



70<sup>th</sup> Board of Directors Meeting  
Saturday, November 20<sup>th</sup>, 2004  
2:00 –3:30 PM  
Lord Elgin Hotel, Laurier Room  
Ottawa, ON

**AGENDA**

1. Call to Order
  - 1.1 Roll Call
2. Approval of Agenda
3. Approval of Minutes of 68<sup>th</sup> & 69<sup>th</sup> Board of Directors Meetings - Attached
4. Business Arising
5. Report of the President – Sandy Clanachan
  - 5.1 Service Contracts (CPS and CSBMCB & CCUBC)
  - 5.2 Genetics Society of Canada (GSC)
  - 5.3 Northern Lights Summer & Winter Conferences
  - 5.4 Incoming Program Chair- Suggestions
  - 5.5 ED Recruitment
6. Report of the Past President - David Andrews
  - 6.1 Human Proteome Organization
7. Report of the Honorary Secretary – Ken Fisher
8. Report of the Honorary Treasurer– Kevin Cockell
  - 8.1 Budget - Attached
  - 8.2 Approval of the Budget
  - 8.3 Meeting Organizers Proposal
  - 8.4 House Keeping
    - 8.4.1 Reappoint Signing Officers of the Corporation
    - 8.4.2 Approve the Expenditure of the Current Meeting
    - 8.4.3 Change of auditors' name
9. Report of the Executive Director – Bruce Sells – (oral report)
  - 9.1 The 6<sup>th</sup> Strategic Planning Session
  - 9.2 Societies Membership in CFBS
  - 9.3 New Services Provided - AIC Affiliation
  - 9.4 New Initiatives Leaders' Forum
  - 9.5 Oct & Nov 2004 Visits to “Decision Makers” and the Issues Discussed
  - 9.6 Website Functions and CFBS Alerts

10. Report of the Program Chair-Arend Bonen
  - 10.1 Program of Guelph 2005 Meeting
  - 10.2 CIHR & other organizations involvement in the Meeting
  - 10.3 Awards – Gordin Kaplan, CFBS Past President Presidents Plenary Lecture, Excellence & Political
  - 10.4 Oral & Poster Presentations
11. Report of the Local Organizing Committee – Janis Randall Simpson– Chair-
  - 11.1 Facility
  - 11.2 Fundraising
  - 11.3 Advertising
  - 11.4 LOC Committee
  - 11.5 Social Events & Student Activities
12. Reports on the 2006 Meetings
  - 12.1 Location & themes of 2006 Northern Lights Summer Conference- Ric Devon
  - 12.2 Location & themes of 2006 Northern Lights Winter Conference - Mike Ratcliffe
13. Other Business
  - 13.1 Membership Fees & Contracts
14. Adjournment

## Minutes

### Attendance:

Alexander(Sandy) Clanachan, (CFBS President & PSC Past President), Michael Ratcliffe (CFBS Incoming President & CSI Past President), David Andrews (CFBS & CSBMCB Past President), Ken Fisher (CFBS Secretary), Kevin Cockell (CFBS Treasurer), Arend Bonen (CFBS Program Chair & CSEP E.D.), Mary L'Abbé (CSNS President), Linda Bonen (GSC), Barbara Hales (STC President), Ric Devon (CAANCB President), David Thomas (CSBMCB Incoming President), Bruce Sells (CFBS E.D.), Wafaa Antonious (CFBS Manager).

### **1. Call to Order**

Alexander Clanachan, CFBS President, called the meeting to order.

#### **1.1 Roll Call**

A roll call was taken to determine quorum. Quorum was met.

### **2. Approval of Agenda**

Ric Devon made a motion to approve the agenda, seconded by Mary, all in favour, agenda approved.

### **3. Approval of Minutes of 68 & 69<sup>th</sup> Board of Directors Meetings – Attached**

Ken made a motion to approve the 68 & 69<sup>th</sup> Board of Directors Meetings Minutes, David Andrews. seconded the motion, all in favour, minutes approved.

### **4. Business Arising**

Bruce requested that his report be moved up before the President's Report presentation.

## **9. Report of the Executive Director**

### **9.1 The 6<sup>th</sup> Strategic Planning Session**

Bruce reported that the 6<sup>th</sup> Strategic Planning Session, which preceded this Board Meeting, was well attended by 25 representatives from various associations, granting agencies, government departments & societies. He promised that he would go through the comments and come up with an action plan shortly.

### **9.2 Societies Membership in CFBS**

Bruce reported that the Agricultural Institute of Canada had joined us and developed an affiliation contract for advocacy activities.

### **9.3 New Services Provided - AIC**

Bruce commented that Agricultural Institute of Canada (AIC) affiliation had added to our power when approaching the Federal government. It added 6,000 more voices to CFBS.

### **9.4 New Initiatives: Leaders Forum**

Bruce stated that the Leader's Forum, which consisted of 2 days of meetings and was organized by Council for Health Research in Canada, took place at the end of September. After the meetings were over there was a debriefing session. The Forum drew 122 leaders from the health research community who took part in a two-day exercise that combined both compelling speeches by eminent speakers who challenged and inspired delegates, and a participatory process where delegates had an opportunity to engage in discussion and debate on critical challenges in health research in Canada. More information has been posted on the CFBS webpage.

Sandy recommended e-mailing important information to non-members such as VPs of Research, Associate Deans of Research and Department Chairs to reach those who were not members of CFBS.

**Action:** Sandy will provide CFBS with a database that includes VPs of Research, Associate Deans of Research and Department Chairs.

### **9.5 Oct & Nov 2004 visits to “Decision Makers” and the Issues Discussed**

Bruce reported that he had met on several occasions with Art Carty & the Finance Minister. He stated that he lobbied through CCR and the Tri Council (CFBS & Chemistry & Physics) organized meetings. CFBS had also organized visits to “Decision Makers” with the Executives of the Canadian Council of University Biology Chairs (CCUBC). He added that visits for the Executives of the Canadian Society of Zoologists (CSZ) were being organized to take place later in November. They would be meeting with Michael Savage who was replacing Peter Adams. Bruce will approach Deborah Gordon-El-Bihbety with the request that he be involved with her advocacy meetings in January.

### **9.6 Website functions & Alerts**

Bruce stated that the web was a good means for communicating CFBS advocacy activities with the research community. The website also has job postings and provides various kinds of links. He encouraged the board to advise the CFBS office of any links that they want posted on the CFBS website. He added that we would try to put all the CFBS Alerts on the web.

Sandy asked how often did CFBS communicate with Society Presidents? Bruce replied that the most active were Joe Casey (CSBMCB), Ed Byard (CCUBC), and Sandy (PSC). Sandy suggested an attempt be made to streamline the communication process so that the membership appreciate more the link between their society & CFBS

## **5. Report of the President – Sandy Clanachan**

### **5.1 Service Contracts**

Sandy reported that these contracts were custom made, and involved mainly advocacy, services or membership contracts. They help to sustain CFBS financially while benefiting the societies through the provision of secretarial services.

### **5.2 Genetics Society of Canada (GSC)**

Sandy requested that Linda Bonen (GSC) to advise the Board about the GSC situation. Linda reported that there would be a referendum concerning withdrawal from CFBS in December, and she emphasized the importance of the advocacy activities to the GSC members. She suggested that GSC might pursue a contract with CFBS. Sandy stated that the budget presented would show how the membership fees were directed towards CFBS advocacy activities. Linda stated an article

about CFBS services written by Bruce was posted in GSC's September newsletter. Sandy expressed his willingness to attend the upcoming GSC Annual Meeting, that would be held in Banff, and address any issue the GSC Executives & members might have. Linda stated that the referendum would be discussed in March 2005 Meeting. Sandy emphasized the need for CFBS to know the wording of the ballots that would be circulated for the referendum and whether both sides of the debate would be presented. He added that CFBS needed to know if the referendum was binding, and if it would be worthwhile to go to Banff to address GSC concerns. Ken advised the board that the bylaws stated that a written notice of withdrawal should be delivered a year before to the CFBS office. He added that the annual meeting was within this one year period, so there was still a chance. David Thomas suggested since CSBMCB would be meeting with GSC it might be worthwhile to address the membership of CSBMB. Mike inquired if we could communicate with Virginia Walker to get the referendum result.

**Action:** Sandy will contact Virginia Walker to get the wording of the referendum.

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

Sandy reported that recent CFBS meetings have changed from being a general meeting to a theme-oriented meeting. He reported that CFBS was looking into holding two meetings in 2006. He added that a theme was chosen based on which society wanted to contribute to the organization of meeting. Sandy then mentioned the previous years' meeting and which societies were involved. In response to a question from Barbara Hales, Sandy suggested that STC can meet jointly with another society, collaborate their efforts and CFBS would be happy to take care of the organization of the meeting. He clarified that the date of the meeting was flexible.

Barbara stated that STC was involved in organizing the 2007 International Conference in Montreal. She inquired if CFBS could be involved in the organization. The international meeting is scheduled for July 15, and STC has already signed a contract with NRC as a meeting planner and booked the facility at the Palais des Congrès de Montreal. STC does not have enough volunteers to run the meeting themselves. David A. spoke against the NRC contractual services, Mary & Sandy spoke for the NRC and reported that their societies were living off the revenue from past meetings organized in partnership with NRC.

### **5.4 Incoming Program Chair - Suggestions**

Sandy stated that Mary Ellen Harper had been the program chair for 2003 & 2004 meetings. He added that CFBS was looking for a new program chair who would oversee CFBS meetings for several years and therefore act as a "corporate memory". He requested nominations to be forwarded to Wafaa. The title of Program chair was discussed and the responsibilities related to it.

**Action:** Wafaa will ask Mary Ellen to provide a one-page description of the job responsibility.

### **5.5 ED recruitment**

Sandy emphasized the importance of identifying someone for the job of Executive Director before the annual meeting, to allow some overlap before Bruce retires. Bruce is planning to retire in less than a year. The following were identified: John ApSimon, Nicole Begin Heck, and David Brown. Budget restriction forces us to have a retired person in the position. Discussion followed about who should be contacted first and who would make the initial contact. Sandy suggested to have a motion to contact Nicole first as she was well connected and fluently bilingual. Sandy will contact her, and mention that she was recommended by David Andrews and Mary L'Abbé. Mary commented that if Nicole was not available to accept the position, she could give Sandy a list of possible names. Ric made a motion to have Sandy contact Nicole for the position of Executive Director, Ken seconded the motion, all in favour, moved.

**Action:** Sandy to approach Nicole Begin Heck for the position of Executive Director to replace Bruce before the end of 2005.

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

### **6.1 Human Proteome Organization.**

David reported that there was a feeling that Genome Canada would be abolished and rolled into CIHR. David Thomas suggested that HUPO could play a great part, but was missing some great players. John wanted to link HUPO with lobbying activities.

## **7. Report of the Hon Secretary**

Ken stated that all the information related to the 2005 Guelph Meeting has been reported in the program committee Meeting.

## **8. Report of the Honorary Treasurer – Kevin Cockell**

### **8.1 Budget - Attached**

Kevin reported that, at 2004 Vancouver meeting, we were faced with a big deficit. He explained that, in the June Board Meeting, it was felt that the budget did not reflect a clear picture of the expenses, thus the budget was accepted for information only. Kevin compared the format between the budget presented at June and the one presented today at the November meeting. He explained that the budget presented today reflects the costs associated with the 3 major activities of CFBS, namely advocacy, administrative services and organization of the annual scientific meeting.

He had to make decisions to where to allocate revenues and expenses. The membership revenue was placed under advocacy. The E.D. expenses were applied against advocacy. Kevin then listed the advocacy expenses. He added that the administration expenses & rent were divided evenly between advocacy and the annual meeting. He explained that there was a small portion that was assigned to the service contract. He clarified that whether we had the service contracts or not, we would still be doing advocacy and annual meeting organization. He explained that in order to divide the salary component against these activities, rather than month wise, it looked like the office manager spends 3 months on advocacy, he reminded them that we were reflecting average time allocation (salary dollars) and not actual months. He stated that advocacy still cost us money, and that membership fees did not totally cover costs of the advocacy activities. Kevin explained that in 2004, Bruce had been less active and thus his expenses were less than estimated and led us to have a small income in the advocacy balance, but he warned that this would not be the same story for 2005. Kevin stated that service contracts included the revenue from the web advertisements. He explained that service contract expenses had a portion of salary expenses. He stated that the contracts covered a core of expenses and anything beyond that was charged separately. He added that the \$3,000 in expenses covered the core of the contract costs. He stated that the service contracts budget was just over break even and should not be a cost to CFBS. .

Kevin then went through the meeting portion of the budget. He explained that the expense side changes every year depending on the cost of meeting facilities. The 2004 fund raising efforts did not cover the total meeting cost. He clarified that we ended up with a lesser deficit than the one estimated in June based on the fact that all the bills have now been paid, and we had less speaker expenses than earlier anticipated. The registration on-site was less than anticipated. He went through the different lines and explained the difference between numbers estimated in June and presented in the current November board meeting. He clarified that the major difference was that the 2005 meeting would be held at the University of Guelph, thus there was no facility down-payment due to be paid in 2004. Kevin also reported that although we did not raise enough funds for the meeting expenses, our rent did not go up, and therefore the total of running the office was \$2,000 less than anticipated.

Kevin commented that he was presenting a better picture than June. Kevin stated that when we planned for 2004 Vancouver meeting, we knew we could not arrange for a block registration with Health Canada. We did not get any local fund raising success to offset the block registration lost. He added that the GIC would mature on November 24, so we did not have to cash in any GIC. He warned however, that this budget did not present a sustainable situation.

Kevin then went through the 2005 budget lines. He warned that there were some items that were not guaranteed like the E.D. expenses, he added that we were not sure what kind of arrangements would be made. He anticipated that GIC investment interest would be less, since we could not reinvest the whole amount. He explained that the 2005 budget showed that the membership revenue did not cover advocacy expenses which gave us several options. First option would be to increase membership numbers. We should encourage the societies to use membership contracts and to use the timed saved to enhance membership numbers. The other option is to increase membership fees if the number of members do not increase. He calculated that a 10% increase (in the regular fees (\$5), would change the advocacy column from a deficit to a break-even situation. Sandy recommended having the societies' executives consider the increase in fees or work towards increasing their membership numbers. He added that it is more beneficial overall for CFBS to have its membership numbers increased than to be increasing fees. Kevin explained that the conference revenues were revised to be more conservative than what was presented in June. He clarified that the registration revenue was based on the fact that Guelph was centrally located among at least 6 institutions, and that the facility cost will be less since it will be held on a university campus. He explained that the cost of increase in salary was mainly due to the steps table that Wafaa's contract was based on. It was decided to cut temp services by using students instead of agency personnel. He mentioned that Wafaa's daughter had done a very good job in the past and we were intending to hire her again to help with the extra work of the Annual Meeting. The estimated speakers' expenses were lower based on lower hotel rates and we can draw from a bigger number of speakers since the meeting is held in Central Canada.

Kevin stated that the 2005 meeting expenses were based on prices received from Ken. He commented that the facility estimation for the following year had been included as we might end up with 7,000 that might be paid in 2005 for the 2006 winter meeting. Ric asked about the registration \$50,000 estimate if it reflected an actual presentation since the meeting was held in a small facility. Mary said that these registrations were in line to what we had previously in Eastern Canada.

## **8.2 Approval of the Budget**

Sandy thanked Kevin for the budget presentation, and for presenting a better budget. Kevin moved for budget acceptance, seconded by David Andrews, all in favour, budget approved. Ken stated that their rough estimates putting everything down that they could face in Guelph was just above \$5,000 above the budget numbers.

Mike expressed concern that the membership might assume that when we broke the line items to different activities that the membership might feel that the levy's that should be going to advocacy were being used to support the meeting.

Ken suggested we should mention in the meeting to consult with the executives of the societies regarding increasing either membership numbers or fees.

**Action:** Sandy to communicate through the CFBS office with Societies' executive regarding either increasing the membership numbers or fees

## **8.3 Meeting Organizers Proposal**

Kevin reported that the issue of having meeting planners run the meeting or what should be contracted out was under examination.

## **8.4 House Keeping**

### **8.4.1 Reappoint Signing officer of the Organization**

Kevin made a motion to reappoint the signing officers of the organization, seconded by Ric, all in favour, moved.

### **8.4.2 Approve the Expenditure of the Current Meeting**

### **8.4.3 Change of Auditors' Name.**

Kevin stated that our present auditors had a slight name change. He added that they had increased their audit fees and there was a chance to reevaluate and get proposals for new auditors. David A. made a motion to get proposal from other auditors and change auditors if needed, Mike seconded the motion, all in favour, moved.

## **10. Report of the Program Committee Chair – Arend Bonen**

### **10.1 Program of Guelph 2005 Meeting**

Arend stated the symposia are being planned and the sponsors are being contacted. Arend reported that he had not heard from Harvey Anderson for sometime regarding the symposium he was chairing. Mary offered to contact Harvey. Arend discussed the Cardiovascular symposia with Sandy and Sandy suggested one additional speaker. Arend stated that the meeting would be held from June 21 – 24, and exhibits would be scheduled for Wednesday & Thursday.

**Action:** Mary to contact Harvey Anderson.

### **10.2 CIHR & Other Organizations Involvement in the Meeting**

### **10.3 Awards - Gordin Kaplan, CFBS Past Presidents Plenary Lecture, Excellence & Political**

Ken explained the history behind the Gordin Kaplan award and nominated Bruce Holub to be the 2005 Gordin Kaplan Awardee. He commented that Dr. Holub had an extensive research history and did a lot of speaking out about transfats. He suggested organizing a public workshop. Mary made a motion to award Dr. Holub the Gordin Kaplan Award, Mike seconded the motion, all in favour, moved.

Arend recommended Claude Bauchard for the CFBS Past Presidents Award

Sandy reported that the Excellence Award would be presented to Ken Fisher. Sandy expressed his delight in presenting Ken with the Excellence award.

Ken recommended Mike Lazaridis, CEO of RIM for the Political Advocacy for Science Award. Ken stated that Mike provided support for 200 million dollars in computer area and physical science. Arend made a motion to award Mike Lazaridis the Political Advocacy for Science Award, David A. seconded the motion, all in favour, moved.

#### **10.4 Oral & Poster Presentations**

Arend stated that there would be oral presentations for the first time for some years. The selection of oral presentations would be made based on the abstracts submitted by the March 15 deadline.

### **11. Report of the Local Organizing Committee – Janis Randall Simpson - Chair**

#### **11.1 Facility**

Janis stated that the scientific sessions would be held at a one-year-old lecture facility with 8 lectures rooms. These would be a short 3 minutes walk from where they were having the posters and exhibits. She added that it would be very easy to offer tickets for the exhibitors.

#### **11.2 Fundraising**

She provided the attendees with the sponsors list and requested feedback regarding fund raising contacts.

#### **11.3 Advertising**

#### **11.4 LOC Committee**

#### **11.5 Social Events & Students Activities**

We are highly sensitive to the needs of our people to bring them on board.

### **12. Report on the 2006 Meetings**

#### **12.1 Location & themes of 2006 Northern Lights Summer Conference – Ric Devon**

Ric reported that Bernie had been working with CLS & he had identified almost \$100,000 in funding available. Bernie recommended the theme to be Imaging, Biological Structures and Processes. Ric made a motion to hold the 2006 Northern Lights Summer Conference in Saskatchewan, seconded by David A., all in favour, moved. Ric recommended the dates of the meeting to be either June 13 – 16 or 20 - 23, 2006

#### **12.2 Location & themes of 2006 Northern Lights Winter Conference – Mike Ratcliffe**

Mike reported the theme would be Immunity to Infectious disease, covering basic science through to epidemiology. Mike stated that CSI, Institutes of Infections and Immunity and Centre of Excellence would be some of the sponsors of the meeting. Mike moved to hold the 2006 meeting in October in Ottawa, Ken seconded the motion, all in favour, moved. Barbara inquired if having two meetings would impose financial risks on CFBS. Mike confirmed that CSI would be involved in the fundraising.

### **13. Other Business**

#### **13.1 Membership Fees & Contracts**

Sandy commented that the membership fees had already been discussed.

Sandy requested feedback in advertising for membership. David Andrews discussed the logistics behind the "Join Us" advertising. He stated that the kind of paper used was a bit more expensive but allowed the societies to run it in a color printer. He emphasized the importance for CFBS to help individual societies. David A. suggested that CFBS provide one side of the page, but the societies had to express interest first. David A. reported that if CFBS would do it, the cost would be much less if other societies take advantage of it.

**Action:** CFBS office to communicate with the societies' executive to determine if they are interested in taking advantage of the Join Us template.

### **14 Adjournment**

Sandy made a motion to adjourn. Meeting adjourned.