



## **Canadian Association of Research Ethics Boards**

### **ANNUAL GENERAL MEETING - AGENDA**

Saturday 26 April 2014

1. **Welcome – Rachel Zand**
2. **Confirmation of Notice of Meeting and Quorum**
3. **Approval of the Agenda**
4. **Approval of the Minutes of the 27 April 2013 Annual General Meeting**
5. **Approval of the Minutes of the 6 December 2013 Special Members' Meeting**
6. **Treasurer's Report – Patrick Clifford**
7. **Secretary's Report – Susan Babcock**
8. **Professional Development Committee Report – Diane Martz**
9. **Membership & Communications Committee Report – Suzanne Richardson**
10. **Election of Directors – Ken Jenkins**
11. **President's Report – Rachel Zand**
12. **CAREB Awards**
13. **Other Business**
14. **Date and Location of the 2015 Annual General Meeting**



## **CAREB Annual General Meeting**

**Saturday, April 27, 2013**

### **1. Welcome – Ken Jenkins**

Ken Jenkins called the meeting to order at 12:35 and welcomed everyone to the 2013 Annual General Meeting of the Canadian Association of Research Ethics Boards.

### **2. Confirmation of notice of meeting and quorum**

The bylaws require that members receive 3 months notice of the meeting. Ken confirmed that the date and location of the 2013 AGM were announced in Toronto on 28 April 2012. The agenda and materials for this meeting were distributed via email to members on 6 April 2013, three weeks prior to the meeting. The bylaws also require that there be at least 20% of members, excluding associate members, at the meeting to constitute quorum. Ken reported that there were 250 members currently, 210 registered to attend this conference and there were over 150 people in the room. Quorum was achieved.

### **3. Approval of Agenda**

**Motion:** That the agenda be accepted as distributed.

Lynn Penrod/ Linda Longpre **CARRIED**

### **4. Minutes of the Annual General Meeting of April 28, 2012**

**Motion:** That the minutes of the Annual General Meeting of 28 April 2012 be approved as distributed.

Brenda Gagne/Suzette Salam **CARRIED**

### **5. Treasurer's Report – Financial Statement for the year ending March 31, 2013**

Pat Clifford reviewed the financial statements distributed with the meeting materials. The balance sheet shows total assets \$190,000 cash and term GICs. The liabilities and

equities balance. The profit/loss or budgeted vs actual expenses statement provides more detail on our financial position. There have been some changes to CAREB infrastructure, notably incorporation which is triggering requirements for insurance and accounting/audit so our operating expenses will increase. He is therefore recommending an increase in the membership fee to \$125 to offset these costs. Laurel Evans asked about the AGM/conferences expenses. The conference budget is separate and not included in the financial reports. Laurel recommended that conference revenue and expenses be included in the financial reports in the future.

**Motion:** That the financial statement for the year ended 31 March 2013 be approved as distributed.

Pat Clifford/ Brenda Gagne

**CARRIED with four abstentions.**

**Motion:** That the CAREB membership fee be increased to \$125 effective in the fiscal 2014/2015 membership year.

Pat Clifford/Romaine Miller

Margo Farren asked why increase fees rather than drawing on equity? Parts of CAREB's strategic plan require using some of that equity. It is financial prudent to run a balanced budget rather than draw down equity for operational costs.

**CARRIED with 3 OPPOSED, 3 abstentions**

## **6. Secretary's Report**

Susan Babcock noted that the Secretary's Report was included in the meeting materials so she did not propose to read it but was happy to answer questions. There were none.

## **7. Professional Development Committee Report**

Diane reported that the committee met monthly by teleconference. As detailed in the report, its major activity is typically development of the workshops, which were attended by three quarters of the conference participants. The other major activity was development of a certification business plan which is now before the Board. Diane thanked all the members of the Committee for their work and enthusiasm and thanked Lori for taking on the Chair's responsibilities during her absence.

## **8. Membership Services Report**

Jacquelyn Legere spoke to the committee report. Its major initiatives included developing the website as a communication tool, supporting CAREB Ontario and CAREB

Atlantic events and work on an inventory of REBS across Canada. Jacquelyn thanked the committee members and thanked CAREB for the opportunity to Chair the committee. Ken called for a motion to approve the work of the Board.

**Motion:** That all the actions of the Board of Directors in the year ended 31 March 2012 be hereby ratified and approved.

Richard Sugarman/Larry Felt

**CARRIED 1 abstention**

### **9. Election of Officers and Directors & Presentation of Slate of Candidates – Sharon Freitag**

Sharon Freitag performed her last official duty as Past President. She thanked the members of committee for their hard work. There were six positions to fill (largest changeover ever) and she noted that the Board now had coast to coast representation. She asked the nominees to stand and be recognized.

**Motion:** That the 2011-2012 slate of officers and directors be approved as presented.

Margo Ferren/Sandy Auld

**CARRIED**

The members of the Board of Directors for the coming year are:

Rachel Zand, President

Lori Walker, Vice-President (Conference Planning)

Diane Martz, Vice-President (Professional Development)

Catherine Paquet, Vice-President (Membership Services)

Patrick Clifford, Treasurer

Susan Babcock, Secretary

Ken Jenkins, Past President

Suzanne Richardson, Member-at-Large

Sandra Reid, Member-at-Large

Maureen Nummelin, Member-at-Large

Tony Kerr, Member-at-Large

### **10. President's report – Ken Jenkins**

The President's Report (Grade 8 reading level) was contained in the meeting materials. Ken reviewed CAREB's evolution and growth, noting that CAREB is increasingly recognized as a leader in Canada in research ethics. He acknowledged the work of the Directors and other members, in particular Jacquelyne Legere who worked on the website and Laurel Evans for her continued involvement in the CGSB discussions on

behalf of CAREB. CAREB is a founding member of ACRES which is a global initiative on harmonization, accreditation and standards and is now in fundraising mode. CAREB is collaborating with N2 on SOP development and there are CAREB members who are involved in SPOR and other regional and national initiatives. He noted all of these initiatives take time and effort and if you look at the membership of the different committees, you will see the same names repeated. To sustain the work we have started, CAREB needs greater involvement from all its members. We have restructured the Board to ensure continuity and we are looking at certification for REB professionals in order to build capacity in the field. If you have expertise in education, professional development, online programming, please consider volunteering for one of our initiatives.

Our operational costs have gone up so our membership fees are now \$125 plus taxes. We are very grateful to the Secretariat and our conference sponsors – the University of Alberta, the University of Calgary and Alberta Innovates: Health Solutions - for their support.

Finally Ken thanked the Board members saying it was a great pleasure to work with such strong group

**Motion:** That the President's report for the year ended 31 March 2011 be approved.  
Laurel Evans/Larry Felt

**CARRIED**

### **11. President's Award**

In introducing the award, Ken noted that the call for nominations resulted in complete unanimity. He reviewed the award criteria and said that they described the recipient's work. If you look at the membership rosters of our committees, you will see this name over and over again, this year and for the past 7-8 years. He took great pleasure in announcing that Sharon Freitag was the 2013 recipient of the President's award.

Sharon was uncharacteristically at a loss for words. She thanked St Michael's for all its support for her and for CAREB and its encouragement for all we do. Sharon said that she had made wonderful friends through this organization and been afforded incredible opportunities. She urged members to take advantage of the opportunities to be better involved.

## **12. Distinguished Service Award**

Rachel Zand described the award criteria. The first recipient is well known to all of us. Her second career began in September 2007 when she joined the Secretariat and she has had a central role ever since. She took the TCPS2 through development, consultation and implementation and took on the Responsible Conduct of Research. Her passion is evident and contagious. She is driven, serious, and a little scary. She also has a great sense of humour, poetry writing skills, lightheartedness and poise. Susan Zimmerman is the first recipient of CAREB's Distinguished Service Award.

Susan Zimmerman, also uncharacteristically at a loss for words, said that the award was totally unexpected. She thanked her colleagues, who are equally passionate and dedicated. It has been an incredible journey.

## **13. Other Business**

Rachel Zand, as incoming President, thanked Ken for all of his work. She is looking forward to continuing to work with him. Ken is proof that you can be President for two years and survive.

## **14. Date and Location of Next Annual General Meeting**

Rachel announced that the next annual general meeting will be in Montreal. The Conference Planning Committee is considering May dates rather than April. More details will follow.

## **15. Adjournment**

**Motion:** That the meeting adjourn.

Brenda Gagne/Orshy Toric

**CARRIED**



**CAREB Special Business Meeting  
Li Ka Shing Knowledge Institute  
St. Michael's Hospital  
209 Victoria St.  
Toronto, ON M5B 1T8**

**December 6, 2013  
12:30 - 1:00 pm**

**MINUTES**

**1. Call to order**

Rachel called the meeting to order and welcomed everyone at 12:30.

**2. Welcome**

Rachel welcomed the members and introduced the board members that were present: Patrick Clifford (Treasurer), Sandra Reid (Member at large and acting co-VP, Membership and Communications Committee), Diane Martz (VP, Professional Development Committee), Maureen Nummelin (Member at large), Tony Kerr (Member at large) and Lori Walker (VP, Conference Planning Committee).

**3. Attendance and quorum**

Rachel acknowledged that CAREB's membership for 2013 is 220 and that for quorum to be achieved, 20%, or 44 members, must be present. Members were asked to stand up, row by row, for Lori and Maureen to count them. 47 members were counted.

**4. Agenda**

Rachel discussed the purpose of the meeting, which was primarily to vote on the revised bylaws. She also discussed what CAREB has been up to. Ongoing projects include:

- i. Paralucent - development of the CiviCRM (client relationship management) system
- ii. Professional development - developing new courses and moving towards a professional certification; looking at webcasting and other distance-learning options
- iii. Developing policies and procedures, as part of the not-for-profit corporation status
- iv. Re-branding exercise - OCADU students to modernize our image and services in the new year
- v. Looking to hire a part-time staff member (0.2 FTE)
- vi. Expanding to include our animal research ethics colleagues

A member asked for clarification regarding point vi and was told that the day prior to the pre-conference workshop day (April 23<sup>rd</sup>) will be added for animal ethics administrators.

#### **5. Changes to bylaws**

Rachel went through the revised bylaws and thanked Susan Babcock (Secretary) for her work in writing the bylaws and the summary of changes (attached).

Motion: That the revised bylaws accepted as CAREB's current bylaws, with allowance for minor edits and corrections. R. Miller/O. Torok

**CARRIED**

#### **6. CAREB 2014 National Conference - Save the date**

Rachel announced that the Conference will be held in Montreal on April 25-26, 2014, preceded by animal ethics on April 23 and pre-conference workshops on April 24.

#### **7. Adjournment**

Motion: That the meeting be adjourned (1:00). O. Rosencranz/ R. Sugarman

**CARRIED**



Canadian Association of Research Ethics Boards  
Management Reports  
January 31, 2013

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**Canadian Association of Research Ethics Boards  
Balance Sheet  
as at January 31, 2013**

	<b>2013</b>
	( Note 4 )
<b>Assets</b>	
<b>Current</b>	
BMO Bank of Montreal	\$ 123,977
Paypal	8,631
Accounts receivable ( Note 1 )	6,582
Prepaid expenses ( Note 1 )	6,750
	145,941
<b>Other Assets</b>	
Investments - GIC's ( Note 2 )	76,291
	\$ 222,232
<b>Liabilities</b>	
<b>Current</b>	
Accounts payable and accrued liabilities	363
Taxes payable	1,587
Deferred revenue ( Note 3 )	4,724
	6,674
<b>Accumulated Surplus</b>	
Accumulated surplus end of year	215,558
	215,558
	\$ 222,232

**Canadian Association of Research Ethics Boards  
Statement of Changes in Accumulated Surplus  
for the Year Ended January 31, 2013**

	<u>2013</u> ( Note 4 )
Accumulated surplus beginning of year	\$ 180,856
Excess (deficiency) of revenues over expenses	<u>34,702</u>
Accumulated surplus end of year	<u><u>\$ 215,558</u></u>

**Canadian Association of Research Ethics Boards  
Statement of Operations  
for the Year Ended January 31, 2013**

	<b>2013</b>	
	( Note 4 )	
<b>Revenue</b>		
Membership Revenue	\$ 20,796	
Conference Revenue	155,684	
Sponsorship/Donation Revenue	1,500	
Other Income	2,923	
		\$ 180,903
<b>Expenses</b>		
<b>Board of Directors</b>		
Admin Support	38	
Accommodation	1,240	
Meals	1,644	
Meetings/Retreats	1,647	
Postage, Mailing Service	95	
Supplies	419	
Travel	3,418	
		8,502
<b>Conference Expenses</b>		
AV Services	22,327	
Awards & Gifts	4,320	
Badges & Lanyards	473	
Board Dinner	1,655	
Entertainment	600	
Food & Catering	77,053	
Hotel - Ballroom Rental	502	
Other	930	
Printing	13,926	
Speaker Honorariums	2,000	
Speaker Travel	4,211	
Translation Services	1,577	
		129,573
<b>General Administration</b>		
Bank Service Charges	63	
Conference Calls	1,327	
Foreign Exchange Gain/Loss	75	
General Expenses	250	
Paypal Charges	1,599	
Professional Fees - Accounting	1,513	
Website	3,300	
		8,126
<b>Total Expenses</b>		146,201
<b>Excess (deficiency) of revenues over expenses</b>		\$ 34,702

**Canadian Association of Research Ethics Boards  
Notes to Management Reports  
for the Year Ended January 31, 2013**

**1. Significant Accounting Policies**

**a) Accounts Receivable**

Accounts receivable are recorded net of allowance for doubtful accounts.

**b) Prepaid Expenses**

Prepaid expenses represent deposits paid on expenses to be incurred in the next fiscal period.

**2. Investments**

Excess funds are invested in short term GIC's and earn interest at market rates.

<u>Principal</u>	<u>Term</u>	<u>Interest Rate</u>	<u>Maturity</u>
26,291.26	1 Year	1.50%	July, 2013
<u>50,000.00</u>	1 Year	1.90%	September, 2013
<u>76,291.26</u>			

**3. Deferred Revenue**

Deferred revenue represents prepayments of annual membership fees, or deposits for events to take place in the next fiscal period.

**4. Current Year**

Current year financial information represents 10 months of operations up to the point of incorporation February 1, 2013.

**5. Prior Year**

Prior year financial information is not available.

Canadian Association of Research Ethics Boards Inc.

Financial Statements

Unaudited - See Notice to Reader

March 31, 2013

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### **Notice to Reader**

On the basis of information provided by management, I have compiled the balance sheet of Canadian Association of Research Ethics Boards Inc. as at March 31, 2013 and the statements of income and accumulated surplus for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

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**Newmarket, Ontario**  
**December 4, 2013**

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**Michael O'Leary**  
**Certified General Accountant**

**Canadian Association of Research Ethics Boards Inc.**  
**Balance Sheet**  
**as at March 31, 2013**

(Unaudited - See Notice to Reader)

	<b>2013</b>
	( Note 7 )
<b>Assets</b>	
<b>Current</b>	
Bank	\$ 116,199
Paypal	43,533
Accounts receivable ( Note 1 )	5,586
Prepaid expenses ( Note 2 )	12,032
	177,350
 <b>Other Assets</b>	
Investments - GIC's ( Note 3 )	77,029
	\$ 254,379
 <b>Liabilities</b>	
<b>Current</b>	
Accounts payable and accrued liabilities	\$ 1,640
Taxes payable ( Note 4 )	1,343
Deferred revenue ( Note 5 )	39,636
	42,619
 <b>Accumulated Surplus</b>	
Contributed surplus - opening balance ( Note 6 )	215,558
Accumulated surplus	(3,798)
	211,760
	\$ 254,379

Approved on behalf of the Board:

\_\_\_\_\_ Treasurer

See accompanying notes to financial statements



**Canadian Association of Research Ethics Boards Inc.  
Statement of Accumulated Surplus  
for the Year Ended March 31, 2013**

**(Unaudited - See Notice to Reader)**

	<u>2013</u> ( Note 7 )
Contributed surplus - opening	\$ 215,558
Accumulated surplus ( deficit ) for the year	<u>(3,798)</u>
Accumulated surplus ( deficit ) end of the year	<u><u>\$ 211,760</u></u>

**See accompanying notes to financial statements**

**Canadian Association of Research Ethics Boards Inc.**  
**Statement of Income (Loss)**  
**for the Year Ended March 31, 2013**

**(Unaudited - See Notice to Reader)**

	<u>2013</u>
	( Note 7 )
<b>Revenue</b>	
Membership Revenue	\$ -
Conference Revenue	-
Sponsorship/Donation Revenue	-
Other Income - interest	738
	<u>738</u>
<b>Expenses</b>	
Bank charges & interest	8
Foreign exchange	277
Insurance	70
Miscellaneous	100
Office supplies	184
Paypal charges	1,062
Professional fees	1,735
Telephone & communications	253
Travel	847
	<u>4,536</u>
<b>Excess (deficiency) of revenues over expenses</b>	<u>\$ (3,798)</u>

**See accompanying notes to financial statements**

**Canadian Association of Research Ethics Boards Inc.**  
**Notes to Unaudited Financial Statements**  
**March 31, 2013**

**1. Significant Accounting Policies**

**a) Accounts Receivable**

Accounts receivable is recorded net of allowance for doubtful accounts.

**b) Property, plant and equipment**

Capital assets are recorded at cost. Amortization is recorded annually at rates calculated to write-off the assets over their estimated useful lives as follows:

**c) Revenue Recognition**

Revenue is recognized when billed and in the appropriate period.

**2. Prepaid Expenses**

The amounts showing as prepaid expenses relate to deposits for the annual conference scheduled for April 2013, and will be expensed in that period.

**3. Investment - GIC's**

Principal	Term	Accrued Interest	Rate	Maturity
26,291	1 Year	263	1.50%	July, 2013
<u>50,000</u>	1 Year	<u>475</u>	1.90%	September, 2013
<u>76,291</u>		<u>738</u>		

**4. Taxes Payable**

Taxes payable refers to HST of which, \$244 is input tax credits for the current period and a payable amount of \$1,587 relates to the previous unincorporated entity.

**Canadian Association of Research Ethics Boards Inc.**  
**Notes to Unaudited Financial Statements**  
**March 31, 2013**

**5. Deferred Revenue**

Deferred revenue includes prepayments for the annual conference scheduled for April 2013 in the amount of \$35,477 with the balance representing prepaid membership fees not yet billed.

**6. Contributed Surplus - Opening Balance**

The opening balance of contributed surplus was rolled over from the previous unincorporated entity.

**7. Current Year**

The current year financial information represents 2 months of activity since incorporation.

## **Secretary's Report**

### **Canadian Association of Research Ethics Board (CAREB) Annual General Meeting, 26 April 2014**

Below is a summary of the meetings of CAREB/ACCER Board of Directors from 1 April 2013 to 31 March 2014.

#### **Board Meetings**

As in past years, the CAREB Board of Directors met monthly, most often via teleconference. In addition to a Board retreat in Toronto September 19 and 20, the Board met eleven times during the past year: April 25 in Calgary (prior to the AGM), May 27, June 21, July 19, August 16, October 18, November 18, and December 6 in Toronto (prior to the special meeting) in 2013 and January 23, February 18 and March 24 in 2014.

#### **Activities of the Board**

The activities of the Board over the past year were dominated by preparations for and the business of formal incorporation. Incorporation necessitated the preparation of new and additional financial reports, preparation of new bylaws and the development of CAREB policy and procedure documents. A special members' meeting was held in Toronto in December to approve the new bylaws, which in turn resulted in changes in our financial year. In parallel with incorporation, the Board worked on rebranding CAREB, including improvements to the website and member registration, development of the newsletter and broader recruitment for CAREB and committee members. The Board was also involved in planning of and support for CAREB Ontario and the 2014 Workshops and Conference and ongoing planning for REB Administrator training and certification. Additional details on these activities will be provided in other reports.

Respectfully submitted,

Susan Babcock  
1 April 2014

## 2014 CAREB Professional Development Committee (PDC) Report

### **Committee Members:**

Sharon Freitag, St. Michael's Hospital, Toronto, ON.  
Ken Jenkins, Capital District Health Authority, Halifax, NS.  
Ilde Lepore, McGill University, Montreal QC.  
Alison van Nie, Ontario Institute for Cancer Research, Toronto, ON.  
Romaine Miller, Royal Victoria Regional Health Centre, Barrie ON.  
Nancy Ondrusek, Public Health Ontario, Toronto, ON.  
Diana Raymond-Watts, Women's College Research Institute, Toronto, ON.  
Karen Szala-Meneok, McMaster University, Hamilton, ON.  
Lori Walker, Brock University, St. Catharines, ON.  
Rachel Zand, University of Toronto, Toronto, ON.  
Chair: Diane Martz, University of Saskatchewan, Saskatoon, SK.

The PDC met by conference call during the past year. Major activities included developing the workshops for the 2014 CAREB Annual General Meeting and continuing the work on the certification program for REB administrators. A sub committee of the PDC Committee consisting of Rachel Zand, Lori Walker, Diana Raymond-Watts and Allison Van Nie worked to finalize the REB professional certification business plan. Following completion of the business plan, a funding proposal was submitted to the Panel on Research Ethics to partially support the development of the program and CAREB is hoping to receive the results in early summer.

Four workshop streams were offered at the 2014 CAREB conference consisting of a full day REB Administrator Basics workshop and three concurrent sessions of REB Advanced topics. REB Administrator Basics is designed to provide new REB Administrators and REB Chairs with the tools to effectively manage a Research Ethics Board. It covers topics such as the primary responsibilities of REB administrators, managing and educating REB members and researchers, writing SOPS, understanding the Canadian policy and US regulatory environment along with a discussion of emerging issues such as Privacy, Internet Research, Biobanking, Waiver and Deferred Consent, and Quality Assurance/Quality Improvement. This workshop continues to attract registrants, pointing to the continuing entry of new people into the Research Ethics field.

Nine REB Advanced sessions designed to address emerging issues faced by both Behavioral and Biomedical REBs and REB administrators were offered this year including: Consent and Assent Issues with Children; Confidentiality: The Ottawa U Case; REB Accreditation and Qualification; Harmonization Challenges & Issues; TriAgency Framework on Responsible Conduct of Research; Implementing the TriAgency Framework on RCR; Developing an Ethics Audit Program; Biobank Certification (sessions in English and French) and a session for all participants on the Changes to TCPS2 and other PRE Initiatives.

I would like to extend my personal thanks to all the PDC members for their dedicated efforts this year. The membership of the committee are all engaged in making the pre-conference workshops a success and the majority also participate as faculty and facilitators in the workshops. Only through the generous contribution of their time and effort is CAREB able to provide these educational opportunities to the membership.

Respectfully submitted,

Diane Martz  
Chair, Professional Development Committee

# **CAREB Membership and Communications Committee (MCC) Report 2013-2014**

## **Current Membership**

Suzanne Richardson (Acting Co-Chair, September 2013 - ), University of British Columbia, BC

Sandra Reid (Acting Co-Chair, September 2013 - ), Health Research Ethics Authority, NL

Catherine Paquet (Chair, April – September 2013), University of Ottawa, ON

Sarah Bennett, Simon Fraser University, BC

Corinne Demone, Capital District Health Authority, NS

Charmaine Kabatoff, University of Alberta, AB

Brenda Gagne, Mount Saint Vincent University, NS

David Kenney, University Health Network, ON

Arlene Lobrin, St. Michael's Hospital, ON

Leslie MacDonald-Hicks, Carleton University, ON

Tanya Schwartz, Carleton University, ON

Victoria Shelep, Ontario Institute of Cancer Research, ON

Lori Walker, Brock University, ON

## **Meetings**

The Membership and Communications Committee met 4 times by teleconference over the last year beginning in late September 2013. Agendas were distributed electronically in advance of the meetings. The Board of Directors was provided with updates on the committee's activities at the Board's scheduled meetings.

## **Activities**

### **Revision of Terms of Reference (TOR) and Committee Name**

In September 2013, in preparation of the revised CAREB By-Laws, the two Acting Co-Chairs proposed a revision to the TOR and name of the Committee (formerly the Membership Services Committee (MSC)) to better represent the activities and mandate of the Committee. These two items were presented at the first scheduled meeting in September 2013 and was accepted by the Committee.



## **Development and implementation of communication tools and programs for CAREB members**

CAREB provides several vehicles to allow members to communicate with each other and to receive regular updates from CAREB on items of interest to those involved with the ethical conduct of research involving human participants.

The MCC developed and launched the first edition of a quarterly CAREB newsletter in March 2014 – CAREB pre & post. The newsletter is available to CAREB members via the website and was disseminated through the CAREB listserv. CAREB pre & post will be used to provide members with updates on emerging issues and items of more general interest. Content for future issues will be generated through online submissions and relevant news in the research ethics environment. CAREB members are also able and encouraged to provide suggestions for content and contribute as well.

The Committee is exploring various social media outreach platforms to develop for members. Work is currently underway on ensuring that the CAREB Facebook, Twitter and LinkedIn accounts are active and current. Next steps will include ongoing generation of content and maintenance of communication (moderating forums, posting, etc.).

The MCC has continued work on the CAREB forum which was developed last year. The forum operates as an interactive online message board where members can hold conversations in the form of posted messages. Through this, members can post questions and read and respond to posts by other members. The forum was officially launched to members this year through the CAREB listserv. When new topics are added to the forum, a notification is sent to members via the listserv with a link to the page.

The Committee has also continued work on maintaining the listserv. The listserv posts questions for other members and CAREB utilizes the listserv to distribute news about ongoing initiatives and upcoming events.

Lastly, the MCC manages CAREB's web presence through the CAREB website (<https://www.careb-accer.org/>). The website remains a central resource for items regarding CAREB itself and its operations. Through the website, members have access to information on research ethics, enhanced capacity for communication among the membership on issues relevant to research ethics, a solid framework for allowing access to education on an ongoing basis and links to social media.

## **Developing recruitment initiatives**

Part of the Committee's activities is developing recruitment initiatives and extending CAREB's reach to others, including for example, geographically isolated REB's. The MCC has continued its work on identifying Canadian organizations with REBs that have little to no CAREB membership (i.e. Universities, Colleges, Health Authorities, Government Agencies and Industry). The Committee is currently cross-referencing an established list of all organizations with CAREB's current membership list. Once identified, these institutions will then receive a letter of invitation learn more about CAREB.

A new activity that the MCC added to their mandate is providing orientation to new members. The Committee is currently developing content for an introductory letter and welcome package for new members.

### **Identifying opportunities for CAREB involvement in regional groups and events**

The MCC is committed to identifying and supporting opportunities for CAREB involvement in regional groups and events. Where appropriate, CAREB will facilitate the coordination of content and timing of regional meetings and activities.

In December 2013, CAREB Ontario successfully held a one day conference in Toronto, Ontario. This coincided with CAREB's special business meeting to present and vote on the draft By-Laws. This regional conference included the following presentations:

- How do REB members make decisions, Keynote, Ivor Pritchard
- Secretariat on Responsible Conduct of Research Update, Susan Zimmerman
- How to use the science of decision-making to improve your role on the REB, Facilitated group work
- Clinical Trials Ontario update, Susan Marlin
- "Canadian Tuskegee": what we can learn from unethical research on both sides of the border, Miriam Shuchman and Ivor Pritchard
- A survey of REB systems in Canada, Brian Detlor

Also in November 2013, CAREB Atlantic joined with CAURA to be part of CAURA's two day annual conference held at the Wu Conference Centre in Fredericton, New Brunswick. The CAREB Atlantic agenda included the following presentations:

- Plenary:
  - Interdisciplinary Research Team Models – Approaches and Best Practices , Dr. David Burns, VP(Research), UNB
  - Research Governance – Best Practices, Jocelyn Downie, CRC & Professor of Law, Schulich School of Law, Dalhousie University
- Breakout Sessions:
  - Breaking the Ice, Renee Audet-Martel, REB Coordinator, UNB
  - CAREB – Who we are? What we do? What's new? How to get involved? Sandra Reid, Member-at-Large, CAREB
  - What you always wanted to know but were too afraid to ask, Laura-Lee Balkwill, Secretariat on Responsible Conduct of Research
  - Research Ethics in the Scholarship of Teaching and Learning, R. Steven Turner, Chair, UNBF REB & Renee Audet-Martel, REB Coordinator, UNB
  - Clinical Trials Update, Laura-Lee Balkwill, Secretariat on Responsible Conduct of Research & Carole Legare, Health Canada
  - Let's Talk Techy – Online Surveys, Research Data Storage and Security, Ben Steeves and David Shipley, Integrated Technology Services, UNB & Lisa Best, Chair, UNBSJ REB

- Conducting Research with Aboriginal Communities in Atlantic Canada, Verle Harrop, Director, UAKN Research Centre

The MCC discussed the possibility of facilitating a regional conference in the West in 2014. To aid in preparing hosts for future regional events, CAREB is drafting a regional event document as a guide to enhance consistency and support for groups interested in holding regional events.

### **Responding to concerns and queries of the membership**

The MCC responds to concerns and queries of the membership through the various email accounts that CAREB manages. Typically queries involve issues with membership and listserv messages. The Committee has cleared out the backlog of old messages and is managing the timely response to any ongoing webmail queries.

In closing, we wish to extend our appreciation to all of the members of the MCC for their dedication to this committee over the past year. As new Acting Co-Chairs of the Committee, we are eternally grateful and honored for having the opportunity to serve the membership in this capacity so new in our roles on the CAREB Board of Directors.

Respectfully submitted,



Sandra Reid and Suzanne Richardson, Acting Co-Chairs of the Membership and Communications Committee (MCC)

### Proposed Board of Directors 2014-2015

Name	Position	Institution	Term on Board
Rachel Zand	President	University of Toronto	2013-2015
Lori Walker	Vice-President and Chair of Conference Planning Committee	Brock University	2013-2015
Maureen Nummelin	Vice-President and Chair of Professional Development Committee	University of Waterloo	2014-2016
Catherine Paquet	Vice-President and Chair of Membership Services Committee	University of Ottawa	2013-2015
Ken Jenkins	Past-President	Capital District Health Authority	2010-2015
Patrick Clifford	Treasurer	Southlake Regional Health Centre	2011-2016
Susan Babcock	Secretary	University of Alberta	2011-2016
Suzanne Richardson	Member-at-Large	University of British Columbia	2013-2016 (3 yr)
Sandra Reid	Member-at-Large	Newfoundland Health Research Ethics Authority	2013-2016 (3 yr)
Brenda Gagne	Member-at-Large (to replace Maureen Nummelin)	Mount Saint Vincent University	2014-2015 (1 yr)
Tony Kerr	Member-at-Large (to replace Catherine Paquet)	OCAD University	2013-2015 (2 yr)
Diane Martz	Member-at-Large (to lead the Certification Project)	University of Saskatchewan	2014-2016 (2 yr)

CONFIDENTIAL

## BRENDA J. GAGNÉ

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208 First Lake Drive, Lower Sackville, Nova Scotia B4C 3J8  
Telephone: (902) 457-6350 (W)  
[brenda.gagne@msvu.ca](mailto:brenda.gagne@msvu.ca)

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### EDUCATION

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2003	Bachelor of Education in Association with Nova Scotia Teachers College Mount Saint Vincent University, Halifax, Nova Scotia
1987	Associate in Education – Elementary Education Nova Scotia Teachers College, Truro, Nova Scotia
1983	Academic Grade XII Cobequid Educational Centre, Truro, Nova Scotia

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### ADDITIONAL CERTIFICATATION

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2011	Research Law Certificate (Society of Research Administrators International)
2011	Research Integrity Certificate (Society of Research Administrators International)
2010	Clinical Research Training Course (Ontario Hospital Research Institute)
2008	IAP/FOIPOP Administrator Basic Training (Nova Scotia Information Privacy Office)

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### WORK EXPERIENCE

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<b>2004-Present</b>	<b>Research Ethics Coordinator, Mount Saint Vincent University</b> Halifax, Nova Scotia <ul style="list-style-type: none"><li>• Responsible for all managerial and administrative functions related to research ethics in accordance with university, provincial, national and international standards and practice</li><li>• Contribute to safeguarding research integrity by promoting a culture of ethical research conduct</li><li>• Ensure adherence to policies and guidelines as established by the Tri-Council Policy Statement</li><li>• Manage all aspects of submission, pre-review, review, revision, post review and clearance processes of human research protocols</li><li>• Provide strategic guidance, and lead long term planning for University's REB</li><li>• Develop, implement, deliver educational activities relating to research ethics</li></ul>
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- Advise/liaise with researchers, administration and outside stakeholders on REB policies, standards and expectations
- Identify and rectify any weaknesses in compliance with TCPS and other national ethical and legislative standards
- Ensure consistency of REB policies and decision-making processes
- Develop and advise REB on new/revised policies, regulations, documentation and processes
- Manage quality assurance and program evaluation research, including consultations, policy development, review and approval
- Fiscal responsibility and management of Research Ethics Budget
- Maintain Research Ethics website and web-based resources
- Manage a diverse range of complex projects and activities with changing priorities with proven effective communication skills
- Negotiate successfully using tact, discretion and diplomacy in difficult situations with both internal and external parties
- Knowledge of research ethics management practices that are normative within Canadian university system

1999-2003	Deans' Office, Mount Saint Vincent University (Halifax, Nova Scotia) – Details upon request
2003-2004	Research Office, Mount Saint Vincent University (Halifax, Nova Scotia) – Details upon request
1997-1999	IT Support Assistant, AIT Services (Dartmouth, Nova Scotia) – Details upon request
1992-1996	Customer Service/Collections, COMMCORP Financial Services (Halifax, Nova Scotia) – Details upon request
1987-1992	Teacher (substitute and term positions) – Grades Primary to Six - Details upon request Various locations – Colchester County, Nova Scotia (1987-1992); Carleton County New Brunswick (1989)

### PROFESSIONAL DEVELOPMENT

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2013 and 2012	REB Advanced – CAREB
2013	Regulatory, Ethical, and Technical Challenges in Internet Research – PRIM&R
2012	Making Connections: Improving Health Information Access and Use in Atlantic Aboriginal Communities
2011	TCPS2 Regional Workshop - PRE
2011	REB 201 – CAREB
2010	Facilitating Skills – DND/MFRC
2009 and 2008	REB 201, 301 – CAREB
2006	Research Involving Aboriginal Populations Workshop - CIHR
2005	REB 101 - CAREB

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## PROFESSIONAL AFFILIATIONS

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2010 – Present	Society of Research Administrators International (SRA International)
2008 – Present	Public Responsibility in Medicine and Research (PRIM&R)
2005 - Present	Canadian Association of Research Ethics Boards (CAREB)
2006 - 2009	National Council on Ethics in Human Research (NCEHR)

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## CONFERENCE/WEBINAR PRESENTATIONS

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2013	<i>Building links between community and university researchers in Participatory Action Research: Lessons for addressing ethical issues in research</i> <a href="http://foodarc.ca/blog/5608/">http://foodarc.ca/blog/5608/</a> - Halifax, Nova Scotia (webinar)
2011	<i>SOPs for Behavioural and Social Sciences Research</i> – CAREB 201 Panel Session - Co-presented with O. Torok - Halifax, Nova Scotia
2008	<i>Consent Issues</i> - CAREB REB Coordinators Breakout Session (Social Sciences) – Facilitator - Toronto, Ontario

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## VOLUNTEERING

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### Professional

2011-Present	CAREB Membership Committee
2011-2012	CAREB Nominations Committee
2011-2012	CAREB Atlantic – Responsible for reviving CAREB East, planning the inaugural conference held in association with CAURA East.
2010-2011	CAREB AGM Planning Committee
2008-2009	CAREB AGM Planning Committee
2006-2007	CAREB Special Projects – REB Job Description Project

### Personal

2011-Present	ElderDog Canada – Social Media volunteer
2010- Present	Litters ‘n Critters Animal Rescue – Social Media; Community Outreach & Presentations; Fundraising; Public Relations; Foster Home

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## REFERENCES

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References are available upon request.





## President's Report

2013/14 has been a fast-paced year with many accomplishments, thanks to the efforts and dedication of our tremendous directors and committee members. The main theme of this year's activities could be characterized in one verb - "building" - with the overarching goal of developing the infrastructure needed to continue to maintain CAREB as a strong organization in the future. Below are some of the specific activities that we have engaged in over the year.

### 1. Building CAREB as a successful not-for-profit corporation

- CAREB's bylaws were revised in accordance with the Canada Not-for-Profit Corporations Act, including changing its fiscal year to December 31. The bylaws were passed at a special business meeting in December 2013.
- Policies and procedures were created to ensure accountability and transparency on the business side of CAREB.
- Financial processes were formalized with the hiring of an accountant.
- Planning has begun for the CAREB rebranding project through OCADU. This will take place in spring/summer 2014.

### 2. Building a strong membership and meeting its needs

- The Membership Services Committee was changed to Membership and Communications Committee to emphasize its mandate: to foster and grow CAREB membership and to enhance communication channels to our members.
- We worked with Paralucent Inc. to build CAREB an online client management system that can be used for registration of many types and retain information such as workshops taken and education modules completed. Website issues are being worked through, particularly with respect to a "big purge" that happened with membership information as we migrated systems.
- Communication vehicles, including social media and a newsletter were developed, the latter available with conference registration packages.

### 3. Building a strong professional development program

- A business plan for the CAREB REB Practitioners Certification Program was created. We are now seeking funding, and plan to begin developing course material shortly. We will use online technologies as much as possible for learners to complete modules and tests. We expect that this certification program will be of great value to our membership and REB professionals in general.
- In addition to the two days of conference and one day of workshops, we expanded our offerings at CAREB 2014 National Conference to include a day for the Canadian Animal Ethics Coordinators (CAEC) group. We hope that this addition is a permanent one,

Canadian Association of Research Ethics Boards / L'association canadienne des comités d'éthique de la recherche

bringing in our animal ethics colleagues and giving those with animal and human ethics a one-stop shop for networking and professional development.

4. Building strong relationships with organizations

- CAREB representative participated on several projects with complementary organizations and groups. These include the REB SOP project with Network of Networks (N2) and harmonization planning with Clinical Trials Ontario, among others.

I would like to thank all of the terrific board and committee members that I've worked with for the year. I look forward to continuing to build on our great relationships.

Respectfully submitted,

A handwritten signature in black ink that reads "RZand". The letters are cursive and fluid, with a large 'R' and 'Z'.

Rachel Zand  
President