

Annual General Meeting of the National Molecular Diagnostics Users Group

Toronto, Ontario Tuesday November 24, 2015 12:30 – 1:30 pm

Meeting Minutes (prepared by J. Kus)

Present: Kathy Bernard, Jamie Borlang, Tamara Burdz, Shu Chen, Sara Christianson, nicole Crozier, Harry Deneer, Guillaume Desnoyers, Antonia Dibernardo, Jennifer Dowling, Simone Gurnik, Kiana Kadivar, Chris Kern, Julianne Kus, Genevieve Labbe, Stephanie Lavoie, Min-Kuang Lee, Jieran Li, Chris Lowe, Kevin McDermott, Ryan McDonald, Stephanie Murphy, Elspeth Nickerson, Liliana Pearson, Astrid Petrich, Janet Reid, Christian Renaud, Gordon Richie, Carrie Sanidad, Shannon Scofield, Prameet Sheth, Marina Thompson, Henry Wong, George Zahariadia, Tim Karnauchow
Carla Osiowy (Teleconference)

Next Meeting: TBD

- 1) Attendee Sign-In/Housekeeping
 - a) Sign-in sheet distributed to members in attendance
- 2) Review Agenda
 - a) unanimously approved
- 3) Review and Minutes of the last AGM (November 20, 2014)
 - a) Minutes Approved (Kathy Bernard, Sara Christianson)
- 4) Business
 - a) Review of current Board; nomination and election of new Vice President and Four new Members of the Board (previously called Councillors). Names can be put forward in advance or at the time of meeting.
 - b) President's Report (Tim)
 - i) New By-laws – Compliance with the “Not For Profit Act” (NFP)
 - o Approved (Astrid Petrich, Julianne Kus)
 - o We needed to examine our existing By-laws in order to be compliant with the NFP Act; NMG needs to officially be a NFP organization. In order to do so we need to also re-examine and formalize our Terms of Reference (ToR).
 - (a) Structure of the Board of Directors:
 - President, Vice-President, Past President, Secretary, Treasurer, Councillors = Officers of the Board
 - To be nominated for these positions members will need to have at least 2 years of work experience (in a clinical/diagnostic molecular laboratory)

- (b)** We need to formalize our membership – have a current list of members annually. People can attend meetings without being a member, but in order to vote one must be a member. Membership can be attained by visiting our website and completing the membership form (Free).
 - (c)** Annual NMG Conference = Meeting of the Members
 - Minutes, auditors report, financial statements, activities must all be available to members. These documents will be made available to members on a “member’s only” part of the website.
 - (d)** The most recent draft of the new By-Laws was submitted to the Lawyer November 23rd, 2015. It is be accessible by members only.
- ii)** New Terms of Reference
- These need to be voted on to be accepted. This is open to anyone, not just members. The TOR will be reviewed with members present at the AGM, including the dissolution of the NMG if needed.
 - 50%+1 of members present at the AGM needed to pass
- (a)** Accepted
- c)** Meeting Chair’s Report (approved by Chris Lowe and Julianne Kus)
- i)** 20 exhibit tables
 - ii)** 4 hours of workshops
 - iii)** 154 registered for the conference
 - iv)** 50 travel grants
 - v)** \$43000 collected from exhibitors
 - Table/booth = \$1000
 - Workshop = \$2500 for 30 minutes, \$3500 for 1 hour.
 - One workshop/company was turned down due to lack of time in schedule
 - vi)** Food and travel expenses were high this year and we will lose a bit of money this year.
 - vii)** It was noted that companies were also tighter on money this year.
 - viii)** Most people seem to like the conference format
 - ix)** We will continue to add the “lab member update”
 - x)** Slides should be available on the website
 - xi)** Astrid and Effie acknowledged for all of their efforts with organizing!!
- d)** Secretary’s Report (approved by Astrid Petrich and Chris Lowe)
- i)** As of November 19th 2015 we have:
 - 146 members that have signed up using our new online membership form
 - 35 people have registered as New Members
 - 136 people registered for the conference – however many of these people did not sign up as members
 - We have 66 registered members that did not sign up for the conference
 - 80 registered members also registered for the conference
 - 58 people registered for the conference but did not fill out the online membership form

- TOTAL = **204 people in our database**
 - Far fewer “bounce-back” emails but still some.
 - Another call was made to have people complete the membership form, especially because of new by-laws and ToR
- e) Webmaster’s Report (approved Kathy Bernard and Julianne Kus)**
- i) Website is working well**
 - ii) New online membership forms**
 - iii) New conference registration forms**
- f) Treasurer’s Report (Linda absent, Astrid presenting on her behalf; approved Julianne Kus and George Zahariadis)**
- i) 2015 cash \$79,000 assets; all GICs cashed out**
 - ii) Revenue 2015 \$50,072.95**
 - iii) Administered \$27, 000 travel grants**
 - iv) Bank charges \$108**
 - v) Should we ask CACMID for support? Unanimously agreed**
 - In-coming president Sara, will ask CACMID
 - vi) Expenses include: proficiency panels, annual conference, lawyer fees, accountant, banking fees**
 - vii) Greg Tyrell in-coming Treasurer**
- g) Education Challenges/Panels**
- i) To be discussed in formal program of the meeting later today**
- 5) Review of Current Board**
- a) Everyone thanked Carla for service, she has finished her term as Past President**
 - b) Everyone thanked Tim for his service as President, he is now Past President**
 - c) Welcome to Sara as new President**
 - d) Thank you to Linda for service as Treasurer and welcome Greg Tyrell!**
 - e) We have 4 outgoing councillors: Christian, Stephanie, Kiana and Chris**
 - f) need nominations for 4 councillors and one VP.**
 - i) Antonia Dibernardo (NML) nominated by Carla Osiowy for councillor**
 - ii) Tamara Burtz (NML) nominated by Kathy Bernard for councillor**
 - iii) Henry Wong (KGH) volunteered for councillor**
 - iv) Stephanie Murphy (NML Guelph) volunteered for position**
 - v) Prameet Sheth (KGH) volunteered for councillor (to replace George’s councillor position)**
 - All accepted nomination and accepted position
 - vi) George Zahariadis volunteered for VP and this was accepted**
- 6) Other Business**
- a) none**

7) Date of Next NMG Meeting/Conference

- a) 3rd Monday and Tuesday of November 2016 (14 and 15?)**

Meeting adjourned 1:34 pm