

**2019 Annual General Meeting
MINUTES
Delta Okanagan Resort
Thursday, September 26, 2019, 5:00pm**

Chair: Horacio Patrocinio

Recording Secretary: Nancy Barrett

1. Adoption of the Agenda

The meeting was called to order by H. Patrocinio at 5:00pm PT.

Resolution 2019-09-26-01

That the agenda be approved as presented.

2. Minutes of the 2018 AGM held in Montreal, QC

Minutes were circulated by email and posted on the website.

Resolution 2019-09-26-02

That the minutes be approved as circulated.

3. Report of the President

H. Patrocinio presented membership statistics.

Membership Demographics:

Total Membership: 809

Membership by location:

- | | |
|-----------------|----------------------|
| • Ontario (275) | • Other (21) |
| • Quebec (137) | • Nova Scotia (20) |
| • BC (105) | • Saskatchewan (15) |
| • USA (98) | • New Brunswick (14) |
| • Alberta (75) | • Newfoundland (9) |
| • Manitoba (33) | • PEI (7) |

Membership by gender:

Total membership: 28% female, 72% male

Trainees: 33% female, 66% male

By Specialty, the membership represents:

Results from 461 respondents in the 2018 professional survey.

87% - Radiation Oncology Physics (399 members)

8% - Diagnostic Radiology Physics (38 members)

6% - Mammography Physics (29 members)

4% - Magnetic Resonance Imaging (18 members)

4% - Nuclear Medicine Physics (18 members)

1.5% - Medical Health Physics (7 members)

Where members work:

Results from 439 respondents in the 2018 professional survey.

51% - Hospital (226 members)

51% - Cancer Centre (223 members)

29% - University/Government/Research Institute (127 members)

7% Private Company (29 members)

Engagement

H. Patrocinio reported on the engagement of the membership, notably how 42% of the membership have published an article in *Sosido* in 2018. In total, 476 articles by 296 authors have been published in 2018.

Currently, 23% of the membership (approx. 186 members) is involved in volunteering with COMP. There are many roles to take and all were encouraged to get involved.

Governance

COMP continues to expand its scope to better serve the membership. There are currently 7 committees: Communication, Imaging, QARSAC, Awards & Nominations, Professional Affairs, Science, and Education and 8 sub-committees: ASM, Radiation Safety, Women's Committee, Student Council, Winter School, COMP History, Resident Programs Directors, and Resident's Network and several working groups.

Strategic Update

H. Patrocinio provided an update on the 4 strategic priorities as established in 2016 and the work done to support them:

Strategic Priority 1: Advocate for medical physicists as leaders in innovation and technology implementation in health care.

Strategic Priority 2: Ensure medical physicists in Canada can create and have access to relevant scientific and professional content.

Strategic Priority 3: Connect the entire Canadian medical physics community: to each other, to COMP, to other professionals, and to resources.

Strategic Priority 4: Engage in strategically aligned international initiatives.

Priority 1: Advocate

- COMP provided input to Health Canada Safety Code 26 (MRI)
- The Canadian Nuclear Safety Commission (CNSC) recognizes COMP as a leader in safety. COMP and CNSC have renewed their funding agreement for an additional 3 years.
- COMP has created a working group through the Professional Affairs Committee to review its Code of Ethics and to create competency profiles.
- COMP has representation on the AAPM Leadership working group
- COMP continues to profile the role of medical physicists across Canada through its celebration of International Day of Medical Physics.
- COMP has created or endorsed various position statements (proton therapy, gonad shielding).

Priority 2: Content Access

- A joint ASM was held with CARO and CAMRT in Montreal in 2018.
- Annual Winter School – In February 2019 the annual Winter School was held in Ottawa and focused on Quality and Safety on MRI.

- A Mammography Workshop in partnership with the Canadian Society of Breast Imaging was held in Quebec City in May 2019.
- 2019 ASM introduces S3, workshops and communities of practice initiatives.
- COMP provided financial and/or support marketing for the following continuing education programs: WESCAN 2019 (Edmonton), AQPMC 2018 AGM (Montreal), ICCR 2019/Monte Carlo Conference (Montreal), SRS/SBRT, TBI and TSEI, A Joint Course for Clinicians and Physicists – Hamilton, New Avenues in Brachytherapy (Montreal).

Priority 3: Connect

- COMP provided support for the 2018 Young Investigator's Symposium winner to present at special medical physics session at the Canadian Association of Physicists (CAP) Annual Meeting.
- COMP hosted a social gathering at the 2019 ISMRM meeting in Montreal to introduce MRI physicists to COMP and encourage them to get involved so that MRI expertise is increased within COMP.
- The Jerry Battista Award was introduced to encourage Canadian physics associates/assistants to engage with the larger medical physics community.
- The Education Committee has established a sub-committee of Residency Program Directors as well as a Resident Network to enable Residents to connect, share resources and discuss relevant issues.

Priority 4: International

- Many of our members are doing work on the international stage and this work is showcased in InterACTIONS.
- COMP is providing support for Medical Physics for World Benefit. An MOU between the organizations was signed this year.
- COMP's participation in IDMP 2019 will focus on international connections.
- COMP's is hosting the AAPM executive at the 2019 ASM.
- COMP's was a sponsor of the ICMP 2019 (Santiago, Chile).
- COMP will meet with AAPM in 2020 in Vancouver, 2020.

New COMP Policies

- Code of conduct for volunteers
COMP relies on the work of committees and their volunteers to accomplish its objectives. COMP endeavours to provide volunteer opportunities that are positive and enriching and all committee volunteers are expected to act honestly and in good faith with a view to the best interest of COMP. Committee volunteers may not profit at the expense of COMP and must avoid, or at least disclose all conflicts of interest.
- Member memorial policy
To provide a framework for how information of a deceased member of the COMP community will be shared through COMP's various communications channels. Obtaining and revealing information of a member's death requires careful consideration of the family's wishes, the contributions that the member has made to COMP and the Canadian medical physics community, among other factors.
- Assessing collaboration with other organizations

From time to time COMP receives invitations to collaboration with other organization within Canada or internationally. COMP must make informed decisions about entering collaborations.

- Policy Against Harassment and Disruptive Behavior at COMP Sponsored Events
(to be finalized)
COMP is committed to providing a safe and productive meeting environment that fosters open dialogue and the exchange of professional and scientific ideas, promotes equal opportunities and treatment for all participants, and is free of harassment and discrimination. All participants are expected to treat others with respect and consideration and to follow venue rules. All meeting attendees are expected to uphold standards of scientific integrity and professional ethics, as described in the COMP Code of Ethics. COMP recognizes that there are areas of science and professional practice that are controversial. A COMP meeting can serve as an effective forum to consider and debate science and profession-relevant viewpoints in an orderly, respectful, and fair manner.
- Policy on Changes to Membership Dues
COMP's yearly operating budget is supported by several income sources, the largest and most stable of which is membership dues. Expenses are subject to continuous change due to inflation as well as changes to the programs and services provided to the membership. As per Article III, Section 3.01 of the COMP Bylaws, the annual fees for membership are set by the Board. As such, the COMP Board will apply the following principles in establishing the dues paid by members annually:
 - Membership dues will be adjusted annually for inflation using the consumer price index (CPI) of the previous year as a guideline. The Board reserves the right however, to choose whether to apply such a change to one or more membership categories.
 - A long-term review of the financial performance will be performed every six years. If the Board judges that prior annual adjustments have been insufficient to cover the cost of services provided to the membership, a further adjustment to the membership dues will then be made.
 - Exceptionally, the board may at any time adjust the membership dues as necessary to remain fiscally sound.

Notable Member Achievements

The following members were celebrated:

- Andrea McNiven – AAPM Excellence in Medical Physics Educational Innovation (2019). The AAPM Education Council sponsors a session during the Annual Meeting to honor and publicize Innovation in Medical Physics Education.
- Jessica Rodgers, Robarts Research Institute – AAPM John R. Cameron Young Investigators Symposium 2019 (1st prize): "Enabling 3D Ultrasound Needle Guidance During Implant Placement Procedures for High-Dose-Rate Interstitial Gynecologic Brachytherapy".

- Yogesh Thakur – AAPM/RSNA Imaging Physics Residency Program Grant (70000\$/2 years)

H. Patrocinio thanked all the volunteers and members for their ongoing support.

4. Report of the CCPM President

C. Duzenli reported on the following work over the past year, including:

- Successful first year of operation under the new MOU with COMP
- Re-certification credit system – Work is in progress
- Prepping to meet with the ABR and CAMPEP at AAPM-COMP meeting next year
- IMPCB – has accepted CCPM as a sponsor and will work with us to formally recognize MCCPM certification; board member Smith handing off to Jarry
- Board member on the COMP Competency Profile working group, Smith handing off to Jarry
- New chair of mammography certification committee and CCPM to provide more support for mammography examination process going forward.

5. Financial Report – Young Lee, Treasurer

Y. Lee presented a review of the 2018 finances as well as the 2018 audited financial statements.

The approved operational budget for 2017 predicted a deficit of \$1.2k and ended up with a surplus of \$42k, due mainly to the ASM and membership increase.

Special project spending continued I line with 2017 spending of \$40k, resulting in a net income of \$2.7k. This ended our accumulated surplus at the end of the year as \$248k (\$263k including the transfer). This is in line with our target surplus of \$200,000, or roughly 50% of our operating budget.

Various subsidies were provided for the ASM and Winter School and are itemized in the special projects.

Provided a financial summary and review over the past 5 years.

Appointment of Auditor for 2019

- 7 different auditor quotes were requested.
- 5 responded

The members shall at each annual meeting appoint an auditor to audit the accounts of the organization for report to the members at the next annual meeting.

Resolution 2019-09-26-03

That Nephin Winter Bingley be appointed to audit the 2019 financial statements.

6. Nominations Report

The COMP Board has 11 Directors: five serving as Officers (President, Past-President, Vice-President, Treasurer and Secretary) one serving as CCPM representative and five Directors serving as Directors-at-large.

The following directors will continue serving their terms as follows:

- Michelle Hilts – second year of two-year term as Past-President (non-voting)
- Horacio Patrocinio – second year of two-year term as President

- Wayne Beckham – second year of a two-year term as Vice-President
- Young Lee - third year of three-year term as COMP Secretary
- Atiyah Yahya – second year of second three-year term as Director-at-Large and Chair of the Communications Committee
- Michelle Nielsen – second year of first three-year term as Director-at-Large and Chair of the QARSAC
- Thor Bjarnason – third year of a first three-year term as Director-at-Large and Chair of the Imaging Committee
- Joe Hayward – second year of a first three-year term as Director-at-Large and Chair of the Science Committee
- Charlie Kirkby – second year of a first three-year term as Director-at-Large and Chair of the Professional Affairs Committee
- Marija Popovic - second year of a first three-year term as Director-at-Large and Chair of the Education Committee.

Geneviève Jarry will be completing Cheryl Duzenli's term as Director-at-Large and CCPM representative and will be beginning the second year of a three-year term.

Heping Xu, who served as Board Secretary for three years has completed his term.

The Nominations Committee circulated a call for nominations to fill this vacancy and one nomination was received. As only one nomination was received, Nic Ploquin is elected by acclamation.

About the New Board Member:

Nicholas Ploquin PhD, FCCPM, Secretary

- Medical Physicist, Tom Baker Cancer Centre
- lead Medical Physicist of the Alberta Radiosurgery Centre and SABR program.
- co-director of the CAMPEP Medical Physics Graduate Program at the University of Calgary
- Served on the Planning Committee of the 2018 joint COMP-CARO-CAMRT Annual Meeting in Montreal

7. Presentations to Outgoing Board Members

Heping, Secretary and Board member since 2017. Heping played a key role in helping to execute our strategic plan and chairing the Membership Taskforce.

8. Upcoming Events

2020 Winter School The focus of the upcoming Winter School will be the changing role of radiation medicine professionals - the importance and impact of communication, clinical presence, and patient-facing activities, taking place February 2-6 at the Fairmont Tremblant in Mont-Tremblant, QC.

2020 Joint meeting with AAPM Taking place July 12 – 16, 2020 at the Vancouver Convention Centre in Vancouver, BC.

2021 COMP Annual Scientific Meeting Taking place June 23-26, 2021 at Le Fairmont Château Frontenac in Québec City, QC.

9. Other Business

No other business was brought forward.

10. Adjournment

The meeting was adjourned at 6:05 PM.