

GAVMA
Greater Atlanta Veterinary Managers Association
MINUTES: February 13, 2008

- I. The bi-monthly meeting of the GAVMA was called to order at 12:40 PM on Wednesday, February 13, 2008.
 - A. Ten members of the organization were present
 - B. Bill Madden and Jessica Tuttle, the speakers were present.
- II. Judi Bailey reviewed the previous meeting agenda and old business.
- III. Sue Black presented the treasurer's report and reported that the association currently has a balance of \$1,779.67 in the bank.
- IV. New Business:
 - A. Judi Bailey discussed the need for an accounting program for the association.
 - B. Association would have the ability to track expenses and send out invoices for membership using Quickbooks.
 - C. A vote was taken to purchase Quickbooks and passed.
 - D. A vote was taken and passed to purchase a slide projector for association use.
 - E. A vote was taken and passed to purchase new tablecloths for the tables in the meeting room.
 - F. Judi Bailey reviewed membership renewal and announced that an invitation/introduction letter will be sent out to 416 veterinary hospitals/clinics.
 - G. As of this meeting the association has 3 new members and 15 renewals for 2008.
- V. Judi Bailey introduced Bill Madden from Card Service International.
 - A. Mr. Madden gave a brief history of his work experience.
 - B. His presentation discussed ways to save money on credit card fees.
 - C. Mr. Madden also explained how to read a credit card contract and how to understand all the various fees and codes.
- VI. Judi Bailey introduced Jessica Tuttle.
 - A. Jessica Tuttle is the Technician Manager at the Animal Emergency Clinic of Gwinnett, and a graduate of Gwinnett Technical School.
 - B. Jessica presented "Conducting Effective Team Meetings".
- VII. Meeting adjourned at 2:10 PM

Respectfully Submitted,

Claudia Bradbury
GAVMA Secretary

Addendum to minutes:

If anyone would like handouts to either of these topics please e-mail Judi Bailey at Judi@aecog.com . We were unable to video record this meeting.