

**CAVEPM / ACEMPV
Annual Business Meeting
Atlantic Veterinary College
June 10, 2014**

1. Call to Order

- The meeting was called to order by President-Elect Javier Sanchez.
- There were 25 members present.

2. President's Report

- Javier outlined the governance and executive of CAVEPM.
- Javier gave a summary of CAVEPM 2014. A total of 19 people attended the pre-conference course, 56 people registered for the main conference, and 22 people registered for the post-conference course.
- CAVEPM will support STROBE-VET (see Other Business) as decided by executive earlier this year.

3. Election/Affirmation of Executive

- David Pearl agreed to stand as the University of Guelph representative.
- Nominations were closed and David Pearl was affirmed as U of G representative. Motion by Bruce McNab, seconded by Ian Dohoo. Carried.
- The current executive is:
 - Calgary Claire Windeyer 1st year
 - Saskatoon Tasha Epp 2nd year
 - Guelph David Pearl 3rd year President-elect
 - St. Hyacinthe Julie Arsenault 2nd year
 - Charlottetown Javier Sanchez 2nd year President
 - Secretary/Treasurer Tim Pasma 1st year

4. Treasurer Report

- Opening balance is \$10,736.34.
- Revenue of \$3,000.00 was received from CAVEPM 2013 in Saskatoon. There were no expenses this year.
- Accounts payable include travel money for U of G (\$250), U of Calgary (\$1,000) and STROBE-VET (\$2,000).
- Current balance is \$13,736.34; forecasted balance will be \$10,486.34.
- The treasurer's report was accepted. Motion by Ian Dohoo, seconded by Javier Sanchez. Carried.
- Tim Pasma will check with the Canada Revenue Agency regarding CAVEPM's status as a non-profit organization.

5. Other Business

- Future funding
 - The CAVEPM charter requires that the bank account be at a minimum of \$10,000 for contingency purposes. U of PEI will probably break even on CAVEPM 2014. CAVEPM will continue support for graduate students to attend CAVEPM meetings as it currently exists. Motion by Bruce McNab, seconded by Simon Dufour. Carried.
- STROBE-VET
 - Ian Dohoo reported on the development of STROBE-VET. STROBE is a consortium that is developing a framework for reporting of observational studies in epidemiology and is similar to CONSORT and REFLECT. A group of 17 veterinary epidemiologists (including 7 from Canada) will adapt STROBE to veterinary epidemiology and has met 3 times to date. The CAVEPM executive agreed to sponsor STROBE-VET for \$2,000.
- CAVEPM website
 - The CAVEPM website is hosted by U of PEI. Javier is open to comments and suggestions but it can be a challenge to maintain the website. Ian Dohoo reported that there was a www.cavepm.ca domain but this is no longer active.
- Membership list
 - There was interest in maintaining a membership list; executive will discuss this at a future meeting.
- Canadian Veterinary Epidemiology Club (CVEC)
 - The membership discussed CVEC and its relationship to CAVEPM. CAVEPM will offer CVEC a student chapter of CAVEPM and a student representative position (from the next school to host the conference) on the executive. Motion by Ian Dohoo, seconded by Javier Sanchez. Carried.
- Joint meeting with CAHLN
 - Bruce McNab suggested that a joint CAHLN-CAVEPM meeting be held in Calgary in 2017. Claire Windeyer will follow up with Grant Maxie.

6. CAVEPM 2016

- ISVEE 2015 will be in Merida, Yucatan, Mexico on November 3–7, 2015, so there will be no CAVEPM conference in 2015.
- CAVEPM 2016 will be held in Guelph. Motion by Bruce McNab, seconded by Claire Windeyer. Carried.
- David Pearl reported that the conference may be held in conjunction with the Global Development Symposium.

- Suggested topics include: participatory epi and community engagement, network analysis, survival analysis, systematic reviews and meta-analysis.

7. Meeting adjourned