



## National Molecular Microbiology Diagnostics Users Group

### ANNUAL GENERAL MEETING

Meeting Minutes

December 4, 2018

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12:15 PM

#### 1. Attendee Sign-in / Housekeeping

- 1.1 Sign-in sheet distributed to members in attendance
- 1.2 Meeting minutes from last year's AGM (2017) and this year's agenda distributed

#### 2. Acceptances

- 2.1 Review of 2018 AGM Agenda
  - 2.1.1 Additional items if required
- 2.2 Review of 2017 AGM Minutes.
  - 2.2.1 Approved by: Julianne Kus, 2<sup>nd</sup> by Henry Wong and Kathy Bernard

#### 3. Chair and Meeting Chair Reports

- 3.1 Meeting Summary
- 3.2 NMG Update (George Zahariadis / Julianne Kus):
  - 3.2.1 Attendee Demographics (Jessica Kafka)
    - ~ 200 attendees with the majority (62% from Ontario)
    - Occupation – MLTs in high attendance
  - 3.2.2 Membership registration – see vote results in 10.1
  - 3.2.3 Fee proposal for on-site registration
    - NMG considering implementing on-site registration fee given the difficulty it is to plan/budget if the number of attendees is not known in advance. Many drop-ins from GTA. See vote results in 10.3
  - 3.2.4 Space for vendors to display platforms – valuable source of revenue. See vote results in 10.5
  - 3.2.5 Space for vendor presentations
  - 3.2.6 Travel grant funding formula - options to update it
    - ON members \$500 - \$750
    - Outside ON - \$1000
  - 3.2.7 Sharing contact info of registered members with sponsors – see vote results in 10.4

#### 4. Webmaster Report (Min)

#### 5. Board Membership/Elections

- 5.1 Acknowledgment of departure and past contribution of Julianne Kus (Vice Chair)
- 5.2 Acknowledgment of departure and past contribution (6 years) of Min-Kuang Lee (Webmaster)
- 5.3 Jessica Kafka has agreed to second term as Treasurer
- 5.4 Meeting Chair – Aaron Campigotto
- 5.5 Vice **President or Chair?** – Henry Wong will step in
- 5.6 Councillor 1 – Dr. Robert Liao
- 5.7 Councillor 2 – **vacant?**
- 5.8 Webmaster – Martin Cheung

#### 6. Treasurer's Report (Jessica)

- 6.1 Vendor sponsorships
  - 6.1.1 2017 52.5K from 24 vendors
  - 6.1.2 2018 58.5K from 33 vendors
    - Top sponsors Hologic, Roche and Altona
- 6.2 Travel grants
  - 6.2.1 2016 – 2018 travel grants mainly to ON, NB and QC, predominantly to MLTs/  
Microbiologists, then to Supervisors/Managers
  - 6.2.2 2016 – 51 travel grants (36.7K), 2017 – 51 travel grants (32.7K) – allocated to individuals  
and not to institutions
    - 2018 73 travel grants (51.75K) allocated to institutions (otherwise, would have cost  
67.7K if allocated to individuals)
- 6.3 Treasurer report – incoming revenue from vendors, outgoing revenue for travel grants, catering,  
printing and website
- 6.4 Question from audience (Karam) as to whether CADMID would be providing funding in the future?
  - 6.4.1 GZ – uncertain considering financial issues faced by CACMID. GZ provided background on  
request by AMMI/CADMID for NMG to merge with them (to maximum industry  
sponsorship) since vendors could only go to limited venues.
    - Karam has misgivings about merger and thinks vendors prefer smaller venues
    - JK – wanted to emphasize the NMG was different from AMMI/CACMID and invited  
board to NMG (they were not in attendance but there was a scheduling conflict)
    - CACMID did not think NGM was national since it is always held in Toronto. We have  
the luxury of free space as long as HSC faculty staff is on the board.
    - Karam thinks some vendors would drop out of NMG if we grouped with CACMID due  
to minimum contribution amounts
    - SC – travel approvals would be impacted if NMG merged with another group (or tacked  
on at the end of the conference) since approvals to CACMID etc. limited

**7. Education Challenges / Panels (Kathy Bernard)**

- 7.1 Review of the 2017-2018 Activity
- 7.2 Suggestions / plans for 2018 – 2019
  - 7.2.1 Can help with other agents if participants interested
- 7.3 Sustainability
  - 7.3.1 Resources covered by National Microbiology Laboratory (NML), costs are minimal (blood agar and transport media) and participants pay for shipping.
  - 7.3.2 Challenge will continue for at least another year, as long as staff is available

**8. Membership ( Antonia | Min )**

- 8.1 Membership Tracking and Update(Sara’s proposal)
  - 8.1.1 Update systems so that they are more electronic so that record keeping is simpler with the ability to accept and track membership and registration e.g. Eventbrite
  - 8.1.2 AD, Min, Sara and Martin will work on a system
- 8.2 Sharing email addresses with vendors – see vote result in 10.4

**9. Date and location of 2019 Meeting**

- 9.1.1 December 2-3, 2019. Venue has been booked by Aaron.

**10. Clicker Votes**

10.1 Membership Registration Fee	Yes 27%	No 37%
10.2 Attendee Registration	Yes 59%	No 6%
10.3 On-site registration fee (drop-in)	Yes 65%	No 0%
10.4 Sharing Contact info with Vendors	Yes 56%	No 9%
10.5 Vendor Platform Displays	Yes 64%	No 1%

- 11. We will send out communication for members to respond to surveys re. travel grants

**Adjourned 1:28 PM**