

**MINUTES OF** **ANNUAL VIRTUAL MEETING OF**

**THE SOCIETY OF PHI ZETA**

**Wednesday, July 14, 2021**

**Zoom Meetingsponsored by Auburn University**

1. **Call to Order.** President **Charles Wiedmeyer** called the seventh virtual meeting to order at 1:00 noon. Central Daylight Time (2:00 pm Eastern Daylight Time).

Twenty-six of 32 chapters were able to participate. Representatives of the following chapters were present for the meeting:

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| **Chapter** | **Institution** |
| Alpha | Cornell University |
| Beta | University of Pennsylvania |
| Epsilon | Auburn University |
| Eta | Texas A&M University |
| Iota | Washington State University |
| Kappa | University of Minnesota |
| Lambda | University of California |
| Mu | University of Illinois |
| Nu | Oklahoma State University |
| Xi | University of Georgia |
| Omicron | Purdue University |
| Pi | University of Missouri |
| Rho | Tuskegee University |
| Sigma | Kansas State University |
| Tau | Louisiana State University |
| Phi | University of Tennessee |
| Chi | Virginia-Maryland Regional College Vet Med |
| Psi | North Carolina State University |
| Omega | Mississippi State University |
| Alpha Alpha | University of Wisconsin |
| Alpha Beta | Tufts University |
| Alpha Gamma | Oregon State University |
| Alpha Epsilon | Western University of Health Sciences |
| Alpha Zeta | Ross University |
| Alpha Eta | Midwestern University |
| Alpha Theta | Lincoln Memorial University |

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

1. **Introductions and President's Report**:Charles Wiedmeyer welcomed those in attendance. Roll call was made at the beginning and the end of the meeting.
2. **Approval of Minutes of 2020 Virtual meeting**:Minutes of the July 15, 2020 meeting were presented for discussion. The minutes had been emailed to all chapters before 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.

1. **Secretary-Treasurer's Report**: The Treasurer’s Report for 2020-2021 was presented and showed an increase in income of about $1,500. The income represents about 900 certificates distributed to chapters in 2020-21. Expenses fell largely into 3 categories: Manuscript Award expenses (~$2,200), printing expenses (~$1,400), and postage/shipping expenses (~$400). Flat rate postage for shipping certificates by USPS Priority has increased every year the past 3 years. Office supplies were less than $100, covering website costs.
2. **Phi Zeta Research Awards**: Dr. Wiedmeyer announced the winners of the Research Manuscript Awards. In the Basic Science category, Dr. Joy Tomlinson, Cornell University, won for her manuscript, “Tropism, pathology, and transmission of equine parvovirus-hepatitis.” In the Clinical Science category, Dr. Pablo Jimenez Castro, University of Georgia, won for his manuscript, “Multiple drug resistance in the canine hookworm Ancylostoma caninum: an emerging threat?” Dr. Wiedmeyer reported that the Research Manuscript Award review process was reworked this year. In an attempt to spread the work of reviewing manuscripts more equitably, the new process involves requesting approximately 8 chapters to serve as reviewers of the submitted manuscripts. The roster of reviewing chapters comes from an alphabetical listing of chapters by institution name. The reviewing chapters for 2020-2021 were Auburn University, Colorado State University, Cornell University, Kansas State University, Lincoln Memorial University, and Louisiana State University. The reviewing chapters were given the rubric for evaluating the manuscripts they were assigned. The new process seemed to work well, with all of the participating reviewing chapters submitting their scores ahead of the June deadline. The reviews reflected conscientious consideration of the manuscripts and the scores indicated clear winners for both award categories, Basic Science and Clinical Science. The reviewing institutions for the 2021-2022 Research Manuscript Award will be Midwestern University, Mississippi State University, North Carolina State University, Ohio State University, Oklahoma State University, Oregon State University, Purdue University, and Ross University. Dr. Wiedmeyer thanked the former chair of the Research Manuscript Awards committee, Dr. Elizabeth Rozanski (Tufts University) for her long tenure and dedication to the reviewing process of past years.

1. **Old Business**:
	1. **IRS reporting by individual chapters:** Secretary Josephson reminded chapter representatives that, in order to maintain their tax exempt status, their chapters had to file a 990N ePostcard (report) with the IRS annually. If a chapter does not receive income directly, for example, from dues paid by their members or from donations, they can request that they be removed from the list of tax exempt chapters covered by the national organization’s tax exempt status. By officially requesting that the IRS remove these chapters from the national organization’s tax exempt status umbrella, the chapters will no longer be required to report to the IRS their income status, but they will also lose the ability to receive donations as a tax exempt organization. Also, if they collect income from any source, beyond what their institution provides, they will be required by the IRS to submit annual income tax returns (actual tax returns, not the simple 990N epostcard report).
	2. **PayPal payment option:** The national organization offers a link to PayPal through the Phi Zeta website. The service was used by about 5 chapters this past year. The fees amounted to about 3% of the transaction amount.

## New Business:

## Proposed Budget for 2021-2022: The proposed budget for 2021-2022 is essentially a repeat of the actual budget for 2020-2021.

## Determination of level of financial support to chapters: With 26 of 32 chapters in attendance at the 2021 Annual Meeting, the calculated amount of financial support per chapter is $264.80 ($6,884.70 ¸ 26). The actual amount per chapter is $250.00.

* 1. **Chapters’ visibility and viability – survey:** Dr. Wiedmeyer introduced a plan to survey chapters in an effort to collect information about the diverse activities chapters engage in and how their financial support is structured. Information about chapter activities is needed to understand the range of Phi Zeta-related activities occurring across the country and in the Caribbean. Information about how chapters are supported financially is needed to ensure the national organization is operating properly as a 501(c)3 non-profit organization (with respect to U.S. chapters) and also to gain an appreciation of how well chapters are supported by their members and home institutions.
	2. **Call for nominations for President:** President Wiedmeyer has served 3+ years as President and, although willing to continue in this role, he would like to invite any interested individuals to submit their nominations.
	3. **Other business:** Chapters have 90 days to cash their financial support check from the national organization. If a chapter has a check older than 90 days, they can request that a new check be sent.

**IV. Adjournment:** With no further items to discuss President Wiedmeyer adjourned the meeting at 2:39 pm Eastern Daylight Time.

Respectfully submitted,

Eleanor Josephson, Secretary-Treasurer