

2025

AAVSB

ANNUAL MEETING

&

CONFERENCE

CINCINNATI
09.17 - 09.20

Meeting Guide & Resources

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The background image shows three people, two women and one man, seated at a table in what appears to be a conference or meeting setting. They are all smiling and looking towards the right. The image is overlaid with a semi-transparent blue filter. The woman in the center has blonde hair and is wearing a white shirt. The woman on the right is also smiling and wearing a white top. The man on the left is partially visible. There are some items on the table, including a laptop and a name tag that reads "Kelly Gottschalk, DVM".

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Meeting Information

Schedules & Agendas

2025 Schedule for the AAVSB Annual Meeting and Conference

Tuesday, September 16, 2025

7:00 am - 8:30 am	Breakfast for Committee Volunteers and the AAVSB Staff	The Fountain Room
8:00 am - 5:00 pm	QSE® Exam Development Workshop (Day 1: closed session)	McKinley
12:00 pm - 1:30 pm	Lunch for Committee Volunteers and the AAVSB Staff	The Fountain Room

Wednesday, September 17, 2025

7:00 am - 6:00 pm	Early Registration Opens	Registration
7:00 am - 8:30 am	Breakfast for Committee Volunteers and the AAVSB Staff	The Fountain Room
8:00 am - 9:30 am	Finance Committee Meeting	Hayes
8:00 am - 5:00 pm	QSE® Exam Development Workshop (Day 2: closed session)	McKinley
8:00 am - 5:00 pm	Regulatory Policy Committee Meeting	Garfield
10:00 am - 11:30 am	AAVSB Board of Directors Meeting	Hayes
10:00 am - 11:30 am	Student Outreach Task Force Meeting	Harding
12:00 pm - 1:30 pm	Lunch for Committee Volunteers and the AAVSB Staff	The Fountain Room
1:00 pm - 3:00 pm	Bylaws Committee Meeting	Harding
1:30 pm - 3:00 pm	Executive Directors Advisory Committee Meeting	Hayes
1:30 pm - 3:30 pm	Leadership Development Committee Meeting	B. Harrison
3:30 pm - 5:00 pm	Nominating Committee Meeting	Harding
6:30 pm - 8:00 pm	Exams Dinner (optional session NAVLE & VTNE Deep Dive Dinner; registration required)	Taft Ballroom

Thursday, September 18, 2025

7:00 am - 6:00 pm	Registration Open	Registration
7:00 am - 8:30 am	Breakfast for Summit and Board Training Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
8:00 am - 5:00 pm	VTNE® Exam Development Workshop (Day 1: closed session)	McKinley
8:00 am - 5:00 pm	RACE® Committee Meeting	Garfield
8:00 am - 5:00 pm	Executive Directors' & Registrars' Summit (optional pre-conference session; registration required)	Taft Ballroom 1

Thursday's Schedule continues on the next page.

*Agenda as of July 2025 is subject to change



Thursday, September 18, 2025

8:00 am - 5:00 pm	Member Board Training (optional pre-conference session; registration required)	Taft Ballroom 2
12:00 pm - 1:30 pm	Lunch for Summit and Board Training Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
5:30 pm - 6:30 pm	Volunteer Recognition Reception (Volunteers Only)	The Fountain Room
6:30 pm - 8:30 pm	Dinner with Future Friends (Sign up at registration)	

Friday, September 19, 2025

7:00 am - 4:00 pm	Registration Open	Registration
7:00 am - 8:00 am	Breakfast for Annual Meeting Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
8:00 am - 12:00 pm	Business Session (Delegate Assembly)	Presidential Ballroom
8:00 am - 5:00 pm	VTNE® Exam Development Workshop (Day 2 : closed session)	McKinley
12:00 pm - 1:00 pm	Lunch for Annual Meeting Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
1:00 pm - 5:15 pm	Education Sessions	Presidential Ballroom
1:00 pm - 3:00 pm	Balancing Accountability and Empathy: Supporting Mental Health in Veterinary Regulation	
3:15 pm - 5:15 pm	Crisis Ready: Master Your Message	
5:15 pm	Meeting Recess	Presidential Ballroom
6:40 pm	Baseball Game Chicago Cubs @ Cincinnati Reds	Great American Ballpark

Saturday, September 20, 2025

7:00 am - 4:00 pm	Registration Open	Registration
7:00 am - 8:00 am	Breakfast for Annual Meeting Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
8:00 am - 12:00 pm	Business Session (Delegate Assembly)	Presidential Ballroom
12:00 pm - 1:00 pm	Lunch for Annual Meeting Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
1:00 pm - 4:45 pm	Education Sessions	Presidential Ballroom
1:00 pm - 2:30 pm	Top Legal Cases Impacting the Veterinary Profession	
2:45 pm - 4:15 pm	National and State Update on the Highly Pathogenic Avian Influenza Outbreak	
4:15 - 4:45 pm	Closing Session	Presidential Ballroom
5:00 pm	Meeting Adjournment	Presidential Ballroom



2025 Schedule and Agenda for the AAVSB Member Board Training

Thursday, September 18, 2025

7:00 am - 4:00 pm	Registration Open	Registration
7:00 am - 8:30 am	Breakfast for Summit and Board Training Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
8:00 am - 12:00 pm	Welcome & Kick-Off	Taft Ballroom 2
	At The Heart of the AAVSB	Taft Ballroom 2
	Introductions	Taft Ballroom 2
	Objectives <small>(What's In It For Me)</small> & Terminology	Taft Ballroom 2
	Break	
	Small Group Lightning Rounds	Taft Ballroom 2
12:00 pm - 1:30 pm	Lunch for Summit and Board Training Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
1:30 pm - 4:45 pm	AAVSB Practice Act Model (PAM)	Taft Ballroom 2
	Statutes, Rules and Regulations	Taft Ballroom 2
	Break	
	Small Group Lightning Rounds	Taft Ballroom 2
	Break	
	Small Group Lightning Rounds	Taft Ballroom 2
	Final Questions & Open Discussion	Taft Ballroom 2
4:55 pm - 5:00 pm	Closing Remarks	Taft Ballroom 2
5:30 pm - 6:30 pm	Volunteer Recognition Reception <small>(Volunteers Only)</small>	The Fountain Room



**Agenda as of July 2025 is subject to change*

2025 Schedule and Agenda for the AAVSB Executive Directors' & Registrars' Summit

Thursday, September 18, 2025

7:00 am - 4:00 pm	Registration Open	Registration
7:00 am - 8:30 am	Breakfast for Summit and Board Training Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
8:30 am - 8:35 pm	Welcome and Introductions	Taft Ballroom 1
8:35 am - 9:05 am	Questions from the AAVSB: Exams!	Taft Ballroom 1
9:05 am - 9:35 am	Introductions & Getting to Know Your Neighbor	Taft Ballroom 1
9:35 am - 10:35 am	Topic 1: New Plays in the Accreditation Playbook: Council on Education Changes	Taft Ballroom 1
10:35 am - 11:00 am	Break	
10:35 am - 11:00 am	Topic 2: Covering All the Bases: State Legislative Approaches for Regulators	Taft Ballroom 1
12:00 pm - 1:30 pm	Lunch for Summit and Board Training Participants, Committee Volunteers and the AAVSB Staff	The Fountain Room
1:30 pm - 3:00 pm	Topic 3: When Circumstances Matter: Animal Cruelty, Spectrum of Care, and Access Challenges	Taft Ballroom 1
3:00 pm - 3:15 pm	Break	
3:15 pm - 4:45 pm	Topic 4: In the Same League: Veterinary Regulation in a Multi-Disciplinary World	Taft Ballroom 1
4:45 pm - 4:55 pm	Final Questions & Open Discussion	Taft Ballroom 1
4:55 pm - 5:00 pm	Closing Remarks	Taft Ballroom 1
5:30 pm - 6:30 pm	Volunteer Recognition Reception (Volunteers Only)	The Fountain Room



2025 Schedule and Agenda for the AAVSB Annual Meeting and Conference

Friday, September 19, 2025

7:00 am - 4:00 pm

Registration Open

7:00 am - 8:00 am

Breakfast for Annual Meeting Participants, Committee Volunteers and the AAVSB Staff

8:30 am - 8:35 am

Call to Order and Welcome

Frank Richardson, DVM, AAVSB President and Presiding Officer

8:30 am - 9:40 am

Welcome to Ohio

Timothy Kolb, DVM, AAVSB President Elect

Introduction of Special Guests and the AAVSB Board of Directors

Frank Richardson, DVM, AAVSB President and Presiding Officer

Presidential Address

Frank Richardson, DVM, AAVSB President and Presiding Officer

Chief Executive Officer's Update

James T. Penrod, CAE, FASLA, AAVSB Chief Executive Officer

AAVSB Board of Directors' Report

AAVSB Strategy Update

Chrissy Bagby, PMP, CAE, AAVSB Chief Strategy Officer

Delegate Assembly Begins

Roll Call

(Delegates and Alternate Delegates to be seated)

James T. Penrod, CAE, FASLA, AAVSB Chief Executive Officer

Standing Conference Rules, 2025 AMC Agenda and Summary of the 2024 Annual Meeting & Conference

Frank Richardson, DVM, AAVSB President and Presiding Officer

Nominating Committee Report

Amy Staton, EdD, LVT, AAVSB Nominating Committee Chair

Call for Nominations from the Floor

Frank Richardson, DVM, AAVSB President and Presiding Officer

9:40 am - 10:00 am

Break

Free professional headshots available

10:00 am - 12:00 pm

Bylaws & Resolution Committee Report

Darren Wright, DVM, AAVSB Bylaws & Resolution Committee Chair

Regulatory Policy Committee Report: Medical Record Keeping

Kelly Gottschalk, DVM, AAVSB Regulatory Policy Committee Chair



**Agenda as of July 2025 is subject to change*

2025 Schedule and Agenda for the AAVSB Annual Meeting and Conference

Friday, September 19, 2025 continued

	Treasurer's Report <i>Amy Haywood, LVT, AAVSB Treasurer & Finance Committee Chair</i>
	Global Feedback Session <i>James T. Penrod, CAE, FASLA, AAVSB Chief Executive Officer</i>
	Delegate Assembly Recesses
12:00 pm - 1:00 pm	Lunch for Annual Meeting Participants, Committee Volunteers and the AAVSB Staff <i>Free professional headshots available</i>
1:00 pm - 3:00 pm	Balancing Accountability and Empathy: Supporting Mental Health in Veterinary Regulation <i>Marie Holowaychuk, DVM, Dipl. ACVECC (CEO and Founder, Reviving Veterinary Medicine)</i>
3:00 pm - 3:15 pm	Break <i>Free professional headshots available</i>
3:15 pm - 5:15 pm	Crisis Ready: Master Your Message <i>Pace PR: Annie Scranton & Mike Sorrentino</i>
5:15 pm	Meeting is Recessed
6:00 pm - 6:30 pm	Walk to Great American Ball Park
6:40 pm	Friday Night Event: Baseball Game Chicago Cubs @ Cincinnati Reds <i>The Great American Ball Park</i> <i>Enjoy dinner and drinks at the game!</i>



2025 Schedule and Agenda for the AAVSB Annual Meeting and Conference

Saturday, September 20, 2025

7:00 am - 4:00 pm

Registration Open

7:00 am - 8:00 am

Breakfast for Annual Meeting Participants, Committee Volunteers and the AAVSB Staff

8:30 am - 8:35 am

Business Session Reconvenes

Frank Richardson, DVM, AAVSB President and Presiding Officer

Delegate Assembly Begins

Roll Call

(Delegates and Alternate Delegates to be seated)

James T. Penrod, CAE, FASLA, AAVSB Chief Executive Officer

Elections

Frank Richardson, DVM, AAVSB President and Presiding Officer

Proposed Bylaws Amendments, Resolutions, and Proclamations Discussion and Vote

Frank Richardson, DVM, AAVSB President and Presiding Officer

Regulatory Policy Discussion and Vote (Practice Act Model)

Frank Richardson, DVM, AAVSB President and Presiding Officer

Regulatory Policy Discussion and Vote (Medical Record Keeping)

Frank Richardson, DVM, AAVSB President and Presiding Officer

10:00 am - 10:25 am

Break

Free professional headshots available

10:25 am - 12:00 pm

Ohio Professional Health Program

Veterinary Technician Task Force Report

Tricia Gorham, MA, CVT, AAVSB Vet. Tech. Task Force Chair

Delegate Assembly Concludes

Considerations for the Use of AI in Veterinary Medicine

Beth Venit, VMD, MPH, DACVPM, AAVSB Chief Veterinary Officer

12:00 pm - 1:00 pm

Lunch for Annual Meeting Participants, Committee Volunteers and the AAVSB Staff

Free professional headshots available



2025 Schedule and Agenda for the AAVSB Annual Meeting and Conference

Saturday, September 20, 2025 continued

1:00 pm - 2:30 pm

Top Legal Cases Impacting the Veterinary Profession

Dale Atkinson, JD, AAVSB Legal Counsel

2:30 pm - 2:45 pm

Break

2:45 pm - 4:15 pm

National and State Update on the Highly Pathogenic Avian Influenza Outbreak

Michael Martin, DVM, MPVM, ACPV, North Carolina State Veterinarian Director of Veterinary Division, NCDA&CS

4:15 pm - 4:45 pm

Closing Session

Recognition of Service for Outgoing Officers & Directors

Frank Richardson, DVM, AAVSB Immediate Past President 2025-2026

Installation of the 2025 - 2026 AAVSB Board of Directors

Kim Gemeinhardt, DVM, AAVSB Past President

Presidential Address

Timothy Kolb, DVM, AAVSB President 2025 - 2026

2026 Annual Meeting and Conference Location Announcement

4:45 pm

AAVSB 2025 Annual Meeting and Conference Adjournment





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Meeting Information

Attendees by Member Board

Attendees by Member Board

Alabama State Board of Veterinary Medical Examiners

Board Members

Thomas Fell Jr., DVM

Lisa P Hethcox, LVT

College of Veterinarians of Ontario

Staff Members

*Jan Robinson, Registrar

Council Members

*Jessica Retterath, DVM

Alaska Board of Veterinary Examiners

Board Members

Denise Albert, DVM

Hal Geiger, PhD

*Robert Gerlach, VMD

Colorado State Board of Veterinary Medicine

Staff Members

Karen Phelan, Executive Director

Board Members

Carolyn Karrh, DVM

Alberta Veterinary Medical Association

Staff Members

Megan Bergman, DVM, Registrar

Council Members

Lindsey Kurach, DVM

District of Columbia Board of Veterinary Medicine

Legal Counsel

Edward Rich, JD

Arizona State Veterinary Medical Examining Board

Board Members

Robyn Jaynes, DVM

Board Members

Amy Haywood, LVT

Sophie Kindberg-Hanlon, BVetMed PGCert(SAS)
MRCVS

Daniel Teich, DVM

Arkansas Veterinary Medical Examining Board

Staff Members

Tom Harrington, MS, Executive Director

Florida Board of Veterinary Medicine

Staff Members

Ruthanne Christie, Executive Director

Board Members

Rudd Nelson, DVM

Robert Leonard, Jr., DVM

California Veterinary Medical Board

Staff Members

Jessica Siefertman, Executive Director

Board Members

Christina Bradbury, DVM

Kristi Pawlowski, RVT

Maria Preciosa Solacito, DVM

Georgia State Board of Veterinary Medicine

Staff Members

Adrienne Price, MSN, RN, Executive Director

Board Members

William Wright, DVM

* designates - virtual attendee



Hawaii Board of Veterinary Medicine

Board Members

Lisa Wood, DVM

Idaho Board of Veterinary Medicine

Staff Members

Tabitha Edwards, Executive Director

Board Members

Nan Mueller, DVM

Illinois Department of Financial and Professional Regulation

Board Members

Raymond Ramirez, DVM

Indiana Board of Veterinary Medicine

Staff Members

Britney McMahan, JD, Executive Director
Kyle Shipman, DVM

Board Members

Steve Sunbury, DVM

Kansas Board of Veterinary Examiners

Staff Members

Mark Olson, DVM, Executive Director

Board Members

Elizabeth Covington, DVM
Randall Norton, DVM

Kentucky Board of Veterinary Examiners

Legal Counsel

Carmine Iaccarino

Staff Members

Michelle Shane, Executive Director
Briana Crowder, LVT KBVE
Amanda Briggs

Board Members

Dianne Dawes-Torre, DVM
John Park, DVM
Jennifer Quammen, DVM, MPH
Amy Staton, Ed.D, LVT
Steve Velasco, III, DVM, MBA

Louisiana Board of Veterinary Medicine

Staff Members

Jared Granier, MBA, Executive Director

Manitoba Veterinary Medical Association

Council Members

Navjot Viridi, DVM

Maryland State Board of Veterinary Medical Examiners

Legal Counsel

Cynthia Spirt

Staff Members

Nathaniel Boan, Executive Director

Board Members

Christine Calvert, DVM

* designates - virtual attendee



Minnesota Board of Veterinary Medicine*Staff Members*

Pam Johnson, DVM, MPH, Executive Director

Board Members

Mahlon Bauman

John Howe, DVM, CertAqV

Kathleen Jost, DVM

Mississippi Board of Veterinary Medicine*Staff Members*

Nancy Christiansen, Executive Director

Board Members

Stephen King, DVM

Kevin Smith, DVM

Missouri Veterinary Medical Board*Legal Counsel*

Daryl Hylton, J.D.

Board Members

Michael Pfander, DVM

Christopher Rohlfing

Montana Board of Veterinary Medicine*Board Members*

Jeanne Rankin, DVM

Nevada State Board of Veterinary**Medical Examiners***Staff Members*

Jennifer Pedigo, EMBA, Executive Director

New Hampshire Board of Veterinary Medicine*Board Members*

Selvi Lampman, DVM

**New Jersey State Board of Veterinary
Medical Examiners***Board Members*

David Croman, VMD

Mark Logan, VMD

New York State Board for Veterinary Medicine*Staff Members*

Stephen Boese, MSW, Executive Director

Board Members

Ashley Harris, DVM, DABVP

North Carolina Veterinary Medical Board*Staff Members*

Keith West, Executive Director

Melissa Bowman

Board Members

Edward Faulkner, DVM

Andrea Gentry-Apple, DVM

Ronald Komich, DVM

Robin Lazaro, RVT, VTS(ECC)

Michael Martin, DVM, MPVM, ACPV

Rebecca Mitchell

**North Dakota Board of Veterinary
Medical Examiners***Board Members*

Lindy West, DVM

Bailey Zacher, LVT

Nova Scotia Veterinary Medical Association*Staff Members*

Jane Corkum, DVM, Registrar

Angie Runnalls, DVM

Council Members

Jennifer McKay, DVM

Penelope Richards, DVM

Laura Wilson, DVM

* designates - virtual attendee



Ohio Veterinary Medical Licensing Board

Legal Counsel

*George Martin, Esq

Staff Members

Jacob Bell, MPA, Executive Director

Board Members

Ray Hephner, DVM

Susan Skorupski, DVM

Oklahoma State Board of Veterinary Medical Examiners

Legal Counsel

Sandra Lavenue, Esq.

Staff Members

Cathy Kirkpatrick, Executive Director

Board Members

Rebekah Hartfield, DVM

Holly Lunsford, DVM

Pennsylvania State Board of Veterinary Medicine

Board Members

Val Kehoe, CVT

Apryle Horbal, VMD

Prince Edward Island Veterinary Medical Association

Staff Members

Jessie MacQuarrie, DVM, Registrar

Council Members

Jessie MacQuarrie, DVM, Registrar

Puerto Rico Board of Veterinary Medical Examiners

Board Members

Miguel Borri Diaz, DVM

Saskatchewan Veterinary Medical Association

Staff Members

Greg Parks, DVM, MPH, MANZCVS, Registrar

Council Members

Tara Holland, RVT

Jasmine Paulson, DVM

South Carolina Board of Veterinary Medical Examiners

Staff Members

Amy Holleman, CPM, Executive Director

Board Members

George Scott Bryant, DVM

Christine White, DVM

Tennessee Board of Veterinary Medical Examiners

Staff Members

Kimberly Wallace, Executive Director

Texas Board of Veterinary Medical Examiners

Staff Members

Brittany Sharkey, Esq., Executive Director

Board Members

Lynn Criner, DVM

* designates - virtual attendee



Utah Veterinary Physician Licensing Board*Board Members*

Jason Gibson, DVM

Tonya Hardy, DVM, MBA

Neil Moss, DVM

Wyoming Board of Veterinary Medicine*Staff Members*

Kylie Dorr, Executive Director

Board Members

Gary Norwood, DVM

Jennifer Gage, DVM

Virgin Islands Board of Veterinary Medicine*Staff Members*

Laura Palminteri, VMD

Virginia Board of Veterinary Medicine*Staff Members*

Kelli Moss, Executive Director

Kelly Gottschalk, DVM

Board Members

Bruce Bowman, DVM

**Washington State Veterinary Board
of Governors***Board Members*

Katherine Bibi, DVM, DACVIM (Neurology)

Maci Paden, DVM

Aja Senestraro, DVM

West Virginia Board of Veterinary Medicine*Staff Members*

Patricia Holstein, Executive Director

Brandi Legg

Board Members

Donna Piercy, DVM

Wisconsin Veterinary Examining Board*Board Members*

Karl Solverson, DVM

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Meeting Information

List of all Attendees

List of All Attendees

Lauren Abbott

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American Association of Veterinary
State Boards
labbott@aavsb.org

Denise Albert, DVM

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Alaska Board of Veterinary Examiners
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dladvm@aol.com

Dale Atkinson, JD

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Mary Berg, BS, LATG, RVT, VTS (Dentistry), FVTE

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Bruce Bowman, DVM

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Melissa Bowman

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Christina Bradbury, DVM

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George Scott Bryant, DVM

South Carolina Board of Veterinary
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Kat Bryant, MM

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Susan Bull, DVM

AAVSB Leadership Development Committee
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Christine Calvert, DVM

Maryland State Board of Veterinary
Medical Examiners
Board Chair
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Miranda Carrisosa Gibbes

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Heather Case, DVM, MPH, DACVPM, CAE

International Council for
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Michelle Chen

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Tasha Clark, DVM

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Anjilla Codner, DVM, MS

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Jane Corkum, DVM

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Chair, AAVSB Student Outreach Task Force
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Amy Farmer, EdD, CAE

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Edward Faulkner, DVM

North Carolina Veterinary Medical Board
Board Member
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Thomas Fell, DVM

Alabama State Board of Veterinary
Medical Examiners
Board Member
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* designates - virtual attendee



Jennifer Gage, DVM

Wyoming Board of Veterinary Medicine
Board Member
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Claudio Gallottini, DVM, PhD

Federazione Nazionale Ordini
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Representative for North America
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Hal Geiger, PhD

AAVSB RACE Committee
Alaska Board of Veterinary Examiners
Board Member
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Kim Gemeinhardt, DVM

Immediate Past President, AAVSB Board
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lat36x@aol.com

Andrea Gentry-Apple, DVM

AAVSB Student Outreach Task Force
North Carolina Veterinary Medical Board
Board Member
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***Robert Gerlach, VMD**

Alaska Board of Veterinary Examiners
Board Chair
bobandrose723@gmail.com

Jason Gibson, DVM

Utah Veterinary Physician
Licensing Board
Board Member
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Briedi Gillespie, PhD

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1.4

Meeting Information

Standing Conference Rules

General

- Attendees are reminded to be respectful of speakers and other attendees. Silence cell phones and refrain from using electronic devices during sessions for those in person. Persons wishing to carry on conversations are asked to move to outside the General Session room. Those attending virtually should mute themselves on the video-conferencing platform unless they wish to speak.
- Elections will take place during Saturday's Business Session. No campaigning is allowed in the meeting room for the Delegate Assembly at any time.

Delegate Assembly

- The rules contained in Robert's Rules of Order, Newly Revised, 12th Edition shall govern the Delegate Assembly in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the AAVSB or these Standing Conference Rules.
- All reports, discussions, and debates shall be addressed to the Presiding Officer.
- The Presiding Officer is authorized to declare a recess as determined necessary.

Delegates

- All Delegates and Alternate Delegates will receive proper identification at registration. Proper identification is required for voting and participation.
- In-person Delegates will sit in a designated section in the front of the room when instructed by the Presiding Officer. Virtual Delegates who have shared their proper identification will log onto the video-conferencing platform at the time of the meeting and type in their first and last name and location.
- If the in-person Delegate is unavailable, the Delegate or Alternate Delegate must notify a staff member at the registration table and the identified Alternate Delegate will sit in the designated section, debate, and vote for the remainder of that day.
- Only Delegates are eligible to make and second motions, speak on motions, and to vote on matters put forth to the Delegate Assembly.
- An in-person Delegate wishing to make a motion shall rise and, when recognized by the Presiding Officer, shall give his or her name and Member Board affiliation before presenting the motion. A virtual Delegate will need to type their first and last name and their Member Board affiliation in the chat feature of the video-conferencing platform and wait to be acknowledged by the Presiding Officer before unmuting themselves and speaking. All motions must be made on behalf of the Member Board.



Rules of Debate

- Speakers will be limited to 3 minutes each and may not speak more than once to the same motion unless recognized by the Presiding Officer. No person may speak more than once until all others wishing to speak to said motion have had an opportunity to speak at least once. At any time, debate may be further limited or extended by a two-thirds vote of the Delegates.
- The privilege of debate on the floor is limited to the Delegates. Others may speak at the discretion of the Presiding Officer or with permission of the Delegate Assembly.
- At the discretion of the Presiding Officer or by a vote of the assembly, time for debate may be reasonably limited in order to maintain the scheduled agenda.

Voting

- Delegates must follow the voting instructions provided. Delegates will vote using the electronic voting software on their personal device, such as cell phone, tablet, or laptop. At the prerogative of the Presiding Officer, standing or voice votes may be used on matters not subject to confidentiality.
- Candidates seeking election to a position identified in the Bylaws must receive a majority vote of the quorum. If more than one candidate is running for an open position and a candidate is not elected on the second ballot or later ballot, the candidate receiving the least number of votes shall be dropped until a candidate receives a majority of votes cast.

Executive Session of the Delegate Assembly

- Attendance in an executive session of the Delegate Assembly is limited to members of Member Boards, Affiliate Members, and any other individuals at the discretion of the Presiding Officer. Attendees of any executive session, whether in person or virtual, agree to maintain in confidence and not disclose the subject matter or discussions of the executive session. Attendees with questions about reporting back executive session matters to their Member Boards should seek direction from the AAVSB CEO or AAVSB Counsel.



A woman with blonde hair and glasses, wearing a red dress with white polka dots, is seated and speaking to two men. The man on the left is partially visible in profile, wearing a dark suit. The man on the right is wearing a light blue polo shirt with "USA & Canada TOUR 2024" and a Canadian flag patch. The background is dark with some geometric shapes. The entire image has a blue overlay.

1.5

Meeting Information

2024 Meeting Summary

Introduction

This document is a full historical summary of the 2024 AAVSB Annual Meeting & Conference, held at the Loews Coronado Bay, Coronado, California, from September 25 to September 28, 2024. This document will include a summary and key outcome of each business session, the Friday Evening Event, and educational sessions.

Preconference Sessions

Wednesday, September 25, 2024

Executive Directors' & Registrars' Summit

Updates on the Mobility Assistance Program (MAP), VTNE Eligibility, RACE & RACEtrack, and the Member Board Knowledge Center Project, a key part of the web redesign program were provided. The Regional Mentorship Program and Utilizing Veterinary Technicians in Practice were discussed.

Member Board Training

Dale Atkinson led a full day of board training for board members, staff, and legal counsel.

Thursday, September 26, 2024

Executive Directors' & Registrars' Summit

Discussions included the North American Competency Profile, provided by Jan Robinson, Registrar and CEO, College of Veterinarians of Ontario, The Role of Regulatory Boards: Changing the Perception, Veterinarian-Client-Patient-Relationship (VCPR) & Telehealth, and Unlicensed Practices.

Member Board Training

Dale Atkinson continued the session.

VTNE® Deep Dive

The PSI Psychometrician for AAVSB exams, Charlie Bonfert, MS, ICE-CCP, presented on the development of the VTNE exam. Charlie reviewed how items are developed and written, the scoring process, and the importance of volunteer diversity in creating an exam that is fair, valid, and reliable.

NAVLE® Deep Dive Session for Member Board Members

Representatives from the International Council for Veterinary Assessment (ICVA®) and National Board of Medical Examiners (NBME®) presented an informational session about the North American Veterinary Licensing Examination (NAVLE) to over 70 AAVSB Member Board Members. A passing score on the NAVLE is required for licensure as a veterinarian for all of the AAVSB Member Boards. Key information presented included:

- The ICVA has owned and administered the NAVLE since 2000
- The ICVA revealed the redesign of the NAVLE score report



- The ICVA explained how the exam is developed and opened the floor for questions and feedback from the AAVSB Member Board members present.

President's Reception

The Leadership Development Committee celebrated the success and hard work of all the AAVSB Volunteers with drinks, hors d'oeuvres, and awards. All AAVSB Volunteers were recognized including those who have volunteered for 5, 10, 15, 20, and more than 20 years. Dr. Kim Gemeinhardt, AAVSB President, also thanked all of the volunteers and presented the 2024 AAVSB President's Leadership Award to Dr. Lila Miller.

Business Sessions

Friday, September 27 - Day One (Information Presented)

Dr. Kim Gemeinhardt, AAVSB President, called the 2024 AAVSB Annual Meeting & Conference to order and welcomed all attendees.

Dr. Gemeinhardt then gave her Presidential Address, emphasizing the importance of "Why we do what we do?" She emphasized the dedication of volunteer time in the service of animal/owner welfare and regulation and volunteer time with the AAVSB. Continued growth through new skills, knowledge, and embracing challenges is important. And, the collective why and voice in the interest of the Association's mission.

Dr. Gemeinhardt invited Dr. Christina Bradbury, Board Member with the California Veterinary Medical Board to welcome all attendees to California.

She then introduced the following special guests from allied organizations and asked that they stand to be recognized:

- Dr. Bob Knapp, Board of Directors Chair, and Dr. Kent McClure, Associate Vice President/Chief Advocacy Officer of the American Association of Veterinary State Boards
- Todd Von Deak, Executive Director; Tricia Gorham, President; and Jennifer Serling, Immediate Past President of the Association of Veterinary Technician Educators
- Joel Neuheimer, Chief Executive Officer, and Dr. Timothy Arthur, President, of the Canadian Veterinary Medical Association
- Dr. Heather Case, Chief Executive Officer of the International Council for Veterinary Assessment and Dr. Keith Poulsen, Chair of the ICVA Board of Directors
- Phil Russo, Executive Director and Jamie Rauscher, President, of the National Association of Veterinary Technicians in America
- Dr. Todd Behre, Program Coordinator for the National Veterinary Accreditation Program of the United States Department of Agriculture Animal and Plant Health Inspection Service

She also welcomed the following international guests:



- Dr. Claudio Gallottini, of the Italian Federation of Veterinary Boards
- Ms. Lizzie Locket, Chief Executive Officer, of the Royal College of Veterinary Surgeons
- Mr. Iain McLachlan, Chief Executive Officer, of the Veterinary Council of New Zealand

Dr. Gemeinhardt then recognized the following special guests to stand:

- AAVSB Representatives to the ICVA: Ms. Kathy Bowler, Dr. Elizabeth Farrington, Dr. Helen Tuzio, and Dr. Frank Walker.
- AAVSB Representative to the ECFVG: Dr. Gary Norwood from Wyoming
- AAVSB Appointee to NAVTA's Committee of Veterinary Technician Specialties (CVTS): Tara Holland, RVT from Saskatchewan
- SAVMA Representatives to the Association: Daniel Fields from Virginia Tech and Miranda Carrisosa from Michigan State
- Dr. Gemeinhardt then called the 2023-2024 AAVSB Board of Directors to stand to be recognized.
- President-Elect, Dr. Frank Richardson (who was unable to attend due to health concerns)
- Immediate Past President, Ms. Leslie Knachel
- Treasurer, Dr. Tim Kolb
- Directors:
 - Dr. Sheila Dodson
 - Ms. Amy Haywood
 - Dr. Mark Nunez
 - Dr. Greg Parks
 - Dr. Kim Riker-Brown
 - Ms. Michelle Shane

AAVSB Executive Director Jim Penrod then presented the Executive Director's Report.

Mr. Penrod's report included:

- The importance of trust
- His reason for "Why?" and his passion
- Summary of the AAVSB assisting Dr. John Nilz, State Veterinarian in Arkansas, to navigate the changes that occurred when the Arkansas legislature eliminated the Board and changed it to an advisory committee under the Livestock and Poultry Commission.
- Explaining your "Why?"

Mr. Penrod introduced Ms. Chrissy Bagby, Chief Strategy Officer of the AAVSB.

Ms. Bagby shared that the roots of the AAVSB strategy are grounded in the mission, vision, value, and



the why of the organization, adding that it speaks to the public protection mission of our Member Boards. She shared more about the strategy noting it has three pillars—Outreach and Engagement, Veterinary Regulatory Support, and Policy Leadership. She shared details of each of the pillars noting that the Member Boards are at the heart of everything the AAVSB does.

Dr. Gemeinhardt then welcomed Ms. Leslie Knachel, AAVSB Immediate Past President, to give the AAVSB's Board of Directors' Report. Ms. Knachel reported on the major accomplishments over the past year to include the development of an updated VTNE eligibility policy, discontinuing the Veterinary Care Elite program which did not meeting programmatic expectations, and focusing on the challenges to determine the best pathway forward.

Dr. Gemeinhardt, then opened the formal business session and recognized the following people:

- Tellers:
 - Ms. Robin Lazaro
 - Ms. Lorraine Serhienko
 - Ms. Jessica Sieferman
- Parliamentarian: Ms. Liz Guthridge, PRP
- Timekeeper: Mr. Dale Atkinson, Esq., AAVSB Legal Counsel

Mr. Penrod then called the delegate roll call. The following jurisdictions responded:

Alabama	Louisiana	Ohio
Alaska	Manitoba	Oklahoma
Alberta	Maryland	Ontario
Arizona	Minnesota	Oregon
Arkansas	Mississippi	Pennsylvania
British Columbia	Missouri	Prince Edward
California	Montana	Saskatchewan
Colorado	Nebraska	South Carolina
District of Columbia	Nevada (added at 9:20 am as noted below)	Tennessee
Florida	New Brunswick	Texas
Georgia	New Hampshire	Utah
Hawaii	New Jersey	Virgin Islands
Idaho	New York	Washington



Indiana	Newfoundland and Labrador	West Virginia
Kansas	North Carolina	Wisconsin
Kentucky	Nova Scotia	Wyoming

Mr. Penrod announced that 49 delegates were represented. Dr. Gemeinhardt then indicated that 25 votes would be needed for a majority vote and 33 votes would be needed for two-thirds.

Dr. Gemeinhardt asked for any objections to accepting the Standing Rules. There being no objections, the Standing Rules were accepted.

Dr. Gemeinhardt asked for any objections to accepting the 2024 Annual Meeting & Conference Agenda.

Dr. Jennifer Quammen, delegate from Kentucky, requested the word “addition” be struck from the Executive Session wording pertaining to the Executive Session as there was not a vote to conduct an Executive Session. Dr. Gemeinhardt asked whether there was a second to the motion. There being no second, the motion died. Dr. Quammen clarified it was not a motion but rather a Point of Order. There being no objections, the 2024 Annual Meeting & Conference Agenda was accepted.

At the request of Dr. Jennifer Quammen, delegate from Kentucky, Dr. Gemeinhardt requested a ruling from the Parliamentarian regarding the differences between the Standing Rules for 2023 and 2024. Ms. Liz Guthridge, Parliamentarian, clarified that the difference was because a new rule was crafted.

Ms. Jennifer Pedigo, delegate for Nevada, objected to the Roll Call start time was 9:20 on the agenda and wished Nevada to be added to the roll call.

Dr. Gemeinhardt announced that 50 Voting Delegates were present, the majority votes would require 26 affirmative votes, and 34 affirmative votes would be needed for a two-thirds majority vote.

Dr. Gemeinhardt asked for any objections to accepting the 2023 Annual Meeting & Conference Summary. There being no objections, the 2023 Annual Meeting & Conference Summary was accepted.

Dr. Gemeinhardt asked for a motion to go into Executive Session. Dr. Susan Skorupski, delegate from Ohio, made a motion to go into Executive Session, and Dr. Elizabeth Farrington, delegate from Nebraska, seconded. The motion was not subject to debate. At 9:23 am, all attendees except the AAVSB Board of Directors, current Members of Member Boards, Affiliate Members, Secretary of the Board, AAVSB Legal Counsel and Parliamentarian were excused from the room. All Non-Member Board virtual attendees were placed in a virtual waiting room.

At the conclusion of the Executive Session at 11:12 am, all attendees returned to the room or virtual session.

A test of the electronic voting system was conducted.



The following business reports were presented to the delegates:

- Treasurer's Report – Presented by Tim Kolb, DVM, Treasurer. The Treasurer's Report included an explanation of the duties of the Finance Committee and an update on the financial position of the Association, including a breakdown of income and expenses.
- Nominating Committee Report – Presented by William Wright, DVM, Appointed Member of the Nominating Committee

The Nominating Committee Report included the duties of the Nominating Committee. Dr. Wright recognized additional Committee members, Dr. Roger Redman from Ohio (who was unable to attend the meeting due to attendance at another veterinary conference) and Ms. Amy Staton from Kentucky. Dr. Wright presented the 2024 Slate of Candidates as follows:

- President-Elect (1 nominee for 1 position):
 - Dr. Timothy Kolb from Ohio.
- Treasurer (1 nominee for 1 position)
 - Ms. Amy Haywood from the District of Columbia
- Directors (2 nominees for the 3 open Director positions):
 - Mr. Jared Granier from Louisiana.
 - Ms. Jennifer Pedigo from Nevada.
- Nominating Committee (0 nominees for 1 position)
- AAVSB Representative to the ICVA Veterinarian position (4 nominees for 1 position):
 - Dr. Thomas Fell, Jr., from Alabama
 - Dr. Winifred Krogman from New Hampshire
 - Dr. Jennifer Quammen from Kentucky
 - Dr. Frank Walker from North Dakota
- AAVSB Representative to the ICVA public position (0 nominees for 1 position)

Dr. Wright provided educational resources about the Director role for the members and delegates.

Dr. Gemeinhardt opened the floor to nominations. No additional nominations were received for the positions of President-Elect or Treasurer.

The following nominations for Director were received from the floor and were eligible:

- Dr. Michael Pfander from Missouri
- Dr. Susan Bull from North Carolina
- Dr. Mark Logan from New Jersey



- Dr. Holly Lunsford from Oklahoma
- Dr. Mark Chmielewicz from New York
- Dr. Daniel Teich from the District of Columbia

The following nominations for the Nominating Committee were received from the floor and were eligible:

- Dr. Christina Bradbury from California
- Ms. Brittany Sharkey from Texas

The following nomination for the public representation to the ICVA was received from the floor and was eligible:

- Trina Ralph from Newfoundland and Labrador

Nominations were closed.

Dr. Gemeinhardt then recognized the Chair of the Bylaws and Resolutions committee, Dr. Darren Wright, and invited him to give the Bylaws and Resolutions report.

Dr. Wright introduced the members of the Committee and asked that they stand to be recognized: Mr. Joe Allen, Dr. Jeff Heins, Dr. John Lawrence, Dr. Liz Saul, and Dr. Matt Verbsky.

This year, the Committee received one proposed Bylaw amendment and one proposed Resolution.

Proposed Bylaws amendment #1:

Proposed Bylaws amendment #1 modifies Article ten, committees, section 10. Regulatory Policy Committee, to change the length of the member terms from two years to three years. The affected sentence reads as follows:

“Members of the Regulatory Policy Committee shall serve for a deleting the two and replacing it with a three year term and can be reappointed for one additional deleting the two and replacing it with three year term at the discretion of the President with approval from the Board of Directors.”

After review, the Bylaws and Resolution Committee voted to SUPPORT this proposed amendment.

Proposed Resolution 2024-1

Resolution 2024-1 was submitted by the AAVSB Board of Directors. The therefore statements read as follows:

Therefore, be it resolved that the Board of Directors of the American Association of Veterinary State Boards (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.

After review, the Bylaws and Resolution Committee voted to SUPPORT this proposed amendment.

Dr. Gemeinhardt then recessed the Business Session.

Evening Event

Friday, September 27, 2024

The Friday evening event was held aboard the Spirit of San Diego. Attendees and their guests enjoyed food, dancing, and a view of the San Diego Harbor.

Saturday, September 28, 2024 - Day Two (Delegate Assembly and Business Session)

Dr. Gemeinhardt reconvened the Business Session by asking the delegates to be seated. Mr. Penrod called the roll again and confirmed 50 delegates were present.

Dr. Gemeinhardt announced 26 votes would be needed for a majority vote and 34 votes would be needed for a two-thirds.

Voting

For the elections of the positions, Dr. Gemeinhardt provided detailed instructions for voting and presented a test question to ensure the electronic voting devices were in working order and the directions were understood. Voting was then opened.

Dr. Gemeinhardt explained that when there was one nominee for a position, if there were no objections, the candidate would be elected by acclamation. Otherwise, nominees would need to receive a majority vote.

Election Results

- Dr. Timothy Kolb, President-Elect (by acclamation)
- Ms. Amy Haywood, Treasurer (by acclamation)
- Jennifer Pedigo, MBA, Director (by majority vote)
- Holly Lunsford, DVM, Director (by majority vote)
- Mark Chmielewicz, DVM, Director (by majority vote)
- Ms. Brittany Sharky, Nominating Committee (by majority vote)
- Dr. Winifred Krogman, AAVSB Representative (Veterinarian) to the ICVA



- Trina Ralph, AAVSB Public Representative to the ICVA (by acclamation)

Proposed Bylaws Amendments Discussion and Vote

Amendment 1: Modify term of Regulatory Policy Committee Members - passed

Proposed Resolution 2024-1: Veterinary Technician Task Force - passed

Proclamations for Approval – approved

California Board, Member Board Host

Ms. Leslie Knachel, term completion as AAVSB Immediate Past President

Dr. Roger Redman, Departing Nominating Committee Chair

Dr. Judy Currie, Departing PAVE® for Veterinary Technicians Committee Chair

Dr. Vern Otte, Department RACE® Committee Chair

Educational Sessions

Friday, September 27, 2024

Facility Inspections

Margitta Dziwenka, DVM, DABT, Deputy Registrar of ABVMA

How Diversity, Equity, and Inclusion Affects Regulation & Licensure

Lisa Greenhill, MPA, EdD, AAVMC Chief Diversity Officer and Senior Director for Institutional Research

Top Legal Cases

Dale Atkinson, JD, AAVSB Legal Counsel

Veterinarians & Cognitive Decline: Mental health support, diversion management monitoring, fitness to practice

Nabil El-Ghoroury, PhD, CAE

Saturday, September 28, 2024

The Importance & Impact of Public Members & Veterinary Technicians on Regulatory Boards

Leslie Wereszczak, MS, LVMT, VTS (ECC), University of Tennessee College of Veterinary Medicine, Director of Emergency / Critical Care

Chris Rohlfing from Missouri as Public Member

Controlled Substances Overview and Best Practices

Linda Staller and Jennifer Reed, Staff Coordinators for the United States Drug Enforcement



Administration

For the closing session, Dr. Gemeinhardt asked Ms. Knachel to come to the stage, thanking her for her 14 years of service as a volunteer to the Association and presented her a gift with appreciation as she finished her term as AAVSB Immediate Past President.

Ms. Knachel addressed the attendees and conducted the installation of the Board of Directors.

- **Immediate Past President** – Dr. Kim Gemeinhardt
- **President** – Dr. Frank Richardson, who was unable to attend.
- **President-Elect** – Dr. Timothy Kolb
- **Treasurer** – Ms. Amy Haywood
- **Directors:**
 - Dr. Mark Chmielewicz
 - Dr. Sheila Dodson
 - Dr. Holly Lunsford
 - Dr. Mark Nunez
 - Dr. Greg Parks
 - Ms. Jennifer Pedigo
- **Secretary** – Mr. James Penrod

In Dr. Richardson's absence, AAVSB Immediate Past President Dr. Kim Gemeinhardt shared a message from Dr. Richardson emphasizing the need for trust and the goal of making significant headway in becoming a truly international association.

Dr. Gemeinhardt stated that the 2025 AAVSB Annual Meeting location and dates will be communicated soon.

Dr. Gemeinhardt adjourned the AAVSB Annual Meeting.



2.1

Delegate Assembly

Nominating Committee Report



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, 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,
a.staton@moreheadstate.edu
- Nancy Grittman, MBA, AAVSB Committee Staff for the AAVSB Nominating Committee,
ngrittman@aavsb.org or 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.





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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





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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@sierramobilevetspecialists.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





BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • VETERINARY MEDICAL BOARD
1747 North Market Blvd., Suite 230, Sacramento, CA 95834-2987
P (916) 515-5220 | Toll-Free (866) 229-0170 | www.vmb.ca.gov



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

MISSION: To protect all consumers and animals by regulating licensees, promoting professional standards, and enforcing the California Veterinary Medicine Practice Act.



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.

NC Dept. of Agriculture & Consumer Services
1030 Mail Service Center, Raleigh, North Carolina, 27699-1030 • (919) 707-3250 • Fax (919) 733-2277
An Equal Opportunity Employer



Sincerely,



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

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
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





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	<p>Georgia State Board of Veterinary Medicine, Macon, GA</p> <p><i>LVT, President/Chair, Member, Investigative Committee Chair, Rules Committee Alternate, Continuing Education Cognizant</i></p>
01/13 – Present	<p>Atlanta Humane Society, Atlanta, GA</p> <p><i>Relief LVT for high-volume, low-cost spay/neuter clinic</i></p>
8/06 – 5/07	<p>Auburn University, Small Animal ICU, Auburn, AL</p> <p><i>LVT, ICU Supervisor, full-time, on-call</i></p> <p>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</p>
1/05 – 6/05	<p>Athens Technical College, Athens, GA</p> <p><i>Adjunct instructor for Veterinary Technology Program, temporary</i></p>
1/05 – Present	<p>VCA, Los Angeles, CA</p> <p><i>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</i></p>
7/04 – 9/05	<p>Athens Veterinary Surgery Center, Athens, GA</p> <p><i>RVT, Anesthesia/Technical Supervisor, full-time</i></p> <p>Including but not limited to training and supervision of staff and veterinary students. staff scheduling</p>
1/03 – 7/04	<p>Lilburn Animal Hospital, Lilburn, GA</p>



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
 AAASB 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.

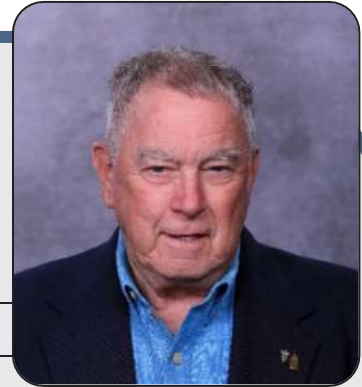
The Georgia Board is in complete support of Jessica's desire to lend her skill, expertise, and keen sense of duty and responsibility to AAVSB. Please accept this correspondence as the official letter of sponsorship for Jessica's candidacy to become an AAVSB Board of Director. She supports AAVSB's mission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

Sincerely,

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 an 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

(334) 395-5112 (334) 395-5117 (fax)
www.asbvme.alabama.gov



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 & Ingegrative 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

MISSION: To protect consumers and animals by regulating licensees, promoting professional standards, and diligent enforcement of the California Veterinary Medicine Practice Act.



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, 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.

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



A woman with short brown hair and glasses, wearing a patterned scarf and a dark jacket, is smiling and looking towards the left. She is seated at a table with a laptop in front of her. In the background, other people are blurred, suggesting a conference or meeting setting. The entire image has a purple tint.

2.2

Delegate Assembly

Proposed Bylaws Amendments



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>
Recommendation(s):	<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,



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 agendize 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~~[H]~~. 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:

ARTICLE VII. BOARD OF DIRECTORS AND OFFICERS

Modification and letter are included in the attached document.

Proposed amendment reads as follows:

Section 1. Composition

Modification to terms to read:

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.
Proposed by:	West Virginia Board of Veterinary Medicine
Bylaws & Resolutions Committee notes:	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.
Recommendation(s):	<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>





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,



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. <i><u>Modifications are included in the attached document.</u></i>
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 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~~ (1) Licensed Veterinary Technician from Member Boards,
- _____ Two (2) Affiliate Members, and
- _____ ~~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.



A woman with short, curly blonde hair is shown in profile, speaking at a podium. She is wearing a dark blue button-down shirt over a light-colored top. The background is a blurred wall with various logos and text. The entire image is covered with a semi-transparent purple overlay.

2.3

Delegate Assembly

Resolutions

MEMORANDUM

To: AAVSB Member Board Executive Directors, Registrars, and Members
From: AAVSB Bylaws and Resolution Committee
Date: July 14, 2025
Subject: Resolution 2025-1, 2025-2, 2025-3, and 2025-4

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 four (4) resolutions which are attached for your review and discussion. The Kentucky Board of Veterinary Examiners submitted Resolutions 2025-1, 2, & 3 and the AAVSB Board of Directors submitted Resolution 2025-4 in compliance with the Resolution Policy.

Attachments:

Resolutions 2025-1, 2025-2, 2025-3, and 2025-4
AAVSB Resolutions Policy

RESOLUTION 2025-1 – A Resolution Opposing the AAVSB Proposal**to Expand Membership to Jurisdictions Around the Globe****Submitted by: Kentucky Board of Veterinary Examiners****AAVSB Bylaws and Resolution Committee Recommendation: DO NOT PASS****Committee Notes:**

The Bylaws and Resolutions Committee thoroughly reviewed Resolution 2025-1 titled Membership Expansion. As with any proposed resolution, WHEREAS clauses that contain conclusory remarks and/or project the opinions of the proposer onto others have the potential to influence delegates based upon unsubstantiated information. Multiple references and conclusions form the basis for the position of the proposer but are unsubstantiated nor are joined by co-proposers. This is not to discount the opinion(s) of the proposer, but inflammatory accusations from one Member Board against the organization should not form the basis of an entire membership organization. Further, the strategy map adopted by the Board of Directors elected by the delegates contemplates exploring opportunities of providing programs and services to on an expanded basis. These goals and objectives address opportunities for communications but do not contemplate additional members.

In order to better understand the Resolution, the Committee reached out to the proposer to meet to discuss the intent of the Resolution. The Committee reserved the right to adopt a Do Pass, Do Not Pass or No Recommendation after the meeting. Accordingly, the Committee voted unanimously that it does not support the concept of the Resolution and after the meeting, kept their Do Not Pass recommendation.

AAVSB Board of Directors Recommendation: DO NOT PASS

Board of Directors Notes: The Board of Directors noted that it is in the investigative stage for global issues and has a session at this Annual Meeting to gain Member Board input. The Board always encourages and welcomes Member Board input to improve program and services.

**A Resolution Opposing the AAVSB Proposal
to Expand Membership to Jurisdictions Around the Globe**

WHEREAS, the American Association of Veterinary State Boards (AAVSB) is an association of veterinary medicine regulatory boards whose membership includes licensing bodies in 63 jurisdictions,

including all of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and the ten Canadian provinces;

WHEREAS, the AAVSB's mission is to support and advance the regulation of veterinary medicine and the AAVSB values protection of the public, reliability & accuracy, ethics & integrity; service excellence; active inclusion, participation, & collaboration; and stewardship of resources;

WHEREAS, AAVSB's strength and credibility rest in its ability to provide effective services and resources to its current Member Board jurisdictions, primarily located within the United States and Canada;

WHEREAS, the AAVSB elected leadership recommended, at the 2024 Annual Meeting and the 2025 Executive Directors and Registrars Summit, that the AAVSB open its membership to a global audience of jurisdictions around the world;

WHEREAS, the AAVSB is presently not fully responsive to the repeated requests from Member Boards to provide the level of support necessary to properly and effectively administer its portfolio of current programs and services;

WHEREAS, the appropriate administration of program standards is essential to ensure that Member Board jurisdictions have the confidence in the AAVSB's offerings so that they may strategically plan, seek, and execute appropriate legislative changes;

WHEREAS, the AAVSB does not adequately serve its existing Member Board jurisdictions, particularly those in Canada, due to limitations in infrastructure and jurisdiction-specific regulatory differences;

WHEREAS, the proposed evolution of the association to allow for global membership from jurisdictions around the world would substantially expand the organization's scope, responsibilities, and demands without adequate evaluation of the impact on existing operations;

WHEREAS, responsible governance requires ensuring that the organization's current obligations are fully met before expanding its membership base;

WHEREAS, the AAVSB's staff has made this recommendation without polling the current Member Board jurisdictions and without sufficient consideration of the manifold issues;



WHEREAS, any modification to the AAVSB membership composition or change to the name of the association requires a proposed change to the association's bylaws in accordance with those bylaws and a supporting vote by membership to ratify such proposed changes;

WHEREAS, no such changes to the bylaws have been proposed to the association Membership; and

NOW THEREFORE BE IT RESOLVED that the AAVSB shall not expand membership beyond North America;

THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall instead prioritize strengthening its capacity to meet the needs of its existing Member Board jurisdictions with the current programs and services offerings and shall report to the Member Board jurisdictions a strategy for making these improvements with definitive deadlines and means to measure such improvement;

THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall prioritize the Association's support of its Canadian members on par with U.S. jurisdictions;

THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall establish a formal study group or task force to evaluate the feasibility, benefits, and challenges of expanding the scope of membership to international jurisdictions, with specific attention to regulatory compatibility, resource allocation, member support systems, and long-term strategic impact;

THEREFORE BE IT FURTHER RESOLVED that any formal study group or task force shall be composed of a majority of seated board members on Member Board jurisdictions or executive directors or registrars from Member Boards, and from a representative selection across the U.S. and Canada; and

THEREFORE BE IT FINALLY RESOLVED that any future consideration of global membership shall be guided by the findings of such a study, reported to the Member Board jurisdictions, and be implemented only after AAVSB has demonstrably fulfilled its existing commitments to current Members and in accordance with the existing association bylaws.



**RESOLUTION 2025-2 – A Resolution Opposing AAVSB Endorsement of
the Veterinary Professional Associate (VPA) / Mid-Level Practitioner Position****Submitted by: Kentucky Board of Veterinary Examiners****AAVSB Bylaws and Resolution Committee Recommendation: DO NOT PASS****Committee Notes:**

The Bylaws and Resolutions Committee thoroughly discussed proposed Resolution 2025-2, VPA/Mid-Level Practitioner. As with any proposed resolution, WHEREAS clauses that contain conclusory remarks and/or project the opinions of the proposer onto others have the potential to influence delegates based upon unsubstantiated information. Multiple references and conclusions form the basis for the position of the proposer but conflate trade positions with those of the regulatory community. The role of AAVSB is to support its Member Boards and, under the current circumstance, the Colorado Board has been provided with a legislative mandate to develop and implement a VPA/Mid-Level Practitioner. Perhaps under unique circumstances, the AAVSB, a membership organization, may express a position inconsistent with a legislative mandate and/or a Member Board but the Committee did not believe this was such a circumstance.

Further, the Committee also expressed its respect for and recognition of the legislative process and voice of the Colorado voters. As such, the Committee recognized the developing needs of the Colorado Board and felt that the involvement of AAVSB in this space was consistent with the mission of the Association.

Accordingly, the Committee voted unanimously a “Do Not Pass” position of Resolution 2025-2.

AAVSB Board of Directors Recommendation: DO NOT PASS

Board of Directors Notes: The Board of Directors’ purpose is to support its members and follow its mission to ensure public and animal protection. Following an AAVSB survey of the profession regarding the creation of a mid-level veterinary practitioner, the Board of Directors voted on June 6, 2024, not to take an active role in supporting the development of a mid-level practitioner. Once Proposition 129 was passed by the electorate of Colorado in November 2024 creating a Veterinary Practitioner Associate (VPA), the Board of Directors voted to support the Colorado State Board of Veterinary Medicine in ensuring a VPA is qualified to perform the scope of practice defined by Colorado. In June 2025, the Board of Directors voted to fund the initial phases related to the creation of an examination designed to assess the competence of a VPA in consultation with the Colorado State Board of Veterinary Medicine and its authority to recognize a uniform, national assessment instrument and National Credentialing Organization. The Board of Directors noted that any related proposed model regulations would be submitted through the approved process per policy. The Board of Directors also

voted to delay the development of model documents until such time as the VPA is more uniformly recognized.

A Resolution Opposing AAVSB Endorsement of the Veterinary Professional Associate (VPA) / Mid-Level Practitioner Position

WHEREAS, the American Association of Veterinary State Boards (AAVSB) exists to promote consistency, public protection, and regulatory excellence in veterinary medicine across its 63 Member Board jurisdictions, including all of the United States, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and the ten Canadian provinces;

WHEREAS, the AAVSB proposed at the 2025 Executive Directors and Registrars Summit drafting a model document relating to the establishment of a Veterinary Professional Associate (VPA) or mid-level practitioner position, a newly created mid-level role authorized by public referendum, Proposition 129, in the State of Colorado;

WHEREAS, the concept of the Veterinary Professional Associate originated in Colorado as a response to perceived veterinary shortages, particularly believed to exist in rural and underserved areas;

WHEREAS, despite opposition from the Colorado Veterinary Medical Association and concerns raised by regulatory boards and practicing veterinarians across the country, the VPA role was established by Colorado and is vested with the authority to engage in certain conduct previously reserved for licensed veterinarians in Colorado;

WHEREAS, the referendum bypassed the traditional stakeholder-driven legislative process typically used to amend professional practice acts, resulting in a statutory directive that the Colorado State Board of Veterinary Medicine implement a licensure program for VPAs—even as the broader profession and most regulatory boards nationwide remained unconvinced of the need, safety, or benefits of such a role;

WHEREAS, the concerns about perceived veterinary shortages were overblown and any such shortages will be ameliorated following the construction and completion of the twelve veterinary schools currently scheduled for completion in the next several years, which



will add between 300 and 500 veterinarian graduates to the workforce in the next three to five years;

WHEREAS, the VPA position is not currently supported by a nationally standardized or accredited educational curriculum, nor does there exist a regulatory infrastructure capable of ensuring consistent oversight or protecting public safety across jurisdictions;

WHEREAS, leading organizations within the profession, including the AVMA¹, NAVTA², AAHA³, AAEP⁴, ABVP⁵, AASV⁶, SAVMA⁷, RVMA⁸, FelineVMA⁹, state VMAs, and others have raised serious concerns that the VPA role presents unacceptable risks to animal welfare, undermines regulatory clarity, and introduces confusion in the delegation of veterinary responsibilities;

WHEREAS, the introduction of the VPA position in other jurisdictions could erode the integrity and defined scope of practice of existing mid-level professionals, such as Certified, Licensed, and Registered Veterinary Technicians (CVTs, LVTs, and RVTs), and NAVTA certified veterinary specialists, many of whom are already credentialed, regulated, and integrated into veterinary teams nationwide;

WHEREAS, other Member Board jurisdictions have determined that the current framework of veterinary care—centered on veterinarians and well-trained veterinary technicians and assistants—adequately supports public health and animal welfare;

WHEREAS, there is not yet consensus within the profession, national professional associations, or among regulatory boards that a mid-level practitioner role like the VPA is necessary, beneficial, or safe for broad implementation;

WHEREAS, despite surveying a national subset of licensees, the AAVSB has not polled its Member Board jurisdictions regarding their interest in endorsing the VPA through the creation of

¹ The American Veterinary Medical Association (AVMA) has expressed its concerns in a September 2024 article, which is available at



<https://www.avma.org/sites/default/files/2024-09/AVMA-MLP-Concerns-September-2024.pdf>.

- ² The National Association of Veterinary Technicians in America (NAVTA) has said that it “will not be prioritizing the development of any ‘mid-level practitioner’ or ‘veterinary professional associate’ positions before these other critical issues are addressed” in a statement available at <https://navta.net/news/reiterating-navtas-priorities/>.
- ³ The American Animal Hospital Association (AAHA) has said that it “firmly believes that focusing on the advancement and utilization of credentialed veterinary technicians, rather than introducing a new tier of midlevel practitioners, is the most effective way to simplify the journey toward excellence for veterinary practices.” See AAHA’s Position Statement on Midlevel Practitioner, available at <https://www.aaha.org/about-aaha/aaha-position-statements/>.
- ⁴ The American Association of Equine Practitioners (AAEP) has said it “does not support the establishment of the mid-level professional at this time, as we do not believe it serves the best interest of our patients, clients, or the public.” See AARP’s Position on the Establishment of the Mid-Level Professional, available at <https://aaep.org/resource/aaep-statement-on-the-establishment-of-the-mid-level-professional/>.
- ⁵ The American Board of Veterinary Practitioners (ABVP) has issued a statement opposing creation of a midlevel position <https://www.avma.org/blog/veterinary-groups-say-no-midlevel-practitioner-position>.
- ⁶ The American Association of Swine Veterinarians (AASV) has said, “The AASV does not support the creation of a mid-level veterinary professional.” See AASV Position Statement: Mid-level Veterinary Professional, available at <https://www.aasv.org/position-statements/position-mid-level-veterinary-professional/>.



⁷ The Student American Veterinary Medical Association (SAVMA) has not published its own position statement, but has joined the AVMA's statement.

⁸ The Relief Veterinary Medical Association (RVMA) provided its statement at <https://reliefvma.org/the-relief-vma-is-against-colorado-proposition-129-and-for-veterinary-technician-elevation-and-pet-safety/>.

⁹ The Feline Veterinary Medical Association (FelineVMA) opposes the creation of a Midlevel Veterinary Practitioner. See Position statement, available at <https://catvets.com/resource/midlevel-practitioner/>.

such model documents as are currently proposed by the AAVSB, and there is not yet consensus within the profession or among regulatory boards that a mid-level practitioner role like the VPA is necessary, beneficial, or safe for broad implementation;

WHEREAS, the AAVSB has recommended a course of action that deviates from the Policies & Procedures: Model Document Creation, Review, and Voting by Member Boards (the "Policy"), in which the Board of Directors has instructed the Regulatory Policy Committee and the AAVSB to adhere to that policy for Member Boards to review and vote on new and updated model documents;

WHEREAS, the Policy represents a careful and thoughtful method to consider the adoption of model documents, and includes significant research, period of review and commentary, and departure from that Policy is neither warranted nor appropriate;

WHEREAS, the creation of a model document concerning the VPA will give the strong and wrong impression that the AAVSB's constituent members—the regulatory bodies of each Member Board jurisdiction—support the creation of the VPA in those jurisdictions;

NOW THEREFORE BE IT RESOLVED, that the AAVSB shall not endorse the creation of the Veterinary Professional Associate position;



THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall refrain from endorsing the VPA position unless and until:

- (a) a nationally accredited educational and credentialing framework has been established;
- (b) sufficient regulatory infrastructure has been developed to oversee the role among the AAVSB's Member Board jurisdictions should those jurisdictions determine there is need for such position; and
- (c) broad consensus among Member Board jurisdictions supports the role as necessary, effective, and protective of public and animal interests;

THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall focus its efforts on strengthening and harmonizing recognition and utilization of existing credentialed veterinary technicians (CVTs, LVTs, and RVTs), particularly in jurisdictions where such roles are not yet formally recognized;

THEREFORE BE IT FURTHER RESOLVED that nothing in this resolution shall mean nor be construed to mean that the AAVSB is not empowered to assist the stakeholders in Colorado in their implementation of a VPA and that the AAVSB shall, in fact, provide customary resources and aid to that jurisdiction consistent with the purpose and mission of the AAVSB;

THEREFORE BE IT FURTHER RESOLVED that any model documents centered on the VPA shall adhere to the AAVSB's Policies & Procedures: Model Document Creation, Review, and Voting by Member Boards;

THEREFORE BE IT FURTHER RESOLVED that this resolution shall be published on the AAVSB website and in tandem published with any approved Model Document

THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall annually publish current numbers of veterinarians, CVTs/LVTs/RVTs, and VPAs licensed in each Member Board jurisdiction on a consolidated webpage for public access to help build public confidence regarding the availability of care resources in Member Board jurisdictions;



THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall first work with its Members—and not outside interest groups—regarding the VPA and VPA-related issues within the will of the majority of those Member Board jurisdictions; and

THEREFORE BE IT FINALLY RESOLVED that the AAVSB shall adopt a cautious, evidence- based, and professionally collaborative approach when considering any expansion or restructuring of veterinary roles, ensuring the continued protection of the public, the profession, and animal welfare guided by the will of its Member Board jurisdictions.



RESOLUTION 2025-3 – A Resolution on the Veterinarian-Client-Patient Relationship (VCPR)

Submitted by: Kentucky Board of Veterinary Examiners

AAVSB Bylaws and Resolution Committee Recommendation: DO NOT PASS

Committee Comments:

The Bylaws and Resolutions Committee thoroughly discussed proposed Resolution 2025-3, Veterinarian-Client-Patient Relationship (VCPR). As with any proposed resolution, WHEREAS clauses that contain conclusory remarks and/or project the opinions of the proposer onto others have the potential to influence Delegates based upon unsubstantiated information. Multiple references and conclusions form the basis for the intended position but project upon the Member Boards what is the opinion solely of the proposer. While the opinion(s) of the proposer may be relevant, drafting a resolution containing WHEREAS clauses that represent the opinions of other or even all Member Boards is not an appropriate approach to the intent of resolutions and will influence Delegates based upon what may be inaccurate or unsubstantiated information.

Further, the Committee also noted that the issue of defining the VCPR and recognizing the use of advanced technology has been fully discussed and voted upon by the Member Boards dating back several years. Such votes adopted the Practice Act Model and its definition of VCPR.

The Committee also noted the THEREFORE BE IT RESOLVED clauses seeks affirmation of the conclusions of one Member Board and asks that the entire association adopt its view(s). The Committee cautions against one Member Board offering its views and opinions and seeking affirmation by the remaining 62 jurisdictions. Rather than seeking an action item of the development of a task force made up of a representative sample of the Member Boards, the proposer draws its own conclusions and asks the membership to affirm its position. As a membership organization, the Committee suggests significant issues, such as this one, to be researched and discussed via the task force/committee process with developed recommendations brought to the Delegates. Such a process also can involve the Board of Directors that may have significant strategic and generative approaches to contemplated programs and services. But, as noted above, a process involving the Member Boards through a task force has been already been undertaken.

Accordingly, the Committee voted unanimously a “Do Not Pass” position of Resolution 2025-3.

AAVSB Board of Directors Recommendation: DO NOT PASS

Board of Directors Comments: The Board of Directors unanimously voted a “Do Not Pass” recommendation of this Resolution 2025-3 based upon the historical discussions, group decision making process, vetting, amendments and voting of the Member Boards related to the AAVSB Practice Act Model. The BOD recommends that amendments to the PAM be undertaken through group decision making processes that are vetted via committees and task forces in an effort to involve the membership. Further, the BOD understands the significance of this issue and that it is subject to varied opinions but emphasizes that the ultimate decisions are made by the legislatures and the PAM can be modified to meet the needs of the respective jurisdictions.

A Resolution on the Veterinarian-Client-Patient Relationship (VCPR)

WHEREAS, U.S. federal law defines a valid Veterinarian-Client-Patient Relationship (VCPR) as requiring an in-person examination of the animal or timely visits to the premises where the patients animals are located;

WHEREAS, for example, the U.S. Food and Drug Administration’s regulations, contained at 21 C.F.R. § 530.3, demands that the VCPR “can exist only when the veterinarian has recently seen and is personally acquainted with the keeping and care of the animal(s) by virtue of examination of the animal(s), and/or by medically appropriate and timely visits to the premises where the animal(s) are kept.”;

WHEREAS, the U.S. Department of Agriculture’s governing regulations in 9 C.F.R. § 107.1(a)(1)(ii) similarly assume, and require, that “to initiate at least a general or preliminary diagnosis of the medical condition of the animal(s),” requires “that the veterinarian has recently seen and is personally acquainted with the keeping and care of the animal(s), and/or by medically appropriate” and has made “timely visits to the premises where the animal(s) are kept”;

WHEREAS, the in-person requirement is an essential requirement to accurately and fully assess the patient’s condition and the client’s ability to adhere to the prescribed treatment regimen;

WHEREAS, the American Association of Veterinary State Boards (AAVSB) is a regulatory member organization comprised of 63 jurisdictions, including all U.S. states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and the ten Canadian provinces;



WHEREAS, the majority of Member Boards do not support the establishment of a VCPR solely by virtual means and instead maintain statutory requirements—established by the duly elected representatives of the voters of each jurisdiction—mandating in-person examination to establish a valid VCPR;

WHEREAS, the Member Boards embrace and laud the technological advancements that have improved the delivery and practice of veterinary medicine within the context of an appropriately established VCPR;

WHEREAS, such technological advancements must serve the goal of public protection and cannot override the foundational principles of safe and effective delivery of veterinary medicine; and

WHEREAS, the American Veterinary Medical Association (AVMA), whose membership includes a broad spectrum of veterinary medicine experts, practitioners, and professional associations, has strongly opposed the establishment of a VCPR solely through virtual means;

NOW THEREFORE BE IT RESOLVED that the practice of veterinary medicine is deemed to occur where the patient is located, and thus, the practitioner must hold a valid license in the jurisdiction where the veterinarian is practicing veterinary medicine;

THEREFORE BE IT FURTHER RESOLVED that, for the safety and well-being of animal patients, there must be enforceable requirements for access to in-person veterinary care, including initial examinations, follow-up visits, and situations where a diagnosis cannot be reliably made virtually;

THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall provide legislative and other support to Member Boards that are working to clarify or codify the in-person requirement for establishing a VCPR in their jurisdictions' statutes and regulations governing the practice of veterinary medicine;

THEREFORE BE IT FURTHER RESOLVED that the AAVSB shall also offer support to Member Boards that oppose legislative efforts to authorize the establishment of a VCPR solely through virtual means;



THEREFORE BE IT FURTHER RESOLVED that any documents, model regulations, or policy guidance developed by the AAVSB shall include this resolution, affirming that Member Boards do not support the establishment of a VCPR solely by virtual means; and

THEREFORE BE IT FINALLY RESOLVED that the AAVSB shall collaborate with Member Boards to develop and disseminate educational materials for veterinarians and clients, emphasizing the importance of in-person examinations in establishing a VCPR and the limitations of telemedicine in veterinary practice.



RESOLUTION 2025 - 4 – Veterinary Technician Representative: Member Board Composition

Submitted by: AAVSB Board of Directors

AAVSB Bylaws and Resolution Committee Recommendation: NO RECOMMENDATION

Comments: The Bylaws and Resolutions Committee thoroughly reviewed Resolution 2025-4 titled Veterinary Technician Representative: Member Board Composition. The Committee understands the important role veterinary technicians play in animal care and supports the diverse representation on veterinary boards. The Committee acknowledged the intent of the resolution, the principles of deference to the Member Boards and the legislature process, and the additional AAVSB committees addressing the Practice Act Model and other model documents. The Committee discussions focused on the details to which AAVSB positions should be suggested and to what degree board composition should be addressed.

After much discussion, the Committee voted unanimously a “No Recommendation” position of Resolution 2025-4.

WHEREAS, the American Association of Veterinary State Boards (AAVSB) is a membership organization comprised of the government entities delegated with the authority to regulate the profession in the interest of public protection, and

WHEREAS, the profession of veterinary medicine encompasses veterinarians and veterinary technicians, who are recognized by law to engage and assist in the practice of veterinary medicine, as defined, and

WHEREAS, through governmental licensure, all AAVSB Member Boards regulate and license veterinarians and at least 48 Member Boards regulate and license veterinary technicians, and

WHEREAS, veterinary technicians are integral members of the veterinary team, and play a crucial role in the care and treatment of patients, and

WHEREAS, Member Boards are populated consistent with law through an appointment or elective process, and

WHEREAS, only 28 Member Boards have statutorily designated veterinary technician seats on Member Boards, and

WHEREAS, Member Boards will benefit from the inclusion of statutorily designated veterinary technician seats on Member Boards to provide added perspectives and enhance public and consumer protection.

WHEREAS, Member Boards and AAVSB can, to the extent permitted by law, provide valuable information to the legislatures related to the regulation of veterinarians and veterinary technicians,

THEREFORE BE IT RESOLVED that the American Association of Veterinary State Boards (AAVSB) supports and recommends that its Member Boards are populated with veterinary technicians in addition to veterinarians and public members, and

THEREFORE BE IT FURTHER RESOLVED that the American Association of Veterinary State Boards (AAVSB) work with its Member Boards to promote the composition of Member Boards to include veterinary technicians in addition to veterinarians and public members, and

THEREFORE BE IT FURTHER RESOLVED that the intent of this Resolution 2025-04 be promoted through AAVSB programs and services, including the AAVSB Practice Act Model.



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 and Board of Directors 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. The Bylaws and Resolution Committee will provide their recommendation on proposed amendments to the AAVSB Board of Directors to provide their recommendation not less than
6. 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.
7. 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.
8. All resolutions submitted to the Delegate Assembly for consideration will be accompanied by a recommendation from the Bylaws and Resolution Committee and Board of Directors. That Committee shall attach the following recommendations to a resolution: "pass," "not pass," or "no recommendation."
9. 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, June 16, 2018, and June 5, 2025.

A photograph of a group of people seated at round tables in a conference room, overlaid with a semi-transparent purple filter. The people are engaged in discussion or listening. A woman in the center foreground is smiling at the camera. She has brown hair and wears glasses and a dark top. A name tag is visible on her chest. Other people are visible in the background, some looking towards the camera and others looking away. There are whiteboards or screens in the background.

2.4

Delegate Assembly

Proclamations

OFFICIAL PROCLAMATION 2025-1

Annual Meeting Host

WHEREAS, the Ohio Veterinary Medical Licensing Board is an engaged Member Board of the AAVSB;

WHEREAS, the Ohio Veterinary Medical Licensing Board is serving as the host of the 2025 AAVSB Annual Meeting & Conference;

WHEREAS, the Ohio Veterinary Medical Licensing Board graciously welcomed all the AAVSB Member Boards to the 2025 AAVSB Annual Meeting & Conference;

THEREFORE, be it resolved that the AAVSB, on behalf of its members, proclaims its thank you to the Ohio Veterinary Medical Licensing Board for hosting the 2025 AAVSB Annual Meeting & Conference.



OFFICIAL PROCLAMATION 2025-2

Honoring Dr. Kim Gemeinhardt, Immediate Past President

WHEREAS, Kim Gemeinhardt, DVM, has served the American Association of Veterinary State Boards (AAVSB) with the highest distinction and dedication since 2013;

WHEREAS, Dr. Gemeinhardt has attended every AAVSB Annual Meeting & Conference since 2011 and, has been active in volunteering with the AAVSB;

WHEREAS, Dr. Gemeinhardt served as a member of the Conference Committee from 2013 to 2015, serving as Committee Chair in 2015;

WHEREAS, Dr. Gemeinhardt was elected to serve on the Board of Directors as Director from 2015 to 2019; elected to serve as Treasurer from 2019 to 2022, and was elected as President-Elect in 2022 to 2023 and then served as President from 2023 to 2024;

WHEREAS, Dr. Gemeinhardt currently serves as the Immediate Past President on the Board of Directors through September 28, 2024;

WHEREAS, Dr. Gemeinhardt served on the North Carolina Veterinary Medical Board from 2010 to 2020, serving as President from 2015 to 2017 where she initiated several crucial changes to the Veterinary Medicine Practice Act;

THEREFORE, be it resolved that the AAVSB, on behalf of its members, formally acknowledges the leadership and contributions made by Dr. Gemeinhardt over the last 13 years; and

THEREFORE, BE IT FURTHER RESOLVED THAT the AAVSB Board of Directors proclaims its sincere appreciation to Dr. Gemeinhardt for her commitment to the AAVSB, veterinary regulation, and volunteerism.



A photograph of a group of people in a meeting or conference. In the foreground, a woman with curly blonde hair is smiling and resting her head on her hand. Behind her, other people are visible, including a woman with dark hair and another with blonde hair. The image has a purple tint.

2.5

Delegate Assembly

Regulatory Policy Committee
Report

Proposed Changes to the AAVSB Practice Act Model

As recommended by the AAVSB Regulatory Policy Committee in April 2025

The AAVSB's Regulatory Policy Committee (RPC) recommends the following changes to the Practice Act Model.

- **Section 104. Definitions:**
 - Two new definitions were created:
 - Medical Record
 - Staff
- **Section 401. Grounds, Penalties, and Reinstatements:**
 - Language was added to 401(a)(8) in response to AAVSB Member feedback.
 - An additional bullet is to be added as a new 401(a)(9).
- **Section 501 and 502:**
 - Most of both sections will be removed as it was deemed to be regulatory, not statutory, language and much of the applicable regulatory language in 501 and 502 has been moved to the Medical Recordkeeping Model Regulations.
 - Language in 501(a) and (d) was maintained in the PAM but modified.

Please note that feedback to the RPC, and the RPC's response was impossible to include in-line in the model documents due to the amount and length of comments. The Member Board feedback and the RPC's response will be included at the end of each document. Original line references in the comments have been modified to account for new line numbers in these final documents.

Respectfully submitted,

Beth Venit, VMD, MPD, DAVPCM
AAVSB Chief Veterinary Officer
RPC Committee Staff



Article I. Title, Purpose, and Definitions

Section 104. New Definitions

Medical Record means any form of documentation that provides a current and accurate account of a Patient's history and medical information.

Staff means all persons working within the Veterinary Facility including, but not limited to, employees, Veterinary Students, Veterinary Technician Students, interns, preceptors, and volunteers.



Article IV. Discipline

Section 401. Grounds, Penalties, and Reinstatements

- (a) (8) Failure to provide Medical Records, relevant financial information, or other documentation in a timely fashion upon request by, law enforcement, the Board, or other regulatory agency.
- (9) Failure to provide Medical Records, Client invoices, cost estimates, and payment history information in a timely fashion upon request by a Client.



Article V. Medical Records and Confidentiality.

Section 501. Medical Records and Confidentiality.

Licensees who engage in the Practice of Veterinary Medicine or Veterinary Technology shall maintain current and accurate Medical Records, the Board shall promulgate regulations pertaining to the requirements for Medical Records, including but not limited to the following:

- (a) Identification of the Patient and Client;
- (b) Client's contact information;
- (c) Content required regarding Patient care;
- (d) The creation, maintenance, and release of Medical Records; and
- (e)
- (f) Confidentiality provisions.

Licensees must cooperate with any Board investigation or request duly issued by the Board including the disclosure of and right to inspect Medical Records subject to Article IV, Section 401(a)(8) and any other applicable provision of the law.

COMMENTARY

Section 401(a)(8) provides proper authority for the Board to request payment history, and Section 401(a)(12) provides the Board authority to discipline a Licensee for fraud, including improper or fraudulent billing practices. The authority granted in these two sections, as well as the authority granted in section 501, allow the Board to obtain medical records, payment history, prescriptions, and other documentation required during a disciplinary investigation. It also allows the Board to discipline a Licensee for failing to provide this information to a Client.



Article V Member Board Feedback and RPC Response

Line	Commenter	Feedback	Article V	RPC Response
1	AAVSB Board of Directors (BOD)	The AAVSB Board of Directors (BOD) would like to thank the Regulatory Policy Committee for all the hard work and dedication that has gone into both the creation of the new model regulation and the suggested amendments for Article V.	The AAVSB Board of Directors (BOD) would like to thank the Regulatory Policy Committee for all the hard work and dedication that has gone into both the creation of the new model regulation and the suggested amendments for Article V.	Thank you. The members of the Regulatory Policy Committee (RPC) are grateful for the opportunity to provide this service to AAVSB Membership.
23	BOD	<p>The AAVSB Board of Directors (BOD): Does this cover all the proposed requirements in the model regulations, such as prescriptions and / or financial information such as estimates / payments received, etc.?</p> <p>The BOD understands that there are varying abilities of each Board to examine financial information, and whether or not it can be included in the medical record. It is noted that financial information is not included in the medical record requirements but must be supplied by the facility upon request. The BOD wonders if there should be statutory authority to do so but doesn't see it here. If the RPC agrees that it should be included, can the RPC consider adding it either here, or perhaps find another place in the PAM to insert this language? The BOD would also request commentary on the RPC's decision to exclude / include this language.</p>	<p>The AAVSB Board of Directors (BOD): Does this cover all the proposed requirements in the model regulations, such as prescriptions and / or financial information such as estimates / payments received, etc.?</p> <p>The BOD understands that there are varying abilities of each Board to examine financial information, and whether or not it can be included in the medical record. It is noted that financial information is not included in the medical record requirements but must be supplied by the facility upon request. The BOD wonders if there should be statutory authority to do so but doesn't see it here. If the RPC agrees that it should be included, can the RPC consider adding it either here, or perhaps find another place in the PAM to insert this language? The BOD would also request commentary on the RPC's decision to exclude / include this language.</p>	<p>The RPC examined this issue closely and believes that this question will be resolved by adding language to PAM Section 401 (a)8 and the new Section 401(a)9. For example, 401(a)8 now reads "Failure to provide medical records, <i>relevant financial information, or other documentation</i> in a timely fashion upon proper request by law enforcement, the Board, or other regulatory agency." Section 401(a)9 says: <i>Failure to provide Medical Records, Client invoices, cost estimates, and payment history information in a timely fashion upon request by a Client.</i></p> <p>The RPC believes this addition provides the proper authority for the Board to request payment history, estimates, invoices, and other documentation that is not part of the medical record. Thank you for bringing this issue to light.</p>





23	Jessica Siefertman	This section does not seem to apply to written prescriptions. To support Section 3 of the written prescriptions, you may want to consider a separate model statute specific to written prescription.	The definition Medical Record is “any form of documentation that provides a current and accurate account of a Patient’s history and medical information.” The RPC considered this concern and believes that medication prescribed is included in a Patient’s medical information. Thank you for bringing this question to our attention.
35	Kentucky Board of Veterinary Examiners (KBVE)	Add to the end of the line, “...Medical Records, in accordance with regulations promulgated by the Board.”	The introductory paragraph states: “The standards and criteria for information to be maintained in the Medical Records shall be established in regulations promulgated by the Board and shall include, at a minimum:....” The RPC reviewed this comment and believes that the needs are met.
37	College of Veterinarians of Ontario (CVO)	Would “release of medical record information” be better?	RPC agrees. Thank you.

Model Regulations: Medical Recordkeeping

As recommended by the AAVSB Regulatory Policy Committee in April 2025

MEDICAL RECORDKEEPING

Model Regulation.

Pursuant to the authority granted in Article II, Section 212 of the Veterinary Medicine and Veterinary Technology Practice Act Model (Act), the Board hereby promulgates the following:

Commentary

Model Regulation.

Section 401(a)(8) provides proper authority for the Board to request payment history, and Section 401(a)(12) provides the Board authority to discipline a Licensee over fraud, including improper or fraudulent billing practices.

Section 1. Definitions

When used in these regulations, these words and phrases shall be capitalized and are defined as follows:

Medical Record means any form of documentation that provides a current and accurate account of a Patient's history and medical information.

Staff means all persons working within the Veterinary Facility including, but not limited to, employees, Veterinary Students, Veterinary Technician Students, interns, preceptors, and volunteers.



Section 2. Medical Records

- (a) Licensees engaged in the practice of Veterinary Medicine or Veterinary Technology shall maintain a complete, legible, written, or electronic record concerning the Patient(s).
- (b) For a group of Patients, the Licensee shall record information for either the group, or a representative Animal, with the exception of (c)(17) or (18). If (c)(17) or (18) are relevant to an individual Patient, the Licensee shall create an individual Medical Record.
- (c) All Medical Records, including those newly created and updated, shall contain, at a minimum, any of the following information that applies:
 - (1) Client information, including the name, address, phone number, and email address;
 - (2) Client's authorized representative, including the name, contact information, and authorized decision-making;
 - (3) Patient identification, including:
 - (i) The name of the Patient or other unique identifier of the Patient, herd, or flock; and
 - (ii) Species, breed, age, sex, color, distinctive markings, identification number if applicable;
 - (4) Date and time of entry;
 - (5) Identity of the Licensee(s) involved in the Patient care;
 - (6) Identity of the person creating or updating the Medical Record. If the creation or update of a record involves the use of artificial intelligence, such information shall be included in the record;
 - (7) Record of immunizations;
 - (8) The reason for the Patient visit and relevant Patient history;
 - (9) Examination findings;



- (10) Information and stored images obtained by instrumentation, laboratory testing, diagnostic imaging, and necropsy, notwithstanding images that cannot be practicably stored;
- (11) Interpretation of (9) and (10), including differential diagnosis or diagnoses, if applicable;
- (12) Any information received as the result of a Consultation, including the date, name, and contact information of the consultant;
- (13) If a medical determination is made via telemedicine, a written statement about the digital information used to make the decision;
- (14) Treatments and intended treatment plan(s) or protocol;
- (15) Prognosis, if appropriate;
- (16) For prescribed and dispensed medication(s):
 - (i) Name, dosage, strength, dose, frequency, quantity, route of administration, and withdrawal time, if applicable;
 - (ii) Number of refills, if permitted;
 - (iii) Duration of treatment;
 - (iv) Directions for use; and
 - (v) Identity of prescribing Veterinarian
- (17) For Patients admitted to the Veterinary Facility:
 - (i) Dated progress of the Patient at least every 24 hours;
 - (ii) Time of administered treatments and procedures; and
 - (iii) A current and ongoing assessment of the Patient's condition;
- (18) For procedures:
 - (i) Description of surgery or procedure performed, including complications and interventions;
 - (ii) Identification of the Person(s) performing and assisting with the procedures;
 - (iii) Drugs administered including all information included in (16) and time of administration; and
 - (iv) Anesthesia or, sedation monitoring record, including identification of the Person performing the monitoring;



- (19) Documentation of Informed Consent by the Client or authorized representative;
- (20) Summary of medically relevant communications with the Client or authorized representative;
- (21) Any services or treatment recommendations declined by the Client or their authorized representative; and
- (22) Written follow up or discharge instructions, if appropriate.

Commentary

Section 2. Medical Records.

The AAVSB defines Patient as “any Animal(s) or group of Animals receiving veterinary care from a Veterinarian or Veterinary Technician.” The above requirements can apply to both groups of Animals, such as herds or colonies, or individual Patients, with the exception of (17) and (18). If a Patient requires either hospitalization or a procedure, that will eliminate it from the herd record and necessitates the creation of an individual Medical Record.

Member Boards may wish to provide exemptions for rabies-vaccination clinics, such as those authorized by departments of health, to alleviate the burden of a complete medical record.

Section 2(c)(2). Medical Records.

Medical transcribers, both human and artificial intelligence, are now being used in Veterinary Medicine. If an individual or software other than the Licensee assists in writing the Medical Record, that should be clearly noted as this information may be helpful in a disciplinary case.

Boards should consider their stance in a situation in which generative artificial intelligence is used to summarize an encounter to create a Medical Record, if that recording should be considered part of the Medical Record. The AAVSB opted not to require the Veterinary Facility to retain a recording for a specified amount of time, nor that it be considered a mandatory part of the Medical Record. The AAVSB has contemplated that the original recording be considered similarly to recordings of phone conversations, or notes that have been used to assist the Licensee in creating the Medical Record. In the event of an investigation, any available information may be used as evidence, including these recordings. It is always ultimately up to the Licensee to ensure that the final Medical Record is accurate.

Section 2(c)(19). Medical Records.

The AAVSB contemplated including a requirement for written documentation for Informed Consent prior to euthanasia, including an attestation of the Client that the Patient did not have a bite history for the prior 10 days. Ultimately, it was determined to leave this up to



individual Member Boards for two reasons: 1) in many cases, such as for telephonic consent for euthanasia, it is impractical to obtain written Informed Consent, and 2) the bite history attestation will likely be set by the jurisdiction's public health department and not the Board.

The AAVSB furthermore acknowledges that some Member Boards require written documentation of Informed Consent for surgical procedures; the AAVSB opted not to include this requirement. For all medical decisions, surgical or otherwise, Informed Consent must be obtained and documented as part of the Medical Record and according to Section 2(c)(19) without the specific requirement for surgical procedures.



Section 3. Prescriptions

(a) Written or transmitted prescriptions shall, at a minimum, include the following:

- (1) Name, address, and telephone number of the Veterinarian;
- (2) Name of the Client;
- (3) Identification of the Patient, including species;
- (4) Name, quantity, and strength of the drug;
- (5) Directions for use, including frequency, route of administration, and duration;
- (6) Warning statements, if applicable;
- (7) Withdrawal time, if applicable;
- (8) Date of issue and expiration date of the prescription;
- (9) Number of refills, if any;
- (10) Additional information as required by federal or Jurisdictional law; and
- (11) Signature and license number of the Veterinarian.

(b) When dispensing a medication, a label shall be created and attached to the medication container. The label shall include:

- (1) All information contained in (a)(1-10); and
- (2) Information pertaining to proper storage and handling.



Section 4. Medical Record Keeping: Creation, Maintenance, Release

- (a) If updating the Medical Record, the Licensee must clearly identify and date the amendment, and maintain the original content of the Medical Record.
- (b) The Veterinary Manager shall ensure that the originals of all Medical Records are maintained for a period of X years following the last Patient encounter. Medical Records shall be maintained at the Veterinary Facility, notwithstanding requirements set forth in Section 4(e)(2).
- (c) The Veterinary Manager shall ensure that record of payment is maintained for a period of X years following the last Patient encounter.
- (d) The Veterinary Manager shall ensure that copies of the Medical Record are provided in a timely manner upon reasonable request of a Client or authorized Person.
- (e) The Veterinary Manager shall ensure that the Client is provided with diagnostic imaging containing Patient identifying data, if such imaging is relevant to the request.
 - (1) For digital imaging, a copy may be provided if that copy preserves the quality of the original image and cannot be altered.
 - (2) Upon the Client's request, original film radiographs shall be sent directly to the requesting Veterinarian, Veterinary Facility, or Client with instructions for their return.
- (f) Medical Records must be readily available, safeguarded against loss, tampering, or use by unauthorized Persons, and contain sufficient information to permit another veterinarian to proceed with the care and treatment of the Patient by reading the Medical Record.
- (g) Upon closure of a Veterinary Facility for any reason, the Veterinary Facility Registrant shall make reasonable efforts to ensure the following:
 - (1) Notice to Clients of intended closure and information as to how to obtain Medical Records;
 - (2) Notice to the Board as to how the Medical Records will be managed and publish a formal notice to the public by electronic or print media indicating where the Medical Records can be accessed; and
 - (3) The Veterinary Facility shall:
 - a. Retain all Medical Records for X years after the last Patient visit, including deceased Patients, and allow the Clients reasonable and timely access to the Medical Records; or



- b. Transfer all Medical Records to:
 - i. A Veterinary Facility which assumes responsibility for the practice, including the Medical Records;
 - ii. Another Veterinary Facility practicing in that locality that agrees to manage the Medical Records and provide access to the Clients; or
 - iii. A secure storage area with a Person designated to manage the Medical Records and to provide the Clients with reasonable access to the Medical Records.

Commentary

Section 4. Medical Record Keeping: Creation, Maintenance, Release.

The AAVSB discussed at length whether or not to use the term “ownership” with regards to Medical Records, and to whom that ownership should be assigned. Not all Boards assign ownership, and amongst those that do, the owner can vary by the Veterinary Facility, the Veterinarian, and the Client. The AAVSB chose not to assign ownership of Medical Records. Rather, it was decided to address the root motivations for assigning ownership. These are to ensure that the Medical Records are provided when the Client requests them, that they are maintained for a certain amount of time (as determined by each jurisdiction), and that there is continued access to them if the Facility closes. As the hypothetical Board also regulates Veterinary Facilities, the AAVSB chose the Veterinary Facility's Veterinary Facility Registrant as the responsible party for maintaining Medical Records.

AAVSB PAM Section 401 (a)8 allows for grounds for discipline: “Failure to provide medical records, *financial information, or other documentation* in a timely fashion upon proper request by the Client, law enforcement, the Board, or other regulatory agency.” In the course of drafting this Model Regulation, the AAVSB added the italicized phrase to the PAM language to allow Boards to request record of payment, invoices, or estimates. While regulatory boards do not have jurisdiction over fees, most jurisdictions allow Boards to take disciplinary action against a Licensee who charges for services not rendered. Some jurisdictions also allow recovery of costs, and the AAVSB believes that this change would allow such action as well.

Section 4(d). Medical Record Keeping: Creation, Maintenance, Release.

The AAVSB opted to keep the language for “timely” as there are varying needs for a time limit based on a Patient’s medical condition, needs, and circumstances. Whether or not the “timely” requirement was met shall be determined by the Board on a case-by-case basis. In addition, it is common practice for a veterinarian to request records on behalf of a client. The AAVSB believes that this practice is permitted under this section because it is on that client’s request.



Section 4(g)(3). Medical Record Keeping: Creation, Maintenance, Release.

The number of years here indicated by “X years” should be the same as that jurisdiction’s medical record retention requirements.

One possible scenario is the sudden death of a solo practitioner who is the Veterinarian, owner of the Veterinary Facility, Veterinary Manager, and Veterinary Facility Registrant. This is difficult to regulate as the Board would not have authority over the heir, unless they are also a Licensee. Boards that regulate Veterinary Facilities may wish to require a contingency plan to provide for Medical Record transfer or storage in such an instance.



Section 5. Confidentiality

- (a) Medical Records and information acquired as part of a Consultation are confidential and shall not be released to or discussed with any Person other than the Client or Staff involved in the care or treatment of the Patient, without prior authorization of the Client.
- (b) The Veterinary Facility Registrant shall ensure compliance with Jurisdictional and federal data security and protection requirements.
- (c) A Medical Record and information acquired as part of a Consultation may be released without prior authorization of the Client under the following circumstances:
 - (1) Upon request of the Board or agent of the Board;
 - (2) For educational purposes, statistical and scientific research, if the information is redacted to protect the identity of the Patient and the Client;
 - (3) In response to a court order or subpoena;
 - (4) As compelled by a regulatory or public health authority;
 - (5) To verify the rabies vaccination status of the Patient to law enforcement or local health department;
 - (6) For the protection of a human, Animal, or for public health and welfare;
 - (7) As part of an Animal cruelty report or an abuse investigation by a law enforcement or appointed Animal welfare or governmental agency;
 - (8) When the Client cannot be reached to obtain authorization to release the records to another veterinarian or Licensee when providing Emergency Care;
 - (9) Access to the Medical Record as required by law;
 - (10) In the event of a closure or sale of a Veterinary Facility and the resulting transfer of Medical Records; or
 - (11) In case of death or disability of the Client, with the consent of a personal representative or other authorized Person.
- (d) A Veterinary Manager must ensure that any Person having access to the Medical Records, or anyone who participates in providing veterinary medical services or who is supervised by a Veterinarian is similarly bound to regard all information and communications as confidential in accordance with the section.

Commentary

Section 5. Confidentiality.

As paper records are transferred to electronic medical records, and artificial intelligence is integrated into medical record transcribing and creation, the issue of client confidentiality and data security is becoming more important. It would be erroneous for the Licensee,



Veterinary Facility, or the Board to assume that all commercially-available systems practice adequate data security measures and have safeguards in place to prevent data breaches. In addition, the intentional and contract-mandated release of data back to the software company has been known to occur. For the AAVSB Member Boards that perform Veterinary Facility inspection and registration, this process may be an ideal opportunity for the Board to ensure that all Facilities are adhering to jurisdictional data security and confidentiality requirements. All Boards may consider educating Licensees, Veterinary Facility Registrants, and Facility Managers of such requirements within that Jurisdiction.

For more information, please refer to the 2025 AAVSB white paper, “Regulatory Considerations on the Use of Artificial Intelligence in Veterinary Medicine.”



Medical Recordkeeping Member Board Feedback and RPC Response

Line	Commenter	Feedback	Model Regulations – Medical Recordkeeping	RPC Response
17	Ray Ramirez	While outlining what should be noted in the MR, something should be stated that these records are written for a fellow veterinary professional (not even CVT) to be able to follow. They do not need to be written so a lay person can follow.... not sure how to legallse wise, write such a phrasology. I have heard many colleagues commenting "now they want us to write in the records to clients can understand" and that is not what the record is for. Now if some corporations/ clinics are sending a copy with clients all time, that is different story, but what is required by law, seems it should be for veterinary medical professionals to follow, and that should be stated. With all the details, one can get the impression they are to write these MR for the public.	The RPC understands that many facilities use the medical record as part of their communication back to the client, and that may be the origin of this request. That being said, the RPC does not think a Board would have jurisdiction to require a specific tone of voice used to write medical records, only that it contains all required information. Thank you for the question and comment.	
23	KBVE	Suggest adding additional definitions: 1) "Clinical encounter" means an interaction between a patient, client, and a healthcare provider for the purpose of providing healthcare services or assessing the health status of a patient and is the point at which decisions about diagnosis and treatment are made and during which care takes place.	1) Thank you for this definition. At this time, the phrase “clinical encounter” is not being used in this model regulation, but it will be saved for future use. 2) Thank you for this suggestion. In general, the RPC tries to avoid definitive statements like this to allow for maximum flexibility of the Board. Definitions that say “must include” run the risk of incompleteness if an item is not specifically listed. By requiring <i>any documentation</i> ,	





		<p>(2) "Complete medical record" means the record contains sufficient information to:</p> <ul style="list-style-type: none"> (a) Identify the patient and the client; (b) Support the diagnosis or condition; (c) Justify the care, treatment, and services; (d) Provide options for spectrum of care, where appropriate; (e) Document the course and results of care, treatment, and services; and (f) Promote continuity of care among providers. 	<p>this allows the inclusion of all items and allows maximum flexibility of the Board in a disciplinary case.</p>
35	BOD	<p>Please consider adding the following to 2:</p> <p>Euthanasia consent must be documented. For dogs, cats and ferrets, this must include a declaration by the owner or agent that the animal has not bitten anyone in the past 10 days. For food animal populations, the responsible owner/caregiver may provide informed consent for multiple specified individuals within the population.</p> <p>Facilities providing referral services or emergency treatment must at the time of discharge provide discharge instructions in triplicate. Copies for: a. Facility medical record b. Client c. Primary care licensed veterinarian (delivered by electronic mail, facsimile, mail, courier or other appropriate means)</p> <p>Facilities providing referral services or emergency treatment must provide a written report to the primary care veterinarian in a timely fashion.</p>	<p>Thank you for this question. The RPC discussed written consent for euthanasia, including a bite history, at length and opted not to include it and created commentary explaining why.</p> <p>For referral paperwork, the RPC believes the spirit of this feedback is encompassed in Section 4.</p> <p>Section 4 requires that medical records are provided in a timely manner; what "timely" means will vary by the Patient needs and medical status.</p>

37	KBVE	<p>What about these circumstances? There should be exemption or other language:</p> <ul style="list-style-type: none"> - Relief vets - Who is responsible for records quality if the vet has no say in the software? - Rabies vaccine or wellness clinics or HVS/N operations where patients are seen in high volume? 	<p>Thank you for this comment.</p> <p>Relief vets: the RPC believes that relief veterinarians are responsible for ensuring they provide full and complete medical records, regardless of the available software.</p> <p>Rabies vaccine clinics: The RPC added commentary that Boards may wish to provide an exemption for DOH-run rabies clinics to alleviate the burden of a complete medical record.</p> <p>HVS/N: The RPC opted not to provide as exemption for these clinics but certainly respects an individual Board's decisions to do so.</p> <p>The RPC agrees, thank you.</p>
38	CVO	Consider replacing "computer generated" with "electronic to decrease specificity and increase agility	
39	BOD	Please consider adding more language relating to the different approaches used for herd vs individual health, such as: "Routine husbandry and preventive medical procedures (e.g., vaccinations and dewormings) performed on a group of animals may be recorded on herd-health-type records. However, individual treatment of an animal must be done in an entry specific to that animal. As long as all required information is readily available, records may be kept in any format convenient to the licensee/registrant."	<p>Thank you for this comment, the RPC has addressed this concern in new language and in the commentary.</p>
46	KBVE	When does a record need to be created? After every phone call or text from a client? Consider during only	<p>Thank you for this question. To address it, the qualifier of "medically relevant" communications was added to (t).</p>





		a "Clinical encounter" or when the treatment regime is changed.	
48	BOD	<p>Consider including:</p> <p>Alternate person(s) authorized to make medical decisions for the animal(s). Examples of alternate person(s) include spouse, co-owner, alternate caregiver, emergency contact or livestock manager.</p>	The RPC added "authorized representative," but in general tries to avoid providing examples in regulations as that may seem limited to only those entities named.
48	CVO	<p>Email is a very common form of client communication and would be important to include. Please consider this: "Client information, including the name, address, and phone number, and email;"</p>	The RPC agrees, thank you.
48	CVO	<p>Please consider adding as another point: "The name and contact information of an authorized representative to be contacted in the absence of the client."</p> <p>This is a suggested addition as many clients have other authorized representatives (spouses, children, trainers, boarders) who they may wish to have access to the medical records and/or ability to provide animal care directions.</p>	The RPC agrees, thank you.
48	Jessica Sieferman	<p>May want to consider adding "and authorized representative, if applicable," since you reference authorized representative in other sections.</p>	The RPC agrees, thank you.
58	CVO	<p>Please consider changing to: "(2) Species, breed, age, sex, color, and distinctive markings, <u>and microchip/tattoo/ear-tag number</u> if applicable;"</p>	The RPC agrees, thank you.

		Microchips/tattoos/ear tag numbers are common forms of animal identification. May also be beneficial to include the animal's weight.		The Board can take action against Veterinary Managers, as they are required to be Veterinarians licensed in that Jurisdiction per PAM definition. The Board can also take action against individuals engaging in unlicensed practice but that does not appear to be what this comment is contemplating. 2c(2) has been edited to include the use of transcribers creating a Medical Record and thus should remain open to unlicensed individuals.
65	BOD	Can a Board have action against a Person or Veterinary Manager for any violation regarding the Medical Record? or just the Licensee? Section 2 (b) sounds open to any clinic staff member to create or update the Medical Record. Is this the correct understanding?		Regardless of the identity of the creator, the Licensee remains responsible for the final content, as indicated in (a). Thank you for these questions.
71	CVO	May be beneficial to also include a summary of immunizations.		The RPC agrees, thank you.
77	KBVE	Consider Inserting: (#) Laboratory reports; (#) Any information received as the result of a consultation, including the date, name, and contact information of the consultant; (#) A reference notation of the existence of radiographs, sonographic images, video recordings, photographs, or other diagnostic imaging, with ready access to or copies of those images available.		Laboratory and radiographic / sonographic images are included in this list. Thank you for suggesting information from a consultation; that has been added.
79	BOD	Please consider: "Medical records shall contain sufficient information entered into the history and physical examination findings to justify differential or tentative diagnoses, prognosis, diagnostic plan,		Thank you for this comment. The RPC carefully reviewed the subsections and determined that these elements are already present in the definition of Medical Record as "any....documentation that provides a current and





		treatment plan, current or final assessment and discharge instructions.”	accurate account of a Patient’s history and medical information” and specific lines of Section 2. The introductory paragraph of section 2 requires the Medical Record to be complete, so we believe this fulfills the BOD’s requirements.
85	KBVE	Consider inserting: (#) If a medical determination is made via telemedicine, a written statement about the digital information used to make the decision;	Thank you for this suggestion, the RPC agrees.
88	CVO	<p>Please consider changing to: “Treatments and intended treatment plan(s), including any medications or immunizations prescribed, administered, or dispensed including the name, dosage, strength, <u>dose</u>, frequency, quantity, route of administration, <u>name of prescribing Licensee</u>, and withdrawal times if applicable”</p> <p>Question – was the intention dosage or dose? Doses means the amount, while dosage includes frequency, amount, and the number of doses taken over a particular period of time.</p> <p>Question – Is name of prescribing licensee needed? (a) above says identity of licensees involved in the patient care.</p>	Thank you for this question, the RPC discussed this question and opted to include both dose and dosage as part of the medical record. We agree that the name of the prescribing licensee is redundant and it was removed.
113	BOD	Does this mean the time of any medication administered?	<p>Thank you for this question. This refers only to procedures. The RPC does believe that time of administration is important in those instances.</p> <p>This question triggered a discussion with the RPC and it was determined to also require a time of administration</p>

			for hospitalized patients as this may be clinically relevant in a disciplinary investigation.
115	BOD	What is minimum monitoring? Hard for those who work solo, large animal, and mobile practices to have the capability for full monitoring and extra staff help. Can the RPC clarify this please?	Thank you for this comment; the RPC discussed this at length and plans to incorporate minimum monitoring in the upcoming Minimum Standards of Practice Model Regulations and will leave this language as is. The RPC looks forward to receiving the BOD's comments on this model document when it is released for AAVSB Membership feedback.
118	BOD	Consider adding: 2(o) Medical records shall document that informed consent has been obtained (written or verbal) for veterinary procedures. As part of informed consent, the potential benefits, risks and recommendations are communicated. Informed consent may be provided by the owner or responsible party for a patient that is an individual or consists of a population of animals.	Thank you for this comment. The RPC refers the BOD to the definition of Informed Consent in the PAM, Section 104, which incorporates the concerns above.
124	KBVE	Consider "spectrum of care options" // Options offered to the client, and treatment plan agreed upon with client;	Thank you for this question. A discussion of options and treatment plan is included in the definition of Informed Consent in the PAM, section 104. While the AAVSB actively advances the idea of the Spectrum of Care, or contextualized care, the elements of it are already included in the required list. While Spectrum of Care / contextualized care is a useful idea to discuss with Licensees, the RPC does not believe that it is necessary to specifically name it in regulation.
127	KBVE	Add "in writing" to the discharge instructions. Clients, especially following surgery on their beloved pet, do not hear complete instructions. Human	Thank you for this suggestion; the RPC agrees.





		medical doctors provide instructions both verbally and in writing.	
128	KBVE	Considering adding: (s) A person shall not: (1) Intentionally create a false record; (2) Make a false statement; or (3) Alter or modify any medical record, document, or report concerning treatment of a patient.	Thank you for this question. The RPC refers the KBVE to section 401(a) Grounds for Discipline, subsection 12. In addition, the RPC recognizes that occasionally Medical Records must be altered, but require that the amendment be clearly noted in that MR when this happens. The RPC thanks you for noting that the information in 1-3 was missing; it has been added back in. We are hesitant to require a completion date because Medical Records may not be completed for an unknown period of time, depending on the format or type of practice, moving written notes into electronic form for example, and the definition of “completed” is subject to interpretation. Regarding the new section 3 proposed language, we reviewed the current language and conclude that the requirements noted here are addressed elsewhere. Regarding point #4, the PAM requires that records are available to the Board and thus the Board should not be charged.
128	KBVE	Consider inserting new Section 2 and Section 3: Section 2. Veterinary medical records shall be: (1) Safeguarded against loss, tampering, or use by unauthorized persons; (2) Be readily available to the veterinarian, other veterinarians at the same practice, employees of the veterinarian, and other authorized persons; (3) Contain sufficient information to permit any veterinarian to proceed with the care and treatment of the patient by reading the medical record; and (4) Be completed no more than forty-eight (48) hours following the clinical encounter. Section 3. Maintenance of Records. (1) Medical records shall be maintained in accordance with PAM Article V. (2) Cessation from practice, either temporarily or permanently, shall not relieve the practitioner from compliance with this section.	

		(3) Records stored by a third party shall not relieve the veterinarian or AAHP from the responsibility of supplying records to the client upon request. (4) There shall not be a charge for records to the board during a board investigation.		
128	KBVE	Consider: How quickly do the records have to be completed?		The KBVE asked this question in the above comment. Please see our response.
164	BOD	Please clarify if this is relating to the actual written prescription or a record of the information contained w/in the prescription? The BOD is interpreting that this is relating to the information within the Rx but would like that clarified.		Thank you for this question. This is relating to documentation of the prescription, not the label.
164	Jessica Sieferman	Written Prescriptions are typically not considered part of the Medical Record and isn't included in the definition. The statute (Section 501) does not appear to extend authority to prescription requirements.		Thank you for this question. The RPC has reviewed the current definition of Medical Record. The RPC interprets "a current and accurate account of a Patient's history and medical information" to include prescription information.
169	CVO	Require the address of the Client as well?		The RPC discussed this question and noted that in most jurisdictions, the client's address does not need to be noted. However, Section 3(a)(11) does allow for additional information as required by federal or Jurisdictional regulation. Our Member Boards are welcome to add or edit language to meet the specific requirements of that jurisdiction. Thank you for this question.
173	CVO	Change "cautionary" to "warning"		The RPC agrees, thank you.
176	CVO	Consider adding "if any": "(9) Number of refills (if any)"		The RPC agrees, thank you.
187	BOD	Who holds the legal responsibility/ownership for the Medical Record? We see where person, Licensee, and		Thank you for this question; it was an item that the RPC spent a considerable amount of time discussing. We have





		Veterinary Manager are all named in this model in regard to the managing and upkeep of the record. Can RPC clarify this confusion?	added in commentary at the end of Section 4 relaying the RPC's reasoning and approach towards medical record ownership.
193	CVO	Is the AAVSB seeking input on the number of years here?	Thank you for this question and we apologize for the confusion. The RPC inserts "X" in the model documents when it wishes to include a time requirement, but believes that specific time frame should be left up to the Board to determine.
197	BOD	Please consider adding in, or replacing this language with "record of payment" or "payment history." As there are varying abilities for the Board to review this information across jurisdictions, please provide commentary on the RPC's decision to do so.	Thank you for this comment and request for commentary. We have added commentary and will add language to the PAM Article IV that allows our hypothetical Board to request this information.
200	BOD	Can the RPC consider that "timely manner" and "reasonable request" seems too broad of terms and opens the licensee up to more scrutiny by clients to submit complaints about standard of care? In addition, "timely" may make more sense in statute whereas regulation needs to be more specific. Would the RPC consider perhaps replacing this with the standard "X days / weeks / months" instead of timely? "Should it be clarified that this needs to be a written request?"	Thank you for this question; the RPC noted that this was a common question asked in the feedback and discussed this at length. Ultimately, it was decided not to put a specific timeline due to variation in what may be appropriate or necessary based on each's patient's situation. For example, "timely" may mean something different in an emergency vs a routine medical record. If there was a public complaint, not having a specific time period would allow the Board to determine on a case-by-case basis whether or not a Licensee used their best professional judgement in supplying a Medical Record within a time period that was best for the Patient. Regarding requiring a written request, the RPC discussed this and determined not to add this additional burden to the Client.

200	RPC	<p>Consider changing to: “(d) The Veterinary Manager shall ensure that copies of the Medical Record are provided in a timely manner upon reasonable request of a Client or authorized representative <u>or veterinarian</u>”</p> <p>Other veterinarians may request records on behalf of their clients.</p>	<p>Thank you for this comment, the RPC discussed this at length and considered that a veterinarian requesting records on behalf of a new client could be included under “reasonable request of a Client or authorized representative.”</p>
200	KBVE	<p>Recommend specifying a number of days to provide records, ex: seven (7) days or five (5) business days. Consider timeline for response in the event of a medical emergency for the patient, 24 hours?</p>	<p>This was also suggested by a prior commenter and was discussed. Please see the RPC’s response to this comment above. Thank you for your thoughts.</p>
217	BOD	<p>We wonder if this is too open ended. The licensee manager often is not the owner of the facility and may not have any control over the records upon closure. Perhaps require a notification to clients of the closure and how they can obtain copies of the records within a certain timeframe.</p>	<p>Thank you for this comment. The RPC agrees that it should be the Veterinary Facility Registrant and not the Veterinary Manager that is the responsible party. We have made the other changes suggested in this comment.</p>
217	KBVE	<p>What safe guards on client records upon death of the practitioner, especially the solo practitioner?</p>	<p>Thank you for this question. The RPC agrees that this is a difficult scenario to regulate because the Board does not have authority over heirs of a solo practitioner. This may be an instance where Boards may wish to perform education and outreach to their licensees, to encourage the development of a plan in the instance of their passing. The RPC is developing Facility Standards and will contemplate requiring Veterinary Facilities to have a plan for such an instance. The RPC looks forward to receiving KBVE feedback when this document is released for AAVSB Membership commentary.</p>





217	Ray Ramirez	Is there any way to put in language in regulation or statute to give the Board "teeth" over this requirement? if the vet has retired, then the board wouldn't have regulation over them.	RPC agrees that this is a difficult problem to solve. The RPC is developing Facility Standards, and will contemplate requiring Veterinary Facilities to have a plan for such an instance. We look forward to your review and suggestions to that document when it is put forward for Membership feedback, to see if we reached the end goal.
217	CVO	Should this have a time-limit? Example for two years after the permanent closure of the facility. Otherwise, it reads as indefinite.	We agree and are suggesting this time frame be the same as the record retention time as above. This is designated by X in the language, but the RPC added the suggestion that the two be the same length in commentary. Thank you for this comment, so that this could be clarified.
277	Ray Ramirez	All seems very logical and what many have strived to do. How do we as a model board help enforcement when so many of the Software now, as part of their ongoing 'help' agreement, require access to this client data? I realize beyond our scope per se, but having some guidance from a national organization may be helpful.	Thank you for this question. Ultimately, it is up to each Board to decide if using software with such an agreement is a violation of that specific jurisdiction's data security laws, and enforce those laws. This enforcement could be part of the facility inspection, if such a requirement exists in that jurisdiction. We have included a discussion on this topic in the commentary.
277	KBVE	Veterinary students also require access to medical records.	This is true. The RPC drafted a definition of Staff to be added to the PAM, to include students. Thank you for bringing this to our attention.
280	CVO	Would "released" be a better word?	The RPC agrees, thank you.
287	KBVE	Add (#) to report zoonotic or reportable diseases in accordance with state and federal law.	Thank you for this question. The RPC reviewed the drafted language and believes that this is included in (4).
291	CVO	Question: what does this mean? Does it mean a veterinarian at another clinic? This seems like it should require client consent.	Thank you for your comment, this was for scientific research purposes. One example is that this would allow data review to be performed on large subsets of Patient data without requiring Client consent, as long as that data does not contain PII or other identifiable information.

295	KBVE	Must limit verification of vaccination status of a patient is to only provided to law enforcement or local health departments, otherwise other clients or the public will call veterinary facilities to demand this information for patients.	Thank you, the RPC agrees.
300	CVO	Question: is there a reason this is only in emergencies? Is client consent needed in all other circumstances?	Yes, the RPC wrote the model language intending that client consent is needed in all other circumstances except for those lists in Section 5 (b). Thank you for the question.
312	KBVE	Add Section 6. Rabies Clinics. (1) During each public rabies vaccination clinic held, copies of medical records shall be retained for each patient clinical encounter beyond the rabies vaccination. (2) For rabies vaccinations only, a copy of the rabies certificate satisfies the requirement of this section.	This exception is not found in all jurisdictions. The RPC welcomes each Member Board to modify these model regulations as needed per the unique situation of that jurisdiction.



A man with grey hair and glasses, wearing a plaid jacket, is speaking and gesturing with his right hand raised, showing two fingers. He is holding a small black device in his left hand. The background is blurred, showing other people at a conference. The entire image has a purple overlay.

2.6

Delegate Assembly

Veterinary Technician Task
Force Report

I. Introduction

In 2024, the Board of Directors submitted, and the AAVSB Delegate Assembly passed Resolution 2024-1. Through resolution 2024-1, AAVSB Member Boards acknowledged the importance of the “role that veterinary technicians play in the health, safety, and welfare of animals and human beings by assisting veterinarians through engaging in delegated tasks...and the licensure requirements of veterinary technicians, including education and examination.” The resolution recognized that “not all AAVSB Member Boards regulate veterinary technicians thereby leaving eligibility and competence determinations to the private sector.” The resolution created a Task Force charged with identifying the jurisdictions that do not regulate veterinary technicians and exploring the political, legal, and practical reasons for this. Finally, the Task Force was charged with presenting results to the AAVSB Delegate Assembly at the 2025 Annual Meeting.

II. Veterinary Technician Task Force

The Task Force was comprised of the following individuals:

- Trish Gorham, Veterinary Technician Task Force Chair, MA CVT FVTE, Florida
- Mary Berg BS, LATG, RVT, VTS (Dentistry), FVTE; VTNE Committee Chair; Kansas
- Ed Carlson, CVT, VTS (Nutrition), New Hampshire
- Margitta Dziwenka, DVM, DABT, Deputy Registrar, Alberta
- Chrissy Giovannielli, CVT, VTS (SAIM); New Jersey
- Jennifer Pedigo, MBA, AAVSB Board Liaison
- AAVSB Staff



III. Jurisdictions Not Regulating Veterinary Technicians

There are 63 AAVSB Member Boards. At the time of writing this report, 13 Member Boards neither currently regulate veterinary technicians nor are in the process of regulating veterinary technicians. These jurisdictions are listed in Figure 1.

Figure 1: AAVSB Member Boards That Do Not Regulate Veterinary Technicians

British Columbia
Connecticut
Florida
Massachusetts
New Hampshire
New Jersey
Newfoundland and Labrador
Prince Edward Island
Quebec
Rhode Island
Vermont
Virgin Islands
Wyoming



IV. Survey Introduction

Two surveys were distributed with similar questions. One survey was sent to the executive directors and registrars of all AAVSB Member Boards. The second survey was sent to the veterinary medical associations (VMAs) and veterinary technician associations (VTAs) of those above jurisdictions. All survey participants were invited to share additional thoughts in an open response section.

Member Boards that regulate veterinary technicians were asked questions about challenges, and solutions to those challenges that were encountered at the start of this process. These Member Boards were asked what positive or negative effects have resulted in regulating technicians. They were then asked if they had a veterinary technician member of the board, and if the jurisdiction provided title protection for veterinary technicians. Finally, these boards were asked if there had been recent legislation introducing a change to veterinary regulation.

The executive directors and registrars of Member Boards that do not currently regulate veterinary technicians were asked a different set of questions. These individuals were asked their board's general



stance on the idea, relationship with lawmakers to make this stance known, what risks and benefits were discussed regarding regulating veterinary technicians, and the solutions proposed to address concerns. These boards were then asked if a bill had been recently introduced to regulate technicians and that bill's outcome.

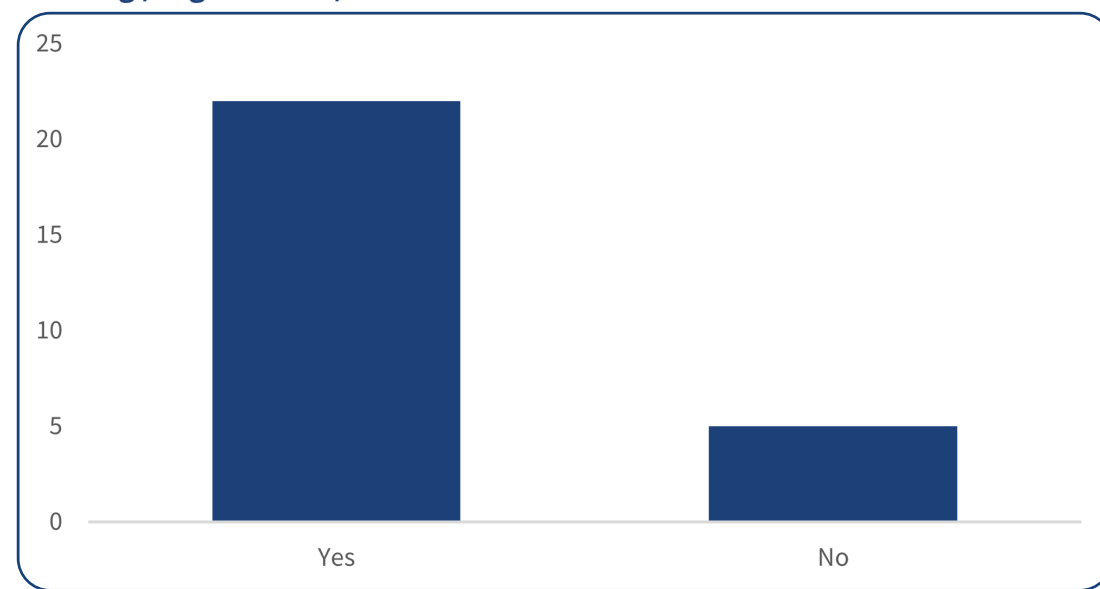
The second survey to the VMAs and VTAs explored the association's general position, and reasons for that position, on veterinary technician licensure. Questions were asked regarding the association's ability to work with lawmakers to recommend action on a bill regarding veterinary technician regulation, and if there have been any recent bills regarding this topic. It asked the respondents to rate their association's views on veterinary technician regulation, as well as what solutions have been proposed to address concerns.

V. Survey Results

AAVSB Member Boards

27 AAVSB Member Board executive directors or registrars started the survey. 22 of these boards regulate veterinary technicians, five do not.

Figure 2. Does your jurisdiction regulate veterinary technicians through required licensing / registration / certification?



Non-regulating AAVSB Member Boards

Out of the five boards that do not regulate veterinary technicians that started the survey, only two executive directors /registrars of veterinary completed the remaining survey questions. Those who responded indicated general support for veterinary technician regulation. They indicated a limited



ability to enact it, either due to the Board needing to remain neutral, or because of a general political trend towards removing existing regulations rather than creating new ones.

In the survey, the Task Force presented a list of potential benefits and concerns associated with regulating veterinary technicians and provided a line for an open response. This list can be found in Figure 3.

Figure 3: Potential Benefits and Concerns of Veterinary Technician Regulation

Benefits:

- Improved veterinary technician attraction and retention
- Greater delegation of duties to non-DVM staff for greater efficiency and revenue
- Improved public and patient protection
- Improved entry-level competency
- Increased regulatory oversight and accountability
- Other

Concerns:

- Salary Concerns / Worry about needing to pay regulated veterinary technicians more money
- Workforce shortage / Inability to hire veterinary technicians
- No veterinary technician schools in the jurisdiction
- Loss of income as the association provides the private certification
- Increased cost to clients
- Cost of registration to individual or employer
- Would need to open the veterinary practice act
- Administration concerns such as the regulatory board needing to process applications
- Disenfranchisement of unregulated staff
- Regulating veterinary technicians not necessary for public protection
- Other

Non-regulating AAVSB Member Boards were asked to identify the items from Figure 3 that have been discussed within the Board. Selected benefits included the following:

- greater delegation of duties, improved public and patient protection;
- increased regulatory oversight and accountability; and
- an alternative to a midlevel practitioner.

Selected negatives from Figure 3 and open responses included:

- salary concerns;
- lack of AVMA/CVMA accredited veterinary technology programs within that jurisdiction;



- cost of registration;
- the need to open the veterinary practice act;
- administration concerns;
- disenfranchisement of unregulated staff;
- regulating veterinary technicians is not considered to be necessary; and
- how to handle individuals who could not qualify to register as a veterinary technician due to lack of qualified education or exam. Both participating Member Boards included a way to allow those without these qualifications to enter a licensure as a solution to this problem.

When asked if a bill has been introduced in the last five years to address veterinary technician regulation, both fully responding participants answered no.

Regulating AAVSB Member Boards

Member Boards that regulate veterinary technicians were asked for challenges that arose when this process started in their jurisdiction. For many jurisdictions, this process occurred many years prior, and thus the respondents were unable to answer the question. Those that were able to answer this question cited challenges on how to address individuals who were already performing the tasks within a veterinary technician protected scope of practice but would not be able to be licensed as a veterinary technician due to lack of education or passing a licensing exam. Member Boards indicated that the solution was to allow those individuals a limited window to become licensed with some waived requirements. The average transition time for this legacy period was two years.

These participants were asked about the positive or negative effects from regulating technicians listed in Figure 3.

The most-mentioned negative effects selected from Figure 3 and open responses were:

- no negative effects
- lack of title protection;
- lack of defined scope of practice for veterinary technicians, or that veterinarians continued to assign tasks within the veterinary technician scope of practice to unlicensed staff; and
- inability of competent yet unqualified applicants to qualify for veterinary technician licensure if they move from a jurisdiction that does not regulate.

The most common positive effects selected from Figure 3 and open responses included:

- elevated recognition of veterinary technicians;
- improved patient and public protection through elevated standards and enforcement mechanisms;
- ability of veterinary technicians to utilize physician health programs;
- expanded capacity of veterinarians to delegate patient care; and



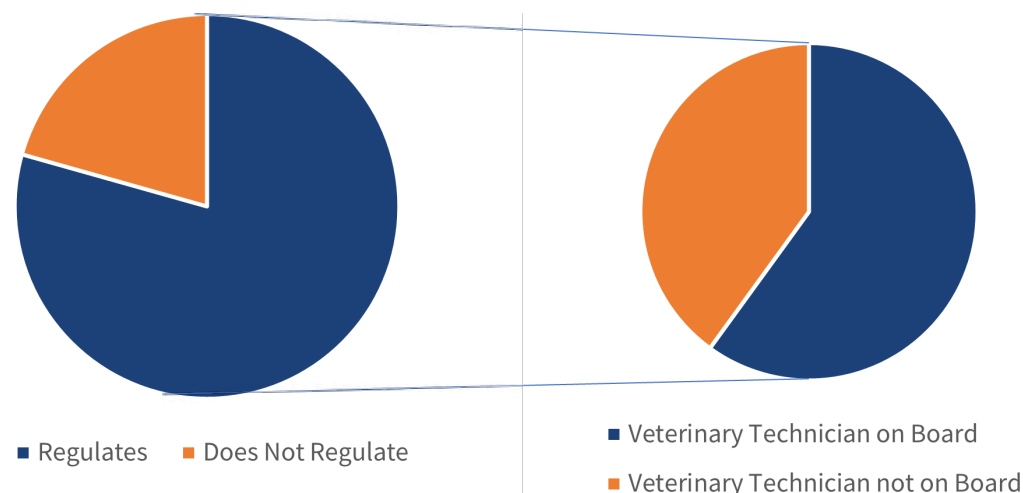
- improved compliance with controlled drug stock and facility requirements.

There were many comments on the value of title protection, but some participants noted that Member Boards lack the resources or ability to enact it or enforce it within their jurisdiction.

Veterinary Technician on Regulatory Board

50 out of the 63 AAVSB Member Boards either currently regulate veterinary technicians or are in the process of developing regulation. Of those 50, 30 have a seat for at least one veterinary technician on the Board.

Figure 4. Veterinary Technician on the Regulatory Board

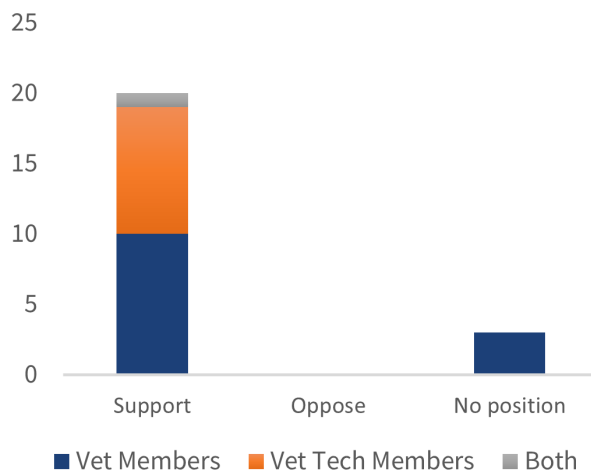


Professional Associations

A separate survey was sent to the VMAs and VTAs of the 13 non-regulating jurisdictions; at least one response was received from all but two of them. 26 responses were received, from both VMAs and VTAs. The responses in Figures 5 and 6 are listed in totality rather than by jurisdiction.

Most respondents indicated their association generally supports veterinary technician licensure and mentioned the same benefits identified by the AAVSB Member Boards. Many responses indicated that their association has a relationship with a legislator and has made this position known; some are preparing or have introduced legislative language. Most of these bills were introduced by the VTA.

Figure 5. What is your association's general position on veterinary technician licensure through statutory enactment?



Some respondents indicated that a neutral or negative position of the regulatory board has led the association either not to pursue veterinary technician regulation, or to work with legislators without the regulatory board's input.

Seven participants noted that a bill had been introduced that created veterinary technician regulation in the last five years. It is not known if multiple respondents from the same jurisdiction answered this question. Of those seven responses, four indicated support for the bill, two indicated opposition, and one took no position.

Reasons for opposition included:

- poor wording for the bill;
- lack of communication between the VMA and the VTA;
- concern for disenfranchisement of unlicensed staff; and
- failure to include those who are working in a veterinary technician position currently but would not otherwise qualify for licensure.

Professional associations were asked to rank the concerns and benefits for regulating veterinary technicians. This was the same list that was provided to the regulatory boards listed in Figure 3.

The most important benefits were:

- improved public and patient protection;
- improved veterinary technician attraction and retention; and
- improved entry-level competence.

Figure 6. What Was Your Association's Position on This Bill?

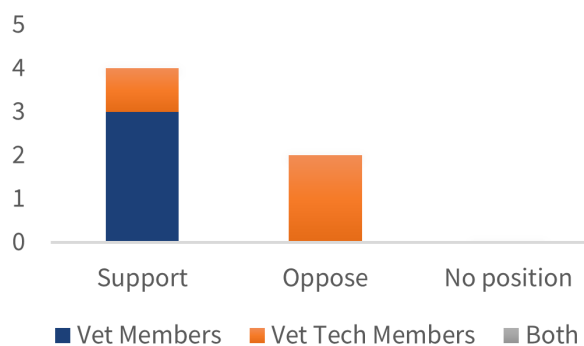
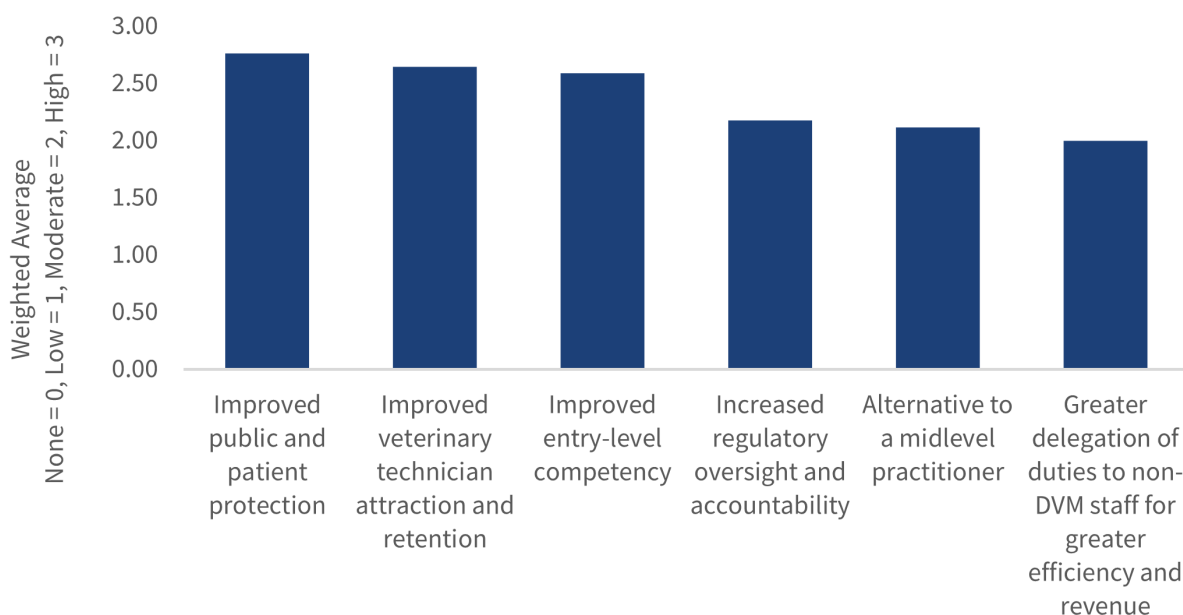


Figure 7. Rank how your association feels about the importance of the following benefits for regulating veterinary technicians

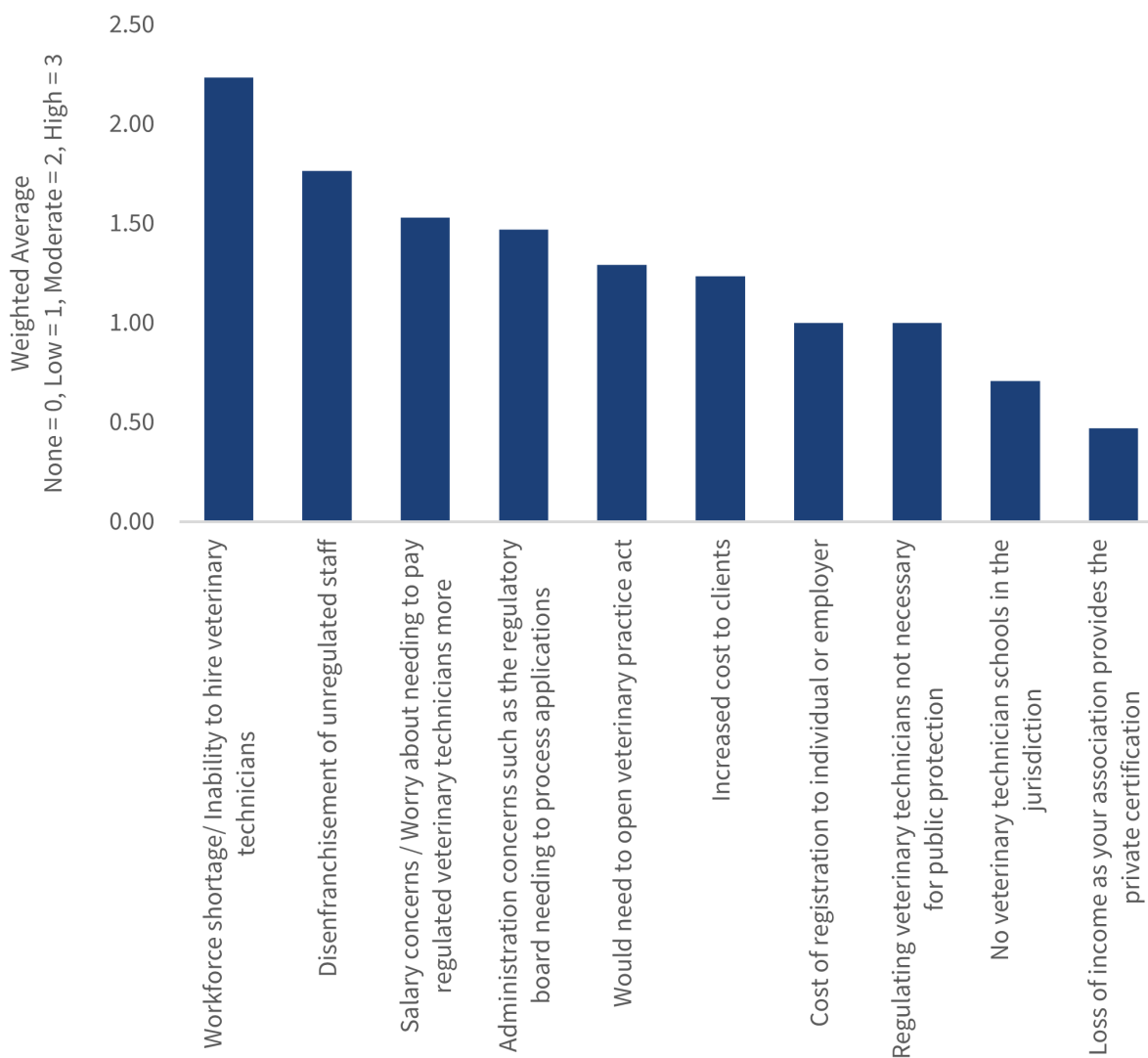


When asked to rank concerns, most concerns were listed as no, low, or moderate concerns. The concerns that triggered a “high” concern response were:

- Workforce Shortage / Inability to hire veterinary technicians;
- Disenfranchisement of unregulated staff; and
- Salary concerns and needing to pay regulated veterinary technicians more.



Figure 8. Rank how your association feels about the importance of the following concerns for regulating veterinary technicians



Professional association respondents emphasized the importance of educating veterinarians on the veterinary technician scope of practice and allowing a pathway to regulation for those that did not have a veterinary technician education or take the VTNE. Finally, respondents indicated the importance of VMAs and VTAs collaboration to share resources and create unified support for a bill.

Common themes from the above responses and open answer responses included:

- regulatory boards are not agents of change so are limited in their ability to gain traction to move a cause forward;
- a common reason a jurisdiction does not regulate veterinary technicians is because of lack of



- legislative movement, not usually because of opposition from professional associations;
- typically, it is the VTA that introduces a bill;
- a legacy clause may be beneficial in allowing individuals who are currently performing veterinary technician tasks to become credentialed;
- the ability of staff to use this legacy clause should be temporary, with a common length of 2 years;
- although several concerns were cited by both regulatory boards and professional associations on why they do not support veterinary technician regulation, regulatory boards that do regulate technicians did not suggest that these concerns become a reality;
- many veterinarians demonstrate a lack of understanding on the scope of practice for veterinary technicians, and how it differs from unlicensed veterinary staff; and
- advancing veterinary technician regulation could satisfy the need for a VPA.

VI. Survey Limitations

There was a limited response from AAVSB Member Boards who do not regulate veterinary technicians, and the general small number of these jurisdictions means that a statistically significant response was not achieved. It is not known why executive directors or registrars initiated but did not complete the survey.

This survey was distributed to one point of contact within a VTA or VMA. It did not reach all members of that association, so responses may be biased. Likewise, this survey was distributed solely to executive directors and registrars and not to Member Board volunteers.

The survey was open for a limited window. It is possible that recipients did not feel comfortable answering without the input of that organization's membership or board. Most of the responses were submitted within two days of receiving the survey, so additional time may not have led to an increased response.

VII. Task Force Recommendations

Although the original charge of the AAVSB Board of Directors was to determine the reasons why jurisdictions are not regulating veterinary technicians, the Veterinary Technician Task Force opted to add recommendations to the AAVSB Board of Directors' consideration to address some common themes.

Recommendation #1: Request the AAVSB Regulatory Policy Committee to:

- Create model regulatory language to differentiate between scope of practice between veterinary technicians and unlicensed staff;
- Create model statutory and / or regulatory language for a limited legacy period for staff that did not graduate from an AVMA/CVMA accredited veterinary technology program but are currently performing tasks within a veterinary technician scope of practice and can demonstrate



competence to perform these tasks. Examples of such language can be found in Appendix B; and

- Create model document commentary that addresses:
 - the importance of stakeholder engagement and cooperation between the regulatory board, the VMA, and the VTA when either statutory or regulatory language is created. Although the Task Force recognizes that the regulatory board may not be the impetus of statutory change, it may act as an obstruction;
 - potential disenfranchisement of both veterinary technicians and unlicensed staff when regulation is implemented, either by not enforcing a protected scope of practice, or limiting allowable tasks; and
 - best practices when writing legislation to give the Board the authority to create a defined and detailed task list. The list is best served in regulation as this will allow the regulatory board full flexibility to amend.

Recommendation #2: Request AAVSB staff to research the feasibility of collecting, maintaining, and tracking current data regarding:

- Numbers of unlicensed staff who take or have taken advantage of legacy clauses within their jurisdiction;
- Jurisdictions that provide for veterinary technician title protection; and
- A defined veterinary technician scope of practice, and if this scope is different than for unlicensed staff.



VIII. Appendix A

The following are examples of language used to allow a limited licensure period for individuals who would not otherwise meet requirements for veterinary technician licensure through education to demonstrate competency:

- 1) Until July 1, 2009, any person who during the period from July 1, 1993, through June 30, 2008, acquired a minimum of five years' experience assisting a licensed veterinarian may, with a signed affidavit from his or her supervising veterinarian attesting to his or her level of on-the-job training, be allowed to take the examination approved by the board. Upon receiving a passing grade on such examination, the board may issue a certificate of registration. The board shall provide a list of appropriate study materials to candidates.*
- 2) The purpose of these rules is to identify knowledge areas and standard tasks and procedures that must be included in the practical experience of a person who qualifies to take the veterinary technician licensing examination through 9500 hours of experience gained within the last seven years. The rules provide categories of required knowledge areas, tasks and procedures. The supervising veterinarian will attest to the candidate's knowledge and completion of the required tasks and procedures for the categories of animal on forms provided by the secretary.*
- 3) Veterinary technician qualifications. No applicant shall be registered to engage in the practice of veterinary technology unless the applicant: (1) Is at least eighteen years of age; (2) Has successfully passed the Veterinary Technician National Examination; and (3) Meets at least one of the following conditions: (A) Has successfully completed a course of study at a program for veterinary technology accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities; (B) Is a licensed, certified, or registered veterinary technician in good standing in another state having standards for registration comparable to those in this State; or (C) Prior to July 1, 2021, submits a notarized document from an employer who is a licensed veterinarian and who certifies that the applicant has five years or more of practical experience in [this jurisdiction]; provided that no reciprocity shall be given for practical experience gained outside of the State. Before any applicant shall be eligible for registration under this chapter, the applicant shall file an application in a form as shall be prescribed by the department and pay to the department of commerce and consumer affairs an application fee and all other applicable fees.*



IX. Appendix B

The data below was last verified in 2022 by the Veterinary Nurse Initiative, with additional updates by Vet Tech Task Force members, as possible, and data from the Animal Policy Group. However, the Task Force was unable to perform thorough review of the data below and cannot confirm its complete accuracy. This table was provided in its current state to demonstrate the need for up-to-date and validated information by the AAVSB.

United States

	Regulated	Scope Of Practice	Title Protection
United States			
Alabama	Yes	Yes	Yes
Alaska	Yes	Yes	No
Arizona	Yes	No	No
Arkansas	Yes	Yes	Yes
California	Yes	Yes	Yes
Colorado	Yes	Yes Effective 9/2025	Yes Effective 9/2025
Connecticut	No	No	No
Delaware	Yes	Yes	Yes
Florida	No	No	No
Georgia	Yes	Yes	Yes
Hawaii	Yes	Yes	Yes
Idaho	Yes	Yes	No
Illinois	Yes	Yes	Yes
Indiana	Yes	Yes	Yes
Iowa	Yes	Yes	No
Kansas	Yes	No	No
Kentucky	Yes	Yes	Yes
Louisiana	Yes	Yes	Yes
Maine	Yes	No	Yes
Maryland	Yes	Yes	Yes
Massachusetts	No	No	No
Michigan	Yes	Yes	Yes



Minnesota	Effective 2025	Effective 2025	Effective 2025
Mississippi	Yes	Yes	No
Missouri	Yes	Yes	Yes
Montana	Yes	Yes	Yes
Nebraska	Yes	Yes	Yes
Nevada	Yes	Yes	Yes
New Hampshire	No	Yes	Yes
New Jersey	No	No	No
New Mexico	Yes	Yes	No
New York	Yes	Yes	Yes
North Carolina	Yes	Yes	Yes
North Dakota	Yes	Yes	No
Ohio	Yes	Yes	No
Oklahoma	Yes	Yes	Yes
Oregon	Yes	Yes	No
Pennsylvania	Yes	Yes	Yes
Puerto Rico	Yes	Yes	Yes
Rhode Island	No	No	No
South Carolina	Yes	Yes	Yes
South Dakota	Yes	No	No
Tennessee	Yes	No	Yes
Texas	Yes	Yes	Yes
US Virgin Islands	No	No	No
Utah	Yes	Yes	Yes
Vermont	No	No	No
Virginia	Yes	Yes	No
Washington	Yes	Yes	No
West Virginia	Yes	Yes	Yes
Wisconsin	Yes	Yes	No
Wyoming	No	No	No



Canada

	Regulated	Scope Of Practice	Title Protection
Alberta	Yes	Yes	Yes
British Columbia	No	No	Yes
Manitoba	Yes	Yes	Yes
New Brunswick	Yes	Yes	Yes
Newfoundland And Labrador	No	Yes	Yes
Nova Scotia	Yes	Yes	Yes
Ontario	Yes	Yes	Yes
Prince Edward Island	No	No	No
Quebec	No	Yes	Yes
Saskatchewan	Yes	Yes	Yes





3.1

Member Resources

Acronyms in Veterinary
Regulation

Common Acronyms and Terminology

Vocabulary for Veterinary Medicine and Regulation

Overview

Learn more about the veterinary medicine and regulation industry with The Common Acronyms and Terminology. This resource includes categories, such as associations, organizations, policies, services, programs, exams, and roles.

Categories

Review the following colors and shapes to easily reference categories.

Navy represents AAVSB-specific services, programs, departments, exams, tests, and resources.



Teal represents associations, agencies organizations, institutions, and vendors supporting veterinary medicine and regulation.



Magenta represents the exams, tests, and exam-related vendors and services for veterinary certification and licensure.



Green represents roles in veterinary medicine.



Light Blue represents laws and policies enacted to support veterinary medicine regulation.



Orange represents key concepts in veterinary medicine and regulation.



AAAP	American Association of Avian Pathologists	
AAHA	American Animal Hospital Association	
AABP	American Association of Bovine Practitioners	
AAEP	American Association of Equine Practitioners	
AASV	American Association of Swine Veterinarians	
AAVC	American Association of Veterinary Clinicians	
AAVMC	Association of American Veterinary Medical Colleges	
AAVSB	American Association of Veterinary State Boards	
ABVP	American Board of Veterinary Practitioners	
ADA	Americans with Disabilities Act	
ADAAA	ADA Amendments Act	
AHT	Animal Health Technician	
APHIS	Animal & Plant Health Inspection Service (USDA)	
AVMA	American Veterinary Medical Association	
AVMF	American Veterinary Medical Foundation (AVMA)	
AVTE	Association of Veterinary Technician Educators	



BCSE	Basic and Clinical Sciences Examination (ECFVG)	
CAVM	Complementary Alternative Veterinary Medicine	
CBT	Computer-Based Testing	
CCT	Clinical Competency Test	
CAHI	Canadian Animal Health Institute	
CCVR	Canadian Council of Veterinary Registrars	
CDC	Centers for Disease Control	
CE	Continuing Education	
CLEAR	Council on Licensure, Enforcement & Regulation	
COE	Council on Education (AVMA)	
CPE	Clinical Proficiency Examination (ECFVG)	
CTS	Continental Testing Services	
CVA	Certified Veterinary Assistant	
CVM	Center for Veterinary Medicine (FDA)	
CVMA	Canadian Veterinary Medical Association	
CVT	Certified Veterinary Technician	



CVTEA	Committee on Veterinary Technician Education & Activities (AVMA)	
DEA	Drug Enforcement Administration	
DVM	Doctor of Veterinary Medicine	
ECFVG	Education Commission for Foreign Veterinary Graduates (AVMA)	
EDAC	Executive Director Advisory Committee (AAVSB)	
ETS	Educational Testing Service	
FARB	Federation of Associations of Regulatory Boards	
FDA	Food & Drug Administration	
ICVA	International Council for Veterinary Assessment	
IELTS	International English Language Testing System	
IVRN	International Veterinary Regulators Network	
LVT	Licensed Veterinary Technician	
NAFV	National Association of Federal Veterinarians	
NASPHV	National Association of State Public Health Veterinarians	
NAVLE	North American Veterinary Licensing Examination (ICVA)	
NAVTA	National Association of Veterinary Technicians in America	



NBE	National Board Examination	
NBME	National Board of Medical Examiners	
NEB	National Examining Board (Canada)	
NIOSH	National Institute for Occupation Safety and Health	
NVAP	National Veterinary Accreditation Program (APHIS)	
OH	One Health	
PAM	Practice Act Model (updated by the Regulatory Policy Committee) (AAVSB)	
PAVE	Program for the Assessment of Veterinary Education Equivalence (AAVSB) for veterinarians and veterinary technicians	
PSI	PSI Services LLC	
QSE	Qualifying Science Examination for PAVE (AAVSB)	
RACE	Registry of Approved Continuing Education (AAVSB)	
RACEtrack	Continuing education tracking for licensees and audit capabilities for Member Boards (AAVSB)	
RCVS	Royal College of Veterinary Surgeons (United Kingdom)	
RVT	Registered Veterinary Technician	
RVTTC	Registered Veterinary Technologists and Technicians of Canada	



SAVMA

Student American Veterinary Medical Association


SBE

State Board Exam


SCAVMA

Student Chapter of the American Veterinary Medical Association


SPA

State and Provincial Assessments (AAVSB)


TOEFL

Test of English as a Foreign Language


TSE

Test of Spoken English


TWE

Test of Written English


USDA

United States Department of Agriculture


USP

United States Pharmacopeia


VA

Veterinary Assistant


VAULT

Veterinary Application for Uniform Licensure Transfer (AAVSB)


VCPR

Veterinary-Client-Patient Relationship


VEA

Veterinary Educational Assessment (ICVA)


VHMA

Veterinary Hospital Manager Association


VIC

Veterinary Innovation Council


VIVA

Veterinary Information Verifying Agency Database (AAVSB)



VMA

Veterinary Medical Association



VMAE

Veterinary Medical Association Executives



VMD

Veterinary Medical Doctor



VSPS

Veterinary Services Process Streamlining (APHIS)



VTNE

Veterinary Technician National Examination (AAVSB)





AAVSB

ANNUAL MEETING

CONFERENCE

SAN DIEGO
09.25 - 09.28

3.2

Member Resources

AAVSB Board of Directors

AAVSB Board of Directors



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President



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Holly Lunsford, DVM
Director



Mark Nunez, DVM
Director



Greg Parks, DVM
Director



Jennifer Pedigo, EMBA
Director



James Penrod, CAE, FASLA
CEO & Secretary



A background image of a man with glasses and a mustache, smiling and looking to the right. He is wearing a dark jacket over a white shirt and a patterned tie. The background is a blurred conference or meeting room with other people seated at tables, some with laptops. The entire image has a teal overlay.

3.3

Member Resources

AAVSB Committee Members

AAVSB Committee Members

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John Lawrence, DVM (MS)
Liz Saul, DVM (ON)
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Susan Skorupski, DVM (OH)

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Stephen Boese (NY ED)
Nancy Christiansen (MS ED)
Brittany Sharkey, Esq. (TX ED)
Nicole O'Brien, DVM (NL Registrar)
Jennifer Pedigo, EMBA (NV ED)

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Ruthanne Christie (FL ED)
Tara Holland, RVT (SK)
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Jessica Sieferman (CA ED)
Trish Holstein (WV ED)
Maci Paden, DVM (WA)

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AAVSB Staff Member:

Katie Koch
Brooke Rhoads



A group of approximately 12 AAVSB staff members are posed for a group photo. They are all smiling and waving at the camera. The group is diverse in age and appearance. They are dressed in business casual attire. The background is a plain, light-colored wall. The entire image is overlaid with a semi-transparent teal filter.

3.4

Member Resources

AAVSB Staff

AAVSB Staff

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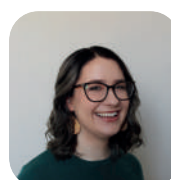


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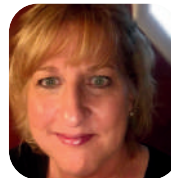
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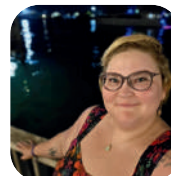


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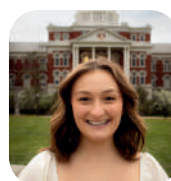


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4.1

Member Feedback

Volunteer Request Form

Volunteers Needed

**Do you have a desire to volunteer
and support your fellow veterinary
regulators?**

*The AAVSB has numerous opportunities
for you to volunteer your time!*

- Conference Committee
- Finance Committee
- Program for the Assessment of Veterinary Education
Equivalence (PAVE) Committee
- Registry of Approved Continuing Education (RACE) Committee
- Regulatory Policy Committee
- Veterinary Technician National Exam (VTNE) Committee

**INTERESED IN
VOLUNTEERING ?**

Learn More:



Interest Form:





4.2

Member Feedback

Event Feedback Form

Thank you for attending the American Association of Veterinary State Board's 2025 Annual Meeting and Conference!



SCAN HERE

We value your input and would appreciate your feedback to help us improve future events.



4.3

Member Feedback

Notes

MY NOTES

2025 AAVSB
ANNUAL MEETING
& CONFERENCE
CINCINNATI
09.17 - 09.20



MY NOTES

2025

AAVSB

ANNUAL MEETING

&

CONFERENCE

CINCINNATI

09.17 - 09.20

Notes



MY NOTES

2025

AAVSB

ANNUAL MEETING

&

CONFERENCE

CINCINNATI
09.17 - 09.20

Notes



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The image is a promotional graphic for the 2025 AAVSB Annual Meeting & Conference. It features a light blue background with a pattern of horizontal green dashed lines. The text is arranged in a stacked, blocky format. At the top, '2025' is in a large, light blue font. Below it, 'AAVSB' is in a white font inside a light blue rounded rectangle. The next line shows 'ANNUAL MEETING' in a white font inside a pink rounded rectangle. Below that, an orange square contains a white ampersand '&', followed by 'CONFERENCE' in a white font inside a light blue rounded rectangle. The bottom section features 'CINCINNATI' in a large, light blue, italicized font, with '09.17 - 09.20' in a smaller, light blue, italicized font directly beneath it.

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