

AGENDA
Annual Meeting of the Board of Directors

CANADIAN SOCIETY
FOR LIFE SCIENCE

R E S E A R C H



SOCIÉTÉ CANADIENNE
DE RECHERCHE DES

SCIENCES DE LA VIE

Saturday, November 14, 2009 4:30 pm
University of Ottawa, Tabaret Hall, Rm 112

Attendees:

Philippe Rizek (President)
Jenna Fong (Vice-President Internal, McGill University)
Vaneeta Verma (Secretary, U of Toronto) - Acting Speaker
Nathalie Richard (Vice-President External)
Simon Lovasco (Bilingual coordinator)

Meeting called to order at 5:00 pm

1. Presentations

2. Action

3. Adoption of Agenda and Minutes

MOTION

11/14/09:1

Moved **Fong/Rizek** BIRT Agenda and minutes of last year's annual meeting be adopted.
Moved

4. Executive and Speaker Reports

- a) President – Philippe Rizek – Yearly Summary, Executive Responsibilities (see Appendix) Present
- b) Vice President (Internal) – Jenna Fong Present
- c) Vice President (External) – Nathalie Richard absent
- d) Secretary/Treasurer – Vaneeta Verma present
- e) Candyce Sdun present
- f) Jonathan Mayo present
- g) Simon Lovasco present
- h) Siavash Piran present
- i) Hamed Nazzari present
- j) Fred-wants newsletter to start, perhaps include a review of the conference and may be interview one of the speakers.
Can contact departments
Fred needs ALL the submissions/content sent to him at one time.

Perhaps send the news letter out in a mass e-mail
Publication: went very well! Few minor typos.
Try and get discount because there were some typos in the publication so we should get reimbursed.
Perhaps have a database for submissions so that the abstracts are in consistent format

Hamed: Quality of submissions was good but format needs to be addressed so there is more consistency

MOTION

11/14/09:2

Moved **Leduc/Nazzari** BIRT Executive and Speaker reports be accepted.
Moved

5. Committee, Senator, Board of Trustee and Other Reports

- a) University Representative Reports
- b) Other Reports

6. Question Period/Departmental Complaints

We need more members-we need to get more of a word out on this conference

7. Business Arising from the Minutes

8. Main Motions

MOTION

11/14/09:3

Moved **Fong** / **Rizek** BIRT both a funding proposal and thank-you letter be drafted for current sponsors of the CSLSR and keynote speakers by the President and Vice-President (Internal).

moved

MOTION

11/14/09:4

Moved **Fong** / **Nazzari** BIRT the CSLSR publish the abstracts of the 3rd Annual CSLSR Conference in the Proceedings of the Canadian Society for Life Science Research,

moved

MOTION

11/14/09:5

Moved **Fong** / **Rizek** BIRT conference research winners for both oral and poster presentations be awarded the following amounts to be distributed in collaboration with the CIHR funding: 1st place = \$500, 2nd place = \$250 3rd place = \$250.

Moved

MOTION

Moved 11/14/09:6

Moved **Fong** / **Nazzari** BIRT Vaneeta Verma be ratified as Secretary of the CSLSR for the upcoming year.

Moved

MOTION 11/14/09:7

Moved **Rizek** / **Nazzari** BIRT Nathalie Richard resign as Vice-President (External) as of November 22, 2009.

BIFRT **Candyce Sun** be ratified as Vice-President (External) for the next year, a minimum 1 year commitment from this date.

Moved

MOTION

Moved 11/14/09:8

Moved **Nazzari** / **Sun** BIRT as Philippe Rizek has been ratified as Chairman of the CSLSR, he will resign as president for the upcoming year.

Addendum: Philippe will act as a head consultant. He can still give advice but hopes he has passed it on so the CSLSR grows!

BIFRT **Jenna Fong** be ratified as new President of the CSLSR.

MOTION

Moved 11/14/09:9

Moved _____ **Fong** ___/ _____ **Nazzari** _____ BIRT Vaneeta Verma be ratified as treasurer of the CSLSR for the upcoming year. Vaneeta Verma and Philippe Rizek will have signing authority on the CSLSR account.

BIFRT the CSLSR mailbox be moved from Kingston, ON to Toronto, ON in December, 2009.

Moved

MOTION

11/14/09:10

Moved _____ **Fong** ___/ _____ **Rizek** _____ BIRT Hamed Nazzari be ratified as Submissions Editor of the CSLSR for the upcoming year.

Moved

MOTION

Moved

11/14/09:11

Moved ___ **Sun** ___ / _____ **Mayo** _____ BIRT University Chapters be given \$5 per member for each \$15 collected from new member fees of that chapter.

BIFRT University Chapters may use this money to hold fundraising events and special lectures for their chapter members in concordance with the mission of the CSLSR. The Chapters are to supply the VP (Internal) with a full report at the end of the academic year.

Moved

MOTION

Moved

11/14/09:12

Moved ___ **Fong** ___/ ___ **Nazzari** _____ BIRT the Fundraising standing committee be established as one of the CSLSR's standing committees.

BIFRT that the Vice-President (External) will act as chair of this committee, and will include the following CSLSR representative: Siravash Piran, _____,

_____, _____, _____.

These people in the committees must be made up of current registered CSLSR members.

To be determined

MOTION

Moved

11/14/09:13

Moved ___**Nazzari**___/___**Fong**___ BIRT the Vice-President (Internal) develop a new interview questionnaire when selecting candidates for representative positions. CSLSR representatives and executive members will be selected throughout the year should a position become available provided a cover letter and CV are provided/reviewed. A Skype/Phone interview with the candidate must be conducted by at least two current executive members.

MOTION

Moved

11/14/09:14

Moved ___**Fong**___/___**Nazzari**___ BIRT CSLSR representatives (if not currently running a school chapter) be required to play an active role as part of one of the CSLSR committees during their time held as CSLSR representative. If unable to fulfill these duties, the Vice-President (Internal) and the President and/or Chairman may choose to terminate their involvement as an active CSLSR representative.

MOTION

Moved

11/14/09:15

Moved ___**Fong**___/___**Rizek**___ BIRT Fred Leduc and Vaneeta Verma be recognized as CSLSR “Member of the Year”.

Moved

9. Other Business

Brainstorming session to discuss strategies to enhance communication within the CSLSR

CSLSR Committees:

- **Events**, Chair: VP (Internal)
 - Planning the annual conference and fundraising event, i.e. golf.

Please Note that events (i.e. socials, fundraisers) planned within school chapters are separate and will be left to the chapter to discuss their intended event with the two vice-presidents.

Letitia (Vice-President Internal) will be head of the Events committee.

- **Awards**, Chair: President
 - Determine allocation of funding with Treasurer for conference costs, student awards, planning/writing grants

Posters should be split into 2 blocks. Half the students go one hour and then half the students for the second hour.

- **Fundraising**, Chair: VP (External)
 - Marketing strategies, external collaborations with other NFP/university departments/profs, sponsorship for events
 - Candyce can contact stem cell network. The head quarters in Ottawa. She will try and collaborate with them. Perhaps they can sponsor us?
- **Submissions** Chair: Submissions Editor
 - Newsletters, Blog, Annual Publication, Website content ideas

Establish guidelines and timelines for the formation of new chapters
Should start by finding a small group and then may be have a club night. The representative needs to be involved in getting this going.

Publication materials and press-releases: Nicole Monardo is a great asset in helping with the writing and editing of documents and press-releases.

Representatives: Students should have time to commit to this position. Representatives should give us an update e-mail at least once a month. VP internal will delegate someone to get in touch with the reps. Perhaps 2-3 people should interview each rep.

Executive Travel/Accommodation reimbursement/funding for annual conference – limit to maximum of \$250-300 per executive member for next year's event (pending funding).

Discussion regarding the 5th Annual CSLSR Conference:

When? Late August

Where? McGill

Submission deadline? July 1st no extensions

Variety in talks

We should include workshops (knowledge translation, biotech panel discussion, writing, grant opportunities), mini-symposia (max. 2); the plan will begin asap.

Perhaps we split the prizes so that there is one for undergrads and one for grads
We will host an evening event for students
We will begin targeting more med students. Verma to look up more medical departments for collaborations.

10. Notice of Motions/Announcements

Next CSLSR Council meeting date will be announced by email to all members of the BOD 1 month prior to the 5th Annual Conference

Date/Location of 5th Annual Conference (2010): August, 2010 (TBA) at McGill University

Next CSLSR Executive Monthly Skype Meeting: In approximately 1 month (December 14, 2009 7:00 pm Eastern Standard Time).

11. Adjournment 6:35

MOTION

11/14/09:15

Moved ___**Nazzari**___/___**Leduc**___ The 2009 Meeting of the CSLSR BOD be adjourned.

Moved

Meeting adjourned at 7:15 pm

Vaneeta Verma
Secretary

APPENDIX:

Taken from Current CSLSR Bylaws:

9.0 RESPONSIBILITIES OF THE OFFICERS:

9.01 DUTIES OF THE CHAIRMAN:

The Chairman may, or may not, be a student officer of the corporation. The Chairman may be selected from a past-president or founding officer of the corporation. The principal duty of the Chairman of the Corporation is to lead and oversee the Board of Directors. The Chairman should facilitate an open flow of information between management and the Board, and should lead a critical evaluation of Corporate management, practices and adherence to the Corporation's strategic plans and objectives. The Chairman shall preside at all meetings of the Board of Directors. The Chairman, in consultation with the President, shall also prepare an agenda for the meetings of the

Board of Directors. Should the Chairman find sufficient reason for disapproval of corporate management, he/she may call a meeting for review of the Executive Committee and for the removal of an executive committee member from office.

9.02 DUTIES OF THE PRESIDENT:

The President of the Corporation shall preside at all meetings of the members, the Board of Directors and the Executive Committee.

The President shall take initiative to call the required meetings of the Executive Committee, Board of Directors, and Corporation.

The President shall be an ex officio member of all committees.

The President shall establish sub-committees of the Board of Directors or designated individuals as necessary to examine specific issues of concern to the Society. Reports of such sub-committees shall be presented initially by the President to a meeting at the Board of Directors or Executive Committee.

9.03 DUTIES OF THE VICE-PRESIDENT (INTERNAL):

In the absence or inability of the President, the duties of the President may be performed by the Vice-Presidents.

The Vice-President shall also perform such other duties as may be determined by the Board of Directors.

9.04 DUTIES OF THE VICE-PRESIDENT (EXTERNAL):

- a) To serve as the corporate liaison with external organizations, universities/institutions and corporations
- b) To establish external collaborations with associated organizations.
- c) To be responsible for soliciting community, academic and corporate sponsorship along with the President.
- d) To serve as the primary contact for sponsors, as well as with organizations with similar interests.
- e) To maintain a list of contacts for sponsors and granting agencies.
- f) To create and distribute advertising material for corporate events and promotion.
- g) To train and work with representatives from the board of directors to construct and post advertising materials.
- h) To carry out such other tasks and to assume such other responsibilities as the executive committee deems appropriate.

9.05 DUTIES OF THE SECRETARY:

The Secretary shall ensure that:

- a) Notice is given of all meetings to the members of the Corporation and to the Board of Directors;
- b) Minutes of the proceedings of the members and of the Board of Directors are taken and maintained;
- c) The membership roll of the Corporation is kept;
- d) The seal, books and record of the Corporation are kept safely.

9.06 DUTIES OF THE TREASURER:

The Treasurer shall ensure that:

- a) Full and accurate books of account are kept showing all receipts and disbursements of the Corporation and the assets and liabilities of the Corporation;
- b) All money is deposited to the credit of the Corporation and that other valuables are held in safekeeping;
- c) The funds of the Corporation are expended in accordance with the direction of the Board of Directors;
- d) An account is kept of all transactions of the Corporation and of its financial position, together with such additional information as may be required to prepare an annual report in accordance with the laws applicable to the Corporation.