

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

**52<sup>nd</sup> Annual Business Meeting**  
**Saturday, 4 November 2023**  
**1:00 - 3:00 PM Mountain Time**

**Agenda**

- 1. Approval of Agenda and welcome**
- 2. 51 Annual Business Meeting Minutes - FYI**
- 3. President Report – David Coltman**
  - a. National Biology Departments Survey
  - b. Partnership with oCube
- 4. Secretariat report**
  - a) Membership (Secretariat report)
  - b) Website and Alerts (Secretariat report)
  - c) Awards: (Secretariat report)
- 5. Advocacy Activity**
  - a) Memberships in Canadian Consortium of Research (CCR) & Report- Selvadurai Dayanandan
  - b) Memberships in Partnership Group for Science and Engineering (PAGSE)
- 6. Treasurer Report – Tony Williams**
  - a) Comparative Budget presentation 2022 – 2023 - Attached
  - b) Banking and Investment (Secretariat Report)
  - c) Motion to approve signing authorities (Wafaa Antonious and Tony Williams)
  - d) Motion to renew the service contract – Rofail Conference and Management Services – Wafaa Antonious – Attached
- 7. Election of executive positions**
  - Vice President (following Kirsten Muller, who will be President after the business meeting) (3 years commitment)
  - Treasurer: (2 years term) Tony will serve for another year then will need to be replaced in 2025
  - Members at Large (up to 4): Currently there are 3 Members at Large: Moira Galway (no longer a chair), Matthew Smith and Gregory Schmaltz–need a third person. (2 years term)
- 8. Future Meetings – Location and Chair & Dates** - traditional rotation, central, east, central, west (whoever Chairs  
The meeting will receive support from the CCUBC Secretariat for logistics, registration, book keeping, advise and managing the meeting information on the web). The Meeting Chair will be responsible for setting up the program with consultation with the CCUBC board, identifying potential facilities to hold the meeting and the trip, help in encouraging attendance, providing content for the meeting pages.
  - a) Meeting registration – How can we increase interest in the meeting? Should future meetings be all in person or alternate between virtual and in person?
  - b) 2024 Ottawa
  - c) 2025 location
- 9. Other Business**
  - a) New initiatives and activities CCUBC should take on.
- 10. Adjournment**

**CCUBC Business Meeting  
2022-11-19**

**12:48 pm**

**Approval of Agenda**

Moved by Michael Deyholos and Matthew Smith

Motion passed

**President Report**

Dion Durnford discussed his approval of the letter addressed to the Prime Minister and Minister Champagne to increase Tri-Council scholarships and fellowships. He discussed the letter with the Executive Committee and received their approval to sign the letter on behalf of the CCUBC.

**Secretariat Report**

Members were encouraged to read the Secretariat's Report. Additional discussion followed as be part of the Treasurer's Report.

**Advocacy Activity**

*Canadian Consortium of Research (CCR)*

Selvadurai Dayanandan presented his report as the CCUBC representative on the CCR. He highlighted the CCR's strategic planning exercise over the coming year.

*Partnership Group for Science and Engineering (PAGSEr)*

Bruce McKay talked about the mandate of PAGSE. He described the activities of the organization and emphasized the importance of the organization.

**Treasurer Report**

Michael Deyholos provided an overview of the income statement and the Secretariat's service contract for 2022

Motion for the CCUBC to apply for a business number

Moved by Dion Durnford and Tony Williams

Motion not approved

Motion for the CCUBC to approve the Rofail Conference and Management Services contract.

Moved by Gary Anderson and Tony Williams

Motion approved

**Election of Executive Positions**

Vice-President – Kirsten Müller volunteered for the position

Motion to approve Kirsten as VP

Moved by Tony Williams and David Coltman

Motion approved

Note: Kirsten was approved in 2021 to serve as a Member at Large to replace Vanessa Auld. This change was not updated.

Treasurer – Tony Williams volunteered for the position

Motion for Tony to serve as Treasurer

Moved by David Coltman and Dorothy Hill

Motion approved

Members at Large

Moira Galway and Matthew Smith agreed to continue serving and Gregory Schmaltz volunteered for the position.

Motion to approve Moira, Matthew, and Gregory to serve as Members at Large

Moved by Tony Williams and David Coltman

Motion approved

### **Future Meeting**

The members were in support of scheduling future annual meetings in Banff (2023) and Ottawa (2024).

### **Other Business**

As the incoming President, David Coltman would like to pursue hiring Alex Usher's consulting firm to conduct a survey on behalf of CCUBC to gauge the landscape of Canadian biology programs. David will consult the membership of the anticipated cost of the survey.

The CCUBC website needs to be updated. The terms of reference of the awards will be revised and past awardees list will be updated.

Motion to approve the revised terms of reference of the undergraduate and graduate awards.

Moved by Tony Williams and Matthew Smith

Motion approved.

### **Meeting Adjourned: 1:35 pm**

#### **Attendance**

Declan Ali, Gary Anderson, David Coltman, Peter Constabel, Karen Crosby, Brian Cumming, Selvadurai Dayanandan, Michael Deyholos, Dion Durnford, Jennifer Foote, Jens Franck, Moira Galway, Dorothy Hill, Fiona Hunter, Andrew Mason, Bruce McKay, Shawn Mansfield, Kirsten Müller, Nicholas Provar, Matthew Smith, Sophia Stone, Chris Todd, Robert Tsushima, Tony Williams

## Secretariat Report

Prepared by **Mrs. Wafaa H. Antonious**, CCUBC Secretariat  
Rofail Conference and Management Services (RCMS)  
To be presented at the CCUBC 2023 Annual Business Meeting.  
Banff Park Lodge, Banff, Alberta  
Saturday, November 4th, 2023

### **Membership**

In 2022 CCUBC Board decided to waive the faculty fees (\$15/faculty) portion of the membership and only collect department fees of \$65. Thus, membership fees collected in 2022 was \$2,803.98. The reasoning behind collecting only the department fees of \$65 was that most of the universities were suffering from financial hardship because of Covid. There was hope that such low fees will help attract new members to join the society or encourage those who have not paid for few years to rejoin. The membership fees help support the society's activities, initiatives and the annual meeting. At the 2022 CCUBC Business Meeting it was felt that the \$65 only membership fee was not sustainable, as CCUBC savings funds will deplete and CCUBC will lose the security to protect the society when faced by hard times. Canada Revenue Agency allows Not for Profit organizations to accumulate savings that will secure the organization's future and allow it to continue its activities for few years while facing hardships. It was decided to increase the membership fees in 2023 to \$75 for the department and \$20 for the faculty and go back to collecting both fees. 2023 membership fees collected to date is \$17,741.62 from 33 members. In 2021 when both fees were collected with the \$65 & 15 rates the total membership revenue collected from 41 members was \$16,432.

The initial membership reminder was sent out on February 2nd, followed by reminders on April 26th and June 2<sup>nd</sup>, September 18 and September 29, 2023. Constant Contact sends reminders to those who do not open the message few days later. CCUBC membership renewal has been stuck on 32 (2019 & 2020) and 37 (2018 & 2017). It reached 41 renewed members in 2021 and 38 in 2022. To date there is 33 paid members hopefully that number will increase when two membership reminders are sent by year end.

The membership status is checked every time a meeting registration is received or a request for job posting is made. I communicated with those who have not paid their membership yet and they ended up renewing their membership. Membership records are updated when advised by outgoing chairs. I also check some of the departments' websites to ensure membership reminders are going to the current chair. Because of the antispam legislation, I can only send membership reminders or messages via the mass email software (Constant Contact) to members who have not paid over 2 years or less. I send emails from the CCUBC email address using Outlook to members who have not been in business with the society for over 2 years.

For this year, 6 has not renewed since 2022, 4 since 2021, 3 (2020, 2017 and 2015), 1 (2014, 2013) 2 since 2019, total of 23 unpaid members and 33 paid members. Another 2 reminders will be sent before the end of the year. Based on what has been reported what would the membership recommend in terms of action to increase the membership numbers?

### **Website and Alert**

**Website:** To date 16.5 hrs of website changes were done for a total of \$812.50. 9 job advertisements for members in good standings were posted and then tweets were sent via the CCUBC twitter (X) account.

In 2022: 10.5 hrs of website changes were done for a total of \$525. 7 job advertisements for members in good standings were posted.

**Alerts:** In 2023 9 messages were sent. In 2022, 11 messages were sent for a total of 10.75 hrs and \$537.50.

### **Website Webmaster WSA:**

To date WSA is still capable in applying changes to the website when needed. I only request support from WSA when programming is needed. I apply any content updates to the website and try to figure any needed changes before contacting WSA to save funds. No programming related changes were needed in 2023. CCUBC website is accessible through mobile phones.

### **CCUBC Email Server:**

At the end of August 2022, CCUBC switched to Microsoft Email which cost around \$5/month because of issues it had with the previous email server.

### **CCUBC Banking & Investment**

Currently the CCUBC RBC chequing account balance is **\$39,669** as of 1 November 2023. This amount will decrease after the annual meeting to pay for expenses related to the meeting (speakers' travel expenses, supplies and Banff Park Lodge final invoice). The estimated balance at year end is \$31,564. Please refer to the presented budget for further details.

### **Investment:**

RBC is currently offering 5.45% fixed rate for 1 year GIC as per 31 October 2023. I have setup an appointment on November 6 to meet with the bank representative and setup a GIC account if the recommended investment is approved by the membership. If \$10,000 is invested in a locked GIC with fixed rate for 1 year, the interest earned when the investment matures will be \$545. We can also look into investing in a cashable GIC for one year based on the balance in the account once the 2024 membership fees revenue start flowing in. The rate will be slightly lower, but that these GICs can be cashed if funds are needed.

### **CCUBC Awards**

The following awards have been provided on annual basis but were put on hold for 2021 & 2022 Annual Meetings for discussion. A plaque is provided to all the awards' winners. The Undergraduate award is the most recent award (2016) followed by the Graduate Student Prize (2015). These 2 awards were added to the original awards (Science promotion and the Career Achievement) because of CCUBC good financial situation then. List of [Past Awards Winners](#) since 2015 is available on the CCUBC website. In 2023, all four awards were offered but the amounts were lowered as a result of recommendations from the 2022 Business Meeting.

#### **Undergraduate Paper Award: (Lowered from \$1,000 to \$250)**

- is available to full-time students registered in undergraduate Biology Programs at Canadian Universities.
- awarded annually to the undergraduate student who has the best and most innovative refereed journal article based on their undergraduate research, published or in press, in any national or international scientific journal.

#### **Graduate Student Research Prize: \$(Lowered from 2,000 to \$500)**

- is available to [a] full-time students registered in M.Sc. and Ph.D. Biology Programs at Canadian Universities, or [b] recently completed graduate students (within 2 years of application).
- awarded annually to the graduate student who has the best and most innovative refereed journal article based on their graduate research, published or in press, in any national or international scientific journal.

**Science Promotion Prize:**

- is available to advocates for science in any branch of the media.
- It is awarded annually to honour individuals who make an outstanding contribution to the promotion of biology in Canada, through activities encouraging popular interest in science or developing science abilities.
- The winner of the prize will present a talk at the CCUBC Annual Meeting. Travel expenses to the meeting is covered.

**Career Achievement Award**

- This award recognizes an individual whose achievements have made a significant impact in any field of biology.
- The winner of the award will present a talk at the CCUBC Annual Meeting. Travel expenses to the meeting is covered.

Two nominations were received for the **Undergraduate Paper Award**. CCUBC Board met, went through all the nominations received for all the awards. It was felt that both nominations received for the Undergraduate Paper Award are equally good to receive the award. Hannah Adams (University of Waterloo) and Marybelle Cameron-Pack (University of New Brunswick) are the winners of the 2023 Undergraduate Paper Award.

Three nominations were received for the **Graduate Student Research Prize**. Jillian Dunic (Simon Fraser University) is the 2023 Graduate Student Research Prize winner.

Two nominations were received for the **Science Promotion Prize**. Amalie Hutchinson, Western University is the 2023 Science Promotion Prize winner. She will be participating, in person, on Friday, November 3rd with a presentation titled: "GradCast: using podcasting to bring graduate student research to the world".

No nominations were received for the **Career Achievement Award**.

## Canadian Council of University Biology Chairs

2022 & 2023 Budget to be Presented at the CCUBC 2023 Annual Business Meeting

Prepared by: Mrs. Wafaa H. Antonious, CCUBC Secretariat

	Actual 01/01/2022 to 12/31/2022	Actual 01/01/2023 to 11/03/2023 & Estimated to Year End
<b>REVENUE</b>		
<b>Membership Revenue</b>		
Society Membership Fees*	2,803.98	17,741.62
<b>Membership Total</b>	2,803.98	17,741.62
<b>Annual Meeting Revenue</b>		
Registration Fees Revenue	8,746.79	7,996.56
Meeting Sponsorship Revenue	0.00	0.00
Other Meeting Revenue	0.00	0.00
<b>Total Meeting Revenue</b>	8,746.79	7,996.56
<b>Other Revenue</b>		
Other Revenue	203.91	0.00
Investment Earned Interest	0.00	0.00
<b>Other Revenue Total</b>	203.91	0.00
<b>TOTAL REVENUE</b>	<u>11,754.68</u>	<u>25,738.18</u>
<b>EXPENSE</b>		
<b>Administration</b>		
Teleconf Board Meeting	0.00	0.00
Service Contract**	11,314.12	12,213.55
Web Expenses	1,788.38	958.25
Email and Internet***	0.00	388.00
Bank Service Charges	49.50	51.00
Credit Card Discount Fees	0.00	0.00
Storage & Shredding	0.00	180.00
Initiatives	0.00	0.00
Miscellaneous Expenses	299.23	0.00
<b>Administration Total</b>	<u>13,451.23</u>	<u>13,790.80</u>

**Annual Meeting Expenses**

Facility Rental	9,130.90	10,844.28
Receptions & Banquet	6,174.11	900.00
Speakers / Awards	4,977.45	5,429.14
Meeting Supplies	0.00	208.00
Other Meeting Expenses	596.45	425.00
<b>Total Meeting Expenses</b>	<b>20,878.91</b>	<b>17,806.42</b>

**Science Advocacy Activities**

PAGSE Membership	0.00	0.00
CCR Membership	300.00	300.00
Advocacy Travel	0.00	0.00
<b>Total Advocacy Expenses</b>	<b>300.00</b>	<b>300.00</b>

**TOTAL EXPENSE** 34,630.14 31,897.22

**NET INCOME** -22,875.46 -6,159.04

Generated On: 11/01/2023

**Please Note:**

<b>Bank Balance</b> as of November 1st, 2023: <b>\$39,669</b>
<b>Total Revenue</b> estimated yet to be received, included in the budget <b>\$100</b>
<b>Total Expenses</b> estimated yet to be paid till year end: <b>\$8,205</b> included in the budget
<b>Estimated bank balance at year end: \$31,564</b>
* In 2022, only the department fees of \$65 was collected. In 2023 Membership fees both faculty (from \$15 to \$20) and department (from \$65 to 75) were increased and collected.
* RCMS 2023 Service contract was increase by 10%, this increase occurs every 5 years to accommodate for the inflation
** Constant Contact (mass email) & Microsoft Email subscription



**Proposal for a Services Contract**  
**between**  
**Rofail Conference and Management Services (RCMS)**  
**and**  
**The Canadian Council of University Biology Chairs (CCUBC)**  
**2024**

**Introduction**

The membership services sought by the Canadian Council of University Biology Chairs (CCUBC) are listed below, followed by a proposal that details the costs for the provision of these services. This proposal has been arrived at through an estimate of the actual time required to provide the services. Implicit in the considerations that have gone into this proposal is the expectation that regular informal communications between the RCMS staff and the Executive members of CCUBC will resolve questions as they arise and will facilitate the delivery of the services rendered.

**Services Required**

- i. Maintain the membership records of CCUBC. The most recent list is as of December 2022. This list should include the e-mail address as well as the mailing address, telephone and facsimile numbers of the individual members. The list will remain the property of CCUBC and shall not be given out or sold by RCMS without the prior written permission of the CCUBC Executive.
- ii. Collect annual CCUBC membership fees. The initial invoice and 3 reminders will be sent electronically. Members whose email addresses are no longer valid will receive the reminders by mail.
- iii. Provide membership list in electronic format to members in good standing when requested.
- iv. Organize the CCUBC Annual meeting, including processing registration forms and meeting related logistics. This will be done with consultation with the CCUBC Meeting Program Chair.
- v. Maintain the CCUBC website, content will be provided by the CCUBC Executive.
- vi. Provide book keeping **and financial** services, which will include: maintaining electronic financial records, processing invoices, **managing investments, and preparation of an annual financial report.**

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***Rofail Conference and Management Services Inc.***

17 Dossetter Way  
Ottawa, ON K1G 4S3  
Tel.: 613 421 7229 Fax: 613 421 9811  
Email: [Wantonious@rogers.com](mailto:Wantonious@rogers.com)

**Note:**

- a) RCMS will up-date the membership list whenever modifications are submitted.
- b) Materials to be sent to potential members will be prepared by CCUBC.
- c) Fees to be paid are for the calendar year. Invoices are to be sent out in the beginning of January, with payment due by February 15.
- d) Normal office supplies (paper, toner, pens, clips, and other similar small items) to be provided by RCMS. A specified amount of postage is included in the fixed price (see below), for mailing invoices, ballots and other materials related to society elections. Similarly, an amount is included for communications costs, meaning telephone and facsimile charges. Postage and communications costs over and above these specified amounts will be charged to CCUBC on a cost recovery basis.
- e) The contract for services will be subject to review annually, with three months written notice required to terminate the contract by either party. No financial penalty will be applied, but the administration fees to RCMS for that year will apply in full.
- f) Additional work undertaken by RCMS for CCUBC will be subject to a written remuneration agreement prior to the commencement of the undertaking. For instance, the development / redesign of the CCUBC web site. The content, number of pages (i.e. links), the number of graphics, etc. would have to be defined. RCMS is responsible for the mechanics of posting the material and maintaining the Web site, while CCUBC would provide the text for the information placed there. RCMS will send email alerts to the members when requested. RCMS will maintain an Excel file of time sheet for the website posting, maintenance and email alerts. These services will be invoiced at the end of the year based on actual time consumed to provide these services.
- g) Communications between RCMS and the CCUBC Executive members are to be conducted via electronic mail whenever possible.
- h) RCMS will assist the CCUBC Executive in the organization of the Annual Meeting of the CCUBC i.e. contact Meeting Facilities representatives re contract details, revision of contracts and correspondence with representatives of CCUBC and Meeting Facilities. Preparing a budget, awards certificates and badges. Revision of Meeting Material and handling Meeting Logistics. RCMS will be processing the Meeting Registration. CCUBC will reimburse RCMS for any awards / gifts purchased for the annual meeting.
- i) RCMS will be providing bookkeeping, banking services at \$55/hr up to maximum of 30 hours. This will include processing invoices. RCMS will provide the CCUBC with updated financial reports for presentation at the CCUBC Annual Meeting and whenever requested.
- j) RCMS will have available the books for the two council members to audit at any time suitable for both parties.
- k) The bookkeeping will be provided using Sage 50 Accounting software.

- l) The CCUBC Treasurer and RCMS should be in regular contact concerning the accounting books. RCMS is to get written authorization via email, from CCUBC Treasurer for any CCUBC cheques the RCMS President is requested to sign on behalf of the CCUBC.
- m) The CCUBC bank account is set as a one person signing authority.
- n) RCMS is to provide the CCUBC Treasurer with a number of blank cheques for convenience when requested. The RCMS President is to keep the stubs of these blank cheques and track of the amounts as soon as advised by the CCUBC Treasurer, if any were issued by the CCUBC Treasurer.
- o) RCMS is to provide services for updating the CCUBC bank account annually with new signing officers and manage the investments. RCMS President is to be a delegated signing authority and the official contact with the bank.

**Services Costs**

The services stipulated above will be provided to the CCUBC at an annual cost of \$9,835.00 + 1,278.55 HST payable January 1st, 2024. This amount includes provision for office supplies, postage, and communications costs to a maximum of \$1,805.00. Mailing and communications costs over and above the stated amounts will be billed to CCUBC separately. Printing costs will also be billed separately. Web services and Alerts will be billed by December 15, based on actual services provided. With mailings, communications, and printing, RCMS undertakes to make every reasonable attempt to minimize costs while providing the service requested by CCUBC. The stated amount does not include any provision for the definition, development or maintenance of a CCUBC Web page site. Please note that RCMS increases its service fees by 10% every 5 years to accommodate for inflation. Last time the service fees were increased to \$50/ hr was in 2018, 2022 was the fifth year.

**Canadian Council of University Biology Chairs (CCUBC)**

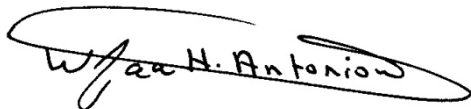
\_\_\_\_\_  
Dr. David Coltman, President, CCUBC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Tony Williams, Treasurer, CCUBC

\_\_\_\_\_  
Date

**Rofail Conference and Management Services (RCMS)**



November 1st, 2023

\_\_\_\_\_  
Mrs. Wafaa H. Antonious, President, RCMS

\_\_\_\_\_  
Date

November 1, 2023

**CCUBC CONTRACT CALCULATIONS**

The items given below have been used to form the basis for the contract for services to be provided to CCUBC.

**1. Invoicing Membership and Meeting Registration**

For four electronic mailing out and follow ups as follows:

a) Processing and Depositing Membership Forms	12 h	
b) Sending membership reminders electronically	4 h	
c) Verification of bounced emails	12 h	
d) Communications with individuals	10 h	Total: 38 hours @ 55/h = \$2,090

**2. Membership Database**

a) Up-dating and responding to inquiries	20 h	
b) Provision of requested info/lists for membership.	4 h	Total: 24 hours @ 55/h = \$1,320

**3. Annual Meeting Organization**

a) Contact Meeting Facilities representatives re contract details, revision of contracts and correspondence with representatives of CCUBC and Meeting Facilities	7 h	@ \$55/h
b) Processing Meeting Registration	15 h	@ \$55/h
c) Revision of Meeting Material & handling Meeting Logistics	20 h	@ \$55/h
d) Preparing meeting budget, awards and badges.	12 h	@ \$55/h
		Total 54h @55 = \$2,970.00

**Organization of CCUBC Advocacy Meetings**

*(This services will be charged only when provided.)*

a) Communications re agenda items	2 h/mtg.	@ \$55/h
b) Communications re lobby targets *	17 h/mtg.	@ \$55/h
c) Preparation of agenda item materials	3 h/mtg.	@ \$55/h
d) Confirmation of hotel mtg. Arrangements	3 h/mtg.	@ \$55/h
e) Contacts/letters re lobby meetings*	18 h/mtg.	@ \$55/h
f) Follow –up letters to lobby meetings*	12 h/mtg.	@ \$55/h
g) Arrangements of special sessions *	18 h/mtg.	@ \$55/h
h) Follow –up to special sessions*	12 h/mtg.	@ \$55/h
* once per year		Total 85h @\$55 = \$4,675.00

#### 4. Book Keeping & Banking

a) Updating & balancing the CCUBC financial books	20 h @ \$55/hr	1,100.00
b) Preparing the files for the audit	5 h @ \$55/hr	275.00
c) Updating bank information & following up, managing investment, and providing financial reports	5 h @ \$55/hr	275.00
<b>Total:</b>	<b>30h @55</b>	<b>Total: \$1,650.00</b>

#### 5. Office Expenses

a) Mailing costs	\$55.00	
b) Tel./fax/internet	\$495.00	
c) Courier Cost	\$100.00	
d) Supplies	\$385.00	
e) Over head cost (photocopier, printer)	\$550.00	
f) Software Update (Sage 50) & Office	\$220.00	Total = \$1,805.00

#### Summary

1) Invoicing		\$2,090.00
2) Membership/database		\$1,320.00
3) Annual Meeting Organization Advocacy (4,675) if requested		\$2,970.00
4) Book Keeping & Banking		\$1,650.00
5) Office Expenses		\$1,805.00
Sub-Total		\$9,835.00
HST		\$1,278.55
<b>TOTAL:</b>		<b><u>\$11,113.55</u></b>

#### 6. Website Setup & Maintenance & Sending Alerts to Members

The following services will be invoiced at the end of the year based on actual services provided.		
a) Posting meeting & other information & maintenance of the web	\$55/hr	\$
b) Sending Email Alerts	\$55/hr	

<b><u>The following charges will be invoiced separately by the webmaster.</u></b>		
a) Annual charge for hosting CCUBC server.		
b) Domain Name		
c) Secured certificate if needed		
<b>Total:</b>	<b>\$0.00</b>	<b>\$</b>