

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**

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.

The CCUBC – oCUBE Emerging Educational Leader (EEL) Award

This award recognizes outstanding contributions to biology education at a post-secondary institution in Canada. In recognition of the key importance of educational leadership in enhancing the teaching mission and student experience in biology education at higher education institutions in Canada, this award is presented jointly by the Canadian Council of University Biology Chairs (CCUBC) and the Open Consortium of Undergraduate Biology Educators (oCUBE).

Award Overview

This award celebrates emerging educational leaders who have made important contributions to the teaching and learning of biology at their institutions. This may be demonstrated in many ways, including, but not limited to:

- Enhancing the student experience in biology courses through the use of evidence-based pedagogies, a scholarly approach to teaching or innovative teaching practices
- Strengthening the departmental culture of excellence in teaching and learning, including through advocacy for equity, diversity, and inclusion
- Inspiring and empowering students and educators alike through engagement in their department, mentorship and continuous professional growth and development
- Modeling and promoting science outreach
- Major contributions to curricular programs including (re)design of courses
- Engagement in department-wide or institution-wide initiatives aimed at supporting student success, including contributing to the evaluation of programs and/or grant-funded research
- Scholarly research that examines pedagogy, teaching practices, technological enhancements to teaching, and other aspects of student learning and engagement in higher education.

Eligibility Criteria

The EEL award is intended for graduate students, post-doctoral fellows, or sessional lecturers who are emerging educational leaders in biology departments in Canada; however, given the diverse range of positions and career entry points for biology educators, it may be easier to define who is **not** eligible for this award: specifically, it is not intended for individuals with full-time tenure-track or continuing (long term, renewable) positions. This award recognizes individuals who are emerging educational leaders and recognizes the importance of nurturing their development to be future educators, colleagues and leaders in biology departments, who will excel in their academic careers, including teaching-focused roles in our institutions, and be key contributors to scholarly communities such as oCUBE. An award recipient cannot be re-nominated for the award.

Award Benefits

Recipients of the EEL Award enjoy:

- An official certificate of recognition

- A monetary award of \$1500 to offset travel costs to present at the annual CCUBC conference [this is the CCUBC monetary contribution; if applicable, some funds may be available through oCUBE to defray travel costs depending on the annual budget]
- An invitation to attend and present a seminar on their teaching and leadership work at the annual CCUBC conference and the oCUBE UnConference
- 1 year membership to oCUBE
- Mentoring through a network of educational leaders within oCUBE

Nomination and Selection Process

Candidates can be nominated by peers, institutions, or through self-nomination. A panel of educators, previous award winners, and Biology Department Chairs (from the CCUBC executive) will evaluate all nominations to select the award recipient. One recipient is chosen each year. Nominations for 2025-2026 will open in March 2025 and will be due April 30th, 2025. The award announcement will be communicated by oCUBE and CCUBC at the end of August 2025.

Nominations must include:

- a nomination brief*—written by the nominator— that specifically speaks to the impact of the nominee’s contributions to the teaching and learning of biology (max. 2 pages)
- a current resume or curriculum vitae provided by the nominee
- a statement of educational leadership in biology written by the nominee (max. 2 pages)
- 2 letters of reference (from mentors/colleagues other than the nominator) speaking to the nominee’s teaching and leadership contributions (solicited by the nominator and submitted confidentially to the selection committee by the referees).

*In the case of a self-nomination, the nomination brief is replaced by a nominee statement that summarizes the impact of their contributions to the teaching and learning of biology. Submission details will be provided as part of the call for nominations, which will be posted on both the CCUBC and oCUBE websites and disseminated broadly.

Evaluation Criteria

Nominees will be assessed on:

1. The impact of their contributions to teaching and learning in biology, [Evidence: nomination brief OR a nominee statement that summarizes the impact of their contributions to the teaching and learning of biology, CV, letters of reference] and
2. Their potential as future leaders for the promotion of excellence in teaching and learning in biology at the university level [Evidence: statement of educational leadership in biology written by the nominee, CV, letters of reference]

Secretariat Report

Prepared by **Mrs. Wafaa H. Antonious**, CCUBC Secretariat
Rofail Conference and Management Services (RCMS)
To be presented at the CCUBC 2024 Annual Business Meeting.
Lord Elgin Hotel
Saturday, November 9th, 2024

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 or unexpected / extra expenses. **That is the situation CCUBC is facing now.** 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. In **2023** membership fees collected was \$18,474 from **35** 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 2024 reminder was sent out on April 10th, as soon as the new website was launched, followed by reminders on July 15th, September 4th and October 1st. 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 and 35 in 2023. To date there **is 37**, one of which paid only the department fees, several reminders were sent to pay the faculty fees as well. Hopefully the number of paid members will increase when two membership reminders are sent by year end.

With the new website I no longer need to check the membership status every time a meeting registration is received or a request for job posting is made. 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 antispaam 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.

Based on what has been reported what would the membership recommend in terms of action to increase the membership numbers? If each of the meeting attendee can contact a colleague or two from other close by institutions who are not members encourage them to join and advise them of the benefits of being a CCUBC members that will help boost the CCUBC membership numbers and financial situation. This will also allow CCUBC to take on more initiatives beneficial to its membership. Please ensure when you are stepping down as chair you encourage your replacement to continue supporting the society and attending the annual meeting.

Website and Alert

CCUBC launched a new website in April. The WSA who was hosting the CCUBC website and providing support when needed advised us at the end of 2023 that they would no longer be in the business of managing websites and we should look for a new webmaster to redesign and host the website within six months. I contacted a couple of companies that were recommended by WSA and requested quotes. It was decided to hire GraphCom to redesign the CCUBC website and add new features that allows CCUBC members to post their own job advertisements and any information they would like to share with their fellow members. Dr. Kirsten Muller (CCUBC President) and Dr. Tony Williams (CCUBC Treasurer) were also involved in the discussions of the new features and testing the new website. The new website only allows the member to register for the meeting or post their job advertisement after they login and if their membership is paid. When they contact me, I provide them with instructions on how to post it. These instructions will be posted on the job posting portal for convenience. I receive notification automatically when a member post a job advertisement, I have to go to approve it for the advertisement to be visible on the website. The new website added to the membership form “admin first and last name” fields, so that I can include them when sending messages to the membership.

Bilingual Communication and Website

The CCUBC membership and registration forms are in both official languages. In July I went through these forms and inserted French content where it was lacking. One of the Francophone members complained that the CCUBC communication and the website were only available in English. I have contacted GraphCom to provide us with a quote to create a French side for the website. This issue will be discussed at the Annual Business meeting on Saturday. For communication to be in both official languages, I can use Google Translate to translate the English Content to French, but need someone to proof read the French content before I can send the message or post it on the website. I studied French for ten years, but it is not strong enough for me to proof read and it is now very rusty because of the lack of use. **A Francophone member need to volunteer their time to proof read the French content or volunteer one of their trainees to do so.** This can slow down the communication a bit depending on the turn around of the proof reading. That is how it is done with the Canadian Society of Microbiologists that I manage, we rely on the Francophone members of the Executive Committee. In CSM case, these members are usually very good in proof reading the French content promptly.

Website: To date 13.75 hrs of website changes were done for a total of \$756.25. Please note that the new website allows paid members to post their own job and members’ posting advertisement. To date 8 job advertisements were posted by members and 2 by the Secretariat.

In 2023: 23.75 hrs of website changes were done for a total of \$1,306. 9 job advertisements for members in good standings were posted.

Alerts: To date, 10 messages were sent using the mass email application “Constant Contact”. In 2023 8 messages were sent for a total of \$440.

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

At 31 December 2023 CCUBC RBC chequing account balance was **\$29,681**. As of 7 November 2024, the bank balance is 29,933.40. A total of \$22,645 are estimated expenses that need to be paid by year end, out of which \$21,052 are meeting related expenses. **The estimated balance at year end is \$7,288**. Please refer to the presented budget for further details. The decision in 2022 to only collect the department year for that year, plus the cost of the Biology Survey which was \$10,000 + HST and the new website that was launched in 2024 are the reason behind the depletion of the CCUBC bank account. The website was a needed expense that will not be repeated for few more years at least. The Biology Survey was an initiative that will benefit the membership and was paid over 2023 & 2024. It is anticipated that the bank balance will recover in 2025 if no major expense is incurred above what is normally paid. Increase in membership numbers and registration to the meeting will also help with securing the CCUBC financial situation.

Investment:

Since the bank balance will be low once all the meeting and year end expenses are paid, investment options can not be considered until the bank account is in a better situation.

CCUBC Awards

The following awards have been provided on annual basis but were put on hold for 2021 & 2022. All four awards resumed in 2023 and were available in 2024. 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. **Starting 2025 the Career Achievement Award will no longer be offered and will be replaced with another award in cooperation with oCUBE. This content is provided to help in the discussion of this new award.**

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. Please note that this year the Science Promotion Award winner will be provided with \$750 honourarium since no travel expenses will be incurred as she is from Ottawa.

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.

2024 Nominations:

Three nominations were received for the **Undergraduate Paper Award**. Ms. Vanessa Shivnauth (Wilfrid Laurier University) is the winners of the 2024 Undergraduate Paper Award.

Eleven nominations (that is a record) were received for the **Graduate Student Research Prize**. Dr. Maria Laura Sosa Ponce (University of Victoria) is the 2024 Graduate Student Research Prize winner.

Two nominations were received for the **Science Promotion Prize**. Dr. Dalal Hanna (Carleton University), is the 2024 Science Promotion Prize winner. She will be participating, in person, on Friday, November 9th with a presentation.

One nomination was received for the **Career Achievement Award**. Dr. Turlough Finan (McMaster University) is the 2024 Career Achievement Award winner. This is the last time this award will be offered as it will be discontinued starting 2025.

An email announcing the award winners was sent out this week.

Canadian Council of University Biology Chairs

2023 & 2024 Budget Presented at the CCUBC 2024 Annual Business Meeting

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

	Actual 01/01/2023 to 12/31/2023	Estimated 01/01/2024 to Year End
REVENUE		
Membership Revenue		
Society Membership Fees	18,474.42	20,845.01
Membership Total	18,474.42	20,845.01
Annual Meeting Revenue		
Registration Fees Revenue	7,896.56	11,572.00
Total Meeting Revenue	7,896.56	11,572.00
Other Revenue		
Other Revenue	0.00	0.00
Investment Earned Interest	0.00	0.00
Other Revenue Total	0.00	0.00
TOTAL REVENUE	26,370.98	32,417.01
EXPENSE		
Administration		
Teleconf Board Meeting	0.00	0.00
Service Contract	13,086.81	12,427.30
Web Expenses	1,627.86	11,893.10
Email and Contact Contact	69.15	257.23
Bank Service Charges	51.00	50.50
Credit Card Discount Fees	0.00	467.79
Storage & Shredding	180.80	200.00
Initiatives (Biology Survey)	5,650.00	5,650.00
Miscellaneous Expenses	0.00	0.00
Administration Total	20,665.62	30,945.92
Annual Meeting Expenses		
Facility Rental	9,598.93	3,088.64
Receptions & Banquet	902.69	13,738.00
Speakers / Awards	4,737.89	3,238.49
Meeting Supplies	0.00	587.45
Other Meeting Expenses (Trip)	232.80	400.00
Total Meeting Expenses	15,472.31	21,052.58

Science Advocacy Activities

PAGSE Membership	0.00	0.00
CCR Membership	300.00	300.00
Advocacy Travel	0.00	0.00
Total Advocacy Expenses	300.00	300.00
TOTAL EXPENSE	36,437.93	52,298.50
NET INCOME	-10,066.95	-19,881.49

RBC balance as of 8 Nov, 2024: \$30,333
Please note the reason behind the \$19,881 deficit is the new website & 2nd payment of Biology Survey for a total of \$17,543
22 members attended the 2023 Banff Meeting. 32 members are attending the 2024 Ottawa Meeting

Proposal for a Services Contract
between
Rofail Conference and Management Services (RCMS)
and
The Canadian Council of University Biology Chairs (CCUBC)
2025

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 2024. 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.**

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

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, 2025. 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)

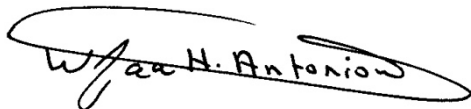
Dr. Kirsten Muller, President, CCUBC

Date:

Dr. Tony Williams, Treasurer, CCUBC

Date:

Rofail Conference and Management Services (RCMS)



November 8th, 2024

Mrs. Wafaa H. Antonious, President, RCMS

Date

November 8, 2024

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
Total:	30h @55	Total: \$1,650.00

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
TOTAL:		<u>\$11,113.55</u>

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	

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