

GAVMA

Greater Atlanta Veterinary Managers Association

MINUTES: August 10, 2006

- I. Meeting called to order at 12:45 PM at the Advance Micro System building in Lawrenceville, Georgia.
 1. A total of 25 people attended. Of the six guests that attended, five became members.
 2. Introductions were made - each person told their name, the name of the hospital and their job title.
- II. Old Business (Judi Bailey)
 1. Judi Bailey has set up a broadcast fax to relate news and meetings. She currently can fax to all GAVMA members and an additional 52 non member clinics.
 2. The Forum section of the web page has had great response over the past two months. Several questions have been posted with some good responses. Members are encouraged to use this tool as much as possible.
 3. GVMA: A short article about the GAVMA was written for the GVMA summer newsletter. They have chosen to wait for the fall edition before running the article because the fall edition is sent to all Georgia veterinarians, including non-members. This may prompt some new membership for the managers association.
 4. Judi Jackson has submitted announcements about the GAVMA to "Veterinary Economics" and "DVM" magazines.
- III. New Business (Judi Bailey)
 1. Judi has received many offers for sponsorship of the organization; i.e., Aflac, On Hold Advertising, etc. She has stressed that sponsorship needed to obtain good speakers, not to sell products or services.
 - a. Questions were raised about allowing companies to be on the website for a small fee.
 - b. If so, what amount?
 - c. Will allow them with the member's names that refer their services (allowing interested parties to call the referring person for additional information).
 2. GVMA is very willing to support our organization.
 - a. A management program will be presented at the fall conference November 17th – 19th at the Atlanta Marriott.
 - b. The AM session will be a Human Resource program.
The PM session will be a financial program.
 - c. The GVMA is offering the organization a table that would normally be priced at \$590.00.
 - d. A sign up sheet will be sent around at this meeting for members to agree to man the table.
 3. We still need a volunteer to put together a brochure about the organization.
 4. Business cards with our website have been made and are available to members.
- IV. Minutes were handed out and the treasurer's report was given.
- V. Judi introduced our speaker, Carrie Stout with Novartis Animal Health. She has been in human resources since 1992 and with Novartis for 3 years. A graduate of North Carolina State, her duties include staffing, employment and recruitment.

- VI. The topic of her presentation was "Interviewing and Hiring the Right Candidates"
 - 1. The program took us through the necessary events that need to happen in order to hire the right person for the job.
 - 2. She discussed the right steps, the characteristics of a good hire, how to develop an interview guide, and having a standard set of questions for each candidate, and interviewing do's and don'ts.
 - 3. She emphasized the importance of asking behavioral based questions, and questions that will predict future performance.
 - 4. She gave each person a 3 ring binder that contains veterinary job descriptions for each area of the hospital, interview guides for each area of the hospital, an employment law summary, a guide to telephone screening, and an outline of conducting the formal interview. It is an excellent resource material.
 - 5. Copies of the notebooks can be obtained by contacting Judi Bailey.
 - 6. The last 15 minutes were spent having a question and answer period.
- VII. The meeting was adjourned at 2:10.