**Tufts Student Chapter of the American Veterinary Medicine Association**

August 16, 2015

Members in Attendance: Rachel Madenjian, Rebecca Bishop, Gabriela Villanueva, Kyle Black Pamela Bay, Michelle Lapointe

President: Rachel Madenjian V'17

Senior Treasurer: Rebecca Bishop V'17

Senior Delegate: Gabriela Villanueva V'17

Secretary: Kyle Black V'17

Vice President: Daisy Spear V'18

President-elect: Pamela Bay V'18

Junior Tresurer: Michelle Lapointe V'18

Junior Delegate: Anika Farina V'18

**Agenda**

Rachel

1. we should order the membership gift soon!!! lets just pick one we like
	1. *$3000 to be spent on gifts*
	2. *Scrub caps*
		1. *Follow up with Allheart, can we get a sample of it with Veterinary symbol*
		2. *Contact local shops to see if they would be able to embroider ‘Running Animals’ logo -- pricing?*
2. student survey read/summary (working on for this meeting!)
	1. *Students didn’t attend First Fridays because not play early enough*
	2. *Fall BBQ and Club Fair -- most favorite*
	3. *More events*
		1. *Fun Fridays*
			1. *pick dates and send them to the social chairs*
3. decide on travel grant schedule for next year→ dates application released & due
	1. *Fall Travel Grant: Due date will be Oct 20, 2015, Review and Let Recipients know November 8th*
4. reform the PD committee--- no more lunch talks (lets stop wasting money on pizza), clubs sponsor plenty!! instead focus on skill-based workshops & drawing a larger crowd to these events
	1. collaborate with Dr. Rowell to organize events-- get better food at the networking nights? coordinate to pick a date that will yield the highest attendance
	2. adopt-a-vet the OTHER way around!!!... have students sign up to coordinate and host alum for a day on campus
		1. *Associated with Alumni Day?*
		2. *TUVAA Rep, Johanna Mawson -- ask the alumni what they would like…?*
5. fundraisers: magic mugs!
	1. looking into expenses of each presently
		1. MN- purchased mugs for $4, sold for $20, around holidays-- great gifts, made a few grand
		2. who is the person we need permission from for using the school logo
	2. send out pre-order form for mugs once have official details
6. DATES to determine: AVMA visit in the fall (offer a few dates), our school wide meeting, the general board meeting
	1. can we create a master calendar with exams from ALL 3 classes to work with/other school wide events??!!>?! and fill our events in FIRST/ GET the BEST rooms!!
	2. shall we share this/ make this be our calendar online?
	3. *Dates*
		1. *Fun Fridays*
			1. *August - Fall Club BBQ*
			2. *September 18th*
			3. *October 2nd*
			4. *November 13th*
			5. *December -- hot chocolate study break/social/etc.*
		2. *Travel Grants*
			1. *Fall Travel Grant: Due date will be Oct 20, 2015, Review and Let Recipients know November 8th*
		3. *AVMA Visit/Student Body Meeting*
			1. *Same meeting, we would do general student remarks in first 10 minutes*
			2. *Dates: October 19-20, October 26-28 with dinner on the 26, November 1-2, November 8-9, November 15-16,*
7. MVMA rep??? to be elected in the fall? a first year? to hold the position for 2 years?
	1. *Michelle reach out to MVMA for more information, lunch talk?*
8. ONLINE store platform -- lets do it!!! → who was that second year we spoke with about this?
	1. *Lauren Carvhalo*
	2. *Updating logo, putting this on hold until we know what emblems/logos to use*
9. new requirement/request for travel grant OR symposium grant recipients (if we continue to allocate our ALL for students funding to this area) -- send the pre-addressed thank you note to one of the ALL sponsors!!! I have the names of the contacts for the GHLIT, PLIT & AVMA sponsors
	1. also send an E-board letter before the end of the year detailing some highlights of our spending for the program?
	2. *Information provided by executive board*
10. should we try and plan a real wellness week this year?
	1. health classes, cooking class at professors house/other? give away of movie tickets/other, etc.etc.
		1. *Spring event with Pam taking point*
	2. “joy week”, 21d happiness themed…
	3. does our nutrition school have a smoothie bike
11. executive board-- open voting for position during a lunch.. would ppl show up.. would ppl run on the spot?
	1. *In December, tell people that we will hold elections first week of Spring Semester*
	2. *If positions don’t fill, then maybe lunchtime elections?*
12. round table mtgs with club presidents; have set Q’s, 1 exec board member at each table.. during a lunch time
	1. how much/how little scavma involvement do you want
	2. fundraising ideas.. etc.
13. should we be having set meetings with admin? like once every month during a lunch? so that we can talk to them in person about events/issues (school store, etc.)
	1. *Rachel email Barbara Berman*
14. anything further to change on committee SOPs?
	1. PR: member to maintain the facebook page? member to send Ginny flyers of advertisement to put up on screens in cafe
		1. *Part of new SOP for PR committee*
	2. Shugrue, Virginia <Virginia.Shugrue@tufts.edu>; You can send them along to me. I’m happy to help, and that sounds great to advertise SCAVMA events on the Infoscreens. Thanks, Ginny
		1. *Part of new SOP for PR committee*
15. Bylaws… make schedule to send out, etc.
	1. *Rachel will finalize during this week and then send out to student body*
16. student survey overview
	1. 78 responses, majority of respondents did not attend any fun fridays d/t inadequate notice
	2. Fall BBQ/Club fair = favorite event of majority ~ 30 ppl; 9 didnt attend any events; 8 scared cat 5k; 6 spring festival; etc.
	3. least fave events: auction.. but its a fundraiser so … 13 PD talks
	4. lack of attendance at fun fridays d/t ---- not enough advance notice and prior commitments
	5. additional events: spring dog wash, wine & cheese night, kayaking, fun fridays closer to grafton, rock climbing; more free beer, bowling, tie dying, regular first friday events, other trips to boston
	6. other comments: additions to store: crew neck sweatshirts, halfzips, camelbak water bottles, dog collars

Michelle

1. Google drive organization
	1. *Michelle is going to work on reorganizing*
2. Additional Bank of America card (with Rebecca)
	1. *Michelle put together document, Kyle will sign and get notarized*
3. SCAVMA Store
	1. *Meeting with Michelle, Rebecca, store committee chairs*
4. Tax situation?
	1. *Documents submitted to CPA*
5. Next finance meeting? (Rebecca)
	1. *Contact Tabothy about fall meeting*
6. Possible website updates - financial FAQs
	1. *Tax exempt card -- club presidents and committee heads*

Pamela

1. Coffee pot in VLH
	1. *No Keurig because concern of theft*
2. Change date of Auction for next year?
	1. *Too difficult to switch for this year*
	2. *Pam start to contact this upcoming spring about switching to next year*
3. General board meeting in Fall
	1. *No general board meeting in the fall, individual committee meetings if needed\*
4. Ties
	1. *Buy ties and sell them at school store*
5. SCAVMA games
	1. *Social committee wanted to know if they could buy lawn games?*
		1. *No, there is no space to stores these*
		2. *Ask students to bring to social events*
6. Fall BBQ Budget
	1. *Budget -- $550, more hamburgers and hot dogs, less vegan/vegetarian burgers*
	2. *Different alcohol options: more Cider and Mike’s Hard Lemonade, less beer*

Gabi

1. AVMA Faculty Survey
	1. Current Summary Report:
		1. Responses: 46
		2. AVMA members: 36
		3. Non-AVMA members: 11
		4. Number of years as an AVMA member: 1-57 years
		5. Top 3 reasons for being an AVMA member:
			1. “Feel like I should as a veterinarian:
			2. “PLIT/GHLIT Benefits”
			3. “Other”: most said JAVMA/journals + advocacy/politics/legislation
		6. All who are AVMA members now will continue to be so
		7. Top 3 reasons for not being an AVMA member:
			1. “Too expensive”
			2. “Do not feel connected with the AVMA”
			3. “Do not see a benefit”
		8. 9/11 of non-AVMA members will continue to not be members; 2 said they would be in the future
		9. Statement: “As a veterinarian, I think it is important to be an AVMA member”
			1. 72% of respondents strongly agreed/agreed
			2. 24% Neutral
			3. 4% Strongly disagreed
		10. 7 faculty members interested in working with SCAVMA executive board!
			1. Liz Rozanski
			2. “K”
			3. Jean Mukherjee
			4. Mary Labato
			5. Virginia Rentko
			6. Marieke Rosenbaum
			7. Kristin Burgess
		11. Interesting quote: “I also dislike how students are basically forced to be SCAVMA members in order to participate in any extracurricular learning activities (interest clubs on campus). I find it obstructive to learning - we had no such restrictions to clubs, which allowed us access to wetlabs or lectures, etc., in school.”
	2. Email to Dr. Warner to have her re-send link to see if we can get more faculty?
	3. Benefits of being a SCAVMA Member
		1. *Clubs, Fun Fridays*
		2. *Student liability insurance is free*
		3. *AVMA online resources*
		4. *SAVMA national scholarships, travel grants*
2. ALL Funding: Renewed!
	1. $333,000 going to SAVMA
	2. *Pam will get check at upcoming leadership meeting*
3. Speakers from our HOD meetings that could be of interest to bring to Tufts
	1. [Anika’s baby]: Dr. Jen Q and Dr. Ryan Smith - Topic: Wellness
	2. Dr. Tony Bartels - Topic: Student debt & loan repayment options, loan simulator on VIN
		1. Team up with VBMA? Career Center?
		2. FYI from BB: “every year the SAO brings someone in to speak with our students about debt. Because we hadn’t typically had any first or second year students attend the session this past winter we only invited the third and fourth year students. The speaker we use is excellent (he’s a loan professional with Sallie Mae)—the evaluations from our students have been consistently excellent.

So, let’s talk during the academic year so that we can coordinate the debt information sessions.”

Rebecca

1. Budget review
	1. Lets look at the end of year numbers: <https://drive.google.com/open?id=0BzrFFNk6hUdYREFjRDFfc1Item8>
	2. Lets talk about next year’s budget: <https://drive.google.com/open?id=0BzrFFNk6hUdYZXR2Mmk3TXpCdk0>
		1. *Increase SCAVMA Member Meetings to $500*
		2. *Kick Off BBQ -- increase to $550*
2. Can everyone please download this form and make sure it works before I send it to our clubs: <https://drive.google.com/open?id=0BzrFFNk6hUdYREFjRDFfc1Item8>
	1. we need to make funding application form
		1. *Criteria: funding needs for clubs and how the events align with mission of SCAVMA*
		2. *reminder that in the past funding was capped at $400, pizza lunch talk was $150, etc. etc. -- understanding of expectations of funding that will be provided*
	2. funding deadline?
		1. *Application for Fall Funding -- October 1st*
		2. *Application for Spring Funding -- February 1st*
3. Store
	1. just contacted PR again regarding style guides

**To-Do Tasks:**

Pam

* Email social committee about fall social/First Friday - DONE
* email committee chairs -- if individual committee wants to meet let us know - DONE
* Wellness week
* Update PR SOP - DONE
	+ One person in charge of Facebook page to advertise weekly events for SCAVMA
	+ Another person to email Virginia.Shugrue@tufts.edu with flyers to put up in cafe

Rachel

* Chelsea and Johanna, Alumni -- email about setting up alumni exchange
* Email Dr. Warner to have her re-send link to see if we can get more faculty
* Fun friday dates, faculty survey info, benefits, calendar website info, All sponsors, nee GHLIT benefit - poster
* Email Dr. Reddish
* Email Dr. Hall about bylaws process, and send out to student body
* Email Dr. Rowell about collaboration on PD events

Anika

* Contact allheart about getting sample of scrub cap (where will emblem be located?) ← *Email Communications In Progress*
* contact local shops to see about how much it would cost to have them to put Running Animals logo...discount possible? ← *In Progress (& waiting til we see how many members we have this year to place the final order)*

Kyle

* Doodle for September executive board meeting
* Email BB - what can we put on things if the name doesn’t fit?
* Email BB -- how does she want us to communicate with her (email, face-to-face meeting)

Michelle

* email about doing lunch talk with MVMA, “We’re interested in knowing more about your organization…”
* Contact Tabothy about financial meeting this fall

Rebecca

* follow up about online store, address in September
* email club presidents and committee chairs -- budget form, member form, funding application, update contact information as reply
* email about club funding