Committee Meeting Worksheet

Committee: Advanced Techniques Conference Committee

Meeting date: Saturday March 5, 2011

Meeting time: 7:30 – 9:30am

Meeting location: Courtroom P

1. Committee membership:

The table below lists the committee membership according to our records. During your meeting, please verify the roster and complete the table by noting who was present at the meeting and noting those members remaining on the committee or rotating off. If you would like to fill vacancies on your committee, please provide that information in the space below the table and indicate if they will be regular members or ex officio.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Present (Y/N)</th>
<th>Remaining on or Rotating off</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson</td>
<td>Erin</td>
<td>Y</td>
<td>On</td>
</tr>
<tr>
<td>Daniels</td>
<td>Scanlon</td>
<td>Y</td>
<td>On</td>
</tr>
<tr>
<td>Harker</td>
<td>Jeff</td>
<td>Y</td>
<td>On</td>
</tr>
<tr>
<td>Hoogland</td>
<td>Marlin</td>
<td>Y</td>
<td>On</td>
</tr>
<tr>
<td>Pittman</td>
<td>Jeremy</td>
<td>Y</td>
<td>On</td>
</tr>
<tr>
<td>Stricker</td>
<td>Amber</td>
<td>N</td>
<td>On</td>
</tr>
</tbody>
</table>

Please list below any new members:

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Regular or Ex officio member?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown</td>
<td>Dave</td>
<td>Ex officio</td>
</tr>
</tbody>
</table>

2. Committee Election Results

Please list the committee chair for 2011: Erin Johnson
3. **Outline any requests for Board consideration including policy statements or funding requests. This must be returned to me no later than 5pm Monday night to be considered by the Board at its meeting on Tuesday afternoon.**

We propose the board consider a funding request for a webinar technology service to be used by this committee to deliver educational material to the membership, but that may also be utilized and leveraged by other committees or the AASV board. Features of a potential service that this committee fees are important are:

- Ability to have ppt presentation run by presenter, and viewed real-time.
- Ability to record the session and have the material owned then by the AASV and hosted on the AASV website, rather than hosted by an external party.
- Ability to have 50 locations on the webinar at any one time, but a potential for more locations for very timely, hot topic items (i.e. pandemic SIV or other hot items as directed by the board or other committees.) that may draw a larger crowd.
- Ease of member entry/launch into a webinar.
- We estimate use from this committee to include 2 webinars in 2011 at 3 hours maximum each, for an estimated 50 locations as well as a trial run of the service with the committee prior to its first use.

Estimates from Dave Brown were in the $150/mo range or $0.10/minute per connection. Both equate to ~$1800 dollars per year. The monthly service is likely to have more potential for recording and AASV ownership of the material as well as leverage across the AASV board and potentially other committees.

4. **2011 Plan of Work**

Please describe the plan of work or objectives the committee plans to achieve over the next year. Your plan should strive to enhance our members’ awareness of your issue or offer a plan to address the issue in the best interest of the membership.

Action items for 2011:

- Develop a new name/identity for this committee. Neither “Summer Conference” nor “Advanced Techniques Conference” accurately describe the current direction. (Committee to do while at AASV.)
- Contact Angie Supple on the communications committee to discuss and optimize AASV use of the webinar technology if/when approved by the board. (Erin Johnson)
- Have a webinar to test out the technology chosen by the board and discuss agenda and logistics for the initial webinar to be offered by the committee.
- Host 2 webinars in 2011.
  - Euthanasia technologies and research – Suzanne Millman (Marlin Hoogland – Committee liaison)
    - Target May, end of June or end of July for delivery (variable due to availability of webinar technology and discussion of necessary leadtime from AASV Administration for registration, etc.) The committee decided on 2-5pm CST on a Wednesday for the time of the event.
    - Plan to have participants register locations for the webinar in advance at $25 per location. Registering by location would
encourage peer groups to form and continue the topical discussion. AASV student members will also be allowed to register a location.

- Plan to have members also pay $10 per DVM that wishes to receive CE credit for the event. Certificates to be sent by AASV following the event.
- Develop a notice for the AASV e-letter to raise membership awareness.
- Create a reminder e-mail to go to all registered participants, 1 week prior to and the day of the event.
- Develop a survey for each participant following the webinar to ask for likes, dislikes and potential topics.

  o Feed manufacturing, Process and potential pitfalls with real world case studies to follow – Speakers to be determined (Scanlon Daniels – Committee liaison)
    - Speak with Harold Tilstra – Committee Chair for the Nutrition committee for support in developing the program.
    - Arrange speakers and case studies for presentation.
    - Continue format as for previous webinar.
    - Target date: Wednesday, October 26th, 2-5pm CST.

5. Please return this form to me during the committee leaders’ luncheon or email to me (snelson@aasv.org) by Mon. evening Mar. 7th.