

Save The Date!

Annual Fall CE is September 14 – 15th at the Ramkota Hotel in Casper, WY

May-June 2024 Newsletter



Photo credit to Taeha Collins

Check out our webpage at:

<http://www.wyvta.org>

Or find us on Facebook:

<https://www.facebook.com/Wyoming-Veterinary-Technician-Association-143782952386199/>



President's Message

Hello everyone...Its Summertime! Please look out for the registration packets coming out soon for our Fall Continuing Education Program. Our conference is also when we elect new board members for the upcoming year. While I am willing to continue as your President, I will not shy from competition! It will also be the last year I can hold this position in 2025. Last year we could hardly move forward as an organization due to lack of nominees...Please note; without WyVTA, our state accreditation is at risk. We meet once a month and we are effective for our profession and our patients! Please check our by-laws for position requirements or reach out with questions. I would love to see you all in September. Thank you for all you do and remember that we speak for those who have no voice...

Taeha Collins, CVT; President@wyvta.org

Vice President

Nanette and I are working to get registration open in the next few weeks. Watch your emails and Facebook. We will be working with the WVMA to be able to offer CE for our Doctors that wish to attend.

Tom Page, CVT Interim VP; VicePres@wyvta.org

Secretary

This is an amazing organization to belong to! Please consider being an ACTIVE part of YOUR Association and run for a board member position at the Annual Meeting this year in Casper. Important things are happening!

The board is offering you a front row seat to all the action!

Jessica Schinkel, CVT; Secretary@wyvta.org

NAVTA Representative

Tosha Wilburn-Patterson, CVT; NAVTARep@wyvta.org

To stay on top of what NAVTA is doing for us, become a NAVTA member, visit [Home - NAVTA](#)
Membership renewal is end of the year and usually we have a % off if you are a member of your state Association! PERK!

Membership/Certification

Please be patient with your renewals. The mail carriers are very slow. Check your emails for confirmation that your requests have been received. PLEASE ALWAYS use the Membership/Certification email below to help save time!

Beth Zima, CVT; CVT_Members@wyvta.org

Please keep us updated with any changes to your address! Interested in becoming a member?
Remember – we also have a current VT Student Scholarship available annually for a Wyoming resident attending ANY AVMA accredited Veterinary Technician Program – Details are here: <https://www.wyvta.org/scholarship-application.pml>

Past President

Melanie Beardsley, CVT; PastPres@wyvta.org

Treasurer

We recently asked you all to participate in a survey regarding Title Protection for Veterinary Technicians in Wyoming. We had an incredible number of responses (76 out of 117 = 65%), and we APPRECIATE each of you who participated.

Kelly Ferguson, CVT; Treasurer@wyvta.org

Webmaster-Admin

Nanette Walker Smith, CVT; wyvta@wyvta.org

Put out feelers for all board positions! Encourage membership for fellow veterinary professionals - all can be members. Encourage involvement and active attention given the Title Protection and licensure legislative discussions currently occurring on behalf of veterinary technician professionals in Wyoming. Author a poem. Submit a photo. What does WyVTA mean to you?

National Veterinary Technician Week is the THIRD WEEK of October! How will you celebrate your credentialed VTs?

Please send pictures to wyvta@wyvta.org

May 5, 2024, WyVTA Membership Meeting

Taeha Collins: I call this meeting to order at 7:05 PM

Attendance: Taeha Collins, CVT (President); Melanie Beardsley, CVT (Past President); Tom Page (Interim Vice President); Jessica Schinkel, CVT (Secretary); Kelly Ferguson, CVT (Treasurer); Beth Zima, CVT (Membership & Certification); Tosha Wilburn-Patterson, CVT (NAVTA Rep); Tom Page, CVT (Member-At-Large); Tia Shackelford, CVT (Member-At-Large); Nanette Walker Smith, CVT (Webmaster, Advisor)

Members: Wendy Stookey, member.

Board Members Absent:

MINUTES to REVIEW and MOVE to APPROVE: Melanie Beardsley motioned to approve. 2nd by Kelly Ferguson. Motion approved.

MEDIA COMMITTEE: (Taeha Collins, Beth Zima, and Kelly Ferguson)

1. Nanette Walker Smith sent an announcement to AVTE to send out Scholarship information to all VT programs, which they did immediately.

SCHOLARSHIP COMMITTEE: (Melanie Beardsley, Cambria Harmon, and Taeha Collins)

a. No new applications. Melanie Beardsley suggests that this may be due to applicants' displeasure with having to write an essay. An unofficial vote was cast, and the majority of the board members agreed that the essay requirement would stay.

LEGISLATIVE COMMITTEE: (Tom Page, Jackie Van Noy, Deana Baker, Nanette Walker Smith, and Kelly Ferguson)

FYI: STATES THAT HAVE MADE IT (posted by the AVMA 6/1/24): Minnesota creates title protection, licensure pathway for veterinary technicians' article in JAVMA:

<https://www.avma.org/news/minnesota-creates-title-protection-licensure-pathway-veterinary-technicians>

1. Title Protection Survey for Credentialed Veterinary Technicians

a. We are seeking as many CVTs and DVMs who are in support of licensure as possible. At this time, we only have 11 responses from the survey. 82% are in favor. 9% are indifferent, and 9% are against licensure.

2. LEGISLATIVE SUBCOMMITTEE of the WVMA and WyVTA is exploring VT licensure per request of the Joint Board of Agriculture

BOARD REPORTS:

1. Member At Large (Tom Page, and Tia Shackelford)

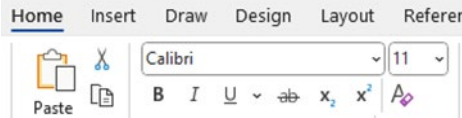
1. Nothing to report.

2. NAVTA Report (Tosha Wilburn-Patterson)

1. Awaiting information about who the AAVSB are allowing to sit for the VTNE exam. And the changes that are coming with that.

3. Membership/Certification: (Beth Zima)

1. Beth has been extremely ill as of late and has fallen behind as a result. Nanette advised that all emails sent to a member regarding membership needs to be sent to cvt_members@wyvta.org and cc'd to wyvta@wyvta.org so that Nanette can keep a list.
4. **Secretary:** (Jessica Schinkel, CVT)
 - a. Please submit items in WORD format in Calibri Font 11. That allows us the fastest change over.



- a. I will need agenda items next month, for the June newsletter. No one submitted last month besides the President.
5. **Treasurer Report:** Kelly Ferguson CVT
 - b. All bills being submitted for reimbursement must be in Treasurer's email box or the WyVTA PO BOX at least 1 week prior to monthly meeting including copy of the receipt with items clearly identified and the First and Last Name of the person who's owed.
 - c. Kelly is missing a \$40 check from Beth Zima. The check will be voided out and new check will be sent out.
 - a. **Invoices/Bills submitted for reimbursement:**
 - 1) Review, call for **motion to vote for the approval of the treasurers' report made by Melanie Beardsley. 2nd by Jessica Schinkel. Motion approved.**
6. **Vice President: Tom Page [FALL CE 2024- September 8-10]**
 1. Tom has been working hard in getting our guest speakers in order for the fall CE conference. Among other things, he has a meeting set with Justin from Zoetis soon.
 - 1) We are planning on a buffet lunch.
 - 2) At this time, we do not have a count of the number of buffalo plaques needed.
 - 3) There may be a \$5 increase to the registration price.
 - 4) Nanette would like to have registration open by June 15th at the latest so that commitments can begin early.
 - 5) Dinner reservations will be made at Fire Rock for the annual 'old and new' board member get together.
7. **Past President: Melanie Beardsley CVT**
 1. Has not done any ordering, as far as the shirts and organizing that.
 2. She has received no questions about the scholarship. No known applications yet. But we have to give the postal system a chance to get any last-minute apps our way. Official word will be next month.
8. **Admin-Webmaster: Nanette Walker Smith**
 1. Updates made to CE page to make it current for this year. Awaiting the information as we are ready to load. I am on board to do the registration docs with Tom as soon as we have information.
 2. Looking into DVM 360 and partnering with us. Will be sitting down to look at the contract that Gabrielle with DVM 360 and MJH publishing currently has so she can assess what benefits this would have for the Association.
9. **President: Taeha Collins CVT**
 1. Nothing to report.

MOTION and VOTE to ADJOURN 8:39 PM

JUNE 2, 2024, WyVTA Membership Meeting

Taeha Collins: I call this meeting to order at 7:05pm

Attendance: Taeha Collins, CVT (President); Melanie Beardsley, CVT (Past President); Tom Page (Acting Vice President); Jessica Schinkel CVT (Secretary); Kelly Ferguson, CVT (Treasurer); Beth Zima, CVT (Membership & Certification); Tom Page, CVT (Member-At-Large); Nanette Walker Smith, CVT (Webmaster, Advisor)

Board Members Absent: Tia Shackelford CVT, Tosha Wilburn-Patterson CVT

MINUTES to REVIEW and MOVE to APPROVE: May minutes. Motioned by Deana Baker. 2nd by Beth Zima. Motion carried.

MEDIA COMMITTEE: (Taeha Collins, Kelly Ferguson, and Beth Zima)

- a. Nothing to report.
- b. We will need the media committee to promote the Fall CE and whatever happened in Cody. (See Legislative Committee)

SCHOLARSHIP COMMITTEE: (Melanie Beardsley, Cambria Harmon, Taeha Collins)

No applicants this year unfortunately.

LEGISLATIVE COMMITTEE: (Tom Page, Jackie Van Noy, Deana Baker, Nanette Walker Smith, Kelly Ferguson)

a. LEGISLATIVE SUBCOMMITTEE of the WVMA and WyVTA exploring VT licensure per request of the Joint Board of Agriculture

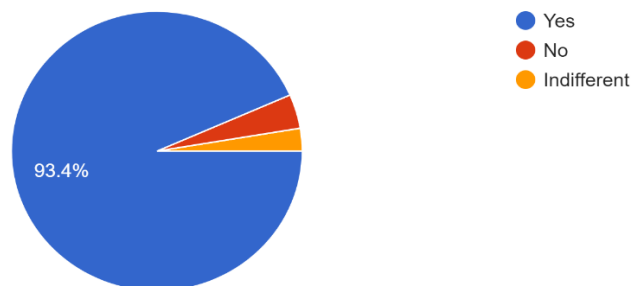
- 1. June Meeting with WVMA Dates June 9th, 10th, 11th in Cody
 - a) Kelly for June 11th Tuesday afternoon. Jackie Van Noy is local and will hopefully be able to attend.
 - b) Get as much of the WVMA registration prepared with the topic as possible to talk with.

Title Protection for Credentialed Veterinary Technicians

- 2. From Kelly: I did want to address a few comments that lead me to believe some are misinformed or perhaps not up to date on some of the changes we have made regarding our plan for Title Protection. Originally, we had drawn out a plan for a “Scope of Practice” for CVT’s and veterinary assistants. Due to concerns regarding how this could potentially affect veterinary assistants and hospitals, especially those in more rural communities, we decided to remove the Scope of Practice now and in the future. Because we have done this, veterinary assistants who are not credentialed should not be affected. The intent was never to have anyone lose their job or be forced to leave for any reason related to Title Protection. This is an ever-evolving process and we have made many changes since we began. We will continue to make them as we receive feedback from veterinary professionals throughout Wyoming.

Are you in favor of Title Protection for Credentialed Veterinary Technicians in Wyoming?

76 responses



- 3. Above is a summary of our survey results. Again, thank you all for your responses. It helps to know where you all stand as well as identify any areas of miscommunication that may require clarification. Thank you all again. Enjoy your summer while you can.
 - a) Survey regarding VT Title Protection sent out in early May garnered only 11 responses. At our Legislative Committee management meeting, May 20, Dr. Healey reported we are facing a tough WVMA Board, with the president of that board NOT in favor of title protection or licensure of CVTs.
 - b) Only 9 CVT members of over 100 members responded positively for licensure of VTs, 1 responded not in favor and 2 responded they were indifferent. These numbers will not look favorable for the committee to proceed to request the legislature to carry licensure and title protection on a bill. Dr. Healey recommended we re-release the survey again with another push for members to take it by June 1. I sent 2 promos out,

posted to Facebook and will do one more last-minute push on May 31st, in hopes people will see it Friday. The hope is all members will ping friends, will bump that message encouraging completion of the survey.

- c) **Encouragement of others to write positive letters for title protection and licensure are encouraged now and recommended to be sent directly to:**

Dr. Tiffany Healey, WVMA/WyVTA Legislative Cmte Chair
C/O Cottonwood Veterinary Clinic
3619 Evans Avenue
Cheyenne, WY 82001-1564

BOARD REPORTS:

Member At Large (Tom Page CVT and Tia Shackelford CVT)

- a. Tia has nothing to report at this time.

NAVTA Report (Tosha Wilburn-Patterson CVT)

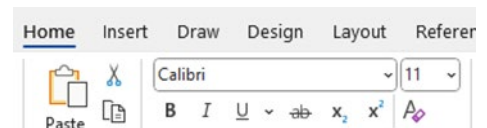
- a. Nothing to report.

Membership/Certification: Beth Zima CVT

- a. I am still receiving technician application renewals and for new technicians. We've had only 2 from Utah who did not renew. We have lost 1 technician to Texas and one to Montana. We've had 6 new technicians complete their application packets. EWC did finally renew!!
- b. We welcome back inactive member to active Certified Veterinary Technician and her credentials are amazing, she has been busy these past years. I have been communicating with her about her career, achievements, and future goals. I would love for her to write an article for our Newsletter, and hopefully more than one! She is so interesting!! She has been/is continually active within the Veterinary Technician disciplines and has several specialties to her credit. Her credentials are below: Liz Hughston, MEd, RVT, CVT, LVT, LVMT, VTS (SAIM) (ECC) VetTechXpert (#ProudlyRVT *#NotANurse*)
AIMVT Credentialing Committee Co-Chair and Webmaster
President, National Veterinary Professionals Union
District IX Representative, CVMA RVT Committee
Co-Founder, Veterinary Cannabinoid Academy.
**Note from Nanette – I've known Liz for years (we won't say how many!) She IS amazing. Look at what getting involved with your association can do for you, the doors it opens! Do any of these Groups interest you? Check them out or get a hold of us at wyvta@wyvta.org and we'll get you in touch with Liz.
- c. Kelly, I have 2 checks for you. I was waiting on a check from a renewal before I sent them to you.
- d. I had just enough stamps left to get out everyone's cards and I have emailed them a copy as well as the technician survey to help boost that. I only have 3 that I am waiting for documents or payments for. I won't be able to mail them until next weekend, as I have no way to get stamps here. I have also asked everyone to email me and let me know that they have gotten their cards in the mail. The USPS has been horrible this year with mailings. All my emails are caught up, but I just need to put them in folders.

Secretary: Jessica Schinkel, CVT

- a. Please submit items in WORD format in Calibri Font 11. That allows us the fastest change over into Word for the newsletter.
- b. Newsletter updates and submissions are due to the Secretary@wyvta.org NO LATER THAN NEXT SATURDAY, June 8.
- c. Please don't be late - this newsletter will be a big more for me to pull together - including the call for new officers!



Treasurer Report: Kelly Ferguson, CVT

- a. All bills being submitted for reimbursement must be in Treasurer's email box or the WyVTA PO BOX at least 1 week prior to monthly meeting including copy of the receipt with items clearly identified and the First and Last Name of the person who's owed.

January 1st, 2024	Beginning Balance	\$27,644.80
Income		
Membership Fees		\$265.00
Totals		\$265.00
Expenses		
Square Fees		-\$9.47
Tax Filing		-\$50.00
Office		-\$60.00
Totals		-\$119.47
January 31st, 2024	Ending Balance	\$27,790.33
February 1st, 2024	Beginning Balance	\$27,790.33
Income		
Membership Dues		\$1,547.50
Expenses		
Square Fees		-\$5.17
February 29th, 2024	Ending Balance	\$29,332.66
March 1st, 2024	Beginning Balance	\$29,332.66
Income		
Membership Dues		\$142.50
Expenses		
Square Fees		-\$1.82
Board Member Reimbursements		-\$165.26
eVetSites		-\$929.00
March 31st, 2024	Ending Balance	\$28,379.08
April 1st, 2024	Beginning Balance	\$28,379.08
Income		\$0.00
Expenses		\$0.00
April 30th, 2024	Ending Balance	\$28,379.08
May 1st, 2024	Beginning Balance	\$28,379.08
Membership Dues		\$52.50
Square Fees		-\$1.82
May 31st, 2024	Ending Balance	\$28,429.76

- d) Motion to approve the May Treasurer's Report: Motioned by Melanie Beardsley, 2nd by Jessica Schinkel. Motion approved.

3. Vice President: Tom Page [FALL CE 2024- September 8-10]

Howdy everyone! I know of several folks are wondering what the status of this year's conference is. We are putting the finishing touches on this year's conference.

Speakers for 2024 are:

a. Shana Filipek, CVT, VTS-EVN, University of MN.

1. Equine Emergencies: Are You Ready?
 - a) In this comprehensive lecture, delve into the world of equine emergencies, equipping yourself with the knowledge and skills necessary to prepare for critical situations with confidence. Whether you're a seasoned equine professional, a veterinary student, or an enthusiastic horse owner, this lecture offers invaluable insights into identifying, and managing common equine emergencies. Throughout the

session, participants will explore a variety of scenarios ranging from colic and fractures to wounds and choke. Gain a deep understanding of the signs and symptoms associated with each emergency, learning how to quickly prepare and treat these cases.

2. Equine Emergencies: Are You Ready? Part 2
 - a) During this session we will get into the details of information gained from each diagnostic test during an emergency and why we use the equipment or supplies that we do. The audience will help guide the discussion and learning as we talk through a few case studies. Think of this as the "choose your own adventure" portion of the session. Do you really want to talk about colic or lacerations? Let's do it! Choke interests you? Great! Are you that oddball that loves neurological catastrophes? Me too! Feedback on how each individual or their practice would manage a particular situation is encouraged. After all, we are here to learn from each other!
 3. Working with A Neurologic Horse: Be Prepared, Be Safe!
 - a) Navigating the care and handling of a neurologic horse can be a challenging task, requiring specialized knowledge and a keen understanding of safety protocols. In this informative lecture, equine professionals and enthusiasts alike will gain valuable insights into working with neurologic horses, ensuring both the safety of the handler and the well-being of the horse. Throughout the session, participants will explore the various causes and manifestations of neurologic conditions in horses, ranging from infectious diseases to spinal cord injuries. Understanding the underlying pathophysiology is crucial for effective management and risk assessment when interacting with these animals.
 4. Bandaging and Casts on Large Animals
 - a) In the realm of large animal medicine and surgery, effective bandaging and casting techniques are essential skills for veterinary professionals and caregivers alike. In this comprehensive lecture, participants will gain a thorough understanding of the principles, materials, and techniques involved in bandaging and casting large animals, equipping them with the knowledge and confidence to provide optimal care for injuries and orthopedic conditions. Throughout the session, attendees will explore the fundamentals of bandaging and casting, including the importance of wound management, immobilization, and support in promoting healing and preventing complications.
- b. Mary L. Berg, BS, RLATG, RVT, VTS(Dentistry) Beyond the Crown.**
1. Gaining Dental Compliance
 - a) As veterinary health professionals, it is our job not only to promote dentistry but to educate our clients about the importance of good oral health. How can we do this? Talk with them about the importance of good oral care by expressing the fact that the mouth is a mirror to the body. Start this education process with your clients at the first puppy or kitten visit and continue at every visit throughout the patient's lifetime. Explain that the mouth is a mirror to the body. Methods to promote the importance of oral health will be discussed.
 2. COHAT
 - a) Performing a Complete Oral Health Assessment and Treatment (COHAT) entails much more than removing plaque and calculus from the teeth. A thorough dental prophylaxis consists of educating the client, an oral examination, charting disease process, pathology and anomalies, radiographs, both supra and sub-gingival plaque and calculus removal, hand scaling, polishing, irrigation, and home care instructions.
 3. Dental Radiology Made Easy Tips and Tricks.
 - a) Dental radiographs are an essential part of the oral exam. The crown is just the tip of the iceberg. Approximately 42% of dental pathology is found subgingival. Radiographs will help diagnose pathology that is not visible from the surface, confirm suspect pathology as well as help demonstrate the pathology to the client. Dental radiographs can improve the standard of care in your practice and increase your clinic's revenue.
 4. Block That Pain! Pain Management and Anesthesia for the Dental Patient

- a) Pain management is more than the latest popular terminology. It is an important part of veterinary dentistry. Many of the procedures performed on animals are painful and it is our duty as technicians to ensure that our patients are as comfortable as possible. The delivery of local nerve blocks prior to performing many dental procedures or oral surgery is a great way to create preemptive analgesia. This can often be incorporated into a multimodal plan for pain control.

c. Dr. Steve Graff. Regional Elanco.

- 1. Fact or Fiction? Canine Osteoarthritis Myths Debunked
 - a. Learn what myths about Canine OA need to be reevaluated: Is OA strictly an old dog disease? Are joint supplements the best first line management tool? How long should we treat our OA patients with NSAIDS? The answers to these questions may surprise you! Bonus Education on use of long-acting local anesthetics in surgical procedures.
- 2. Changing the Game on Treating Parvovirus
 - a. Canine Parvovirus has been with us for over 40 years and has historically been managed with supportive care for the patient with mixed results. Today we have a new monoclonal treatment available that can help change outcomes.
- 3. Parasites Lost: An ODE to NematODEs and CestODEs
 - a. Are we recommending just Heartworm preventatives to our pet owners? Or should we be recommending full spectrum internal parasite control? Zoonosis is real!! Learn why rounds, hooks and tapes are not just a problem for our four-legged friends.
- 4. Comparative speed of kill of the Lone Star tick: Credelio vs. Simparica Tri vs. NexGard
 - a. If you thought all oral flea and tick medications were the same, think again. There are differences that will definitely surprise you! Comparison of three of the leading oral tick preventatives will help you rethink recommendations you make to clients.

- d. Thank you to our speakers for wanting to come share their knowledge with us.

e. The 2024 event will be held at the Ramkota Inn and Convention Center in Casper Wyoming. Saturday September 14th, and Sunday the 15th. SAVE THE DATE!!! You can call and make Ramkota reservations at any time.

- f. I would like to thank the Vendors that have helped me put this together.

g. Justin Haack with Zoetis, Joshua Berry with MWI, Boehringer Ingelheim, Brady Kline with Covetrus, Joe Paintin with Elanco, Hills, and several others.

- h.** I look forward to seeing you all this year!

Past President: Melanie Beardsley CVT

- a. Crew neck sweatshirts-There are not many options for different colors in the same brand. There are a couple of other brands that have more color options that may be a couple more dollars per shirt. I was thinking of doing something different-maybe a medium/light shade of purple? She was going to get back to me with exact prices that they could do. She said she would try to get them as close to the hooded sweatshirt price as she could. I have not heard back yet. Vote tonight on quantity or wait until I have exact prices? She was looking up prices of our previously purchased shirts but did not anticipate any significant price increases from last year. She said maybe a few cents per shirt on some of them.

- b.** Replace last years:

Tan t shirts: 1 med, 1 XXL

Gray t shirts: 1 each small, medium, large, XL, 2 XXL

Green hooded: 2 small, 1 med, 1 large, 1 XL, 1 XXL

Blue hooded: 1 large, 1 XL, 1 XXL, 1 XXXL

- c.** Proposed crew neck sweatshirt quantity:

Small: 2

Medium: 5

Large: 5
XL: 5
XXL: 4
XXXL: 2

Admin-Webmaster: Nanette Walker Smith

- a. Save the date for Fall CE! Saturday, September 14, and Sunday September 15, 2024, at the Ramkota Hotel, Casper, Wyo. Registration materials are coming out soon.
- b. At our Annual Meeting Saturday, we will be voting in our 2025 Board Members. If you have been considering becoming even more active as we move the Association forward, this is how you help. Please check the constitution and bylaws (CBs) on the website to read more about us, the board positions, and the CBs. It's not too early to toss your hat into the nomination ring for the coming year! Thank you for your consideration!
- c. Any info for Board Notebooks, please get it to me Asap. I am striving to get these done this year!

President: Taeha Collins CVT

- a. Finally, have gotten a response from Platinum for sponsorship. I am waiting to hear from the person they referred me to. Progress!

NEW BUSINESS – Where are we and what do we need to do next?!

UPCOMING MEETINGS: ++ = Newsletter articles/reports/job posts due by the meeting to secretary@wyvta.org

a. Approved dates for 2024 for meetings:

June 30 (Voted on due to July 4 holiday)

August 4++

August 25 (board only final prep for Fall CE) *Note early due to Labor Day

September 14/15: Annual Fall CE (general membership meeting Sat 14th over lunch)

October 6 (2024-25 board)++

November 3 (2024-25 board) (2025 Membership/Certification renewals go out)

December 8++ (2024-25 board; official changeover to 2025 board) *Note later date due to

Thanksgiving weekend.

MOTION and VOTE to ADJOURN at 9:06pm

Complete Wyoming Constitution and Bylaws can be found at:

<https://wyvta18.evetsites.net/sites/site-6365/documents/WyVTA%20Constitution-Bylaws-2019-0914-FINAL%20%281%29.pdf>.

The second Section of Article IV below is taken from the most recent update of the CBs from September 9, 2019 published at the above weblink.



If you are interested in nominating yourself or you have someone to nominate, please identify said person and send that nomination to Melanie Beardsley, CVT, Past President, Nominating Chairperson at PastPres@wyvta.org, or Taeha Collins, CVT, President at President@wyvta.org **as soon as possible**
Nominees must be a member in good standing of the WyVTA

Duties of the President:

- preside at all meetings of the Executive Board and the general membership meetings;
- set the meeting agenda;
- vote only to break a tie vote of the Executive Board;
- represent the Association in all matters;
- appoint the chairpersons of any committees formed, outline their duties, and monitor their progress;
- promote increased membership through public speeches, published articles, etc.;
- with the treasurer, oversee the budget and ensure the IRS and Wyoming Secretary of State documentation are filed to the respective organizations on time;
- be the point of contact for all mailings for the association and disburse information to the appropriate Board member or committee as needed;
- act as the spokesperson for the Association to the press, the public, and related organizations;
- promote the veterinary medical profession, the credentialed veterinary technician, and the veterinary support staff including their relationships to public health and agriculture;
- transition to office of Past President upon election and seating of new Association President and maintain this position until subsequent Association President is elected; and
- attend all Wyoming Veterinary Technician Board meetings (online monthly).

Committees:

- Oversee all committees to ensure chairpersons are appointed and committees set to purposefully address charges.
- Act as Nominating Committee Chairperson setting committee no later than June 1 to work toward identifying prospective board members for Fall Elections for the upcoming calendar year.

Eligibility:

- Active Member in good standing with the Association; and
- 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 Wyoming.**



Duties of the Past President:

- act as an advisor to the Executive Board;
- serve as the liaison to the Wyoming Veterinary Medical Association;
- serve as the WyVTA Scholarship Committee Chairperson;
- represent the Association in any matters as requested by the President;
- promote increased membership through public speeches, published articles, etc. as requested by the President;
- promote the veterinary medical profession, the credentialed veterinary technician, and the veterinary support staff including their relationships to public health and agriculture;
- assist with committees and be a resource for the current elected board members; and
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association; and
- must have served at least one year on the Executive Board in the year preceding election in the office of President or be continuing as the Past President if the current President is continuing as President,
- must be a Certified Veterinary Technician in good standing on record with the Wyoming Veterinary Technician Association, and
- may not hold this position longer than 3 consecutive years.

Duties of the Vice President:

- serve as the Continuing Education Committee Chairperson and oversee and be privy to all decisions, arrangements, etc. of this committee;
 - Continuing Education Committee:
 - organize the annual continuing education program for the Association including contracting speakers, venue, sponsors; setting fees; providing certificates of completion; calculating speaker stipends and coordinating payment, and coordinating publicity and marketing with the Newsletter/Public Relations Committee and Executive Board
 - serve in an advisory capacity to continuing education programs for veterinary technicians and veterinary support staff
 - suggest and/or supply contributions for the Association newsletter in an effort to keep CE fresh, exiting, and available for Wyoming professionals; and
- serve as acting President should the elected President be unable to serve.
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.

Duties of the Secretary:

- 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;
- assist the President in keeping accurate files of all state/provincial/national technician associations;
- be responsible for any correspondence unless otherwise delegated; and
- publish an annual wish list and sponsor requests as directed by the Executive Board.
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).



Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.

Duties of the Treasurer:

- keep an itemized account of all receipts and disbursements for a period of not less than 7 years;
- 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
- file appropriate non-profit standing Internal Revenue Service (IRS) forms (990-N, annually) 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. The Treasurer and President shall be responsible for ensuring documentation submission dates are not missed.
 - The Wyoming Secretary of State Annual Report shall be filed immediately following the Fall Annual Meeting in September or no later than the annual due date of October 1 under the Association's Wyoming Secretary of State account number: 2015-000697191.
 - The Internal Revenue Service 990-N Form (e-filing) shall be filed electronically as soon as available annually on the IRS.gov website after the first of the calendar year, but no later than March 30.
- ensure the WyVTA PO BOX is kept current and pay the annual fee on time in concordance with keeping a physical address for the nonprofit IRS organization.
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.

Duties of the NAVTA State Representative:

- be a member in good standing of NAVTA and act as a liaison to NAVTA;
- provide NAVTA with quarterly reports regarding the Association and the state of veterinary medicine in Wyoming;
- provide the Association with any pertinent information of national, regional, or state interest; and
- 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.
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).



Eligibility:

- Active Member in good standing with the Association;
- must preferably be a resident of Wyoming;
- must be an active member in good standing of the North American Veterinary Technician Association; and
- is bound by the rules and regulations governing NAVTA as well as the Wyoming Veterinary Technician Association.

Duties of Membership/Certification:

- for all WyVTA Memberships:
 - evaluate applicants for membership status according to Article III of the WyVTA Constitution and Bylaws;
 - collect and maintain accurate records of Wyoming Veterinary Technician Association members (active and associate);
 - collect membership dues, record with membership records, and remit funds to the treasurer within 30 days of receipt; and
 - ensure that complete records are immediately transferred to an incoming membership/certification board position if the current position is vacated.
 - serve as WyVTA Membership Committee Chairperson;
- for all WyVTA Certifications:
 - evaluate applicants for certification status using the criteria set forth in the WyVTA Bylaws Certification Committee.
 - collect and maintain accurate records of Wyoming Veterinary Technician Association certified members;
 - collect certification dues, record with certification records, and remit funds to the treasurer within 30 days of receipt;
 - ensure that complete records are immediately transferred to an incoming membership/certification board position if the current position is vacated.
 - serve as WyVTA Certification Committee Chairperson;
- attend all Wyoming Veterinary Technician Association meetings (online, monthly).

Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.

Duties of Member-At-Large:

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



Eligibility:

- Active Member in good standing with the Association; and
- must preferably be a resident of Wyoming.