



State of Wisconsin

Veterinary Examining Board

Governor Tony Evers

Dr. Alan Holter, DVM, Chair

VETERINARY EXAMINING BOARD

August 19, 2025

12:00pm

Contact: Melissa Mace 608-279-3861

In Person: None

Internet Access via Teams: **Pre-registration is required in order to access the meeting, register here:**
<https://events.gcc.teams.microsoft.com/event/18630fa4-2caa-4ccc-8726-50a40232d9c8@f4e2d11c-fae4-453b-b6c0-2964663779aa>

Via Telephone Access: Dial 1-608-571-2209, Meeting ID: 26840311#.

If you would like to speak during the public comment time please send your name, address, who you are representing (if other than yourself), and the topic of your comments to Melissa Mace at Melissa.Mace@wisconsin.gov or (608) 279-3861 by Monday August 18, 2025

The following agenda describes the issues that the Board plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Board.

AGENDA

I. 12:00 PM OPEN SESSION – CALL TO ORDER – ROLL CALL

II. Approval of the Agenda (action item)

III. Introductions, Announcements and Recognition (informational)

- A. New Public Member – Tony Centracchio
- B. Current Board members

IV. Approval of Board Meeting Minutes (action items)

- A. January 28, 2025 Full Board meeting (error corrected)
- B. April 22, 2025 Full Board Meeting

V. Public Comments

Each speaker is limited to five minutes or less, depending on the number of speakers. Each speaker must identify themselves and who they represent if other than themselves. In person, fill out and submit an appearance card to the executive director.

VI. American Association of Veterinary State Boards (AAVSB) Matters (informational)

- A. AAVSB Annual Meeting & Conference, Cincinnati, OH Sept 17 – Sept 20
 - 1. Nominees
 - 2. Resolutions
- B. New Model Documents (informational independent review only)

VII. Administrative Items

- A. Board officers and committee appointments changeover (informational independent review only)
- B. Appointments of Liaisons, Alternates, and Delegates (**action item**)
 - 1. Screening Panel
 - 2. Administrative Rules Committee
- C. VPAP Quarterly Report (informational independent review only)

VIII. Guidance Document (action item)

- A. Radiological Technicians Sonographers
- B. On the Job Training CVTs

IX. Licensing/Exam Inquiries

X. Administrative Code (informational)

- A. VE 1 update

XI. Legislative and Policy (informational)

- A. Legislative update
- B. Biennial Budget

XII. Strategic Plan

- A. 2024-25 Goals (informational independent review only)
- B. 2025-26 Changes (discussion)

XIII. Future Meeting Dates and Times

- A. Next Board Meeting – October 28, 2025

XIV. CONVENE TO CLOSED SESSION (ROLL CALL VOTE)

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

XV. Deliberation on Licenses and Certificates (action items)

XVI. Deliberation on Compliance Matters (action items)

- A. Proposed Administrative Warnings
 - 1. 25 VET 021 MK
 - 2. 25 VET 032 AB
- B. Proposed Stipulations, Final Decisions and Orders
 - 1. 25 VET 026 KS
 - 2. 25 VET 016 JV
 - 3. 25 VET 019 ZR
- C. Orders Granting Full Licensure
 - 1. 23 VET 058 & 23 VET 113 RM
- D. Investigations Recommended for Closure
- E. Suspension Orders
 - 1. 24 VET 094 PG

XVII. Review of Veterinary Examining Board Cases

- A. Licenses Returned to Full Status (Informational)
- B. Pending Case Status Report (discussion/information)

XVIII. RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

XIX. Open Session Items Noticed Above not Completed in the Initial Open Session

XX. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

XXI. Ratification of Licenses and Certificates

To delegate ratification of examination results to DATCP staff and to ratify all licenses and certificates as issued.

XXII. ADJOURNMENT

The Board may break for lunch sometime during the meeting and reconvene shortly thereafter.

**Veterinary Examining Board
Agenda Request Form**

Meeting Date	July 22, 2025
Requestor Name	Melissa Mace
Item Title for the Agenda	1.25.2025 Meeting Minutes (reapproval)
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Action
Are there Attachments? (If yes, include file names)	No
Is a Public Appearance Anticipated?	No
Description of the Agenda Item After the April meeting it was noticed that the motion for delegation of authority to the screening committee did not have a vote documented in the meeting minutes. Upon review of the recording from the meeting, I, Melissa Mace, verified the vote was taken and the motion passed unanimously. This has been added to the minutes.	



State of Wisconsin

Governor Tony Evers

Veterinary Examining Board

Dr. Hunter Lang, DVM, Chair

VETERINARY EXAMINING BOARD

January 22, 2025

9:00am

Contact: Melissa Mace 608-279-3861

MEMBERS PRESENT: In person: Hunter Lang, DVM; Alan Holter, DVM; Stephanie Miesen, DVM.
Virtual: Lyn Schuh, CVT; Karl Solverson, DVM; Leslie Estelle, DVM.

STAFF PRESENT, Department of Agriculture, Trade and Consumer Protection (DATCP): Melissa Mace, VEB Executive Director; Aaron O'Neil, DATCP Attorney; Erin Carter, Regulatory Specialist; Dustin Boyd, Compliance Supervisor; Heidi Ulteig, Regulatory Specialist; Liz Kennebeck, Regulatory Specialist; Angela Fisher, Program and Policy Analyst; Jonathan Bent, Licensing Associate.

Hunter Lang, Chair, called the meeting to order at 9:07am. A quorum of six (6) members was confirmed.

I. 9:00 A.M. OPEN SESSION – CALL TO ORDER – ROLL CALL

II. Approval of the Agenda

MOTION Stephanie Miesen: moved, seconded by Alan Holter, to approve the agenda. Motion carried unanimously

III. Approval of Board Meeting Minutes

A. October 16, 2024 Full Board Meeting

MOTION Leslie Estelle: moved, seconded by Stephanie Miesen, to approve the October 16, 2024 board meeting minutes. Motion carried unanimously

IV. Introductions, Announcements and Recognition

V. Public Comments

Each speaker is limited to five minutes or less, depending on the number of speakers. Each speaker must fill out and submit an appearance card to the Board clerk.

VI. Administrative Items Chair requests The Exec Director to run nominations and election of officers

A. Election of Officers (Current office holders)

1. Chair (Dr. Lang)

Melissa Mace called for nominations three times.

NOMINATION: Hunter Lang has been nominated for the Office of Chair.

VOTE:

Hunter Lang was elected as Chair by unanimous vote

2. Vice Chair (Dr. Alan Holter)

Melissa Mace called for nominations three times.

NOMINATION: Alan Holter has been nominated for the Office of Vice Chair.

VOTE:

Alan Holter was elected as Vice-Chair by unanimous vote

3. Secretary (Amanda Reese)

Melissa Mace called for nominations three times.

NOMINATION: Amanda Reese has been nominated for the Office of Secretary.

VOTE:

Amanda Reese was elected as Secretary by unanimous vote

B. Appointments of Liaisons, Alternates, and Delegates

1. Continuing Education and Exams Liaison (Primary: Dr. Lang/ Alternate: Schuh)

MOTION: Alan Holter moved, seconded by Stephanie Miesen: , to affirm the Chair's appointment of liaisons. Motion carried unanimously

2. Screening Panel (Dr. Holter, Schuh, , Dr. Solverson, , Dr. Miesen)

- a. Add newly appointed member replacing Dr. Estelle, and public member when received.

MOTION: Stephanie Miesen: moved, seconded by Alan Holter, to affirm the Chair's appointment of the Screening Committee. Motion carried unanimously.

3. Credentialing Committee (Dr. Lang, Dr. Solverson, Schuh)

MOTION: Stephanie Miesen: moved, seconded by Leslie Estelle, to affirm the Chair's appointment of the Credentialing Committee. Motion carried unanimously.

4. Administrative Rules Committee (, Reese, Dr. Lang)

- a. Add newly appointed member in July

MOTION: Alan Holter moved, seconded by Stephanie Miesen: , to affirm the Chair's appointment of the Administrative Rules Committee. Motion carried unanimously.

C. Delegated Authority Motions

1. Urgent Matters

MOTION: Alan Holter moved, seconded by Leslie Estelle, that in order to facilitate the completion of assignments between meetings, the Board delegates authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters and to fill vacant appointment positions, where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

2. Screening Committee

MOTION Stephanie Miesen: moved, seconded by Alan Holter, that the Board delegates to the Screening Committee the authority to consult with Department staff concerning complaints against persons who may be engaged in the practice of veterinary medicine or veterinary technology without holding a credential. As part of this delegation, the committee may consider questions regarding the scope of practice of veterinary medicine and veterinary technology. The Screening Committee may also determine that a particular practice is or is not the practice of veterinary medicine or veterinary technology or refer the matter to the full Board for its consideration. Motion carried unanimously.

3. Credentialing Committee

MOTION: Alan Holter moved, seconded by Stephanie Miesen:, that the Board delegates authority to the Credentialing Committee to address all issues related to credentialing matters, except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

MOTION: Leslie Estelle moved, seconded by Alan Holter, that the Board delegates authority to the Credentialing Committee to employ a “passive review” process for issues related to credentialing matters, whereby if no Committee member requests a Committee meeting on the materials within five (5) business days after receiving them, the application would be considered cleared to proceed through the process, except for credentialing matters involving applicants that are:

- Currently under investigation or has been disciplined by the licensing authority in the other state, territory or country,
- A party in pending litigation in which it is alleged that the applicant is liable for damages for acts committed in the course of practice or,
- Where the applicant has been found liable for damages for acts committed in the course of practice which evidenced a lack of ability or fitness to practice.

Motion carried unanimously.

4. Document Signatures

MOTION: Stephanie Miesen moved, seconded by Alan Holter, that the Board delegates authority to the Chair to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to

delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings. Motion carried unanimously.

5. Roles and Authorities Delegated to the Case Advisor and Department Monitor

MOTION: Alan Holter moved, seconded by Leslie Estelle, to adopt the "Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor" document. Motion carried unanimously.

- D. VPAP Quarterly Report (informational) – Melissa Mace delivered the quarterly report to the board.
- E. Anesthesia Monitoring (discussion) – Multiple complaints have been received by the VEB regarding unlicensed veterinary assistants adjusting anesthesia as directed by a licensed veterinarian, leading the Board to question what qualifies as monitoring anesthesia and when direct monitoring of anesthesia required. After discussion lead to further questions, the matter was referred to the Administrative Rules Committee for creation of a guidance document. Drs. Lang, Holter, Solverson, and Estelle have expressed interest in involvement.
- F. Animal Massage (discussion) – Board members shared their individual experience with animal massage, with Dr. Miesen noting that she has not dealt with practitioners trying to diagnose or behave in a manner that crosses into unlicensed veterinary practice. The Board agreed that a guidance document is needed on the subject; Melissa Mace and Angela Fisher will prepare a draft for the Board.
- G. AVMA ECFVG Committee (informational) – Dr. Lang reported that the American Veterinary Medical Association (AVMA) is looking for an additional member with current or past board experience for their Educational Commission for Foreign Veterinary Graduates Committee.

VII. American Association of Veterinary State Boards (AAVSB) Matters (informational)

- A. AAVSB call for nominations – Interested Board members should contact Melissa Mace for a letter of recommendation
- B. Board Basics & Beyond Training, Kansas City MO March 28-29 - Interested Board members should contact Melissa Mace as soon as possible.
- C. AAVSB Annual Meeting & Conference, Cincinnati, OH September 17-18 preconference sessions September 19-20 Annual Meeting and conference.
- D. Medical Recordkeeping Model Regulations – The Board discussed whether the AAVSB's model practice act could be used in the creation of the proposed guidance document on anesthesia monitoring.

VIII. Guidance Document (action item)

- A. Regional Anesthesia

MOTION: Stephanie Miesen moved, seconded by Alan Holter, to approve guidance document VEB-GD-008 regarding regional anesthesia. Motion carried unanimously.

- B. Cannabis revision request – The Board received a request to review their guidance document for possible updates. Melissa Mace noted that any VEB guidance would need to remain in accordance with state and federal guidelines.

IX. Licensing/Exam Inquiries (informational)

- A. Unique CE requirements – The Board received CE certificates from a credential holder that took the same course within a year, with the second listed as a “refresher course”. The Board considers this to be unethical.

X. Administrative Code

- A. VE 1 (**action item**) – Angela Fisher reported that the rule change is proceeding as expected.

MOTION: Alan Holter moved, seconded by Hunter Lang, to approve the VE1 hearing draft rule, DATCP Docket number 23-R-03, to go to hearing and receive public comments as set forth in the public hearing notice. Motion carried unanimously.

XI. Legislative and Policy

- A. Legislative update (informational) – Angela Fisher reported that the legislative session began on January 6, with no relevant bills yet introduced.
- B. Biennial Budget (informational) – Angela Fisher reported that the governor’s budget is expected on February 18th. We will not know if the VEB positions requested are included before then.

XII. Strategic Goals

- A. 2024 Goals – Melissa Mace reviewed the 2024 goals and progress/completion of them.
 1. Making the licensing process more efficient: the state exam has been updated and split into separate tests for veterinarians and veterinary technicians.
 2. Licensure forms: forms have been updated with accurate rule citations. A more comprehensive update will follow when the VE 1 rule change is in effect.
 3. Increased transparency for disciplinary actions: Dustin Boyd reported meeting with a software developer that worked with the Department of Safety and Professional Services on their website in hopes of developing a more accessible listing of VEB disciplinary actions and the related public documents. The current website lists discipline, but public documents must be individually requested.
 4. Increasing communication between the Board and veterinary credential holders: the Board had expressed interest in meeting with students in veterinary technician programs, similar to their meeting at the University of Wisconsin’s School of Veterinary Medicine last year; no schools showed interest in this meeting, either virtual or in-person.
 5. Annual Newsletter: the 2024-25 newsletter remains on the agenda. The VEB did submit an article to the Wisconsin Veterinary Medical Association regarding upholding the standard of care in veterinary clinics owned by non-credential holders; state requirements must be maintained regardless of practice policies.

Dustin Boyd also presented a summary of veterinary complaints received in 2024: 209 total complaints received (highest recorded), 56 investigations opened (highest recorded), and an average investigation time of 194 days (trending downward).

XIII. Future Meeting Dates and Times

A. Next Board Meeting – April 22, 2025

XIV. CONVENE TO CLOSED SESSION (ROLL CALL VOTE)

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

MOTION: Alan Holter moved, seconded by Hunter Lang to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). Roll Call Vote: Leslie Estelle – yes; Alan Holter – yes; Karl Solverson – yes; Hunter Lang – yes; Lyn Schuh – yes; Stephanie Miesen – yes

XV. Deliberation on Licenses and Certificates

XVI. Deliberation on Compliance Matters

A. Proposed Administrative Warnings

1. 24 VET 052 AK
2. 24 TECH 024 JC
3. 24 VET 112 EE

B. Proposed Stipulations, Final Decisions and Orders

1. 23 VET 058 and 23 VET 113 RM
2. 24 VET 093 CJ
3. 24 VET 053 MS
4. 24 VET 085 BM
5. 24 VET 065 KH
6. 24 VET 072 BS
7. 24 VET 098 TO
8. 24 VET 130 TA
9. 24 VET 113 KA

C. Orders Granting Full Licensures

1. 23 VET 124 JSR
2. 24 VET 017 and 24 VET 042 JSR

D. Suspension Orders

XVII. Review of Veterinary Examining Board Cases

- A. Licenses Returned to Full Status
- B. Pending Case Status Report

XVIII. RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

XIX. Open Session Items Noticed Above not Completed in the Initial Open Session

XX. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

1. **MOTION:** Alan Holter moved, seconded by Lyn Schuh, to accept administrative warnings in the cases of: 24 VET 052 AK; 24 TECH 024 JC; 24 VET 112 EE
2. **MOTION:** Stephanie Miesen moved, seconded by Hunter Lang to accept stipulations and final decision orders in the cases of: 23 VET 058 and 23 VET 113 RM; 24 VET 093 CJ; 24 VET 053 MS; 24 VET 085 BM; 24 VET 065 KH; 24 VET 072 BS; 24 VET 098 TO; 24 VET 130 TA; 24 VET 113 KA
3. **MOTION:** Alan Holter moved, seconded by Stephanie Miesen, to accept orders granting full licensure in the cases of: 23 VET 124 JSR; 24 VET 017 and 24 VET 042 JSR

XXI. Ratification of Licenses and Certificates

To delegate ratification of examination results to DATCP staff and to ratify all licenses and certificates as issued.

MOTION: Stephanie Miesen moved, seconded by Leslie Estelle, to delegate ratification of examination results to DATCP staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

XXII. ADJOURNMENT

MOTION: Stephanie Miesen moved, seconded by Alan Holter to adjourn. Motion carried unanimously.

The meeting adjourned at 11:10 am.



State of Wisconsin

Veterinary Examining Board

Governor Tony Evers

Dr. Hunter Lang, DVM, Chair

VETERINARY EXAMINING BOARD

April 22, 2025

9:00am

Contact: Melissa Mace 608-279-3861

MEMBERS PRESENT: In person: Alan Holter, DVM; Stephanie Miesen, DVM. Virtual: Karl Solverson, DVM; Leslie Estelle, DVM; Amanda Reese.

STAFF PRESENT, Department of Agriculture, Trade and Consumer Protection (DATCP): Melissa Mace, VEB Executive Director; Aaron O'Neil, DATCP Attorney; Erin Carter, Regulatory Specialist; Dustin Boyd, Compliance Supervisor; Heidi Ulteig, Regulatory Specialist; Liz Kennebeck, Disciplinary Attorney; Angela Fisher, Program and Policy Analyst; Jonathan Bent, Licensing Associate.

Alan Holter, Vice Chair, called the meeting to order at 9:05 am. A quorum of five (5) members was confirmed.

AGENDA

I. 9:00 A.M. OPEN SESSION – CALL TO ORDER – ROLL CALL

II. Approval of the Agenda (action item)

MOTION Leslie Estelle: moved, seconded by Karl Solverson, to approve the agenda. Motion carried unanimously

III. Approval of Board Meeting Minutes (action items)

A. January 28, 2025 Full Board Meeting

MOTION Stephanie Miesen: moved, seconded by Leslie Estelle, to approve the January 28, 2025 board meeting minutes. Motion carried unanimously

B. March 11, 2025 Ad Hoc Full board Meeting

MOTION Stephanie Miesen: moved, seconded by Amanda Reese, to approve the March 11, 2025 board meeting minutes. Motion carried unanimously

IV. Introductions, Announcements and Recognition (informational)

- A. Moment of silence for Dr. Hunter Lang – Dr. Holter spoke in memory of Dr. Lang, acknowledging his contributions to the veterinary community through membership on the VEB and other state and national boards.
- B. Recognition of outgoing board members: Dr. Leslie Estelle & Amanda Reese – Dr. Holter presented certificates of appreciation to both in acknowledgement of their time serving on the Board.

V. Public Comments

Each speaker is limited to five minutes or less, depending on the number of speakers. Each speaker must fill out and submit an appearance card to the Board clerk.

Amy Van Aartsen of the Marty Project spoke on Ridgland Farms cases

VI. Administrative Items

A. Election of Officers (Current office holders) (action item)

1. Chair (Vacant)

Melissa Mace called for nominations three times.

NOMINATION: Alan Holter has been nominated for the Office of Chair.

VOTE: Alan Holter was elected as Chair by unanimous vote

2. Vice Chair (Dr. Alan Holter)

Melissa Mace called for nominations three times.

NOMINATION: Stephanie Miesen has been nominated for the Office of Vice Chair.

VOTE: Stephanie Miesen was elected as Vice Chair by unanimous vote

3. Secretary (Amanda Reese)

Melissa Mace called for nominations three times.

NOMINATION: Lyn Schuh has been nominated for the Office of Secretary.

VOTE: Lyn Schuh was elected as Secretary by unanimous vote

B. Appointments of Liaisons, Alternates, and Delegates (

1. Continuing Education and Exams Liaison (Primary: Miesen/ Alternate: Schuh)

MOTION: Leslie Estelle moved, seconded by Amanda Reese, to affirm the Chair's appointment of liaisons. Motion carried unanimously

2. Screening Committee (Holter, Schuh, Miesen, Solverson, Public member vacancy July 1 [Reese], Veterinary vacancy July 1 [Estelle])

Additional Screening Committee appointments will be delayed until the new members have joined the Board

3. Credentialing Committee (Miesen, Dr. Solverson, Schuh)

MOTION: Karl Solverson moved, seconded by Leslie Estelle, to affirm the Chair's appointment of credentialing committee. Motion carried unanimously

4. Administrative Rules Committee (Holter, Public member vacancy July 1 [Reese], Solverson)

MOTION: Stephanie Miesen moved, seconded by Leslie Estelle, to affirm the Chair's appointment of the administrative rules committee. Motion carried unanimously

Additional Administrative rules Committee appointments will be delayed until the new members have joined the Board

- C. VPAP Quarterly Report – Melissa Mace presented the quarterly report, noting upcoming presentations that are specifically designed for veterinary professionals. The VPAP orientation is now available on-demand, replacing the previous quarterly orientations that were not well attended. VPAP usage has increased compared to this time last year.
- D. Discipline: Administrative Warning vs. Final Decision & Order – Dustin Boyd spoke to the Board’s increased use of Administrative Warnings, with 3 issued in 2023 and 10 issued in 2024. He also noted that 43 FDOs were issued in 2023 and 35 FDOs were issued in 2024.

VII. Guidance & Reference Documents (action item)

- A. Anesthesia Monitoring – Angela Fisher presented the guidance document to the Board, noting that it was drafted based on discussions at the Board’s January meeting to clarify expectations for anesthesia monitoring, and what qualifies given current statute and rule. Questions were raised regarding training of staff; training questions were tabled until the July meeting.

MOTION: Stephanie Miesen moved, seconded by Karl Solverson, to approve guidance document VEB-GD-009 regarding anesthesia monitoring. Motion carried unanimously.

- B. Animal Massage – Melissa Mace noted that while Guidance Documents may be needed in the future for other complementary, alternative, and integrative therapies; animal massage has been the most asked about.

MOTION: Stephanie Miesen moved, seconded by Leslie Estelle, to approve guidance document VEB-GD-010 regarding animal massage. Motion carried unanimously.

- C. Regional Anesthesia – A typo was noted in the version of VEB-GD-008 after it was approved by the Board. A corrected version of the document is now presented for approval.

MOTION: Stephanie Miesen moved, seconded by Karl Solverson, to approve guidance document VEB-GD-008 regarding regional anesthesia. Motion carried unanimously.

- D. UW SVM Medical Services Delegation – Dr. Holter, Melissa Mace, and Aaron O’Neil met with representatives from the University of Wisconsin-School of Veterinary Medicine to discuss their questions, largely about delegation of veterinary medical services to radiological technicians that are licensed by DSPS (but not by the VEB), and a veterinarian’s ability to delegate under VE 1.44 or to refer patients under VE 1.48.

The topic of ultra-sonographers was more complex, given that they are not licensed by DSPS, but are certified. UW-SVM is interested in delegating the administration of contrast, and to allow them to complete ultrasound-guided fine needle aspirations; VE 1.44(5)(f) restricts the delegation of fine needle aspiration to certified veterinary technicians. The distinction of radiographic contrast studies vs ultrasonic contrast studies was also raised, leading to the question of whether the current rules are inclusive enough of modern technology, and what the definition of “study” is when referring to these procedures. Dr. Miesen and Dr. Holter will research these questions in greater detail for further discussion at the Board’s July meeting.

VIII. Licensing/Exam Inquiries

- A. Credential Holder Summary – Melissa Mace presented the credential holder summary. The Board expressed interest in a further breakdown of the summary, specifically how many new veterinary licenses issued were licensure by examination vs licensure by endorsement.

IX. American Association of Veterinary State Boards (AAVSB) Matters

- A. Recap AAVSB Spring Executive Directors Meeting Kansas City MO – Melissa Mace recounted her experience at the spring meeting, noting the discussion of the newly created Veterinary Professional Associate (VPA) position in Colorado. The AAVSB will be working with Colorado to create a licensing exam, new rules, and a practice act that incorporate this new position.
- B. AAVSB Annual Meeting & Conference, Cincinnati, OH September 17-18 preconference sessions September 19-20 Annual Meeting and conference. – Registration for the conference opens at the end of April. The AAVSB sponsors attendance for two Board members; Dr. Solverson expressed interest in attending.
- C. AAVSB call for nominations
- D. AI Whitepaper – Dr. Beth Venit, chief veterinary officer of the AAVSB, answered questions regarding the whitepaper. The AAVSB recommends having clients sign an informed consent before use of artificial intelligence in interpretation. They also recommend that veterinarians utilizing AI programs consider data security, and for jurisdictions to regulate this data security. Dr. Venit will be presenting the whitepaper at the AAVSB's annual conference.

X. Administrative Code

- A. VE 1 Final Draft (**action item**) – Angela Fisher presented the final draft of the VE 1 rule change, including public comments and clearinghouse comments. The rule change will now go to the governor's office for approval.

MOTION: Stephanie Miesen moved, seconded by Leslie Estelle, to approve the VE1 final draft rule regarding Wis. Admin. Code ch. VE 1, relating to veterinary licensing processes. Motion carried unanimously.

XI. Legislative and Policy

- A. Legislative update – Angela Fisher informed the Board that there are no current updates
- B. Biennial Budget – The governor's budget recommendations included an additional VEB investigator position. It also included a change of funding of 75% of a position for work related to dog licensing, rabies control, and humane programs to the VEB appropriation. The legislature is working on the budget, and the items from the governor's recommendations may or may not be included.

XII. Strategic Goals

- A. 2024-25 strategic accomplishments – Melissa Mace reviewed the current strategic goals. New strategic goals will be presented at the VEB's July meeting.

XIII. Future Meeting Dates and Times

- A. Next Board Meeting – July 22, 2025

XIV. CONVENE TO CLOSED SESSION (ROLL CALL VOTE)

CONVENE TO CLOSED SESSION to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.).

MOTION: Leslie Estelle moved, seconded by Stephanie Miesen to deliberate on cases following hearing (§ 19.85 (1) (a), Stats.); to consider licensure or certification of individuals (§ 19.85 (1) (b), Stats.); to consider closing disciplinary investigations with administrative warnings (§ 19.85 (1) (b), Stats.); to consider individual histories or disciplinary data (§ 19.85 (1) (f), Stats.); and to confer with legal counsel (§ 19.85 (1) (g), Stats.). Roll Call Vote: Leslie Estelle – yes; Alan Holter – yes; Karl Solverson – yes; Amanda Reese – yes; Stephanie Miesen – yes

XV. Deliberation on Licenses and Certificates (action items)

XVI. Deliberation on Compliance Matters (action items)

A. Proposed Administrative Warnings

1. 24 TECH 011 KM
2. 24 TECH 019 JH
3. 24 TECH 026 NP
4. 24 VET 092 CS
5. 24 VET 137 HF

B. Proposed Stipulations, Final Decisions and Orders

1. 24 VET 011 AC
2. 24 VET 049 LR
3. 24 VET 055 EN, 24 VET 106 EN, 24 VET 136 EN and 24 VET 152 EN
4. 24 VET 066 CR
5. 24 VET 118 AJ
6. 24 VET 132 KS
7. 24 VET 156 TM
8. 24 VET 094 PG
9. 24 VET 151 MH
10. 25 VET 144 TH
11. 24 VET 165 RS
12. 24 VET 119 JJ

C. Orders Granting Full Licensure

1. 21 VET 128, 22 VET 011, 22 VET 059 and 23 VET 008 CR

D. Investigations Recommended for Closure

1. 24 VET 125 SR
2. 24 VET 134 AL

E. Suspension Orders

XVII. Review of Veterinary Examining Board Cases

- A. Licenses Returned to Full Status
- B. Pending Case Status Report

XVIII. RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION

MOTION: Stephanie Miesen moved, seconded by Amanda Reese to reconvene to Open Session

XIX. Open Session Items Noticed Above not Completed in the Initial Open Session

XX. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

MOTION: Stephanie Miesen moved, seconded by Leslie Estelle, to issue warning notices in the cases of: 24 TECH 011 KM; 24 TECH 019 JH; 24 TECH 026 NP; 24 VET 092 CS; 24 VET 137 HF. Motion carried unanimously.

MOTION: Stephanie Miesen moved, seconded by Alan Holter to accept stipulations and final decision orders in the cases of: 24 VET 011 AC; 24 VET 049 LR; 24 VET 055 EN, 24 VET 106 EN, 24 VET 136 EN and 24 VET 152 EN; 24 VET 066 CR; 24 VET 118 AJ; 24 VET 132 KS; 24 VET 156 TM; 24 VET 094 PG; 24 VET 151 MH; 25 VET 144 TH; 24 VET 165 RS; 24 VET 119 JJ. Motion carried unanimously.

MOTION: Stephanie Miesen moved, seconded by Alan Holter, to accept orders granting full licensure in the case of 21 VET 128, 22 VET 011, 22 VET 059 and 23 VET 008 CR. Motion carried unanimously.

MOTION: Stephanie Miesen moved, seconded by Amanda Reese, to close cases: 24 VET 125 SR; 24 VET 134 AL. Motion carried unanimously

XXI. Ratification of Licenses and Certificates

To delegate ratification of examination results to DATCP staff and to ratify all licenses and certificates as issued.

MOTION: Stephanie Miesen moved, seconded by Leslie Estelle, to delegate ratification of examination results to DATCP staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

XXII. ADJOURNMENT

MOTION: Leslie Estelle moved, seconded by Amanda Reese to adjourn. Motion carried unanimously.

The Board may break for lunch sometime during the meeting and reconvene shortly thereafter.

Veterinary Examining Board Agenda Request Form

Meeting Date	August 19, 2025
Requestor Name	Melissa Mace
Item Title for the Agenda	AAVSB AMC – Nominees, Resolutions, and Bylaws
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Discussion/Action
Are there Attachments? (If yes, include file names)	Yes
Is a Public Appearance Anticipated?	N
<p>Description of the Agenda Item</p> <p>Dr. Solverson is the WI VEB delegate at the upcoming AAVSB Annual Meeting and Conference. During the business session he will be asked to vote on nominees to AAVSB offices, proposed resolutions and proposed changes to by laws.</p> <p>During this time the Board will provide their thoughts on what to vote for.</p> <p>Attached are:</p> <ol style="list-style-type: none"> 1. Nominee packet with details on all positions and nominees: <ol style="list-style-type: none"> a. BOD: Two nominees, select one b. Directors: 3 position open, 5 nominees, suggest ranking as sometimes this takes multiple votes to get to 3. c. AAVSB Rep to the ICVA: one position, 3 nominees. Suggest ranking 1-3, 2. One proposed resolution. Yes or No 3. Bylaws: 3 suggested modifications – Good luck. <p>B. New Model documents for your independent review. No discussion planned for this meeting discussion at the October board meeting</p>	

From: [AAVSB](#)
To: [Mace, Melissa A - DATCP](#)
Subject: AAVSB 2025 Nominees
Date: Friday, August 1, 2025 11:16:28 AM

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.



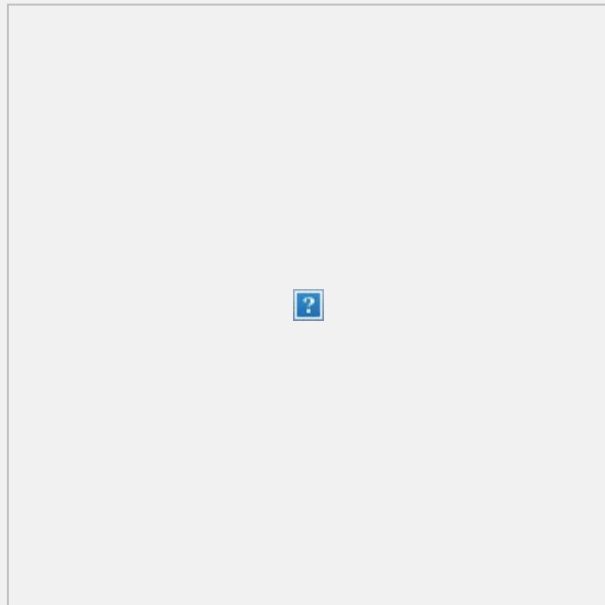
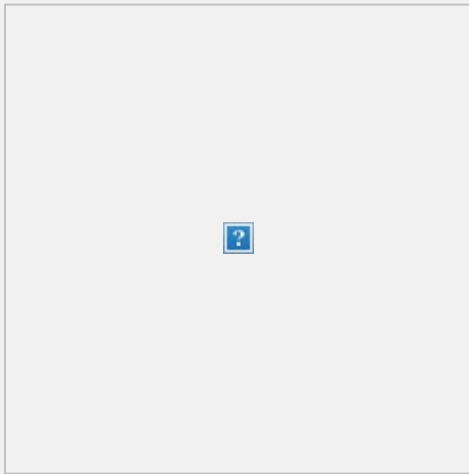
AMC 2025 Nominee Videos

The 2025 AAVSB Annual Meeting & Conference is approaching fast. In-person registration closes in **2 weeks on August 15th**. Virtual Registration closes **September 8th**. [Register](#) now!

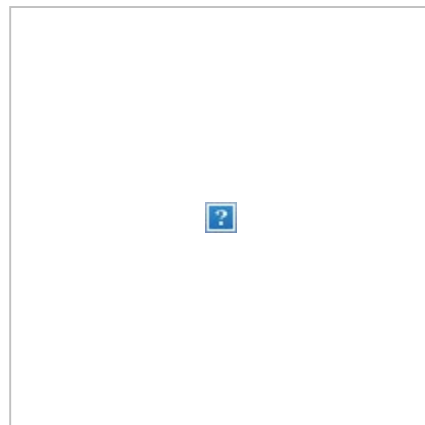
To help you get to know this year's nominees running for leadership positions, the Meet the Nominees videos are now available to view! You can find these videos below or on the [Annual Meeting & Conference website](#). We encourage you to take the time to learn more about each nominee through these videos and the [Nominating Committee Report](#).

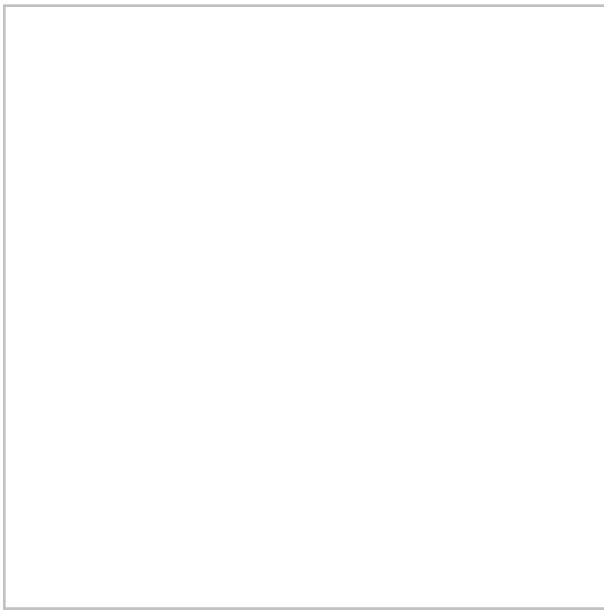
President-Elect Nominees

Sheila Dodson, DVM from Kansas



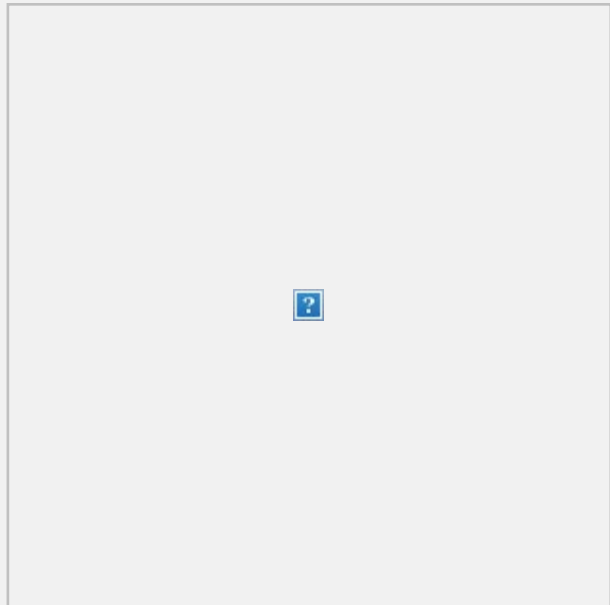
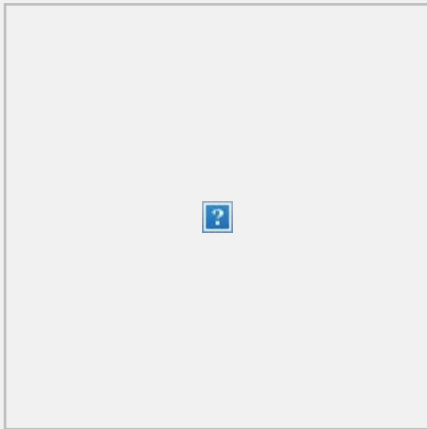
Mark Nunez, DVM from California



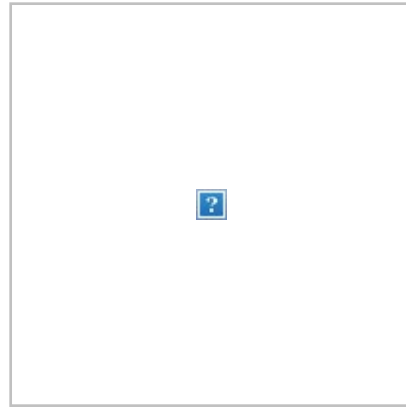
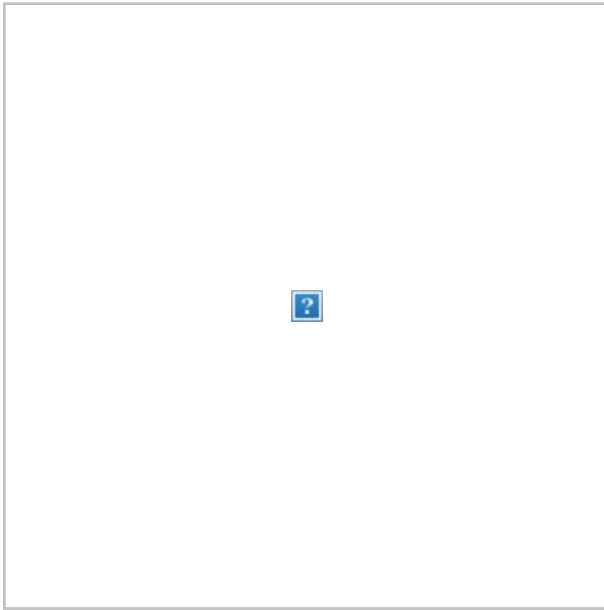


Director Nominees

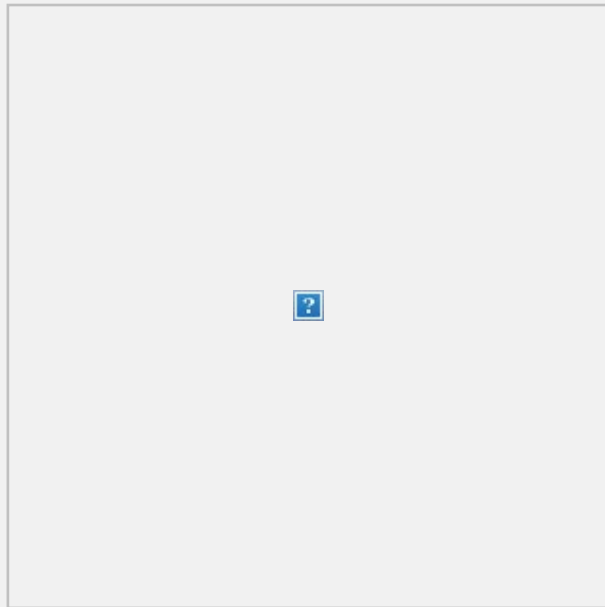
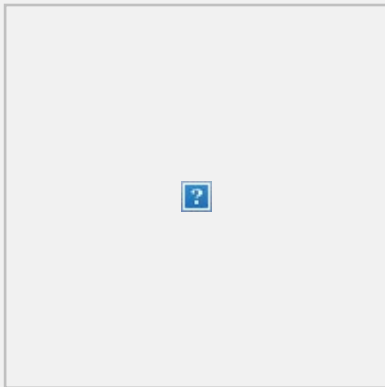
Christina Bradbury, DVM from California



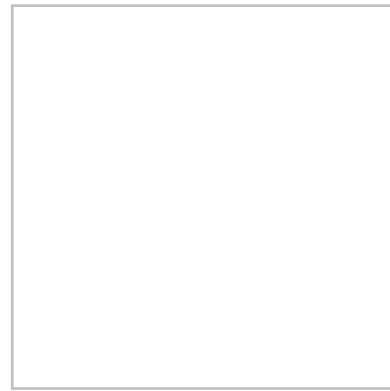
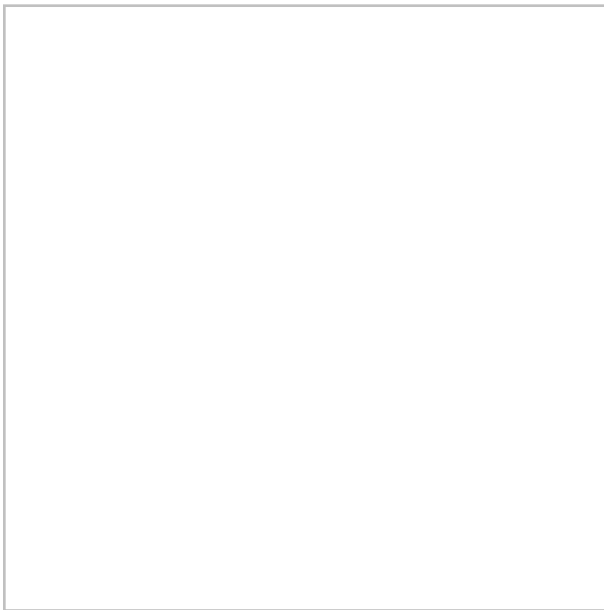
Robin Lazaro, RVT from North Carolina



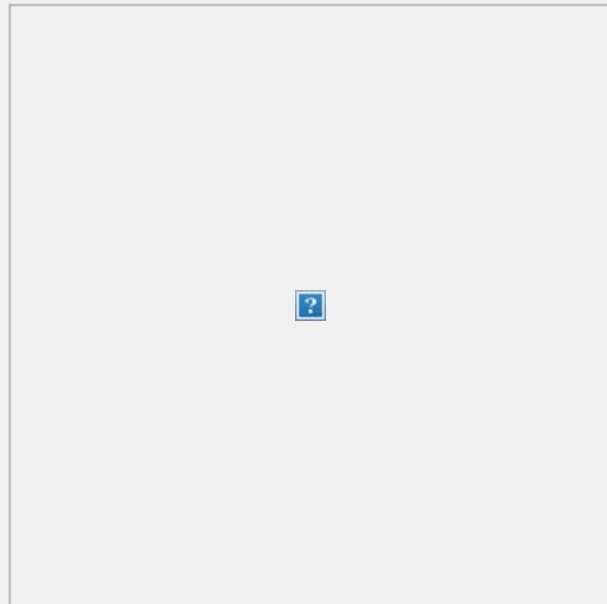
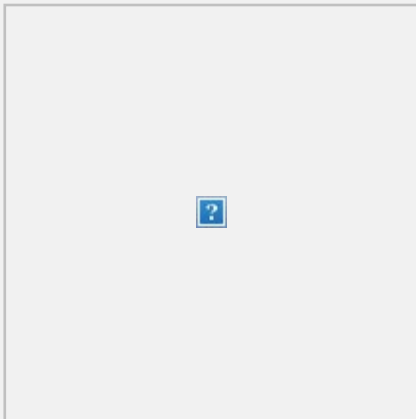
Michael Pfander, DVM from Missouri



Ashli Selke, RVT from Indiana

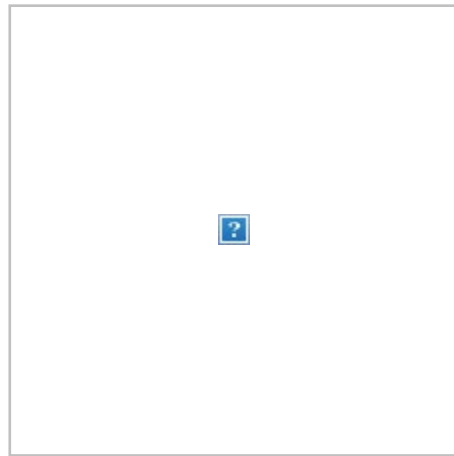
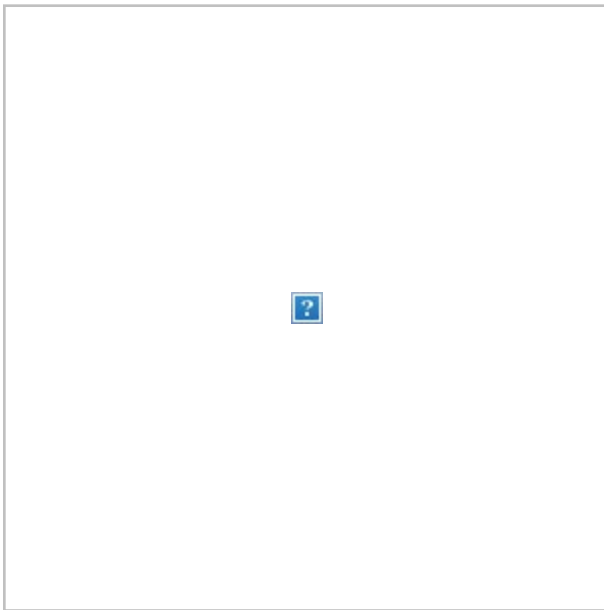


Jessica Sewell, LVT from Georgia

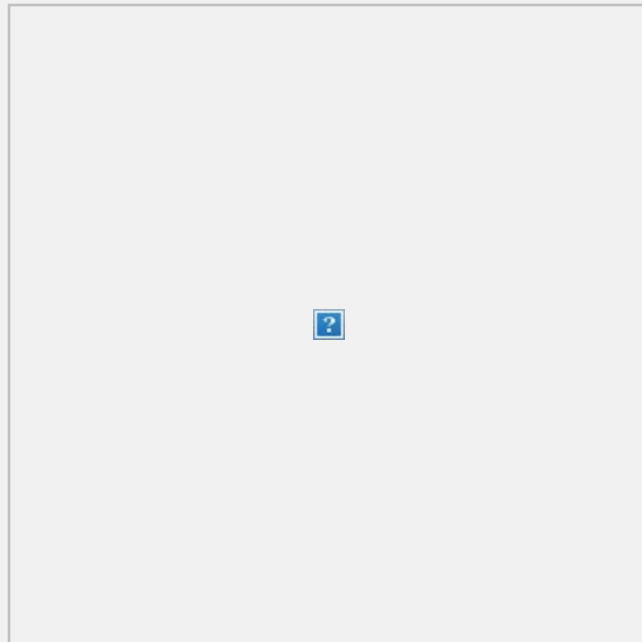
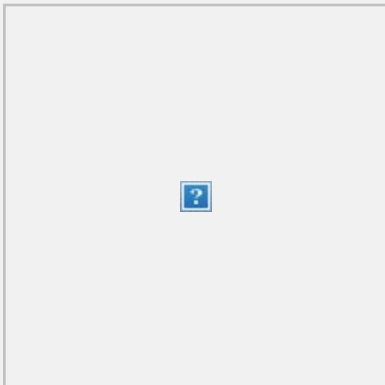


AAVSB Representative to the ICVA: Veterinarian Nominees

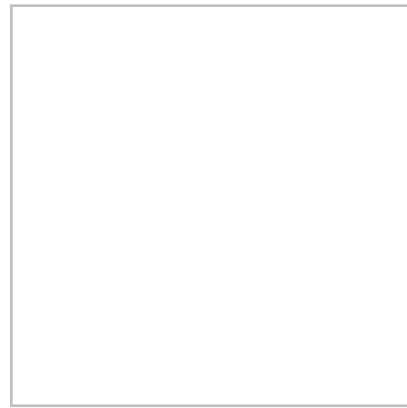
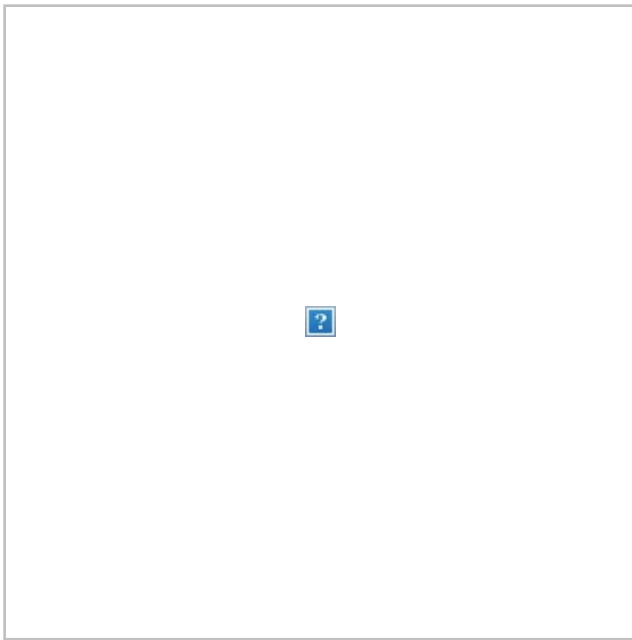
Tom Fell, Jr., DVM from Alabama



Steven Manyak, DVM from California



Karl Solverson, DVM from Wisconsin



In Cincinnati, the presentation of the Nominating Committee report and nominations from the floor are on Friday, September 19, 2025.

Voting will occur the morning of Saturday, September 20, 2025.

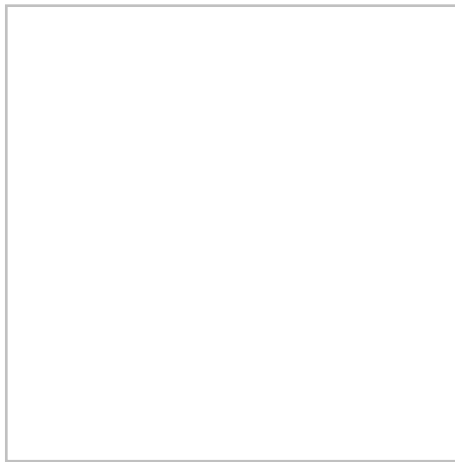
The Nominating Committee did not receive any nominations for its one open position. A reminder, Floor Nominations are accepted during the Delegate Assembly session on Friday for any of the positions.

Please direct any questions for the Nominating Committee to Committee staff person, Nancy Grittman at ngrittman@aavsb.org.

Still haven't registered? Don't worry, click the button below. We look forward to seeing you in Cincinnati.

*We hope to see you in Cincinnati or **virtually!***

Register Now



Strengthening the Veterinary Regulatory Community

Connect with us



American Association of Veterinary State Boards | 12101 W 110 ST Suite 300 8163016855 |
Overland Park, KS 66210 US

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AAVSB Nominating Committee Report for 2025

This report provides nominee and voting information to the Delegates and Alternate Delegates of the 2025 AAVSB Annual Meeting & Conference and to the Members and Executive Directors and Registrars of the AAVSB's Member Boards in preparation for this year's meeting.

Nominating Committee

The members of the Nominating Committee include:

- Amy Staton, EdD, LVT (Kentucky)
- Brittany Sharkey, Esq., Executive Director (Texas)

Each year, the Nominating Committee is responsible for reviewing the qualifications of the nominees, verifying qualifications, and submitting a ballot to the Member Boards. The ballot contains the nominees who are eligible and whose information is verified as accurate.

Nominee Information

With this report, the information on the nominees includes a cover page, bio, and a statement from the sponsor on the rationale for the nomination.

To learn more about the nominees, separate online video interviews have been conducted. Please watch for email announcements on the availability to view these videos. *Please note, there will be no candidate speeches or other election-type activities at the Annual Meeting.*

This year:

- Multiple nominees for the President Elect position.
- Multiple nominees for the three open Director positions.
- No nominees for the open Nominating Committee position.
- Multiple nominees for the one AAVSB Representative to the ICVA (Veterinarian) position.

Procedures

At the Annual Meeting, the Nominating Committee report will be given on Friday, September 19 during the morning session. After the report, any nominations from the floor will be accepted per eligibility requirements for all open positions. Voting will occur on the morning of Saturday, September 20.



2025 Ballot

Below is the ballot for this year as of May 28, 2025.

AAVSB Board of Directors

- President-Elect (one open position): Sheila Dodson, DVM from Kansas
Mark Nunez, DVM from California
- Directors (three open positions): Christina Bradbury, DVM from California
Robin Lazaro, RVT from North Carolina
Michael Pfander, DVM from Missouri
Ashli Selke, RVT from Indiana
Jessica Sewell, RVT from Georgia

Nominating Committee

- Member (one open position): No nominees

AAVSB Representative to the ICVA

- Veterinarian (one open position): Thomas Fell, Jr, DVM from Alabama
Steven Manyak, DVM from California
Karl Solverson, DVM from Wisconsin

Please see the following pages for information on each nominee.

Should you have any questions or need additional information, please contact any of the following.

- Amy Staton, EdD, LVT, Chair of the Nominating Committee,
at a.staton@moreheadstate.edu
- Nancy Grittman, MBA, AAVSB Committee Staff for the AAVSB Nominating
Committee, at ngrittman@aaavsb.org 1-816-301-7192

SHEILA DODSON, DVM, CVA



GENERAL INFORMATION

Education: Kansas State University

Doctor of Veterinary Medicine

Chi Institute

Certified Veterinary Acupuncturist

Employment: Co-Owner, Mariposa Veterinary Wellness Center

Licenses: Kansas

MEMBER BOARD SERVICE

Kansas Board of Veterinary Examiners

Dates Appointed to the Board

- July 2014 – June 2024

Board Service

- 2017 – 2022: President
- 2016: Vice President/Treasurer

AAVSB SERVICE

- 2023 – Current: Director
- 2015 – 2018: Leadership Development Task Force Member

Sheila M. Dodson DVM, CVA

Personal

Sheila M. Dodson DVM, CVA

Mariposa Veterinary Wellness Center, Co-Owner
13900 Santa Fe Trail Dr.
Lenexa, KS 66215
913-302-7649 (cell)
smdodson@prodigy.net
www.mariposavet.com

Education

Kansas State University, Manhattan, KS
Bachelor of Science, Agriculture (1997)
Doctor of Veterinary Medicine (1999)

Chi Institute, Reddick, FL (2011)
Certified Veterinary Acupuncturist (CVA)

Maryville University, St. Louis, MO (1979)
Bachelor of Fine Arts

Current Employment

Mariposa Veterinary Wellness Center, Lenexa, KS (2010 to Present)

Veterinarian; Owner since 2011

- AAHA Accredited Hospital since 2014
- Fear Free Certified Practice
- Gold Level Cat Friendly Certified Practice
- Certified in Veterinary Acupuncture

Professional Association Leadership Roles and Professional Memberships

American Association of Veterinary State Boards (AAVSB)

- Member of the Leadership Task Force (2015-2018)
- Attended AAVSB Conferences (2014, 2015, 2016, 2017, 2023, 2024)
- Member of the Board of Directors (2023 – present)
- Board of Directors Liaison to the Regulatory Policy Committee (2023-2024)
- Board of Directors Liaison to the Conference Committee (2024-present)
- Board of Directors Liaison to the VTNE Committee (2024-present)

Kansas Board of Veterinary Examiners Member (2014 to 2023)

- Served as Vice President/Treasurer (2016)
- Served as President (2017-2022)

American Animal Hospital Association (AAHA)

- Leader of the Telemedicine Task Force (2017)

Kansas Veterinary Medical Association, Board of Directors Member (2003 to 2012)

- Served as President 2010-2011

Kansas City Veterinary Medical Association, Board of Directors Member (2003 to 2009)

Sheila M. Dodson DVM, CVA

American Animal Hospital Association (AAHA), current member

American Association of Feline Practitioners, (AAFP) current member

American Holistic Veterinarian Medical Association, (AHVMA), current member

American Veterinary Medical Association (AVMA), current member

Kansas Veterinary Medical Association (KVMA), current member

Community and Other Volunteer Activities

No More Homeless Pets KC, Board of Directors (2003 to 2010)

Animal Haven, Board of Directors, Vice-President (2002 to 2009)

Kansas State Animal Response Team (KS SART), Board of Directors (2007 to 2008)

In September 2003 I was instrumental in developing a steering committee for the establishment of the Kansas State Animal Response Team; a multi-organizational group that included members of the Kansas Veterinary Medical Association, Kansas Animal Health Dept., USDA-APHIS and FEMA; among others. I organized the Kansas Statewide Summit for Animal Disaster Preparedness in conjunction with North Carolina State Animal Response Team in Manhattan, KS in June 2004.

Shawnee Emergency Animal Response Team (SEART), Board of Directors (2003 to 2004)

Honors

Kansas Veterinary Medical Association (KVMA) Distinguished Service Award, (2004)

Pet Connection Humanitarian – Veterinarian of the Year Award, (2004, 2006)

City of Shawnee, KS – Best Veterinarian of the Year Award, (2005)

Heart of America Humane Society – Veterinarian of the Year Award, (2006)

Biography

Sheila Dodson started her veterinary career after spending over 15 years in business as the Vice President of Operations in the Kansas City area branch of a St. Louis based company. After graduation from Kansas State University School of Veterinary Medicine, she practiced briefly in Great Falls, MT. She moved back to the Kansas City area in 2001 to join a private practice in Shawnee, KS. Once back in Kansas City, Sheila focused her “spare” time on dedicating herself to giving back to the community and to promoting the veterinarian profession. She served on several Boards; both for professional and for local non-profit organizations. She left private practice in 2007 to develop and take the position of Medical Director of a non-profit organization with the goal of providing low cost, high quality spay/neuter procedures for the underserved and feral cat communities. Sheila then returned to private practice in 2010, and eventually became owner and manager of Mariposa Veterinary Wellness Center, an integrated practice for companion animals and exotics. This successful practice utilizes alternative modalities in addition to providing all aspects of conventional medicine. Mariposa practices high quality medicine and is proud to be AAHA accredited, recognized as a Gold Level Cat Friendly Practice and also Fear Free Certified. Sheila continues to practice and manage this very busy five doctor and fifteen staff clinic. The highlights of Sheila’s career have been the time spent on the Kansas Board of Veterinary Examiners and as a Member of the Board of the AAVSB. Her goal is to continue to promote and advance the profession of Veterinary Medicine by continuing to serve on the Board of Directors of the AAVSB in a leadership role.

PO Box 379
Wamego, KS 66547-0379
vetboard@ks.gov



Board of Veterinary Examiners

Phone: (785) 456-8781
Fax: (785) 456-8782
<https://kbve.kansas.gov>

Laura Kelly, Governor

April 29, 2025

AAVSB Nominating Committee
12101 West 110th Street, Suite 300
Overland Park, Kansas 66210

Members of the AAVSB Nominating Committee,

It is with great pleasure that the Kansas Board of Veterinary Examiners (KBVE) nominates Dr. Sheila Dodson for the position of President-Elect on the AAVSB Board of Directors.

Dr. Dodson was appointed to the KBVE by the Governor and began serving on the board on July 1, 2014. Her first day was also the first day the KBVE was beginning a two-year trial merger serving under the Kansas Department of Agriculture. The purpose of the trial merger was to see if smaller agencies would be more efficient and effective under a larger agency in the state. Dr. Dodson learned early on that protection of the public is the primary mission of the KBVE and the entire board showed statistics and data at the end of the trial merger that the KBVE was more efficient and more effective as a non-merged agency. The KBVE became a non-merged agency again on July 1, 2016, with the sunset provision in the original bill and continues to operate very efficiently and effectively.

While actively serving on the KBVE for 10 years, Dr. Dodson served as Treasurer, Vice President, and President. She was elected by the Member Boards to serve on the AAVSB board of directors shortly before completing her time on the Kansas Board of Veterinary Examiners. She continues to be a dedicated and committed AAVSB board member, is an excellent leader, great communicator and is very organized and attentive to detail. Being a veterinarian and having also served on the Kansas Veterinary Medical Association board of directors prior to serving on the KBVE, Dr. Dodson fully understands the difference between protecting the profession and protecting the public. She makes good sound decisions, is a critical thinker, an excellent team player, discerns information well through complex situations, and is a very strategic thinker with common sense.

Dr. Dodson has attended the AAVSB Annual Meeting and Conference six times, and she has served three years on the AAVSB Leadership Development Task Force as a volunteer prior to being elected to the AAVSB board of directors. Dr. Dodson is a dedicated and enthusiastic public servant, an excellent leader and works very well with her fellow board members. She is an excellent candidate to serve on the AAVSB Board of Directors as the President-Elect, and the KBVE strongly supports and encourages the member boards to elect her to this leadership role at the national level.

Sincerely,

Elizabeth Covington, DVM, KBVE President

Mark Olson, DVM, Executive Director

MARK NUNEZ, DVM



GENERAL INFORMATION

Education: University of California, Davis
Doctor of Veterinary Medicine
University of California, Los Angeles
Bachelor of Science in Biology

Employment: Medical Director, VCA Miller Robertson Animal Hospital

Licenses: California

MEMBER BOARD SERVICE

California Veterinary Medical Board

Dates Appointed to the Board

- June 2013 – July 2022

Board Service

- 2015 – 2016 and 2021: President

Multidisciplinary Advisory Committee

- June 2024 - June 2027

AAVSB SERVICE

- 2022 – Current: Director
- 2019 – 2022: Program & Services Think Tank Member

Position of Interest: President-Elect

Mark T. Nunez, DVM
drmarknunez@msn.com

EXPERIENCE

Medical Director, VCA Miller Robertson Animal Hospital – West Hollywood, CA:

January 2018 – present

Associate Veterinarian, The Veterinary Care Center – Los Angeles, CA:

September 2012 – December 2017

Practice Owner/Veterinarian, Animal Medical Center, Inc., Van Nuys, CA:

January 2006 – September 2012

Medical Director/Veterinarian, VCA Animal Hospital - Burbank, CA:

January 2002 – December 2005

Regional Medical Director, Veterinary Centers of America, Los Angeles, CA:

November 1999 – December 2001

Associate Veterinarian, Animal Medical Center, Inc., Van Nuys, CA:

September 1994 – November 1999

Associate Veterinarian, Dill Veterinary Hospital, San Fernando, CA:

September 1993 – September 1994

EDUCATION

University of California, Davis — Doctorate of Veterinary Medicine, 1993

University of California, Los Angeles – Bachelors of Science, Major in Biology, 1988

PROFESSIONAL ASSOCIATION MEMBERSHIPS PARTICIPATION RECORD

American Veterinary Medical Association: June 1993 – present

California Veterinary Medical Association: June 1993 – present

Southern California Veterinary Medical Association: June 1993 – present

PARTICIPATION RECORD

American Association of Veterinary State Board

Board of Directors September 2022 - Present

Program & Services Think Tank Ad-hoc Committee November 2019 – September 2022

Board Liaison to the Veterinary Technician National Exam (VTNE) committee – 2023

Board Liaison to the Conference Committee – 2024

Board Liaison to the RACE Committee - 2025

California Veterinary Medical Board June 2013 – July 2022

Board member appointed by Governor Brown

California Veterinary Medical Board President Jan. 2015 – December 2016

California Veterinary Medical Board January 2019 – April 2019

Uniform Standards for Substance Abusing Licensees Subcommittee Member

California Veterinary Medical Board June 2016 – February 2017

Animal Rehabilitation Task Force, Chairman

California Veterinary Medical Association (CVMA)

CVMA President - July 2009 - June 2010

CVMA District II Governor July 2007 – June 2013

CVMA Chairman House of Delegates July 2005 – June 2007

CVMA House of Delegate Executive Committee July 2003 – June 2007

CVMA House of Delegates July 1997 – June 2007
CVMA Confidentiality of Records Task Force Member February 2010 – June 2012
CVMA Finance Committee Board Liaison - July 2010 – June 2011
CVMA Governance Task Force Member July 2010 – June 2012
CVMA Guardian/Owner Task Force Member May 2001 – June 2002
CVMA Insurance Committee Member October 2007 – April 2009
CVMA Mentoring Task Force Member November 2009 – June 2010
CVMA Political Action Committee Member June 2001 – June 2013
CVMA Ways and Means/President's Council Member July 2010 – present
CVMA Ways and Means/President's Council Chairman July 2010 – June 2011
Veterinary Insurance Service Company Board of Directors June 2010 – June 2013
AVMA Task Force on Foreign Veterinary School February 2012 – March 2013 Accreditation
AVMA Leadership Conference January 2010
Southern California Veterinary Medical Association (SCVMA)
SCVMA President January 2002 –December 2002
SCVMA Board of Trustees January1997 –December2002
SCVMA Political Action Committee, Co-Chair January 2012 December2018
National Board of Veterinary Medical Examiners



May 13, 2025

Dear AAVSB Nominating Committee:

The California Veterinary Medical Board (CVMB) respectfully nominates Dr. Mark Nunez, DVM to the President Elect position on the AAVSB Board of Directors. Dr. Nunez is currently serving a two year term as an AAVSB Board of Directors. Prior to his two year term, Dr. Nunez was elected and served a partial, one-year term.

During his three years on the AAVSB Board of Directors, Dr. Nunez has participated in thoughtful discussion and collaboration on ways to better serve Member Boards. This has included supporting revising the AAVSB's VTNE eligibility policy, as requested by Member Boards, to allow technician students to take the VTNE prior to graduation. Dr. Nunez understands the need for transparency and the importance of receiving feedback from and being responsive to Member Boards.

Dr. Nunez believes in AAVSB's mission to support and advance the regulation of veterinary medicine and its purpose to aid Member Boards in the protection of the public health and welfare. Dr. Nunez welcomes all perspectives and believes AAVSB Board of Directors operates at its best for members when all voices are heard and thoughtfully considered.

As President over AAVSB's largest Member Board, Dr. Nunez has facilitated thoughtful discussion, debate, and collaboration on key issues facing consumers, animals, and veterinarians world-wide. Topics such as telemedicine, animal rehabilitation, animal cannabis treatment, animal blood banks, spectrum of care/access to care, portability/mobility of licenses, and workforce demand issues, which may include establishing a new licensing category are among the many veterinary issues facing the the nation, and Dr. Nunez has experience tackling all of them.

In addition, Dr. Nunez has extensive experience in strategic planning, prioritizing objectives, ensuring adequate resources, developing budgets to ensure the financial viability of an association, supporting and developing executive leaders, outreaching and sharing best practices. With the CVBM processing over 4,600 applications annually, regulating roughly 46,000 licensees, registrants, and permit holders, and investigating over 1,800 complaints each year, Dr. Nunez understands the need to adopt a continuous improvement mindset and implement best practices that ensure the most streamlined and efficient services to consumers, licensees and stakeholders.

By transitioning from AAVSB Board of Directors to AAVSB's President-Elect position, Dr. Nunez would continue to bring his wealth of knowledge and leadership experience, as well as critical input on multi-jurisdiction issues, trends, and threats to enforcement.

For these reasons, our Board nominates Dr. Mark Nunez, DVM to the AAVSB Board of Directors.

If you have any questions, please feel free to contact the Board's Executive Officer, Jessica Sieferman, at 916-515-5222 or Jessica.Sieferman@dca.ca.gov.

Sincerely,

Jessica Sieferman
Executive Officer

CHRISTINA BRADBURY, DVM, MS, DACVIM



GENERAL INFORMATION

Education: Colorado State University
Master of Clinical Science
University of California, Davis, School of Veterinary Medicine
Doctorate of Veterinary Medicine
University of California, Davis
Bachelor of Science, Wildlife, Fish and Conservation Biology

Employment: Owner, Sierra Mobile Veterinary Specialists

License: California

MEMBER BOARD SERVICE

CALIFORNIA VETERINARY MEDICAL BOARD

Dates Appointed to Board

- 2018 – Present

Board Service

- 2023 – 2024: President
- 2022 – 2023: Vice President
- 2018 – Current: Member

AAVSB SERVICE

CHRISTINA BRADBURY, DVM, MS, DACVIM (SAIM)

ELECTED POSITION OF INTEREST: DIRECTOR

15554 McElroy Road
Meadow Vista, CA 95722
bradbury@sierramobilevetsspecialists.com
530-574-3787

EDUCATION

<i>Masters of Clinical Science</i>	College of Veterinary Medicine & Biomedical Sciences, Fort Collins, CO	2010
<i>Doctor of Veterinary Medicine</i>	School of Veterinary Medicine, University of California, Davis, CA	2006
<i>Bachelors of Science (Vet. Med.)</i>	School of Veterinary Medicine, University of California, Davis, CA	2002

PROFESSIONAL POSITIONS

<i>Mobile Internist/Owner</i>	Sierra Mobile Veterinary Specialists, Meadow Vista, CA Private practice	9/20 - present
<i>Staff Internist</i>	Vista Veterinary Specialists, Sacramento, CA Private practice	8/11 - 8/20
<i>Staff Internist</i>	Loomis Basin Veterinary Hospital, Loomis, CA Private practice	7/10 - 8/11
<i>Residency</i>	Colorado State University, Fort Collins, CO Academic teaching hospital	2007 - 2010
<i>Internship</i>	Texas A & M, College Station, TX Academic teaching hospital	2006 - 2007

LEADERSHIP & GOVERNANCE POSITIONS

<i>Board Member</i>	California Veterinary Medical Board (CVMB)	10/18 - present
<i>Board President</i>	California Veterinary Medical Board (CVMB)	1/23 - 12/24
<i>Board Vice President</i>	California Veterinary Medical Board (CVMB)	1/22 - 1/23
<i>CVMB Board Liaison</i>	Multidisciplinary Committee (MDC) - Complaint Audit Subcommittee - Cannabis Subcommittee - Blood Bank Subcommittee	9/20 - 10/23
<i>AAVSB Delegate</i>	Representing California VMB	2023 & 2024
<i>AAVSB Alternate Delegate</i>	Representing California VMB	2021

PROFESSIONAL LICENSES & BOARD CERTIFICATION

- Diplomate, American College of Veterinary Internal Medicine (SAIM) 2010 - present
- California veterinary license 2008 - present
- Colorado academic veterinary license 2007 - 2010

PROFESSIONAL AFFILIATIONS

- o American College of Veterinary Internal Medicine (ACVIM)
- o American Veterinary Medical Association (AVMA)
- o California Veterinary Medical Association (CVMA)
- o Sacramento Valley Veterinary Medical Association (SVVMA)
- o Comparative Gastroenterology Society (CGS)
- o Veterinary Endoscopy Society (VES)
- o International Veterinary Ultrasound Society (IVUS)
- o World Aquatic Veterinary Medical Association (WAVMA)

PUBLICATIONS

1. **Bradbury CA.** Jaundice. In: *Ettinger SJ, Feldman EC and Cote E, editors. Textbook of Veterinary Internal Medicine*, 9th edition. St. Louis: Elsevier; 2024. Chapter 28.
2. **Bradbury CA.** Jaundice. In: *Ettinger SJ, Feldman EC and Cote E, editors. Textbook of Veterinary Internal Medicine*, 8th edition. St. Louis: Elsevier; 2017. Chapter 53, p. 214-17.
3. Weidner WJ, **Bradbury CA**, Le SP and Wallace SR. *Regional pulmonary blood flow in the lung of the chicken. Poultry Science.* 2012; 91(6):1441-1443.
4. Ficociello J, **Bradbury C**, Morris A and Lappin MR. Detection of *Bartonella henselae* IgM in serum of experimentally infected and naturally exposed cats. *Journal of Veterinary Internal Medicine.* 2011; 25(6):1264-1269.
5. **Bradbury CA** and Lappin MR. Prevention of *Bartonella henselae* transmission from cat fleas (*Ctenocephalides felis*) to cats by topical 10% imidacloprid/1% moxidectin application. *Journal of the American Veterinary Medical Association.* 2010; 236(8):869-873.
6. **Bradbury C**, Saunders AB, Heatley JJ. Transvenous heartworm extraction in a ferret with caval syndrome. *Journal of the American Animal Hospital Association.* 2010; 46(1):31-35.
7. **Bradbury CA**, Westropp JL, Pollard RE. Relationship between prostatomegaly, prostatic mineralization, and cytologic diagnosis. *Veterinary Radiology and Ultrasound.* 2009; 50(2):167-171.

ACADEMIC TEACHING EXPERIENCE

- **Resident, Small Animal Internal Medicine**, Colorado State University, College of Veterinary Medicine, Fort Collins, CO 2007 - 2010
- **Problem Based Learning (PBL) Instructor**, Colorado State University, College of Veterinary Medicine, Fort Collins, CO 2008 - 2009
- **Veterinary Intern Instructor**, Texas A&M University, College of Veterinary Medicine and Biomedical Sciences, College Station, TX 2006 - 2007
- **Teaching Assistant**, Embryology Lab, Department of Molecular Biology, University of California, Davis, CA



May 12, 2025

Dear AAVSB Nominating Committee:

The California Veterinary Medical Board (CVMB) respectfully nominates Dr. Christina Bradbury to one of the open AAVSB Director positions. Since her initial appointment to CVMB in October 2018, Dr. Bradbury has demonstrated every top attribute outlined in [AAVSB's Competency Framework](#).

As a new Board member, Dr. Bradbury's natural curiosity and desire to know more, understand obstacles and other perspectives, and work through issues collaboratively was evident. When discussing controversial topics, such as animal cannabis treatment, Dr. Bradbury sought the opinions of other members and strived to understand perspectives that differed from her own. She respectfully communicated her concerns in a clear, objective and factual manner that was easily understood by others.

As Vice President and later President of CVMB, Dr. Bradbury's leadership ability shined. She regularly facilitated thoughtful discussion, debate and collaboration on key issues facing consumers, animals, and veterinary professionals world-wide. She often communicated the CVMB's position on controversial topics, even if that may not have aligned with her own personal perspective. She led the CVMB through controversial topics and pieces of legislation, meeting with multiple members of the Legislature and other government officials to ensure they understood the CVMB's role and consumer protection mission.

Dr. Bradbury understands the importance of teamwork and relationship building with all stakeholders, including those whose missions may not align. As a member of CVMB's Multidisciplinary Advisor Committee, Dr. Bradbury often took initiative to roll up her sleeves and do the work to thoroughly research issues and make recommendations addressing current and future problems.

Dr. Bradbury's 17-year long career in veterinary medicine, her Board certification, and devotion to her patients, the CVMB and California consumers has earned her the respect of her clients, her peers, colleagues, other CVMB members, and the overall profession.

For these reasons, the CVMB is proud to nominate Dr. Bradbury to one of the AAVSB Board of Directors positions.

If you have any questions, please feel free to contact the Board's Executive Officer, Jessica Sieferman, at (916) 318-6241.

Sincerely,

Jessica Sieferman
Executive Officer

ROBIN LAZARO, RVT, VTS (ECC)



GENERAL INFORMATION

Education: Academy of Veterinary Emergency & Critical Care Technicians
Veterinary Technician Specialists (Emergency & Critical Care)
State University of New York at Delhi
Associate of Applied Science, Veterinary Science Technology

Employment: Supervisor, North Carolina State University

License: North Carolina

MEMBER BOARD SERVICE

NORTH CAROLINA VETERINARY MEDICAL BOARD

Dates Appointed to Board

- 2016 – Present

Board Service

- 2019 – Current: Chair, Complaint Investigative Committee, Registered Veterinary Technician (RVT) subcommittee, Chiropractor subcommittee
- 2019 – 2020: Vice President
- 2016 – Current: Member

AAVSB SERVICE

- 2022 – 2026: Conference Committee
- 2022 - 2025: PAVE for Veterinary Technicians Committee

Robin is a 1987 graduate from SUNY Delhi Vet Technology Program, she then completed an externship at Cornell University where her love of ICU developed. She and her husband made the big jump to move south when she accepted a position at NCSU as an ICU Technician in 1990. She retired from NCSU after 20 as a Tech and 10 years supervising the unit. She obtained her VTS in ECC in 2006 and prior to retiring spoke nationally at veterinary conferences and published a chapter in a Veterinary Textbook.

She has been serving on the North Carolina Veterinary Board since 2016, finishing her 2nd 5 year term in 2026. She has held executive positions for past 6 years as Vice President and Secretary/treasurer. She has been Chair of the Boards Complaint Investigative Committee for 6 years and served on numerous Board Committees including a Chair role on RVT and Chiropractor Committee's. She has been an active volunteer with AAVSB for the past 8 years serving on the PAVE for Technicians Committee and 2 terms and currently on the Conference Committee.

She and her husband Ralph have been married for 38 years and have a married daughter with 2 children whom she cares for while the parents work. In her spare time, she enjoys gardening, hiking, biking and volunteers at a rescue shelter scooping poop!



Steve Troxler
Commissioner

**North Carolina Department of Agriculture
and Consumer Services**

Christina L. Waggett
Assistant Commissioner for
Consumer Protection

Michael P. Martin, DVM
State Veterinarian

May 9, 2025

**Sponsor Statement for Robin Lazaro
AAVSB Director Position**

To Whom It May Concern:

As a member of the North Carolina Veterinary Medical Board (NCVMB), I wholeheartedly nominate Robin Lazaro for AAVSB Director. Our board has the deepest respect and appreciation for Robin's hard work, dedication, and professionalism that she consistently exhibits at the state and national level in relation to the regulation of veterinary medicine and education of our stakeholders.

Robin has been a dedicated and hard-working member of the NCVMB for nine years serving in multiple executive roles and chairing subcommittees throughout her tenure. She currently chairs our Registered Veterinary Technician (RVT) subcommittee, Chiropractor subcommittee, and one of our two complaint review committees. Her wealth of experience as an RVT has been invaluable to us as she has taken collaborative and leadership roles within our board to help us navigate many challenges throughout the years. Her ability to step up to help resolve issues as well as skills to collaborate and build consensus are truly exceptional. She is always very professional and communicates extremely well even in challenging situations. She is dedicated to our success at the NCVMB as well as encouraging us to improve the clarity of our regulatory mission and educate the North Carolina veterinary community.

Robin has also used her passion to serve the veterinary community by helping within the AAVSB. She has volunteered for eight years with AAVSB including on the Program for the Assessment of Veterinary Education Equivalence (PAVE) for Veterinary Technicians and serving on the Conference Committee. She was a tremendous help for me personally to get my bearings when I went to my first AAVSB meeting. Although I would like to feel special because of the time she gave me, I know she would do the same for anyone coming to the AAVSB meeting for the first time. It is clear to me that she has great pride in the AAVSB and wants to see it grow, flourish, and be strong.

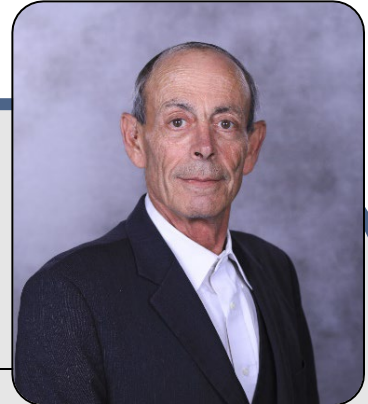
It is for these reasons and much more that I am proud to nominate Robin Lazaro for one of the AAVSB Director Positions. She has proven time and again that she is dedicated to the regulatory and educational missions of veterinary medical boards at the state and national level. Her knowledge, breadth of experience, and ability to collaborate are tremendous resources. The AAVSB, its members, and the public that AAVSB helps to protect would greatly benefit from Robin's continued national service as a Director of the AAVSB.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael P. Martin", with a long horizontal flourish extending to the right.

Michael P. Martin, DVM, MPVM, ACPV
NC Department of Agriculture and Consumer Services
NC State Veterinarian
Director, Veterinary Division
(919)-218-5143
michael.martin@ncagr.gov

MICHAEL PFANDER, DVM



GENERAL INFORMATION

Education: University of Missouri - Columbia
Doctor of Veterinary Medicine
Bachelor of Science in Agriculture

Employment: Owner and Practitioner,
Cottage Veterinary Hospital, P.C.

License: Missouri

MEMBER BOARD SERVICE

MISSOURI VETERINARY MEDICAL BOARD

Dates Appointed to Board

- 2012 – Present

Board Service

- 2018 – Present: Chair
- 2012 – Present: Member

AAVSB SERVICE

- 2023: Annual Meeting Welcome Presenter
- 2016 – 2017: Conference Committee Chair
- 2013 – 2016: Conference Committee Member

Cottage Veterinary Hospital, P.C.

3322 SOUTH CAMPBELL AVE SUITE U

SPRINGFIELD, MO 65807

PHONE 417-869-1103

MICHAEL B. PFANDER, D.V.M.

MICHAEL B. PFANDER, D.V.M.

3322 S. Campbell Ave. Suite U

Springfield, Mo 65807

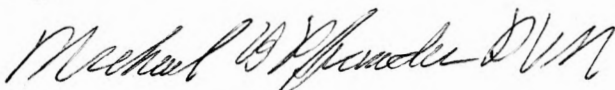
417/869-1103 Work

I graduated from the University of Missouri-Columbia with a Bachelor of Science in Agriculture, Cum Laude, and Honors Scholar in May, 1979. I received my Doctor of Veterinary Medicine in May, 1982 from the University of Missouri-Columbia. I Married my wife Jeanne on April 13, 1985. We have one daughter Meghan Michelle. After graduation I joined my father in a family operated Veterinary practice which he established in 1952. I also was an Adjunct Professor at Drury University in Springfield, Mo teaching Biology and physiology. I have been very active in organized veterinary medicine. Past positions include officer positions in the Missouri Veterinary Medical Association including president in 2007. I continue to serve on the Missouri Veterinary Medical Association Legislative Committee and Emergency Management & Public Health Committee. I am a member of the Missouri volunteer Veterinary Corp. In 2009 I was named the Missouri Veterinarian of the year by the Missouri Veterinary Medical Association and was inducted into the Missouri Veterinary Honor Roll. I am a solo practitioner in the third largest city in Missouri.

I have been a member of the Missouri Veterinary Medical Board for over 12 years. In April of 2012 I was appointed by the Missouri Governor and confirmed by the State Senate to be a member of the Missouri Veterinary Medical Board. In May of 2018 I was voted by the Board to be chairperson. I have served as chairperson since that time.

I have attended all but three of the AAVSB annual meetings starting with the meeting in Kansas City in 2013. I served on the AAVSB Conference Committee for two terms from 2013 to 2017. The final year on the committee I served as Chairperson.

The purpose of the AAVSB is to aid regulatory boards of veterinary medicine in the protection of the public health and welfare! As always, the practice of Veterinary Medicine is constantly changing. The profession faces many challenges and the Veterinary Medical boards must be ready to meet these challenges to insure we meet our duty to serve and protect the public, the public health and animal welfare. Having served on the Missouri Veterinary Medical Board for over 13 years I have seen these many challenges occur. If elected I will do my best to serve you the member boards and will work to ensure that AAVSB continues to be the outstanding organization that it is today.



Michael B. Pfander DVM

Ericson Veterinary Consultants, LLC
Dr. Galen Ericson, D.V.M.
2116 NW Timberline Drive, Blue Springs, MO 64015
galen.ericson@gmail.com | Phone: 816-210-8293

Letter of Recommendation for Dr. Michael B. Pfander

May 09, 2025

To the AAVSB Nominating Committee,

It is my honor and personal privilege to both recommend and nominate Dr. Michael B. Pfander, D.V.M., for a position on the Board of Directors of the American Association of Veterinary State Boards (AAVSB). As someone who has worked alongside Dr. Pfander for many years, I can say with great pride and genuine conviction that he is exceptionally well-suited for this role.

Dr. Pfander has served with distinction on the Missouri Veterinary Medical Board for over 13 years, including as Chairperson since 2018. He was appointed by the Missouri Governor and confirmed by the State Senate in 2012. A graduate of the University of Missouri-Columbia with degrees in Agriculture and Veterinary Medicine, he joined a family veterinary practice founded by his father in 1952 and has served the Springfield community as a solo practitioner ever since. His experience also includes time as an adjunct professor at Drury University, teaching biology and physiology.

Dr. Pfander's leadership in organized veterinary medicine is well-established. He served as President of the Missouri Veterinary Medical Association in 2007, continues to contribute on several committees, and was honored as Missouri Veterinarian of the Year in 2009. He was also inducted into the Missouri Veterinary Honor Roll.

His national experience is equally robust. Dr. Pfander has participated in nearly every AAVSB Annual Meeting since 2013 and served two terms on the AAVSB Conference Committee, including one as Chair. These roles reflect his commitment to collaboration, regulatory excellence, and advancing the profession of veterinary medicine.

Dr. Pfander is a pragmatic, forward-thinking leader with a proven track record of innovation and professionalism in both state and national regulatory arenas. He is a thoughtful listener, a collaborative colleague, and a dedicated advocate for public and animal health. I wholeheartedly recommend and nominate Dr. Michael Pfander and encourage your full support of his candidacy.

Sincerely,



Dr. Galen Ericson, D.V.M.

Vice President, Missouri Veterinary Medical Board

galen.ericson@gmail.com

816-210-8293



Mike Kehoe
Governor
State of Missouri

Sheila Solon, Division Director
DIVISION OF PROFESSIONAL REGISTRATION

Missouri Department of
Commerce & Insurance
Angela L. Nelson, Director

MISSOURI VETERINARY MEDICAL BOARD

3605 Missouri Boulevard P.O. Box 633
Jefferson City, MO 65102-0633
573-751-0031
573-526-3856 FAX
800-735-2966 TTY Relay Missouri
800-735-2466 Voice Relay Missouri


Dana K. Fennewald
Executive Director
vets@pr.mo.gov
pr.mo.gov/veterinarian

May 13, 2025

To the AAVSB Nominating Committee:

The Missouri Veterinary Medical Board ("Board") is in support of Michael Pfander, DVM nomination for a position on the Board of Directors of the American Association of Veterinary State Boards (AAVSB).

Please see the attached letter of recommendation. If you should have any questions, please contact our office.

Sincerely,

Dana K. Fennewald
Executive Director

DKF/pa

ASHLI SELKE, RVT, CVT



GENERAL INFORMATION

Education: Purdue Global

Bachelor of Science, Legal Support and Services (in progress)

Master of Science in Legal Studies (in progress)

Harrison College of Veterinary Technology

Associate of Applied Science, Veterinary Technology

Employment: Instructional Technologist,
Purdue University College of Veterinary Medicine

License: Indiana, Arkansas

MEMBER BOARD SERVICE

INDIANA BOARD OF VETERINARY MEDICINE

Dates Appointed to Board

- 2022 – Present

Board Service

- 2022 – Current: Member

AAVSB SERVICE



Ashli Selke RVT, CVT

ELECTED POSITION OF INTEREST: Director- AAVSB Board of Directors

EDUCATION

Bachelor of Science in Legal Support and Services, with accelerated Graduate Program Pathway to a Master of Science in Legal Studies, Purdue Global- Online ***Currently Enrolled***

Associate of Applied Science, Harrison College of Veterinary Technology, Indianapolis, IN **12/2003**

WORK HISTORY

Instructional Technologist, Purdue University College of Veterinary Medicine, West Lafayette, IN

JANUARY 2021 — PRESENT

Supervisor: Specialty Surgical Department, Arkansas Veterinary Emergency and Specialists, Little Rock, AR

APRIL 2019 — JANUARY 2021

Manager: All Creatures Animal Hospital, Hot Springs, AR

NOVEMBER 2016 — AUGUST 2019

Veterinary Technician, Banfield Pet Hospitals, Avon, IN/ Clarksville, TN

MAY 2013 — JUNE 2016

Veterinary Assistant, Animal Care Group, Avon, IN

JULY 2012 — MAY 2013

Petty Officer 3rd Class, United States Navy

AUGUST 2006 — SEPTEMBER 2010

TYPE OF PRACTICE

- Veterinary Association Leadership
- Government Relations
- Higher Education
- Specialty and Emergency Veterinary Medicine
- General Practice
- Mixed Animal Practice

Registrations/Certifications

#25003060A Indiana
Registered Veterinary
Technician

#287 Arkansas Certified
Veterinary Technician

Skills

Executive Leadership
Legislative & Regulatory
Affairs
Media Relations
Veterinary Technician
Curriculum Development
Media Relations
Advocacy
Conflict Resolution
Public Speaking
Government Relations
Team Oriented
Event Organization
Cultural Awareness

Articles & Podcasts

Today's Veterinary Nurse
DVM360
AAHA Trends Magazine
JAVMA
NAVTA Journal
Today's Veterinary Practice
Veterinary Practice News
Vet Tech Cafe Podcast
Veterinary Viewfinder
Podcast
Think Anesthesia Podcast
The Webinar Vet Podcast

LEADERSHIP POSITIONS HELD

National Association of Veterinary Technicians in America

(NAVTA)- Board of Directors: President-Elect (2021), President (2022)
Immediate-Past President (2023/2024)

Coalition for the Veterinary Professional Associate- Board Member;
Legislative Committee

Indiana Veterinary Technician Association- Executive Board:
President-Elect (2023, 2024) President (2025,2026)

Arkansas Veterinary Technician Association- Executive Board;
Director of Marketing (2016-2019), NAVTA State Representative (2017,
2018), Acting President (2019-2020)

Animal Emergency Fund- Executive Board; President (2024)

NAVTA District 8 Representative-(2019, 2020)

AAVSB EXPERIENCE

2024 AAVSB Annual Meeting Attendee

MEMBER BOARD EXPERIENCE

Indiana Board of Veterinary Medicine- Board Member: initial term
(2022–2026)

Publications

Currently under contract
with:

Wiley Publishing

Textbook:

***“Diagnostic Imaging for
Veterinary Technicians and
Nurses”***

*Author: Ashli Selke RVT,
CVT*

Co-author: Crystal
Schaeffer MVCC, BS, RVT

Due for mass publication
Fall 2025



Indiana Board of Veterinary Medicine

Mike Braun, Governor

Kyle Shipman, DVM, State Veterinarian

Indiana Board of Veterinary Medicine

Discovery Hall, Suite 100

1202 East 38th Street

Indianapolis, IN 46205-2898

Phone: 317/544-2409

Email: VetBoard@VetBoard.in.gov

May 20, 2025

AAVSB Nominating Committee
American Association of Veterinary State Boards
Online Submission

Subject: Nomination of Ashli Selke, RVT, CVT for Elected Director - AAVSB Board of Directors

Dear AAVSB Nominating Committee,

It is with great appreciation and thoughtful consideration that the Indiana Board of Veterinary Medicine nominates Ashli Selke, RVT, CVT, for the American Association of Veterinary State Boards (AAVSB) Board of Directors.

As a current member of the Indiana Board of Veterinary Medicine, Ms. Selke has demonstrated her commitment to the advancement and regulation of the veterinary profession. Her insights as an RVT, coupled with her leadership experience at both national and state levels, make her a well-qualified candidate to contribute significantly to the AAVSB's mission. Her ability to lead and influence at these levels underscores her capacity for strategic thinking, collaborative engagement, and effective governance – qualities that are crucial for the AAVSB Board of Directors.

Furthermore, Ms. Selke's proactive involvement in legislative affairs and public policy advocacy aligns with the AAVSB's goal of supporting and advancing veterinary medicine regulation. Her creation of NAVTA's Government Relations Committee highlights her experience in navigating complex regulatory landscapes and advocating for the needs of veterinary professionals.

In conclusion, the Indiana Board of Veterinary Medicine believes that Ashli Selke's extensive experience in leadership, advocacy, and regulation, coupled with her dedication to the veterinary technician profession, make her a notable candidate for the Director position. We are confident that her unique perspective and proven abilities will be an asset to the AAVSB Executive Board.

Sincerely,

Jerry Rodenbarger, DVM,

Chairperson
Indiana Board of Veterinary Medicine

JESSICA SEWELL, MVCC, BAS, LVT, CVT, RVT, LVMT, CPhT



GENERAL INFORMATION

Education: Lincoln Memorial University's College of Veterinary Medicine
Master of Veterinary Clinical Care
St. Petersburg College
Bachelor of Science, Veterinary Technology, *cum laude*
Gwinnett Technical College
Associate of Applied Science, Veterinary Technology

Employment: Relief LVT, Atlanta Humane Society

License: Georgia

MEMBER BOARD SERVICE

GEORGIA STATE BOARD OF VETERINARY MEDICINE

Dates Appointed to Board

- 2021 – Present

Board Service

- 2024 – Current: President
- 2021 – Current: Member

AAVSB SERVICE

- 2022 – 2025: PAVE for Veterinary Technicians Committee
- 2022 - 2023: VTNE Job Analysis Committee/Subject Matter Expert

Jessica M. Sewell MVCC BAS LVT CVT RVT LVMT CPhT

680 Hunters Creek Road

Toccoa, GA 30577

404.372.5619

jessicamsewellvt433@gmail.com

QUALIFICATIONS:

Seasoned credentialed veterinary technician with a strong history of success and ongoing professional development. Possesses advanced skills in veterinary nursing and excels in collaborating effectively with others. Demonstrates critical and innovative thinking abilities. Recognized as a subject matter expert focusing on career pathing, leadership, team development, mentoring, coaching, and regulatory affairs.

WORK EXPERIENCE:

- 03/21 – Present** **Georgia State Board of Veterinary Medicine**, Macon, GA
LVT, President/Chair, Member, Investigative Committee Chair, Rules Committee Alternate, Continuing Education Cognizant
- 01/13 – Present** **Atlanta Humane Society**, Atlanta, GA
Relief LVT for high-volume, low-cost spay/neuter clinic
- 8/06 – 5/07** **Auburn University, Small Animal ICU**, Auburn, AL
LVT, ICU Supervisor, full-time, on-call
Including but not limited to supervision and instruction of staff, veterinary students, and interns; arterial and central line placement and management; Speaker and advanced nursing procedures wet lab instructor at Annual Critical Care CE Program
- 1/05 – 6/05** **Athens Technical College**, Athens, GA
Adjunct instructor for Veterinary Technology Program, temporary
- 1/05 – Present** **VCA**, Los Angeles, CA
CVT, LVMT, LVT RVT, CPhT, National Director of Career Progression, Regional Technician Director (supported 12 states, approximately 100 primary care and specialty hospitals), Hospital Manager, Technician and Assistant Supervisor, full-time, on-call
- 7/04 – 9/05** **Athens Veterinary Surgery Center**, Athens, GA
RVT, Anesthesia/Technical Supervisor, full-time
Including but not limited to training and supervision of staff and veterinary students.
staff scheduling
- 1/03 – 7/04** **Lilburn Animal Hospital**, Lilburn, GA

RVT, full-time

EDUCATION:

- 08/22 – 12/23 **Master of Veterinary Clinical Care (MVCC)**
Lincoln Memorial University's College of Veterinary Medicine, Harrogate, TN
- 07/09 – 12/11 **Bachelor of Science in Veterinary Technology (BAS)**
cum laude, clinical and hospital management track
St. Petersburg College, St. Petersburg, FL
- 09/01 – 06/03 **Associate of Applied Science in Veterinary Technology (AAS)**
Gwinnett Technical College, Lawrenceville, GA

ACCREDITATIONS:

AL LVT, 05/22-Present, 523
TN LVMT, 03/22-Present, VT0000002256
MO RVT, 02/22-11/22 (expired), 2022006065
CPhT, 12/21-Present, 30186819
Certified Compassion Fatigue Professional, 11/21-11/23 (expired)
QPR Gatekeeper, 11/21-Present
AAVSB Veterinary Care Elite, 10/21-12/23 (program discontinued), ID 40631448
SC RVT, 10/21-Present, 3223
KS RVT, 12/20-Present, 1664
NC RVT, 07/20-Present, 3137
VA LVT, 05/20-Present, 0302003472
FL CVT, 10/2019-Present, 4904
AL LVT, 09/06-01/10, 523
GA LVT, 08/03-Present, VETT000433
Dean's List, Phi Theta Kappa International Honor Society

PROFESSIONAL ORGANIZATIONS:

National Association of Veterinary Technicians in America: Speaker, MVH Sponsored RACE CE, CULTURE OF SAFETY: FOR OUR PATIENTS AND OUR TEAMS; State Representative Committee Member, 2017-2019; Member since 2003

Georgia Veterinary Medical Association: Midlevel Practitioner Committee, 2024-Present, Technician Leveraging Committee, 2021-2024; Wellness Committee Member, 2020-2022

Florida Veterinary Medical Association: Affiliate member since October 2019

Florida Veterinary Technician Association: Member since October 2019

AVMA CVTEA: Accreditation Evaluation Site Team Member, 2015 and 2023

Georgia Veterinary Technician and Assistant Association: Current Vice President, Immediate Past President, conference speaker, former Continuing Education Coordinator, and Editor; attended meetings of Georgia State Board of Veterinary Medicine to participate in development of practice act for LVTs, 2004-2005, Member since 2001.

VOLUNTEER WORK:

American Association of Veterinary State Boards: VTNE Job Analysis Committee Member, PAVE for Veterinary Technicians Committee Member, Subject Matter Expert, 2022-2025

Gwinnett Technical College: Veterinary Technology Program Advisory Board Member, 2021-Present

Penn Foster: Co-Presenter with Dr. Rochelle Low, MVH Sponsored Webinar, CULTURE OF SAFETY, 2022; Veterinary Technology Program Advisory Board Member, 2016-Present

American Animal Hospital Association: VT Big Board Member (one of five nationally), 2014



The Office of Secretary of State
Professional Licensing Boards Division

Brad Raffensperger
Secretary of State

Todd Zandrowicz
Division Director

February 21, 2025

AAVSB Nominating Committee
12101 W 110th St
Suite 300
Overland Park, KS 66210

RE: Sponsorship of Jessica M. Sewell for AAVSB Director-at-Large Position

Dear AAVSB Nominating Committee,

I greet you on behalf and at the request of the Georgia State Board of Veterinary Medicine (hereafter "Georgia Board") to implore you to consider nominating Jessica M. Sewell, MVCC, BAS, LVT, CVT, RVT, LVMT, CPhT as a candidate for a Director-at-Large position on the Board of Directors of the American Association of Veterinary State Boards. Jessica is a licensed Veterinary Technician in the State of Georgia and has the distinct title of being not only the first veterinary technician appointed to the Georgia State Board of Veterinary Medicine (GSBVM) by Governor Brian Kemp but also the first veterinary technician to serve as Chair of the Georgia Board.

Jessica has proven her dedication to the profession as evidenced by her education and her years of experience. She has worked in veterinary emergency, specialty, and general practices in private, corporate, and academic settings. In addition, she serves as the President of the Georgia Veterinary Technician & Assistant Association (GVTAA), is the LVT liaison for the Georgia Veterinary Medical Association (GVMA), serves on various GVMA committees. She is an active member of the National Association of Veterinary Technicians in America (NAVTA), and volunteers on the American Association of Veterinary State Boards Program for the Assessment of Veterinary Education Equivalence (PAVE) for Veterinary Technicians committee. Jessica's input and insights have been invaluable to the Georgia Board and the veterinary community at large in ways that have enabled us to enhance public protection while elevating the role of veterinary technician in the provision of care.

The Georgia Board is in complete support of Jessica's desire to lend her skill, expertise, and keen sense of duty and responsibility to AAVSB. Please accept this correspondence as the official letter of sponsorship for Jessica's candidacy to become an AAVSB Board of Director. She supports AAVSB's mission as we do and will work diligently to fulfill it.

Sincerely,

A handwritten signature in blue ink that reads "Adrienne D. Price".

Adrienne D. Price
Executive Director
Georgia State Board of Veterinary Medicine
Phone: (470) 355-4568
Email: aprice@sos.ga.gov

THOMAS FELL, JR, DVM



GENERAL INFORMATION

Education: Auburn University
Doctor of Veterinary Medicine
University of West Florida
Master of Business Administration
Auburn University
Bachelor of Science in Forestry

Employment: DVM Relief Services

Licenses: Alabama

MEMBER BOARD SERVICE

ALABAMA STATE BOARD OF VETERINARY MEDICAL EXAMINERS

Dates Appointed to the Board

- 2021 – 2025

AAVSB SERVICE

THOMAS WILDON FELL, JR., DVM

6112 HAMPTON OAKS DRIVE

MOBILE, ALABAMA 36693

251-401-6907

EDUCATION:

One Health Certificate, College of Forestry, Wildlife and Environment, Auburn University, Auburn, Alabama, 2022

Doctor of Veterinary Medicine, Auburn University, Auburn, Alabama, 1981

Masters of Business Administration, University of West Florida, Pensacola, Florida, 1976

Bachelor of Science in Forestry (Honors Program), Auburn University, Auburn, Alabama, 1969

Additional Leadership Educational Opportunities

Inspector General Senior Officer Investigations Course, Robins Air Force Base, Georgia, 1994

Total Quality Management Course, Duke Field, Florida and Keesler Air Force Base, Mississippi, 1994

Air War College, Seminar Program, Keesler Air Force Base, Mississippi, 1993

Air Command and Staff College, Seminar Program, Maxwell Air Force Base, Alabama, 1983

Squadron Officer School, Maxwell Air Force Base, Alabama, 1976

WORK EXPERIENCE:

Short Notice/Short Term DVM Relief Services, Numerous Facilities in South Alabama, 2014-Present

Owner/DVM, Animal Medical Surgical and Emergency Centers, Inc., 2551 Dauphin Island Parkway, Mobile, Alabama 36605, 1983-2013

Veterinarian, Cottage Hill Animal Clinic, 3995 Cottage Hill Road, Mobile, Alabama 36693, 1981-1983

Chief Pilot and Supervisor of Off-Site Operations, Clark Aircraft Aerial Spray Division, Bay Minette Airport, Bay Minette, Alabama, 1973-1980

MILITARY SERVICE:

Vice-Commander, 914th Airlift Wing, Niagara Falls ARS, NY, 1997-1999

Assistant Chief, Operations Division, 10th Air Force, Ft Worth JRB Texas, 1995-1997

Special Assistant to Assistant Vice Commander, 10th Air Force, Bergstrom Air Reserve Station, Texas, 1994-1995

Commander, 53 WRS (Hurricane Hunters), Keesler Air Force Base, Biloxi, Mississippi, 1993-94

Aircraft Commander/Flight Commander, 815 AS/815 WS, Keesler Air Force Base, Biloxi, Mississippi, 1984-1993

Aircraft Commander, 357 TAS, Maxwell Air Force Base, Montgomery, Alabama, 1976-84

Aircraft Commander, Tactical Airlift and Gunships, 711 TAS/711 SOS, Duke Field, Florida, 1972-76

Forward Air Controller, DaNang AB, Republic of Viet Nam, 1971-72

Pilot Training, Columbus Air Force Base, Columbus, Mississippi, 1970

MILITARY RANK: Colonel, USAFR (ret)

MILITARY HONORS:

Legion of Merit

Distinguished Flying Cross (3 Oak Leaf Clusters)

Meritorious Service Medal

Air Medal (12 Oak Leaf Clusters)

Air Achievement Medal

Air Force Achievement Medal

PROFESSIONAL MEMBERSHIPS:

American Veterinary Medical Association

Alabama Veterinary Medical Association

Mississippi Veterinary Medical Association

Mobile-Baldwin Veterinary Medical Association

PROFESSIONAL HONORS:

Young Achiever Award, Auburn University College of Veterinary Medicine Alumni Council, 1991

BOARD MEMBERSHIPS:

Alabama State Board of Veterinary Medical Examiners, 2021 – Present

Alabama Veterinary Medical Association, Executive Board, 2014 – Present

Mobile Veterinary Medical Association, Executive Board, 2018 – Present

Kingswood United Methodist Church, Administrative Board 2012 - 2021

COMMUNITY ACTIVITIES, HONORS AND MEMBERSHIPS:

Kingswood United Methodist Church; Recipient of Louis F. Wilson Award

Crown Ministries; Life Group Seminar Leader

Christian Financial Concepts; Counselor

Air Force Association (Life Member)

Reserve Officers Association (Life Member)

Auburn Alumni Association (Life Member)

REFERENCES: Furnished upon request



Tammy S. Cargile
Executive Director

**ALABAMA STATE BOARD OF
VETERINARY MEDICAL EXAMINERS**
8100 SEATON PLACE – SUITE A, MONTGOMERY, AL 36130-5330

March 26th, 2025

American Association of
Veterinary State Boards
12101 W 110th Street – Suite 300
Overland Park, KS 66210

RE: Nomination Application for the ICVA Representative

Dear Nomination Committee,

The Alabama State Board of Veterinary Medical Examiners would like to submit and have for consideration our Board Member, Dr. Thomas W. Fell's nomination for the ICVA Representative-Licensed Veterinary Position.

Dr. Fell, as an ASBVME Board Member has shown impeccable leadership with a strong desire to not only serve and protect the consumers in the State of Alabama, but also to educate the public as well as other veterinary professionals on animal health and welfare. Dr. Fell is very passionate in the regards to licensed veterinary professionals being abreast of new medical procedures and educational material to assist in better serving and communicating with every client to insure a happy and healthy pet for many years to come.

This Board feels that Dr. Fell would be a huge asset to the ICVA, and would greatly appreciate the consideration for him to serve in the Licensed Veterinary Position.

Respectfully yours,

Tammy S. Cargile

Tammy S. Cargile
Executive Director

STEVEN MANYAK, DVM



GENERAL INFORMATION

Education: Western University of Health Sciences
Doctor of Veterinary Medicine
Flinders University of South Australia
Bachelor of Medicine, Bachelor of Surgery
University of California
Bachelor of Science in Microbiology

Employment: President & Lead Veterinarian,
Pine Animal Hospital & Integrative Wellness Center

Licenses: California

MEMBER BOARD SERVICE

CALIFORNIA VETERINARY MEDICAL BOARD

Dates Appointed to the Board

- 2024 – Current: Member
- 2023 – 2024: Subject Matter Expert

AAVSB SERVICE

STEVEN MANYAK, DVM
Position of Interest:
ICVA Representative
900 Pine Ave
Long Beach, CA 90813
(310) 498-5658
dr.steve@pineanimalhospital.com
License: CA 18135

EDUCATION:

Western University of Health Sciences, College of Veterinary Medicine Doctor of Veterinary Medicine	Pomona, CA 8/2006 - 5/2010
Flinders University of South Australia, School of Medicine Bachelor of Medicine, Bachelor of Surgery	Adelaide, SA 1/2002 - 1/2005
University of California Bachelor of Science in Microbiology	Davis, CA 9/1996 - 6/2000

WORK EXPERIENCE:

<u>California Veterinary Medical Board</u> <i>Member of Board of Directors</i>	Sacramento, CA 8/2024 - Current
<u>California Veterinary Medical Board</u> <i>Subject Matter Expert.</i>	Sacramento, CA 3/2023 – 8/2024
<u>Idexx Regional Thought Leaders</u> <i>Freelance Speaker & Article Writer.</i>	Westbrook, ME 2/2020 - Current
<u>Pine Animal Hospital & Integrative Wellness Center</u> <i>President & Lead Veterinarian.</i>	Long Beach, CA 6/2012 - Current
<u>Pacific Palisades Veterinary Hospital</u> <i>Associate Veterinarian.</i>	Pacific Palisades, CA 12/2011 – 8/2012
<u>Rose City Veterinary Hospital</u> <i>Associate Veterinarian.</i>	Pasadena, CA 6/2010 – 12/2011
<u>Advanced Critical Care – Los Angeles</u> <i>Veterinary Assistant.</i>	Culver City, CA Summer, 2007
<u>UCLA, David Geffen School of Medicine</u> <i>Staff Research Associate.</i>	Los Angeles, CA 1/2006 - 6/2007
<u>Cedars-Sinai Medical Center, Burns & Allen Research Institute</u> <i>Staff Research Associate.</i>	Los Angeles, CA 11/2000 - 1/2002

VOLUNTEER EXPERIENCE:

<u>The Veterinary Cooperative</u> <i>Chair & Member of Board of Directors</i> <i>Treasurer & Member of Board of Directors.</i>	Chicago, IL 1/2020 – 4/2025 1/2013 – 5/2015
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May 12, 2025

Dear AAVSB Nominating Committee:

The California Veterinary Medical Board (CVMB) respectfully nominates Dr. Steven Manyak as the open AAVSB veterinarian representative on International Council for Veterinary Assessments (ICVA).

Dr. Manyak is a well-respected small animal veterinarian who has practiced over 15 years in California and was appointed to the CVMB in July 2024. Dr. Manyak has been President and Lead Veterinarian at Pine Animal Hospital Inc. since 2012. Prior to attending veterinary school, Dr. Manyak attended medical school from 2021-2024 and took both US Medical Licensing Exams Part 1 and Part 2.

Dr. Manyak also served as a CVMB subject matter expert from March 2023 until he was appointed to the CVMB. As a subject matter expert, Dr. Manyak was exposed to multiple complaint cases where the standard of care was called into question. This unique perspective along with the extensive experience with several different medical board examinations allows Dr. Manyak to understand where veterinarians are currently struggling and make recommendations on potential examination improvements.

As an active practitioner with an interest in professional regulation, licensing standards and ensuring the quality and integrity of licensing examinations, Dr. Manyak will prove to be an invaluable member of the ICVA board.

For these reasons, the CVMB is proud to nominate Dr. Manyak as the AAVSB ICVA representative.

If you have any questions, please feel free to contact the Board's Executive Officer, Jessica Sieferman, at (916) 318-6241.

Sincerely,

Jessica Sieferman
Executive Officer

KARL SOLVERSON, DVM



GENERAL INFORMATION

Education: University of Wisconsin-Madison
Doctor of Veterinary Medicine
University of Wisconsin-Madison
Bachelor of Science in Biochemistry

Employment: Associate Veterinarian, West Salem Veterinary Clinic

Licenses: Wisconsin

MEMBER BOARD SERVICE

WISCONSIN VETERINARY EXAMINING BOARD

Dates Appointed to the Board

- 2022 – Current: Member
- Screening Committee, Credentialing Committee

AAVSB SERVICE

KARL SOLVERSON, D.V.M.
106 Monroe Street, Westby, Wisconsin, 54667 | solversonvet@yahoo.com | 608.634.3993

Karl Solverson, DVM

608 Cliffwood Ln, La Crosse, WI 54601; (608) 606-0857; karlsolverson@gmail.com

PROFESSIONAL EXPERIENCE

West Salem Veterinary Clinic, West Salem, WI: 06/2023-present

Associate Veterinarian, full time

- Associate Veterinarian with a progressive small animal veterinary clinic.
- Provide clients with veterinary care offering routine and wellness exams to pets with discussions about vaccinations, preventatives and any medications needed.
- Offer clients with diagnostic testing (bloodwork, UA, FNA) to help make a medical diagnosis and determine appropriate treatment plans.
- Routine and emergency surgeries, comprehensive dental care including dental radiographs and extractions as needed.

Central Animal Hospital, Onalaska, WI, 03/2020-05/2023

Associate Veterinarian, full time

- Associate Veterinarian with a AAHA accredited small animal hospital
- Provide clients with veterinary care offering routine and wellness exams to pets with discussions about vaccinations, preventatives and any medications needed.
- Routine and emergency surgeries, comprehensive dental care including dental radiographs and extractions as needed, abdominal ultrasonography, and emergency care.

SOLVERSON VETERINARY SERVICES, LLC, La Crosse, WI, 01/2005-present

Practice Owner and Large Animal Veterinarian part time

- Provide large animal veterinary care and personalized attention for livestock producers- conventional and organic of various sizes. Perform routine herd health (pregnancy checks, vaccination protocols, preventive health, and sick animal recommendations).
- As Owner of Veterinary practice: Provide supervision to entire staff of veterinary practice from associate veterinarian to kennel staff, Manage inventory, budget and payroll of veterinary practice

Five Cow Farm, LLC; Viroqua, WI 2024-present

- Owner/operator of small Angus beef cow/calf operation

Selected Coursework and Training

Western Veterinary Conference: Small animal Intermediate Abdominal Ultrasound training, 2021

Wisconsin Veterinary Medical Association Food Armor Certification, phase I and II, 2015

U.S.D.A. National Veterinary Accreditation Program-Category II Accreditation-2022, 2019

- Health certificates and import/export documentation; Animal Disease
- Antibiotic use and Veterinary Feed Directives; Animal Welfare
- Accreditation in Wisconsin, Iowa

KARL SOLVERSON, D.V.M.
106 Monroe Street, Westby, Wisconsin, 54667 | solversonvet@yahoo.com | 608.634.3993

Wisconsin Dept. of Agriculture, Trade, and Consumer Protection (DATCP)
Licensed to practice Veterinary Medicine
Wisconsin-2023; Iowa-2020

LEADERSHIP AND PROFESSIONAL AFFILIATIONS

Wisconsin Veterinary Examining Board-Veterinarian member, 2022-present

Screening committee, Credentialing Committee

University of Wisconsin-Madison School of Veterinary Medicine, Board of Visitors, 2016-present

Coulee Region Veterinary Medical Association, 2000-present

Wisconsin Veterinary Medical Association, 1999-present

- Member, 1999-present
- Executive Board, District Seven Representative, 2016-2019
- Executive Board, Executive Committee-Vice Chair, 2018-2019
- Food Armor Foundation-Board of Directors, 2017-2018
- Rural Veterinary Loan Repayment Program Task Force, 2024-2025

American Veterinary Medical Association, Member, 1999-present

American Association of Bovine Practitioners, Member, 1999-present

COMMUNITY AND VOLUNTEER SERVICE

Vernon County Fair, Meat Animal Sale Committee, 2004-present

YCQA Instructor for youth livestock exhibitors.

4-H Adult Leader participant in local 4-H club.

EDUCATION

UNIVERSITY OF WISCONSIN-MADISON, Madison, WI, May 1999

Doctor of Veterinary Medicine

UNIVERSITY OF WISCONSIN-MADISON, Madison, WI, December 1994

Bachelor of Science, Biochemistry



State of Wisconsin
Veterinary Examining Board

Governor Tony Evers
Dr. Alan Holter, DVM, Chair

May 20, 2025

Nominating Committee
American Association of Veterinary State Boards
1201 W. 110th Street Suite 300
Overland Park, KS 66210

Dear Nominating Committee,

The Wisconsin Veterinary Examining Board (WI VEB) is delighted to nominate one of its very own, Karl Solverson DVM, for the ICVA's Board of Directors position designated by the American Association of Veterinary State Boards (AAVSB).

As you can see from Dr. Solverson's resume, he has recent experience with both food animals and companion animals and he has a love for both community and professional service. He has served, or is serving, in multiple roles that support the veterinary profession, including roles with the University of Wisconsin's School of Veterinary Medicine, the Wisconsin Veterinary Medical Association, and more. I encourage you to review his resume for all of his numerous qualifications.

Dr. Solverson first came to the WI VEB in September of 2022 and has been an active member ever since. He serves on the screening committee, credentialing committee, and was recently appointed to the administrative rules committee. Dr. Solverson attended his first AAVSB annual conference in 2024, finding such value in the meeting that he has signed up to attend again in 2025, and is seeking nomination to further his participation with the AAVSB.

You can count on Dr. Solverson to do his homework and come prepared to the work. He is a valuable member of the WI VEB participating actively and providing pertinent input on topics under discussion.

The WI VEB thanks you for considering Dr. Karl Solverson as a nominee for the important role as the ICVA representative, veterinary position.

Sincerely,

Melissa Mace,
Executive Director for the
Wisconsin Veterinary Examining Board.



MEMORANDUM

To: Executive Directors & Registrars of the AAVSB Member Boards for Distribution
From: AAVSB Bylaws and Resolution Committee
Date: July 24, 2024
Subject: Resolution 2024-1

Before each Annual Meeting, resolutions can be submitted to be voted upon by the Delegate Assembly. As the attached Resolution Policy states, resolutions are reserved for important or complex issues that require greater formality than a standard motion.

This year, the AAVSB received one resolution which is attached for your review and distribution to your Delegates. The AAVSB Board of Directors submitted Resolution 2024-1 in compliance with the Resolution Policy.

The Bylaws and Resolution Committee recommends the Delegate Assembly pass Resolution 2024-1.

Attachments:

Resolution 2024-1
Resolutions Policy



RESOLUTION 2024-1

Submitted by: AAVSB Board of Directors

AAVSB Bylaws and Resolution Committee Suggestion: PASS

WHEREAS, the American Association of Veterinary State Boards (AAVSB) is a not-for-profit, 501(c)(3) organization whose membership is comprised of the governmentally created boards or agencies in the United States and Canada (Member Boards) delegated with the authority to regulate the practice of veterinary medicine and veterinary technology in the interest of public protection, and

WHEREAS, the authority of these Member Boards is established in the statutes enacted by the legislature of each jurisdiction, and

WHEREAS, all AAVSB Member Boards regulate the practice of veterinary medicine, and

WHEREAS, the AAVSB Member Boards acknowledge the important role veterinarians play in the health, safety and welfare of animals and human beings, and

WHEREAS, the AAVSB Member Boards acknowledge the important role veterinary technicians play in the health, safety, and welfare of animals and human beings by assisting veterinarians through engaging in delegated tasks, and

WHEREAS, the AAVSB Member Boards acknowledge the licensure requirements of veterinary technicians, including education and examination, recognize the knowledge, skills, abilities, and capabilities of veterinary technicians, and

WHEREAS, not all AAVSB Member Boards regulate veterinary technicians thereby leaving eligibility and competence determinations to the private sector.

THEREFORE BE IT RESOLVED THAT the Board of Directors of the American Association of Veterinary State Board (AAVSB) create a task force charged with identifying those AAVSB Member Boards that do not regulate veterinary technicians and

THEREFORE BE IT FURTHER RESOLVED THAT the task force be charged with working with those identified Member Boards that do not regulate veterinary technicians and explore the political, legal, and practical bases for why they do not regulate veterinary technicians and report its findings to the AAVSB Delegate Assembly at the 2025 Annual Meeting.



American Association of Veterinary State Boards

Policies & Procedures: Resolutions

OVERVIEW/POLICY

Resolutions should be reserved for important or complex issues that require greater formality than a standard motion, which is contained only in the minutes of Association meetings. AAVSB resolutions are written to stand alone, and typically contain rationale supporting the subject of the resolution. Because of their special nature, resolutions forwarded for consideration by the AAVSB Delegate Assembly will follow submission guidelines.

PROCEDURES

1. No less than 210 days before the date of the Annual Meeting, the Association office will forward a request for proposed resolutions to the Member Boards (Call for Resolutions).
2. Resolutions proposed by a Delegate, Alternate Delegate, or a Committee of the AAVSB, other than the Bylaws and Resolution Committee, shall be in writing and received at the Association office not less than 150 days prior to the Annual Meeting. Such resolutions shall be forwarded to the Bylaws and Resolution Committee within seven days after receipt in the Association office.
3. Resolutions proposed by the Bylaws and Resolution Committee shall be in writing and received at the Association office not less than 100 days prior to the Annual Meeting.
4. Resolutions proposed by the AAVSB Board of Directors shall be in writing and received at the Association office not less than 75 days prior to the Annual Meeting. Such resolutions shall be forwarded to the Bylaws and Resolution Committee within seven days after receipt in the Association office.
5. All resolutions will in some way reflect the AAVSB Mission and Goals and must include a fiscal note if the implementation of the resolution would require an expenditure of Association funds.
6. The Chief Executive Officer shall forward proposed resolutions to all Member Boards not less than 60 days prior to the date of the Annual Meeting.
7. All resolutions submitted to the Delegate Assembly for consideration will be accompanied by a recommendation from the Bylaws and Resolution Committee. That Committee shall attach the following recommendations to a resolution: "pass," "not pass," or "no recommendation."
8. A resolution may be introduced after the above deadlines if it pertains to an event of immediate concern to the Association which occurred after the deadline. The resolution must be submitted to the Bylaws and Resolution Committee not less than 24 hours before the beginning of the business session of the Annual Meeting.

Adopted by the AAVSB Executive Committee January 23, 2005; revisions approved by the AAVSB Board of Directors on January 5, 2018 and June 16, 2018.



MEMORANDUM

To: Executive Directors and Registrars of the AAVSB Member Boards for Distribution
From: AAVSB Bylaws and Resolution Committee
Date: May 6, 2025
Subject: Proposed Bylaws Amendments for 2025

The following are the three (3) proposed Bylaws amendments duly received at the Association office in accordance with the AAVSB Bylaws. This memo includes information on each proposed amendment and recommendations from the AAVSB Bylaws and Resolution Committee and the AAVSB Board of Directors.

The proposed changes are indicated in red on the enclosed Bylaws. The page number refers to the full Bylaws document. Delegates will vote on the proposed amendment in September at the 2025 AAVSB Annual Meeting & Conference being held in Cincinnati, Ohio.

PROPOSED AMENDMENT #1	
Location in Bylaws:	ARTICLE I through ARTICLE XIV - Comprehensive updates and a new article to the Bylaws document. <u>Modifications and letter are included in the attached document.</u>
Proposed by:	Kentucky Board of Veterinary Examiners (KBVE)
Bylaws & Resolutions Committee notes:	The KBVE submitted a comprehensive proposed amendment to the AAVSB bylaws as one document. A letter accompanied the proposals with an overview of the amendments. The KBVE elected to forward its letter and proposed amendment package directly to the Member Boards and Board of Directors prior to submitting the proposed Bylaws proposed amendment document to the Committee. The Committee stresses the importance of first communicating proposed amendments to the Committee for review and coordination between the Committee charge and proposed amendments and other Member Board amendments.

	<p>Such a process allows for clarifications and consistent language to be agreed upon with the proposer without affecting the intent of the proposer's amendments. Furthermore, notice to and use of the Committee promotes efficiencies at the Annual Meeting as such a coordinated effort diminishes overlap of amendments of additional proposed amendments.</p> <p>With that said, the Committee respects the rights of a Member Board to submit proposed amendments. The Committee did meet with representatives of the KBVE and its counsel to discuss the process and the fact that the Committee has been charged with and is undertaking a comprehensive review of the bylaws with the intent of submitting proposed amendments at the 2026 AAVSB Annual Meeting. The Committee suggested that the KBVE work with the Committee to undertake this comprehensive review and the Committee would use the KBVE amendments as one bases of its review. The Committee also noted that any issue not addressed to the satisfaction of the KBVE could form the basis for the KBVE to propose its own amendments. As of the date of this report, it appears that the KBVE has elected to have its comprehensive package go to the membership at the 2025 Annual Meeting.</p> <p>As a further note, the Committee started its comprehensive review in 2024 and communicated to Member Boards and Committees a request for seeking input on the current Association Bylaws with the intent to present proposed amendments in both 2025 and 2026 upon completion of its comprehensive review. That comprehensive review is ongoing.</p> <p>Related to its recommendation, the Committee feels that a comprehensive review of the bylaws should be undertaken by the Committee with input from the membership and not be the work product of one Member Board.</p>
<p><i>Recommendation(s):</i></p>	<p>The Bylaws and Resolution Committee does not support the proposed amendment.</p> <p>The AAVSB Board of Directors does not support the proposed amendment.</p>

Andy Beshear
Governor



John C. Park, DVM
Board Chair

KENTUCKY BOARD OF VETERINARY EXAMINERS

4047 Iron Works Parkway, Suite 104, Lexington, KY 40511

Office: 502-564-5433 • Fax: 502-695-5887

kbve.ky.gov • vet@ky.gov

January 31, 2025

Via email

AAVSB Member Boards and the AAVSB Board of Directors
American Association of Veterinary State Boards (AAVSB)
12101 West 110th Street, Suite 300
Overland Park, Kansas 66210

RE: AAVSB Bylaws – Proposed amendments

Dear AAVSB Member Boards and AAVSB Board of Directors:

The Kentucky Board of Veterinary Examiners (KBVE) respectfully submits the enclosed proposed Association Bylaws amendments for consideration. This cover letter is provided to explain the reasons for the proposed amendments.

The KBVE acknowledges the mission of the AAVSB is “to support and advance the regulation of veterinary medicine” and the vision to “provide comprehensive information and services to enhance the efficiency of veterinary regulation.”

Given this, the Kentucky Board is proposing some comprehensive updates to the Bylaws related to overall conformity, as well as new provisions to promote transparency regarding Association activities and to help curb the influence of private and special interest groups on the laws governing the practices of veterinary medicine. This is essential in the current legislative landscape for the professions governed by Member Boards.

The below points are not meant to summarize every proposed change to the Bylaws. The summary is instead meant to provide a high-level overview of the suggested amendments, some of which speak for themselves.

- **Article II: Purpose.** The AAVSB is a member-driven organization meant to provide critical services to regulatory bodies with a public protection mission. To fully advocate for each Member Board, the KBVE proposes that Article II be amended in a manner that recognizes the importance of the legislative environment in which each regulatory body operates and assists with federal, state, and provincial coalition building. In addition, given recent concerns of the Kentucky Board and the manner in which those concerns were both addressed and not



addressed by the Board of Directors, the KBVE proposes that the AAVSB adopt a mechanism for handling grievances in a manner that recognizes and respects the sovereign authority of each Member Board, and the important contributions of those jurisdictions as Members of this organization and in the regulation of the practice of veterinary medicine.

- **Article III: Definitions.** Although the KBVE has proposed revisions to the “Definitions” section, those revisions include some substantive amendments. For example, the proposed amendments include the provision of “Professional Members.” The KBVE has proposed inserting that defined term in certain sections of the Bylaws to ensure that participation in the AAVSB is primarily by seated regulators whose mission is public protection and enforcement of appropriate standards in the law. By defining “Professional Member” to include those persons currently serving a term or maintaining a seat on a Member Board, the KBVE proposed recognizing the central role of the regulatory bodies and the primary purposes of the AAVSB.
- **Article IV: Membership.** Currently, the Association Bylaws do not provide for the withdrawal of its Members. A Member Board may be terminated, but there is no provision for striking their name from the Membership of the Association or voluntarily end affiliation. For that reason, the KBVE has proposed the suggested language as a means to allow for the orderly withdrawal of a Member Board and to state the rights and responsibilities of the AAVSB and any individuals then holding an elected position within the AAVSB.
- **Article V: Delegate Assembly and Article VI: Delegate Assembly Meetings.** The Bylaws do not allow for jurisdictions to consult or conference with representatives from their own jurisdiction during Delegate Assemblies. This is a particular hinderance to Member Board understanding and informed voting. To address this issue, the KBVE has proposed amendments to Article V and Article VI, Section 6, with other conforming amendments throughout.
- **Article VII: Board of Directors and Officers – Executive Committee and Term Limits.** The proposed amendments include a specific provision outlining the authority of the Executive Committee and would require that the Board of Directors review and either approve, reject, or modify the action taken. This amendment will ensure adequate oversight of the Executive Committee and ensure that the Board’s authority is maintained at all times. Additionally, provisions are added regarding vacancies and term limits.
- **Article VII: Board of Directors and Officers – Removal.** Removal is a serious matter. Events in 2024, however, have demonstrated that the AAVSB’s Bylaws provide insufficient detail regarding the removal process. To ensure the AAVSB is transparent and professional in any initiative to remove an elected Director or Officer, and that Members and Directors are provided sufficient notice and opportunity to be heard, the KBVE has proposed the amendments contained in Section 8.
- **Article VIII: Board of Directors Meetings.** In keeping with the public meeting requirements of the majority of Member Boards, proposed revisions include regular and advance notifications to Member Boards for participation. Moreover, there are few issues of the BOD that should require executive session. Many of the AAVSB’s Member Boards

operate under laws and policies that recognize the public nature of the work they perform. For that reason, the AAVSB should similarly recognize the limited circumstances in which executive session is warranted, and should provide in open session, among other things, notice of those reasons for entering executive session and ratification of the decisions made within executive session.

- **New Article: Transparency.** Again, the AAVSB is comprised of regulatory bodies subject to transparency requirements. The AAVSB's Bylaws should similarly recognize a commitment to transparency. Thus, the KBVE has proposed an amendment introducing a new Article IX to include certain transparency requirements related to publications of the membership of its committees, resolutions, minutes, and attendance. Many of the proposed revisions throughout the document are similarly aimed at transparency, including, for example, the proposed requirement that the Board of Directors review all agreements and contracts prior to execution, as suggested in Article XII, Section 4.
- **Article X: Committees.** Because the AAVSB is a member-focused organization, the policies and direction of all Association committees should be steered by majority representation of Member Boards. KBVE additionally proposes the creation of a new Rules Committee to ensure that the Association, its leadership, and all committees adhere to the rules which govern the organization.

While reasoning has not been provided for all proposed amendments herein in the interest of concision, Kentucky is available to engage with any jurisdiction to provide additional information and facilitate transparent conversations for all Member Boards.

In closing, the Kentucky Board of Veterinary Examiners is thankful for the opportunity to submit these proposed amendments to the AAVSB's Bylaws. The KBVE believes these proposed amendments will improve the governance of the AAVSB and increase the transparency to which all Member Boards are committed.

Respectfully,

A handwritten signature in blue ink, appearing to read "John C. Park", is written over the typed name.

John C. Park, DVM
KBVE Chair

Edition: January 2025
@ <https://www.aavsb.org/about-us/governance>

AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS BYLAWS

ARTICLE I. NAME.

Section 1. Name.

The name of this organization is the American Association of Veterinary State Boards ("Association").

Section 2. Location.

The principle offices of the Association shall be located in such place or places as determined from time to time by the Board of Directors.

ARTICLE II. PURPOSE.

The objective of this Association is to aid regulatory boards of veterinary medicine in the protection of the public health and welfare. The Association shall achieve this by:

- a. Understanding key issues related to Member Boards and the legislative environments in which they operate.
- b. Assisting Member Boards with governmental relations and partnership building skills with federal, state, and provincial governments.
- ~~a.c.~~ Acting as a clearinghouse for research, collection and dissemination of information and ideas among Member Boards concerning legal regulation of the veterinary profession.
- ~~b.d.~~ Encouraging and aiding collaborative efforts among Member Boards to simplify and standardize licensing and certification processes for veterinarians and veterinary technicians.
- ~~e.e.~~ Representing the opinions of the Association in those matters related to the provision of veterinary services by interacting with other veterinary organizations; legislative, judicial, regulatory or executive governmental bodies; and with other groups or associations whose areas of interest may coincide with those of the Association.
- ~~d.f.~~ Providing assistance to Member Boards in fulfilling statutory, public, and ethical obligations in legal regulation and enforcement.
- ~~e.g.~~ Communicating with and advising the International Council for Veterinary Assessment (ICVA) on examination matters of relevance to Member Boards.
- ~~f.h.~~ Overseeing collection and dissemination of information regarding disciplinary actions taken by Member Boards.

- ~~g.i.~~ Identifying and promoting desirable and reasonable uniformity in practice standards and expected outcomes of veterinary education.
- ~~h.j.~~ Providing veterinary medical educational programs with statistical information about examinees' performances on the licensing and certification examinations, when requested, within the legal limitations regarding confidentiality of examinees.
- ~~i.k.~~ Credentialing and overseeing the qualifying process by which foreign-trained veterinarians and veterinary technicians become eligible for licensure, including consultation with parties of interest.
- l. Providing Member Boards with programs that assist them in meeting their responsibilities on licensure, registration, regulation, and enforcement regarding the practice of veterinary medicine and veterinary technology.
- ~~j.m.~~ Ensuring Member Boards have a pathway for grievances to be addressed amongst the body of Membership and with the Board of Directors regarding concerns with the Association or its leadership when those entities deviate from the purposes as established herein.

ARTICLE III. DEFINITIONS.

Section 1. Association.

"Association" shall mean the American Association of Veterinary State Boards (AAVSB).

Section 2. Board.

"Board" shall mean the governmental agency or provincial association empowered to credential and regulate the practice of veterinary medicine in any of the States and Commonwealths of the United States, its territories, the District of Columbia, and insular possessions of the United States, individual provinces of Canada, and additional comparable entities.

Section 3. Board of Directors.

"Board of Directors" shall mean the Board of Directors of the Association~~[American Association of Veterinary State Boards]~~. For clarity, the Board of Directors is referred to as the "AAVSB Board of Directors" or the "Board of Directors~~[-]~~" or "BOD".

Section 4. Member Board.

"Member Board" shall mean any Board as defined above which is duly accepted into the Association pursuant to these Bylaws. Member Boards shall pay annual Member Board dues as determined by the Board of Directors and approved by the Delegate Assembly.

Section 5. Associate Member.

“Associate Member” shall mean any individual who has previously served on a Member Board or served as the Affiliate Member for a Member Board for a period of at least two (2) years and who applies for ~~[and receives]~~ recognition from the Board of Directors. The BOD shall recognize all Associate Member applicants and a current list shall be published and made readily available to Member Boards. Associate Members shall pay reasonable and equal annual Associate Member dues as determined by the Board of Directors. Failure to pay annual dues shall be grounds for loss of Associate Member status.

Section 6. Affiliate Member.

“Affiliate Member” shall mean the current Executive Director/Executive Officer/Administrator/Registrar or other individual who holds a similar title or position with a Member Board. Each Member Board shall have only one Affiliate Member for the purposes of eligibility to serve on the AAVSB Board of Directors. Upon loss of position or title as Executive Director/Executive Officer/Administrator/Registrar, the Affiliate Member status shall immediately cease. Any such change in status shall not prohibit an individual from completing their terms of office or appointment in accordance with these Bylaws.

Section 7. Delegate.

"Delegate" shall mean a Professional Member~~[current member]~~ or Affiliate Member of a Member Board designated by the Member Board as its Delegate to the Association~~[AAVSB]~~ Delegate Assembly. Each Member Board may designate up to two (2) Delegates.

Section 8. Alternate Delegate.

"Alternate Delegate" shall mean a Professional Member~~[current member]~~ or Affiliate Member of a Member Board designated by the Member Board as an~~[its]~~ Alternate Delegate to the Association~~[AAVSB]~~ Delegate Assembly.

Section 9. Delegate Assembly.

"Delegate Assembly" shall mean the governing body that is comprised of Member Boards and their representatives as Delegates and Alternate Delegates.

Section 10. Licensed Veterinarian.

"Licensed Veterinarian" shall mean an individual authorized by a Board to practice veterinary medicine in that jurisdiction.

Section 11. Licensed Veterinary Technician.

“Licensed Veterinary Technician” shall mean an individual authorized by a Board to practice as a veterinary technician in that jurisdiction. This definition shall also include Certified

Veterinary Technicians (CVTs), Registered Veterinary Technicians (RVTs), and Member Board-credentialed veterinary nurses.

Section 12. Public Member.

"Public Member" shall mean a current member of a Board who is not, nor has ever been, a Licensed Veterinarian or Licensed Veterinary Technician.

Section 13. Professional Member.

"Professional Member" shall mean a person currently serving a term or maintaining a seat on a Member Board.

Section 14. At-large Member.

"At-large Member" shall mean any Affiliate Member, Associate Member, or Professional Member.

Section 15. Standing Conference Rules.

"Standing Conference Rules" shall mean those rules established by the Rules Committee which shall govern the proceedings of the Annual Meeting and Conference.

ARTICLE IV. MEMBERSHIP.

Section 1. Application.

Upon receipt of a written indication of interest in membership by a Board, the Chief Executive Officer will respond within 30 days with an application for membership.

Section 2. Admittance.

A Board, which qualifies for membership, may be admitted into the Association as a Member Board by the Board of Directors, after seeking comment and opinion from Member Boards.

Section 3. Rights and Privileges.

A Member Board that is current on its payment of membership dues and other applicable fees shall have all rights of membership, including the right to vote on all matters duly brought before the membership.

Section 4. Termination of Membership.

- a. Membership may be terminated at a meeting of the~~[an Annual]~~ Delegate Assembly when so ordered by an affirmative vote of a two-thirds majority of all Member Boards, that is as if the established quorum included all Member Boards. Written notice that termination is to be considered and the cause for the action shall be sent by the Secretary of the Association to all Delegates and to the Member Boards not less than 90 days prior to the meeting. The Member Board in question shall have opportunity to be heard, with representation by counsel, before a vote is taken.
- b. Upon termination, all rights of the Member Board as provided in these Bylaws shall cease.

Section 5. Voluntary Withdrawal of Membership from the Association.

- a. From time to time, a Member Board may seek voluntary withdrawal from the Association.
- b. A Member Board seeking to voluntarily withdraw its membership from the Association shall submit a letter of intent to the Board of Directors stating their intent to withdraw at least 150 days prior to a Delegate Assembly. The Secretary shall forward the letter of intent to the Member Boards not less than 120 days prior to the Delegate Assembly. The Member Board in question shall have opportunity to be heard at length at the first Delegate Assembly to be held following the timely receipt of the letter of intent, with representation by counsel, if so desired. Following the conclusion of the Delegate Assembly, the Member Board shall be stricken from the Association's Membership list and shall no longer retain the right to claim Membership in the Association and all rights of the Member Board as provided in these Bylaws shall cease on the date of the withdrawal.
- c. Upon the date of withdrawal, the Association shall no longer claim or list the Member Board as a part of the Association's Membership.
- d. At-large Members holding an elected or appointed position shall be eligible to complete their term, but shall not be eligible for re-election or re-appointment to any body of the Association or representing the Association until such time and if the Member Board seeks and is approved for reinstatement in accordance with Section 6.

Section 6 [Section 5]. Reinstatement.

-Reinstatement may be granted by the Association ~~[Board of Directors]~~ upon appropriate reapplication and by a majority vote of Membership at a Delegate Assembly ~~[compliance with all conditions set forth by the Board of Directors]~~. A former Member Board may submit a written request for reinstatement to the BOD. The Secretary shall forward the letter of request to the Member Boards not less than 120 days prior to the Delegate Assembly. Individuals representing the former Member Board may be present at the Delegate Assembly to present the case for reinstatement prior to the vote. A vote shall be held during the first day of the business meeting at the Delegate Assembly to determine if reinstatement shall be granted. Once reinstatement is confirmed by a vote of the Delegate Assembly, a Member Board shall immediately have full rights and privileges as a Member Board of the Association.

ARTICLE V. DELEGATE ASSEMBLY.

Section 1. Delegates.

Up to two (2) [The] Delegates for each Member Board shall be seated by the Secretary under the Standing Conference Rules [policies] established by the Rules Committee[Board of Directors], The Standing Conference Rules shall be provided to Member Boards at least 120-days in advance of the Annual Meeting[including the necessity to require an appropriate credential from the Member Board].

Section 2. Alternate Delegates.

Each Member Board shall have the right to designate one (1)[an] Alternate Delegate to act on its behalf in the event of the absence of one or both [the] Delegates and under the Standing Conference Rules [policies established by the Board of Directors].

Section 3. Delegate Assembly Authority.

The Delegate Assembly may take such action, not in conflict with the Association Articles of Incorporation or these Bylaws, as it deems necessary, expedient or desirable to fulfill and implement the Association's stated purposes. The Delegate Assembly shall provide direction for the Association by Member Board participation, through the election of representatives, and through the resolution process.

ARTICLE VI. DELEGATE ASSEMBLY MEETINGS.

Section 1. Annual Delegate Assembly.

The Annual Delegate Assembly shall be held yearly at a time and place to be determined by the Board of Directors. All continuing education provided during the Annual Delegate Assembly Meetings shall comply with the current Association[AAVSB] RACE Standards.

Section 2. Educational Meeting.

In addition to its Annual Delegate Assembly, the Association may hold an Educational Meeting at a time and place to be determined by the Board of Directors. No Association business shall be conducted at the Educational Meeting, unless the Board of Directors notifies Delegates, Alternate Delegates, and all Member Boards of the necessity to conduct business in accordance with the required time lines for notice of the meeting.

Section 3. Special Meeting.

Special Meetings of the Delegate Assembly may be called by the President at any time with the approval of a majority of the Board of Directors. The President must call a Special Meeting if and when the Secretary receives written request thereof from at least one-half of the Member Boards of the Association.

Section 4. Notice and Agenda.

The Secretary of the Association shall send notice and a proposed agenda for all Annual Delegate Assemblies, Educational Meetings, and Special Meetings to all Member Boards at least 60 days prior to the meeting date. The agenda for ~~a~~the Annual Delegate Assembly shall be presented to the Delegate Assembly at the commencement of the meeting, and, with the exception of the elections, may be revised by an affirmative vote of a majority of Member Boards present.

Section 5. Quorum and Voting.

In order to conduct business at any meeting of the Delegate Assembly, a quorum must be established consisting of the presence and seating of at least a majority of all Member Boards. Assuming the presence and seating of a majority of Member Boards as referenced above, the total number of Member Boards in attendance shall constitute the quorum. Unless otherwise required by applicable law, Association~~[AAVSB]~~ Articles of Incorporation, these Bylaws, or Robert's Rules of Order, all matters brought to a vote shall require an affirmative vote of a majority of the quorum for adoption. In the absence of representation of a majority, those Member Boards in attendance shall have the authority to adjourn the meeting by a majority vote.

Section 6. Participation.

A Member Board is entitled to be represented by a single vote on each issue put to a vote before the Delegate Assembly. Available voting options at a minimum shall be Yay, Nay, or Abstention. Member Boards shall vest the right to vote in their Delegates and Alternate Delegates. Voting by proxy is prohibited. Delegates, Alternate Delegates, all members and employees of Member Boards, Associate Members, Affiliate Members, and all members of Association committees shall have the privilege of the floor at all Delegate Assembly meetings. Only seated Delegates and seated Alternate Delegates are eligible to make and second motions and to vote on matters put forth to the Delegate Assembly.

Each Member Board may seat up to two (2) Delegates or one (1) Delegate and one (1) Alternate Delegate together for each business portion of the Annual Meeting and they shall represent their jurisdiction and be empowered to speak with each other and together represent the Member Board during the meeting.

Section 7. Parliamentary Authority.

The rules contained in the most current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not

inconsistent with these Bylaws and any special rules of order the Delegate Assembly ~~[Association]~~ may adopt. The Rules Committee shall ensure proper adherence to the rules.

Section 8. Records.

The Association shall keep accurate and complete minutes of all business meetings of the Delegate Assembly, and shall make these minutes available to any Member Board for any proper purposes ~~[at any reasonable time]~~.

Section 9. Notification.

Following the Annual Meeting, the Association shall within 30 days of the conclusion of the meeting send notice to Member Boards of the results of the elections, changes to the Bylaws, outcome of all votes, adopted resolutions, proclamations, or any special rules.

ARTICLE VII. BOARD OF DIRECTORS AND OFFICERS.

Section 1. Composition.

There shall be ten (10) members of the Board of Directors including four (4) Officers and six (6) Directors at Large.

The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. ~~[The Officers may, at times be collectively referred to as the Executive Committee.]~~ Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of four (4) licensed veterinarians, (2) Licensed Veterinary Technicians, two (2) Affiliate Members -- one (1) of whom shall not be a licensed veterinarian or veterinary technician, and two (2) Public Members ~~[at least six Licensed Veterinarians and one Affiliate Member]~~. The Chief Executive Officer shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors and shall not be considered an Officer as identified above.

Section 2. Qualifications.

a. Officers

To be eligible to serve as an Officer, a candidate shall when nominated and elected be currently serving on the Board of Directors, or be a Professional Member~~[member]~~ of a Member Board, or be an Affiliate Member.

b. Directors at Large

To be eligible to serve as a Director at Large, a candidate shall when nominated and elected be currently serving on the Board of Directors or be a Professional Member~~[member]~~ of a Member Board or have served as a member of a Member Board as of June 1st of the year preceding the election year, or be an Affiliate Member.

If a Director ceases to meet the eligibility criteria stated above, such Board of Director member shall not be eligible to serve additional terms on the BOD[;] after completion of the current term~~[; be eligible to serve one additional term on the Board of Directors]~~.

Section 3. Elections.

The Board of Directors shall be elected annually or in accordance with Section 7 at a meeting of the [Annual] Delegate Assembly of the Association by the Delegates, either from nominations submitted by the Nominating Committee, or by nominations from the floor. Each Director shall assume office at the close of the Annual Delegate Assembly at which the member is elected and shall serve as specified in these Bylaws or until a successor is elected.

Section 4. Authority.

The Board of Directors shall manage the affairs and provide annual oversight to all contracts and programming of the Association, including the establishment of an annual budget for the Association and the transaction of all business for and on behalf of the Association as authorized under these Bylaws. The Board of Directors shall carry out the resolutions, actions, or policies as authorized by the Delegates, subject to the provisions of the Association Articles of Incorporation and Bylaws.

There may be a Chief Executive Officer employed by the Association who shall be hired by the Board of Directors and who shall work under such terms, conditions and standards as the Board of Directors shall, from time to time, establish. The Chief Executive Officer shall act as the administrative officer for the Association and shall be reviewed annually at a minimum~~periodically~~ by the Board of Directors. The Chief Executive Officer shall report to and be accountable to the Board of Directors.

Section 5. Duties of Officers.

The duties of the Officers of the Association shall be those which usually pertain to such offices.

Section 6. Executive Committee.

The Executive Committee of the Board of Directors shall be comprised of the President, President-Elect, Treasurer, and Secretary. The Executive Committee shall only take up matters between meetings of the Board of Directors in order to facilitate necessary operations and decision making of the Association. All meetings of the Executive Committee shall be reported to the Board of Directors at the next meeting of the BOD. All decisions of the Executive Committee shall be reviewed by the Board of Directors at the next meeting of the BOD, and either ratified or amended by a majority vote of a quorum of the BOD.

Section 7. Terms.

For purposes of these Bylaws, the offices of Immediate Past President, President, and President-Elect shall be considered one (1) term. The terms of the Board of Directors shall be as follows:

- a. Immediate Past President. The Immediate Past President shall serve a one (1) year term automatically following the term as President. The Immediate Past President shall only vote on matters before the Board of Directors to break a tie. In the event of a vacancy, the President shall have the option to nominate a former Past President who held office in the last five (5) years to fill the vacancy, and have the nomination confirmed by a majority vote of the Board of Directors.
- b. President. The President shall serve a one (1) year term automatically following the term as President-Elect. In the event of a vacancy, the President-Elect shall succeed to the Presidency to fill the unexpired term and may, thereafter, complete the President's term.
- c. President-Elect. A President-Elect shall be elected at a meeting of the [Annual] Delegate Assembly to serve a one (1) year term and shall automatically succeed to the office of President and, thereafter, the office of Immediate Past President. Thus, the President-Elect office is a three (3) year commitment, one year as President-Elect, one year as President, and one year as Immediate Past President and is limited to one elected term. In the event of a vacancy, the President ~~[in consultation with the Board of Directors]~~ may appoint the office of President-Elect with approval of the majority of the Board of Directors. In any event and under these circumstances, at the next [Annual] Delegate Assembly, there shall be an election for both President and President-Elect.
- d. Treasurer. A Treasurer shall be elected at a meeting of the [Annual] Delegate Assembly to serve a term of two (2) years. In the event of a vacancy, the Treasurer position shall be appointed by the President in consultation with the Board of Directors until the next [Annual] Delegate Assembly at which time an election shall be held. ~~[The Treasurer shall serve no more than two (2) consecutive terms.]~~
- e. Directors at Large. Directors at Large shall be elected at the Annual Delegate Assembly to serve two (2) year terms. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Director at Large position until the next [Annual] Delegate Assembly at which time an election shall be held to fill the unexpired term. ~~[Directors at Large shall serve no more than two (2) consecutive terms.]~~
- f. Limitations:
 - i. One Seat. No member of the Board of Directors shall hold more than one seat on the Board of Directors at any time. ~~[Any person appointed or elected to fill an unexpired term of less than one (1) year for Treasurer or Director at Large may be eligible for election to the same position for two additional consecutive terms after completion of the unexpired term. If the unexpired term is more than one (1) year, the person may be eligible for one additional consecutive term.]~~
 - ii. President or President-Elect. Individuals shall serve no more than one (1) term of President or President-Elect.

- iii Treasurer. Individuals shall serve no more than two (2) full terms as Treasurer. Any person appointed or elected to fill an unexpired term of more than one (1) calendar year for Treasurer may be eligible for only one (1) additional term.
- iv Directors. Individuals shall serve no more than three (3) full terms as a Director. Any person appointed or elected to fill an unexpired term of more than one (1) calendar year for Director may be eligible for election to the same position not to exceed the full-term limits established in this paragraph.
- g. In the event the position of President-Elect or President is vacated,
 - i Within five (5) calendar days of a vacancy the Secretary shall send notice to all Member Boards and seek candidates from the Member Boards to fill the position.
 - ii Nominees shall be submitted from Member Boards within 30 calendar days of the Secretary's notice.
 - iii The Nominating Committee shall have 10 calendar days to verify the eligibility of the submitted candidates and report back to Member Boards on the slate for the vacant position(s).
 - iv No later than 30 calendar days after notice is issued from the Nominating Committee, the Secretary shall accept either a virtual or in-person vote from a quorum of Member Boards to select the candidate for the vacant position(s) of President-Elect or President. Virtual votes may be submitted only by a Member Board Delegate or Alternate Delegate, and only one (1) vote shall be counted from each Member Board. A virtual vote shall allow for a 10-day window to establish a quorum and tally the submitted Member Board votes.
 - v Following the close of the election, the Secretary shall immediately report to Member Boards the results of an in-person election or within one (1) business day of a virtual election.
- h. In the event of any vacant position being appointed, notification and an explanation of the change shall be made to the Member Boards within 30 days.
- ~~f.i.~~ In the event of a national or local state of emergency, the Board of Directors shall defer to Continuation of Governance Policy as established first by Robert's Rules of Order, current revised edition, or, in the event Robert's Rules are silent, by Policy as established by the Rules Committee and confirmed by a majority vote of Member Boards. Lack of an approved policy in place shall be cause for elections to be held virtually within 30 days of the typical Annual Meeting time. Member Boards may submit to the Secretary proposed changes to the Continuation of Governance Policy at least 120 days in advance of an Annual Meeting. Such a request shall require notice to Member Boards at least 90 days in advance of the next Annual Meeting and be cause for the proposed changes to appear before the Membership for a vote.

Section 7. Compensation.

Directors shall not receive compensation for services rendered, but shall be reimbursed for reasonable expenses incurred while carrying out their responsibilities.

Section 8. Removal.

A member of the Board of Directors may be removed from office for cause prior to the end of that member's term ~~[when, in the judgment of the Board of Directors or Delegate Assembly, the best interest of the Association would be served]~~. Removal shall not include any prohibition on the ability of that Director to be nominated by a Member Board in future elections. Further, the Board of Directors shall not impose other limitations or restrictions on the rights of a seated Director to participate in their role as a duly elected representative of Member Boards.

Removal shall require an affirmative vote of two-thirds of the Board of Directors, or two-thirds of the total number of eligible voting Delegates, and shall be determined as if all Directors or eligible voting Delegates were present. No absentee voting shall be permitted.

Procedures for removal shall be in conformity with Robert's Rules of Order, current revised edition in all cases to which they are applicable and in which they are not inconsistent with these Bylaws. In order to remove a seated Director, there shall be documented tangible evidence and a vote of no confidence for cause limited to one or more of the following reasons:

- a. Undisclosed conflict of interest which brings harm to the Association;
- b. Egregious breach of fiduciary duty;
- c. Non-participation;
- d. Violation of the Association Bylaws; or
- e. Illegal activities.

In the event of any Director being removed from the BOD, notification and an explanation of the removal shall be made to the Member Boards within 30 days.

ARTICLE VIII. BOARD OF DIRECTORS MEETINGS.

Section 1. Regular Meetings.

The Board of Directors shall hold meetings from time to time as deemed necessary to carry out its responsibilities to the Member Boards. At a minimum, the Board of Directors shall meet in conjunction with, and at the same place as the Delegate Assembly convenes for its Annual Delegate Assembly.

Section 2. Special Meetings.

The President may convene special meetings of the Board of Directors. The President shall convene special meetings within thirty (30) days of receiving a written request for such meeting from any three (3) members of the Board of Directors, or when the Secretary receives written request thereof from at least one-half of the Member Boards of the Association.

Section 3. Notice, ~~[and]~~ Agenda, and Meeting Materials.

Notice of the time, day, and place for any regular meeting of the Board of Directors shall be given to the Membership at least ninety (90) [thirty (30)] days prior to the meeting. Notice and tentative agenda for special meetings shall be given as soon as practicable but not less than 72-hours in advance. Directors shall be notified either by first class mail, overnight delivery service, facsimile, electronic mail, or hand delivery. All non-executive session materials shall be made available to Member Board Delegates, Alternate Delegates, and Affiliate Members at least five (5) business days prior to the meeting. Materials shall not be designated for executive session for the sole purpose of circumventing this provision.

Section 4. Participation.

Unless otherwise stated in these Bylaws or the Articles of Incorporation, Robert's Rules of Order, current edition, shall govern the proceedings of the BOD.

Unless prohibited by law, the Board of Directors may meet in any regular or special meeting conducted through the use of any means of communication by which all persons participating in the meeting can simultaneously communicate with each other during the meeting. Participation by such means shall constitute presence in person at a meeting.

Member Boards shall at a minimum be provided an opportunity to attend the meeting via virtual or telephonic means. Member Board Delegates and Alternate Delegates present at the meeting shall be provided a limited opportunity to comment on an agenda item to provide insight on the subject or correct misinformation.

Additionally, Member Boards may submit a request to address the BOD at least 30-days in advance of any regularly scheduled BOD meeting. The Secretary shall ensure the BOD is notified within 10 days of the request, and the Boards of Directors shall approve and agendaize the request no more than 60 days from receipt of the original notice. A reasonable amount of time shall be provided for the Member Board to be heard. The BOD may not motion to go into Executive Session during this time unless requested by the Member Board or in compliance with the provisions of Section 7.

Section 5. Quorum.

In order to conduct business at any meeting of the Board of Directors, at least a majority of voting members of the Board of Directors must be in attendance. In the absence of a majority, those Directors present shall have the authority to adjourn the meeting by majority vote.

Section 6. Voting.

Members of the Board of Directors shall be the only individuals entitled to [propose,] debate, vote, and otherwise participate in the decisions and motions at Board of Directors meetings. The act of a majority of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless an act of greater number is required by law, the Association Articles of Incorporation, [or] these Bylaws, or Robert's Rules of Order, current revised edition.

Section 7. Executive Session.

~~[The Board of Directors may meet in executive session only for discussion and resolution of personnel matters, legal matters, matters related to Member Board membership in the Association, and matters related directly to the security of the examination programs relevant to Association business.~~

All meetings of a quorum of the Board of Directors or Delegate Assembly at which any Association business is discussed or at which any action is taken by the Association, shall be meetings accessible and open to the Member Boards at all times, except for the following reasons which discussion may be held in executive session:

- a. Discussions or hearings which might lead to the appointment, discipline, or dismissal of the CEO or an Association employee. This exception shall not be interpreted to permit discussion of general personnel matters in secret;
- b. Discussions between the Association and a representative of a business entity concerning a specific proposal or contract, if open discussions would jeopardize the siting, retention, expansion, or upgrading of the business;
- c. Meetings which federal or state law specifically require to be conducted in privacy;
- d. Legal matters, limited to pending litigation, potential specific legal risks, and strategies for addressing specific legal challenges; and
- e. Matters related to a specific security incident of an examination program and associated investigative proceedings. This exception shall not be interpreted to permit the discussion of matters related to general security concerns in secret.

Except as provided in this Section, the following requirements shall be met as a condition for conducting executive sessions of the BOD:

- a. Notice shall be given in regular open meeting of the general nature of the business to be discussed in executive session, the reason for the executive session, and the specific provision of this section authorizing the executive session;
- b. Executive session may be held only after a motion is made and carried by a majority vote in open session;
- c. No final action may be taken during an executive session. In other words, final actions must be stated clearly and voted upon in the open session; and
- d. No matters may be discussed at an executive session other than those publicly announced prior to convening the executive session.

Section 8. Records.

The Board of Directors shall keep accurate and complete minutes of all meetings, and shall make these minutes available to any Member Board for any proper purposes at any reasonable time.

Section 9. Conflict of Interest.

“Conflict of interest,” as referred to herein, shall include, but not be limited to, any transaction by or with the Association in which a Board of Directors member has a direct or indirect personal interest, or any matter in which a Board of Directors member is unable to exercise impartial judgment or otherwise act in the best interest of the Association.

Any Board of Directors member who believes he or she may have such a conflict of interest shall so notify the Board of Directors prior to deliberation on the matter in question and the Board of Directors shall make the final determination as to whether the Board of Directors member has a conflict of interest in any matter. No member of the Board of Directors shall cast a vote, nor take part in the final deliberation in any matter in which the Board of Directors determines to be a conflict of interest. The minutes of the Board of Directors meeting shall reflect disclosure of any conflict of interest and the recusal of the interested Board of Directors member.

ARTICLE IX. TRANSPARENCY

The Association shall maintain transparency with Member Boards.

Section 1. Board of Directors Composition

Any changes to the seated Directors of the Board of the Association shall require notification by the Secretary to all Member Boards within 30 days of the change.

Section 2. Meeting Schedule.

The schedule of meetings for regular Board of Directors meetings shall be published and accessible to Member Boards in advance for an entire calendar year.

Section 3. Member Board Attendance at BOD Meetings.

Member Boards shall be provided the opportunity to attend all regular meetings and special meetings of the BOD via virtual or telephonic means.

Section 4. BOD Meeting Minutes.

All Board Meeting Minutes shall made available to Member Boards. Final approved minutes shall be provided to Member Boards within three (3) business days of approval. Minutes from the prior ten (10) years shall be available to Member Boards on a Member-Board-only secure access website or upon request by a Member Board within 30 days.

Section 5. Board of Directors Policies.

All Association BOD approved policies shall be made available to Member Boards on a Member-Board-only secure access website or upon request by a Member Board within 30 days.

New policies or modifications to policies shall be made available within ten (10) days of approval.

Section 6. Resolutions of the Association.

All Resolutions approved by the Delegate Assembly shall be made available on the Member-Board-only secure access website or upon request by a Member Board within 30 days. In the event a resolution requires action, an update on the status of the resolution shall be provided at the next Delegate Assembly.

Section 7. Committee Composition.

The Association shall provide a list of all Association Committees, task forces, ad hoc bodies, and any other Association subgroup and make them available to Member Boards on the Member-Board-only secure access website or upon request by a Member Board within 30 days. The list shall include a complete accounting of all group members, the Chairperson, Chair-elect, assigned Association staff, the BOD liaison, and all volunteers participating on the committee. The list shall also include the name, title, affiliation, jurisdiction of representation, Committee role, term of service, and term iteration for each person serving on the Committee.

Section 8. Member Board Feedback on Association Model Documents.

Member Boards shall have the right to provide public feedback on all publications representative of the Association, not limited to the Practice Act Model, model regulations, and guidance documents. The Member Board comment period shall occur prior to the document's public release.

- a. Following approval of the publication by the Board of Directors, the Association shall provide access to the proposed document to all Member Boards. The Association shall provide notice to each Member Board the document is available, and provide a 90-day comment period.
- b. A copy of each comment provided shall be presented to the Regulatory Policy Committee for their review and consideration of changes to the proposed publication. The Committee shall provide a Statement of Consideration (SOC) in response to each comment or grouping of similar comments, including the topic of the comment, a summary of the comment(s), and written response containing justification for the Committee's action or lack of action on each comment.
- c. The BOD shall review and vote on the SOC to approve or send back to Committee for additional changes.
- d. A copy of each final SOC shall be provided to the Member Boards no more than 90 days following the close of the public comment period.
- e. The final document shall be presented to the Delegate Assembly at the Delegate Assembly for discussion and voting prior to the public release of the document. Changes may be so ordered prior to publication by a 2/3 majority of the seated Delegate Assembly.

ARTICLE X. REPRESENTATIVES TO THE INTERNATIONAL COUNCIL FOR VETERINARY ASSESSMENT.

Section 1. Representatives.

There shall be a minimum of four (4) Association [AAVSB] Representatives to the International Council for Veterinary Assessment (ICVA) elected at the Association[AAVSB] Annual Meeting of the Delegate Assembly either from nominations submitted by the Nominating Committee or nominations from the floor. Upon election by the Association[AAVSB] Delegates, Association[AAVSB] Representatives to the ICVA shall assume their responsibilities at the first ICVA Board of Directors meeting following the expiration of the term of the ICVA Representative whom they are replacing.

Section 2. Duties.

The Representatives shall attend all meetings of the International Council for Veterinary Assessment and shall report to the Board of Directors following each International Council for Veterinary Assessment subcommittee meeting. The Representatives shall present the consensus opinions of the Association at such meetings and shall not vote in conflict with these Bylaws.

Section 3. Election.

Delegates at the Annual Delegate Assembly shall elect the Representatives at the Annual Delegate Assembly of the Association either from nominations submitted by the Nominating Committee or by nomination from the floor. Each Representative shall assume their [his or her] responsibilities at the close of the Annual Delegate Assembly at which elected and shall serve as specified in these Bylaws or until a successor is elected and qualified.

Section 4. Qualifications.

- a. Two (2) [Three] Representatives must, when nominated and elected, be Licensed Veterinarians currently practicing in public or private practice and be either (i) a member of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the ICVA within the previous year, or (iv) a current Associate Member.
- b. One (1) Representative must, when nominated and elected, be a Public Member and be either (i) a Professional Member [member] of a Member Board, or (ii) have been a member of the AAVSB Board of Directors within the previous year, or (iii) have been a member of the ICVA within the previous year, or (iv) a current Associate Member.
- c. One (1) Representative must, when nominated and elected, be an Affiliate Member

Section 5. Terms.

- a. The term of office shall be for a period of three (3) years.
- b. No Representative may serve more than three (3) consecutive terms.
- b.c. Terms shall be staggered so there is overlap of elected terms for continuity.

ARTICLE XI. COMMITTEES.

Section 1. Purpose and Accountability of Committees.

The Board of Directors shall create and annually review a Roles and Responsibilities document to govern the work of each committee established in the Bylaws, ad hoc body, task force, or other body (collectively, "Committees"). Each Committee shall report directly to the BOD at least quarterly on projects and progress. The Board of Directors shall govern all Association Committee work. Following initial establishment of a Committee, the terms may be phased in and shall be staggered.

Section 2. Nominating Committee.

There shall be three (3) members on the Nominating Committee. Two (2) members shall be elected at the Annual Delegate Assembly of the Association by a plurality of votes, either from nominations submitted by the Nominating Committee or by nominations from the floor. A candidate for the Nominating Committee shall when nominated and elected be a member of a Member Board or be an Affiliate Member or be a current Associate Member or is the chairperson of an Association committee. The members of the Nominating Committee shall have attended at least one (1) Delegate Assembly meeting prior to nomination or appointment.

The term of the elected members is two (2) years. The President shall appoint a third member of the Committee with approval from the Board of Directors whose term will be one (1) year. Nominating Committee members may not serve consecutive terms, but are eligible for reelection consistent with this Article XI, Section 2[4]. The President shall name the chair of the Committee with approval from the Board of Directors. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Nominating Committee member until the next Annual Delegate Assembly at which time an election shall be held to fulfill the unexpired term.

The Nominating Committee shall review the qualifications of the applicants, verify sponsors and references on all applications submitted, and shall submit to the Member Boards at least sixty (60) days before the Annual Delegate Assembly, a slate containing candidates for each position on the Board of Directors, the Nominating Committee and the International Council for Veterinary Assessment to be filled. The slate shall contain the names of all candidates who have been found to be eligible and their applications verified as accurate by the Nominating Committee. In determining the slate of candidates for the Board of Directors, the Nominating Committee shall make every effort to ensure at least a majority of candidates [Members-at-Large] are currently At-Large Members [members-of Member-Boards]. Persons serving on the Nominating Committee

shall be ineligible to be on the slate or elected to any position within the Association within their committee term.

Section 2. Registry of Approved Continuing Education (RACE) Committee.

There shall be at least five (5) members of the Registry of Approved Continuing Education (RACE) Committee. The President shall appoint with the approval of the Board of Directors and determine the tenure of all members of the RACE Committee taking into consideration the need for diverse representation, expertise and continuity. The RACE Committee shall oversee the development and implementation of the RACE program, which is intended to evaluate and approve providers and programs of continuing education in veterinary medicine. The RACE Committee shall routinely audit a minimum of 5% of annual RACE approvals to ensure conformity with the RACE Standards. The RACE Committee shall develop an enforcement plan for RACE program providers who fail to meet the standards of the program, and the plan shall be reviewed and approved by the BOD. The BOD shall ensure the implementation of a mechanism to carry out the enforcement of the RACE program to ensure RACE program quality and integrity, as well as confidence in its use by Member Boards.

Section 3. Program for the Assessment of Veterinary Education Equivalence (PAVE) Committee.

There shall be at least seven (7) members on the PAVE Committee. The President shall appoint with the approval from the Board of Directors and determine the tenure of all members of the PAVE Committee taking into consideration the need for diverse representation, expertise and continuity. The composition of the PAVE Committee shall be as follows:

- a. Four (4) members who are current members of Member Boards, Affiliate Members of AAVSB, or Associate Members,
- b. One (1) member recommended by the Association of American Veterinary Medical Colleges (AAVMC),
- c. One (1) member recommended by the American Association of Veterinary Clinicians (AAVC), and
- ~~e.d.~~ One (1) at large member.

The PAVE Committee shall oversee the development and implementation of the PAVE program, which is intended to assess the educational equivalence of graduates of veterinary schools located outside the United States and not otherwise accredited by an accrediting organization.

Section 4. Veterinary Technician National Examination (VTNE) Committee.

There shall be at least twelve (12) members on the Veterinary Technician National Examination (VTNE) Committee. The President shall appoint with the approval from the Board of Directors ~~[and determine the tenure of all members of the VTNE Committee]~~ taking into consideration the need for diverse representation, expertise and continuity. Members of the Committee shall serve for a three (3) year term and can be reappointed by the Board of Directors for a total of two (2) additional three (3) year terms. The composition of the VTNE Committee shall be as follows:

- a. Four (4) members at large,
- b. Two (2) members recommended by the Association of Veterinary Technician Educators (AVTE),
- c. Two (2) members recommended by the National Association for Veterinary Technicians in America (NAVTA),
- d. Two (2) members recommended by the Registered Veterinary Technologists and Technicians of Canada (RVTTC), and
- e. Two (2) members recommended by the AVMA's Committee on Veterinary Technician Education and Activities (CVTEA).

In order to provide diversity and expertise, the members of the VTNE Committee need not be Professional Members ~~[members of Member Boards]~~ or Affiliate Members of the Association~~[AAVSB]~~. The VTNE Committee shall be responsible for the development and administration of the Veterinary Technician National Examination (VTNE) and other related tasks as assigned by the Board of Directors.

Section 5. Bylaws and Resolution Committee (BRC).

There shall be at least five (5) members on the Bylaws and Resolution Committee, appointed by the President with approval from the Board of Directors. Members of the Committee shall serve for a two (2) year term and can be reappointed by the Board of Directors for one (1) additional two (2) year term. The BRC~~[Bylaws and Resolution Committee]~~ shall propose amendments to the Bylaws when it determines that such amendment is necessary, and shall receive and consider proposed amendments to the Bylaws and resolutions submitted in accordance with these Bylaws. ~~[The Committee shall receive and consider all resolutions submitted in accordance with Association policies.]~~

Section 6. Conference Committee.

There shall be at least six (6) members of the Conference Committee ~~[all]~~ appointed by the President with approval from the Board of Directors. The composition of the Conference Committee shall be as follows:

- a. Two (2) Licensed Veterinarians from Member Boards,
- b. Two (2) Affiliate Members~~[executive directors]~~ of Member Boards, and
- ~~a-c.~~ Two (2) licensed veterinary technicians, or Professional Members, or at large members.

Members of the Committee shall serve for a two (2) year term and can be reappointed by the Board of Directors for one (1) [an] additional two (2) year term. Members of the Committee shall elect a Chairperson. [The President will appoint the Committee chair with approval from the Board of Directors.] With the assistance of Association staff, the Conference Committee shall make site recommendations within the budget established by the Board of Directors, provide input regarding topics, speakers, and the overall program, assist with communications to potential registrants, serve as host of the meeting and special events, develop the conference evaluation and report findings to the Board of Directors. The Conference Committee, with assistance of the Association staff and leadership, shall take all reasonable steps necessary to ensure information provided during the Annual Conference complies with all Association established standards and provides balanced information that supports and advances the regulatory process and assists Member Boards in fulfilling their public protection missions.

Section 7. Finance Committee.

There shall be six (6) members on the Finance Committee. The President-Elect and Treasurer shall be members of the Committee, with the Treasurer as chairperson. One (1) member shall be elected by Member Boards for up to two (2) three (3) year terms. The President, upon approval from the Board of Directors, shall appoint the three (3)[four (4)] remaining members of the Committee who shall serve one (1) four (4) year term with no right of reappointment. The Finance Committee shall advise the Board of Directors on issues related to the use of the Association's assets to assure prudence and integrity of fiscal management and responsiveness to Member Boards' needs. The Finance Committee shall recommend financial policies which provide guidelines for fiscal management, and shall review and revise financial forecast assumptions and Association contracts. The Finance Committee shall notify the full Board of Directors regarding any potential conflicts of interest regarding contracts of the Association which may bring harm or go against the interests of Member Boards.

Section 8. Affiliate Members [Executive Directors] Advisory Committee (AMAC).

There shall be at least six (6) members on the Affiliate Members [Executive Directors] Advisory Committee. One (1) member must be a[the] Board of Directors' Affiliate Member. The remaining members shall be Affiliate Members [executive directors] of Member Boards and be appointed by the President with the approval from the Board of Directors. The President shall take[and determine the tenure of all members of the Committee taking] into consideration the need for diverse representation, expertise and continuity. Members of the Committee shall serve for a two (2) year term and can be reappointed by the Board of Directors for two (2) additional two (2) year terms. The AMAC shall annually elect its chairperson. The AMAC [Executive Directors Advisory Committee] shall provide board operational perspective to assist Association[AAVSB] staff and leadership, provide input for Association[AAVSB] programming that would benefit Member Boards [executive directors] and their staff, and serve as a think tank for existing and proposed programs that the Association[AAVSB] could improve, [or]develop, or discontinue to assist all Member Boards to be more efficient and effective. The Affiliate Members Advisory Committee shall make recommendations to the BOD regarding topics for the Annual Meeting, topics of legislative concern, concerns regarding conflicts of interest, and recommendations on needed areas of further research.

Section 9. Leadership Development Committee (LDC).

There shall be at least three (3) members of the [The] Leadership Development Committee, but no more than five (5) members. To ensure that Committee recommendations for Association positions serve the best interests of Member Boards, each committee member shall be either an Affiliate Member or a Professional Member. Members shall be appointed by the President with approval from the Board of Directors. The President shall use their best efforts to appoint individuals with a variety of experience and diverse backgrounds. Members of the Leadership Development Committee shall serve for a two (2) year term and can be reappointed for one (1) additional two (2) year term at the discretion of the President with approval from the Board of Directors. The LDC[Leadership Development Committee] shall annually elect its chairperson. The Leadership Development Committee shall be responsible for developing Member Board engagement opportunities with the Association[AAVSB], encouraging support of the Association[AAVSB] programs and services, and recruiting and recommending volunteers to the committees, task forces, and nominees to elected positions, including the Board of Directors. The Leadership Development Committee shall regularly report to the Board of Directors.

Section 10. Regulatory Policy Committee (RPC).

~~[-Regulatory Policy Committee.]~~ There shall be at least eight (8) members of the Regulatory Policy Committee all appointed by the President with approval from the Board of Directors. The composition of the Regulatory Policy Committee shall be as follows: Two (2) Licensed Veterinarians from Member Boards, one (1) Licensed Veterinary Technician, Two (2) Affiliate Members, and three (3) At-Large Members[at large members]. The President shall ensure that there is diverse species representation, including small animal, large animal, and equine practitioners at a minimum. Further, the President shall ensure that Professional Members and Affiliate Members comprise 2/3 majority of the Regulatory Policy Committee. Members of the RPC[Regulatory Policy Committee] shall serve for a three (3) year term and can be reappointed for one additional three (3) year term at the discretion of the President with approval from the Board of Directors. The RPC[Regulatory Policy Committee] shall annually elect its chairperson. The Regulatory Policy Committee shall be responsible for assessing contemporary practice modalities and reviewing and suggesting updates to Association[AAVSB] policy documents, including the Practice Act Model. The Regulatory Policy Committee shall regularly report to the Board of Directors. The Member Boards of the Association shall be afforded the opportunity to vote on each policy or model document produced by the Committee prior to the document's release.

Section 11. Rules Committee.

The Rules Committee shall be made up of five (5) members: three (3) members as recommended by the Leadership Development Committee and with approval from the Board of Directors, and two (2) members elected by Member Boards. The composition of the Rules Committee shall be as follows: one (1) duly elected Professional Member, one (1) duly elected Affiliate Member, one (1) appointed veterinarian, one (1) appointed licensed veterinary technician, one (1) appointed Public Member. Rules Committee members shall serve for a three (3) year term and can be

elected or reappointed for one (1) additional three (3) year term. The Rules Committee shall annually elect its chairperson. The Rules Committee shall be responsible for annually establishing the Standing Conference Rules and establishing and maintaining a Continuation of Governance policy in the event of a national or local emergency. The Rules Committee shall periodically and regularly review the Roles and Responsibilities and similar policy documents which detail responsibilities for the Board of Directors, the Association CEO, Executive Leadership, Board Liaisons, and the Finance Committee, and shall make appropriate recommendations for updates which shall be reviewed and approved by the Board of Directors. The Rules Committee shall develop a policy for appointment of elected positions that are vacated between the Annual Delegate Assembly for approval by the BOD. Further, the Rules Committee shall act to facilitate resolution for any disputes between the Association Member Boards and /or the Association.

Section 12. Ad-hoc Committees.

Ad-hoc committees may be established and appointed by the President as needed, with approval from the Board of Directors. The formation and purpose of an ad-hoc committee shall be announced to Member Boards within 30-days of establishment. Ad-hoc Committees shall be dissolved upon completion of the assigned purpose for which the committee was established. In the event an ad-hoc committee exists for five (5) or more years, the committee may be considered for inclusion in the Bylaws by a majority vote of Member Boards at a Delegate Assembly.

Section 13.~~[Section 12]~~. Committee Responsibilities to the Board of Directors.

All Association~~[AAVSB]~~ committees, whether referenced in these Bylaws or appointed on an ad-hoc basis shall report directly to and be responsive to the Board of Directors. With the exception of the Finance Committee, the President shall appoint a non-voting liaison from the Board of Directors to each committee. The BOD liaison shall attend meetings of the committee to which they are appointed.

Section 14~~[Section 13]~~. Committee Meetings.

All Association~~[AAVSB]~~ committees whether referenced in these Bylaws or appointed on an ad-hoc basis may meet in-person or by designated electronic means.

ARTICLE XII. FINANCES.

Section 1. Fiscal Year.

The fiscal year of the Association shall be the calendar year.

Section 2. Books and Reports.

The Association shall keep accurate and complete books and records of accounting, available for inspection by any Member Board at the principal office of the Association for any proper purposes at any reasonable time. The Treasurer shall report on the financial condition of the Association and all Association owned companies and subsidiaries at the Annual Delegate Assembly.

Section 3. Audit.

For each fiscal year, the Board of Directors shall appoint a licensed independent public accountant(s) to provide audited financial statements of the Association. Upon request, the Chief Executive Officer shall distribute to each Member Board a copy of the financial statements of the Association and the report of the auditor or auditors for each fiscal year.

Section 4. Contracts.

The Board of Directors may authorize any officer or officers or the Chief Executive Officer to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Association. The BOD shall review all contracts prior to entering into an agreement, and shall annually review Association contracts, their purpose, and their costs. There shall be no contractual provision which establishes secrecy of the contract's purpose from Member Boards.

Section 5. Checks, Drafts, or Orders.

All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness in the name of the Association shall be signed by such officer or officers, agent or agents of the Association and in such manner as shall from time to time be authorized by the Board of Directors.

Section 6. Deposits.

—————All funds of the Association shall be deposited from time to time to the credit of the Association in such bank, trust company, or other depository as the Board of Directors may select. The BOD may invest funds, and all investment returns shall become the property of the Association.

Section 7. Limitations of Expenditures.

The Association is limited to expending its funds for only those purposes which are recited in Article II of the Bylaws of this Association and for the purpose of hosting the Delegate Assembly and BOD meetings-

Section 8. Insurance.

At the discretion of the Board of Directors, the Association shall carry appropriate insurance.

Section 9. Revenue.

The Board of Directors shall submit to the Delegate Assembly for approval all proposals for revenue that would affect any monetary obligation of the Member Boards.

ARTICLE XIII. INDEMNIFICATION AND QUALIFICATION.

Section 1. Indemnification.

Subject to the limitations of this Article, the Association shall indemnify any person who was or is a party to or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Association) by reason of the fact that such person is or was a committee member, including the Board of Directors, or Officer of the Association, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with such action, suit or proceeding only if such person acted in good faith and in a manner reasonably believed to be in or not opposed to the best interest of the Association and, with respect to any criminal action or proceeding, had no reasonable cause to believe such conduct was unlawful. The termination of any action, suit or proceeding by judgment or settlement, condition or upon a plea of Nolo Contendere or its equivalent shall not, in and of itself, create a presumption that such person did not act in good faith and in a manner reasonably believed to be in or not opposed to the best interests of the Association and, with respect to any criminal action or proceeding, had reasonable cause to believe that such conduct was unlawful.

Section 2. Qualification.

Any indemnification under this Article shall be made by the Association only as authorized in the specific case upon a determination that indemnification is proper in the circumstances because such person has met the applicable standard of conduct set forth in this Article. Such determination shall be made by the Board of Directors consisting of members who are not parties to such action, suit or proceeding or, if such quorum is not attainable, a quorum of disinterested members.

ARTICLE XIV. AMENDMENTS AND RESOLUTIONS.

Section 1. Bylaws Amendment Proposals.

These Bylaws may be amended at any Annual Delegate Assembly. Any Member Board, any committee established in these Bylaws, or the Board of Directors may propose Bylaws amendments. With the exception of the Board of Directors, proposed amendments to the Bylaws shall be in writing and received at the Association office not less than two hundred and ten (210) days prior to the Annual Delegate Assembly. Such amendments shall be forwarded to the Board of Directors within seven (7) days after receipt in the Association office. Proposed amendments from the Board of Directors shall be in writing and received at the Association office not less than one hundred and fifty (150) days prior to the Annual Delegate Assembly. The Secretary~~Chief~~

~~Executive Officer~~] shall forward proposed amendments to all Member Boards not less than one hundred and twenty (120) days prior to the date of the Annual Delegate Assembly.

Section 2. Resolution Proposals.

Association Resolutions may be submitted for consideration and a vote of support at any Delegate Assembly. Any Member Board, any committee established in these Bylaws, or the Board of Directors may propose a Resolution. Such resolutions shall be forwarded to the Board of Directors within seven (7) days after receipt in the Association office. The Secretary shall forward proposed resolutions to all Member Boards not less than one hundred and twenty (120) days prior to the date of the next Delegate Assembly.

Section 3. Ratification.

Proposed amendments received in accordance with this Article shall be presented at the Annual Delegate Assembly and must receive an affirmative vote of two-thirds of the Delegates present and eligible to vote in order to be adopted.

The foregoing are the Bylaws of the American Association of Veterinary State Boards as amended in Louisville, Kentucky, 1996; Nashville, Tennessee, 2002; Kansas City, Missouri, 2005; Minneapolis, Minnesota, 2009; New Orleans, Louisiana, 2011; Seattle, Washington, 2012; St. Petersburg, Florida, 2014; Milwaukee, Wisconsin, 2015; Scottsdale, Arizona, 2016; San Antonio, Texas, 2017; Washington, D.C. 2018; St. Louis, Missouri 2019; Denver, Colorado 2021; Charlotte, North Carolina 2022; Kansas City, Missouri 2023; San Diego, California 2024; Cincinnati, OH 2025.



MEMORANDUM

To: Executive Directors and Registrars of the AAVSB Member Boards for Distribution
From: AAVSB Bylaws and Resolution Committee
Date: May 6, 2025
Subject: Proposed Bylaws Amendments for 2025

The following are the three (3) proposed Bylaws amendments duly received at the Association office in accordance with the AAVSB Bylaws. This memo includes information on each proposed amendment and recommendations from the AAVSB Bylaws and Resolution Committee and the AAVSB Board of Directors.

The proposed changes are indicated in red on the enclosed Bylaws. The page number refers to the full Bylaws document. Delegates will vote on the proposed amendment in September at the 2025 AAVSB Annual Meeting & Conference being held in Cincinnati, Ohio.

PROPOSED AMENDMENT #2	
Location in Bylaws:	<p>ARTICLE VII. BOARD OF DIRECTORS AND OFFICERS</p> <p><u>Modification and letter are included in the attached document.</u></p> <p>Proposed amendment reads as follows:</p> <p>Section 1. Composition</p> <p><u>Modification to terms to read:</u></p> <p>There shall be ten (10) members of the Board of Directors including four (4) Officers and six (6) Directors at Large.</p> <p>The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least six<u>three (3)</u> Licensed Veterinarians and one<u>three (3)</u> Affiliate Member. The Chief Executive</p>

	Officer shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors and shall not be considered an Officer as identified above.
<i>Proposed by:</i>	West Virginia Board of Veterinary Medicine
<i>Bylaws & Resolutions Committee notes:</i>	The current Bylaws allows for the Officers and Directors at Large to be comprised of more than one Affiliate Member if that member is also a Veterinarian and meets the current qualifications. The Committee discussed the importance of the composition of the Board of Directors be represented by veterinarians and veterinary technicians and, rather than mandating identified seats, prefers to allow the nomination and election process to address the wishes of the Delegates.
<i>Recommendation(s):</i>	<p>The Bylaws and Resolution Committee does not support the proposed amendment.</p> <p>The AAVSB Board of Directors does not support the proposed amendment.</p>

5509 Big Tyler Road, Suite 3
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WEST VIRGINIA BOARD OF VETERINARY MEDICINE

OFFICIAL MAIL SENT VIA EMAIL

February 5, 2025

Darren Wright, DVM, Chair
AAVSB Bylaws and Resolution Committee

RE: Call for Bylaws Amendment

At the WV Board of Veterinary Medicine "Board" meeting held on January 30, 2025, the Board moved to call for a AAVSB Bylaws Amendment to decrease the total number of Veterinarians and increase the total number of Affiliate Members on the AAVSB Board of Directors.

The Board's rationale to increase the number of Affiliate Members is listed below:

- Executive Directors/Registrars have expertise that only can be accomplished by being the source for all the operations of a licensing Board.
- Executive Directors/Registrars provide day-to-day oversight of the operations of the Board, ensuring resources are effectively allocated and operations are smooth and compliant.
- Executive Directors/Registrars have the experience to bring knowledge of years of history with legislation.
- Executive Directors/Registrars have experience of testifying before their general assemblies.
- Executive Directors/Registrars help develop, interpret, and implement policies and procedures that align with the Board's laws and mission.
- Executive Directors/Registrars have widespread knowledge of their state policy/guidelines.

The Board is requesting the below ByLaws amendment:

Page 6. Amend Article VII, Section 1. Composition

- Reduced the number of at least number of Licensed Veterinarians from 6 to 3
- Added the number of at least number of Affiliate Members from 1 to 3

There shall be ten (10) members of the Board of Directors including four (4) Officers and six (6) Directors at Large.

The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least ~~six~~ three (3) Licensed Veterinarians, ~~one~~ three (3) Affiliate Member. The Chief Executive Officer shall serve as an ex-officio non-voting member of the Board of Directors and shall not be considered an Officer as identified above.

Please feel free to reach out to me should you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patricia Holstein". The signature is fluid and cursive, with the first name "Patricia" being more prominent than the last name "Holstein".

Patricia Holstein
Executive Director

AMERICAN ASSOCIATION OF VETERINARY STATE BOARDS

BYLAWS

ARTICLE VII. BOARD OF DIRECTORS AND OFFICERS.

Section 1. Composition.

There shall be ten (10) members of the Board of Directors including four (4) Officers and six (6) Directors at Large.

The Officers shall be identified as President, President-Elect, Immediate Past President and Treasurer. The Officers and Directors at Large are collectively referred to as the Board of Directors. The Officers may, at times be collectively referred to as the Executive Committee. Notwithstanding any other provisions of these Bylaws, the Board of Directors shall be comprised of at least ~~six~~-three (3) Licensed Veterinarians and ~~one~~-three (3) Affiliate Member. The Chief Executive Officer shall serve as Secretary and as an ex-officio non-voting member of the Board of Directors and shall not be considered an Officer as identified above.



MEMORANDUM

To: Executive Directors and Registrars of the AAVSB Member Boards for Distribution
From: AAVSB Bylaws and Resolution Committee
Date: May 6, 2025
Subject: Proposed Bylaws Amendments for 2025

The following are the three (3) proposed Bylaws amendments duly received at the Association office in accordance with the AAVSB Bylaws. This memo includes information on each proposed amendment and recommendations from the AAVSB Bylaws and Resolution Committee and the AAVSB Board of Directors.

The proposed changes are indicated in red on the enclosed Bylaws. The page number refers to the full Bylaws document. Delegates will vote on the proposed amendment in September at the 2025 AAVSB Annual Meeting & Conference being held in Cincinnati, Ohio.

PROPOSED AMENDMENT #3	
Location in Bylaws:	ARTICLE X. COMMITTEES – Comprehensive updates. <u>Modifications are included in the attached document.</u>
Proposed by:	Bylaws and Resolutions Committee
Proposed group's notes:	Proposed revisions were made to provide consistency within the Committees and their functions. Article X is the first article the Committee reviewed and completed in its comprehensive review of the Bylaws which started in 2024 as a committee objective from the Board of Directors.
Recommendation(s):	The Bylaws and Resolution Committee supports the proposed amendment. The AAVSB Board of Directors supports the proposed amendment.

ARTICLE X. COMMITTEES.

Section 1. Nominating Committee.

The Nominating Committee shall review the qualifications of the applicants, verify sponsors and references on all applications submitted, and shall submit to the Member Boards at least sixty (60) days before the Annual Delegate Assembly, a slate containing candidates for each position on the Board of Directors, the Nominating Committee and the International Council for Veterinary Assessment to be filled. The slate shall contain the names of all candidates who have been found to be eligible and their applications verified as accurate by the Nominating Committee. In determining the slate of candidates for the Board of Directors, the Nominating Committee shall make every effort to ensure at least a majority of Members at Large are currently members of Member Boards.

There shall be three (3) members on the Nominating Committee.

Two (2) members shall be elected at the Annual Delegate Assembly of the Association by a plurality of votes, either from nominations submitted by the Nominating Committee or by nominations from the floor. The President shall appoint a third member of the Committee with approval from the Board of Directors whose term will be one (1) year. A candidate for the Nominating Committee shall when nominated and elected be a member of a Member Board or be an Affiliate Member or be a current Associate Member or is the chairperson of an Association committee. The members of the Nominating Committee shall have attended at least one (1) Delegate Assembly meeting prior to nomination or appointment.

The term of the elected members is two (2) years. The term of the appointed member is one (1) year. The President shall appoint a third member of the Committee with approval from the Board of Directors whose term will be one (1) year. Nominating Committee members may not serve consecutive terms, but are eligible for reelection consistent with this Article X, Section 1. The President shall name the chair of the Committee with approval from the Board of Directors. In the event of a vacancy, the President in consultation with the Board of Directors shall appoint the Nominating Committee member until the next Annual Delegate Assembly at which time an election shall be held to fulfill the unexpired term.

The Nominating Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.

A candidate for the Nominating Committee shall when nominated and elected be a member of a Member Board or be an Affiliate Member or be a current Associate Member or is the chairperson of an Association committee. The members of the Nominating Committee shall have attended at least one (1) Delegate Assembly meeting prior to nomination or appointment. Persons serving on the Nominating Committee shall be ineligible to be on the slate or elected to any position within the Association within their Committee term.

Commented [DT1]: Order for each section:

- 1.Role of Committee
- 2.Number of members
- 3.Method of Appointment
- 4.Term and number of terms
- 5.Chairperson selection and chairperson's term
- 6.Membership Qualifications

~~The Nominating Committee shall review the qualifications of the applicants, verify sponsors and references on all applications submitted, and shall submit to the Member Boards at least sixty (60) days before the Annual Delegate Assembly, a slate containing candidates for each position on the Board of Directors, the Nominating Committee and the International Council for Veterinary Assessment to be filled. The slate shall contain the names of all candidates who have been found to be eligible and their applications verified as accurate by the Nominating Committee. In determining the slate of candidates for the Board of Directors, the Nominating Committee shall make every effort to ensure at least a majority of Members at Large are currently members of Member Boards. Persons serving on the Nominating Committee shall be ineligible to be on the slate or elected to any position within the Association within their term.~~

Section 2. Registry of Approved Continuing Education (RACE) Committee.

The Registry of Approved Continuing Education (RACE) Committee shall oversee the development and implementation of the RACE program, which is intended to evaluate and approve providers and programs of continuing education in veterinary medicine.

_____ There shall be at least five (5) members of the ~~Registry of Approved Continuing Education (RACE)~~ Committee.

_____ The President shall appoint with the approval of the Board of Directors ~~and determine the tenure of all the~~ members of the RACE Committee taking into consideration the need for diverse representation, expertise and continuity.

The RACE Committee members shall serve a three (3) year term and can be reappointed to an additional three (3) year term.

The RACE Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.

~~The RACE Committee shall oversee the development and implementation of the RACE program, which is intended to evaluate and approve providers and programs of continuing education in veterinary medicine.~~

Section 3. Program for the Assessment of Veterinary Education Equivalence (PAVE) Committee.

The Program for the Assessment of Veterinary Education Equivalence (PAVE) Committee shall oversee the development and implementation of the PAVE program, which is intended to assess the educational equivalence of graduates of veterinary schools located outside the United States and not otherwise accredited by an accrediting organization.

_____ There shall be at least seven (7) members on the PAVE Committee.

_____The President shall appoint with the approval from the Board of Directors ~~and determine the tenure of all the~~ members of the PAVE Committee taking into consideration the need for diverse representation, expertise and continuity.

The PAVE Committee members shall serve a three-(3) year term and can be reappointed for an additional three (3) year term.

The PAVE Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.

_____The composition of the PAVE Committee shall be as follows:

- Four (4) members who are current members of Member Boards, Affiliate Members of AAVSB, or Associate Members,
- One (1) member recommended by the Association of American Veterinary Medical Colleges (AAVMC),
- One (1) member recommended by the American Association of Veterinary Clinicians (AAVC), and
- One (1) at large member.

~~The PAVE Committee shall oversee the development and implementation of the PAVE program, which is intended to assess the educational equivalence of graduates of veterinary schools located outside the United States and not otherwise accredited by an accrediting organization.~~

Section 4. Veterinary Technician National Examination (VTNE) Committee.

The Veterinary Technician National Examination (VTNE) Committee shall be responsible for the development and administration of the Veterinary Technician National Examination (VTNE) and other related tasks as assigned by the Board of Directors.

_____There shall be at least twelve (12) members on the ~~Veterinary Technician National Examination (VTNE)~~ Committee.

_____The President shall appoint with the approval from the Board of Directors ~~and determine the tenure of all members of the~~ members VTNE Committee taking into consideration the need for diverse representation, expertise and continuity.

The VTNE Committee members shall serve a three (3) year term and can be reappointed to an additional three (3) year term.

The VTNE Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.

_____The composition of the VTNE Committee shall be as follows:

~~Four (4) members at large,~~

Two (2) members recommended by the Association of Veterinary Technician Educators (AVTE),

Two (2) members recommended by the National Association for Veterinary Technicians in America (NAVTA),

Two (2) members recommended by the Registered Veterinary Technologists and Technicians of Canada (RVTTC), and

Two (2) members recommended by the AVMA's Committee on Veterinary Technician Education and Activities (CVTEA), and .

One (1) member recommended by the Canadian Veterinary Medical Association (CVMA) Animal Health Technology/Veterinary Technician Program Accreditation Committee (AHTVTAPAC),

and Three (3) members at large.

In order to provide diversity and expertise, the members of the VTNE Committee need not be members of Member Boards or Affiliate Members of AAVSB. ~~The VTNE Committee shall be responsible for the development and administration of the Veterinary Technician National Examination (VTNE) and other related tasks as assigned by the Board of Directors.~~

Section 5. Bylaws and Resolution Committee.

The Bylaws and Resolution Committee shall propose amendments to the Bylaws when it determines that such amendment is necessary, and shall receive and consider proposed amendments to the Bylaws submitted in accordance with these Bylaws. The Committee shall receive and consider all resolutions submitted in accordance with Association policies.

There shall be at least five (5) members on the Bylaws and Resolution Committee.

~~, appointed by the President. The President shall appoint~~ with approval from the Board of Directors the members of the Bylaws and Resolution Committee.

The Bylaws and Resolution Committee members shall serve a three (3) year term and can be reappointed to an additional three (3) year term.

The Bylaws and Resolution Committee shall annually elect its chairperson. The chair can be re-elected as their term allows.

~~The Bylaws and Resolution Committee shall propose amendments to the Bylaws when it determines that such amendment is necessary, and shall receive and consider proposed amendments to the Bylaws submitted in accordance with these Bylaws. The Committee shall receive and consider all resolutions submitted in accordance with Association policies.~~

Section 6. Conference Committee.

With the assistance of Association staff, the Conference Committee shall make site recommendations within the budget established by the Board of Directors, provide input regarding

topics, speakers, and the overall program, assist with communications to potential registrants, serve as host of the meeting and special events, develop the conference evaluation and report findings to the Board of Directors.

There shall be at least ~~six (6)~~ eight (8) members of the Conference Committee.

~~all appointed by~~ The President with approval from the Board of Directors shall appoint the members of the Conference Committee.

Members of the Committee shall serve for a two (2) year term and can be reappointed by the Board of Directors for an additional two (2) year term.

The Conference Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.

The composition of the Conference Committee shall be as follows:

Two (2) Licensed Veterinarians from Member Boards,
Two (2) Licensed Veterinary Technician or Public Member from Member Boards
Two (2) ~~executive directors of Member Boards~~ Affiliate Members, and
Two (2) at large members.

~~Members of the Committee shall serve for a two (2) year term and can be reappointed by the Board of Directors for an additional two (2) year term. The President will appoint the Committee chair with approval from the Board of Directors. With the assistance of Association staff, the Conference Committee shall make site recommendations within the budget established by the Board of Directors, provide input regarding topics, speakers, and the overall program, assist with communications to potential registrants, serve as host of the meeting and special events, develop the conference evaluation and report findings to the Board of Directors.~~

Section 7. Finance Committee.

The Finance Committee shall advise the Board of Directors on issues related to the use of the Association's assets to assure prudence and integrity of fiscal management and responsiveness to Member Boards' needs. The Finance Committee shall recommend financial policies which provide guidelines for fiscal management, and shall review and revise financial forecast assumptions.

There shall be six (6) members on the Finance Committee.

The President-Elect and Treasurer shall be members of the Committee, with the Treasurer as chairperson. The President, upon approval from the Board of Directors, shall appoint the four (4) remaining members of the Finance Committee.

Members of the Finance Committee who shall serve one (1) four (4) year term with no right of reappointment.

~~The Finance Committee shall advise the Board of Directors on issues related to the use of the Association's assets to assure prudence and integrity of fiscal management and responsiveness to Member Boards' needs. The Finance Committee shall recommend financial policies which provide guidelines for fiscal management, and shall review and revise financial forecast assumptions.~~

Section 8. ~~Executive Directors~~ Affiliate Members Advisory Committee.

~~The Executive Directors~~ Affiliate Members Advisory Committee shall provide board operational perspective to assist AAVSB staff and leadership, provide input for AAVSB programming that would benefit Member Board ~~executive directors~~ Affiliate Members and staff, and serve as a think tank for existing and proposed programs that the AAVSB could improve or develop to assist all Member Boards to be more efficient and effective.

There shall be at least six (6) members on ~~the Executive Directors~~ the Affiliate Members Advisory Committee.

One (1) member must be the Board of Directors' Affiliate Member. The remaining members shall be executive directors of Member Boards and be appointed by the President with the approval from the Board of Directors ~~and determine the tenure of all members of the Committee~~ taking into consideration the need for diverse representation, expertise and continuity.

The Affiliate Members Advisory Committee members shall serve a three (3) year term and can be reappointed to an additional three (3) year term.

The Affiliate Members Advisory Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.

~~The Executive Directors Advisory Committee shall provide board operational perspective to assist AAVSB staff and leadership, provide input for AAVSB programming that would benefit Member Board executive directors and staff, and serve as a think tank for existing and proposed programs that the AAVSB could improve or develop to assist all Member Boards to be more efficient and effective.~~

Section 9. Leadership Development Committee.

The Leadership Development Committee shall be responsible for developing Member Board engagement opportunities with the AAVSB, encouraging support of the AAVSB programs and services, and recruiting volunteers to the committees, task forces, and nominees to elected positions, including the Board of Directors.

There shall be at least 5 members of the Leadership Development Committee.

~~The Leadership Development Committee shall be appointed by t~~ The President with approval from the Board of Directors shall appoint the members of the Leadership Development

Committee. The President shall use their best efforts to appoint individuals with a variety of experience and diverse backgrounds.

_____ Members of the Leadership Development Committee shall serve for a two (2) year term and can be reappointed for ~~one an~~ additional two (2) year term ~~at the discretion of the President with approval from the Board of Directors.~~

_____ The Leadership Development Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.

~~The Leadership Development Committee shall be responsible for developing Member Board engagement opportunities with the AAVSB, encouraging support of the AAVSB programs and services, and recruiting volunteers to the committees, task forces, and nominees to elected positions, including the Board of Directors. The Leadership Development Committee shall regularly report to the Board of Directors.~~

Section 10. Regulatory Policy Committee.

The Regulatory Policy Committee shall be responsible for assessing contemporary practice modalities and reviewing and suggesting updates to AAVSB policy documents, including the Practice Act Model.

~~Regulatory Policy Committee.~~ There shall be at least eight (8) members of the Regulatory Policy Committee.

_____ ~~all appointed by~~ The President with approval from the Board of Directors shall appoint the members of the Regulatory Policy Committee.

_____ Members of the Regulatory Policy Committee shall serve for a three (3) year term and can be reappointed for one an additional three (3) year term at the discretion of the President with approval from the Board of Directors.

_____ The Regulatory Policy Committee shall annually elect its chairperson. The Chair can be reelected as their term allows.

_____ The composition of the Regulatory Policy Committee shall be as follows:

- _____ Two (2) Licensed Veterinarians from Member Boards,
- _____ ~~One~~ One (1) Licensed Veterinary Technician from Member Boards,
- _____ Two (2) Affiliate Members, and
- _____ ~~Three~~ Three (3) at large members.

~~Members of the Regulatory Policy Committee shall serve for a three (3) year term and can be reappointed for one additional three (3) year term at the discretion of the President with approval from the Board of Directors. The Regulatory Policy Committee shall annually elect its chairperson. The Regulatory Policy Committee shall be responsible for assessing contemporary~~

~~practice modalities and reviewing and suggesting updates to AAVSB policy documents, including the Practice Act Model. The Regulatory Policy Committee shall regularly report to the Board of Directors.~~

Section 11. Ad-hoc Committees.

Ad-hoc committees may be established and appointed by the President as needed, with approval from the Board of Directors.

Section 12. Committee Responsibilities to the Board of Directors.

All AAVSB committees, whether referenced in these Bylaws or appointed on an ad-hoc basis shall report to and be responsive to the Board of Directors. With the exception of the Nominating Committee, Finance Committee, and the Affiliate Member Advisory Committee, the President shall appoint a non-voting liaison from the Board of Directors to each committee.

Section 13. Committee Meetings.

All AAVSB committees whether referenced in these Bylaws or appointed on an ad-hoc basis may meet in-person or by designated electronic means.

From: [AAVSB](#)
To: [Mace, Melissa A - DATCP](#)
Subject: New Model Documents Feedback Requested
Date: Thursday, July 31, 2025 3:42:53 PM

CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.



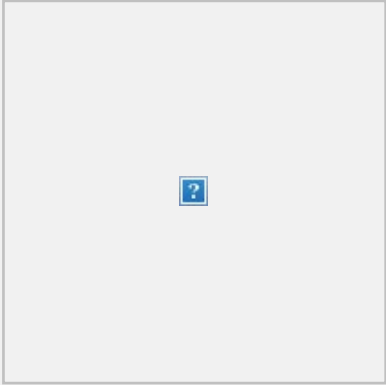
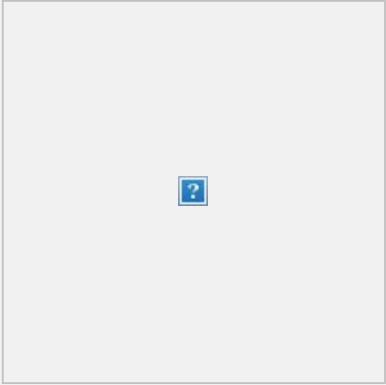
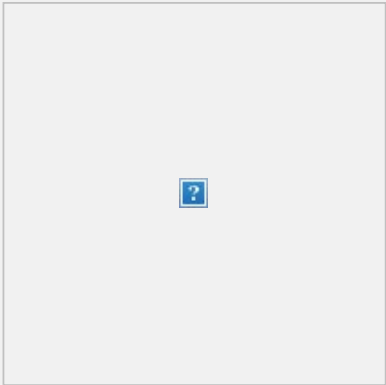
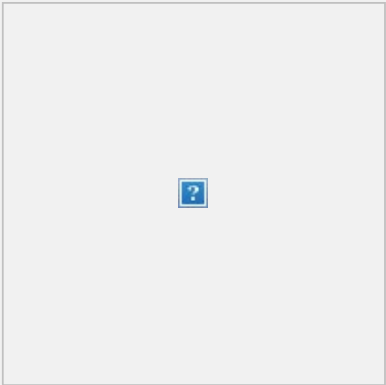
The AAVSB Regulatory Policy Committee (RPC) has completed drafts for the 5-year review of the following topics:

- **Appropriate Use of Opioids Model Regulation**
- **Scope of Practice for Veterinary Technicians Model Regulation**
- **Delegation of Tasks to Unlicensed Staff Model Regulation (New)**

In addition, the RPC presents changes to the **AAVSB Practice Act Model sections 104, 105, 106, and 108** to support these model regulations. These are all attached below.

The RPC requests that Executive Directors and Registrars ensure distribution of the attached model documents to their board volunteers for robust feedback. Feedback may be submitted as a board or as individuals. **Feedback is due December 1, 2025 and should be submitted through this form:**

Feedback Form

	
<p><u>Proposed Changes to the AAVSB Practice Act Model</u></p>	<p><u>Model Regulations: Appropriate Use of Opioids</u></p>
	
<p><u>Model Regulations: Scope of Practice for Veterinary Technicians</u></p>	<p><u>Model Regulations: Delegation of Tasks to Unlicensed Staff</u></p>

Tracked changes have been maintained for the changes to the PAM, and the Opioid Model Regulations, but the changes to the Scope of Practice of Veterinary Technicians was so substantial that the redline would not provide additional information.

The RPC amended this model document to allow for maximum utilization of Veterinary Technicians. It reflects information gained from the Veterinary Team Task Survey as well as other resources created by subject matter experts throughout the veterinary profession.

VetBoard Connect

A VetBoard Connect will be held to discuss these proposed changes and answer questions. AAVSB Regulatory Policy Chair Dr. Kelly Gottschalk and Vice Chair Dr. Lesley Sawa will be present. Please register for this event by clicking the button.

Save the Date

October 7, 2025
12:00 - 1:00 pm (CDT)

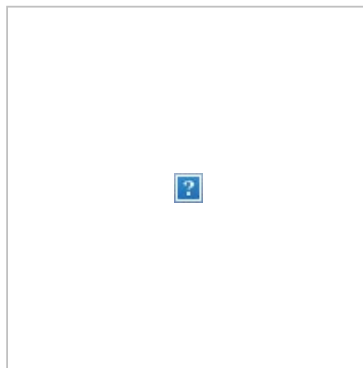
[Register Here](#)

If you have questions or need further information, please don't hesitate to reach out - evenit@aavsb.org.

Kind regards,
Beth Venit



Beth Venit, VMD, MPH, DACVPM
Chief Veterinary Officer
American Association of Veterinary State Boards
evenit@aavsb.org



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State of Wisconsin

Veterinary Examining Board

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • Wisconsin.gov

2025 Elections and Appointments (effective July 1, 2026)

Election Results		
Office	Description of Role	Member Name
Board Chair	Highest ranking officer. Manages meetings. Delegated authority to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair has the ability to delegate this signature authority to the Board's Executive Director for purposes of facilitating the completion of assignments during or between meetings.	Dr. Alan Holter
Vice Chair	Serves as backup for the Board Chair.	Dr. Stephanie Miesen
Secretary	Serves as secondary backup for the Board Chair.	Lyn Schuh

Liaison Appointments		
Liaison	Description of Role	Member Name
Continuing Education and Exams Liaison	Consultation on CE questions (type of CE, acceptable as CE, etc.) Review and consult on questions regarding adequacy of Exams and Exam questions as appropriate.	Primary: Dr. Stephanie Miesen
		Alternate: Lyn Schuh

2023 Committee Appointments		
Committee	Description of Role	Member Name
Screening Committee	Delegated authority to open cases for investigation or closes cases inappropriate for further action. Delegated authority to consider questions related to scope of practice of veterinary medicine and veterinary technicians. The Committee may	Dr. Alan Holter
		Dr. Miesen
		Lyn Schuh

	<p>choose to approve or reject a particular practice, or bring the matter to the full Board.</p> <p>Chair manages Committee meetings.</p>	Dr. Karl Solverson
		Vacant
Credentialing Committee	<p>Delegated authority to address all issues related to credentialing matters, except potential denial decisions should be referred to the full Board for final determination.</p> <p>Delegated authority to employ a “passive review” process for background checks, whereby if no Committee member requests a meeting on the materials within five business days after receiving them, the application would be considered cleared to proceed through the process.</p> <p>Chair manages Committee meetings.</p>	Dr. Stephanie Miesen
		Lyn Schuh
		Dr. Karl Solverson
Administrative Rules Committee	<p>Meet in between quarterly meetings to discuss administrative rules and guidance documents. The Committee’s role is to expedite the process of drafting documents. Final drafts will go to the full Board for approval.</p> <p>Chair manages committee meetings and is the primary contact for simpler administrative rule questions.</p>	Dr. Alan Holter
		Dr. Karl Solverson
		Vacant

**Veterinary Examining Board
Agenda Request Form**

Meeting Date	July 22, 2025
Requestor Name	M. Mace
Item Title for the Agenda	Appointments of Liaisons, Alternates, and Delegates
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Action
Are there Attachments? (If yes, include file names)	No
Is a Public Appearance Anticipated?	No
Description of the Agenda Item With the resignation of Amanda Reese Public Member, effective July 1, there are two (2) vacancies on committees (Screening and Admin Rules) that need to be filled by appointment, preferably with a public member.	

Veterinary Examining Board Agenda Request Form

Meeting Date	July 22, 2025
Requestor Name	M. Mace
Item Title for the Agenda	VPAP update
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Information Only. Not discussion at the meeting for your independent review.
Are there Attachments? (If yes, include file names)	Yes
Is a Public Appearance Anticipated?	No

Description of the Agenda Item

Training Sessions 2025:

Seminar	Date	Request Status	Attendees
Conflict resolution in the workplace	15-Jan	complete	23
Substance abuse/Addiction (Specialized)	23-Apr	complete	2
Making time work for you	14-May	Schedule	
Welcoming Change into your life	13-Aug	Scheduled	
Suicide awareness and prevention (Specialized)	Sept 10	Scheduled	
Understanding different personalities for better collaboration	8-Oct	Scheduled	
Creating Balance	12-Nov	Scheduled	
Gratitude/Seasonal Stress/Other YE type of webinar	TBD		

Executive Summary

January 2025 – June 2025 there were 24 cases
Work-Life cases 1- legal, 2-health coaching, 2-webinars
Semi-Annual utilization 1.38% Annual Utilization 2.76%
Top Issues: Personal/Emotional, Stress and Anxiety
12 New Users and 4 Re-access
<ul style="list-style-type: none"> Future training sessions scheduled: Welcoming Change into Your Life, Dealing with Difficult Personalities, Creating Balance in Your Life.
Overall cases are up 50% from previous time-frame.

Case Totals by Services	
Counseling	19
Health Coaching	2
Legal Consult	1
2 Learning	17
Assessments	5
CareNow	3
TOTAL	47

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[Participant](#)
[Organization](#)

Summary (January 2025 to June 2025)

Utilization Overview

We are pleased to present you with the key indicators relating to usage of your program for eligible participants by:

Veterinary Professional Assistance Program

The period covered is from: [January 2025 to June 2025](#)

During this reporting period, the program covered a population of **6,773**, resulting in a utilization rate of **0.32%** and an annualized utilization of **0.65%**. This is above the same period twelve months prior with **0.16%**.

Utilization

Annualized Utilization

0.32% **0.65%**
[View Utilization Breakdown](#)

Counselling Services

0.28%

Work/Life Services

0.04%

Organizational Cases

Management Consultations

0

Critical Incident Services

0

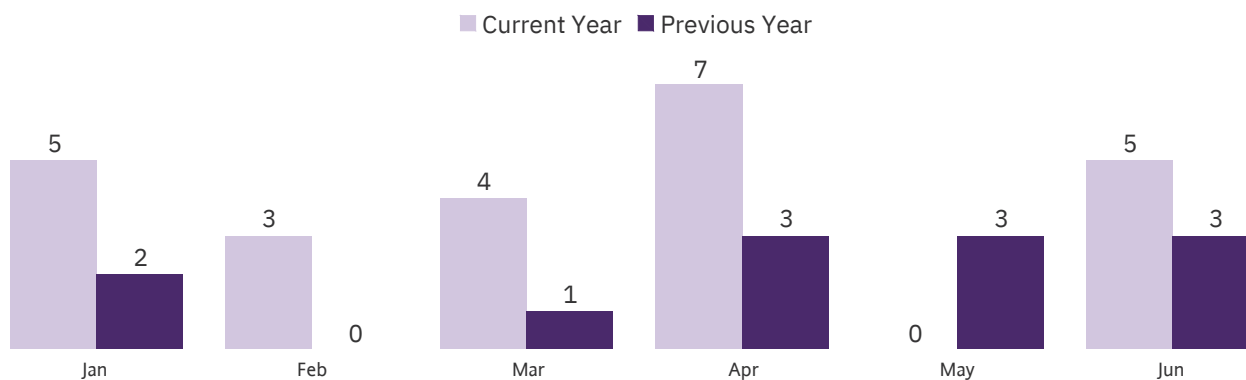
Workplace Support Programs

0

[Overall Summary](#)
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[Organization](#)

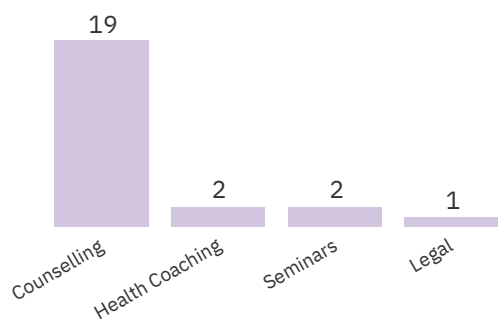
Comparative Prior Year vs. Current Year

Cases by Month



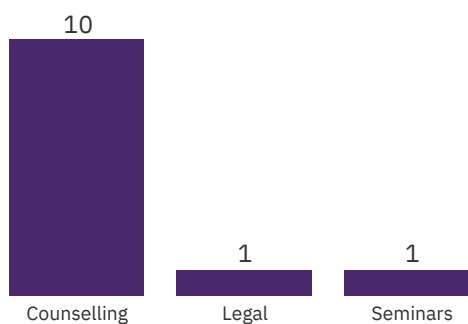
Case totals by top services

Current year



Case totals by top services

Previous Year



Participant (January 2025 to June 2025)

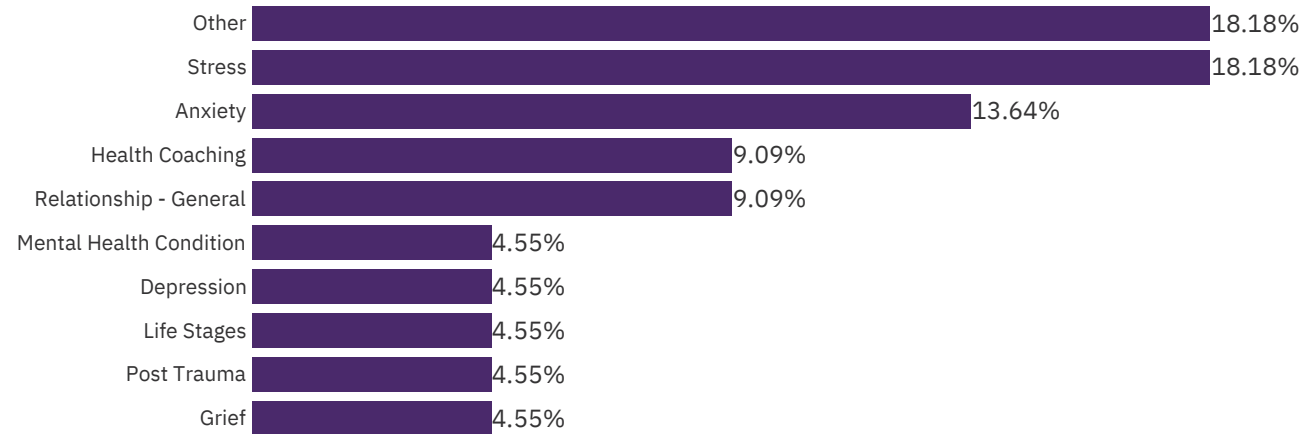
Total number of unique participants

16

New Re-access
12 4

Participant Services	Q1	Q2	Q3	Q4	Current Total
General Counselling	11	8	0	0	19
Counselling	11	8	0	0	19
Work/Life	0	3	0	0	3
Health Coaching	0	2	0	0	2
Legal	0	1	0	0	1
Total	11	11	0	0	22

Issues



Overall Summary

Trends

Demographic

Appendix

Glossary

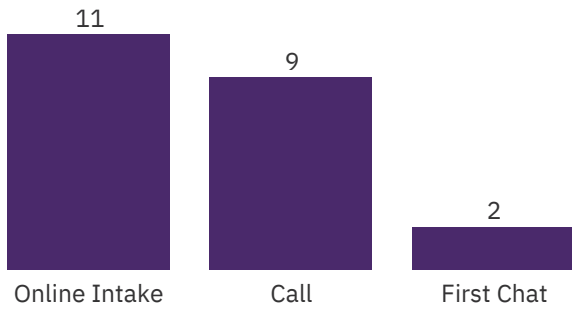
Summary

Participant

Organization

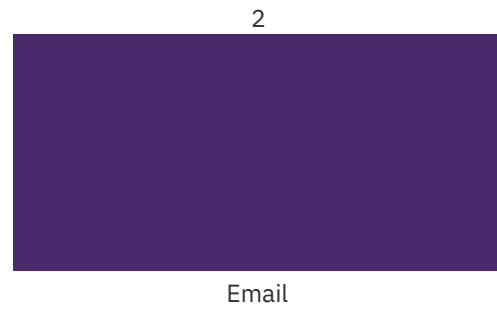
Cases by intake type

22

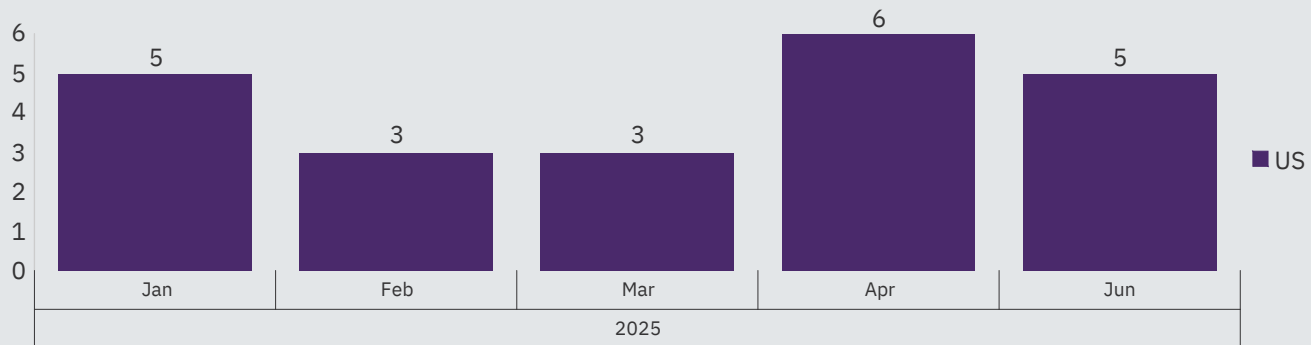


Service inquiries by intake type

2



Participant cases by month

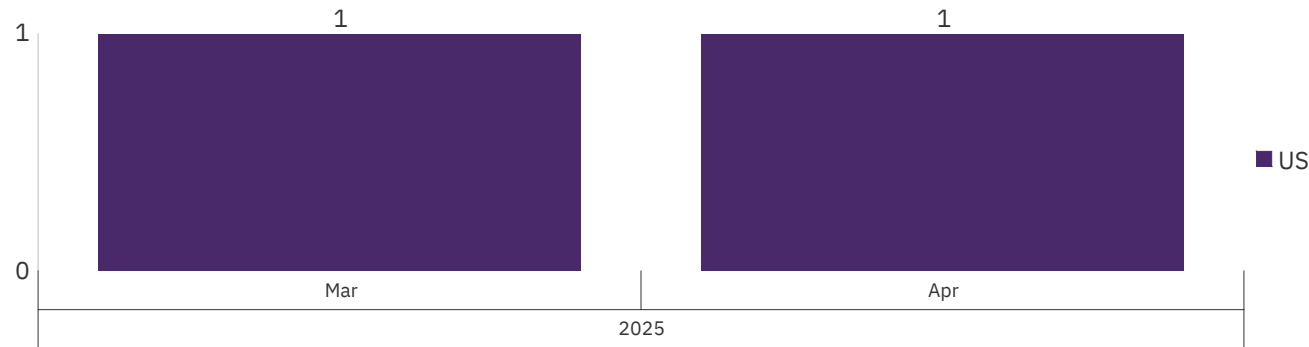


Organization (January 2025 to June 2025)

Organizational Solutions	Q1	Q2	Q3	Q4	Current Total
Training	1	1	0	0	2
Total	1	1	0	0	2

View Organizational Services Breakdown

Organization cases by month

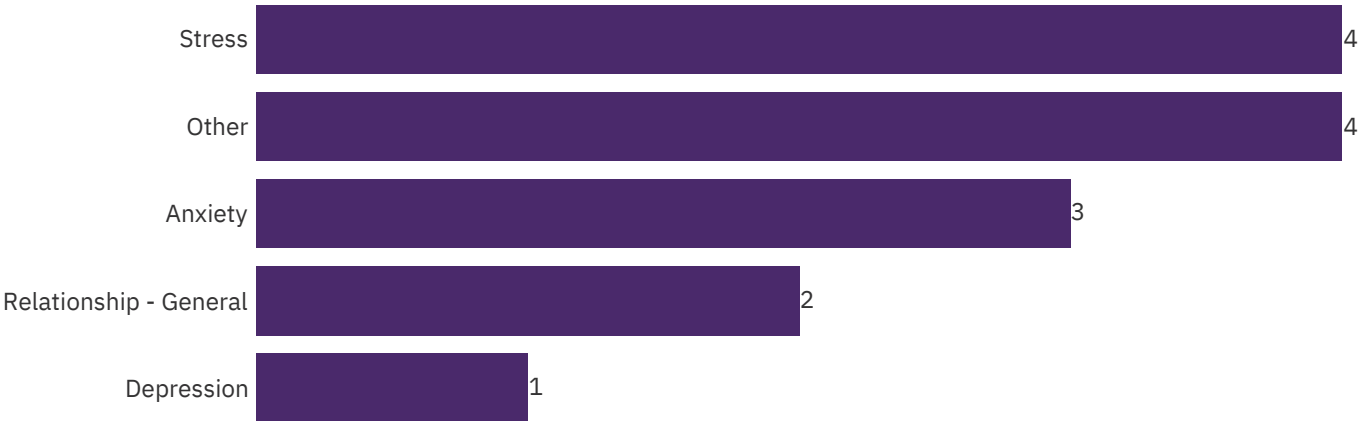


*Country assignment unavailable or service provided virtually across multiple countries.

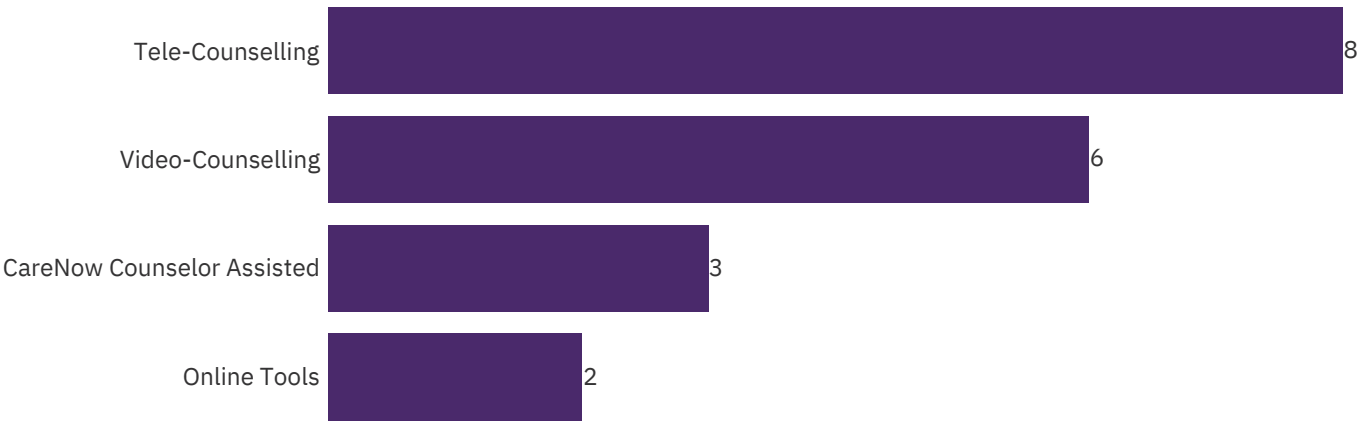
Emerging Issues (January 2025 to June 2025)

General Counselling

Top Issues



Top Modalities



Couple/Relationship	Q1	Q2	Q3	Q4	Current Total		Previous Year	
Relationship - General	1	1	0	0	2	10.53%	0	0.00%
Communication/Conflict Resolution	0	0	0	0	0	0.00%	1	10.00%

Total	1	1	0	0	2	10.53%	1	10.00%
Personal/Emotional	Q1	Q2	Q3	Q4	Current Total		Previous Year	
Other	3	1	0	0	4	21.05%	0	0.00%
Stress	2	2	0	0	4	21.05%	3	30.00%
Anxiety	1	2	0	0	3	15.79%	2	20.00%
Depression	1	0	0	0	1	5.26%	1	10.00%
Grief	0	1	0	0	1	5.26%	0	0.00%
Life Stages	0	1	0	0	1	5.26%	2	20.00%
Mental Health Condition	1	0	0	0	1	5.26%	0	0.00%
Post Trauma	1	0	0	0	1	5.26%	0	0.00%
Total	9	7	0	0	16	84.21%	8	80.00%
Work Related	Q1	Q2	Q3	Q4	Current Total		Previous Year	
Workplace Stress	1	0	0	0	1	5.26%	1	10.00%
Total	1	0	0	0	1	5.26%	1	10.00%

	Q1	Q2	Q3	Q4	Current Total		Previous Year	
General Counselling	11	8	0	0	19	100.00%	10	100.00%

Work/Life

Top Issues



Top Modalities



Legal	Q1	Q2	Q3	Q4	Current Total		Previous Year	
Small Claims	0	1	0	0	1	33.33%	0	0.00%
Contracts	0	0	0	0	0	0.00%	1	100.00%
Total	0	1	0	0	1	33.33%	1	100.00%

Personal Health and Well Being	Q1	Q2	Q3	Q4	Current Total		Previous Year	
--------------------------------	----	----	----	----	---------------	--	---------------	--

Health Coaching	0	2	0	0	2	66.67%	0	0.00%
Total	0	2	0	0	2	66.67%	0	0.00%

	Q1	Q2	Q3	Q4		Current Total		Previous Year
Work/Life	0	3	0	0	3	100.00%	1	100.00%

Utilization (January 2025 to June 2025)

Weighted population for the report period was: 6,773

Back to Summary

Case Utilization	Q1	Q2	Q3	Q4	Current Quarter Utilization	Current Total	Utilization	Annualized Utilization
Population	6,773	6,773	0	0		6,773		
General Counselling	11	8	0	0	0.12%	19	0.28%	0.56%
Work/Life	0	3	0	0	0.04%	3	0.04%	0.09%
Total	11	11	0	0		22		

For any services that are counted at a ratio other than 1:1, the utilization above has been calculated based on the ratio. Population reflects the weighted average population of each quarter.

Utilization by Region

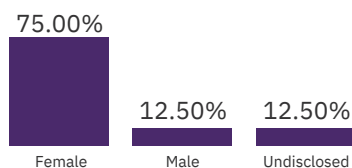
Region	Population	Q1	Q2	Q3	Q4	Current Total	Utilization
North America	6,773	11	11	0	0	22	0.32%
Overall	6,773	11	11	0	0	22	

North America	Population	Current Total	Current Utilization	Previous Year Utilization
UNITED STATES OF AMERICA	6,773	22	0.32%	0.16%
Overall	6,773	22		

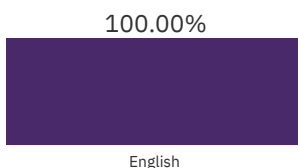
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Demographic (January 2025 to June 2025)

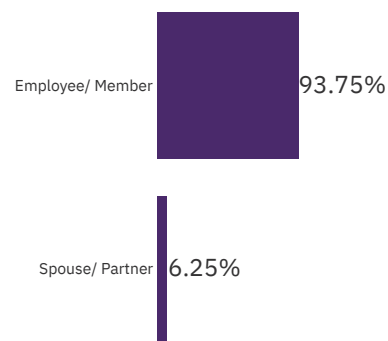
Gender



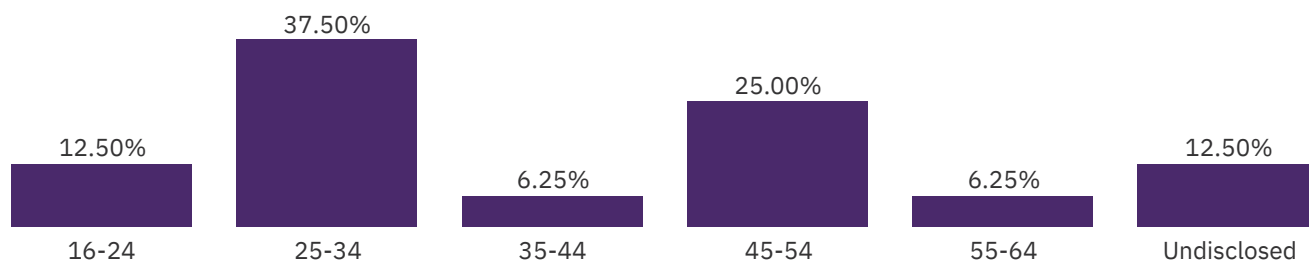
Language



Category

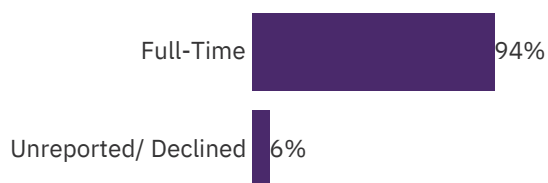


Age



Profile

Employee/Member Status



Organization in Detail (January 2025 to June 2025)

Back to Organization

Management Consultations

No Data Available

Critical Incident Service

No Data Available

Critical incident events

No Data Available

Training name	Training type	Date	City	Country
Content Development & Customization	Custom	Mar 25, 2025	MADISON	US
Custom Seminar	Custom	Apr 30, 2025	MADISON	US
Making Time Work for You	Stress Management	May 14, 2025	MADISON	US
Welcoming Change into Your Life	Stress Management	Aug 13, 2025	MADISON	US
Dealing With Difficult Personalities	Stress Management	Oct 8, 2025	MADISON	US
Creating Balance in Your Life	Stress Management	Nov 12, 2025	MADISON	US

Organizational Units Breakdown (January 2025 to June 2025)

Any divisions/ branches/ offices that have population below the reporting threshold will not be displayed

Overview



Company Veterinary Professional Assistance
:

Branch	Division			Population	Cases	Utilization
Veterinary Professional Assistance Program	~	~	~	6,773	22	0.32%
Total				6,773	22	0.32%

Glossary (January 2025 to June 2025)

Some features defined below may not be applicable to your program.

Overall Summary

Summary

Participants & Participant Cases	Participants are eligible individuals who have accessed services within the reporting period. Participant cases includes: Counselling, Work/Life (i.e. legal, financial), Community Services. Except where explicitly stated as closed cases, the counts are based on cases opened during the reporting period.
Organization & Organization Cases	The number of organizational cases (including Critical incidents, trainings, workplace support programs, management consults) and other organization authorized services. Except where explicitly stated as closed cases, the counts are based on cases opened during the reporting period.
Population	Total lives that are covered within the reporting period. Population is averaged over time.
Utilization (%)	This is a measure to capture program usage by taking the total of cases as a proportion of the overall covered population. This reflects all cases contracted to count towards utilization. Calculated As: SUM=(number of cases/Population)*100
Annualized Utilization (%)	This is the projected annualized utilization if the reporting period selected is less than 12 months. Calculated As: SUM=(%of case utilization/the number of months in the reporting period)*12
EMEA	Europe, Middle East & Africa
NA	North America
APAC	Asia-Pacific
LATAM	Latin America
Country, Region, Global Benchmark	Overall benchmarking utilization percentages. Country benchmark is displayed if report is run for an individual country. Region benchmarks is displayed if report is run for countries only within the same region. Global benchmarks is displayed if report is run for more than one country in different regions. Calculated As: SUM=(total cases/total covered population)*100
Industry Benchmarks (Country, Region & Global)	Industry Benchmarks (Country, Region & Global)

Participant

Total number of unique participants	The number of distinct participants who have accessed services during the reporting period.
New participants	This is the number of unique participants who accessed services in the defined reporting period and have not previously accessed services within the reporting period.
Re-access Participants	This is the number of unique participants who have re-accessed services within the reporting period. In other words, total participants who have accessed the services more than once within the reporting period.
Cases by intake type	The method by which the participant contacted the program to access services.
Service inquiries by intake type	Service inquiries are brief calls that do not result in a case as no service was delivered. Intake type is the method by which a participant initiated a service inquiry.

Organization & Organization Cases

The number of organizational cases (including Critical incidents, trainings, workplace support programs, management consults) and other organization authorized services. Except where explicitly

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[Trends](#)
[Demographic](#)
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stated as closed cases, the counts are based on cases opened during the reporting period.

Workplace Support Programs

Workplace Support Programs

Critical Incident Services

In the aftermath of an incident, our experts will design an immediate, global response that takes care of your people and your organization.

Management Consultations

Service delivered to the organization's people leaders to support with participant issues and how to have difficult conversations. The service is delivered by the program's clinical staff.

Training

Total training sessions conducted. Sessions can be short seminars, longer workshops offered onsite, online and self-directed. Topics can include mental health, resiliency, retirement/finances, nutrition/fitness and more.

Trends

Emerging Issues

Provides details on the counselling and work/life services opened during the reporting period. The presenting issues are self-identified by the participant at the time of intake.

Benchmarks

Provides comparative benchmarks between the organizational case distribution and the experience of other organizations within the same country, industry, or region. If the report is run for multiple countries, global benchmark comparison will also be available.

Modalities

The method by which the participant received their service.

Demographic

Gender

This is a breakdown of participant self-identified gender during the intake process. This information is only collected from covered participants and not family member participants.

Language

This is a breakdown of participant self-identified preferred language for service delivery purposes.

Category

This is a breakdown of participant self-identified category during the intake process.

Age

This is a breakdown of participant self-identified age group during the intake process. This information is only collected from covered participants and not family member participants.

Employee/Member Status

This is a breakdown of employee/member self-identified status during the intake process. This information is only collected from covered participants and not family member participants.

Management Status

This is a breakdown of participant self-identified job category during the intake process.

How did you hear about us?

This is a breakdown of participant self-reported detail on how they heard about the program.

Are you calling us as a result of Covid19?

This is a breakdown of participant self-reported to identify those who were calling as a result of the Covid-19 pandemic.

Years of Service

This is a breakdown of participant self-reported detail on how long the participant has been part of the organization. This information is only collected from covered participants and not family member participants.

Cases by Country

This is a map of the world to showcase the breakdown of case percentages by country.

Appendix

Report Information

Organization

The name of one or more organizations for the report run. Data on the report is aggregated for all selected organizations.

Report Run Date

The date that the report was generated.

Country	Name of one or more countries represented in the report. Data on the report is aggregated for all selected countries.
Region	Name of one or more regions represented in the report. Data on the report is aggregated for all selected regions.
Participant Category	Name of one or more participant category represented in the report. Data on the report is aggregated for all selected participant categories.
Optional Answers	List of one or more custom answer options represented in the report. Data on the report is aggregated for all selected answer options.
Consortium or Partner Name	Name of the Alliance Partner, Group, or Consortium name represented in the report.

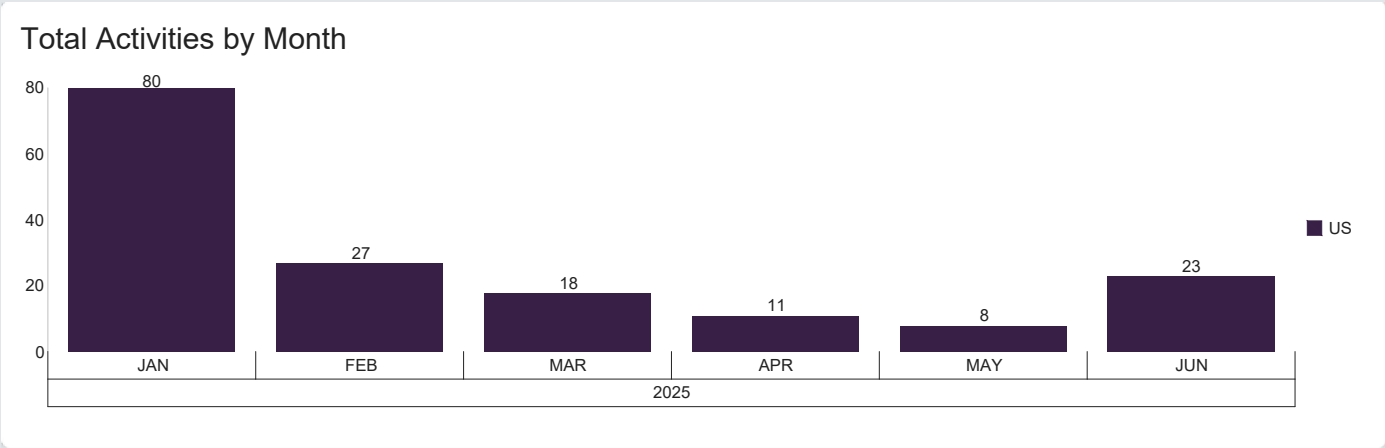
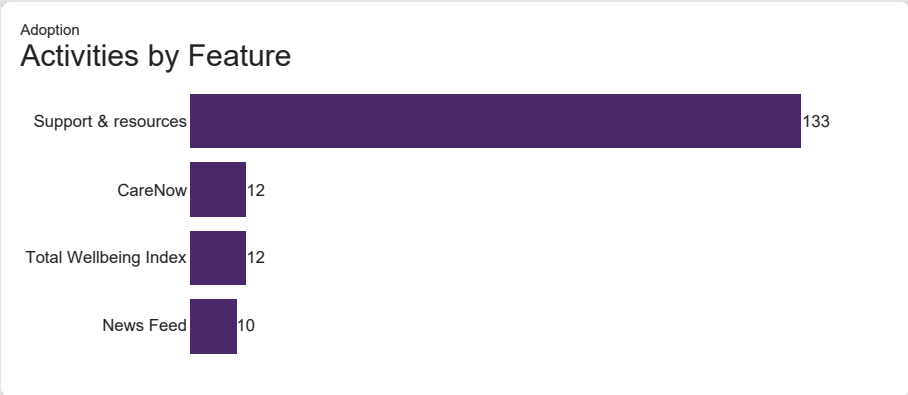
Organizational Units Breakdown

Association, Companies, Branches & Divisions	Organizations for the program can be set up in hierarchical manner to support with breaking down utilization data at more granular levels. Services and cases are booked at the lowest level. The four possible levels in descending order are Association, Company, Branch and Division. Though cases are booked at the lowest level, they are also rolled up to the higher levels to provide aggregated organizational usage details.
Partner/Group	Partner is the name of the Alliance Partner for which the report was run. Group is the name of the group for which the report was run.

Overall Summary (Jan 1, 2025 to Jun 30, 2025)



Overall Engagement



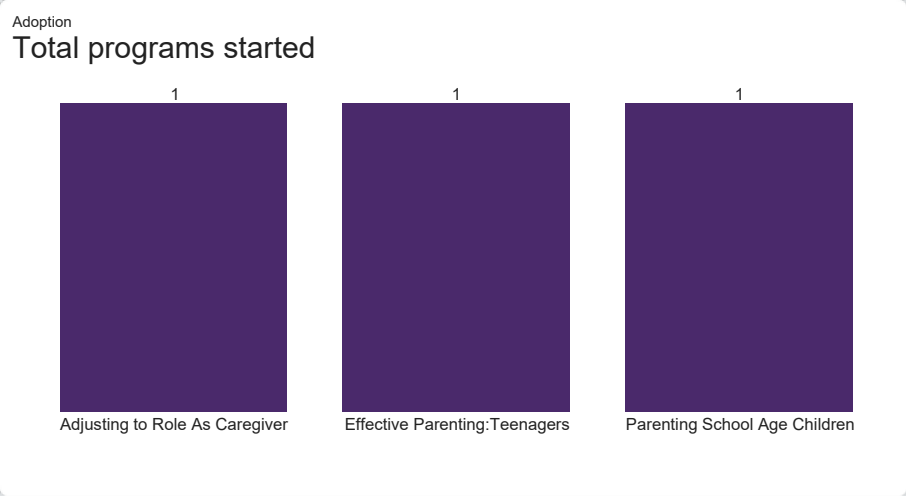
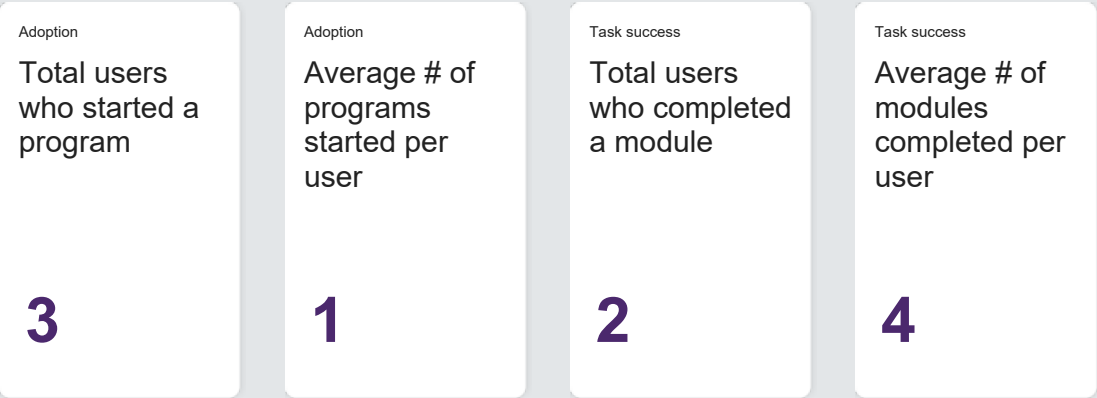
CareNow

Total Wellbeing Index

Challenges

Tiering

CareNow (Jan 1, 2025 to Jun 30, 2025)



Total Wellbeing Index (Jan 1, 2025 to Jun 30, 2025)

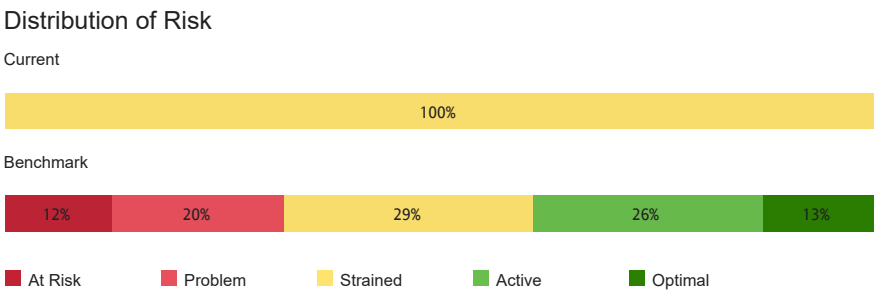
TWI Score

69

This is your Total Wellbeing Index score

The median benchmark score is: 63

The top performing score is: 76



Mental

59

Median benchmark: 56

Top performing score: 72

Physical

58

Median benchmark: 59

Top performing score: 69

Social

55

Median benchmark: 68

Top performing score: 79

Financial

68

Median benchmark: 71

Top performing score: 85

Total Participation

5 of 130

4%

of Registered Users

Completions by Assessment

Mental3

Physical4

Financial3

Social2

Number of Assessment Completed per Person

41

32

12

Age Bands

5

Undisclosed

Gender

5

Undisclosed

Tenure

5

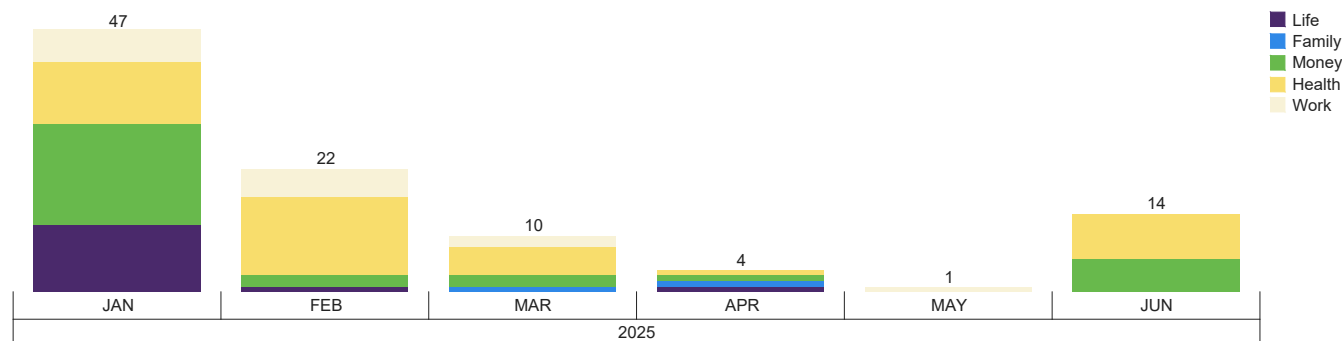
Undisclosed

See All

Support & Resources (Jan 1, 2025 to Jun 30, 2025)

Support & Resource Activities

* Other resources are not included in this total



Top Categories

 Total Activities **98**

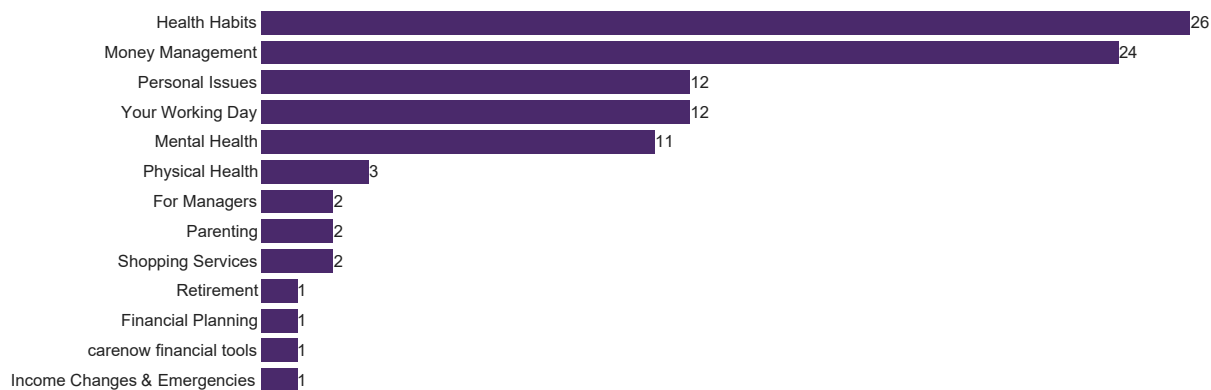
* Other resources are not included in this total



Top Subcategories

 Total Activities **98**

* Other resources are not included in this total



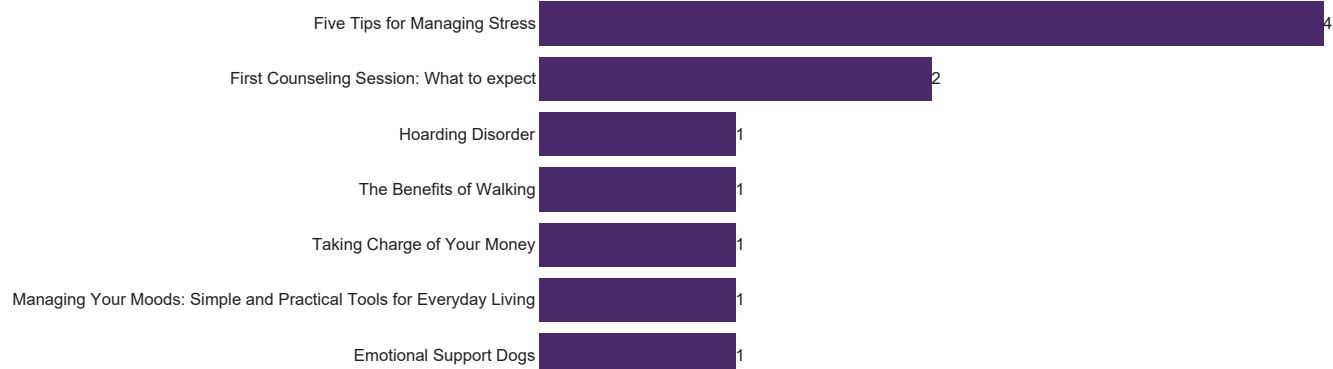
Top Articles

Total Activities **82** of **98**



Top Audios

Total Activities **11** of **98**



Top Videos

Total Activities **5** of **98**



Top Manager Resources

Total Activities 2

* Total reflects a subset of the top categories.

Supporting Neurodiversity at Work

2

Other Resources

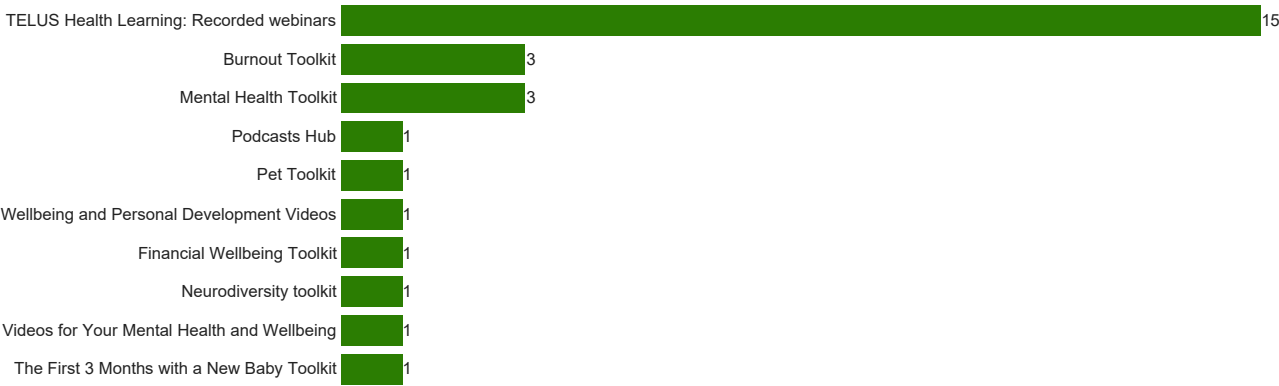
Other resources accessed

Total Activities 35



Top Toolkits

Total Activities 28 of 35



Glossary (Jan 1, 2025 to Jun 30, 2025)

Some features defined below may not be applicable to your program.

Overall Summary

Adoption

Registration	A user creates an account and accepts the terms and conditions for using the TELUS Health platform.
User	All individuals who have created an account and accepted the terms and conditions for using the TELUS Health platform. This can include a participant, family, admin or personal account.
Participant	The user is invited to the platform by the Admin or signed up via CSV by our onboarding team. The user completes the sign up process and creates a profile on the platform.
Family	These accounts are friends or family members invited to the platform by a Participant via the "Family" feature in the Profile section. The user completes the sign up process and creates a profile on the platform.
Admin	The designated platform Administrators are granted access to certain features beyond those associated with a user. Administrators have access to the Admin Panel — the organization's dashboard and administrator tools – which will include an overview of recent activities and summary statistics.
Personal	A personal account is created when a participant who has logged into the platform under a shared/group login creates a personal profile to access certain features requiring registration.
Pending	These accounts are individuals who have been invited to join the platform but have yet to register, either from an eligibility list or through an invitation from an admin.

Overall Engagement

Activities	Measuring the general depth of use of the platform. The sum total of user activities on the platform. Activities include: -viewing content (e.g. articles) -liking company posts -creating newsfeed posts -posting a recognition -purchases made using Perks -views and participation in wellbeing activities including: -joining a challenge -tracking your habitude or steps -completing assessments -completing a module or program, or starting a program within CareNow
% of users with at least one activity	The percentage of users that have had an activity on the platform, out of all of the users who have completed the registration and profile creation process.

Compared to the same period 12 months prior

	Where available the footnote number in the bottom left corner showcases the data from the same time period twelve months prior.
Compared to the same period 12 months prior	Example 1: If report period is March 2020 then the data showcased in the bottom left corner is for March 2019. Example 2: If report period is November 2019 to January 2020 then the data showcased in the bottom left corner is for November 2018 to January 2019.

Company & News Feed Posts

	News Feed posts that are created by a platform Admin
Average likes per company posts	The average number of likes for all company posts.
Average comments per company posts	The average number of comments on all posts.

Recognitions

Recognitions	Posting a recognition (submitting text and selecting a badge) for one or more other users that is posted to your company's News Feed.
Total number of initial recognitions received	This represents the users receiving an initial recognition.
Total Initial Recognitions	This represents the process of creating a recognition (submitting a story and selection a badge) for one or more other users that will be posted to your company's News Feed.
Users Who Gave Recognitions	This represents the users giving an initial recognition.
Re-recognitions	Number of recognitions given by using the 'Re-recognize' button in the News Feed section of the platform.

Wellbeing

CareNow

Modules Completed	Each CareNow program has multiple modules or chapters to complete. Each module focuses on a specific area. A
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Total programs started	<p>module is completed when all content is viewed within the module.</p> <p>Total number of times a CareNow program was started.</p>
Total Wellbeing Index	<p>The scores reported for each pillar are based on those that completed that pillar's assessment; however, all TWI related scores require completion of all four assessments.</p> <p>The Total Wellbeing Index (TWI) is a scale aggregating behavioural assessment data from the four pillars of total health: Mental, Physical, Social and Finance.</p>
Mental:	This pillar includes questions covering various areas of mental health, including anxiety, depression, coping skills, burnout, and general mental health.
Physical:	This pillar includes questions covering various areas of physical health, including physical activity, medical health, biometric awareness, lifestyle choices, sleep, and nutrition.
Social:	This pillar includes questions covering various areas of work-life, relationships, and work.
Financial	This pillar includes questions covering various areas of financial health, including debt, savings, and general financial behaviour.
Score:	A number from 0 to 100 which represents the average of all employee responses in a particular area.
Risk distributions:	Individuals completing the full TWI assessment and each pillar assessment are categorized into different risk groups (below). The percentage of the population falling into each category is displayed in the risk distributions.
Optimal Health (score from 81-100)	Individuals in this category are doing well in balancing the demands of life and work. Their Total Wellbeing (Mental, Physical, Social and Finance) collectively is quite good. Based on the information reported, individuals in this group should focus on sustaining optimal health.
Active Health (score from 71-80)	Individuals who fall in this category are doing reasonably well overall. In general, their total well-being is not an issue; however, there are areas upon which focus can help improve the individual's overall quality of life.
Strained Health (score from 61-70)	Individuals who fall in this category are currently experiencing some level of strain in one or more of the four total wellbeing areas. The challenge is to help and support these individuals in the areas they are feeling strain so that they can be improved into Active or Optimal Health and avoid dipping into Problem or At Risk Health.
Problem Health (score from 51-60)	Individuals who fall into this category are typically experiencing some physical, psychological, or financial symptoms that are having a negative impact on their total wellbeing and productivity. Individuals in this group typically require support to make changes that improve their total wellbeing.
At Risk Health (score from 0-50)	Individuals in this category are at risk for significant health issues in many or all of the key pillars of wellbeing: Mental, Physical, Social and Finance. These individuals are often off work or on the verge of being off work. Access to support services is essential to get them back on the right track.
Benchmark:	A standard or point of reference against which scores can be compared. The value of benchmarking is to measure the organization's performance/results against the standard. The benchmark/standard is based on the 50th percentile (middle value of all organizations) of collective scores of all organizations that have completed the TWI.
Top Performing (Employers) score:	Refers to scores at or above 90 per cent of the total TWI completions; only 10 per cent of total scores are above this threshold.
Generation:	<p>Generations are defined by birth year. Regardless of age, individuals always belong to the generation into which they were born. Generations tend to experience similar life issues. By reporting on generations, organizations are able to compare results against other generations at a different place in the life cycle.</p> <p>Generation breakdown</p> <p>Generation Z: born in 1996 or later</p> <p>Millennials: born from 1980 to 1995</p> <p>Generation X: born from 1965 to 1979</p> <p>Baby boomers: born from 1946 to 1964</p> <p>Traditionalists: born in 1945 or earlier</p>
Assessments	
Assessments	A thematic assessment available in the wellbeing section of the platform.
Outcome	The calculated level of risk or impact pertaining to that area of the user's health, as determined by the overall score of their responses to the assessment.
Full HRA	The HRA (health risk assessment) is the completion of all the health and biometric assessments.
Precontemplation	User is not ready to engage in change and does not intend to take action in the next six months.
Contemplation	User is ready to consider change and does not intend to take action in the next six months.
Preparation	User is preparing to change and ready to take action within the next 30 days.

Overall Summary

Wellbeing

Support & Resources

Appendix

Glossary

Action	User has started to engage in change.
Maintenance	User is continuing to engage in change after six months.
Challenges	
Challenges	A personal or organization program that promotes activities related to improved health. This may include step and habitude challenges.
Personal	Challenges available to users to earn platform points as they progress towards long term healthy lifestyle choices. These challenges do not have a public leaderboard.
Corporate	Challenges created on behalf of your organization to promote engagement and health.
Habit	Specific behaviour that a user is looking to improve.
Step	A measurement of the action of taking a step.
Started or joined	The number of users who accepted or joined a personal or organization challenge.
Goal attained	This represents the number of users who have completed a challenge and met the target goal of the challenge.
Wellness Tiers	
Points	Users earn points by completing various activities on the platform or by taking actions outside of the platform (that are tracked within the TELUS Health platform) to positively influence their overall wellbeing.
Tiers	There are 4 tiers that can be achieved by earning platform points. Within each tier, users can access specially-curated wellness rewards. These tiers are: Bronze (5), Silver (2,500), Gold (5,000), and Platinum (10,000)
Promoted Activities	
Promoted Activity	An activity selected to promote to your user population. These include: Biometric Screening, Medical Event or Check-up, Preventive Screening, Training or Benefit Event, Competition or Athletic Event, Volunteering, Fitness or Sports, Gym or Workout, LIFT Challenge.
Support & Resources	
Support & Resource Activities	The platform's Support & Resources section includes 1,800+ articles, podcasts, and toolkits. This report section shows the content viewed and which categories, subcategories, and specific content items are most popular. Viewing content counts as an activity.
Top Categories	There are five categories within Support & Resources: Family, Health, Life, Money, Work.
Top Subcategories	The subset of categories in the five categories from Support & Resources feature.
Total Activities	Total content views for each modality. The charts display up to ten most popular resources.
Perks	
Summary	
Total Perks transactions	Number of individual transactions completed on the Perks section of the platform.
Gift Cards	
Gift cards transactions	Purchase of a single gift card through the Perks section of the platform.
Total gift card value	The redeemable value of the gift cards purchased.
Total gift card spend	The purchase price of the gift card paid by the user.
Gift card savings	The total savings divided by the total value of the gift cards purchased.
Cashback	
Cashback Transactions	A single purchase (regardless of the # of products involved) from a partnered vendor's site.
Total cashback spend	The pre-tax purchase value of the transaction made with the vendor.
Total cashback	The total currency returned to the user who made the purchase, which is credited to the user's platform wallet. Upon confirmation from the vendor, the amount is eligible to be withdrawn by the user.
Average savings %	The portion of the total spending that is credited to the user's platform wallet.
Merchants	A 3rd party company that has an agreement with TELUS Health to provide cashback to TELUS Health' users
Cinemas	
Cinema Transactions	Purchase of cinema tickets at a discount through the Perks section of the platform.
Cinema Value	The redeemable value of the cinema tickets purchased.
Cinema Spend	The purchase price of the cinema tickets paid by the user.
Cinema Saving	The difference between the value and the purchase price of the cinema tickets

Appendix

**Veterinary Examining Board
Agenda Request Form**

Meeting Date	July 22, 2025
Requestor Name	Angela Fisher
Item Title for the Agenda	Guidance Document: Radiological Technicians Sonographers
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Action
Are there Attachments? (If yes, include file names)	VEB-GD-011 Radiological Technicians Sonographers
Is a Public Appearance Anticipated?	No
Description of the Agenda Item A guidance document was drafted regarding referrals to radiological technicians and sonographers. The attached document is ready for the VEB's discussion, revision, and approval. If no revisions are needed and the guidance document is approved at the meeting, the draft motion would be: Motion to approve guidance document VEB-GD-011 regarding referrals to radiological technicians and sonographers.	



State of Wisconsin

Veterinary Examining Board

2811 Agriculture Drive • PO Box 8911 • Madison, WI 53708-8911 • Wisconsin.gov

Guidance Document VEB-GD-011 Referrals to Radiological Technicians and Sonographers

Wis. Stat. §§ 89.02 (6) and 89.03 (1)
Wis. Admin. Code §§ VE 1.44 and 1.48
6/6/25 DRAFT

Topic

This guidance document clarifies activities related to referrals to radiological technicians and sonographers.

Relevant Statutes and Administrative Code

Wisconsin Stat. § 89.02 (6) defines the practice of veterinary medicine as to examine into the fact or cause of animal health, disease or physical condition, or to treat, operate, prescribe or advise for the same, or to undertake, offer, advertise, announce, or hold out in any manner to do any of said acts, for compensation, direct or indirect, or in the expectation thereof.

Wisconsin Stat. § 89.03 (1) authorizes the board to promulgate rules to establish the scope of the practice permitted for veterinarians and veterinary technicians, within the limits of the definition under Wis. Stat. § 89.02 (6).

Wisconsin Admin. Code § VE 1.44 (5) (a) allows veterinarians to delegate to certified veterinary technicians the provision of performing diagnostic radiographic awake contrast studies not requiring general anesthesia, under the supervision of the veterinarian when the veterinarian is available to communicate via telehealth technologies within 5 minutes or the veterinarian is personally present on the premises where the services are provided.

Wisconsin Admin. Code § VE 1.44 (6) (b) allows veterinarians to delegate to certified veterinary technicians the provision of performing diagnostic radiographic contrast studies, including those requiring general anesthesia, under the supervision of the veterinarian when the veterinarian is personally present on the premises where the services are provided.

Wisconsin Admin. Code § VE 1.44 (8) (a) allows veterinarians to delegate to unlicensed assistants the provision of nonsurgical veterinary treatment of animal diseases and conditions, including administration of vaccines, and administration of sedatives and presurgical medications, under the supervision of the veterinarian when the veterinarian is personally present on the premises where the services are provided, except as provided under s. 95.21, Stats.

Wisconsin Admin. Code § VE 1.48 allows veterinarians to make a referral to a client, for treatment of a patient by a license holder in another profession, using complimentary, alternative, or integrative therapies, if the license holder, to whom the client and patient are referred, provides all of the following evidence to the veterinarian for performing the type of therapy for which the referral is being made: the license holder's current

licensing in good standing, with the applicable board through the department of safety and professional services, and the license holder's education, training, and experience in performing the therapy on an animal. The VCPR does not extend to the provision of any complementary, alternative, or integrative therapy performed on a veterinarian's patient, under either of the following circumstances: the therapy is performed by a license holder in another profession, where the veterinarian demonstrates meeting the requirements for making the referral to the license holder, or the veterinarian's client obtains any complementary, alternative, or integrative therapy services for a veterinarian's patient without a referral by the veterinarian.

Board Position

Some veterinary clinics use licensed radiological technologists to perform radiographs, computed tomography (CT), magnetic resonance imaging (MRI), and positron emission tomography (PET) scans. These individuals may or may not be certified veterinary technicians.

If these individuals are not certified veterinary technicians (CVTs), but they are licensed by the Wisconsin Department of Safety and Professional Services (DSPS), a veterinarian may refer patients to them using the process set forth under s. VE 1.48, Wis. Admin. Code, regarding referral to other professionals.

If the individuals are certified veterinary technicians and they have the appropriate training, the veterinarian may delegate the performance of radiographic diagnostic studies, which includes awake contrast studies that do not require anesthesia, to a CVT in compliance with s. VE 1.44 (5) (a), Wis. Admin. Code, and performance of diagnostic radiographic contrast studies, including those requiring general anesthesia in compliance with s. VE 1.44 (6) (b), Wis. Admin. Code.

Sonographic technicians are not licensed under DSPS and therefore are treated as unlicensed assistants for purposes of delegation of medical services. Veterinarians can delegate the performance of sonograms to qualified sonographers, under the delegating veterinarian's supervision, consistent with s. VE 1.44 (8) (a), Wis. Admin. Code.

The Board considers performance of an ultrasound or sonogram to be part of non-surgical treatment of animal diseases and conditions; this would include allowing the sonographer to administer the contrast for a sonographic contrast study. The Board views the administration of contrast as equivalent to the administration of sedatives and presurgical medications.

Because sonograph technicians are considered unlicensed assistants, they cannot perform ultrasound guided fine needle aspirates, cystocentesis procedures, or other procedures where rule limits the delegation of the medical service to certified veterinary technicians. For example, fine needle aspirate of a mass and cystocentesis procedures under s. VE 1.44 (5) (b) and (f), Wis. Admin. Code, these procedures may be performed by CVTs under the supervision of a veterinarian, therefore they cannot be performed by a sonograph technician. However, they may be performed by radiological technologists licensed by DSPS in accordance with the referral procedures in s. VE 1.48, Wis. Admin. Code.

**Veterinary Examining Board
Agenda Request Form**

Meeting Date	July 22, 2025
Requestor Name	Angela Fisher
Item Title for the Agenda	Guidance Document: On the Job Training CVTs
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Action
Are there Attachments? (If yes, include file names)	VEB-GD-012 On the Job Training CVTs
Is a Public Appearance Anticipated?	No
Description of the Agenda Item A guidance document was drafted regarding on the job training CVTs. The attached document is ready for the VEB's discussion, revision, and approval. For the Boards consideration; Dr. Holter and Melissa Mace presented on guidance documents in a WVMA hosted webinar. Questions were asked regarding delegation and training student CVTs during clinical rounds. Should this guidance be expanded to include students, or a separate guidance created? If no revisions are needed and the guidance document is approved at the meeting, the draft motion would be: Motion to approve guidance document VEB-GD-012 regarding on the job training CVTs.	



State of Wisconsin

Veterinary Examining Board

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Guidance Document VEB-GD-012 On the Job Training CVTs

Wis. Stat. § 89.06 (3) (b)
Wis. Admin. Code § VE 1.44
6/17/25 DRAFT

Topic

This guidance document clarifies what must be done when an unlicensed assistant is doing on-the-job training to become a certified veterinary technician (CVT), in order for the unlicensed assistant to gain experience performing veterinary medical services that cannot be delegated to an unlicensed assistant.

Relevant Statutes and Administrative Code

Wisconsin Stat. § 89.06 (3) (b) allows a veterinary technician certification to be issued to a person at least 18 years of age who has been an employee of a veterinarian for a total of 2 years and has passed an examination, administered by the examining board, which establishes that the applicant's knowledge of animals and their treatment is sufficient to qualify the applicant as a veterinary technician. The 2-year employment requirement of this paragraph shall include at least 50 percent of the applicant's time spent in practical field experience and the remainder of the applicant's time spent in laboratory work, office procedure, and technical veterinary training with a veterinarian.

Wisconsin Admin. Code § VE 1.44 (1) (d) to (g) requires that, in delegating the provision of veterinary medical acts to CVTs and others, the veterinarian shall:

- (d) Observe and monitor the activities of those supervised on a daily basis.
- (e) Evaluate the effectiveness of delegated acts performed under supervision on a daily basis.
- (f) Establish and maintain a daily log of each delegated patient service which has been provided off the premises of the supervising veterinarian.
- (g) Notify the client that some services may be provided by a veterinary student, CVT or an unlicensed assistant.

Wisconsin Admin. Code § VE 1.44 (4) to (6) allow veterinarians to delegate to CVTs the provision of specified veterinary medical services, under the supervision of the veterinarian.

Wisconsin Admin. Code § VE 1.44 (7) and (8) allow veterinarians to delegate to unlicensed assistants specified veterinary medical services, under the supervision of the veterinarian.

Board Position

Wisconsin Stat. § 89.06 (3) (b) allows an individual to become a CVT through on-the-job training. Wisconsin Admin. Code § VE 1.44 establishes what veterinary medical services may be delegated to CVTs and what services may be delegated to unlicensed assistants. There are no provisions for medical services that are reserved for delegation to CVTs to be delegated to unlicensed assistance, except in emergency situations.

An unlicensed assistant may not independently perform any service under Wis. Admin. Code § VE 1.44 (4) to (6). The unlicensed assistant may only perform medical services listed under Wis. Admin. Code § VE 1.44 (4) to (6) while training and under the direct supervision of the veterinarian, or a CVT who the veterinarian has delegated the service to. Direct supervision for this purpose means that the veterinarian or CVT is in the room and fully able to observe the procedure and assist as needed; the veterinarian or CVT may not be engaged in other activities that interfere with observing and assisting.

The Board considers best practice to be for the veterinarian, or the veterinary clinic, to have a written training plan that outlines the training that the unlicensed assistant will receive during the two-year training process and maintain documentation of when training commenced. By following these best practices, there will be clear records and practices that can be relied on to demonstrate that an unlicensed assistant is in training.

The supervising veterinarian shall do all of the following when delegating veterinary medical services to a trainee:

1. Ensure that direct supervision is provided for all services under Wis. Admin. Code § VE 1.44 (4) to (6) that are delegated to the trainee. Direct supervision for this purpose means that the veterinarian or CVT is in the room and fully able to observe the procedure and assist as needed; the veterinarian or CVT may not be engaged in other activities that interfere with observing and assisting.
2. Observe and monitor the activities of the trainee on a daily basis.
3. Evaluate the effectiveness of acts performed under training on a daily basis.
4. Establish and maintain a daily log of each delegated patient service provided off the premises of the supervising veterinarian under Wis. Admin. Code § VE 1.44 (4) to (8) completed by the trainee.
5. Notify the client that some services may be performed by an unlicensed assistant in training to become a CVT.

**Veterinary Examining Board
Agenda Request Form**

Meeting Date	July 22, 2025
Requestor Name	Angela Fisher
Item Title for the Agenda	VE 1 Final Draft
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Information
Are there Attachments? (If yes, include file names)	Estimated Rule Timeline
Is a Public Appearance Anticipated?	No
Description of the Agenda Item The VE 1 final draft was approved by the VEB on April 22, and referred to the Governor on April 25, 2025. After the Governor's approval, the final draft will be referred to the Legislature. Attached is an estimated rule timeline.	

DAH Rules Estimated Timelines

Future dates are estimates for the purposes of work planning.
Last Updated: 8/7/25

Key	
White	Estimated date
Blue	Actual date
Yellow	Estimated date requires revision
Red	Projection exceeds deadline (scope expires)

Rule	Topic	Scope #	DATCP Docket #	Clearing- house #	Statement of Scope												Hearing Draft										Final Draft										Deadline to Refer to Legis. (Scope Expires)	Rule Effective Date		
					Initiate				Governor			Preliminary Hearing					Board		Info	Board		EIA		Clearinghouse		Hearing			Board		Governor		Legislature						Adopt	
					Begin Scope	Materials to OS Review 1	Meeting with OS	Materials to OS Review 2	Scope to Governor	Governor Approve Scope	Scope Publish in Register	Materials to OS	Board Approve Hearing	Notice Publish in Register	Hearing Date(s)	Record Open Until	Materials to OS	Board Approve Scope	Commit. Meetings	Materials to OS	Board Approve Draft	Posted for Comment	Record Open Until	Refer to CH	Receive CH Comment	Notice Publish in Register	Hearing Date(s)	Record Open Until	Materials to OS	Board Approve Final	Final to Governor	Governor Approve Final	Refer to Legis.	Refer to Commit.	Commit. Review Ends	Refer to JCRAR			JCRAR Review Ends	Rule to LRB
VE 1	Vet Licensing	SS 109-23	23-R-03	CR 25-006	7/19/23	8/24/23	9/8/23	9/8/23	10/23/23	11/8/23	12/4/23	12/22/23	1/17/24	1/29/24	2/13/24	2/15/24	3/19/24	4/17/24	8/26/24	12/6/24	1/28/25	12/6/24	12/23/24	1/31/25	2/26/25	2/10/25	3/4/25	3/18/25	4/3/25	4/22/25	4/25/25	5/8/25	9/1/25	9/11/25	11/10/25	11/20/25	1/19/26	2/2/26	6/4/26	4/1/26

Rule Process Step:	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30	Step 31	Step 32	Step 33	Step 34	Expiration	Step 35
General Projection Assumptions: (specific projections may vary)	Begin process of drafting scope	60 days after Step 1	14 days after Step 2	7 days after Step 3	30 days after Step 4	30 days after Step 5	14 days after Step 6	23 days before Step 9	23 days after Step 7	11 days after Step 9	7 days after Step 10	2 days after Step 11	23 days before Step 14	30 days after Step 12	90 days after Step 14	23 days before Step 17	270 days after Step 14	4 days after Step 17	60 days after Step 18	4 days after Step 17	30 days after Step 20	10 days before Step 23	30 days after Step 20	7 days after Step 23	23 days before Step 26	60 days after Step 24	7 days after Step 26	21 days after Step 27	14 days after Step 28	10 days after Step 29	60 days after Step 29	10 days after Step 30	60 days after Step 32	14 days after Step 33	30 months after Step 7	1-2 months after Step 34
Notes:							Must be submitted for publish within 30 days of Gov approve	7 days OS + 14 days Board	Or next Board meeting, at least 11 days after publish in register	Monday after DATCP submits to publish	At least 3 days after publish in register	Or later	7 days OS + 14 days Board	Or next Board meeting, no sooner than 11th day after scope publish	Only some rule packages will have	7 days OS + 14 days Board	Or next Board meeting		14, 30, or 60 days		20 working days after refer to CH		At least 10 days after publish in register, and 20 working days after refer to CH	Or date EIA record open until, whichever is later	7 days OS + 14 days Board	Or next Board meeting				Or next session if referred to Legis after February in even year	30 days, can be extended to 60 days (+ more if hearing)		30 days, can be extended to 60 days (+ more if hearing)	Need to wait for official "no action taken" from legis		1st of month after 1 full month (+3mo small bus.)

**Veterinary Examining Board
Agenda Request Form**

Meeting Date	July 22, 2025
Requestor Name	Angela Fisher
Item Title for the Agenda	Legislative
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Information
Are there Attachments? (If yes, include file names)	No
Is a Public Appearance Anticipated?	No
Description of the Agenda Item The 2024-2025 legislative session began in January 2025.	

**Veterinary Examining Board
Agenda Request Form**

Meeting Date	July 22, 2025
Requestor Name	Angela Fisher
Item Title for the Agenda	Biennial Budget
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Information
Are there Attachments? (If yes, include file names)	No
Is a Public Appearance Anticipated?	No
Description of the Agenda Item The biennial budget was enacted on July 3, 2025. No VEB positions were included in the biennial budget act.	

**Veterinary Examining Board
Agenda Request Form**

Meeting Date	July 22, 2025
Requestor Name	M. mace
Item Title for the Agenda	Strategic plan report
Should this be in Open or Closed Session?	Open
Is this an Action Item or for Information Only?	Information and Action
Are there Attachments? (If yes, include file names)	Yes 2024 Strategic Plan KPOs 2025 Strategic Plan Draft
Is a Public Appearance Anticipated?	No
Description of the Agenda Item Update on 2024-25 Strategic Plan Goals (Independent review, no discussion planned) Set 2025-2026 Strategic goals. (Action Item)	

VEB Strategic Plan: July 2024-June 2025

Core Strategy	Key Performance Objective (KPO)	Current Lead	Status	April to June, 2025 Status Notes	January to March, 2025 Status Notes	October to December, 2024 Status Notes	July to September, 2024 Status Notes
Licensure Process	Update the State Exams	Melissa Mace	Completed			State exam split to be one exam for CVTs and one for Veterinarians. Both updated	
Licensure Process	Update the licensure forms	Jonathan Bent	Roll over			Citations have been updated. Further updating will need to be done after rule package	
Licensure Process	Update VE 1 rules to create efficient licensing paths for veterinarians	Melissa Mace	in process	Final Rule at Governors office for approval	Hearing Draft published and hearing held		
Transparency with public and credential holders: Discipline	Review the current discipline list's format to determine if there is a presentation that provides clearer information to the public. Current list contains the issuance of the FDO (no definitions included) and FLO (again no definitions), terminology is used inconsistently, it is also not sortable, or easily searchable	Dustin Boyd	Completed			October 2024 - Initiated contact with BITS to add definitions to list, defining FDO and FLO. Definitions of acronyms added to public website as a temporary solution until below KPO is completed (creating a portal)	
Transparency with public and credential holders: Discipline	Assess the viability of creating a portal where the public can easily download the referenced discipline.	Dustin Boyd	Completed	2025 goal to implement an accessible location to obtain board orders on the website.		October 2024 – Met with DSPS for demo of their portal. Met with software rep who created DSPS's portal to discuss feasibility of making similar software work with DATCP's current CRM system Met w/BITS on 10/31, saw demo of other Division's licensed displays. Think this internal solution will work.	
Communication with Board/public and credential holders; non compliance trends	Provide a report at the 1/4ly board meetings on the top 5 violation resulting in discipline prior quarter.	Dustin Boyd	ongoing		maintain records b. (5) violations of VE 1.58(2) - Lack of knowledge or ability to apply professional principles or skills. c. (4) violations of VE 1.52(1) - Failure to maintain records d. (2) violations of each of the following: VE 1.30(1)(a) - Failing to complete 30 hours of CE. VE 1.58(26)(a) - Falsely certifying to have completed 30 hours of CE. VE 1.58(21) - Failure to keep facility clean and sanitary e. (1) violation of each of the following: VE 1.44(4)(a) - Delegation of nonsurgical veterinary treatment (vaccines) to non-credentialed individuals. VE 1.44(6)(a) - Delegation of local or general anesthesia, including induction and monitoring to non-credentialed individuals. VE 1.44(6)(c) - Delegation of dental extractions to non-credentialed individuals. VE 1.58(7) - Violating or aiding and abetting the	(7) violations of VE 1.58(2) - Lack of knowledge or ability to apply professional principles or skills. (3) violations of VE 1.58(26)(a) - Falsely certifying to have completed 30 hours of CE. (3) violations of VE 1.58(27) - Failure to inform a client prior to treatment of the diagnostic and treatment options consistent with the veterinary profession's standard of care (2) violations of VE 1.44(5)(b) – Improper delegation of sample collection via cystocentesis procedure. (2) violations of VE 1.58(19) - Failure to maintain records as required.	a. (6) violations of VE 1.58(26)(a) – Falsely certifying to have completed 30 hours of CE. b. (3) violations of VE 1.58(2) - Lack of knowledge or ability to apply professional principles or skills. c. (1) violation of each of the following: i. VE 1.58(11) - The personal use, misuse, or sale (other than to a patient) of controlled substances ii. VE 1.58(20) - Refusal, upon request, to cooperate in a timely manner with the board's investigation iii. VE 1.58(27) - Failure to inform a client prior to treatment of the diagnostic and treatment options consistent with the veterinary profession's standard of care iv. VE 1.58(3)(b) - The making of false claims regarding testing, inspecting, reporting or issuing of inter-state, intra-state or export health certificates v. VE 1.58(5)(a) - Claiming to have performed an act or given a treatment which has not in fact been performed or given. vi. VE 1.58(7) - Violating or aiding and abetting the violation of any law or administrative rule or regulation substantially related to the practice of veterinary medicine. vii. VE 2.26(13)(a) - Falsely certifying to have completed 15 hours of CE
Communication with Board, public and credential holders; non compliance trends	CVT program outreach	Jonathan Bent	Completed	Website updated. No further contact from TCS regarding checklist		Met with WTCS on new VTNE process on Jan 13. Offered to do a webinar with students to 'introduce' the VEB and go over licensing and complaint processes, they were not interested. Jonathon is working on updating the website and creating licensing 'check list' for CVTs	
Communication with Board, public and credential holders; General information	Annual newsletter for distribution.	Melissa Mace	Roll over	Target publication date early August			
Workload Management/Budget	Work with DATCP to create and support a budget request for 2.0 FTE to support the VEB in investigations, VPAP administrations, and policy and rule development	Melissa Mace/Angela Fisher	Completed	No postions in final budget	One position in Governors Budget	No position requested in the DATCP budget. Hopefully in Governors budget.	White Paper on position submitted to Secretary's office
VPAP	Complete RFP process, secure a 2025-2026 provider	Melissa Mace	Completed			TELUS Health contract is signed for service thru 2026 with option for further years.	
VPAP	Host 6 VPAP specific webinars	Melissa Mace	in process	Substance abuse: 2 Making time work for you: 9	Conflict resolution: 23	Seasonal Stress; 15 attendees.	Living Well With Stress: 12 attendees
VPAP	Send a monthly outreach to credentialing holders on VPAP services and the focus of the month.		ongoing	Monthly NL: this quarter focus on Health coaching	Monthly NL sent with a focus on Wellbeing Index for the first quarter.	Monthly Newsletters sent.	Monthly VPAP newsletters sent.
AAVSB	Attend the Annual Conference	Melissa Mace	Completed				Drs. Holter and Solverson attended conference along with ED Mace.
AAVSB	Include Racetrack information in VEB newsletter	Melissa Mace					



VEB



VISION:

Setting the standard of forward thinking veterinary regulation.

MISSION:

To protect the public through a fair regulatory process that instills public confidence in our licensees while remaining agile to the constant advancement of veterinary medicine.

CORE VALUES

Prote**C**ting the public

Tr**A**nsparency

Integ**R**ity

Hon**E**sty

2025-2026 VEB Strategic Goals

Effective July 1, 2025 – June 30, 2026

- 1.** Transparency and ease of access of VEB materials for credential holders and the public.
 - a. Update all licensure Forms
 - b. Create an easily accessible location on the website where the public can easily see and download discipline for credential holders.
- 2.** Discuss topic affecting the practice of veterinary medicine in open session at quarterly board meetings.
 - a. Artificial Intelligence (AI) - How regulation of DVM's and CVT's applies to the use of artificial intelligence. (October Board Meeting)
 - b. Other topics for each quarterly board meeting.
- 3.** Present a report on the top 5 violations resulting in discipline from the previous quarter.
- 4.** Enhance outreach for VPAP, and initiate more comprehensive rules update.
 - a. Work with DATCP to request a project position to support VPAP outreach and rule implementation
- 5.** VPAP:
 - a. Host 6 webinars.
 - b. Send a monthly outreach to credentialing holders on VPAP services and the focus of the month.
- 6.** VEB Outreach (Public, Credential Holder, Student);
 - a. Connect with SVM and see if interested in another presentation.
 - b. Work with WVMA on webinars and/or articles for the voice
 - c. Newsletter – Ask AAVSB for topics.
- 7.** AAVSB Involvement:
 - a. Attend the AAVSB annual meeting.
 - b. Encourage new board members and staff to attend Board Basics and Beyond.
 - c. Provide support to Dr. Solverson as needed should he get elected to the ICVA position on the AAVSB Board.