

# NMG Annual Meeting

2011-10-18

**Attendees:** Carla Osiowy, Russ Wheeler, Kathy Bernard, Sandra Radons, Manal Tadros, Jianhui Xiong, Analyn Peralta, Sylvia Chong, Nyoginn Ng-Haing, Christian Renaud, Brigitte Malette, Harry Deneer, Min-Kuang Lee, Bruno Lamontagne, Marie-France Robichaud, Richard Garceau, Sheula Braun, Kara Gill, Catherine Li, Alan McNabb, Susan Fenn, Ivan Brukner, Mona Ackerman, Marlene Savard, Julianne Kus, Poolak Alcharan, Christian Lavallée, Catherine Yoshida, Stephanie Murphy, Elizabeth Brown, Lisa McTaggart, Astrid Petrich

## 1.0 Agenda Review

### 2.0 Minute Review

- NMG Funding and Travel Grants
  - o NMG funding for NML participants is not permitted.
  - o Issue exists due to industry funding and a perceived conflict of interest.
  - o Although not an issue for other provinces' laboratories, many labs are starting to institute conflict of interest guidelines (eg. restrict attendance at industry sponsored dinners); possibility of restrictions on travel grants in the future.
  - o Grants allow for more east-coast and smaller laboratory representation.
  - o "Academic" travel grant – 22 attended this year.
  - o CACMID funding assists.
    - \$5000 provided for 2011-11-01
    - **ACTION ITEM:** Given limited time to access; hope to ask for a standing commitment.
    - Requirement that an NMG member present \$ usage at the 2012 CACMID AGM.
- Motion to post minutes to webpage
  - o Carla Motions; motion accepted.

## 3.0 2011 NMG Conference

### 2011 Annual Fall Meeting

Facilities at the Toronto Sick Children's Hospital

- **ACTION ITEM:** For future meetings, swap exhibitors to rotunda and lunch to exhibitor hall.
- Space permits for a limited # of exhibitors; typically around 20.
- Facilities at the Sick Kids Hospital can be used for the NMG meeting at no cost
- Agreement for Astrid to remain the meeting chair as long as it's at Sick Kids.
  - o **ACTION ITEM:** Need to identify a secondary chair.
- Toronto is a good central location.
  - o Group agreement to remain in Toronto.
  - o Sick Kids appears to be cheaper for food, video conferencing...
  - o Investigate the interest of other sites to video conference. No additional costs to have more people dial-in.
  - o **ACTION ITEM:** Offer video conferencing to more locations.

- **ACTION ITEM:** Investigate the possibility of having 2 wireless microphones in use.

### **2011 Meeting Summary**

- 21 Exhibiting Companies (18 w/tables; others had talks)
- Price increase from last year for exhibitors (considerable jump) but still paid.
- \$42k in sponsorship (inc. \$5k from CACMID)
- Consider increasing value of travel grants (Cost to stay in Toronto higher)
- 108 Registrants (before meeting) + 15 on-site. 54 exhibitors (in advance) + 3 registered on-site.
- Highest participant #'s to date. Some exhibitors now sending their scientists.
- Sick Kids could accommodate the increased participant sizes; consider splitting lunch into two sites.

### **4.0 Website**

- Need someone w/an interest to take over updates of the webpage.
- Volunteer: Min-Kuang Lee (BCCDC)
- Website costs? CACMID paid originally. Renewal coming up at a cost of \$120 every 2 years to register the domain name.

### **5.0 Working Groups**

- 2 working groups: Validation and Standards.
- Proficiency survey sent out; presented at the 2010 AGM.
- Validation
  - o Nearing completion; becoming a quick reference guide for laboratories.
  - o Table based on a dozen references.
  - o Statistics are the sticking point right now.
- Working group update will be provided in the next half of the NMG meeting.

### **6.0 Finances**

- \$42k from 2011 meeting.
- Incorporation fees still pending.
- Linda Chui meeting with an accountant for GST and taxes.
- Will have a professional audit (small expense to that).
- Expect \$1k to \$3k of profit this year. NMG has \$8k GIC as well.
- No financial issues.
- Proficiency panels may have cost; some fees to end user possible.

### **7.0 Councillors**

- ToR outlines Executive Board
- Treasurer and secretary, president, vice-president and past-president.
- Carla moving up to the new President. Alan is moving from President to past-President. Astrid's term as past-President has ended; would like to stay on as meeting secretary (Chair and organizer of the Annual conference).
- 4-8 Councillors needed.
  - o ½ with a 1 year commitment; ½ with a 2 year commitment.
  - o Approach other's later; no response to Astrid's email inquiry.
- Job description?
  - o Participate in teleconferences (4/year)
  - o Attend AGM
  - o Participate in AGM Meeting, proficiency panels, working groups, etc.

- Looking for Champions.
- Website
- Nominated Councillors:
  - Russ Wheeler
  - Min-Kuang Lee - Website
  - Barb Willey
  - Kathy Bernard -> 2 year term.
- Member vote to accept all 4: Yay = 24, Nay = 0
- Nomination for Vice President:
  - Dr. Tim Karnauchow – Ottawa
- Member vote to accept: Yay = 30, Nay = 0
- Secretary: Sandra Radons
- Financial Officer: Linda Chui
- Past President: Alan McNabb
- President: Carla Osiowy
- Meeting Chair: Astrid Petrich

## 8.0 Database

- NMG Priority
- CPHLN Assistance
- Data is 5 years old
  - Resurvey?
  - Or have each lab enter their data into an Excel form?
  - Easy to self-update
  - Upload to webpage (password protect)
  - Insert current data into form and labs can review/update.
  - **ACTION ITEM:** Develop survey information into database

## 9.0 Incorporation

- Hope to use database to meet requirements of incorporation
- Ivan Bruckner's presentation
  - Database the 1<sup>st</sup> step
- Need to stay aware of current issues and needs.
- Communication?
  - Currently an email list
  - CNPHI previously suggested
  - Dropbox.com? Site is blocked at some institutions (PHAC, LFZ, etc.)
  - Search for other tools.

## **NMG Working Group Update**

**2011-10-18**

### **NMG Proficiency Panel Updates:**

#### ***Proficiency Panels***

- Redo survey (of 5 years ago) to get updated number of interest?
  - o Survey in January 2012.
- Upload to webpage (password protect)
- Insert current data into form and labs can review/self-update.
- Check on interpretation of data (already generated) is a quicker option.
- - Check with NML first; but those not covered can be developed by NMG.

#### ***Bacterial 16S sequence identification Panel***

- Carla and Kathy develop wording for panel request
  - o Email those on the NMG list
  - o Only respondents will receive proficiency panels
- Work on quick turn-around-time
- Small payment required from NMG to recoup the costs (e.g. shipping) to the NML.

#### ***Pertussis Panel***

- Labs interested
- Individuals providing stock material:
  - o Raymond Tsang (NML) and Fran Jamieson (OAHPP)
  - o Need a site to prepare the panels (HSC)
  - o Small payment required from NMG to cover panel set up costs.
  - o Each laboratory can pay for shipping