



CANADIAN ASSOCIATION OF MEDICAL BIOCHEMISTS
L'ASSOCIATION DES MÉDECINS BIOCHIMISTES DU CANADA

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A G E N D A

Annual General Meeting / Assemblée générale annuelle

Thursday, October 25, 2012 / jeudi le 25 octobre 2012

16h30-18h00

Le Place D'Armes Hotel & Suites

Room: Opera AB

MINUTES

Attending: Please see attached list of attendees.

1. Call to Order and Approval of Agenda

2. Adoption of Minutes

2.1. Approval of Minutes of the Annual General Meeting of October 13, 2011

It was moved by Dr. Potter and seconded by Dr. Douville that the minutes of the Annual General Meeting be approved as circulated. **UNANIMOUSLY APPROVED**

2.2. Business Arising from the Minutes

There may be a possible increase in the free structure in the coming year.

3. Reports

3.1. President Report (*Dr. Don-Wauchope*)

The year has been busy and we are all facing the implications of financial constraint in our work places. The CAMB has participated in a few activities during 2012.

A joint position statement on HbA1c with the Canadian Society of Clinical Chemistry was published in Clinical Biochemistry (Clin Biochem 2012 Sep;4S(13-14):1036-7). Thank you to Dr. Pelletier that assisted with this project.

I attended the Canadian clinical practice guidelines summit. Personally I think guidelines will play a big role in the future of how we deliver laboratory tests. I tried to emphasize the importance of good evidence in construction of guidelines and that Medical Biochemists should be included in the production of guidelines that include laboratory tests. A written report was provided to the executive committee.



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Canadian Alliance of Laboratory Medicine continues to work with the Royal College on setting up a Leadership council for Laboratory Medicine to ensure that laboratory medicine speaks with a single voice. I thank Dr. MacNamara for her assistance with this project.

Drs. Bassam and Gilfix are continuing their work on the diploma program in Molecular Diagnostics.

Dr. Holmes has kindly volunteered his time to revamp the website. He seeks content (e.g. rare tests) and to make it a secure site. Please let him know if you have any ideas to improve it further.

Our finances remain healthy due to the tireless work of Dr. Nassar who continues to gain excellent support from the industry. Dr. Nassar is to be congratulated as regards his efforts to obtain funding for CAMB activities.

We have constrained the costs of running the association but we currently spending a small amount over our subscriptions. For this reason we are proposing a small increase in the annual dues to make sure that we spend our donated money on educational activities only.

The annual meeting has once again proved to be very successful and I thank the organizing committee Dr. Radwan, Dr. Baass, Dr. Tang, Dr. St-Cyr and Dr. Viau, for all their excellent work A special note of thanks to Dr. Girouard who kept me informed throughout the year.

The executive required one special meeting this year to discuss the requirements for the new bylaws and a membership application. The new by-laws are not yet ready for a vote of acceptance.

The CAMB continues to provide you with an excellent annual meeting and a voice at the national level. I thank you for your ongoing support.

3.2. Secretary-Treasurer's Report (*Dr. Gilfix, acting on behalf of Dr. Amari*)

3.2.1 Audited Financial Report for year ending December 31, 2011

See the Statement of Operations on Page 5 of the CAMB audited financial report for the year ended December 31, 2011. Total revenues were \$45,231 (a reduction of 6.2% compared to last year). Items include sponsorship & contributions of \$34,500, membership fees of \$6,875, Annual Meeting registration fees of \$2,900 (\$3,600 lower than prior year), and \$956 for bank interest.



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Total expenses for the year were \$38,617 and included:

\$25,199	Annual Meeting expenses (an increase of \$4,815 in 2011 due to simultaneous translation and resident registration fees)
\$6,042	Management service & finance administration (in April 2011, the rate changed from \$69.80 to \$75 per hour and we are no longer being charged a flat rate per month)
\$2,938	Audit – a decrease compared to prior year of \$542 (in 2010, we expensed additional audit fees since our 2009 projection was too low).
\$994	Board (attended HRH/NSS meeting & held an executive lunch meeting).
\$975	Insurance
\$762	Travel (New in 2011, Dr. Don-Wauchope attended the Clinical Practice Guidelines Summit).
\$668	Website (a slight increase in 2011 due to hourly RCAM management fee rate).
\$525	Advertising (New in 2011, conference proceedings were advertised in Clinical & Investigation Medicine Journal).
\$240	Postage & courier
\$235	Bank charges (an increase of \$113 due to more membership dues payments being paid by credit card).
\$30	Miscellaneous (Industry Canada annual filing fee) \$7 Translation ^[1] _[SEP] \$2 Office supplies

Excess of revenue over expenses for the year ending December 31, 2011 was \$6,614, a decrease of \$10,480 mainly due to the Annual Meeting.

See page 4, the Statement of Financial Position. Total assets were \$100,806; Accounts Payable/Accrued Liabilities \$23,356 and Unrestricted Net Assets for the year ending December 31, 2011 totaled \$ 77,450.

MOTION: That the audited statement of the Canadian Association of Medical Biochemists for the year ended December 31, 2011 be approved. It was moved by Dr. Douville and seconded by Dr. Nassar. *UNANIMOUSLY APPROVED.*

3.2.2 Appointment of Auditors for 2012

MOTION: That BDO Dunwoody, Chartered Accountants be appointed as auditors for 2012. CANADIAN ASSOCIATION OF MEDICAL BIOCHEMISTS L'ASSOCIATION DES MÉDECINS BIOCHIMISTES DU CANADA CAMB AMBC. It was moved by Dr. Karla and seconded by Dr. Westerlund. *UNANIMOUSLY APPROVED.*



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3.2.3 Finance Report at August 31, 2012

Revenues

See YTD Actual AUG-12 column. Total year-to-date revenues are \$42,453 and are made up of:

Membership fees billed	\$7,420 (\$7,290 has been collected as of August 31st)
Investment Income	\$533
Annual Meeting grants	\$34,500 (see below for details)
Beckman Coulter Canada Inc. [SEP]	\$10,000
Siemens Healthcare Diagnostics Ltd.	\$10,000
Roche Diagnostics Canada [SEP]	\$5,000
Abbott Laboratories Ltd	\$5,000
Instrumentation Laboratory Canada Ltd.	\$3,000
Somagen Diagnostics Inc.	\$1,500

The Annual Meeting registration revenues do not come in until last quarter of the year.

Expenses

Total year-to-date expenses are \$7,022 and some key line items include the following:

Office Supplies	\$299
Postage	\$66
Courier	\$89
Insurance	\$969
Bank Charges/Credit Card discounts	\$122 (\$79 + \$43)
Management Fees	\$3,675
Computing Charges	\$496
Finance Charges	\$482
Website	\$196
Airfare Volunteers	\$589

Bank Charges, Credit Card discounts and computing charges have been posted up to August [SEP] 2012.

Interest Revenue has been posted up to July 2012.

Finance Charges are posted quarterly - up to June 2012. [SEP]

Excess of revenue over expenses are to \$35,431. Please note that the majority of annual meeting expenses are paid after the meeting takes place so the current surplus is temporarily inflated. [SEP]

No motion is required for the August financial statement.



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3.2.4 Preliminary Budget 2013

Please refer to the Preliminary Budget 2012 column, for the draft budget. Note that standard budgeting methods were used, namely, estimating revenues low, and expenses high.

Revenues

Budgeted revenue for 2013 is \$42,750 and is made up of:

Membership dues to be billed	\$7,000
Investment income	\$750
Annual meeting registration fees	\$4,000
Annual meeting grants ^[L] _{SEP}	\$31,000

Expenses

Total estimated expenses for 2013 are \$42,750 resulting in a balanced budget.

Some key line items include:

Insurance directors & officers	\$1,000
Management fees	\$6,000
Annual Meeting speaker honoraria	\$6,800
Write-off Activity ^[L] _{SEP} (for non-payment of membership dues)	\$145
Airfare-volunteers for Annual Meeting	\$3,550
Catering for Annual Meeting	\$3,700
Translation	\$3,015
Consulting fees/meeting management for Annual Meeting	\$3,800
Legal Fees (bylaws)	\$2,000
Audit Fees	\$3,100

It was proposed to split the budget to better differentiate the funding received for education purposes.

MOTION: That the proposed budget of the Canadian Association of Medical Biochemists for the year 2013 be approved. It was moved by Dr. Turcott and seconded by Dr. Dube. UNANIMOUSLY APPROVED.

3.3. Specialty Training Committee

Dr. Douville reported on the activities of this committee. It intends to look at the job market (Are there jobs for graduates?) and the transfer of residents from pediatrics or Internal Medicine to Medical Biochemistry.

3.4. Update on Royal College Training Program

No report.



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3.5. Membership applications (Dr. Andrew Don-Wauchope)

Motion to approve admission of Dr. G. Pare into membership by Dr. Karla and seconded by Dr. Douville. **UNANIMOUSLY APPROVED.**

Upon a vote of all members present, it was decided overwhelmingly that individuals without Royal College certification not be accepted into membership.

4. New Business

4.1 Slate of Officers (for information)

The current slate will continue for the upcoming year (2013) with a new slate being required for the following year.

President	Dr. Andrew Don-Wauchope
Vice President	Dr. Brian Gilfix
Secretary-Treasurer	Dr Karim Mourabit Amari
Councilors	Drs. Mac Namara, Mattman, Douville and Heathcoat

It was proposed that the officers serve a three-year term starting next year.

A nominating committee is to be formed following the AMBQ pattern and consist of the past president and two members at large: Dr. Kalra and ??.

4.2 Changes to the by-laws

4.3 Awards and Recognition - Dr. Kalra proposed that the CAMB create an award recognizing contributions to Medical Biochemistry in Canada. This can be in the area of teaching, research, clinical service or management.

Upon a vote of all members present, it was decided overwhelmingly that the proposal of Dr. Karla be accepted.

The Executive will ask for volunteers to form an Awards committee.

5. Upcoming meetings

5.1. Future Meetings for Discussion

Dr. Nassar brought to the attention of the meeting that the convention of the Canadian Cardiovascular Congress will be held in Montreal in 2013 starting of Oct. 17th. The CAMB/AMBQ in 2013 in Montreal will be changed to Monday to Thursday to avoid conflict with this date.



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6. Correspondence

For next year:

1. There will be a review of by-law changes (e.g. length of term of executive, reduction of classes of membership, update in terminology).
2. To consider removal of requirement for formal audit.
3. Educational projects can be submitted for consideration of funding.
4. The RCPSC committee requests examination questions from the membership. Please submit questions to Dr. Blank.

7. Adjournment

There being no further business, Dr. Don-Wauchope adjourned the meeting at 6:00 PM.