



**Monthly Conference Call Minutes**  
**March 18, 2024**  
**Zoom Meeting**

Attending- Niki Theobald, Kay Glaser, Heidi Kramer, Julie Bogan, Monika Blackwell and Tim King

1. 2024 Conference committee report- Check in - Outreach to Universities (Kay, Heidi, Julie) have reached out to Colleges and Universities with new vet schools or have not participated in AVAP. Most are not set up enough yet to participate, some can't do it this year. Almost everything is fleshed out for the conference. One topic that keeps coming back is the alumni panels, we need more help and ideas like who to invite can be difficult. Most of the moderators are filled in, with only a few sessions are pending. We have been using slack and are wondering if people might use it at the conference. We will not be organizing a tour of A&M; it is too far to drive and many would not participate. We are looking to involve a few more voices from colleges are not participating yet. A&M will be hosting the registration table and is looking into swag.
2. 2025-Contract for Embassy Suites is about done, much cheaper than last DC conference, 20% off wi-fi, some speaker rooms comped. AV contract will be separate. The committee can create spreadsheet to be ready to go. They are looking into swag to give out at end of this year's conference to excite people for next year.
3. Budget Update- Karen was on vacation.
4. Other Business-
  - a. Engagement and Outreach Committee Update – Tim reported that the one last week went really well.
    1. Monthly Webinars They are thinking July call should be about the conference that would have just happened, i.e. how did it go, any fresh ideas. They are also looking at Annual Giving, Stewardship, and networking.
  - b. Volunteer Role Descriptions- Niki is creating a google doc for all committee members to add their roles on the committee. This will help recruit future members. Tim is looking for people to ask to become VP next year, he wants a “job description” for what the roles are and how many hours each role takes. Heidi suggests we add them to the program. We can always add it as an insert. Niki will start a google doc for all of us to add to it.
  - c. AVAP Annual Report- Niki got ideas for highlights to create our Annual report for AAVMC, she is working on it. It will include:
    1. Overview of Org- Possibly change in office terms to have more people move up instead of so many brand-new officers. Create more of a “coach” role.
    2. Signing of 3-year MOU
    3. 2023 Conference Review
    4. E&O Committee Updates
    5. Conference Meet ups
    6. 2024 Conference Overview
    7. 2025 Conference Synopsis

5. Open Forum- Ohio State office of Professional Success and student engagement for students would like someone from AVAP to come to their VetCAN meeting, Tim will meet with her to learn more VetCAN.  
<https://www.aavmc.org/programs/vetcan/>

We also need to update the AVAP website. Do we need to keep WordPress? Can we form a committee and add an executive committee member to manage the website? Possibly we could do more data tracking for easy access. The ideas are endless. Maybe we can add a survey to a session live.

6. Adjourn.

Next meeting: April 15, 2024