



**MINUTES OF ANNUAL VIRTUAL MEETING OF
THE SOCIETY OF PHI ZETA
Mon June 18th, 2018**

Conference call, sponsored by University of Missouri

- I. **Call to Order.** President **Charles Wiedmeyer** called the fifth virtual meeting to order at 12:00 noon. Central Standard Time (1:00 pm Eastern Standard Time). **Twenty** of 30 chapters were able to participate. Representatives of the following chapters were present for the meeting:

<u>Chapter</u>	<u>Institution</u>
Epsilon	Auburn University
Lambda	University of California
Alpha	Cornell University
Xi	University of Georgia
Mu	University of Illinois
Tau	Louisiana State University
Zeta	Michigan State University
Kappa	University of Minnesota
Omega	Mississippi State University
Pi	University of Missouri
Alpha Gamma	Oregon State University
Omicron	Purdue University
Eta	Texas A&M University
Alpha Beta	Tufts University
Rho	Tuskegee
Chi	Virginia Tech Regional College Vet Med
Iota	Washington State University
Alpha Delta	St. George's, Grenada
Alpha Epsilon	Western University of Health Sciences
Alpha Alpha	University of Wisconsin
Alpha Theta	Lincoln Memorial University

As there was representation from at least five chapters, **a quorum was constituted.**

II. Introductions and President's Report: Charles Wiedmeyer welcomed those in attendance. Roll call was done but some chapters were not present at this time. President Wiedmeyer reported the addition of two new chapters at Midwestern University in Phoenix and at Lincoln Memorial University in Harrogate Tennessee.

III. Approval of Minutes of 2017 Virtual meeting: Minutes of the July 18th 2017 meeting were presented for discussion. The minutes had been emailed to all chapters before the meeting and were also visible on Secretary Blaze's computer screen which was shared with participants at the meeting.

Moved/Seconded for approval as presented. There were no corrections or additions.

Motion Passed without dissent. All chapters present were in approval of the minutes.

IV. Secretary-Treasurer's Report: The Treasurer's Report for 2017-2018 was presented and showed the usual heavy expense period in the fall (distributions to chapters) and the majority of income in the spring (certificate purchases). The money market account was closed May 15 and the funds transferred to the checking account. This was in preparation for sending funds to our new secretary/treasurer as noted in item **V** below.

The certificates to chapters are sent via Fedex and Secretary Blaze reminded attendees to provide as much notice as possible for certificate orders to reduce the cost of rapid Fedex delivery. It is recognized that it is not always possible to accomplish this. For most requests a chapter indicates how soon the certificates are required and Secretary Blaze usually asks to be sure we send them promptly.

The cost of plaques, certificates and brochures has increased a little compared to previous years.

V. Appointment of new Officer: As elections are held in odd numbered years and therefore not in 2018, Dr. Wiedmeyer appointed Dr. Eleanor (Missy) Josephson as our new Secretary/Treasurer to continue this work from July 1, 2018. This is to replace Dr. Blaze who will retire at the end of June 2018 after serving since 2011. The Constitution (Article VII) allows for direct appointment in the case of a vacancy of an office. Dr. Wiedmeyer thanked Secretary Blaze for her work over the past several years.

VI. Phi Zeta Research Awards: The Chair of the Research Awards committee, Dr. Elizabeth Rozanski (Tufts University), was unable to attend the meeting. The winners were announced by the Research Awards Committee June 17 and both the Clinical Sciences and Basic Sciences awards go to residents at the Mu chapter at the University of Illinois College of Veterinary Medicine.

Citations of the two winning papers were displayed on the screen. In addition to an engraved plaque, each winner will be sent a check in the amount of \$1000. A short biography and possibly a headshot of each winner will be sent to the AVMA for inclusion in an upcoming journal (JAVMA).

VII. Old Business: There was discussion of creating an electronic database for recording membership and finding the appropriate software to use. One suggestion was to see whether there might be a college student who would be interested in such a project, perhaps for credit.

VIII. New Business:

a. Proposed Budget for 2018-2019: Because this year's meeting occurred before the end of the financial year the proposed budget was not finalized by the time of the meeting to allow for any last minute bank transactions. The projected income has remained the same for several years at

\$7500 with the actual income varying from one year to another. Our financial health had improved a little since last year. One item purchased this year was a gift certificate for our Tufts administrative assistant Lori Muhr. Our Department does not allow her to be paid for her support of Phi Zeta and our President agreed that a gift card would show our appreciation. Lori sent a thank you note to Dr. Weidmeyer.

b. Determination of 2018-2019 Level of Financial Support to Chapters: This is to be determined after the meeting when the definite number of participating chapters is known. This year's meeting occurred before the end of the financial year because of Secretary Blaze's retirement so information will be sent to all chapters at the end of the month to allow for last minute bank transactions and checks to each will follow.

c. Review Process for Research Awards Competition: Discussion occurred on the future of the competition and how best to manage the workload for the reviewers. Several suggestions were made regarding the makeup of the review committee, possible rotation every two years through all chapters, and creation of more defined criteria for the type of manuscripts to be submitted. Other suggestions were to submit just one paper per chapter and to review all papers regardless of the category. However it is difficult for reviewers to feel qualified to assess work done outside his/her field of interest. It was decided to continue the discussion via email in the coming weeks to assemble ideas and formulate a plan for revision of the competition process.

For the next Research Awards competition information will be sent out to all chapters towards the end of 2018.

d. Vendor profile form when paying for certificates: There are some Universities that are tightening their processes for payment for certificate orders and some chapters no longer have a bank account dedicated to Phi Zeta. The process of setting up as a vendor has become necessary in recent years for some Universities. This led to the idea of having payments done differently in future such as by credit card. Several years ago the cost of using a credit card service was expensive but with lower costs now it is worth considering using this method in future. Paypal is also an option to be investigated further.

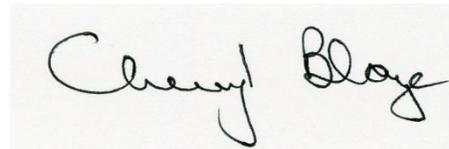
e. IRS filing by individual chapters: Secretary Blaze reminded chapters about the filing requirements with the IRS. All filing must be done by the 15th day of the 5th month after the end of the fiscal year of the chapter. This means that if the fiscal year for a chapter is the calendar year the filing deadline is May 15th. If the fiscal year is July-June the filing deadline is Nov 15th. If filing is not done for three consecutive years the tax exempt status of the chapter is revoked and the process for being reinstated is laborious and prolonged. When filing is done online an email is sent to the filing person by the IRS to inform him/her that the application is being processed. A second email is sent a couple of days later to inform whether or not it has been successful. Members were reminded to keep these emails as proof of filing. There have been some difficulties recently when chapters receive notice they had not filed. It may be that the IRS has changed the tax filing year without notification so Secretary Blaze will investigate that.

f. Archiving of paper files, creation of electronic files: Numerous paper documents exist on Phi Zeta business dating from 1929 and many of these are becoming fragile. Secretary Blaze has written to the Dean at Cornell University requesting that these original papers be stored in a safe place at that school, as this is where Phi Zeta originated in 1925. A response had not been received at the time of this meeting. A Cornell attendee offered to assist in this request.

g. Any other business. Updating of the Phi Zeta website was discussed. Because Phi Zeta is not officially part of Tufts University it has been difficult to keep the site updated. The current webmaster has been busy with other official items to maintain for the University. The Tufts webmaster has promised to update the current website by the end of this month. Secretary Blaze wanted to wait for the Research Award winners to be announced before sending updated files. The website may be located elsewhere in future and access to the membership database from the website would be a benefit. Dr. Stonerook at the Alpha Theta chapter at Lincoln Memorial University chapter may be able to find independent locations for the website. There is a cost associated with website creation and maintenance so that would need to be considered with any change to the location.

IV. Adjournment: With no further items to discuss President Wiedmeyer adjourned the meeting at 1:00 pm Central Standard Time (2:00pm Eastern Standard Time).

Respectfully submitted,

A handwritten signature in black ink on a light-colored background. The signature reads "Cheryl Blaze" in a cursive, flowing script.

Cheryl A. Blaze, Secretary-Treasurer