



Draft MINUTES
40th Annual General Meeting
September 13, 2018
Le Centre Sheraton, Montréal, QC

1.0 Adoption of the Agenda

President C. Arsenault called the meeting to order at 4:30pm with the introduction of the Board members. The agenda was adopted by consensus.

RESOLUTION 2018-09-13-01

IT WAS UNANIMOUSLY RESOLVED that the agenda be adopted as circulated.

2.0 Adoption of the Minutes of the 2017 AGM

RESOLUTION 2018-09-13-02

IT WAS UNANIMOUSLY RESOLVED that the minutes from July 14, 2017 be approved as circulated.

3.0 President's Report

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

- COMP – CCPM MOU officially signed, new working relationship between COMP and CCPM.
- Recognition of CCPM MRI certification by AAPM on August 2, 2018.
- CCPM has agreed to become a supporting organization of the International Medical Physics Certification Board

4.0 Registrar's Report: (R. Sankreacha)

CCPM Registry

As of Sept 13, 2017:

494 members of the CCPM (up from 479 last year)

- 326 without the Fellowship distinction
- 168 with the Fellowship distinction

27 non-members with the Fellowship distinction

35 individuals certified in mammography

Members by subspecialty (494 total):

- Radiation Oncology Physics: 418
- Nuclear Medicine Physics: 17
- Diagnostic Radiology Physics: 31
- Magnetic Resonance Physics: 9

20 have 2 subspecialties and 1 has 3 subspecialties

Recertification 2017

- 76 members due to recertify in 2017
- 76 applications were received by the deadline
- 3 members indicated that they do not wish to recertify (retirements)
- 3 review committees were created to review applications (3 members per committee including Registrar)
- 73 applications were approved by the committees
- No applications were deferred to the Board

Membership Applications 2018

36 applications received for 2018 membership exam (no change from 2017)

2 to retake oral exam only

34 to sit the full exam

- 28 in radiation oncology
- 4 in diagnostic radiology physics
- 1 in nuclear medicine physics
- 1 in magnetic resonance physics

14 of 36 had undergone a review of credentials in previous 2 years (new review not required, *including all oral exam retakes*)

20 of 36 required a review of credentials

5 applicants requested a French exam (4 RO, 1 DR)

3 committees formed (3 Fellows each)

35 applications reviewed, 34 applications approved directly by committees, and 1 application deferred to the Board (to re-apply with additional documentation)

Fellowship Applications 2018

12 applicants for Fellowship exam (7 RO, 2 DI)

- 11 radiation oncology, 1 DI
- 1 candidate having undergone credentials review in the last 3 years
- 11 were new applicants requiring a credentials review

A single committee of 3 Fellows formed to review applicants

All 11 new applications were reviewed and approved by the committee

2-step review process:

Step 1: Review of the application (January)

Step 2: Review of the projects and references (May)

Harold E Johns Award 2018

7 applications received prior to the deadline in April 2018. The age limit was removed. A panel of 3 Fellows reviewed the applications. Jihyun Yun of Cross Cancer Institute, Edmonton. Jihyun attended AAPM Summer School in Nashville, Tennessee in July, 2018.

Recertification 2018

85 candidates to recertify in 2018. The on-line submission notice was sent on July 31, 2018. The deadline for submission is September 30th 2018. New this year is a sign-off on compliance with the CCPM Code-of-Ethics.

The Board and volunteers as well as Gisele Kite and Nancy Barrett were thanked for their efforts and support.

Chief Examiner's Report: (R. Larouche)

2018 Examination – MCCPM

- The overall (written and oral) pass rate of MCCPM in 2018 was 63.3%
- The average pass rates of MCCPM from 2013 to 2018 is 63.3%

2018 Examination – FCCPM

- The overall (written and oral) pass rate for FCCPM in 2018 was 63.6%
- The average pass rates of FCCPM from 2013 to 2018 is 62.7%

2018 proposed MCCPM new members

- Danielle Anderson
- Magali Besnier
- Nicolas Côté
- Vincent Cousineau-Daoust
- Patricia Duguay-Drouin
- Dal Granville
- Michael Jensen
- Anthony Lausch
- Lindsay Matthew
- Nevin McVicar
- Sandra Meyers
- Éric Poulin
- Jiyun Ren
- Conor Shaw
- Cindy Tam
- Ekaterina Tchistiakova

2018 MCCPM new members

DI exam

- Lesley Buckley
- Patricia Baxter

NM exam

- Carlos Felipe Uribe Munoz

2018 FCCPM new distinction:

- Lesley Buckley
- Aliaksandr Karotki
- Anthony Kim
- Patricia Lindsay
- Andrea McNiven
- Ernest Osei
- Nicolas Ploquin

2018 Mammography Certifees

- Joseph Hayward
- Jean Mendy
- Vincent Pitre
- Moulay Ali Nassiri

Acknowledgements and thanks

The CCPM membership was commended for the many great volunteers. It was noted that about a quarter of all members are volunteers. The CCPM board was also thanked. Thanks was given to Gisele Kite for her dedication.

6.0 Secretary-Treasurer's Report: (G. Mawdsley)

The Secretary-Treasurer presented the financial statements for 2018.

Overview

- Examination fees do not cover costs of examinations (facilities, travel for examiners) but recertification fees make us revenue-neutral.
- Current fees are sustainable and there is no negative trend, but they may need to be reviewed next year.
- HEJ fund depends on donations to ensure continuity.
- COMP support is essential.

Financial Statement Review

Nephtin Winter and Bingley reviewed the CCPM 2017 financial statements on transfer between treasurers. A review of the 2018 financial statements will be performed by a CCPM member.

7.0 Nominating Committee Report

- Renée-Xavier Larouche and Clément Arsenault will be coming off the Board this year
- The Nomination Committee posted a notice in January InterACTIONS
- 1 individual showed interest in the Vice-President position and 2 individuals expressed interest in the Deputy Chief Examiner position but only one chose to submit a nomination.

Election of Directors

Deputy Chief-Examiner:

Dr. Geneviève Jarry

Physicienne médicale, Chargée d'enseignement clinique

Université de Montréal, Hôpital Maisonneuve-Rosemont

Vice-President:

Dr. Gino Fallone

Director of Medical Physics, University of Alberta, Cross Cancer Institute

Past Chief Examiner (1995-99)

President:

Dr. Cheryl Duzenli has completed her first 3-year term as Board Director (Vice-President) and has agreed to stand for election for a second 3-year term as President.

Chief Examiner:

Dr. Alasdair Syme has completed his first 3-year term as Board Director (Deputy Chief Examiner) and has agreed to stand for election for a second 3-year term as Chief Examiner.

The Board did not receive any other nominations for these positions, so the four nominees were declared elected by acclamation.

8.0 Proposal for Bylaw Change

As per the communication on July 12, 2018 proposed changes to the CCPM bylaws were made by CCPM member. The proposal required changes to three areas of Article IV. As required by the bylaws, it was circulated to members and made available on the CCPM website 60 days before the annual general meeting (AGM). [The proposed changes to Article IV, Sections 4.01 and 4.02](#) affect the rights of the members of CCPM and as per the Canada Not-for-Profit Corporations Act (Section 197), require a special resolution and 2/3 approval. As well, the proposed changes to 4.01 and 4.02 are linked and must be considered together. **The proposed change to Article IV, Section 4.04** simplify the wording of the bylaw.

As per the CCPM bylaws, the proposal was presented at the AGM and following the presentation, the CCPM President presented the Board's perspective and then opened it up to the floor for questions and discussion. The presentations and discussion at the AGM can be summarized as follows:

Arguments in support of the proposed changes to Article IV, Sections 4.01, 4.02 and 4.04:

- Fellows represent only 30% of the membership and yet represent 100% of the Board. The optics of this are tantamount to having a small, privileged demographic.
- Fellows may not necessarily have the best interest of non-Fellows in mind during day-to-day operational issues associated with CCPM board activities

Arguments against the proposed changes to Article IV, Sections 4.01 and 4.02:

- Implementing the changes as proposed will require a major re-structuring of the FCCPM exam process and the regulations and may result in the temporary suspension of exams
- The proportionality clause implies that the Board would need to determine which Board positions would be filled by Fellows and which could be filled by non-Fellows
- Implementation of bylaw changes to 4.01 and 4.02 will be difficult as legal advice will be needed as to when the bylaw changes take effect (e.g. immediately or as existing terms expire)
- It is important to remember that Fellows are also members of the College
- The CCPM Board supports the proposed change to Article IV, Section 4.04 since the inclusion of the word "Fellows" in this section is awkward and unnecessary

Comments made during the discussion:

- It is possible to facilitate the Fellowship Exam by establishing a special exam committee that is separate from the Board. Many other organizations do this.
- The changes do not need to be made immediately but could be implemented gradually as current Board terms expire

- The proposed change would result in the Board being more diverse and representative
- The extensive work required to update the regulations for the proposed changes was acknowledged
- Having the Board composed of directors who are proportionally represented by Members and Fellows could be complicated to implement and it was suggested that this requirement be removed
- Removing the Proportionality clause from the original proposal of Article 4.01 opens up the election to the Board to all members of the College, which is more inclusive.

As the current CCPM bylaws allow, members who were present at the AGM were invited to make amendments to the proposed changes. Amendments to the original proposed changes to Article IV 4.01 and 4.02 were made.

As per the CCPM bylaws, an electronic vote will be held to ensure that the full membership has an opportunity to vote on the following amended proposals for changes to the bylaws:

Motion 1: That Article IV 4.01 Board of Directors be changed as follows:

Current Bylaw

The governing body of the College shall be known as "the Board" and shall consist of eight (8) Members of the College who have earned the distinction of Fellow. The board may from time to time and subject to the Act, write, vary, add to, or limit the Regulations of the College in order to achieve the objectives of the College

Amended Proposal for Approval by Electronic Vote

The governing body of the College shall be known as "the Board" and shall consist of eight (8) members of the College. The board may from time to time and subject to the Act, write, vary, add to, or limit the Regulations of the College in order to achieve the objectives of the College

Motion 2: That Article IV 4.02 Election and Term be changed as follows:

Current Bylaw

Subject to these bylaws and the articles, any member in good standing who has attained the distinction of Fellow of the College may be nominated in accordance with the Regulations of the College established by the Board from time to time and elected by the membership at each annual meeting at which an election of directors is required for a term expiring not later than three (3) years following their election. At the end of their term, directors may stand for, and be re-elected by the voting members to a further three-year term. Former directors may stand for election by the voting members provided that they have not exercised the office of director for a minimum of three years following the end of their last term.

Amended Proposal for Approval by Electronic Vote

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election of directors is required for a term expiring not later than three (3) years following their election. At the end of their term, directors may stand for, and be re-elected by the voting members to a further three-year term. Former directors may stand for election by the voting members provided that they have not exercised the office of director for a minimum of three years following the end of their last term.

Motion 3: That Article IV 4.04 Description of Officers be changed as follows:

Current Bylaw

The Board shall elect annually from among themselves Fellows, except for the position of Executive Director which shall be appointed by the Board, to serve as the Officers of the College. They shall be the:

- 1) President
- 2) Vice President
- 3) Registrar
- 4) Secretary-Treasurer
- 5) Chief Examiner
- 6) Deputy Chief Examiner
- 7) Executive Director

Proposal for Approval by Electronic Vote

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- 3) Registrar
- 4) Secretary-Treasurer
- 5) Chief Examiner
- 6) Deputy Chief Examiner
- 7) Executive Director

The last day that votes will be accepted will be October 31, 2018. For the proposed change to pass, at least 15% of the membership must vote, and at least 2/3 of the votes must be cast in favour of the change.

9.0 Other Business

There was no other business.

10.0 Adjournment

Clément Arsenault closed the meeting by thanking the membership and staff for their support. There being no other business, the meeting was adjourned at 5:30pm.