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**68<sup>th</sup> Board of Directors Meeting**

Wednesday, June 16, 2004

3:00 – 4:30 PM

Vancouver Convention & Exhibition Centre, Room # 6  
Vancouver, BC

**AGENDA**

1. Call to Order
  - 1.1 Roll Call
2. Approval of Agenda
3. Motion to grant speaking privileges to those in attendance who are not official representatives of a Member Society.
4. Approval of Minutes of 67<sup>th</sup> Board of Directors Meetings - Attached
5. Business Arising
6. Report of the President – David Andrews
  - 6.1 New Contracts (CPS and CSBMCB)
  - 6.2 Nomination of President Elect – Mike Ratcliffe
  - 6.3 Northern Lights Summer & Winter Conferences
  - 6.4 Human Proteome Organization Developments
  - 6.5 Potential Solutions to the Financial situation of CFBS
  - 6.6 What advocacy activities are planned for the next year?
  - 6.7 How to structure the AGM such that there is sufficient representation from the individual societies.
7. Report of the Honorary Secretary – Ken Fisher -Attached
  - 7.1 Motion to accept Revised bylaws as corrected from Nov. Meeting
8. Report of the Honorary Treasurer– Kevin Cockell
  - 8.1 Budget - Attached
  - 8.2 Approval of the Budget
  - 8.3 House Keeping
    - 8.3.1 Reappoint Signing Officers of the Corporation
    - 8.3.2 Approve the Expenditure of the Current Meeting
    - 8.3.3 Motion to add Ms. Wafaa H. Antonious as signing officer on the RBC bank account for up to \$2,000
9. Report of the Program Chair-Mary Ellen Harper
  - 9.1 Vancouver Meeting 2004
  - 9.2 Program 2004
    - 9.2.1 CIHR & other organizations involvement in the Meeting

- 9.2.2 Awards – Gordin Kaplan, Malcolm Brown, CFBS Past Presidents’ Plenary Lecture, Excellence & Political
  - 9.3 Location & themes of 2005 Northern Lights Summer Conference
  - 9.4 Location & themes of 2005 Northern Lights Winter Conferences
  - 9.5 Location & themes of 2006 Northern Lights Summer Conference
  - 9.6 Location & themes of 2006 Northern Lights Winter Conference
10. Report of the Executive Director – Bruce Sells – (oral report)
    - 10.1 The 5<sup>th</sup> Strategic Planning Session
    - 10.2 Societies Membership in CFBS
    - 10.3 New Services Provided
    - 10.4 Membership in Health Research Advocacy Network (HRAN) and Collaboration in the preparation of a report “Health Research: an Investment in Canada’s Well Being”
    - 10.5 New Initiatives- Leaders’ Forum Rev. Health Research
    - 10.6 International Union of Biological Societies (IUBS)
    - 10.7 May 2004 Visits to “Decision Makers” Postponed
    - 10.8 Discussions with AIC
    - 10.9 Discussions with Alan Bernstein
    - 10.10 Website Functions and CFBS Alerts
    - 10.11 Annual Meeting & “Northern Lights Summer & Winter Conferences”
    - 10.12 Federation Finances and the CFBS Office
  11. Report of the Local Organizing Committee – Sheila Innis – Chair
    - 11.1 2004 Meeting
  12. Other Business
  13. Adjournment

### Minutes

**Attendance:**

John Schrader, CSI, B. Bernie Juurlink, CAANCB, Chris Cheesman, CPS. M E Harper, CSNS, David Andrews, CSBMCB, Kevin Cockell, CSNS, Sandy Clanachan, PSC, Wafaa Antonious, CFBS, B Sells, CFBS, Mary L’Abbè, CSNS

**1. Call to order**

Dr. David Andrews, CFBS President called the meeting to order.

**2. Approval of Agenda**

Sandy made a motion to approve the agenda & Kevin seconded it, all in favour, agenda approved.

**3. Motion to grant speaking privileges to those in attendance who are not official representatives of a Member Society.**

A motion to grant speaking privileges was made by Kevin, seconded by Chris, all in favour, motion approved.

**4. Approval of Minutes 67<sup>th</sup> Board of Directors Meeting**

Sandy made a motion to approve the minutes of the 67<sup>th</sup> Board of Director meeting, seconded by Mary Ellen, all in favour, minutes of 67<sup>th</sup> Board of Director Meeting was approved.

## **5. Business Arising**

No business arising.

## **6. Report of the President – David Andrews**

### **6.1 New Service Contracts (CPS & CSBMCB)**

David reported that CFBS was offering new secretarial services to the societies, book keeping, web maintenance, membership list, collection of dues. He added that these activities had become more difficult for the societies to take care of. He reported that both societies were happy with the services provided and would renew the contract. CSBMCB wanted someone to manage and process the membership and have a secured server on the internet to be able to accept online credit card payment. He expressed his wishes that other societies take this successful arrangement as a model and follow in these footsteps. Bruce added that the contract was also sent to the GSC, and they were examining this option. Bruce advised them that CFBS had membership contracts with CSI, CSBMCB, and CSEP. CCUBC has had the service contract with CFBS for over 7 years. Bruce explained that CFBS should advise the new Executive of each society each year of what services CFBS was providing. David clarified that we had to reexamine the contract and the figures to make sure that CFBS was not losing money in providing this service. David suggested putting motion to allow CFBS to continue negotiate contracts with member societies as it sees appropriate.

Kevin made the motion, seconded by Chris Cheesman. All in favour, approved.

### **6.2 Nomination of President Elect Mike Ratcliffe**

Mary Ellen made a motion to elect Mike Ratcliffe as President Elect for CFBS, seconded by John Schrader, all in favour, moved.

### **6.3 Northern Lights Summer & Winter Conferences**

Bruce explained that Mike Ratcliffe had been a strong force, in getting CSI rejoin CFBS, and he would be involved with the 2006 CSI / CFBS Meeting.

### **6.4 Human Proteome Organization Developments**

David Andrews reported that Human Proteome wanted to establish headquarters in Montreal, and Proteome, had to be funded through Genome Canada & Industry Canada. David suggested that we lobby the government to provide support to Human Proteome. He promised to provide the board with further information about this matter.

**Action:** David Andrews to provide the CFBS Board with further information about the Proteome.

### **6.6 What advocacy activities are planned for next year?**

David explained that since Canadians were faced with the daunting job with the new election CFBS had to start over educating the MPs. He commented that the representatives of the Progressive Conservative who were on the ball and familiar with the issues, J. Rajotte and M. Solberg.

David suggested to get Bruce find out which ministers were the ones that we could approach and be involved, to get them in positions so that they could help us. It was clear that Stan Keys was well connected with Paul Martin and we could lobby him ahead of time to get him involved in our interests.

Bruce reported that several societies had contributed financially to support the Leaders' Forum. 170 representatives were invited and 120 are expected to participate. The Leaders' Forum organizers were trying to have group of people involved in discussion of issues related to the health research. It was initially scheduled to start first week in October, but it looked like it was going to take place in November. The Leaders' Forum organizing group was Council of Health Research. It will involve people from across Canada. Alvin Shrier, a CFBS' Past President will be representing CFBS along with Bruce. David inquired if there was a chance for other representatives from the CFBS societies to participate. Sandy suggested that

there should be more than two representatives from CFBS sitting on the steering committee and on the list. David asked that Bruce provide him with the list, to identify those individuals to start working on them.

### **6.7 How to structure the AGM such that there is sufficient representation from the individual Societies**

Kevin commented if we were having difficulties establishing our relevance and importance to the Executive of individual societies, how could we get the individual members to relate to CFBS. David wondered if we needed to think of a virtual meeting, or to have two meetings rather than one meeting.

Bruce Sells requested suggestions about restructuring the scientific meeting. He added that CFBS had developed a more focused meeting. The November Board & Strategic Planning meetings had been well attended. Chris stated that tel. / video conferencing was a more cost effective way for the Board to meet. Bernie Juurlink suggested having emails correspondence first for few days, then have the teleconference. Chris expressed his expectation that the November board meeting would be well attended this year by government representatives and societies' representatives. Sandy emphasized the importance of the societies being represented in the Board meeting. David suggested having an email blitz for a month after the election followed by a teleconference. Kevin added that each society had two votes, and they have to be reminded. Sandy suggested that we need the opportunity to show that many people who were not involved in the societies need to be involved with the CFBS. He emphasized the importance of increasing the Member Society membership which in turn would mean an increase of CFBS' voices of representation for life sciences. David added that CSBMCB was involved in an intensive membership drive. Bruce requested that David identify what was involved so that other societies could make use of it and increase their membership. Bruce asked how could CFBS make use of the SLS to appeal to the non members to join and be represented.

Bruce commented that Canada was more attractive location than US and so we could have keystone meetings and be economical and cost efficient. He commented that CFBS could run Keystone-type meetings at approximately half the price. We could run model meetings. Kevin suggested that this should be presented in this board meeting as an idea. Then let the societies' representatives approach their membership and discuss it through the meeting, since there were many items on the agenda for this Board meeting. We could then discuss the idea at the Sunday Board Meeting.

David commented that we could have a chance of a successful meeting, but we needed to coordinate the time, since some societies like to stick to a certain time of the year to have their meeting. He recommended picking a time when we could get the least cost of the venue and the registration fee around \$300. He anticipated that we could have a \$10,000 revenue per individual meeting.

Bruce reported that CIHR was approached by him to have a young investigator meeting within CFBS, but they decided to go with their own meetings. David added that GSC & CPS have indicated that they were interested to be involved in the winter meeting. David raised the question whether should CFBS be involved in organizing meetings that involve the general public, push the advocacy activities, and educate the public. He commented that CIHR would be interested in supporting meeting that would not to make a profit, but just cover the cost and educate the public. He emphasized the importance of reexamining the way we list our cost in the budget. He added that it was easy to raise funds when organizing a regular, young scientist program internationally. David clarified that the 'young scientist' would range between someone who was about to finish his PhD to someone who was about to have his own lab.

**7. Report of the Honorary Secretary Ken Fisher - Attached**

**7.1 Motion to accept Revised bylaws as corrected from November 2003 Board Meeting.**

David read what Ken wrote in his email which stating that the motion was for the bylaws ratification, since Ken had applied the changes suggested by the board. Sandy inquired if the voting electronically had been applied, and Kevin read him the section that stated that.

Kevin made the motion, seconded by Mary Ellen, all in favour, motion approved.

**8. Report of the Hon Treasurer – Kevin Cockell**

**8.1 Budget - Attached**

Kevin stated that the 2004 budget was showing a deficit. He commented that while the previous several meetings were held mainly in Eastern Canada, the Federation was approached to have the meeting in Western Canada. We knew there might be a risk in moving away from Eastern Canada. Kevin indicated that the fundraising level achieved for the 2004 Annual Meeting was below expectations. He explained that HC could not support the meeting, because we could not provide professional development to their employees when the meeting was far away from Ottawa. Kevin explained that CFBS has, over the past few years, managed to get some money put aside in investments.

**6.5 Potential Solutions to the Financial Situation of CFBS**

Kevin suggested that increasing the membership fees might be counter productive. The idea of increasing the number of members instead of the fees is what we need to work on. He estimated that if the membership contracts & fees were increased by 10%, it would only provide us with \$7,000 increase in revenue which will not solve the present budget short fall. He added that an increase of \$5.00 in fees might be acceptable but an increase of 20% (\$10.00) might scare off some members. He suggested that we might need to reallocate some line items to reflect actual cost of running the meeting, like percentage of the CFBS staff expenses, who spend a lot of time in providing support for the meeting. He explained that it was getting difficult to find volunteers to run the meeting so the office staff had to take on more of the work. He reported that the staff of CFBS was working way beyond the call of duty and sometimes till 4 or 5 am in the office. He commented that Wafaa had been trying to cut down on meeting expenses and was a very tough negotiator and as a result deductions were applied to the cost of AV, and food. He added that VCEC was a more expensive facility, and we were paying \$7,500 for security guards and cleaning which usually were covered under the meeting rooms expenses in the Ottawa Congress Centre. Sandy indicated that the final total for expenses were the same as we predicted in the last budget. Kevin explained that was because we tried to contain other expenses to make up for the increase of the cost of the facility.

**8.2 Approval of the budget**

Sandy recommended to not to approve the budget since there was a deficit estimated. He felt that it did not include all the actual cost & expenses related to the meeting. Some of these are included under administration cost. He recommended that 2004 budget be received for information. He asked Kevin to reexamine the meeting expenses and move them from admin to meeting expenses to reflect the actual picture.

Kevin said that the board needed to look at 2005 budget for approval. He explained that revenue estimates were considerably low since the meeting would be back in central Canada and we could try to access HC funding. He commented that the registration estimates were hopeful, counting on the societies to approach their membership and recommend that their membership should attend it. He explained that the salary line would always be increasing as Wafaa was on a scale salary.

Kevin commented that in 2002 he had budgeted for close to breaking even and that we were able to put money into investments that year. He added that he preferred to present a budget with close to getting even but with a little deficit. He hoped that the financial situation would improve in 2005.

Sandy spoke against approving a budget that had a deficit. He expressed his belief that the numbers in 2005 revenue estimates, were rather generous, not realistic and the deficit would be more like \$20,000– 30,000 not \$2,000. Kevin asked what alternative we had if we did not approve the budget. Sandy recommended that we should approach the societies and ask for increase in the fees. Sandy indicated that the salary cost has increased and needs to be contained. He inquired about the line items of facility expenses and other meeting expenses. Kevin indicated that if the two line items were combined, it would add to the same sum. He explained that the office rent was very competitive and the office was a small office. Kevin then went through some of the budget's line items.

Bruce asked Sandy to send an email to Societies' presidents & secretaries to ask for increase in the fees and the membership numbers. David can provide us with lists and contacts to join the federation. Wafaa asked Chris Cheeseman to report the impact of the increase of the CPS membership fees. He said it would be hard to report since not all the membership dues were collected yet.

Amendment: to come with a more conservative budget and to table a motion to reexamine the budget.

Auditors report for information

Kevin went through the numbers presented for the 2003 fiscal year in the auditor's report.

Kevin made a motion reappoint Raymond Chabot Grant Thornton as the Federation's auditors. Chris seconded the motion. All in favour, motion approved.

### **8.3 House Keeping**

#### **8.3.1 Reappoint signing officers of the corporation:**

Kevin stated that Peter Anderson will be removed as a signing officer as he resigned his position from the university. He added that Mike Ratcliffe would be added to the signing officers. He also recommended keeping Mary Ellen as a signing officer on the CFBS bank account for convenience of having signing officers located in Ottawa.

#### **8.3.2 Approve the Expenditure of the Current Meeting.**

#### **8.3.3 Motion to add Ms. Wafaa H. Antonious as signing officer on the Federation bank for up to 2,000.**

He explained that Wafaa was already a signing officer on the credit card up to \$2,000.

Kevin made a motion for all three items, Mary Ellen seconded it. All were in favour, motion approved.

## **9. Report of the Program Chair – Mary Ellen Harper**

### **9.1 Vancouver Meeting 2004**

Mary Ellen reported that the theme of the 2004 Vancouver meeting was Interface of Cancer and Development and the second theme was Nutrition & Genomics. She added that there were over 300 registrants.

### **9.2 Program 2004**

She then recounted some of the symposia titles.

### **9.2.1 CIHR & other organizations involvement in the meeting**

She commented that Dr. Rod McInnes, CIHR Institute of Genetics was a co-organizer of the Cancer theme.

### **9.2.2 Awards – Gordin Kaplan, Malcolm Brown, CFBS Presidents’ Plenary Lecture, Excellence & Political**

She then named the award winners:

Gordin Kaplan Award – Bruce Mohan

Malcolm Brown Award – Amira Klip

Political Award - Aubrey Tingle

Presidents’ Award - Sam Weiss

Excellence Award – Bruce Sells

### **9.3 Location & themes of 2005 Northern Lights Summer Conference**

She reported that there was a possibility that the 2005 Summer Meeting be held in Ottawa, mainly to attract HC to support the meeting & guarantee a better attendance. The theme might be Epigenetics &, metabolic imprinting, the two organizations involved were CSEP & CSNS, and it would be discussed further on Sunday’s Board Meeting. Mary L’Abbe suggested that we could tap into funds from Stats Canada HC fund if we run a workshop. The capacity building for CIHR studies would come out in the fall and a lot of research communities were using these databases. Chris recommended a public forum in 2005, and charging the public \$10 a ticket. Bruce indicated that Alan Bernstein indicated that CIHR would be interested in supporting some kind of public forum to educate the public.

### **9.4 Location & themes of 2005 Northern Lights Winter Conference**

She reported that the 2005 Winter Meeting was organized by CSBMCB and the theme was Cell Biology & Protein. Kevin explained that if the societies did not ask CFBS to run a winter meeting for them, then CFBS should not have a commitment to have a winter meeting.

### **9.5 Location & themes of 2006 Northern Lights Summer Conference**

She reported that CSI & CSM were interested in developing a theme and meeting with CFBS.

### **9.6 Location & themes of 2006 Northern Lights Winter Conference**

She encouraged the attendees & all societies to provide suggestions for locations for 2006 winter meeting.

Mary Ellen stated that Kelly Meckling had agreed to be the 2005 Program Chair

Sandy made a motion to elect Kelly Meckling as the 2005 Program Chair, John Schrader seconded the motion. All in favour. Motion approved.

## **10. Report of the Executive Director – Bruce Sells – (oral report)**

### **10.1 The 5<sup>th</sup> Strategic Planning Session**

Bruce reported that the 5<sup>th</sup> Strategic Planning Meeting was well attended by bureaucrats, government officials and societies representatives.

### **10.2 Societies Membership in CFBS**

Bruce stated that efforts were being exerted to have Plant Canada Society involved and eventually become a member.

### **10.3 New Services Provided**

Bruce commented that CFBS had service contracts with CPS, CCUBC & CSBMCB. They were discussed under the President's Report

### **10.4 Membership in Health Research Advocacy Network (HRAN) and Collaboration in the preparation of a report "Health Research: an Investment in Canada's Well Being"**

He reported that CFBS collaborated with HRAN to have a report done about the importance of health research. He added that the report was available on the CFBS website. He commented that he was not sure whether HRAN would persist in its current form or not. He said that there was a possibility for CFBS to be member. However, the amount of the fees amount would be the determining factor.

### **10.5 New Initiatives- Leaders' Forum Rev. Health Research**

120 representatives are expected to participate in the Leaders' Forum. These include senior scientists, representatives from granting agencies and health research.

### **10.6 International Union of Biological Societies (IUBS)**

There were no activities re the IUBS.

### **10.7 May 2004 Visits to "Decision Makers" Postponed**

Bruce explained that this year we did not run the May Advocacy Meetings since the federal government had called in the election to take place in June 04. He added that these meetings would take place later in the year after the election and commencement of the parliament.

He reminded the Board that a couple of years ago he was involved in organizing a symposium for PAGSE and he attended regularly meetings at the parliament with MPs organized by them called "Breakfast with Egg Heads". He encouraged the Board to provide input regarding issues of importance.

### **10.8 Discussions with AIC**

He reported that the Agriculture Institute of Canada (AIC) would be interested in having CFBS provide some services to them. Kevin attended a meeting with them and then Bruce and Kevin met with them again to find what sort of partnerships we could have. Bruce also contacted Phylis Tanaka, National Institute of Nutrition (NIN) to see what kind of partnership or services CFBS could provide.

### **10.9 Discussions with Alan Bernstein**

He stated that he met with Alan Bernstein, CIHR. Alan suggested that he meet with Bruce and Paul Ledwell, Canadian Consortium of Research (CCR), to discuss what kind of support CFBS could get and the format of a meeting that would organize, for the public, symposia focusing on knowledge transfer.

### **10.10 Website Functions and CFBS Alerts**

He reported that the website was used as an informative tool to the membership, advising them of CFBS activities whether meeting related or advocacy, and also for jobs & conferences postings.

### **10.11 Annual Meeting & "Northern Lights Summer & Winter Conferences"**

Bruce tried to get CIHR interested in developing some kind of mechanism to run meetings for them. He encouraged the Board to identify and advise him if they were aware of any other groups that would be interested in meeting with CFBS, or becoming a member.

### **10.12 Federation Finances and the CFBS office**

He stated that the Federation finances, had already been discussed and reported by Kevin. He also stated that the CFBS office was running efficiently and thanked Wafaa and Laila for their efforts.

**11. Report of the Local Organizing Committee – Sheila Innis - Chair**

**11.1 2004 Meeting**

Sheila was not present to present a report.

**12. Other Business**

No other business

**13. Adjournment**

Chris made a motion to adjourn, seconded by Bernie Juurlink

Meeting adjourned