

2017 Annual General Meeting
DRAFT MINUTES
Westin Ottawa, ON
Friday, July 14, 2017, 5:30pm

Chair: Michelle Hilts
 Recording Secretary: Christina Mash

1. Adoption of the Agenda

The meeting was called to order by Michelle Hilts at 5:30pm ET.

Motion to Adopt: M. Nielsen/ C. Arsenault

CARRIED

2. Minutes of the 2016 AGM held in St. John's NFLD

Motion to Adopt: L. Beaulieu/M. Carlone

CARRIED

3. Report of the President

M. Hilts provided a report of the initiative over the last year, beginning with some statistics on the membership.

Membership Demographics:

Total Membership: 749

Full Member: 562 (77% of total membership)

Student Member: 111 (15% of total membership)

Retired Member: 26 (4% of total membership)

Associate Member: 22 (3% of total membership)

Resident or Post-Doc Member: 9 (1% of total membership)

By Specialty, the membership represents:

77% - Radiation Oncology Physics (411 members)

6% - Diagnostic Radiology Physics (34 members)

5% - Nuclear Medicine Physics (26 members)

4% - Mammography Physics (24 members)

5% - Magnetic Resonance Imaging (24 members)

3% - Medical Health Physics (15 members)

Membership by location:

35% in Ontario (259)

18% in Quebec (128)

12% in BC (90)

10% in the USA (76)

9% in Alberta (62)

5% in Manitoba (33)

3% in Nova Scotia (21)

2% in Saskatchewan (16)

2% in International (15)

2% in New Brunswick (13)

1% in Newfoundland (10)

1% in PEI (7)

Membership by gender

Total membership: 28% female, 72% male

Retired: 12% female, 88% male

Trainees: 36% female, 64% male

Engagement

M. Hilts reported on the engagement of the membership, notably how 47% of the membership have published an article since Sosido launched in 2015. The

membership continues to exceed industry average with open rates and social media interaction.

Governance

COMP continues to expand its scope to better serve the membership. In 2016, the Science and Education Committee was divided into two separate committees: The Science Committee and the Education Committee. A History sub-committee has also been formed of distinguished members who will continue to tell the story of COMP.

Strategic Update

M. Hilts provided an update on the 4 strategic priorities as established in 2016 and the work done to support them:

Strategic Priority 1: Advocate for medical physicists as leaders in innovation and technology implementation in health care.

Strategic Priority 2: Ensure medical physicists in Canada can create and have access to relevant scientific and professional content.

Strategic Priority 3: Connect the entire Canadian medical physics community: to each other, to COMP, to other professionals, and to resources.

Strategic Priority 4: Engage in strategically aligned international initiatives.

Notable Member Achievements

The following members were celebrated:

- **Jerry J. Battista** - 2017 CAP-COMP Peter Kirkby Memorial Medal Recipient for his outstanding and lifelong contributions to Medical Physics in Canada that have fundamentally altered worldwide practice.
- **Ingvar Fife** (CancerCare Manitoba) and **Ruth Wilkins** (Health Canada) were part of the team awarded a 2017 Assistant Deputy Ministers' (ADM) Award for 'Excellence in Service Delivery' in recognition of their work with Health Canada consortium to produce the training course "Medical Emergency Treatment for Exposures to Radiation" (METER).

M. Hilts thanked all the volunteers and members for their ongoing support.

4. Report of the CCPM President

C. Arsenault reported on the following work over the past year, including:

Regulation Changes:

- RO Eligibility Requirement:
 - Starting as of Exam Year 2021, CAMPEP-Accredited residency or Bridging Program will be required in order to access the RO MCCPM Exam. The reasoning behind this change includes:
 - The need to align with ABR requirements; and
 - The recognition of the importance of structured clinical training, i.e. residency or bridging program
- "Canadian Connection" Regulation:
 - This regulation requires that MCCPM Exam Applicants must demonstrate a link to Canada.
 - The "Notwithstanding" clause has been removed.
- Harold E Johns Travel Award
 - The age limit for the award was removed this year.
 - It was noted that the Award is not currently included in the Regulations, which will be addressed in the coming year.

Current Work in progress:

- Memorandum of Understanding with COMP:
 - Initial discussions are taking place to ensure the 2 organizations work together on areas of common interest
- Database structure for Exam data (applicants, results)
 - The current data is stored in multiple locations making it difficult to extract reporting data
 - CCPM will look at solutions that use the current infrastructure in place

5. Financial Report

The 2016 audited financial statements were pre-circulated.

Motion to appoint Nephin Winter Bingley to audit the 2017 financial statements:
C. Angers/ P. McGhee **CARRIED**

6. Proposed Bylaw Change

COMP generates revenue to support its activities by collecting annual membership dues and generating non-dues revenue through programs (ASM, Winter School), sponsorship and advertising. With respect to financial oversight, annual budgets are set and approved by the Board each year based on strategic priorities and in line with financial and human resources available. The COMP Board also strives to maintain a financial reserve equivalent to 50 per cent of the average of the previous three financial years' operational expenses.

The membership elects the Board to govern and it is the Board that has the knowledge and insight required to make decisions about the revenue required to support COMP activities within its means and ensure that COMP is financially sustainable. The Board requested that the membership entrust them with the responsibility of setting the annual membership dues.

M. Hilts responded to questions from the membership. It was noted that the Board adheres to a 50% operating expense reserve policy and that the proposed by-law change does not carry a cap on membership fee increase. It was brought forward by a member that the COMP membership has several options for protection included in the current bylaws should they feel that the Board is misrepresenting their needs.

Motion That Bylaw 3.01 of Article III be amended as presented:
M. Carlone/ M. McEwen **CARRIED**

7. Nominations Report

The COMP Board has 11 Directors: five serving as Officers (President, Past-President, Vice-President, Treasurer and Secretary) one serving as CCPM representative and five Directors serving as Directors-at-large.

The terms of the following Directors will be ending effective at the 2017 AGM resulting in 3 vacancies:

1. Crystal Angers, Treasurer
2. Kyle Malkoske, Director-at-Large, QARSAC Chair
3. Daniel Rickey, Director-at-Large, Imaging Chair

The Nominations Committee circulated a call for nominations to the membership to

fill the vacancies and the following nominations were received:

- 1 nomination for the Treasurer position
- 1 nomination for the 1 Director-at-large position that would also serve as the QARSAC Chair
- 2 nominations for the 1 Director-at-large position that would also serve as the Imaging Chair

An online election was held for the Director-at-Large position that would also serve as the Imaging Chair.

The following Directors will be joining the Board as of the 2017 AGM:

1. Thor Bjarnason, Director-at-Large
2. Young Lee, Treasurer
3. Michelle Nielsen, Director-at-Large

The following directors will continue serving their terms as follows:

1. Marco Carlone - second year of his two-year term as Past-President (non-voting)
2. Michelle Hilts - second year of her two-year term as President
3. Horacio Patrocinio - second year of his two-year term as Vice-President
4. Heping Xu - second year of his three-year term as COMP Secretary
5. Clément Arsenault - third year of his first three-year term as Director-at-Large and CCPM representative
6. Atiyah Yahya - third year of her first three-year term as Director-at-Large and Chair of the Communications Committee
7. Craig Beckett - third year of his second three-year term as Director-at-Large and Chair of the Professional Affairs Committee
8. Stephen Breen - third year of his second three-year term as Director-at-Large and Chair of the Education Committee

8. Presentations to Outgoing Board Members

Daniel Rickey Director-at-Large and Chair of the Imaging Committee was thanked for his key roles in:

- Responding to numerous consultation requests from other organizations
- Representing COMP on Canada Safe Imaging, Radiant Fund, CAR, CADTH etc.
- Launching the first Imaging Winter School

Kyle Malkoske Director-at-Large and Chair of the QARSAC, was thanked for his work with:

- CPQR
- Developing and publishing numerous QC Guidelines
- Fostering COMP's relationship with CNSC with the:
 - Liaison Sub-committee and
 - Innovation Fund

9. Upcoming Events

2018 Winter School The focus of the upcoming Winter School will be Quality and safety in radiation oncology, taking place in early February at a Western Canada location.

2018 ASM Taking place September 10-15, 2018 at Le Centre Sheraton Montréal Hotel, this meeting will be joint with the Canadian Association of Radiation Oncology (CARO).

10. Other Business

No other business was brought forward.

11. Adjournment

The meeting was adjourned at 6:20 PM.

Motion to Adjourn: P. McGhee/M. Carlone

CARRIED