

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

53rd Annual Business Meeting
Saturday, 9 November 2024
1:15 - 2:45 PM Eastern Time
Lord Elgin Hotel – MacDonald Room
Ottawa, ON

Agenda

- 1. Approval of Agenda and welcome**
- 2. 52nd Annual Business Meeting Minutes - FYI**
- 3. President Report – Kirsten Muller**
 - a) National Biology Departments Survey
 - b) Partnership with oCube - for decision (attached) new oCUBE and CCUBC award
 - c) Bilingual Website and Alerts
- 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 & Representative
 - b) Memberships in Partnership Group for Science and Engineering (PAGSE)
- 6. Treasurer Report – Tony Williams**
 - a) Comparative Budget presentation 2023 – 2024 - Attached
 - b) Banking and Investment (Secretariat Report)
 - c) Motion to approve signing authorities (Wafaa Antonious, Tony Williams and New Treasurer)
 - d) Motion to renew the service contract – Rofail Conference and Management Services – Wafaa Antonious – Attached
- 7. Election of executive positions**
 - Vice President (following Shawn Mansfield, who will be President after the business meeting) (3 years commitment)
 - Treasurer: (2 years term) Tony will need to be replaced in 2025
 - Members at Large (up to 4): Currently there are 3 Members at Large: Matthew Smith, Gary Anderson and Gregory Schmaltz – (he is no longer a chair but coming to the meeting). (2 years term)
 - Replacement for Selvadurai Dayanandan to represent CCUBC at CCR Virtual Meetings.
- 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) 2025 location (was not determined in 2023 business meeting) noted that Shawn was willing to go anywhere.
- 9. Other Business**
 - a) New initiatives and activities CCUBC should take on.
- 10. Adjournment**

Minutes

21 members present

1. **Agenda** approved unchanged (Kirsten Muller moved, Dave Coltman second)
2. **Minutes** circulated – no comments.
3. **President Report**
 - a. **Biology survey** has been shared
 - b. **Partnership with oCube**
 - i. New Educational Leadership Award (Kirsten Muller moved, Robert Bailey second) to be administered jointly with oCUBE passed unanimously.

Q: is the \$1500 award for travel only A: yes
 - c. **Bilingual website** discussion – new website cost ~\$10k, a Chair complained that our website was in English only. To mirror (but not translate) is another \$6k. Wafaa offered to Google translate and need a volunteer to check translation. For consideration now only. Suggestion to use DeepL instead of Google translate for better translation. Not much appetite for additional fees or raise fees to fund the cost, yet a strong feeling that we need to do this soon. Recommend adding an optional \$200 website update fee for to next year's membership fee, and adding a welcoming message in French to the existing website asap.
4. **Secretariat Report** – reviewed no further questions or discussion
5. **Advocacy Activity** – reports not received. CCR agree to be renewed but PAGSE lapsing. Did not identify a CCR representative.
6. **Treasurer Report**
 - a. Running low on funds – had an excess balance before Covid – website and survey and reduced fees during Covid have mainly exhausted that. We also subsidize the meeting and awards (~\$25k) Do we increase fees, conference costs or maintain as we are? Projecting that the current situation is sustainable but not revenue positive.

Sean Mansfield – advocate for keeping fees low esp for small schools
Diana Hamilton & Heather Hunt note that CCUBC costs are significant relative to budgets
 - b. **Signing authority** approved unanimously
 - c. **Service contract** for Wafaa same cost as last year. Tony Williams moved but before voting discussion about next Treasurer (Christian Lacroix). Approved unanimously
7. **Election:**
 - a. Vice President – GA elected unanimously
 - b. Members at large new: Gregor Fussmann (1 year) unanimous; Jeffrey Richards unanimous; Diane Hamilton unanimous (1-year)
8. **Future Meetings**
 - a. YVR vs YUL – YUL less expensive and easier to get to. Plus good for QC recruitment. Agreed on Montreal, Wafaa also running CSM 2025 in YUL
9. **Other business** – several members felt that it would be good to have a webpage that lists member institutions / Depts, also that email messages in both languages would be welcomed.

Adjourned at 2:04