

PRESIDENT'S MESSAGE

Whew! What a past couple months we have had.

Nanette, especially, has been buried with huge amounts of paperwork to get our IRS status back to where it was and become recognized with the IRS as an association again. She literally sent me 22 pages of information she had to fill out in order for all of this to fall into place. I want to extend a huge thank you to her for doing that!



**NEXT MEETING IS
SUNDAY, JULY 12th 8pm in the VSPN
chat/meeting room:**

**www.vspn.org/Rounds/ > scroll to the
bottom of the page and click on the VSPN
Meeting Room information on the bottom
right side – don't forget you have to log in!**

I hope everyone is thinking about their plans to come to the Ramkota in Casper in September for our Annual Fall CE that Melanie is setting up. She is doing a great job getting it put together, so you will enjoy it and learn tons. It will be held **September 19**, and the topic is: Behavior!

On deck are:

- Cats thinking outside the box
- Puppy development and appropriate training

- Dog/child safe interactions
- Safe/low stress handling in the practice

You will be seeing registration forms in the next month, so keep your eyes and schedule open for this great education opportunity.

MEMBERSHIP & CERTIFICATION

Tessa will be sending everyone their membership and certification cards soon. The switch in secretaries was unfortunately not as seamless as we would have liked. We apologize for the delay, and do not intend on this happening again. **Tessa has asked that anyone with any membership or certification questions to please email her directly at tschmidt0811@gmail.com**

WyVTA Scholarship (1) \$500 scholarship

DUE DATE THIS YEAR IS July 7.

Our scholarship committee has completed the new WyVTA Scholarship Application!

Time is of the essence if you want to apply for 2015 – **Applications will be accepted annually, they will be DUE by June 30**, but because of our delayed newsletter this month **we are extending the deadline and they must be POSTMARKED by July 7, 2015 this year**

Read the instructions very carefully!

Please keep in mind it is a very short time frame this year, so don't put off if you are a student in need of some extra funding for your education.

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Treas:	Carol	Larson	larsonc@wyoming.com
Secretary:	Tessa	Schmidt	tschmidt0811@gmail.com
NAVTA Rep:	Cambria	Harmon	Harmoncam@hotmail.com
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Member-at-Large:	Kristine	Paige	krispaige@mac.com
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Another thing to look forward to with our Annual Fall CE is the chance to jump on board with the board! **Remember we will be calling for nominations NEXT MONTH** and you are more than welcome to nominate yourself! All positions are open to keep us vibrant and alive with new ideas. *See inside this newsletter for more information and to read up on the officer duties. Your active input is welcomed and needed* – call or email a board member today for more information!

I hope you all have a wonderful summer, and look forward to seeing you all in Casper at our annual meeting and CE event!
-Kati

Treasurer's Report

February 20-May 20, 2015

Beginning Balance	2/20/2015	\$16,798.96
Income		\$0.00
Expenses	Office postage	(\$101.20)
Ending Balance	5/20/2015	\$16,697.76

IRS Non Profit/Tax Exempt Standing Update

from Nanette:

Just when you think it's over we have now added required wording from the IRS and the AVMF (the foundation that will administer the scholarships should we ever dissolve the association).....

Because there is so much wording change, to be legal, as an association, we should vote on this official wording below for dissolution amendment for the bylaws as it's been updated. **This wording needs to be presented to the membership 14 days prior to a vote so we'll be doing that at our next meeting on July 12.**

The proposed revised dissolution statement for the amendment reads:

"Upon dissolution of the Wyoming Veterinary Technician Association, an exempt organization described under Section 501(c)(X)* of the Internal Revenue Code, or corresponding section of any future federal tax code, the remaining assets will be distributed to one or more qualified exempt organization(s) under the Internal Revenue Code, or corresponding section of any future federal tax code and

used exclusively for exempt purposes. The Association will see that any outstanding bills be finalized and paid, followed by distribution of the remaining assets to the following organizations, the amount to each being determined by a majority of the Executive Board with the end result completely depleting the Association's coffers. Dissolution assets must be disbursed to organizations that will ensure funds will be distributed to Wyoming residents and their pets and/or Wyoming resident students as scholarship monies to attend AVMA accredited programs of veterinary technology as follows:

1. The American Society for the Prevention of Cruelty to Animals (ASPCA) – Animal Poison Control Center (APCC) – toward the care of any Wyoming resident's pet in an APCC consultation.
2. The American Veterinary Medical Foundation (AVMF) – toward scholarship funds for any Wyoming resident that applies for the scholarship and qualifies as a student in good standing. The AVMF's role will be limited to dispersing funds as a scholarship for a Wyoming resident who is attending an AVMA accredited veterinary technician school. The model for the scholarship will be at the discretion of the AVMF. If there are insufficient funds to support a scholarship, then AVMF will disperse remaining funds through AVMF's Veterinary Care Charitable Fund to assist Wyoming veterinary clinics (AVMA members) in providing charitable health care to pets and pet owners in Wyoming. All funds received and dispersed must follow the rules set forward by the IRS and will include modest administrative fees as

determined by the AVMF. Any assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes."

**(X) to be replaced by the section exempt status group heading when determination has been completed by the IRS.*

SEPTEMBER CE AND ANNUAL MEETING!!!!

Come one, come all to the Annual Meeting, and the wonderful CE opportunity!

WHEN: SEPTEMBER 19, 2015

WHERE: RAMKOTA CASPER,
CASPER, WY

Guest speakers are:

Suzanne Hetts, PhD, CAAD, CVJ
Daniel Q. Estep, PhD, CAAD

**From: the Animal Behavior Associates
in Littleton, Colorado**

Topics to be included are:

- Keeping Cats from Thinking Outside the Litter Box
- Developmental Appropriate Training in Puppies
- Preparing Pets for the Arrival of a Baby
- Decreasing Patient Stress in a Clinical Setting

**Watch your email box for the upcoming
registration documents!
See you there!**

Per the WyVTA Constitution and Bylaws, following is the information for annual elections of officers: Article IV - Officers, Their Election and Duties

Section 1. The Officers of the Association: These officers shall comprise the Executive Board of the Association: President, Past-President, Vice-President, Secretary, Treasurer, NAVTA (National Association of Veterinary Technicians in America) State Representative, and Member-at-Large.

A. Each officer shall have one vote in Executive Board Meetings, the president voting only to break a tie. If two positions are combined, this dual position shall have only one vote (i.e. Secretary/Editor).

B. There may be up to two Member-at-Large positions elected if all other positions are filled.

Section 2. Election of Officers:

A. Eligibility: Only active members in good standing with the Association may be nominated and elected to serve on the Executive Board.

1. The President must have served at least one year on the Executive Board in the year preceding election to the office of President, must be a Certified Veterinary Technician in good standing on record with the Wyoming Veterinary Technician Association, and be a resident of the state of Wyoming.

2. The NAVTA State Representative is bound by the rules and regulations governing NAVTA as well as the Wyoming Veterinary Technician Association.

3. Other Executive Board positions may be held by veterinary assistants that are active members in good standing.

B. Nominations and Elections: Nominations for officers will be submitted by the nominating committee to the Board for review and balloting. Ballots will be sent to all voting members at least 14 days prior to the Annual Meeting and/or Election to the member's preferred method of contact (email or standard mail) as indicated on the member's annual application.

C. Terms of Office and Installation:

1. Terms of Office will be one year in length; each position will be open for nomination annually.

2. Newly elected officers will be installed at the January meeting of the year beginning their term. Between the election and the installation, outgoing officers will train new officers on duties and both sets of officers will attend board meetings to facilitate transition

3. No term of office shall be held for more than three consecutive years.

4. Executive Board positions should be filled by residents

of Wyoming unless otherwise stated in Article IV Section 2A above.

D. Vacancy: In the event of a vacancy the board shall nominate a person to fill the position, and upon acceptance, install said person for the remainder of the fiscal year.

E. Resignation Procedures: Any member of the Executive Board who wishes to resign his/her position must notify the Board in writing of his/her intention and the date which the resignation will be effective.

F. Financial: All Executive Board and Committee positions are voluntary. Reimbursement for expenses incurred are awarded based on pre-approved estimate, fund availability, and complete submission of receipts for expenses by vote of the Executive Board.

G. Duties of the Officers:

1. President - The President shall:

- a. preside at all meetings of the Executive Board and the general membership meetings;
- b. set the agenda;
- c. vote only to break a tie vote of the Executive Board;
- d. represent the Association in all matters;
- e. appoint the chairpersons of any committees formed, outline their duties, and monitor their progress;
- f. promote increased membership through public speeches, published articles, etc.;
- g. oversee the budget with the treasurer;
- h. be the point of contact for all mailings for the association and disburse information to the appropriate Board member or committee as needed;
- i. act as the spokesperson for the Association to the press, the public, and related organizations; and
- j. promote the veterinary medical profession, the veterinary technician, and the veterinary support staff including their relationships to public health and agriculture.

2. Past-President - The Past-President shall:

- a. act as an advisor to the Executive Board;
- b. be available to sit on committees and speak on behalf of the association; and
- c. serve as the liaison to the Wyoming Veterinary Medical Association.

3. Vice-President - The Vice-President shall:

- a. serve as the Continuing Education Committee Chairperson and oversee and be privy to all decisions, arrangements, etc. of this committee; and
- b. serve as acting President should the elected President be unable to serve.

4. Secretary - The Secretary shall:

- a. record or document minutes of meetings via transcript or other means for the best possible raw log and provide a summary of the minutes for review by the Board for approval and publication to the membership via newsletter and/or email;
- b. assist the President in keeping accurate files of all state/provincial/national technician associations;
- c. be responsible for any correspondence unless otherwise delegated; and
- d. publish an annual wish list and sponsor requests as directed by the Executive Board.

5. Treasurer - The Treasurer shall

- a. be the primary membership chairperson and, along with the President and Secretary, update and keep the member records current and accurate;
- b. keep an itemized account of all receipts and disbursements for a period of not less than 7 years;
- c. receive and have charge of all funds of the Association, deposit such funds in a bank designated by the Executive Board and provide for expenditure of such funds as directed by the Board; and
- d. file appropriate non-profit standing Internal Revenue Service (IRS) forms and documentation to maintain status either electronically or by mail as required annually by the IRS, Wyoming Secretary of State, or any other entity requesting such information. Due dates for such filings shall be recorded in the minutes. The Treasurer and President shall be responsible for ensuring documentation submission dates are not missed.

6. NAVTA State Representative – The Representative to the National Association of Veterinary Technicians in America (NAVTA) shall:

- a. be a member in good standing of NAVTA and act as a liaison to NAVTA;
- b. provide NAVTA with quarterly reports regarding the Association and the state of veterinary medicine in Wyoming;
- c. provide the Association with any pertinent information of national, regional, or state interest; and
- d. it is highly recommended that the NAVTA Representative attend any NAVTA State Representative meetings, if at all possible, without expected compensation of the Association, and provide the benefits thereof to the Association by

report, article, or other means of dissemination to the Board and membership.

7. Member-at-Large - A Member-at-Large shall:

- a. be a position elected only if all other Executive Board officer positions are filled;
- b. be limited to a total of two (2) positions annually;
- c. attend all Board Meetings; and
- d. be able to accept chairmanships of committees

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Scholarship Criteria:

Minimum Requirements and Limitations:

- Students must have completed at least 2 (two) semesters, or semester equivalents, at an AVMA accredited veterinary technology program and be enrolled in the next semester.
- The scholarship is limited to current Wyoming residents only, but the accredited program may be distance education or on site as long as it is an AVMA accredited institution of veterinary technology.
- Individuals may apply annually as long as eligible, but may only be awarded the scholarship one time.

Requirements to be submitted at the time of application:

1. Proof of Wyoming residency (copy of Wyoming driver's license, etc.)
2. Proof of current enrollment in an accredited AVMA program (receipt from registrar or program director letter)
3. Official transcript sent directly from the school to address above showing successful completion of at least two (2) semesters, or semester equivalents, of the program
4. Two letters of recommendation; at least one from a person within the veterinary profession such as veterinary employer, supervisor, or teacher (DVM or CVT)
5. Typed essay explaining personal and professional goals and need for scholarship (500 words maximum)
6. Signed and dated Cover Sheet & Form of Understanding for completion of the semester of scholarship award

PLEASE NOTE: If the student is awarded the scholarship, the student must provide proof of completion of the fall semester or semester equivalent via transcript copy as soon as completed. Failure to complete or provide the transcript will require the student to reimburse the WyVTA for the awarded monies immediately.

**WYOMING VETERINARY TECHNICIAN ASSOCIATION
STUDENT SCHOLARSHIP
PO BOX 34
Cody, WY 82414
www.wyvta.org**

(307) 677-2188 (Kati Martin, President)

Award: One \$500 scholarship awarded annually to one Wyoming resident.

The purpose of this scholarship is to aid Wyoming residents in obtaining a degree in Veterinary Technology.

Minimum Requirements and Limitations:

- Students must have completed at least 2 (two) semesters, or semester equivalents, at an AVMA accredited veterinary technology program and be enrolled in the next semester.
- The scholarship is limited to current Wyoming residents only, but the accredited program may be distance education or on site as long as it is an AVMA accredited institution of veterinary technology.
- Individuals may apply annually as long as eligible, but may only be awarded the scholarship one time.

Requirements to be submitted at the time of application:

1. Proof of Wyoming residency (copy of Wyoming driver's license, etc.)
 2. Proof of current enrollment in an accredited AVMA program (receipt from registrar or program director letter)
 3. Official transcript sent directly from the school to address above showing successful completion of at least two (2) semesters, or semester equivalents, of the program
 4. Two letters of recommendation; at least one from a person within the veterinary profession such as veterinary employer, supervisor, or teacher (DVM or CVT)
 5. Typed essay explaining personal and professional goals and need for scholarship (500 words maximum)
 6. Signed and dated Cover Sheet & Form of Understanding for completion of the semester of scholarship award
- PLEASE NOTE:* If the student is awarded the scholarship, the student must provide proof of completion of the fall semester or semester equivalent via transcript copy as soon as completed. Failure to complete or provide the transcript will require the student to reimburse the WyVTA for the awarded monies immediately.

Submission instructions:

- **Complete Typed Application Packet submissions are DUE by June 30th** of the year the student is applying for the scholarship.
- **All items* should be in ONE envelope mailed to the association at PO BOX 34, Cody, WY 82414.**
- ***The school transcript should be sent directly to the WyVTA via mail.**

Scholarship Award Information:

- Notification will be via certified mail/telephone call by August 15th.
- Monies will be awarded via check which will be post marked no later than August 20th to the student's address listed on the application.
- Student is encouraged to attend the Wyoming Veterinary Technician Continuing Education Meeting traditionally held annually in September and accept the award certificate in person. *The WyVTA will sponsor the recipient's meal and registration fees.*
- WyVTA will extend one (1) Student Level Membership to the scholarship recipient starting from the award date valid through December of the following year.
- The student will be asked to provide a photograph or be photographed for the WyVTA to feature on the website and used in public announcements such as in the NAVTA Journal.
- *The WyVTA Executive Board and Membership strongly recommended that scholarship monies be used for books, laboratory fees, and/or to assist with tuition.*

KEEP THIS PAGE FOR YOUR RECORDS

**WYOMING VETERINARY TECHNICIAN ASSOCIATION
STUDENT SCHOLARSHIP**

Cover Sheet & Form of Understanding

PO BOX 34

Cody, WY 82414

www.wyvta.org

(307) 677-2188 (Kati Martin, President)

Name			
Mailing Address (street & number)			
Mailing Address (city, state ZIP)			
Contact Phone			
Email			
List colleges/universities attendance; most recent first	Dates	Degree	
Scholarships/Awards received; most recent first	Date		
List any extracurricular activities or work history associated with veterinary medicine; include a current resume if applicable	Dates		

Include with this cover page:

- ☐ Proof of Wyoming residency ☐ Proof of program enrollment ☐ Two (2) letters of recommendation
☐ 500 word (max) typed essay ☐ Resume if applicable

*and please ensure your official transcript is being sent directly to the WyVTA

I, the undersigned student, understand that if I am awarded the WyVTA student scholarship this year, **I must provide proof of completion of the fall semester or semester equivalent via transcript copy as soon as completed.** Failure to complete or provide the transcript will require me to reimburse the WyVTA for the awarded monies immediately.

Signature of Applicant

Wyoming Veterinary Technician Association

PO BOX 34

Cody, WY 82414

TO: