

# Annual General Meeting of the National Molecular Microbiology Diagnostics users group (Toronto, Ontario)

Meeting Minutes

November 20, 2014

*Present:* Kathy Bernard, Christian Renaud, Astrid Petrich, Stephanie Lavoie, Keana Kadivar, Linda Chui, Julianne Kus, Sara Christianson, Tim Karnauchow, Chris Lowe,

Ryan McDonald, Harry Deneer, Stephanie Bourque, Stephanie Murphy, Agatha Jassem, Yossry Hussein, John Vanderlaan, Michael Yu, Jianhui Xiong, Reza Eshaghi, Jonathan Gubbay, Manal Tadros, Jieran Li, Jesse Papernburg, George Zahariadis, Marek Smieja, John Galbraith, John Kim, Carla Osiowy (phone)

*Next meeting:* TBD

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## 1.0 Attendee Sign-In/Housekeeping

- Sign-in sheet distributed to members in attendance
- meeting minutes from last year's AGM (2013) and this year's agenda distributed

## 2.0 Acceptances

- a) Review of 2014 AGM Agenda
  - Agenda approved (Sara Christianson, Julianne Kus)
  - no additional items proposed
- b) Review of last 2013 AGM Minutes
  - Approved by Astrid Petrich and seconded by Kathy Bernard

## 3.0 Meeting Chair and Meeting Secretary Reports

- **3.A) 2014 Meeting Summary (Astrid Petrich)**
  - 130 registrants
  - 67 industry representative from 21 companies
  - 20 exhibit booths
  - 9 workshops (needed to turn a few companies down)
    - Next year we may want to have fewer workshops as 9 seems like it may be too many in a short period of time
  - We need to have more time for visiting the exhibits and interacting with one another
  - In order to increase opportunities for interaction and networking we may consider some sort of mixer or reception or shorter talks with longer breaks.
  - We may want to start planning the meeting earlier next year

- Potential topics/speakers for next year include getting someone from Health Canada to talk about licensing and approvals of tests/devices. It was thought that some vendors may help to support this and act as a sponsor
- The new facilities (Peter Gilgan Research and Learning Centre Auditorium) worked well
- **3.B) NMG Membership Update**
  - Deferred to Item 8

#### 4.0 Webmaster Report

- Min was not at the meeting
- People that have suggestions on how to improve the website are encouraged to email Min

#### 5.0 Board Membership

- Membership was discussed and as it stands:
  - **President** – Tim Karnauchow – one more year in this position
  - **Vice President** – Sara Christianson – one more year in this position
  - **Treasurer** – Linda Chui – one more year in this position
  - **Secretary** - Sandra Michelle Radons finished her term earlier in the year, relieved of duty. Julianne Kus nominated and accepted
  - **Councillor 1** – Christian Renaud - term finished but has been extended for one more year (accepted)  
**Councillor 2** – Stephanie Lavoie – term finished but has been extended for one more year (accepted)  
**Councillor 3** – Christopher Lowe – one more year  
**Councillor 4**– Kiana Kadivar – one more year  
**Councillor 5** – Julianne Kus moved to Secretary, position vacant. George Zahariadis was nominated for this position and accepted.

#### 6.0 Treasurer's Report (Linda) (report reflects 2013 meeting)

- Last update to members, October 22<sup>nd</sup>, 2013
- NMG is a non-profit organization
- Last year we filed our taxes (income tax) which cost \$840.00 to file
- A GIC matured and we earned \$116.60 interest
- We had \$56,000 (Net) at the end of March 2014
- Regarding NMG Meeting 2013, we issued 35 travel grants for the at a cost of \$26,000
- Company sponsorship: 24
- We received ~\$44,000 in sponsorship
- Discussion (group): CACMID provides NMG with \$5000 per year, which must be put towards education – this money could be put towards Travel Grants to the Annual Meeting
- A proposal was made by Astrid Petrich regarding Travel Grants: that we have up to 3 travel grants per site as we have enough funds to support this (Accepted)

- ACTION ITEM: In order to have some money in the bank it was agreed upon to put \$10,000 into a GIC

## 7.0 Education Challenges/Panels

- A) Review of the 2013-14 Activity (Kathy)
  - The 16S rRNA gene PCR and sequencing and/or MALDI ToF MS method of bacterial identification challenge results were discussed. It was agreed that there was a good combination of bacteria in the panel (“easy” – “challenging”)
- B) Suggestions/plans for 2014-15
  - Suggestions for the upcoming panel should be forwarded to Julianne Kus
  - A Survey Monkey Survey could be sent out looking for suggestions
  - Enterovirus D68 discussed as a possible challenge
  - There was a question regarding how much money was available for the Panels (John Kim). One estimate was ~\$5000.
  - There was a proposal to provide QC reagents to test Mu/Uncertainty of Measurement
- C) Sustainability
  - Tim – the challenges are important as they allow us to test our tests. This is an area where incoming Councillors can help organize the panels. It is a lot of work and we need more people to be involved
  - Is there money available to publish the results of our panels as a joint publication?

## 8.0 Membership

- A) Tracking
  - There is a continuous challenge of maintaining an updated contact list of members
  - Carla mentioned the numerous “bounce-back” emails when trying to send messages out to NMG members
  - Suggestions included:
    - Having a membership form on the website for members to complete
    - This info from the website would hopefully easily transfer to a excel spreadsheet to eliminate having to type in all the information manually (avoid transcription errors, trying to read bad hand writing)
    - Could somehow utilize survey monkey
    - Add a “Change Address Form” to the website

- Ask CACMID if they can send out an email to their membership to ask people interested in the NMG to ensure their membership info is current and correct

#### 9.0 Date of 2015 Meeting

- Possible dates include November 23<sup>rd</sup> or 24<sup>th</sup> 2015.

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Meeting Length: 12:30 -1:30pm

NMG AGM Attendee List:

Kathy Bernard	Kathy.bernard@phac-aspc.gc.ca
Christian Renaud	<a href="mailto:renaudchristian@hotmail.com">renaudchristian@hotmail.com</a> ; Christian.renaud.hsj@ssss.gouv.gc.ca
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