



**75th Board of Directors Meeting
and Annual General Meeting
Saturday, November 17th, 2007
1:00 –3:00 PM
Lord Elgin Hotel, Laurier Room
Ottawa, ON**

AGENDA

- 1. Call to Order**
 - 1.1 Roll Call - Ken Fisher
- 2. Approval of Agenda**
- 3. Approval of Minutes of 74th Board of Directors Meeting - Attached**
- 4. Business Arising**
- 5. Report of the President – Peter Fischer - Attached**
 - 5.1 Incoming President- Suggestions
 - 5.2 Executive Director Position - Update
- 6. Report of the Honorary Secretary – Ken Fisher**
 - 6.1 Gordin Kaplan Award nomination
 - 6.2 Suggestion for Political Award for the 2008 June Meeting
 - 6.3 Report on the Waterloo June 2007 Meeting
- 7. Report of the Honorary Treasurer– Ric Devon**
 - 7.1 Budget - Attached
 - 7.2 Approval of the Budget
 - 7.3 Auditor's Report - Attached
 - 7.4 House Keeping
 - 7.4.1 Reappoint Signing Officers of the Corporation
 - 7.4.2 Approve the Expenditure of the Current Meeting
- 8. Report of the Executive Director– Bruce Sells**
 - 8.1 The 9th Strategic Planning Session and Knowledge Transfer - Attached
 - 8.2 Blog - Attached
 - 8.3 Societies approached for membership with CFBS
 - 8.4 2007 Advocacy
 - 8.5 Name change of CFBS to Life Sciences Canada

*CFBS the Voice for Life Sciences in Canada ** FCSB la voix des sciences de la vie au Canada*

- 9. Report of the Program Chair – Ken Fisher on behalf of Phil Gardiner**
 - 9.1 Report on the June 2008 Winnipeg Meeting - 6th Northern Lights Conference – Program Update & Meeting Innovation
 - 9.2 CIHR & other organizations involvement in the Meeting
- 10. 2009 Meeting**
 - 10.1 Suggestion for location, themes and chair for 2009 Meeting
- 11. Report of the Societies**
 - 11.1 Issues of Concern
 - 11.2 Activities – Future Meetings
 - 11.3 Future Plans
- 12. Other Business**
- 13. Adjournment**

Minutes

Attendees: Jim Cheetham, CCUBC; Katherine Gray-Donald, CSNS; Cathy Chan, CPS; Ric Devon, CAANCB, CFBS Treasurer; Ken Fisher, CFBS Secretary; Genevieve Bondy, STC; Albert Clark, CSBMCB; Bruce Sells, CFBS E. D.; Wafaa Antonious, CFBS Manager.

1. Call to Order

Ken Fisher called the 75th Board Meeting to order.

1.1 Roll Call – Ken Fisher

The Roll was called. Ken Fisher declared that we had a quorum with 5 member societies represented. The CSBMCB is sitting as an observer. Ken conveyed Peter Fischer's regrets for not being able to attend due to prior family commitment.

2. Approval of Agenda

Motion to Approve the Agenda – Ric Devon
Seconded by Genevieve Bondy
Motion approved.

3. Approval of Minutes of 74th Board Meeting - Attached

Motion to approve the minutes – Ric Devon
Seconded by Genevieve Bondy
Motion approved.

4. Business Arising

- a. These items will be addressed in the individual reports from the various officers.

5. Report of the President

Secretary Ken Fisher noted that the election of Peter Fischer was the first time that the CFBS had used the electronic voting procedure in our new bylaws. All but one Member Society responded. All responses were in favour of the motion to elect Dr. Fischer.

Research Canada

One of the reasons you join the organizations is to have input. One of the most important issues for CFBS is to voice opinions related to our mission. Research Canada's mission focuses mostly on raising funds for health charities and health, but has little interest in university infrastructure support. The CFBS requested to be an observer but was not offered that opportunity.

The issue of CFBS is to become more visible to the societies. Gabrielle Adams and Peter Fischer share the importance of being visible to the societies. The executive of some of the societies might understand the role but not pass it onto the membership. We would like to change the current situation where there are a lot of the university researchers who do not belong to any Canadian society. Thus their advocacy money goes to the US.

5.1 Incoming President

The Secretary invited suggestions for names for CFBS President Elect. A note repeating this invitation will go to all Member Societies.

5.2 Executive Director Position

The Executive Board reported that we had just concluded a very successful search for a new E.D. The short listed people have been interviewed and an offer was made to Dr. Gabrielle Adams. She had a long career at the National Research Council in Ottawa. She was the Director General of the Institute for Biological Sciences for almost 14 years. Dr. Adams recently retired from her position in the National Research Council. In that position, she had the opportunity to deal with CFBS on numerous occasions, including representing NRC at the Strategic Planning Sessions. A copy of Dr. Gabrielle Adams' CV was provided to the CFBS Board. An email to the membership was sent out electronically on November 14, 2007.

6. Report of the Honorary Secretary – Ken Fisher

6.1 Gordin Kaplan Award Nomination

This award is for someone who is active in promoting the science to the public. Bob MacDonald, host of the CBC program, Quirks and Quarks, has been suggested. Ken Fisher will also get in touch with the local committee to get their recommendation. The board was asked if they had any recommendation or even to start creating a list of those who should be recognized.

6.2 Suggestion for Political Award for the 2008 June Meeting

This award has not been given every year. We are looking for people in Manitoba. They can be MPs or MPPs or any other politician. Suggestions will be greatly appreciated.

6.3 Report on the Waterloo June 2007 Meeting

The Waterloo Meeting, CIHR Nanomedicine. The science was fabulous. Metabolomics is a fascinating new area of research. It was interesting to note how nanomedicine and metabolomics interrelate.

Despite the wonderful science, the attendance was somewhat disappointing. That has an impact on our budget. Bruce Sells said that we had checked with Carol Greenwood, CSNS to ensure that it would not compete with the CSNS meeting.

We will have a Board meeting during the Winnipeg meeting, the date and time will be announced. After general discussion it was agreed that the meeting will be scheduled into the week in order to free up the weekend.

Two member Societies CSBMCB & PSC are withdrawing from the CFBS. The Pharmacology Society and Clinical Pharmacology are folding and merging into a new society. Thus the PSC will cease to exist, and they need to withdraw. There has been a misunderstanding within the PSC about the fact that the research members of the new Society could retain their involvement with the CFBS while the clinical people would not have to be members of CFBS. The CFBS office suggested a variety of options to them so that the previous PSC members can still have a voice in Ottawa via the CFBS. The merged society is in the process of writing their bylaws and will consider the options with respect to relationship with the CFBS.

7. Report of the Honorary Treasurer – Ric Devon

Ric Devon reviewed the Auditor's Statement. He compared the 2006 audited financial record and the proposed 2006 budget. The expenses that we proposed in the budget and the audited figures are very close. A net positive balance of \$3,000 had been estimated. The 2006 year ended with a small deficit of \$80.

7.1 Budget

Ric Devon explained that the budget based on 3 business lines was originated by Kevin Cockell. He reminded everyone that the 2006 audited statement includes all 3 business lines. The figures for these activities are separated out so that they can be assessed individually. Ric then led a discussion of the separate business activities.

I ADVOCACY

The 2006 revenues are 100% from membership levies. \$50,000 has been invested, bringing in interest. The total Advocacy revenue was \$68,292. Advocacy expenses were \$106,691, including \$50,887 for two Executive Directors (Art Olson & Bruce Sells) and office costs. The Office staff salaries and benefits were apportioned amounts, based on 5 months for Wafaa Antonious and 4 months for Laila Riad.

Thus the Advocacy business line had a \$38,399 deficit. It is quite clear that the CFBS membership levy does not cover the cost of advocacy.

II CONTRACTS – Member Society Services

In 2006 the revenue was \$29,980. This amount will likely be lower in 2007 due to the non-renewal of the CSBMCB contract.

III CONFERENCES

Ric Devon went through the conference expenses explaining each item and the rationale of separating out the office portion. In the 2006 budget, it was estimated that there would be \$170,000 of income from fund raising. While the Saskatoon meeting was highly successful scientifically and financially, the Ottawa meeting did not meet its financial targets. Indeed the Ottawa meeting had an \$8,000 deficit, without applying any of the staff time against it. This was in contrast to the projection that the Ottawa meeting would have net revenue of \$20,000.

Projection for year 2007

CFBS was hoping to have about \$12,000 net income in 2007. Ric Devon led the group through the document showing 2007 actuals to date and year end projections. The membership revenue is not far off the projection. Unfortunately, that is not the case when we compare the conference revenue proposed and the anticipated year end. However, we have reduced our expenses. The Waterloo meeting expenses were much lower than originally estimated because CIHR and the Human Metabolomics Project (HMP) paid for most of the speakers' expenses for the Nanomedicine and the Metabolomics themes.

Advocacy 2007

No revenues have been received for advocacy activities. There has been new Science Policy expense related to the Executive Director's job advertisement which was not included in the proposed 2007 budget. As a point of interest, Ric Devon provided the group with a document summarizing the costs of Science Policy (Advocacy) from 1985-1992. The CFBS is actually spending slightly less on advocacy now than in 1992. If inflation was included in the calculations we should be spending about \$200,000 to maintain the same activity level. The revenue for advocacy has not gone up although the advocacy services were maintained if not increased since 1992.

In summary in contrast to the expected 2007 revenue of about \$12,000, it appears that we will have a deficit of \$30,000. This is due to a lower revenue from meeting registrations and funding.

7.2 Approval of Budget

Motion to accept the Budget and the year end information as of November 17, 2007.

Moved by Ric Devon

Seconded by Genevieve Bondy

Vote: all in favour

7.3 Auditor's Report

Motion to accept the auditor report

Moved by Ric Devon

Seconded by Ken Fisher

Vote: all in favour

7.4 House Keeping

Ric Devon went on to explain why we are still solvent. We have an investment of \$50,000 + the bank balance for 2006. Currently we have around 23,000 (bank)+ \$50,000 (investment). The reason we are in this situation is because in the past member societies were able to encourage their membership to attend and support the conferences.

Estimated budget for 2008:

Membership revenue is estimated at \$50,000. This revenue is decreasing because two societies, CSBMCB & PSC, have withdrawn. The result is that Advocacy has a projected deficit of \$50,722. Clearly this cannot be sustained. The deficit would be even greater without the proposed increase in the membership fees of \$10. The increase is included in the estimated \$50,000 membership revenue.

Consultant expenses: We have managed to procure the services of Gabrielle Adams as Executive Director.

The service contracts revenue is expected to go down, as CSBMCB is withdrawing their service contract. The result is that the service contract line is showing a deficit. However, if additional contracts are obtained, we might end up with a positive revenue position.

The revenue from the 2008 conference is being estimated at about the same level as the proposed amount for 2007. We are relying on the 2008 meeting to stay afloat. The deficit is only going to decrease if the societies encourage their membership to attend the conference.

Ric Devon welcomed comments and expressed the hope that the membership revenue, service contracts and meeting revenue will go up. Ken Fisher asked if the Board has any recommendations about where expenses could be cut.

Motion to accept the 2008 budget.
Moved by Ric Devon
Seconded by Cathy Chan.
Vote: All in favour.

Discussion of Increase in Membership Fees:

There was a discussion of the proposal to raise the CFBS Levy by \$10. It was noted that the 2005 AGM in Guelph approved a modest dues increase. This was the first increase in over 10 years. At that time it was anticipated that there would be another increase in the near future simply to catch up to the realities of inflation. Wafaa Antonious pointed out that in comparison to 2006, the cost of the office has actually gone down. However, there are costs, e.g. collecting the GST, that are not well understood by the individual membership. Ric Devon reminded the group about his previous comment that current advocacy expenses are nearly the same as in 1992. Inflation has not been dealt with. The office is running exceptionally efficiently.

There was general agreement that the levy had to go up. Genevieve Bondy, STC, is not opposing, but she is raising her concerns, that some members of the STC might disagree and cause some problems.

Motion to increase the CFBS levy by \$10.
Moved by Ken Fisher
Seconded by Katherine Gray-Donald, CSNS
Vote: all in favour.

Ric Devon acknowledged and thanked Wafaa for her assistance. He then reminded the Members that several years ago David Andrews, of the CSBMCB, proposed that the CFBS stop having conferences and concentrate only on advocacy. Ric emphasized that without the conference the CFBS can not afford the advocacy.

7.4.1 Reappoint Signing Officers of the Corporation

Motion to appoint Peter Fischer and Gabrielle Adams as signing officers
Moved by Ric Devon
Seconded by Genevieve Bondy
Vote: all in favour

7.4.2 Approve the Expenditure of the Current Meeting

Motion to approve the expenses of the current meeting
Moved by Ric Devon
Seconded by Jim Cheetham
Vote: all in favour

Wafaa Antonious recommended that the societies meet at the time as the CFBS conference, have more ownership of the conference, and reminded the participants that the profits from the meeting benefit the advocacy.

Ken Fisher, Honorary Secretary, noted that Ric Devon was not coming back for another term as treasurer due to the demands of work. On behalf of the CFBS, Ken thanked Ric for all his work as Treasurer of the CFBS. We wish him well in his future.

8. Report of the Executive Director – Bruce Sells

8.1 The 9th Strategic Planning Session and Knowledge Translation

This initiative was discussed at the Strategic Planning session.

8.2 Blog

The word blog is perhaps the wrong term, but we need to create something that allows the CFBS and indeed all science organizations to provide examples of the economic benefits of research to the Canadian taxpayers and politicians.

8.3 Societies Approached for membership with CFBS

We are having discussions with the Canadian Society for Microbiology (CSM). They dropped out from the CFBS about 30 years ago. One of their concerns was that they did not want to lose their own identity by being required to participate in the CFBS Annual Meeting. This should not be an issue nowadays since the CFBS now organizes thematic conferences, and encourages societies to participate if they wish. When financially able, the CFBS contributes financial support to Societies' Meetings.

Canadian Association for Neuroscience – recommended by Ric Devon

Canadian Society for Evolution and Ecology – recommended by Jim Cheetham. Bruce Sells has contacted them and they are just starting to get going as a society but they are very interested. They are aware that the CSZ has had a positive experience in rejoining CFBS.

Plant Canada: CFBS has contacted them. Having Plant Canada as a member society would give CFBS a broader base and it would give the society a stronger voice in advocacy.

Ken Fisher reported that Gabrielle Adams is interested in attending societies' meetings, and encouraging them to become members and communicating with them. He noted that his experience at Guelph over that last 20 years suggested that the cutbacks of the '80's seem to have resulted in our losing a whole generation of scientists. Ken urged that we talk to non members and encourage them to become members. We need to articulate to the younger generation that to maintain and grow research support we need their involvement.

Wafaa Antonious reminded the group that the CFBS needs to have an identified Member Society representative. Every two months there will be a teleconference with them.

8.4 2007 Advocacy

Laila Riad set up appointments for the CFBS and the CSZ to visit a number of decision makers in May. She set up another series of meetings for the CCUBC in October.

Other advocacy activities of the CFBS include:

The Canadian Consortium for Research (CCR) - an organization that meets each month. There are normally 15-20 people attending that meeting from a wide spectrum from science, engineering, social sciences, and humanities. PAGSE, is a group representing science and engineers, but does not include the social sciences.

The knowledge translation initiative has taken a lot of time. We are pleased that William Young, the Parliamentary Librarian, is very interested.

8.5 Name change of CFBS to Life Sciences Canada

If we are going in the direction of Knowledge Translation, maybe we should change the name to Life Science Canada. The individual societies might want to provide suggestions, Bruce Sells asked the societies to get back or provide suggestions.

The idea behind the name change is to make it more general to cover more of the life science community. Bruce Sells encouraged all Member Societies to contact us well in advance if they want to set up meetings with decision makers. Arranging these meetings takes 1-2 months of advance work.

9. Report of the Program Chair- Ken Fisher on behalf of Phil Gardiner

9.1 Report on the June 2008 Winnipeg Meeting

Ken referred to the exciting program that is being organized by Phil Gardiner. The Biology of Aging – New Answers to Old Questions will be in Winnipeg, June 17-20, Fort Garry Campus of the University of Manitoba.

9.2 CIHR & Other Organizations involvement in the Meeting

Grant applications for support for the conference have been made and are still being submitted. The group expressed interest in the meeting. There followed a discussion of grants and meeting funding. There is a delicate balance between having or not having the meeting. Bruce Sells assured everyone that the CFBS sends the organizers information about timelines also follows up with them.

Ken Fisher suggested that the CFBS may want to establish sensitive time points, or Intervention Dates, for Local Organizing Committees. For every meeting there is a point of no return when it is less costly to run the meeting than to cancel it. This intervention point comes when we sign the hotel contracts. Once these contracts are signed we are liable for the full cost of the room reservations if we cancel the meeting. Thus it is a time when the CFBS must decide whether or not the meeting will happen. In the October 2006 meeting, that was the situation. We knew that funding was deficient and registrations were low. However, if we had cancelled the meeting, we would have lost \$100,000 in penalties. This may have resulted in closing the CFBS office.

10. 2009 Meeting

10.1 Suggestion for Location, Themes and Chair for 2009 Meeting

Ideas, themes, volunteers were solicited.

11. Report of the Societies

11.1 Issues of Concern and Future Plans

CPS has been discussing the Canadian Association for Neuroscience and its impact on the CPS.

STC: revisits its membership in the CFBS fairly often. There is concern over value received for the cost.

11.2 Activities and Future Meetings

CSNS has not made a decision for its 2009 meeting. In 2008, CSNS is meeting with the Clinical Dietitians in Quebec.

STC does not have LOC's for 2008 & 2009, however it has signed contracts with a hotel. Bruce Sells said that if the STC can provide the CFBS with a number of topics, the CFBS can liaise with other societies. STC will meet at the Delta near the train station in Montreal. The CFBS has relationships that offer savings.

CPS: The meeting in 2008 will be in Alberta; in 2009 Queens will be organizing the meeting.

CAANCB is meeting with CFBS in Winnipeg.

CCUBC: Meeting in Toronto in 2008. Louise Nelson is now the President. Jim Cheetham suggested that CCUBC meet as a Satellite meeting with CFBS. Cathy Chan suggested that when the chairs are attending, the meeting can be used for recruiting.

In 2007 Wafaa Antonious attended the CCUBC banquet and encouraged them to invite their department members to become members. She put up the CFBS display and gave them the 2008 meeting poster.

12. Other Business

Ken Fisher thanked everyone for participating and helping the CFBS with increasing our membership and revenue. Societies should approach the CFBS whenever they have concerns. The CFBS can run the societies' meetings separately and concurrently with the CFBS conference.

Question to all Member Societies: is there a way to track the fate of their student and post doctoral members?

Albert Clark will advise CSBMCB about the Knowledge Translation initiative, and what CFBS is up to.

13. Adjournment

Motion to adjourn made by Ken Fisher and seconded by Ric Devon.

Meeting adjourned.