



69th Board of Directors Meeting

Sunday, June 20th, 2004
Renaissance Hotel, Port of New York Room
10:30 am – 12:00 pm

AGENDA

1. Call to Order (roll call)
2. Motion to grant speaking privileges to people in attendance not presenting member societies
3. Motion to approve expenses of this board meeting.
4. Approval of Agenda
5. Standing Committees
 - 5.1 Program Committee – Mary Ellen Harper
 - 5.2 Confirmation of Future Meetings
 - 5.2.1 2005
 - 5.2.2 Possibilities for 2006 - Site/Theme
 - 5.2.3 Maple Leaf Meetings 2005- Current Situation
 - 5.2.4 2006 Meeting Themes – Site/ Theme
6. Report of Board Representatives
7. Report of the LOC for Vancouver Meeting – Sheila Innis
8. Fall Meeting of the Board (potential discussion items)
9. Other Business
 - 9.1 Request from office to redefine jobs of LOC, program committee & Ottawa office re: the new Annual Meeting format with regard to role of current Board Members in certain functions
 - 9.1.1 Exhibitors' Liaison
 - 9.1.2 Audiovisual
 - 9.1.3 Local Perks
 - 9.1.4 Public Relations
 - 9.2 Marketing CFBS, Activities & Meetings
 - 9.3 Proposal for November Meeting – Suggestions
10. Adjournment

Minutes

Attendance:

Sandy Clanachan, CFBS President & PSC Rep., David Andrews, CSBMCB & CFBS Past President, David Hood, CSEP, Mary Ellen Harper, CFBS Program Chair, Ken Fisher, CFBS Secretary, Kevin Cockell, CFBS Treasurer, Mary L'Abbè, CSNS, Bernie Juurlink, Ric Devon, CAANCB.

1. Call to Order (Roll Call)

Dr. Sandy Clanachan, CFBS President, called the meeting to order. A roll call was taken to determine quorum. Quorum was met.

2. Motion to grant speaking privileges to those in attendance who are not official representatives of a Member society.

Ken stated with the new bylaws it was no longer necessary to have this motion.

3. Motion to approve expenses of this board meeting

Mary L'Abbè made a motion to approve expenses of this board meeting, motion was seconded by David Hood, all in favour, moved

4. Approval of the Agenda

Mary L'Abbè made a motion to approve the agenda seconded by Ken, all in favour, agenda was approved.

5. Standing Committees

Sandy requested to record an official vote of thanks to Mary Ellen Harper & the Local Organizing Committee & particularly the work that was done by central CFBS office, Wafaa & Bruce.

Sandy requested that all the information from the program committee & recommendations be inserted in the minutes.

5.1 Program Committee – Mary Ellen Harper

5.2 Confirmation of Future Meetings

5.2.1 2005

Sandy stated there was a proposal for Guelph as the 2005 location. David Andrews asked that we should not let go of the hold of the Ottawa Congress Center until we get confirmation from the Guelph Area. Sandy wondered what would be a feasible time frame before we could confirm Guelph. Ken replied that Lindsay Robinson had checked the website and reports that there was a good capacity to run the meeting. Ken promised to contact the convention services and get a proper proposal and provide us with available dates and list of preliminary names for LOC within a week.

There are two locations that are identified, Ottawa, and Guelph. Within Guelph there is a strong core of volunteers who are interested in being involved and a good number of nutrition and exercise physiology researchers. There is not much enthusiasm about organizing a meeting in Ottawa. The reason Ottawa was being considered because of Health Canada, and in the past we had been successful in attracting a large number of attendees and arranged for a registration block with Health Canada, which is not guaranteed anymore. The local organizing committee in Ottawa is burnt out from organizing 3 meetings in the last 4 years and is thus not enthusiastic in running another meeting in 2005 in Ottawa.

Action: Ken to get a proposal from the University of Guelph Convention Services and advise the Board of space availability and preliminary names for LOC.

Mary Ellen reported that so far only one theme had been identified for next year it would be in the area of nutritional sciences & exercise physiology, but specific themes had not yet been identified. She requested their comments and ideas. The main feedback was not to make the theme too specific, but make it more general to encompass many interests in the areas of nutrition, exercise and health.

Mary Ellen reported that Kelly Meckling would be the 2005 Program Chair and was from the University of Guelph Human Biology & Nutrition Department. This is also where Arend Bonen, Terry Graham, Janis Randall-Simpson and others in Exercise Physiology and Nutrition are based. There is also a substantial population of nutrition and exercise researchers in the Hamilton & Toronto region and this should also bolster attendance. We need to take marketing the meeting more seriously. David A. inquired if we went to Guelph, would it be the one general theme or would there be another theme identified. Mary Ellen replied that it was the Nutrition and Exercise physiology group that identified that theme and attractive symposia could be proposed underneath the general theme. Key people need to be identified to head-up these themes and use these sub-themes for marketing. David A. suggested that if we go to Guelph with that theme, we should approach other societies to see if they were interested in coming up with another theme.

David Hood reported on what CSEP was willing to contribute to the 2005 meeting organization. A flurry of emails was circulated between Richard Hughson (CSEP President), Terry Graham (Journal Editor), Lindsay Robinson (Nutritionist, University of Guelph) and David Hood (CSEP and York University). Terry Graham was willing to put in one or two symposia on exercise nutrition / nutrigenomics, but not to organize the meeting or be the chair for the LOC. Terry has organized several meetings for CSEP before, is willing to do some limited fundraising. He was a major resource and was involved in the 2002 program in Montreal Meeting. The debate among CSEP members led to the inclusion of the nutrition group in Applied Nutrition at the University of Guelph. Janis Randall-Simpson, had expressed interest through email to act as Chair of the LOC in Guelph, if approved by Susan Whiting, CSNS President. David H. expressed interest in helping, but he is located at York University, and suggested that Arend Bonen (University of Guelph) might be of help as well.

Kelly Meckling the 2005 – 2006 Program Chair is in the same department as Terry. Lindsay Robinson who was Terry's Post Doc but is now an independent faculty member in Guelph, stated that the facility in Guelph could host up to 2000 people. Kevin added that there was a dedicated line service from the airport to Guelph in addition there were several institutes within driving range from Guelph. David A. added that one could fly from almost anywhere in Canada via WestJet or Jetsco to Hamilton.

David H. suggested that Terry could also tap into the food and agriculture research community which could form a separate theme. Ken suggested that agriculture and reproductive biology could be tied in. Mary L'Abbè, stated there are 3 government food related centres in Guelph: Health Canada, National Centre of Excellence and CNA Centre. One of these organizations is looking forward to having their first meeting. Mary L'Abbè added the numbers of registration from these centres would depend on which of the senior members of these organizations could join the LOC. Mary L'Abbè mentioned some names (Ricky Yada and Larry Milligan) as individuals that should be contacted. David H. stated that he was interested in organizing a symposium about mitochondriogenesis and exercise. Mary L'Abbè suggested also having symposia on trans-fats/fatty acids and their impact on cardiovascular disease. David A. suggested we might be able to get some money from the Ontario Heart and Stroke Foundation. Jim Friel would like to organize a symposium about pediatric nutrition. Kevin suggested contacting someone from Bruce Holub's group to be involved in the organizing committee and help in generating funds. Susan Whiting stated that she was willing to contact Janis, but expressed concern about having Janis do double duty, as LOC chair & CSNS Treasurer.

Kevin suggested contacting Jim Atkinson regarding animal science and to help us not to be identified solely as a biomedical association. Ken commented that the subject of fatty acids was one that is involved in many disciplines.

Kevin suggested that if we had sufficient interest in agriculture and animal production, Kevin & Bruce should be meeting with the Agriculture Association. Mary stated that she could contact Ricky and see if he wanted to be involved in part of the meeting.

Action:

Susan will contact Janis

David H. will contact Terry

Ken will contact Jim Atkinson

Mary L'Abbè will contact Ricky Yada

Mary Ellen will follow up with Kelly. She will give her a list of suggestions and actions after reviewing the program committee minutes.

Sandy suggested that Kelly might want to co-chair with Janis and Ricky the 2005 meeting organizing committee. Kevin stated that fund raising was very vital to the financial success of the meeting. He recommended that when planning symposia, to identify sources that CFBS as an organization could approach for funding. Sandy suggested that fund raising could be the job of the CFBS Executive and that the LOC should not be burdened with such a chore. Kevin commented that the executive needed the LOC to identify the contacts. David A. emphasized the importance of having the organizer do the initial contact *by phone* and then CFBS could follow up with the letter. David A. expressed his support to Kevin's idea that we need to tell the LOC that we were not expecting them to do all the fundraising, but we need them to do the initial contact by phone and CFBS would then follow up with letters to confirm what had been discussed on the phone. Kevin said if the animal side was on the program, then there were a number of additional funding opportunities we could tap into.

Mary Ellen then asked the members for a summary of potential sources of funding. The following sources were identified:

- Agriculture Canada (Ricky Yada)
- Feed Companies
- Gatorade (Terry Graham)
- Heinz Canada (Jim Friel, who could be part of the program committee and had suggested that he could provide up to \$5,000 to fund a symposium he was interested in organizing.
- David Hood suggested that he usually approached companies that he just did some major purchase from
- Centrum (Zhaoming Xu – Centrum could support a symposium)
- Nestlé (CSNS - to support CSNS Student competition)

Wafaa stated that Bruce Sells was no longer interested in doing any fund raising or advertising for the meeting. David A. said that Bruce S. might not mind to do some initial contacts within University of Guelph since he was a dean in University of Guelph before taking on the position of CFBS E.D. Kevin reported that University of Guelph had always been supporter of the CFBS' meeting.

David A. suggested Ranjana Bird, VP of Research for graduate studies, University of Waterloo, as a key person to be contacted for help in fundraising and marketing the meeting. He added that Rich Hughson was also at the University of Waterloo. Sandy emphasized the importance of contacting the VP of Research, Graduate Studies and Deans of Science, since they were the ones who had access to University email list and could market the meeting.

Sandy made a motion to accept Guelph as the site for 2005 meeting pending site availability and constitution of an appropriate LOC. Ken seconded the motion, all in favour, moved.

5.2.2 Possibilities for 2006 Site/ Theme

Sandy reported that there were 2 possibilities winter & summer. Sandy commented that the winter 2006 meeting was being developed by Mike Ratcliffe. David Andrews stated that he would contact Mike Ratcliffe to discuss

with him the option of CSI & CSBMCB meeting together at the 2006 winter meeting by end of July. David A. said theoretically the location had to be in Ontario.

Action: David to contact Mike Ratcliffe and confirm interest by the end of July and have a firm proposal with budget by the November 2004 Board Meeting.

Sandy commented that we have detailed information about a potential 2006 summer meeting at the University of Saskatchewan. Bernie stated that the two suggested themes were “Imaging Biological Structures and Processes” and the second one would be related to “Nutraceuticals, phytochemicals, cellular metabolism and gene expression”. He went on and provided further details on the outline of the program. He stated that he had discussed the meeting with Bruce Waygood and was advised that the university could provide between \$20,000 – \$25,000 in support and from the CLS we could get around \$10,000, NRC has a mandate for education activities and we should be able to get some funds. He anticipated total funds between \$50 – \$60,000 could be raised for the Saskatchewan meeting. He added that the biochemistry society might be interested in the meeting. He anticipated that the registration would be over 300 people. Sandy requested that Bernie come to the November meeting with a firm proposal in writing. David Andrews suggested contacting the Canadian Microscopical Society. David commented that inviting this society to participate might eventually get them to become members of CFBS.

Ric explained that an additional reason behind bringing the 2006 meeting to Saskatoon, was that CAANCB would be celebrating its 50th anniversary.

Sandy suggested that we should give the Saskatchewan meeting organizers a positive signal. He recommended a motion to be made to approve to have the 2006 meeting in Saskatchewan in principal and then be ratified when a proposal is received in November meeting. David made a motion that the representative from CAANCB get invited to the November board meeting to come with a proposal about Saskatchewan. Kevin seconded the motion. All in favour in supporting having the meeting in Saskatchewan, moved.

A discussion arose about the “Northern Lights Conference” & “CFBS AGM” names. David said the idea was to separate the name of the Meeting from the AGM of CFBS. Recommendations were made to ensure that all the meeting publications include both names for the next few years, to avoid confusion and lose CFBS meeting regular attendees & supporters.

Action: Wafaa to ensure that both names appear on all CFBS Meeting publications.

Sandy requested that firm proposals be available by the November 2004 Board meeting.

Mary L’Abbè stated that CSNS would be meeting with the Canadian Society of Clinical Nutrition, who run their own meeting and have a financial commitment. Their meeting is more applied. She added that this did not mean that none of the CSNS members would attend the CFBS meeting.

6. Report of Board Representatives:

Ric inquired about providing the student members free CFBS membership, so they would only pay the society levy. Kevin commented that immediate response in the past was that the society could absorb the cost. David Andrews spoke against providing students free membership, if they do not pay for it, they do not value it. For their \$18 they get people pounding the doors in Ottawa on their behalf so that they would have a career when they graduate. He added that if they got used to free membership, when they graduate they find that the regular fee was too much to pay. David would get the promotional material from CSBMCB to use as a blank form. He added that students were already benefiting from the advocacy activities. Sandy suggested having Bruce, in the newsletter, address student issues more. Mary L'Abbè added that there were great initiatives for training funding lately.

Action: David Andrews to provide promotional material from CSBMCB membership drive for other societies to use as a blank form.

David Hood, CSEP reported that the Exercise physiology was continuing to promote the relationship with CFBS and a meeting in Guelph would help that.

Sandy, on behalf of PSC, commented that it was very hard to get the young faculty members involved. PSC would like to increase its exposure and to increase the number of members which had been dwindling recently. He added that it was very difficult to reach the membership, since so much information was coming by email, that it is easy to delete the information. David, CSBMCB stated that they were printing the Link, and could provide a template that other societies could make use of. Ken stated that he was going to make use of his retirement by creating some kind of promotion for membership.

Mary L'Abbè, CSNS, requested we try to avoid having the meeting run over the weekend, since flying without a Saturday stay over does not affect ticket prices any more. She suggested having the meeting as two packed full days. Mary Ellen spoke against that, since people request that the meeting would not be too packed to allow for networking. Mary L'Abbè reported that CSNS was working on having a promotion membership campaign.

David Andrews requested a break down of the meeting attendees regarding which society, university, status (students etc.).

Action: Wafaa to provide a registration report showing the institutions, society affiliation and membership status.

The question was asked, is there a role for a professional conference organizer? Sandy recommended that once we got the budget established, we needed to get several proposals from professional organizers.

Kevin stated that the Executive would be reporting back on the role of the office, and professional organizers.

Action: Kevin to report on the role of CFBS office and professional organizers.

CFBS had to find a replacement for Bruce, as he would like to retire as he approaches his 75th birthday. Some names were discussed and David Andrews would touch base with them. David Andrews would bring some names forward, and he might try to contact someone to get some names from a database.

Action: David to contact potential replacements for Bruce and bring this information forward to the November Board Meeting.

9. Other Business

9.1 Request from the office to redefine jobs of LOC, program committee & the office.

Kevin stated that all these items under line 9.1 and 9.2 were under discussions and immediate action.

9.1.1 Exhibitor's Liaison

He commented that CFBS was generating \$15,000 net income from the exhibitors, but on the other hand had to use a convention facility and provide food to attract people to the exhibits area. He recommended reexamining the cost and revenue that the exhibits generate and decide if it was worth it to follow up with it, since it was also time consuming job. He suggested we could also approach the exhibitors to support some of the students' activities. David Andrews suggested having the exhibitors have some social activity while the exhibits were open.

9.1.2 Audiovisual

It was suggested that at future meetings we do not supply slide projectors, Mary L'Abbè recommended that we not ask speakers to send their talks ahead of time via the internet. They could bring their talks on CDs, or USB memory sticks. It was recommended that we encourage MAC users to bring their own laptops with them.

9.1.3 Local perks

Wafaa explained that "local perks" included free registration requested by LOC, and Kevin said that the budget would determine if we could allow it.

9.2 Marketing CFBS Activities & Meetings

David Andrews raised the issue of marketing the meeting and identifying a contact in each university/ research institute. Wafaa replied that the posters and emails were sent to contacts in different institutes to advertise the meeting through the university email system. Sandy concluded that the contact will be more effective if it was from the Vice President of Research Office, as individual staff members do not have access to university-wide e-mail lists. Ric reported that Christian Naus, was effective in spreading the word through the Anatomy Department (UBC). Kevin reported that emails were sent several times through the president of the Malaspina University College to other universities and colleges, but it seemed that kind of meeting did not appeal to them. Mary L'Abbè commented that as the 2000 Meeting LOC Chair, she early in the process, contacted the VP of Research and Deans of Science, asked them to nominate someone to be part of the Local Organizing Committee and thus got them involved in the meeting rather than sending a passive email. David A. commented that we would need some people from the neighbouring universities on the meeting organizing committee. Ken commented that we should set up the program to include at least a day of issues and materials that would attract the universities, colleges and research institutes, as there were a number of them near the meeting location. Sandy warned against having a reputation that the meeting was addressing third tier academics, and emphasized the importance of having the CFBS meeting presented as a high level research meeting; the target audience should be the teachers, as well as the students. Kevin added that June would not be a good time for university students, since most of them would be involved in summer jobs. David A. commented that the universities were a different market and if we wanted to do something in that market it should be separate. Mary Ellen commented that all these issues and discussion were useful and should be noted for the organization of future meetings. She reminded them that we had moved to a more specialized meeting away from the traditional CFBS meeting, which tried to do something for everyone.

10. Adjournment

David made a motion to adjourn.