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| <b>CCUBC</b> | <b>Canadian Council of University Biology Chairs</b>              |
| <b>CUDBC</b> | <b>Conseil Universitaire des Directeurs de Biologie du Canada</b> |

**44<sup>th</sup> CCUBC Business Meeting**  
 Nov 21, convened 12:30  
 Holiday Inn Select, Montreal, QC

**1) Minutes from 2014 approved.**

**2a) Membership drive.**

Attendance challenging because of geography.

39 member institutions paid up. 4 did not renew.

Task – to identify how to stimulate membership, followed by attendance drive.

Under SPAM legislation, CCUBC cannot send directly to non-members, but Michael can do so personally. Twitter feed.

Modify website to include testimonials, notes for encouraging members. Also need to remove Google message on hacked website.

Send testimonials to David Law.

Motion: Either identified Chairs who haven't started or new Chairs in their first year invite for no registration fee.

Seconded by Judy – Passed! (1 abstention)

Member institutions can be posted but list can be assembled and made available generally in private.

Members can post job ads free, rather than paying \$125.

**c. New initiatives.**

Identify 'hot topics' – aboriginal focused education in Biology. New building on campus for aboriginal interactions, develop focused curriculum. Truth & reconciliation commission recommendations.

**e. What worked / didn't work. Suggestions for future meetings.**

- Replace Ottawa meetings with Montreal.
- Make program available earlier on the website and with more detail/information.
- is budget a problem?
- allow people to come once or twice to meeting w/out being members.
- have discounted meeting registration if paid at same time as membership.
- consider a joint meeting with the Science Deans.

**f. Nominee for VP: Roger Jacobs (Mac)**

elected

Member-at-large: Suzie Currie (Mt. Allison).

**g. CCR membership renew.**

PAGSE: remain non-members for now. We are well represented by our discipline groups.

Don't have an Ottawa active Chair to attend CCR meetings. Continue for teleconference.

### **3. Treasurers Report: David Law**

Reviewed budget summary from Wafaa

Revenue very similar to last year.

Expense – largest is service contract of ~11,000

Projected bottom line +3,400\$.total in bank will be about \$86K.

Most in 2% earning Tangerine savings account.

Moved by Judy, 2<sup>nd</sup> Roger

Should balance be spent down? Introduce an undergrad paper award from an honours project or undergrad project.

CCUBC investment policies – moved by Judy, seconded Scott, approved.

Motion to approve signing authorities – Michael, David L, Wafaa. Robert, second Ken, approved.

Motion to approve service contract: Mark, second by Paul, approved.

Next year meeting:

2016 – Okanagan, Rotary Centre or hotel venue – Michael also familiar with Kolowna Banff as a fallback. Nov 18-19, 2016.

2017 – East. Suggest UPEI, Halifax, Montreal?

### **5. Other business:**

New undergraduate paper award. \$1000. Same wording as graduate prize but substitute undergraduate.

Prize to first author (or shared if joint first author).

Proposed Suzi, second David L. approved.

Web site updating – make a generic email – rather than a person.

Add a counter.

6. Motion to adjourn, second Roger.

### **Action List:**

Wafaa: Add to/Edit Website:

New undergraduate paper award. \$1000. Same wording as graduate prize but substitute undergraduate.

Prize to first author (or shared if joint first author).

Use the generic email [info@ccubc.ca](mailto:info@ccubc.ca) to receive nominations for awards so it doesn't have to be updated every year.

If possible, add website hit counter.

Add Twitter connection (ask Scott Ramsay if help needed)

Fix “This site may be hacked” on Google search.

Add testimonials to be collected by David Law.

### **Meetings:**

For 2016 meeting, investigate Kelowna (Okanagan). Michael has held meetings there and can give a lead or two. Nov 18-19, 2016.

2017 – probably east. Could be PEI, Halifax, Montreal.

### **Membership Drive:**

#### **Consider an altered fee structure:**

Suggestions:

Discount meeting registration if purchased at same time as membership?

Or some other format for single payment, rather than membership and an additional registration.

New Chairs (1<sup>st</sup> year), or identified incoming Chairs who haven't started yet, free registration.

Recruit back former members (or never members) by letting them come to a meeting or two without paying membership?

### **New Exec:**

Roger Jacobs, VP

Suzi Currie, to replace Roger on the Board.

Leftover issues that were not discussed:

- Gender issues
- Aboriginal inclusion – truth&reconciliation
- 2<sup>nd</sup> year core.
- Additional course credit for lab intensive courses
- Professional Biologist designation
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**Michael:** to construct mailing list of relevant Chairs/Departments in Canada

**David Law:** to collect testimonials from attendees as to usefulness of the meeting for posting on the Website

**Scott Ramsay** Has already set up a twitterhandle: [@BioChairCanada](https://twitter.com/BioChairCanada)