Minutes
CANADIAN ASSOCIATION FOR POPULATION THERAPEUTICS
BOARD OF DIRECTORS MEETING
Sunday October 16, 2016; 18:00-21:20h (EST)
Annual Board Dinner Meeting
Chelsea Hotel, 33 Gerrard St. W. Toronto (Seymour Room)

Attendees:
Karen Agro, Agro Health Associates
Wasem Alsabbagh, University of Waterloo
Ben Faienza, UCB Canada
Diane Forbes, CIHR – Institute of Circulatory and Respiratory Health (called in)
JM Gamble, Memorial University
Allan Gillman, IMS Brogan (Past-President)
Judith Glennie, J.L. Glennie Consulting Inc (Chair/President)
Peggy Kee, HOPE Research Centre (recorder)
Colleen Metge, Winnipeg Regional Health Authority
Laurene Redding, Takeda (called in)
Kimberly Robinson, PharmaKARe
Soo Jin Seung, HOPE Research Centre (President Elect)
Nicole Tsao, UBC (student rep.)

Invited New Board Members (2017)
Jennifer Donnan, (student rep.)
Shazia Hassan, HOPE Research Centre
Stacey Hickson, Janssen
Farah Husein-Bhabha, Astellas

Regrets:
Mary De Vera, UBC
Alice Dragomir, McGill University
John Woolcott, Pfizer

Welcome, General Introductions / debrief
  • JG welcomed and thanked everyone for attending, there were round table introductions

Approval of Agenda
  • No additions; move to approve by AG, 2nd by CM

Approval of Previous Minutes
  • November 1, 2015 minutes moved to approve by CM, 2nd NT
  • 2015 AGM minutes moved to approve CM 2nd BF

Board Orientation
  • JG gave a brief orientation about the CAPT Board activities, Committee structure, and frequency of meetings.
  • JG reviewed the agenda for the AGM taking place on Tuesday Oct. 18th during the lunch break.
CAPT 20th Anniversary Conference

• PK reported on the current registration for the 2016 conference: 147 as of Oct 15th.

Committee Reports

a) Scientific Committee

• SJS reported the program was very full
• There was a discussion about Industry and their role in developing program content, conclusion was to get Industry involved early in the planning stages so they could have some input into the sub themes of the conference.

b) Local Organizing Committee

• KR reported that everything was in place for our start tomorrow morning, poster boards will be setup before 9 am.

c) Partnership Committee

• KA reported that we have commitments for $151,000 and have collected $149,000. KA thanked the members of the committee for their hard work.
• Thank you letters to all partners will go out from the central office post conference

d) Finance Committee

• CM reported on the draft of the 3 year 2012-14 auditors report from St. Arnaud Pinsent Steman. This draft will be presented at the Oct. 18th AGM for approval
• JG suggested that going forward this audit process should take place in the spring to avoid the busy season in the fall closer to the conference.
• In conclusion, CM reported that we are in a strong financial position and suggested that we should move some funds from the current account into higher yield savings.

e) Membership and Marketing Committee

• DF reported that the website overhaul was back on track with help from SJS
• The RFP would go out in the new year
• JG proposed the amalgamation of the Membership and Student committee. JG also proposed the creation of an Ambassador’s Committee to promote CAPT.
• 2nd by KR

f) Student Committee

• NT reported on the networking/mentoring breakfast for students at the conference on Monday Oct. 17th beginning at 7:30am. There will also be a social event held after the poster session in the evening of Oct. 17th at Reds Midtown Tavern near the Chelsea Hotel. All board members are invited to attend.
• NT will meet with the new Student Representative to transition the hand over.

Board Elections

• AG reviewed the board election process
• President elect Soo Jin Seung will move into the President position. President Judith Glennie will move to Past President.
• 3 positions were acclaimed: President-elect – Kimberly Robinson, Treasurer – Allan Gillman, Student Rep. – Jennifer Donnan.
• 2016-2017 CAPT Executive Board
  President – Soo Jin Seung
  Past President – Judith Glennie
  President elect – Kimberly Robinson

• A call for votes went out to the membership on Sept. 12th for the remaining 3 vacancies for Members-at-large. We had 4 nominations for 3 positions and the voting closed on Sept. 30th. New Members at large are:
  Stacey Hickson,
  Farah Husein-Bhabha
  Shazia Hassan.

• An official announcement re: the new Board composition will be made at the AGM on Oct. 18th. The new Board will be posted on the CAPT website.

Business Arising

a) By-laws

• AG reviewed the proposed changes to the by-laws

  8.3a no longer needed should be deleted:
  "The applicants for incorporation shall become the directors of the Association whose term of office on the Board begin during incorporation and continue until their successors are elected. The provisional directors, named in the Letters Patent of the Association, shall be replaced at an CAPT-ACTP annual general meeting"

  8.3b should be updated to:
  "Members of the Board elected by CAPT-ACTP membership shall hold office for a term of two (2) years and may serve only two (2) consecutive terms. A member must step down after two consecutive terms for one year before again becoming eligible for election, unless by unanimous board consent they transition to the Executive. The President, President-Elect, Immediate Past President, and Treasurer shall serve, without interruption, subject to the limitation on terms of office stated in By-law 10.3. The President's term is three years; one year each as President-elect, President and Past President. The Past President must step down from the Board for at least one year after functioning as Past President, unless by unanimous board consent they transition to Treasurer."

  10.3 needs to be aligned with the above changes to reflect the encouragement of continuity on the board. Furthermore, this section needs to be aligned with the board practice of extending the terms of existing officers due to unexpected executive vacancies:
  "The President's term is three years; one year each as President-elect, President and Past President. The Treasurer's term is two years. With board approval, officers can remain in a specific executive role for up to one additional year, or until their successors shall be elected, to avoid executive vacancies. Other terms of office are described in Section 8.3(b)."

• AG will present these changes at the AGM on Oct. 18th for approval of the membership.

b) Kris Schindel Award

• JG will present the award to Roy West during her day one wrap up.

c) 2017 Venue

• SJS reviewed the options of Venues for the 2017 Conference taking place in Toronto

d) Post Conference

• Thank you letters will go out from the central office to speakers and partners

• A brief review of the conference will take place on Tuesday Oct. 18 immediately after the closing of the conference all board member welcome

• Evaluations will be tabulated and a report presented at the Nov.

Moved to adjourn CM 2nd KA. Adjourned 21:20 EST
APPENDIX A
LIST OF MEMBERS BY COMMITTEE

Executive:
President – Soo Jin Seung
President Elect – Kimberly Robinson
Past President – Judith Glennie

Finance Committee:
Treasurer – Allan Gillman
Administrator – Peggy Kee

Local Organizing Committee:
Chair – Shazia Hassan
Members – Farah Husein-Bhabha
          Peggy Kee
          Soo Jin Seung

Marketing, Membership, Ambassador & Student Committee:
Co-Chairs: Diane Forbes / Soo Jin Seung
Student Rep: Jennifer Donnan
Members – Wasem Alsabbagh
          Alice Dragomir
          John-Michael Gamble
          Shazia Hassan
          Stacey Hickson
          Peggy Kee
          Laurene Redding
          John Woolcott

Partnership Committee:
Co-Chairs – Judith Glennie / Laurene Redding
Members – Ben Faienza
          Diane Forbes (Government only)
          Allan Gillman
          Kimberly Robinson
          John Woolcott

Scientific Committee:
Chair – Kimberly Robinson
Members – Wasem Alsabbagh
          Ben Faienza
          John-Michael Gamble
          Judith Glennie (Partnership bridge)
          Stacey Hickson
          Farah Husein-Bhabha
          Soo Jin Seung
          John Woolcott