mission
To unite, advance, and strengthen the RVT profession across Canada

Vision
Animal healthcare excellence

Strategic Model

Unite the RVT profession
Develop RVT pride, support labour mobility, unite RVT members in Canada

Advance the RVT profession
Support professional representation, develop committees, promote RVT designation

Strengthen the RVT profession in Canada
Provide member benefits, provide sustainable operations, collaborate on national survey

rvttcanada.ca · info@rvttcanada.ca
P.O. Box 961 Kemptville, ON, K0G 1J0 1-844-626-0796
RVTTC/TTVAC Board of Directors Annual General Meeting - MINUTES
Friday, July 14th, 2017 @ 2:00pm AST
McDougall Room, PEI Convention Center, Prince Edward Island

Attendees:

<table>
<thead>
<tr>
<th>Chair</th>
<th>Heather Quilty RVT</th>
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<tbody>
<tr>
<td>BCVTA</td>
<td>Tina Douglas RVT</td>
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<td>Heather Shannon RVT</td>
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<td>MVTA</td>
<td>Joanne Buitenhuys RVT</td>
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<td>Kim Elphick RVT</td>
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<td>Karen Lesnick RVT</td>
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<td>Ivana Novosel RVT, MSc.</td>
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<td>OAVT</td>
<td>Nancy MacFarlane RVT</td>
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<td>SAVT</td>
<td>Carolyn Cartwright RVT, VTS – Anes/Analgesia</td>
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<td>Darlene Ford RVT</td>
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<td>EVTA</td>
<td>Laurel MacIntosh RVT, RLAT</td>
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<td>Katherine Bryson RVT</td>
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<td>Reps</td>
<td>PDC – Nadine Schueller RVT</td>
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<td>Staff: CEO/ED</td>
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<td>Shannon Brownrigg RVT</td>
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<td>Ex- Officio</td>
<td>Lois Ridgway RVT</td>
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<td>Louis Kwantes DVM</td>
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<td>Guests:</td>
<td>Danny Menard, ATSAQ</td>
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<td>Elisabeth Lebeau, ATSAQ</td>
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<td>Proxy:</td>
<td>Cally Merritt RVT, CEMT</td>
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<td>Kelsey Connolly, AAAHT</td>
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<td>Items Discussed</td>
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<tr>
<td>1</td>
<td>Call to Order @ 2:00 pm AST, Welcome &amp; Introductions – HQ</td>
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<tr>
<td></td>
<td>• Danny Menard – ATSAQ President</td>
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<td>• Elisabeth Lebeau – ATSAQ Executive Director</td>
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<td>• Kelsey Connolly RVT – AAAHT Member</td>
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<td>Approval/Amendment of Agenda</td>
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<td>Amendments:</td>
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<tr>
<td></td>
<td>• remove Annual Report from consent agenda – not ready for final approval</td>
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<td>• remove May minutes – discussion that only previous AGM minutes are to be approved – AGM 2016 minutes approved at September 2016 meeting.</td>
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<td>Motion: to accept amended agenda – DF/LM - Carried</td>
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<td>Approval of Consent Agenda</td>
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<tr>
<td></td>
<td>• RVTTC BOD Meeting Minutes: May, 2017</td>
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<td>• RVTTC Annual Report</td>
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<td>• Correspondence Report</td>
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<td>• Provincial Assoc Reports</td>
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<td>• Representative Reports</td>
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<td>Motion: to approve amended consent agenda – JB/KE - carried</td>
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<tr>
<td>4</td>
<td>ATSAQ to present – Danny Menard, ATSAQ President</td>
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<td>• Thank you to RVTTC for efforts to set up meeting in Montreal, and encourage discussions of the possibility of ATSAQ rejoining RVTTC.</td>
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<td>• Will present at next ATSAQ BOD meeting in August, sharing affiliation agreement (DM will translate into French), to open discussion on how to make it possible to rejoin RVTTC</td>
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<td>• Some concerns included: different titles, membership minority is RVT equivalent, in QC it is mandatory to have diploma to perform certain skills – not to be “registered/certified”, and a level of financial commitment regarding outreach to ATSAQ ie cost of translation, attendance at ATSAQ CE conference, etc..</td>
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<td>• DM encouraged to consider a print magazine as an option to generate revenue. The BOD shared that this it would not be possible to take on such a large commitment with our small office staff. Communications for RVTTC are largely electronic options. OAVT shared that their print magazine was not a financial contributor to the association.</td>
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<td>Financial Report as of May_31___, 2017</td>
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<td>• Executive Directors Performance Review recommendations</td>
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| 1 | *Recommendation to prepare 3-month time log identifying breakdown of tasks to identify support needs*  
|   | *Contract renewed for 6 mos with 5% salary increase as of July 29th, part time, 4% vacation pay*  
|   | *Will have legal review of ED contract within 6 months*  
|   | *Will offset ED review away from AGM timing*  
|   | **Review of audited financial for 2016-2017**  
|   | **Review and approval of proposed budget for 2017-2018**  
|   | **National & International Travel Plans**  
|   | ▪ IN to attend World Veterinary Congress in South Korea – Travel Grant  
|   | ▪ SB to attend AAVSB Stakeholder Meeting – Texas, USA  
|   | **Provincial Association Conferences**  
|   | ▪ Approved to attend BCVTA, APVC, CanWest, OAVT, QC  
|   | ▪ Additional may be selected if sponsorship is confirmed  
|   | **Motion: accept Financial Audit as presented – CC/KL - carried**  
|   | **Motion: approve budget (attached) with the above travel plans included – CC/JB - carried**  
|   | **Motion: Name OHCD as our auditor for our 2017-18 financial review – LM/DF - carried**  
|   | **Bylaw update on ED review timing Bylaw Comm**  
|   | **AGM2 018** |

**OLD Business:**

5  
NVTW – RVT Month – Update – Tabled will show presentation after meeting

6  
Board Member Terms of Reference/ Roles and Responsibilities  
▪ Job description for RVTTC Board Members shared and edited for general terms and formatting  
**Motion: To accept the edited RVTTC Board Member Job Description into RVTTC Policies – KL/IN - carried**

**NEW Business**

7  
Items from Strategic Session – New internal committees created  
▪ Communications  
▪ Bylaws & Policies  
▪ Finance  
▪ BOD on-boarding/training

8  
RVTTC Executive Elections:  
▪ Financial Officer – Nancy MacFarlane nominated and accepted  
**Motion: Nancy MacFarlane as the RVTTC Financial Officer for 2017-2019 – CC/KL - carried**
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- Thank you to Tina Douglas as our FO for the past 4 years.
- **Announce RVTTC Executive for 2017-2018**
  - President Heather Quilty RVT (EVTA)
  - Vice President Heather Shannon RVT (BCVTA)
  - Financial Officer Nancy MacFarlane RVT (OAVT)
- **Announce RVTTC Board of Directors for 2017-2018**
  - BCVTA – Tina Douglas RVT, Heather Shannon RVT
  - AAAHT – Karen Lesnick RVT, Ivana Novosel RVT
  - SAVT – Carolyn Cartwright RVT, VTS – Anes/Analgesia, Darlene Ford RVT
  - MVTA – Joanne Buitenhuys RVT, Kim Elphick RVT
  - OAVT – Nancy MacFarlane RVT, Cally Merritt RVT, CEMT
  - EVTA – Laurel MacIntosh RVT, Katherine Bryson RVT
- **Announce RVTTC Representatives for 2017-2018**
  - AAVSB/VTNE Committee – Amanda Maknyik RVT, Sandy Parsons RVT
  - CVMA Council Liason – Lois Ridgway RVT
  - CVMA AHT/VT Program Accreditation Committee – Gail Cooper RVT, Tammy MacLeod RVT, VTS ECC
  - CVMA PDC – Nadine Schueller RVT, Shannon Brownrigg RVT
  - IVNTA Representative – Carolyn Cartwright RVT RVT, VTS – Anes/Analgesia
  - Canadian Veterinary Reserve Advisory Board – Shannon Brownrigg RVT
  - CVMA Animal Welfare Representative – Christine Archer RVT
- **RVTTC Ex-Officio – CVMA Representative – Louis Kwantes DVM**

9. **Awards Selection (survey prior to AGM)**
   - RVT of the Year 2018 – Bernice Ruf - SAVT
   - Making a Difference Recognition Award 2017 – Tina Douglas BCVTA
   - Sandy Hass Appreciation Award 2017 – Sandy Parsons - SAVT

10. **Meeting dates for 2017-2018 – proposed**
    - September 17, 2017
    - November 19, 2017
    - January 21, 2018
    - March 18, 2018
    - May 27, 2018 (week later due to long weekend)

11. **Annual General Meeting: CVMA Convention Vancouver, British Columbia**
    - July 5-8th 2018
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<td>• RVTTC AGM – Wed/Thurs – July 4&lt;sup&gt;th&lt;/sup&gt;-5&lt;sup&gt;th&lt;/sup&gt; or Thurs/Fri – July 5&lt;sup&gt;th&lt;/sup&gt; &amp; 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>SB to investigate and follow up - asap</td>
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<td>• Recommended to consider dates to allow RVTTC BOD to attend Veterinary Summit and National Issues discussions</td>
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Meeting Adjourned @ 4:03pm by CC

Next Meeting: September 17, 2017 @ 6:00 pm EST via Uberconference