

BOARD OF VETERINARY MEDICAL EXAMINERS

Minutes

Date: December 1, 2016

Time: 9:00 a.m., C.S.T.

Location: Poplar Room
665 Mainstream Drive
Nashville, TN 37243

Members Present: R. A. Tai Federico, D.V.M., Vice-President
Kim D. Johnson, D.V.M.
Robert J. Simpson, D.V.M.
Elizabeth B. Thompson, D.V.M.
Karen S. Walsh, L.V.M.T.
Charles Hatcher, D.V.M., State Veterinarian, Ex-officio Member

Members Absent: Stephen M. Ladd, D.V.M., Secretary
Ann Strong, Public Member

Staff Present: Rita Buckner-Shelton, Board Administrator
Lisa Lampley, Board Director
LaChina McKinney, Board Attorney
Kyonzte Hughes-Toombs, Office of General Counsel

Upon the determination of a quorum being present, the Board meeting was called to order by Dr. Federico at 9:03 a.m.

Welcome to New Board Members and Board Attorney

Dr. Federico welcomed Dr. Robert Simpson and Dr. Elizabeth Thompson as new board members. Ms. LaChina McKinney, Assistant General Counsel, was welcomed as the new attorney for the board.

Conflict of Interest Statement

Board members reviewed the Conflict of Interest Policy.

Approval of Minutes

Dr. Johnson made a motion, seconded by Ms. Walsh, to approve the August 17, 2016 minutes. The motion carried.

Applicant Interviews

Mary Ann Grell, L.V.M.T.

The Board reviewed an application for licensure reinstatement as a veterinary medical technician submitted by **Mary Ann Grell, LVMT**. Ms. Grell retired her license in 2007 and was not engaged in continuous practice during the retirement of the license. Ms. Grell was present to answer any questions from members of the board and to present proof of continuing education hours. Upon discussion and review of the documentation, Ms. Walsh made a motion, seconded by Dr. Johnson, to approve the application. The motion carried.

Jennifer L. Holder, C.A.E.T.

The Board reviewed an application for certification as an animal euthanasia technician submitted by **Jennifer Holder**. Ms. Holder answered “no” to the question on the application regarding conviction of any felony or misdemeanor. Ms. Holder was present to answer any questions from members of the Board regarding a 1999 Malicious Mischief conviction. After discussion and review of the documentation, Dr. Johnson made a motion, seconded by Ms. Walsh, to approve the application. The motion carried.

Progress Report – Memphis Animal Services

As per the Order approved by the board on August 17, 2016, Ms. Alexis Pugh, Director, Memphis Animal Services appeared before the Board to review the current policies and procedures in place at the agency and to answer any questions from members of the board.

Progress Report – Stacy R. Smith, D.V.M.

As per the Order approved by the board on April 10, 2014, Dr. Smith appeared before the Board to answer any questions.

Progress Report – Julia L. Adams, D.V.M.

As per the Order approved by the Board on August 12, 2015, Dr. Adams appeared before the board to present proof of her continuing education credits for the prior year, her documentation of the prior year’s training for her staff and new hires, and her log of any anesthetic and/or surgical deaths.

Investigations and Disciplinary Report

Ms. Nichelle Dorroh, Disciplinary Coordinator, reported there are currently seventeen (17) open complaints in the Office of Investigations. Ms. Dorroh also provided a list of practitioners currently being monitored for compliance with disciplinary orders.

Financial Report

Ms. Norwanda French, Fiscal Office, reviewed the financial report which reflected a current year net of \$194,876.09 and a \$597,544.33 cumulative carryover for Fiscal Year ending June 30, 2016. Ms. French stated she would prepare some fee reduction projections to be presented at the next meeting.

Discussion - Additional Instructor for Euthanasia Course

The Board reviewed a request from the Animal Care and Control Association of Tennessee requesting approval of Staci Cannon, DVM, as an instructor for the board-approved euthanasia course entitled "Techniques in Humane Euthanasia". A motion was made by Dr. Johnson, seconded by Ms. Walsh, to approve the request. The motion carried.

Policy Statement – Practicing Without a Premises Permit or With an Expired Premises Permit

Upon review, Dr. Johnson made a motion, seconded by Ms. Walsh, to adopt the following revised policy statement:

Pursuant to T.C.A. § 63-12-139(a), any person who owns or operates a premises where a licensed veterinarian practices or where the practice of veterinary medicine occurs shall apply for and secure a premises permit from the board prior to the commencement of any veterinary medical services.

In the event that a facility's permit is not renewed following a six (6) month grace period, the supervising veterinarian for the facility shall pay a Type C civil penalty of \$100.00 for each month that the practice of veterinary medicine continued at the facility beyond the six (6) month grace period.

Should any person be found to be practicing veterinary medicine at an unpermitted facility, the owner and/or operator of such facility shall pay a Type B civil penalty of \$200.00 for each month that the practice of veterinary medicine occurred at the facility while it was without a permit. In the event that a facility is owned and/or operated by a licensee or licensees and one or more laypeople, the licensee or licensees shall be held responsible for payment of any civil penalties.

The motion carried.

Position Statement – Implantation of Electronic Identification Device

Upon review, Dr. Simpson made a motion, seconded by Dr. Johnson, to adopt the following revised position statement:

The Board of Veterinary Medical Examiners hereby adopts the following American Veterinary Medical Association (“AVMA”) position concerning the implantation of electronic identification in companion dogs, cats and other small mammals, birds, fish, reptiles, amphibians and equids, as amended:

“The implantation of a transponder (an electronic identification device such as a microchip) in an animal requires precise placement of the microchip with respect to sensitive anatomical structures in the immediate area of accepted implantation sites. Improper placement of the microchip can result in detrimental consequences to the animal which can severely compromise its health and well-being. Improper placement of the microchip can also impede the detection of the microchip. Therefore, implantation of microchips is a veterinary procedure that should be performed by a licensed veterinarian or under the responsible supervision of a licensed veterinarian.”

The Board has the authority to discipline any practitioner or facility which, after investigation and proper hearing, has been found guilty by the Board of a violation of the Tennessee Veterinary Practice Act (Tenn. Code Ann. §§ 63-12-101, *et seq.*) or the general rules governing the practice of veterinary medicine (Tenn. Comp. R. & Regs. 1730-1 thru 1730-6).

The motion carried with Ms. Walsh opposed.

Ms. Walsh requested that a copy of the revised position statement be sent to Ms. Teresa Fisher at the Animal Care and Control Association of Tennessee for dissemination to the animal control agencies and humane societies across the state.

Discussion – 2017 Music City Veterinary Conference

The 2017 Music City Veterinary Conference is scheduled to be held February 24 – February 26, 2017 at the Embassy Suites Hotel in Murfreesboro, TN. Ms. Walsh made a motion, seconded by Dr. Johnson, to approve funding for Ms. Lampley to attend and be an exhibitor at the conference. The motion carried.

Review of Continuing Education Courses

Dr. Johnson agreed to review requests for approval of continuing education hours and make recommendations to the board regarding approval/disapproval. Dr. Johnson replaces Dr. Galloway on the review committee.

Discussion – Rule Amendments

The discussion regarding rule changes was postponed until the April 2017 meeting to allow time for the new board members and new board attorney to prepare and provide input.

Office of General Counsel (OGC) Report

Ms. LaChina McKinney, Board Attorney, reported the Office of General Counsel has fourteen (14) open cases pertaining to the Board of Veterinary Medical Examiners. There are four (4) Consent Orders to be presented to the Board at this meeting.

Ms. McKinney informed members of the Board the next legislative session begins January 10, 2017.

Inspection Status Report

A total of one hundred thirty-three (133) inspections were conducted during the period of August thru October 2016.

Director’s Report

Ms. Lampley welcomed Dr. Elizabeth Thompson and Dr. Rob Simpson as new board members. Dr. Thompson replaces Dr. Charles Halford whose term expired July 31, 2015 and Dr. Simpson replaces Dr. Galloway whose term expired July 31, 2016.

Ms. Lampley reported she and Dr. Federico and Mr. Keith Hodges attended the AAVSB Annual Meeting and Conference held September 22 – 24, 2016 in Scottsdale, Arizona. A recap of the topics presented was provided. Next year’s meeting will be held September 14 – 16, 2017 in San Antonio, Texas.

Ms. Lampley spoke about the licensure process to the graduating students of the veterinary technology program at UT – Martin on October 6, 2016. This program graduates students in May and December.

Report of Total Active Licensees as of November 8, 2016:

Veterinarians:	2,329
Veterinary Medical Technicians:	709
Veterinary Facilities:	811
Certified Animal Euthanasia Technicians:	270
Certified Animal Control Agencies:	66
Certified Animal Chemical Capture Technicians:	3
Animal Chemical Capture Certification:	1

Effective October 1, 2016 the in-state maximum lodging rate for Davidson County (Nashville) is \$161.00 from October 1 – June 30; \$151.00 from July 1 – August 31; and \$161.00 from September 1 – September 30. The reimbursement rate for in-state meals and incidentals is \$59.00 per day. In-state meals and incidentals are reimbursed at 75% for day of departure and/or day of return. The standard mileage rate is \$0.47/mile.

Consent Order – Harold G. Barker, D.V.M.

Dr. Barker was not present and was not represented by counsel. Ms. LaChina McKinney, Assistant General Counsel, presented the Consent Order to the Board for ratification. Dr. Barker practiced in a veterinary facility without a premises permit from May 2014 to May 2016. Dr. Barker agreed to pay total civil penalties in the amount of two thousand and four hundred dollars (\$2,400.00) plus costs of the proceedings. Ms. Walsh made a motion, seconded by Dr. Simpson, to accept the Consent Order. The motion carried.

Consent Order – Lisa Tepp Lawrence, D.V.M.

Dr. Lawrence was not present and was not represented by counsel. Ms. LaChina McKinney, Assistant General Counsel, presented the Consent Order to the Board for ratification. Dr. Lawrence practiced in a veterinary facility without a premises permit from May 2014 to May 2016. Dr. Lawrence agreed to pay total civil penalties in the amount of two thousand and four hundred dollars (\$2,400.00) plus costs of the proceedings. Dr. Johnson made a motion, seconded by Ms. Walsh, to accept the Consent Order. The motion carried.

Consent Order – Robert Whitford, D.V.M.

Dr. Whitford was not present and was not represented by counsel. Ms. Lachina McKinney, Assistant General Counsel, presented the Consent Order to the Board for ratification. The results of a necropsy revealed that a patient of Dr. Whitford's died as a result of a post-surgical hemorrhage caused by poor surgical technique. Dr. Whitford agreed to probation of his license with the following conditions: probation shall be for no less than one (1) year; and within one (1) year of the date this order is ratified, he shall appear before the Board at a regularly scheduled meeting to answer any questions the board may have concerning his surgical technique; and within one (1) year of the date this order is ratified, he shall obtain ten (10) continuing education hours in the subject of soft tissue surgery with no fewer than five (5) of said hours being in-person, hands on and in an actual surgical setting. These continuing education hours are in addition to the twenty (20) required hours. Dr. Whitford also agreed to pay costs of the proceedings. Dr. Johnson made a motion, seconded by Dr. Simpson, to accept the Consent Order. The motion carried.

Continuing Education Course Approval

The following requests for approval of continuing education hours were reviewed:

A request from **BluePearl Veterinary Partners** for approval of continuing education hours for the following topics to be held at their office location in Franklin, TN and in various veterinary facilities:

Two (2) hours – Franklin, TN:

January 19, 2017 - “Otitis Simplified”

February 16, 2017 – “Surgical Intervention for Hernias”

March 16, 2017 – “Post-operative Management for Optimum Recovery”

April 20, 2017 – “The Intestinal Microbiome and General Health”

May 18, 2017 – “Cushing's Disease”

June 15, 2017 – “SIRS and Sepsis - A Clinical Approach”

July 20, 2017 – “Nasal Tumors”

One (1) Hour – Franklin, TN

January 17, 2017 – “Blocked Cats for the Veterinary Technicians”

March 14, 2017 – “Zoonotic Diseases for the Veterinary Technician”

May 16, 2017 – “Bandaging and Wound Care for the Veterinary Technician”

July 18, 2017 – “Fluid Therapy for Veterinary Technicians”

One (1) Hour – Various clinics:

“Oncological Cytology”

“Feline Friendly Handling Techniques”

“CPR Review and Lab for DVMs and Technicians”

“Triage for DVMs and Technicians”

“Management of Respiratory Distress for the DVM”

“Fluid Therapy for DVMs and Technicians”

“Nutritional Management for DVMs and Technicians”

“Common Toxicities for the DVM”

“Management of Trauma Cases for the DVM”

“Cytology for Technicians”

A request from **Chi Institute of Chines Medicine** for approval of continuing education hour for the following course:

Veterinary Herbal Medicine Program Online: January 1 – December 31, 2017

“ Introduction to Chinese Herbal Medicine” - 15 CE hrs

“ Respiratory/Cardiovascular” - 28 CE hrs

“ Gastrointestinal” - 28 CE hrs

“ Liver/Endocrinology” - 28 CE hrs

“ Kidney/Geriatric/Urinary/Reproductive” - 28 CE hrs

“ Dermatology/Oncology/Immune-mediate Diseases” - 28 CE hrs

Veterinary Herbal Medicine Program On-site

“**Liver/Endocrinology**” - December 14-17, 2017 - 28 CE hrs

“**Dermatology/Oncology/Immune-mediate Diseases**”-March 2-5, 2017 - 28 CE hrs

TCVM Diagnostics, Classical Acupoints and Advanced Acupuncture Techniques:

“**Small Animal**” - **Total 30 CE hrs**

Online: January 1 – March 30, 2017 (10 CE hrs)

Onsite: January 26 – January 28, 2017 (20 CE hrs)

“**Equine**” - **Total 30 CE hrs**

Online: January 1 – March 30, 2017 (10 CE hrs)

Onsite: January 19 – January 21, 2017 (20 CE hrs)

Veterinary Food Therapy:

Onsite Total 28 CE hrs

March 16 – 19, 2017

Online Total 28 CE hrs

April 7 – August 7, 2017

A request from **Elanco** for approval of eight (8) continuing education hours for a “**Practice Management Retreat**” held September 16 – 19, 2016 in Lookout Mountain, GA.

A request from **Barden Greenfield, DVM, Dipl. AVDC** for approval of seven (7) continuing education hours for dental training conducted at the following locations:

July 30, 2016 – Arlington Pet Hospital - Arlington, TN

*A request from “**Farm Animal Care Coalition of Tennessee (FACCT)** for approval of four (4) continuing education hours for the seminar “**Livestock 911 – The Challenges of Livestock Investigations**” held on the following dates and locations:

October 18, 2016 – Henderson County Fairgrounds - Lexington

October 19 2016 – Lane AgriPark – Murfreesboro

October 20, 2016 – University of TN - Knoxville

A request from **P. K. Hendrix, DVM, PhD** for four (4) continuing education hours for veterinary technicians for the following topics to be held February 11, 2017 in Franklin, TN:

“Use of the ECG in Anesthetized Dogs and Cats – Recognizing Abnormalities and Knowing How to Correct Problems” – 1 hr.

“CO2 Measurement in Anesthesia – Understanding Normal, Recognizing Abnormal, and Making Corrections” – 1 hr.

“Non-Invasive Blood Pressure Measurement in Anesthetized Dogs and Cats – Review of Normal, and Treatment of Hypotension and Hypertension” – 1 hr.

“Pulse Oximetry in Veterinary Anesthesia – Review of Advantages and Disadvantages, Normal vs Abnormal, and Correction of Abnormalities” – 1 hr.

A request from **Merck Animal Health** for one (1) continuing education hour for the presentation entitled: **“Clinical Considerations for Managing Flea and Tick Infestations in Cats”** held October 18, 2016 in Nashville, TN.

A request from **Merial** for approval of three (3) continuing education hours for the presentation **“Achieving Veterinary Practice Growth”** held September 24, 2016 in Louisville, KY.

A request from **Merial** for approval of three (3) continuing education hours for the presentation **“Team Power: Value Added to Each Visit”** held May 21, 2016 in Asheville, NC.

A request from **Merial** for approval of two (2) continuing education hours for the presentation **“Enhancing Compliance with Flea Control in the 21st Century”** held November 7, 2016 in Johnson City, TN and November 8, 2016 in Knoxville, TN.

A request from **Nashville Veterinary Specialists** for approval of two (2) continuing education hours for the following topics to be presented on the following 2017 dates in Nashville, TN:

“Update on Emergency Procedures in Small Animal Medicine” – Jan. 10

“Update on Small Animal Neurology” – Feb. 14

“Bloodwork Interpretation and Interesting Cases” – March 14

“Avoiding Surgical Complications” – April 11

“Update on Small Animal Internal Medicine” – May 9

“Thorax and Pulmonary Patterns, What Does It All Mean?” – June 13

“Every Practical Piece of Surgical Advice I Can Think Of” – July 11

“Overview of Key Abstracts from the 2016/2017 Veterinary Cancer Society Meeting” – Oct. 10

“Respiratory Emergencies” – Nov. 14

“Updates from the 2017 ACVS Symposium” – Dec. 12

A request from **OnlineContinuingEd,LLC** for approval of the following online courses:

“Diagnosis and Treatment in Equine Medicine 201” – 6 hrs.

“Diagnosis and Treatment in Equine Medicine 202” – 6 hrs.

“Diagnosis and Treatment in Equine Medicine 203” – 6 hrs.
“Diagnosis and Treatment in Equine Medicine 204” – 6 hrs.
“Diagnosis and Treatment in Equine Medicine 205” – 6 hrs.

“Diagnosis and Treatment in Equine Medicine 206” – 6 hrs.
“Diagnosis and Treatment in Equine Medicine 207” – 6 hrs.
“Diagnosis and Treatment in Equine Medicine 208” – 6 hrs.

“Natural Veterinary Medicine 201” – 6 hrs.
“Natural Veterinary Medicine 202” – 6 hrs.
“Natural Veterinary Medicine 203” – 6 hrs.
“Natural Veterinary Medicine 204” – 6 hrs.

“Veterinary Acupuncture 201” – 6 hrs.
“Veterinary Acupuncture 202” – 6 hrs.
“Veterinary Acupuncture 203” – 6 hrs.
“Veterinary Acupuncture 204” – 12 hrs.

“Common Disease of Companion Animals 201” - 6 hrs.
“Common Disease of Companion Animals 202” - 6 hrs.
“Common Disease of Companion Animals 201 - 202” - 12 hrs.

A request from **Zoetis** for approval of two (2) continuing education hours for a presentation on **“Canine Pyoderma and Allergic Itch”** held August 31, 2016 in Donelson, TN.

A request from **Zoetis** for approval of seven (7) continuing education hours for the **“Equine Ophthalmology Lecture & Wetlab 2016”** held October 11 – 12, 2016 in Versailles, KY.

A request from **Zoetis** for approval of two (2) continuing education hours for a presentation on the topics of **“Proheart 6”** and **“Apoquel”** held November 9, 2016 in Knoxville, TN.

A request from **Chelsea Field, DVM** for approval of four (4) continuing education hours for the business conference **“Business Boutique”** held November 4 – 5, 2016 in Nashville, TN.

*A request from **Katie Wooden, DVM** for approval of one (1) continuing education hour for an online **Vetfolio** course entitled: **“End of Life Planning”**.

A motion was made by Dr. Thompson, seconded by Dr. Simpson, to approve all courses as submitted. The motion carried.

*The Board stated that these courses would meet the requirement for continuing education in the area of ethics.

Ratifications

A motion was made by Ms. Walsh, seconded by Dr. Johnson, to approve the presented list of newly licensed/certified or reinstated veterinarians, veterinary medical technicians, veterinary facilities, certified animal euthanasia technicians, certified animal control agencies, and certified animal chemical capture technicians. The motion carried.

Veterinarians – Newly Licensed and Reinstated

Racheal E. Boyd	Jacob A. Malugin
Enrique A. Carlo	Kayla F. Mitchell
Matthew W. Castellaw	Danny D. Moore
Jennifer B. Chiasson	Tara P. Mullins
Sara E. Cooper	Melissa R. Nau
Jacquiline R. Courtney	Erica N. Pounds
Marie S. Deswarte	Denise L. Radford
Nicol G. Eckholm	Andrew W. Stephens
Erin L. Edging	Jane A. Stuckey
Reba M. Fitch	Janelle A. Torrens
Amanda A. Gray	William F. Vaughan
Regan T. Harp	April D. Williams
Alyson C. Hopkins	Hobert M. Wilson II
Nathan T. Hopkins	Wayne T. Zuvers
Diane M Laviola	

Veterinary Medical Technicians– Newly Licensed and Reinstated

Stephanie B. Adams	Victoria R. Hodge
Katherine P. Albers	Danielle J. Jamieson
Melanie C. Baker	Jana C. Jinks
Olivia K. Baker	Audra J. Johnson
Miranda K. Barron	Jenna R. Kimball
Jacenta L. Brandon	Tammy L. Lanier
Matthew D. Chesnut	Corinne A. Lathrop
Sarah M. Cody	Jessica R. Matney
Lindsey N. Conder	Kalin D. Mayberry
Rebecca L. Courtney	Leslie G. McCormick
Delbra A. Crowell	Amanda L. McKinley
Brianna J. Day	Abigail R. Moeller
Hope M. Dell	Sarah N. Murdock
Desiree' Farmer	Hanna E. Murphy
Kayla D. Fee	Sarah R. Nale
Ralphaela A. Goodwin	Stacy L. Patterson
Anna A. Hart	Dana M. Rathbun
Tammy L. Hilkert	Sarah K. Riley

Devon M. Rourke
Ashley N. Runions
Kristen L. Skidmore

Rachel L. Spear
Sarah A. Stevens
Stephanie L. Tallman

Veterinary Facilities

All Creatures Veterinary Clinic
Animal Emergency & Specialty Center
Animal Emergency Center
Blue Ridge Animal Hospital
Bluff City Veterinary Specialists
Greenbrier-Springfield Animal Hospital
Hixson Pet Wellness Center
McMillan Veterinary Clinic
Memphis Animal Clinic
Nashville Veterinary Specialists
Parkway Animal Hospital PLLC
PawsPlus
PawsPlus
PawsPlus
South Rhea Animal Hospital LLC
The Animal Clinic
VCA Murhpy Road Animal Hospital

Certified Animal Euthanasia Technicians – Newly Licensed and Reinstated

Markus A. Carter
Michael J. Clark Jr.
Keely C. Frederick
Jennifer F. Gustwiller
Charles L. Holcombe
Ronald E. Lafevers Jr.
Zachary S. Ledbetter
Lonnie s. Lindsey
Derek D. Masino
Jordan J. McGregor-Hansen

Ralph C. Mickens
Samantha C. Moses
James E. Naelitz Jr.
Heather M. Snyder
Christina A. Tate
Brenda L. Underhill
Jennifer A. Vanfleet
Macy A. White
Jennifer L. Wiechmann

Certified Animal Control Agency – Newly Licensed

Safe Place for Animals

Correspondence

The Board reviewed correspondence from **Braden H. Boucek, Beacon Center of Tennessee**. Mr. Boucek requested copies of public records of any Board actions regarding animal massage. Board members were informed that Mr. Keith Hodges and Ms. Lisa Lampley had researched and informed Mr. Boucek that, to the best of their knowledge, no board action had been taken. Since Mr. Hodges and Ms. Lampley were unable to take a position on behalf of the Board, Mr. Boucek requested that the question be presented to the Board. Upon discussion, members of the Board stated they had no knowledge of any board action regarding animal massage.

The Board reviewed correspondence from the **Tennessee Veterinary Medical Association (TVMA)** requesting the Board's consideration on adding a continuing education requirement in the area of wellness. Upon discussion, the Board expressed their appreciation and support of this issue and instructed the Board's attorney to add such a requirement to the list of proposed rule amendments to be reviewed and discussed in the near future.

The Board reviewed correspondence from the **Tennessee Veterinary Medical Association (TVMA)** regarding telemedicine and related violations of the statutes and rules governing the practice of veterinary medicine in Tennessee. Members of the board expressed their appreciation for the TVMA's concerns regarding this issue and encouraged anyone having knowledge of any violations to file a complaint with the Department of Health, Bureau of Investigations. The complaint form is available on the Board's website. Complainant information is confidential and anyone may file a complaint.

The Board reviewed correspondence asking the board's position regarding if a veterinarian was required to see animals boarded at a veterinary facility at least once per day on holidays and weekends or could that duty be delegated to an employee. Upon discussion, the Board stated that the duty could be delegated to an employee for animals boarded at the hospital. The Board further stated this would be determined on a case by case basis for patients being cared for at a veterinary facility on holidays and or weekends. It was noted that the facility rules (1730-02-.16) already state that hospitalized animals "shall be examined at least once daily by facility personnel".

Adjournment

There being no further business, the Board moved to adjourn at 12:35 p.m.

These minutes were ratified at the April 5, 2017 meeting.