



## **CMBES/SCGB**

### **ANNUAL GENERAL MEETING**

July 28th, 2020

**Virtual Meeting**

### **Minutes**

#### **1. Welcome and Call to Order**

The Annual General Meeting was called to order at 12:03 p.m.

The meeting was held in the virtual format. The attendance list is available at the Secretariat upon request. Members approved the motions by electronic vote. The vote results are available at the Secretariat upon request. It was noted that the video recording of this AGM meeting would be available on the CMBES website.

The meeting started with the keynote presentation on EEG-based Alzheimer's Disease Diagnosis by Raymundo Cassani, Ph.D., Institut National de la Recherche Scientifique, Centre Énergie, Matériaux Télécommunications, INRS-EMT.

Mike Capuano, CMBES President, welcomed members to the meeting. Mike noted that it was the end of his term as CMBES President, and thanked CMBES members, committee members and volunteers for their active engagement with the Society and all their support. Mike thanked all biomedical and clinical engineering professionals for their contributions towards containment of the Covid-19 pandemic.

Mike thanked the Executive and the Willow Group (Secretariat) for their hard work and support over the last two years during his presidency term:

President: Mike Capuano - Hamilton, ON

Past President: Martin Poulin - Victoria, BC  
Vice President: Andrew Ibey - Ottawa, ON  
Treasurer: Kyle Eckhardt - Vancouver, BC  
Secretary/Info Technology: Kelly Kobe - Calgary, AB  
Membership: Gad Acosta - Toronto, ON  
Professional Affairs: Michael Barton - Halifax, NS  
Publications: Brendan Gibbons - Vancouver, BC  
Awards: Murray Rice - Toronto, ON  
Long Term Conf. Planning: Sarah Kelso - Winnipeg, MB  
Academic: Tiago Falk - Montreal, QC  
Outreach: Bill Gentles - Toronto, ON  
Bilingual: Marie-Ange Janvier - Ottawa, ON  
Executive Secretariat: Willow Group - Ottawa, ON

## **2. Approval of the 2020 Annual General Meeting Agenda**

**APPROVED** by a majority vote to approve the 2020 Annual General Meeting Agenda as presented. Carried.

## **3. Approval of the 2019 Annual General Meeting Minutes**

**APPROVED** by a majority vote to approve the Minutes of the 2019 Annual General Meeting as presented. Carried.

## **4. Reports**

### **President Report**

Mike Capuano provided the President's Report, focusing on last year's accomplishments and pending activities and initiatives:

#### Progress

- Membership remained stable over the last two years.
- CMBEC43 hosting EMBC2020 conference (Montreal/Virtual) was successful and we should receive our share of profits.
- International Outreach - continues to support developing countries.
- Associate rates now apply to expats regardless of role/position - vote on bylaw occurs today.
- 3 webinars conducted over the past year.

- CMBES 'End of Service Support' Letters Database Repository Completed. We received over 100 letters from members. Members will have an access to the database – a great new member benefit.
- CMBES files switched to one storage account (2 terabytes) – new dropbox account.
- A grant was obtained to assist with cost of French translation of the website.
- Posted links on CMBES website for organizations that coordinate equipment donations.

#### Pending Initiatives

- Add academic streams to the Webinar Series.
- Make website available to advertisers (to generate revenue).
- Increase efforts to use social media channels.
- Mentoring Program continues to develop.

#### **Vice-President Report**

Mike thanked Andrew Ibey for his support and role on the Executive Committee. Mike noted that due to Andrew's efforts many CMBES initiatives took off and were successfully completed, including the CMBES trademarks certification, which was a huge undertaking.

#### **Treasurer Report**

Kyle Eckhardt, CMBES Interim Treasurer provided the following financial report:

- The Society experiences the continuous decrease in its assets. Apart from the World Congress (2015), the Society has been showing deficit for the last decade.
- Lots of good work has been done by the Society in recent years but the funds are now limited.
- Current CMBES operation is not sustainable and needs financial restructuring. Society is in the vulnerable financial position. We need to review how we do things moving forward.
- The joint Conference this year with IEEE is expected to be profitable.
- The forecast has changed substantially due to COVID-19.
- Profits may help recover some losses.
- The Neon On line System fees should stay steady at a multiplier of 1.33-1.35 (CAD vs USD).
- Audit fees expected to remain stable.

- The Willow Group fees are expected to remain stable – thank you for the fixed fee.
- Limited revenue outside of membership fees.
- YTD for June 1 is \$8,838.

Kyle presented the balance sheet as per below.

	<b>2018</b>	<b>2019</b>
<b>Current Assets</b>		
○ Cash and short-term investments (GIC)	\$ 139,034	\$ 81,141
○ Deposit on future convention/Acct's Receivable	\$ 6,000	\$ 7,000
<b>Total Assets</b>	<b>\$ 145,034</b>	<b>\$ 87,141</b>
<b>Current Liabilities</b>		
○ Accounts payable and accrued liabilities	\$ 6,079	\$ 151
○ Deferred Revenue	\$ 12,500	-
<b>Total Liabilities</b>	<b>\$ 18,579</b>	<b>\$ 151</b>
<b>Society's Net Assets</b>		
○ Net assets at beginning of year	\$ 178,084	\$ 126,455
○ Increase (decrease) in Net Assets for year	\$ (33,051)	\$ (30,464)
<b>Net Assets at End of Year</b>	<b>\$ 126,455</b>	<b>\$ 96,142</b>

Year	Membership Dues	Secretariat Fees	Surplus (Deficit)
2019	\$19,938	\$33,930	(\$13,992)
2018	\$17,758	\$33,930	(\$16,172)
2012	\$22,270	\$33,269	(\$10,999)

**APPROVED** by a majority vote to approve the 2018FYE and 2019FYE audited financial statements as presented. Carried.

**APPROVED** by a majority vote to appoint Kelly Huibers McNeely as the auditor for FYE 2020. Carried.

## **Secretary and Information Technology Committee Report**

Mike Capuano provided the update on behalf of Kelly Kobe, Chair of the Information and Technology Committee:

- Neon is our database that manages our membership, planned events, CMBES store etc. Neon has recently implemented an update of their software.
- End of Service Support letters space issue resolved.
- CMBES file storage (for Executive use) consolidated in the new dropbox.
- Continue to investigate the advertising capabilities on the CMBES website.
- The CMBES website was kept up-to-date during the year.

Mike thanked Kelly for his support and great work.

## **Membership Committee**

Gad Acosta, Membership Committee Chair provided the membership report as follows:

- International Membership (new category) to be voted into Bylaws;
- NSERC Posters were prepared and distributed to universities to encourage students to sign up for the student membership;
- Retired Members' Letter was prepared and distributed to all retired members to engage them with the Society.

Gad noted that there are 223 current Members:

- Additional Corporate Members - 29
- Associate Members - 28
- Corporate - 12
- Emeritus - 2
- Fellow (Retired) - 14
- Full - 90
- Honorary - 6
- Student - 33

Work in Progress on some new initiatives:

- Letter for Donors to CMBES;
- Corporate Sponsorships;

- In collaboration with awards, a student project competition for universities and colleges;
- Articles about Past Members.

Mike thanked Gad and the Membership Committee for all their hard work and support.

### **Professional Affairs Committee**

Michael Barton, Professional Affairs Chair, thanked the volunteers who contributed to the work of the Professional Affairs Committee - Adeel Alam (Toronto), Brendan Gibbons (Vancouver), Khalil Khalili (Ottawa).

Michael provided the following update:

- There was no Peer Review in 2019 /2020. The last Peer Review took place in 2018.
- The Profession and Certifications:
  - Continued to encourage professional certification and affiliation.
  - Have provided guidance to techs seeking how best to enter the field of Biomedical Engineering.
  - Have provided guidance on how and when to clarify qualifications (e.g. Eng, Tech).
  - Have started drafting the framework for a Mentorship Program, with the goal of linking mentees and mentors across Canada to promote professional excellence in practice.
- Webinars:

We have been reviewing previous topic polls and webinars by CMBES as well as ACCES to derive some great, timely content pertinent to current challenges and developments. Webinar topics explored in 2019/2020 included:

- Advancements in infusion devices and point of care;
- AI and smart personal wearable devices;
- COVID-19 topics for safe work practices;
- Other topics that could be explored for 2020/2021 include: EMR and Real-Time Location Services; ultrasound and other imaging, especially as relates to changes in clinical practice (e.g. line placement guidance, EBUS, TEE); and we're always open for suggestions for other topics.
- Need to continue to poll our membership for topics of interest.

- Need to remind students that they receive a free registration with membership; more academic webinars should also help to increase their participation.
- Position Statements and Publications:
  - Have provided a number of guidance articles leading up to the implementation of the Vanessa's Law mandatory reporting by hospitals.
  - CMBES completed and published a position statement on "Cellphone Use in Proximity to Medical Equipment in Canadian Hospitals".
  - CMBES launched the website-hosted medical device obsolescence letter repository.
  - CMBES completed and published a support statement for Biomedical Engineering technologists as front-line workers deserving of COVID-19 differential compensation.
  - Have provided a guidance article on lingering ETO sterilization prominence in device and supply streams and how this is impacting availability for clinical care.
  - Upcoming topics to explore:
    - Patient Owned Equipment;
    - Non-OEM PM procedures;
    - Right to Repair support

The 2020/2021 goals:

- Kick start webinars series;
- Complete and post Job sample descriptions on CMBES website;
- Continue to expand and promote the Obsolescence Archive. Michael noted Mike's leadership in this area and that he did a lot of work to get this going.
- Continue developing through to launch of the Biomed Mentorship Program;
- Continue drafting Position Statements.

Mike thanked Michael and his Committee for their effort and great work.

### **Publications Committee**

Brendan Gibbons, Publications Committee Chair, noted that his term was coming to an end, and that it was a great experience. Brendan explained that the Committee was responsible for two annual publications: monthly e-

bulletins and bi-annual newsletters, and explained the difference between both publications:

- eBulletin (monthly)
  - Timely/monthly news and updates
  - Executive updates from various Committees and current issues
- Newsletter (bi-annual) – August 2019 and March 2020
  - Longer articles of interest
  - Photos

Brendan noted that CMBES publications represented the important member benefit, and reminded that we were always looking for feedback and material to share with the medical and biological engineering community.

Mike thanked Brendan for his effort and great contribution.

### **Awards Committee**

Murray Rice, Awards Committee Chair, updated that the Awards Committee had actively managed the campaign for nominees and adjudicated this year's recipients, and thanked Awards Committee members for their support - Anthony Chan (Vancouver), Bill Gentles (Toronto), and Dennis Len (Saskatoon).

Murray indicated the 2020/2021 Goals:

- Propose "Mentor" Award to Executive. This award would align with the Mentorship program being developed by CMBES;
- Nominate CMBES Members for Other Awards - a number of other societies' awards (e.g. Engineering Institute of Canada, ACCE);
- Develop criteria and process for the "CMBES Universities/Colleges Challenge" Award.

Murray noted that we usually presented Awards at the Gala dinner during the Conference but this year we had to do it differently in a virtual format. Murray congratulated the Awards winners.

### **Academic Affairs Committee**

Mike Capuano provided the update on behalf of Tiago Falk, Academic Chair.

The Academic Committee strives to enhance the relationship between the academic biomedical community in Canada and the Society.

For 2019-20, the Committee's plans were to:

- Finalize all CMBEC proceedings in PDF from 2002-2019 and legacy proceedings from 1989 (completed)  
<https://proceedings.cmbes.ca/index.php/proceedings/issue/archive>
- Partner with the IEEE Engineering in Medicine and Biology Society to co-host CMBEC'2020 with the Annual IEEE EMBC (completed);
- Assist with organization and reviewing for EMBC/CMBEC (completed);
- Work with Membership Committee to look for ways to increase academic involvement with CMBES (ongoing);
- Webinars, flyers to biomed department heads and chairs;
- Assist with future conferences organization/planning.

For 2020-21, Committee's plans are to:

- Setup, test and validate PKP conference paper management solution to replace ExOrdo;
- Continue efforts to increase academic involvement and membership with the Society;
- Assist with bid preparation to co-host CMBEC'27 with the 2027 World Congress on Medical Physics & Biomedical Engineering in Canada (Montreal and Ottawa as contenders).

Mike thanked the Committee for their great work and continuous effort.

### **Long Term Conference Planning Committee**

Sarah Kelso, Long Term Conference Planning Chair, thanked everyone who participated in CMBEC43, noting that it was an excellent opportunity and a very different experience. Sarah asked members to share their feedback on how successful the conference was in their opinion. Sarah advised that the upcoming CMBEC conferences are planned as follows:

- CMBEC44 - May 11 – 13, 2021, Vancouver, BC
- CMBEC45, Toronto, ON

Sarah advised that we were considering submitting the bid for the IFMBE 2027 World Congress for Montreal and Ottawa, similar to the World Congress that took place in Toronto in 2015.

Sarah provided the following update:

### Challenges

- Running profitable conferences;
- Typical funding restriction for conference registration and travel;
- Still unclear how pandemic-related travel restriction might affect future conferences;
- Currently planning CMBEC44 (2021) as an in-person event;
- Balancing joint conference participation;
- Establishing and maintaining a 5-year CMBEC plan or fixed rotation for conferences.

### New Initiatives

- Modified conference format;
- Starting with CMBEC 44 condense all conference activities into a three day event (Tues – Friday);
- Maximize value for attendees, reduce event costs;
- Optimize space use for best value;
- Consider alternate venues (e.g. university facilities);
- Expand use of PKP Services (currently used for archiving CMBEC proceedings) to include paper management functionality.

Mike thanked Sarah for all her efforts, and congratulated her on a new role as a new CMBES Vice-President.

### **Bilingual Affairs Committee**

Marie-Ange Janvier, Bilingual Affairs Chair, provided the following update:

- To attract more members from Quebec and to help increase engagement from the French speakers, we are working on developing the French site of the CMBES website.
- We were successful in our grant application for the translation funds from the Canada Heritage, and received \$2,400 towards the translations of the CMBES website.
- We are looking into the Google Translate option that has an ability to translate up to 500,000 characters / month for free (we have roughly 150, 000 characters). We will need to form a committee to check the translations, as they are not always accurate.
- We are looking for volunteers to join the Bilingual Committee.

Mike thanked Marie-Ange for her hard work.

### **Outreach Committee**

Bill Gentles, Outreach Committee Chair, provided an update on the following accomplishments during the past year:

#### **CMBES Travel Grant**

- Award amount \$1500;
- One award is offered per year to a CMBES member;
- Open application – no deadline;
- 2019 – two applications received but one withdrew. A second applicant was awarded \$500 but travel plans have been delayed;
- The travel grant is still open for 2020.

#### **Tools for Techs project 2019**

- The aim is to purchase tools for Biomedics in low resource countries;
- Tools for Techs project started with seed funding from CMBES annual conferences in 2016, 2017 (\$1500 x 2);
- Crowdfunding campaign was started on January 2018 (see [tools4techs.ca](http://tools4techs.ca));
- To date this campaign has raised \$3733;
- To date expenditures on tools grants total \$1,753.96;
- Countries to which grants have been awarded are Ghana, Mongolia, Rwanda, Tanzania, and Uganda.

#### **Collaboration with Ghana Medical Help (GMH) a Canadian Registered Charity**

- A series of webinars organized by GMH are being presented on topics requested by the Clinical Engineers in Ghana. Presenters are Martin Poulin and Bill Gentles. Topics presented to date:
  - The role and responsibility of the Care Giver and Clinical Engineer in the fight against COVID-19 in Ghana.
  - The Fundamentals of a Clinical Engineering Workspace.
  - Equipment Inventory Systems and Standardized Nomenclature.
- Three more webinars are planned for 2020;
- Ghana Medical Help is planning to purchase toolkits for Clinical Engineers in Ghana;
- They have a small grant that will fund a limited number of toolkits.;
- Engineers fill out an application form and toolkits are awarded to the engineers with the greatest need;

- It is proposed to contribute some of the CMBES Tools for Techs funds to this effort, as it is transparent and needs based.

Bill presented the 2019-2020 Balance sheet for the International Outreach Committee as per below.

International Outreach Financials 2019-2020 Balance sheet

Date	Item	Expense	Credit	Balance
	Balance as of May 24 2019 AGM			\$2891.75
	Credits			
1-Jun-19	contribution from CMBES 2019 conference		\$1500	
15-Oct-19	Contribution to Tools4Techs Crowdfunding		\$75	
15-Oct-19	Contribution of AAMI Humanitarian award Received by W. Gentles		\$1300	
	Debits			
18-jun-19	Tools4techs.ca web site hosting annual fee	\$162.72		
25-jul-19	Tools for techs grant - Nigeria	\$500		
	Balance as of July 28, 2020			\$5,104.03

Mike thanked Bill for all his efforts in the international field.

**5. Approval of the by-laws amendment**

Mike presented the amendment to the by-laws on a new international member category. International members will be entitled to the associate member rate. It was noted that we should not specify the amount in case it changes in future.

International Membership - shall be open to individuals whose primary residence is outside of Canada, and who work in any roles or capacities related to the healthcare or the medical device industry. Applicants must be a user, manager, supervisor and/or repairer of medical equipment or an IT professional working with healthcare technology. International members shall retain voting privileges, but shall not hold office in the Executive.

**APPROVED** by a majority vote to approve the by-laws amendments as presented and with the modification of not specifying category's fee amount. Carried.

## **6. Appointment of the Executive Committee Members**

Martin advised that that it was the election year for CMBES and presented the following appointments to the Executive Committee for the next term:

President – Murray Rice, ON  
Past President - Mike Capuano, ON  
Vice-President – Sarah Kelso, MB  
Treasurer – Tim Wu, ON  
Secretary – Payal Mandot, ON  
Membership – Gad Acosta, ON  
Information Technology - Kelly Kobe, AB  
Professional Affairs - Michael Barton, NS  
Publications - Mugdha Manerkar, ON and Abiola Ogungbmile, ON  
Awards - Ted MacLaggan, BC  
Long Term Conf. Planning - Akshay Puli, ON  
Academic - Tiago Falk, QC  
Outreach - Bill Gentles, ON  
Bilingual - Marie-Ange Janvier, ON

**APPROVED** by a majority vote to appoint the Executive positions for a two-year term as presented. Carried.

Mike thanked the outgoing Executive members for their support and hard work:

Past President: Martin Poulin - Victoria, BC  
Vice President: Andrew Ibey - Ottawa, ON  
Treasurer: Kyle Eckhardt - Vancouver, BC  
Publications: Brendan Gribbons - Vancouver, BC

Mike welcomed new members to the Executive committee, noting that it was great to see younger people getting more engaged with the Society, and that we were looking forward to new ideas and initiatives that this new crew would bring to the Society to continue keeping it viable.

Martin thanked Mike for his leadership over the last two years, and continuous support of the Society since 1989.

### **7. CMBES Awards**

Murray Rice, CMBES Awards Committee Chair and Mike Capuano, CMBES President, congratulated the 2020 CMBES Awards winners in the virtual Awards ceremony. Award winners had an opportunity to address the audience. The 2020 CMBES Awards were awarded to:

Outstanding Canadian Biomedical Engineer - Dr. Rebecca Austman, MB

Outstanding Canadian BMET - Mark Asbil, ON

Early Career Achievement Award - Dr. Raymundo Cassani, QC

Early Career Achievement Award - Milad Mosabebi, ON

Fellow - Kim Greenwood, ON

Fellow -- Tim Zakutney, ON

### **8. Other Business**

No other business was raised.

### **9. Adjournment**

Mike Capuano closed the meeting by thanking all members in attendance.

**APPROVED** by a majority vote that the Annual General Meeting be adjourned at 2:42 pm. Carried