

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

52nd 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**

Minutes

Attendance: Gregory Schmaltz (UFV), Mathew Smith (WLU), Daya Dayanandan (Concordia), Gary Anderson (UManitoba), Tony Williams (SFU), Dion Durnford (UNBF), Dave Hansen (UCalgary), Jens Frank (UWinnipeg), Dorothy Hill (MtRoyal), Kim , Kirsten Muller (UWaterloo), Peter Constable (UVIC), Dave Coltman (UWO), Diana Hamilton (Mt A), Robert Tsushima (York), Chris Todd (USASK). 16 people.

1. Approval of Agenda and welcome

David Coltman made a motion to approve the agenda, Kirsten Muller seconded the motion, all in favour, agenda approved.

2. 51 Annual Business Meeting Minutes - FYI

51st CCUBC Business Meeting Minutes were included in the meeting package.

3. President Report – David Coltman

a. National Biology Departments Survey

Details of the survey are to be worked out, but this will be worked out by the CCUBC executive and HESA. All members will be given the results. There will be a per-head fee structure for specific departments if individual units want more information tailored for their units.

Robert: Support the idea because information is valuable.

Matt: Can we use this to get more departments to join. Tony—use this to recruit members to show them what we do for the community.

There were questions about costs and if they could escalate unexpectedly. The understanding is that it is a one-time fee, fixed costs.

Greg: What is timeframe for completion? People thought that having it done by the next meeting, perhaps invite Alex Usher to the meeting to present. Goal to launch survey in Winter/Spring.

HESA seems excited to participate in the survey, since Department level analysis is new.

Discussion about how to distribute the survey, what form it would be in etc.?

Kim volunteered to assist with the preparation of the survey questions.

Motion: “Engage Higher Education Strategy Associates to create a survey for the CCUBC for \$10,000”

Moved: Dave, Seconded: Gary Motion Passed: Unanimous

b. Partnership with oCUBE

Open Consortium of University Biology Educators. Meet regularly (online/in person) to discuss teaching. National group of biology educators.

CCUBC is a gateway of entry into departments across Canada and could begin a symbiotic relationship. oCUBE is also looking for sponsorship. We could engage with oCUBE to hand out a CCUBC Teaching award, etc. oCUBE does the work, we support them with funding. Good for CCUBC brand recognition and good leadership in teaching excellence. More ideas to be developed during discussion with oCUBE. oCUBE opened up membership across Canada, including contract instructors, and graduate students. Discussion was generally favourable and supportive.

Motion: “Allow the CCUBC executive to begin discussions with oCUBE with the aim of developing a long-term relationship”.

Moved: Dave, Second; Matt. Motion passed: Unanimous

4. Secretariat report

Detailed report attached to the circulated agenda

a) **Membership:** 33 members, down from 35 and 41 in last two years. With a membership of 30, we can carry on without raising fees. Kirsten/Kim suggested a meeting report be sent around to the members to show our activity and value. Tony suggests reaching out to those in your local area. If you step down, make sure the incoming chair informs the new chair for continuity. Discussion about increasing communication frequency, perhaps with a newsletter. Discussion about places to advertise the CCUBC membership opportunity. Discussion in general on how to increase membership numbers, discounts or other type of incentive. More discussion to follow with the executive.

b) **Website and alerts:**

Unhappy with website provider. No more service after 6 months, so need to look for a new website provider. Could look into doing it ourselves with a Wiki site, etc. Dave suggests we allow Wafaa to find a new provider. Dion will look into a local admin to deal with website.

c) **Awards**

Discussion about the lack of traction for some awards in terms of nominations and how to increase. Should we continue with the awards? Tony suggest suspending the career achievement award and transfer that to an Educational leadership award.

Motion: “To suspend career achievement award and engage oCUBE to create an educational leadership award.”

Moved Dave, seconded Kirsten.

Passed unanimously

5. Advocacy Activity

Detailed report previously circulated.

a) **Membership in Canadian Consortium of Research (CCR) and Report - Selvadurai Dayanandan**

Strategic planning event with succession planning. Now new President and predict there will be more activity with the society.

b) **Membership in Partnership Group for Science and Engineering (PAGSE)**

Apparently the society is on hiatus. We didn't pay dues because they are not collecting any.

6. Treasurer Report – Tony Williams

a) **Comparative Budget presentation 2022 – 2023 - Attached**

Budget presented, attached to agenda.

Meeting budget was tight, thinking about increasing registration fees for conference in the future. Wafaa's fees are a substantial portion of the budget, but Dave and Tony feel her role is essential.

Several motions related to the Treasurer's report

Motion # 1: that we consider opening a GIC and transfer \$10,000 in that account

Moved: Dave, seconded: Kirsten

Passed: unanimous

Motion # 2: “That we consider opening a RBC savings account and transfer funds back and forth based on available funds to earn interest.”

Moved Tony, seconded: Gary.

Passed: unanimous

b) **Banking and Investment (Secretariat Report)**

Bank balance will be around \$33k at end of the year. Details in the report, but generally the society is okay.

c) Motion to approve signing authorities (Wafaa Antonious and Tony Williams)

Moved Tony, seconded: Gary

Passed: unanimous

d) Motion to renew the service contract – Rofail Conference and Management Services – Wafaa Antonious – Attached

Moved Tony, seconded: Robert

Passed: unanimous

7. Election of executive positions

- **Vice President (following Kirsten Muller, who will be President after the business meeting) (3 years commitment)**

Motion: “To approve Shawn Mansfield as the incoming Vice President of the CCUBC”

Moved: Dave, seconded: Gary

Passed: unanimous

- **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)**
Motion “to approve Gary as Member at Large” acclaimed

8. Future Meetings – Location and Chair & Dates - traditional rotation, central, east, central, west (whoever Chairs
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- 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

Next year’s meeting (2024) will be in Ottawa

c) 2025 location

The location for the 2025 meeting was not determined, but Shawn is willing to go anywhere.

9. Other Business

- a) New initiatives and activities CCUBC should take on.**

No other business was discussed.

General thanks extended to Dave for an excellent meeting.

10. Adjournment

Motion to Adjourn, moved Gary, meeting adjourned at 14:11.