

**2018 Annual General Meeting
DRAFT MINUTES
Sheraton Centre Montréal
Friday, September 13, 2018, 5:30pm**

Chair: Michelle Hilts
Recording Secretary: Nancy Barrett

1. Adoption of the Agenda

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

Resolution 2018-09-13-01

That the agenda be approved as presented.

2. Minutes of the 2017 AGM held in Ottawa, ON

Resolution 2018-09-13-02

That the minutes be approved as circulated.

3. Report of the President

Thanks was given to the 92% of members who provided additional information at renewal time. M. Hilts began with some statistics on the membership.

Membership Demographics:

Total Membership: 721

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:

Ontario (243)	Nova Scotia (19)
Quebec (138)	Saskatchewan (16)
BC (90)	International (16)
USA (87)	New Brunswick (13)
Alberta (56)	Newfoundland (9)
Manitoba (27)	PEI (7)

Membership by gender:

Total membership: 28% female, 72% male
Trainees: 37% female, 63% male

Where members work:

55% - Hospital (129 members)
30% - Cancer Institute (71 members)

12% - University/Government/Research Institute (27 members)
3% Private Company (8 members)

Engagement

M. Hilts reported on the engagement of the membership, notably how 61% (up from 47% in 2017) of the membership have published an article since Sosido launched in 2015. In total, 1407 article by 2136 members have been published. The membership continues to exceed industry average (by 21.75%) with open rates and social media interaction.

Currently, 10% (approx. 76 members) of the membership is involved in volunteering with COMP. There are many roles to take and all were encouraged to get involved.

Governance

COMP continues to expand its scope to better serve the membership. There are currently 7 committees: Communication, Imaging, QARSAC, Awards & Nominations, Professional Affairs, Science, and Education and 8 sub-committees: ASM, Radiation Safety, Women's Committee, Student Council, Winter School, COMP History, Resident Programs Directors, and Resident's Network.

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.

The Canadian Nuclear Safety Commission (CNSC) recognizes COMP as a leader in safety. COMP is in year 3 of a 3-year funding agreement to support innovation initiatives by COMP members. CNSC has approached us to submit a proposal for the renewal of the funding agreement for an additional 3 years.

COMP continues to profile the role of medical physicists across Canada through its celebration of International Day of Medical Physics.

Through the Imaging Committee, COMP provided input to Health Canada on Safety Code 30 (Dentistry) and has also been approached to provide input on Safety Code 26 (MRI).

Annual Winter School – In February 2018 the 9th Radiation Oncology WS was held in Lake Louise, Alberta and the theme of this most successful program was: "Automation and the Evolution of Personalized Patient Care". The 2019 Winter School will be held in Ottawa and will be focused on Quality and Safety on MRI.

The ASM now includes a half day session targeted to young professionals. This session was introduced in 2016 and has been very well-received.

COMP has arranged for a special "COMP Reports" section of the Journal of Applied Clinical Medical Physics for COMP-endorsed publications. Thirteen of the CPQR Technical Quality Control (TQC) documents were published in the Journal of Applied Clinical Medical Physics.

Community news is broadcast via the weekly Sosido Digest, monthly e-blasts and by social media, in addition to the quarterly newsletter, InterACTIONS.

A Membership Taskforce has been established in order to better engage under-represented groups within COMP.

The Education Committee has established a sub-committee of Residency Program Directors. A Resident's Network has also been formed.

COMP is a member organization of IOMP and is an active participant in International Day of Medical Physics initiatives.

COMP is providing support for the newly launched Medical Physics for World Benefit.

COMP initiated annual joint meetings between the AAPM Executive Committee and the COMP Executive Committee. At COMP's invitation, the AAPM Executive attended the 2017 COMP ASM in Ottawa.

Notable Member Achievements

The following members were celebrated:

- Dr. David Jaffray was awarded the ASTRO Gold Medal
- Congratulations to COMP members David Jaffray, Kurtis Dekker, Jerry Battista, and Kevin Jordan for their papers being selected as part of the *Physics in Medicine & Biology* Highlights of 2017 issue
- Medical physicists, students, and friends participated in Coldest Night of the Year fundraising events on Saturday February 24th to support charities serving hungry, homeless, and hurting families.
- Terry Peters, a COMP member from Western University, is now a Fellow of the Royal Society of Canada.

AAPM Award Winners

Sarah Quirk - AAPM Science Council Associates Mentorship Program

James Renaud - AAPM Best Poster Award

Magdalena Bazalova-Carter - John S. Laughlin Young Scientist Award

Muthana Al Ghazi - Marvin M.D. Williams Professional Achievement Award

- Dr. Ervin Podgorsak - honored by the Slovenian Society of Medical Physics for his role in development and continuous support of medical physics in Slovenia and in particular of the Medical Physics program at the Oncology Institute in Ljubljana.
- Svetlana Kuznetsova - Best Presentation Award, IOMP, Prague
- Humza Nusrat - CRPA's Anthony J. MacKay Student Paper Award

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:

- The COMP-CCPM MOU was officially signed. There is now a working relationship between COMP and CCPM.
- Recognition of CCPM MRI certification by AAPM

- The CCPM Board has agreed to become a supporting organization of the International Medical Physics Certification Board.

5. Financial Report – Young Lee, Treasurer

Y. Lee presented a review of the 2017 finances as well as the 2017 audited financial statements.

Resolution 2018-09-13-02

That Nephin Winter Bingley be appointed to audit the 2018 financial statements:

It was agreed that since Nephin Winter Bingley has been the appointed auditor for a number of years, that an RFP process be conducted for the auditor of the 2019 financial statements.

Action: The COMP office will draft an RFP for the Board Treasurer’s review and approval.

6. 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 following directors will continue serving their terms as follows:

Michelle Hilts – first year of two-year term as Past-President (non-voting)

Horacio Patrocinio- first year of two-year term as President

Heping Xu - third year of three-year term as COMP Secretary

Young Lee - second year of three-year term as COMP Secretary

Cheryl Duzenli- first year of first three-year term as Director-at-Large and CCPM representative

Atiyah Yahya – first year of second three-year term as Director-at-Large and Chair of the Communications Committee

Michelle Nielsen - second year of first three-year term as Director-at-Large and Chair of the QARSAC

Thor Bjarnason- second year of a three-year term as Director-at-Large and Chair of the Imaging Committee

The Nominations Committee circulated a call for nominations to fill three vacancies:

- 4 Director-at-Large positions
- The Vice President position

1 nomination was received for the Vice President position and 4 nominations were received for the 4 Director-at-large positions.

The following directors are elected to the Board by acclamation:

- Wayne Beckham – Vice President
- Joe Hayward – Director-at-Large
- Charles Kirkby – Director-at-Large
- Marija Popovic – Director-at-Large
- Cheryl Duzenli – Director-at-Large
- Atiyah Yahya – Director-at-Large

About the New Board Members:

Wayne Beckham, Vice President

- Provincial Medical Physics Leader, BC Cancer
- Serves as President and Chairman of CAMPEP, January 2014 – December 2015
- Served as Registrar, CCPM, 2003-2009

Cheryl Duzenli, Director at Large, CCPM Representative

- Professional Practice Leader - Medical Physics at the Vancouver Cancer Centre.
- Co-director of UBC med phys grad program
- Presently serving as CCPM President

Joe Hayward, Director and Science Committee Chair

- Senior Medical Physicist and the Radiation Safety Officer at the Juravinski Cancer Centre in Hamilton, Ontario.
- Has served on the COMP Board previously as Councillor for Professional Affairs
- Member of the Canadian College of Physicists in Medicine

Charles Kirkby, Director and Professional Affairs Committee Chair

- Senior medical physicist at the Jack Ady Cancer Centre in Lethbridge, Alberta.
- From 2009 – 2017, he served as a director of the Association of Medical Physicists in Alberta (AMPA)
- Since 2015, he has served as a member of COMP's Professional Affairs Committee.
- Member of the CCPM since 2009 and a Fellow since 2014.

Marija Popovic, Director, Education Committee Chair

- Physicist at McGill University Health Centre
- Served as Continuing Education chair at the COMP Annual Scientific Meeting in 2017, Local Arrangements chair at the COMP-CARO Joint Scientific Meeting 2018, and the Young Professionals Workshop Chair in 2018.
- Active member of the AQPMC

7. Presentations to Outgoing Board Members

Crystal Angers, Treasurer and Board member since 2011.

Clément Arsenault, Director at Large, CCPM Representative since 2015.

Craig Beckett, Director-at-Large and Chair of the Professional Affairs Committee and Board member since 2011.

Stephen Breen, Director-at-Large and Chair of the Education Committee, Board member since 2012.

Marco Carlone, Past President, Board member since 2009.

Claudiu Cojocaru, Co-Chair of the Science Committee since 2017.

8. Upcoming Events

2019 Winter School The focus of the upcoming Winter School will be quality and safety in MRI for medical imaging and radiation therapy, taking place February 5-8 at the Lord Elgin Hotel in Ottawa, ON.

2019 COMP Annual Scientific Meeting Taking place September 24-27, 2019 at Delta Grand Okanagan Resort in Kelowna, BC.

9. Other Business

Outgoing President, Michelle Hilts, officially passed the torch to incoming President, Horacio Patrocinio.

10. Adjournment

The meeting was adjourned at 6:20 PM.