



CAREB | ACCER

CANADIAN ASSOCIATION OF RESEARCH ETHICS BOARDS
L'ASSOCIATION CANADIENNE DES COMITES D'ETHIQUE DE LA RECHERCHE

AGENDA ANNUAL GENERAL MEETING Saturday, April 28, 2018

1. Welcome
2. Confirmation of Notice of Meeting and Quorum
3. Approval of the Agenda
4. Approval of the Minutes of the ^{April 29 7} ~~May 27, 2018~~ Annual General Meeting (Attached)
5. President's Report (Attached) Lori Walker
6. Treasurer's Report (Attached) Brenda Gagne
7. Professional Development Committee Report (Attached) Delilah Ofosu-Barko
8. Membership & Communications Committee Report (Attached) Diana Raymond-Watts
- 9-10. Election of Directors (Attached) Rachel Zand
- 10-13. Other Business
- 11-14. Date and Location of the 2018 ⁹ ~~2018~~ Annual General Meeting
- 12-15. Adjournment



CAREB-ACCER
MINUTES
ANNUAL GENERAL MEETING
Saturday, April 29, 2017

1. Welcome

CAREB-ACCER President, Lori Walker, called the meeting to order at approximately 12:15 pm and welcomed CAREB-ACCER members to the 2017 Annual General Meeting (AGM).

Lori (Brock University) introduced the other CAREB-ACCER Board Members: Rachel Zand, University of Toronto (Past-President), Delilah Ofosu-Barko, Trillium Health Partners (Vice-President, Professional Development), Catherine Paquet, University of Ottawa (Vice-President, Membership and Communications), Suzanne Richardson, University of British Columbia (Vice-President, Conference Planning), Brenda Gagne, Mount Saint Vincent University in Halifax (Treasurer), Julie Joza, University of Waterloo (Member at large), Stacey Page, University of Calgary (Member at large), Diana Raymond-Watts, Michael Garron Hospital in Toronto (Member at large), Sarah Bennett, Simon Fraser University (Member at large), and Susan Babcock, University of Alberta (Secretary) who could not attend this year's meeting.

2. Confirmation of Notice of Meeting and Quorum

Per the CAREB-ACCER Bylaws, Lori confirmed notice of the meeting had been provided on May 27, 2016 at the 2016 AGM in Toronto and subsequently via the CAREB-ACCER website and by email. The meeting agenda and materials were distributed to members via the website and email on April 10, 2017. CAREB-ACCER members in attendance totalled in excess of 45 therefore quorum was achieved.

3. Approval of the Agenda

MOTION: The agenda be approved as distributed.

Richard Sugarman/John Ellard

CARRIED

4. Approval of the Minutes of the 27 May 2016 Annual General Meeting

MOTION: The minutes of the 27 May 2016 meeting Annual General Meeting be approved as distributed.

Barbara Graves/Sharon Freitag

CARRIED; 5 ABSTENTIONS

5. Treasurer's Report

CAREB-ACCER Treasurer, Brenda Gagne, spoke to the financial statements. The statements presented were unaudited for the year ending December 31, 2016. Brenda outlined CAREB-ACCER has now completed two years of annual returns since incorporation and the change to a fiscal year that is now the calendar year (i.e., January to December). Page 5 and 6 of the treasurer's report provides a comparison of year-over-year financials. Brenda outlined a small amendment to correct the page numbers listed on the financial statements as the page numbers are incorrectly identified as pages 6 and 7. Brenda noted CAREB-ACCER cash position for year-end 2016 was positive; however, there was a deficiency in revenue. Accounting fees were higher in 2016 from 2015 due to the need for review engagements with results provided to Corporations Canada. Review engagements were conducted in 2016 for fiscal 2014 and 2015. CAREB-ACCER will be securing a review engagement for 2016 shortly.

New for 2017 is the removal of taxes to membership fees. Appropriate taxes will continue to be charged for conferences and other future offerings by CAREB-ACCER.

Question(s) from membership:

1. One member questioned the cost for web development as this was a costly expense for CAREB-ACCER. Brenda explained the cost shown is for ongoing development and not a one-time cost for 2016.

MOTION: The Treasurer's report be approved as distributed with one minor amendment as noted.

Josh Leslie/Ken Jenkins

CARRIED; 2 ABSTENTIONS

6. Secretary's Report

The Secretary's report was presented in the meeting materials. Lori asked if there were any questions. There were no questions about the report.

MOTION: The Secretary's report be approved as distributed.

Alison Collins-Mrakas/Barbara Graves

CARRIED

7. Professional Development Committee Report

Vice President of Professional Development, Delilah Ofosu-Barko provided an overview of the Committee's activities and recognized the work of the members who joined the various working groups.

The three main initiatives of the Committee were led by the working groups. Delilah introduced the working group chairs: Dawn Pollon, Katarin MacLeod, and Diana Raymond-Watts.

Dawn highlighted the activities of the working group for the Virtual Reality REB (VREB). The working group members were recognized for their work. The group developed SOPs, terms of reference, and a work flow process. Case study #1 was submitted and is now completed. A printed copy of the results is on the CAREB-ACCER table in the foyer and on the CAREB-ACCER website. The working group invites members to provide their ideas and suggestions for how they plan to use the case study such as for professional development for REB members. The working group is also looking for feedback. Case study #2 will be posted on May 8 and everyone is given 4 weeks to complete their review of the case. Dawn recognized the members of the advisory group: Shane Kimber, Michelle McGinn, Pierre Boulos, Kuo-Hsing Kuo, Wendy Petillion, Julie Joza, Cynthia Gallop, and Melissa Dobson and asked CAREB-ACCER members to share their questions with her at any time after today's meeting.

Katarin highlighted the activities of the webinar working group. The working group members were recognized for their work. The dates for the webinar roll out has been shared with CAREB-ACCER members and can be picked up from the CAREB-ACCER table in the foyer. The schedule of webinars is a mix of sessions focused on foundational skills and special topics. This was done in an effort to meet the various needs of CAREB-ACCER members. Catherine outlined that 70% of presenters needed to deliver the webinar have been secured. The first webinar will launch the week of May 29 to June 2 and an email will be sent to the CAREB-ACCER membership with details. A new webinar will be launched every 6 to 8 weeks. No webinars will be launched in the summer months or the month of December. CAREB-ACCER members who are interested in being part of the webinar working group are encouraged to contact Catherine on how to get involved. If CAREB-ACCER members have suggestions for webinar topics send ideas to Catherine to add to the list.

Diana highlighted the work of the pre-conference working group. The working group members were recognized for their work. Diana made special mention of Arlene Lobrin who was instrumental in ensuring all the pre-conference workshop leaders were taken care of and had everything they needed. Diana outlined the focus for the pre-conference workshops is to give people practical tools they can take home with them and to complement the webinars that will be launching soon.

Question(s) from membership:

1. A member asked for clarification on CAREB-ACCER vision for the webinar program and future topics of the program over the next few years.
 - Delilah outlined the webinar program began with a member's survey in 2014. The survey was to engage members and to hear from them as to what they viewed as relevant topics in their work, new issues begin faced, and where they need guidance concerning education.
 - Lori asked Rachel to speak about the certification program.

- Rachel outlined some webinars will count towards certification. Rachel presented information on what the steering committee for certification had been working on over the last year. The focus had been on identifying topics REB professionals felt they needed based on the survey results as well as securing a web developer, and a learning/education developer.
 - Rachel showed a sneak peak of the first module. There are evaluation sections at the end of each module. Users will not be able to progress to the next module until they answer all questions correctly. Each module is interactive, informative, and the quiz questions are entertaining.
 - Seven webinars are planned. Three are expected to be released soon. The modules can be completed as standalone education sessions or can be used towards the certification program. A glossary feature will include a definition of terms and acronyms. The modules will work on any kind of device.
2. A member asked about the Circle of Experts initiative and for clarification on the expected outcomes from this program.
- Delilah outlined the Professional Development Committee had an ambitious agenda this past year and the focus has been on the webinars and certification program. The intention of the program is to build a group of experts and to develop a cadre of people who can be available to any member. Plans are to create a wide range of experts.
3. A member asked if the content of the webinars will overlap with the TCPS2 tutorial.
- Rachel outlined the webinars are not intended to repeat what is in the TCPS2 tutorial; rather they are to focus on practical and everyday issues that REB professionals experience. The webinars will use the principles and foundations from the TCPS2 but are different.
 - The member commented the TCPS2 CORE tutorial is in trouble and the only education used by most institutions for their researchers. The member asked if CAREB-ACCER can help improve the situation with the TCPS2 tutorial. Lori commented that the Secretariat for the Panel on Research Ethics (PRE) did provide financial support to CAREB-ACCER through an education grant to help develop the accreditation program and modules. The hope is members will step forward to help create modules and to turn some of the conference presentations into webinars. The working group will be looking into these ideas and exploring further partnership with the Secretariat where appropriate.
 - Another initiative CAREB-ACCER has been working on is a REB directory. Lori outlined this is not intended to be a duplication of the work that CCCTC is planning to undertake as CAREB is developing a directory not a registry. The intentions are that these initiatives will be a complement to one another.
4. A member asked for clarification regarding the certification program and whether the program is for REB professionals only or if REB members might benefit from being certified.
- Rachel commented the original idea was a certification program for professional REB administrators working in research ethics. The program will be available at an institutional cost or individual member cost.

- Lori outlined the TCPS2 tutorial is for everyone where the CAREB-ACCER certification program is mainly for REB professionals/administrators.
5. A member stated that her position does not have a Canada Job number (a governmental guideline) and was wondering if the certification program will be moving towards this in the future.
- Rachel commented that this is not planned right now, but might be something the working group can look into in the coming year. The hope is to have people add letters behind their name if they complete the certification. There would then be annual fees to maintain the certification, Canada Job number, etc. The objective is for wider recognition in the field of research ethics in Canada.

MOTION: The Professional Development Committee report be approved as distributed.
Orshy Torok/Sharon Freitag **CARRIED**

8. Membership and Communications Committee Report

Catherine Paquet, Vice-President of the Membership and Communications Committee reported CAREB-ACCER had 225 paid members as of December 2016. The CAREB mailing list has 300 members. 75 of these individuals are members who have not renewed their membership yet. The Committee has been focused this past year on website changes and preparing and distributing one formal newsletter this year. The focus of the newsletter was to be less article based and provide more timely information updates to members. Catherine outlined the website is focused on providing conference information, announcements of training initiatives, job postings, and other updates for members. The Committee plans to distribute two newsletters this coming year to provide members with more frequent information and updates. The discussion forum on the website has been very active this past year with 25 different topics discussed and hundreds of posts. A welcome letter has been developed and distributed to all new members and renewing members. The letters have formalized the membership process. Various recruitment initiatives are being discussed although this has not been the focus for the Committee this past year. Catherine reported she personally responds to all emails sent through the CAREB-ACCER website.

Lori reported there are 300 members using the website. Members have full access to all sections on the website. There are approximately 1290 subscribers to various pages on the website since it went live last year. 20% of these are from the United States. The goal is to hopefully have subscribers become paid members as there is an increased benefit of CAREB-ACCER membership such as a reduction on CAREB-ACCER conference registration fees.

MOTION: The Membership and Communications Committee report be approved as distributed.
Augustina Ampofo/Cheryl Pollard **CARRIED**

9. Election of Directors

Rachel Zand spoke to the slate of candidates for the CAREB-ACCER Board of Directors provided to members. Rachel recognized the work of Suzanne Richardson and Susan Babcock who are outgoing Board members.

Rachel described that going forward the CAREB-ACCER Board will have different structure. The changes include reducing the number of Vice-Presidents from three to one and identifying Directors who will take on the three portfolios of Professional Development, Conference Planning, and Membership and Communications.

Rachel identified two new Directors without portfolio: Melissa Dobson from Northern Alberta Institute of Technology and Dawn Pollon from Island Health in Victoria, BC. The biographies for Melissa and Dawn were provided in the meeting materials. Both Melissa and Dawn have served on various CAREB-ACCER committees and are well regarded by the individuals who nominated them.

MOTION: The slate of candidates for the Board of Directors be approved.
Barbara Graves/Michael Coughlin **CARRIED; 2 ABSTENTIONS**

10. President's Report

Lori noted the President's report was circulated in the meeting materials. Lori highlighted the CAREB-ACCER strategic plan will be available after June 1, which will lay out the work for the Board for the next several years and the rationale for the revised Board structure.

MOTION: The President's report be accepted as distributed.
John Ellard/Josh Leslie **CARRIED**

11. Other Business

Lori outlined there was one new item of business. Rachel Zand was recognized as this year's President's Awardee. Lori acknowledged Rachel for over 10 years of work with CAREB-ACCER. Rachel has been in the role of Treasure, Vice-President, President, and now Past-President on the Board of Directors and has served on many committees. She has contributed greatly to the pre-conference workshops and the e-learning platform. Rachel thanked the CAREB-ACCER membership and showed her appreciation for CAREB-ACCER and the all the work of the committees and membership.

12. Date and Location of the 2018 AGM

Lori announced the 2018 conference and AGM will be in Montreal on April 28-30, 2018. The dates will be posted to the website and an email notice sent to members. Lori asked the members to send ideas for a location for the 2019 conference and AGM as no location has been set to date.

13. Adjournment

MOTION: The meeting adjourn.
Josh Leslie/Richard Sugarman



PRESIDENT'S REPORT 2017-2018

The CAREB-ACCER Board had to overcome many challenges in 2017-2018, including Directors beset with illness, personal and family issues and employment transitions. I commend Board members for taking on extra roles and supporting their colleagues. The organization also lost our Administrative Coordinator (.33 FTE), an employee shared with our sister organization, the Canadian Association of Research Administrators (CARA). Despite these pressures, in 2017-2018 we continued to take stock and contemplate where we are as a professional organization and how best to move forward to meet the needs of our growing membership given the volunteer nature of CAREB-ACCER leadership. Much of our focus remains on how to create a sustainable model in which we can not only survive but also thrive. As such, we continue our strategic plans concerning the development of effective and efficient structures to oversee and deliver the various goals set by the three arms of the organization. In the coming year we hope to be able to launch several income-generating educational products which will enable us to invest in resources to help alleviate some of the direct workload of the Directors.

In addition to the annual 2-day retreat at the end of June, the Board met 6 times via conference call and held an executive meeting with CAREB-ACCER's accountant in February.

In no way does this brief report do justice to the concerted efforts of the three branches of CAREB-ACCER and their various committees, so I invite you to read the enclosed detailed Directors' reports.

I want to thank all of the Board and Committee members who continue to work diligently, off the sides of their desks, to realize CAREB-ACCER's vision and goals through various initiatives.

In particular, I would like to acknowledge Rachel Zand, Past President and recipient of the 2017 CAREB-ACCER President's Award, who steps down from the board this year after more than a decade of service. Rachel's outstanding contributions have been instrumental in advancing the objectives of CAREB-ACCER.

I ask you to welcome incoming President Catherine Paquet, who, along with the industrious Board of Directors will take CAREB-ACCER forward for the next two years

Finally, my sincere thanks to the membership for their ongoing support of CAREB-ACCER's effort to advance the ethical conduct of human participant research. You exemplify the passion of REB professionals, enhancing the practice and awareness of REB members' and administrators' contributions to the research enterprise in Canada. Your active participation in professional development and networking not only raises the profile of our roles; it invigorates us, your colleagues—a feeling that I hope, we reciprocate.

Respectfully submitted,

Lori Walker
President (2015-2018)
CAREB-ACCER

**Canadian Association of Research Ethics Boards
L'Association canadienne des comites d'ethique de la recherche**

Financial Statements

Unaudited (See notice to Reader)

For the Year Ended December 31, 2017

Index

Report	Page
Notice to Reader	2
Balance Sheet - 2017	3
Statement of Income and Accumulated Surplus - 2017	4
Comparison - Balance – Year over Year	5
Comparison – Income and Accumulated Surplus – Year over Year	6
Notes to Financial Statements	7



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NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of CANADIAN ASSOCIATION OF RESEARCH ETHICS BOARDS INC. as at DECEMBER 31, 2017 and the statement of income and accumulated surplus for the period then ended.

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

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

Milman & Company Chartered Accountants (a Professional Corporation)

Authorized to practice public accounting by the Chartered Professional Accountants of Ontario

Toronto, Canada
MARCH 22, 2017

Milman & Company is a CA firm formed and registered, under the laws of the Province of Ontario, as a professional corporation and authorized to practice public accounting by the Chartered Professional Accountants of Ontario

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**Canadian Association of Research Ethics Boards
L'Association canadienne des comites d'ethique de la recherche**

**Balance Sheet
December 31, 2017
(Unaudited -See Notice to Reader)**

ASSETS

CURRENT

Bank	\$	54,916
Accounts Receivable (Note 1)		37,192
Prepaid – Conference Expenses (Note 2)		18,000

110,108

CAPITAL ASSETS (Note 1)

Furniture		866
Computer		1,923
Web development		63,305

66,094

Less: Accumulated amortization		(51,850)
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14,244

Investments-GICs (Note 3)		65,000
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\$ 189,352

LIABILITIES

CURRENT

Accounts payable and accrued liabilities (Note 4)	\$	19,792
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19,792

ACCUMULATED SURPLUS

Accumulated Surplus (Note 5)		169,560
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169,560

189,353

Approved by:

Branda Hagné
Director

Canadian Association of Research Ethics Boards
L'Association canadienne des comites d'ethique de la recherche

Statement of Income and Accumulated Surplus
For the Year Ended December 31, 2017
(Unaudited - See Notice to Reader)

REVENUE

Conferences	\$	199,734
Membership fees		27,181
Interest on investments		421
Foreign exchange gain		(26)
		<hr/>
		227,309
		<hr/>

OPERATING EXPENSES

Conference expenses	147,652
Office and general	54,241
Professional fees	12,380
Bank charges	480
Insurance	4,152
Meals	1,963
Interest Expense	1,526
Travel	4,762
Donations	
Amortization (Note 1)	14,079
	<hr/>
	239,708
	<hr/>

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES (Note 5) (12,399)

ACCUMULATED SURPLUS (DEFICIT) - BEGINNING OF THE YEAR (Note 5) 181,959

ACCUMULATED SURPLUS (DEFICIT) - END OF YEAR (Note 5) \$ 169,560

**Canadian Association of Research Ethics Boards
L'Association canadienne des comites d'ethique de la recherche**

**Balance Sheet – 3 Year Comparison
(Unaudited -See Notice to Reader)**

ASSETS	Year Ending		
	31-Dec-15	31-Dec-16	31-Dec-17
CURRENT			
Bank	\$ 96,400	\$ 100,518	\$ 54,916
PayPal	1,171	2500	-
Prepaid – Conference Expenses (Note 2)	27,500		18,000
Accounts Receivable (Note 1)	3,328		37,192
	\$ 128,399	\$ 103,018	\$ 110,108
CAPITAL ASSETS (Note 1)			
Furniture	866	866	866
Computer	736	1,923	1,923
Web development	49,985	65,165	63,305
	51,587	67,954	66,904
Less: Accumulated amortization	-16,801	-25,760	-51,850
	34,786	42,194	14,244
Investments-GICs (Note 3)	67,261	65,192	65,000
	\$ 230,446	\$ 210,405	\$ 189,352
LIABILITIES			
CURRENT			
Accounts payable and accrued liabilities (Note 4)	\$ 6,451	\$ 15,047	\$ 19,792
	6,451	15,047	19,792
ACCUMULATED SURPLUS			
Accumulated Surplus (Note 5)	223,996	195,358	169,560
	223,996	195,358	169,560
	\$ 230,447	\$ 210,405	\$ 189,353

Canadian Association of Research Ethics Boards
L'Association canadienne des comites d'ethique de la recherche

Statement of Income and Accumulated Surplus - 3 Year Comparison
(Unaudited - See Notice to Reader)

<u>REVENUE</u>	31-Dec-15	<u>Year Ending</u> 31-Dec-16	31-Dec-17
Conferences	\$ 206,969	\$ 216,743	\$ 199,734
Membership fees	19,360	19,284	27,181
Interest on investments	3,058		421
Foreign exchange gain	19	-72	-26
	<hr/> \$ 229,406	<hr/> \$ 235,955	<hr/> \$ 227,309
<u>OPERATING EXPENSES</u>			
Conference expenses	\$ 212,178	\$ 192,572	\$ 147,652
Office and general	21,902	24,638	54,241
Professional fees	5,400	18,311	12,380
Insurance	4,090	4,181	4,152
Travel	3,618	5,100	4,762
Bank charges	606	608	480
Donations	500	500	
Meals	28	2,947	1,963
Interest Expense		1,526	
Amortization (Note 1)	7,466	8,960	14,079
	<hr/> \$ 255,788	<hr/> \$ 259,343	<hr/> \$ 239,708
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES (Note 5)	-26,382	-23,388	-12,399
ACCUMULATED SURPLUS (DEFICIT) - BEGINNING OF THE YEAR (Note 5)	<hr/> 250,378	<hr/> 223,997	<hr/> 181,959
Less: Prior year adjustments		<hr/> -5,251	
ACCUMULATED SURPLUS (DEFICIT) - END OF YEAR (Note 5)	<hr/> \$ 223,996	<hr/> \$ 195,358	<hr/> \$ 169,560

Canadian Association of Research Ethics Boards
L'Association canadienne des comites d'ethique de la recherche

Notes to Unaudited Financial Statements
For Year Ended December 31, 2017

1. Significant Accounting Policies

a. Accounts Receivable

Accounts receivable is recorded net of allowance for doubtful accounts.

b. Capital Assets

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

c. Revenue Recognition

Revenue is recognized when billed and in the appropriate period.

2. Prepaid Expenses

Any amounts showing as prepaid expenses relate to deposits for the annual conference scheduled for April 2017, and will be expensed in that period.

3. Investments – GICs

Current Status:

Principal	Term	Rate	Maturity
\$15,000	1 year	Prime - 02.60000%	25-Mar-19
\$50,000	1 Year	00.55000%	05-Oct-18
<u>\$65,000 (Total)</u>			

4. Accounts Payable and Accrued Liabilities

The amounts showing are owed to suppliers for products and services that are delivered but are not paid for.

5. Accumulated Surplus (Deficit)

An accumulated earnings surplus (or **deficit**) refers to cumulative profit in relation to cumulative loss for the reporting period causing the account to have a positive or negative balance.



PROFESSIONAL DEVELOPMENT REPORT 2018

Over the past year the professional development arm of CAREB-ACCER focused on initiating and further developing professional development (PD) and training opportunities for the CAREB-ACCER membership with the aim of enhancing members' effectiveness and efficiency in executing their roles.

2016-2018 Goals & Objectives

Building from a 2 year plan targeted at ensuring consistency, transparency and continuity of function, the following overarching goals informed the activities of the committee over the course of the year:

1. Establishing and maintaining a representative and qualified Professional Development Committee membership
2. Developing and implementing the pre-conference workshop agenda
3. Developing and recommending new training and development initiatives to the Board
4. Ensuring PD offerings are reflective of changing demands and external requirements and respond to membership needs
5. Providing training and development opportunities, which reflect "best practices" within the field
6. Consulting the membership on relevant issues (e.g., determining and prioritizing the training and development needs of the membership)
7. Responding to concerns and queries of the membership concerning training and development resources provided

Our objectives over the past year aligned with these overarching goals with a focus on:

1. Maintaining an engaged and representative PDC membership
2. Finalizing and Launching 2018 Pre-Conference Workshop
3. Continuous strategy and identification of new and/or revisions to existing PD initiatives for consideration by the CAREB-ACCER BoD
4. Maintaining and strategizing iterative updates to the Virtual REB Initiative
5. Developing content for the Webinar Program
6. Maintaining and iterating the approach to managing the CAREB-ACCER Circle of Experts Initiative

Professional Development Committee

Throughout the year we were able to maintain a highly engaged and representative (by geography and institution type) committee.

Membership

Chair: Delilah Ofosu-Barko, Trillium Health Partners, Mississauga ON
Melissa Dobson, Northern Alberta Institute of Technology, Edmonton AB
Katarin McLeod, St. Francis Xavier University, Antigonish NS
Diana Raymond-Watts, Toronto ON
Dawn Pollon, Island Health Victoria, BC
Lisa Shearer, University of British Columbia, Kelowna BC

Activities

This past year the professional development committee continued to serve as a steering committee for 3 of the 4 key foundational professional development initiatives being offered by CAREB-ACCER. The committee met on a monthly basis between May 2017 – April 2018 to strategize, discuss and implement a number of operational elements to ensure the success of the professional development function of CAREB-ACCER including:

- Identifying strategic priorities for professional development in alignment with CAREB-ACCER's broader goals and objectives
- Working from a comprehensive work plan established in the prior year that facilitated inter-working group and inter-CAREB-ACCER committee collaboration to ensure coordinated approaches to supporting CAREB-ACCER activities and initiatives
- Maintaining professional development functional working groups to spearhead the work required for the successful development and implementation of the webinar program, maintaining and making iterative updates to the virtual REB initiative
- Developing a comprehensive pre-conference workshop agenda aimed and providing attendees with valuable information, resources and tools to use in their work in research ethics

The activities and membership of the Professional Development Committee Working Groups are outlined below:

Pre-Conference Workshop Working Group

Membership

Chair: Melissa Dobson, Northern Alberta Institute of Technology, Edmonton AB
Dawn Pollon, Island Health Victoria, BC
Katarin McLeod, St. Francis Xavier University, Antigonish NS
Diana Raymond-Watts, Toronto ON
Delilah Ofosu-Barko, Trillium Health Partners, Mississauga ON
Lisa Shearer, University of British Columbia, Kelowna BC

Activities

In an effort to ensure this year's pre-conference agenda complimented the main conference agenda the Pre-Conference Workshop Working Group Chair served on CAREB'ACCER's Conference Planning Committee and worked collaboratively with the conference planning committee to ensure alignment. The Working Group Chair leveraged the Professional Development Committee in structuring the pre-conference agenda, and periodically held working group meetings during the year to inform and customize the pre-conference agenda. The Pre-conference workshop topics for this year included REB Basics as well as 3 REB Advanced Stream topics as outlined below:

1. REB Basics
2. REB Advanced Stream: Practical tips on how to review a biomedical protocol
3. REB Advanced Stream: Practical tips on how to review a social science protocol
4. REB Advanced Stream: TCPS2 implementation

Virtual Research Ethics Board (VREB)

VREB Working Group Membership

Chair: Dawn Pollon, Island Health, Victoria BC
Lori Walker, Brock University, St. Catherine's ON
Delilah Ofosu-Barko, Trillium Health Partners, Mississauga ON
Katarin MacLeod, St. Francis Xavier University, Antigonish NS
Melissa Dobson, Northern Alberta Institute of Technology, Edmonton AB

VREB Advisory Members

Co-Chairs: Michelle McGinn, Brock University, ON; Pierre Boulos, University of Windsor, ON; Shane Kimber, University of Alberta, AB

VREB Analysts:

Cynthia Gallop, Mount Royal University, AB

Kuo-Hsing Kuo, University of British Columbia, BC

Julie Joza, University of Waterloo, ON

Melissa Dobson, Northern Alberta Institute of Technology, Edmonton AB

Wendy Petillion, Interior Health, BC (*past VREB Analyst*)

Activities

During the course of the year the VREB Advisory has gained phenomenal traction in their approach to reviewing cases, creating case debriefs and sharing the debrief, a product of both the VREB Advisory and the broader CAREB-ACCER memberships reviews, with the CAREB-ACCER community. Through collaborative and inclusive discussion, debate and deliberation, the VREB Advisory was able to disseminate, review and share consolidated case debriefs for the following 3 VREB cases:

1. Case Study #2 "Survey to determine culturally different patterns of emotional growth and stability among young adults"
2. Case Study #3 "Hypertension in a First Nations Community" (courtesy Secretariat on Responsible Conduct of Research/Secrétariat sur la conduite responsable de la recherche)
3. Case Study #4 "Canadian Registry of Neonatal Patients – the CNN Database"

Through this new and innovative initiative the various ways in which different REBs and individuals across the country view and approach specific issues through their context-based lenses has provided a phenomenal learning and knowledge translation opportunity for VREB Advisory members, working group members and the broader CAREB-ACCER membership. We look forward to continuing this initiative and finding innovative ways to keep our membership involved.

Research Ethics Professional Development Webinar Program Working Group

Membership

Chair: Katarin MacLeod, St. Francis Xavier University, Antigonish NS

Delilah Ofosu-Barko, Trillium Health Partners, Mississauga ON

Melissa Dobson, Northern Alberta Institute of Technology, Edmonton AB

Dawn Pollon, Island Health Victoria, BC

Diana Raymond-Watts, Toronto ON

Lisa Shearer, University of British Columbia, Kelowna BC

Activities

Over the past year the Webinar Program Working Group met at least monthly with the overarching objectives of working towards the launch of the CAREB-ACCER Professional Development Webinar Program. This work involved working collaboratively with the Certification Committee to establish an appropriate program registration function to support webinar registrations and evaluations. With the objective of ensuring cost-efficiency and high quality product the Working Group was able to realize the following accomplishments over the past year:

- Support the development of the draft of the 1st two-part foundational skills webinar
- Pilot the use of the and functionality of the webinar platform
- Inform the logistical layout of the webinar registration and post webinar evaluation functions on the CAREB-ACCER website
- Review and revisit logistical requirements for the launch and maintenance of the webinar program
- Review and revise the webinar development standard operating procedure

- Review and revise the webinar launch plan

Despite delays in the anticipated launch of the initiative, CAREB-ACCER has been able to maintain and secure all previously committed webinar content developers and presenters. As the Working Group continues to manage webinar content development and the launch of this exciting initiative, work will continue through the support of a formalized project plan to continue to effectively work with content developers and presenters; vet webinar content for quality before release; and solicit feedback from the CAREB-ACCER community on topics of interest in planning for the second suite of new webinar offerings.

Circle of Experts

Over the course of the year the Circle of Experts initiative has continued to attract attention and interest from professionals across the country. Given the diverse means in which our circle of experts will be leveraged the Circle of Experts Subcommittee of the CAREB-ACCER Board of Directors continues to work on operational efficiencies in both appointing experts from our community and maintaining the Circle of Experts Directory.

Closing Remarks

I wish to extend my appreciation to, and formally recognize each member of the Professional Development Committee, each of the Working Groups, the VREB Advisory and the Circle of Experts Subcommittee for their ongoing commitment, dedication and contributions to the exceptional professional development work of CAREB-ACCER over this past year. I would also like to extend my gratitude and acknowledge the phenomenal leadership and dedication of each of Dawn Pollon, Melissa Dobson and Katarin MacLeod for exceptional work they have lead through the respective working groups and professional development initiatives they have chaired and led over the year. It is through their leadership, coordination and efforts that we have been able to realize each of the accomplishments outlined in this report. I look forward to continuing to work with each of them and the broader CAREB-ACCER membership to realize the benefits of our existing and upcoming initiatives aimed at enhancing our collective effectiveness and efficiency in executing our roles in the Research Ethics field.

Respectfully Submitted,



Delilah Ofosu-Barko
Director, Professional Development
CAREB-ACCER



CAREB-ACCER Membership & Communications Committee (MCC) Annual Report 2017-2018

Current Membership:

- Diana Raymond-Watts (Chair, June 2017 - Present), DRW & Associates, ON
- Catherine Paquet, University of Ottawa, ON
- Julie Joza, University of Waterloo, ON
- Delilah Ofosu-Barko, Trillium Health Partners, ON
- Melissa Sidhu, Women's College Hospital, ON
- Janice Moseley, University of Ontario Institute of Technology, ON

The Membership and Communications Committee (MCC) is responsible for engaging with the CAREB Membership through various outreach and communications initiatives. CAREB-ACCER provides several communications vehicles which allow members to communicate with each other and to receive regular updates from CAREB-ACCER on items of interest to those involved with the ethical conduct of research involving human participants.

WEBSITE

The MCC manages key content posted on **CAREB-ACCER's website** (<https://www.careb-accer.org/>). The website is a central resource for sharing information with CAREB-ACCER members and the research ethics community at large. Through the website, members have access to information on research ethics, enhanced capacity for communication between members on issues relevant to research ethics, access to training and professional development resources and links to employment opportunities, CAREB-ACCER's newsletter, and social media platforms.

Members are using the CAREB-ACCER Employment Opportunities page to post job offers for a variety of paid and volunteer positions ranging from key research ethics office staff personnel to REB Chairs. Members are also encouraged to check the Employment Opportunities page regularly for new postings through our newsletter. Members with job-openings that could be of interest to current and future members of the research ethics community can have them posted by sending an email to memberservices@careb-accer.org with the subject line "Job Posting" or they can use the CAREB-ACCER Contact page.

ONLINE DISCUSSION FORUM

The MCC works collaboratively with CAREB-ACCER members to curate content for the CAREB-ACCER Forum – an interactive online message board where members can share best practices, lessons learned and leverage resources. *The Forum* is exclusively available to CAREB-ACCER members. Over the past year, members posted nearly 100 messages about more than 45 topics – nearly twice as many as last year. A link to the Forum appears below each member’s profile information and can be accessed at <https://www.careb-accer.org/forum>.

MEMBERSHIP

CAREB-ACCER’s membership is growing, As of March 2018, CAREB-ACCER has 274 active members – an increase of 67 members or 32% from last year. The organization’s online presence is growing as well. As of March 2018, the CAREB-ACCER LinkedIn Group reached a significant milestone by exceeding 300 members. In the upcoming year, the MCC plans to increase communication through our CAREB-ACCER twitter account (@carebaccer) which currently has approximately 134 followers.

The MCC responds to concerns and queries raised by members through the various email accounts managed by CAREB-ACCER. Most queries continue to center around questions about CAREB-ACCER memberships, job postings, and Forum access.

MEETINGS

The MCC formally met four times by teleconference over the last year and plans to meet on a monthly basis going forward. The Board of Directors receive updates on the committee’s progress as a standing item at scheduled Board meetings.

In addition to doubling the number of meetings held over the past year, MCC members also participated in the following CAREB-ACCER initiatives, working-groups and committees: Circle of Experts; Virtual REB; Webinar Working Group; Conference Planning Committee. In closing, I want to extend my appreciation to all members of the MCC for their hard work and dedication over the past year.

Submitted with sincere gratitude,



Diana Raymond-Watts
Director, MCC
CAREB-ACCER



NOMINATING COMMITTEE REPORT 2017-2018

Members

Rachel Zand (Chair) – University of Toronto
Sharon Freitag – St. Michael's Hospital
Catherine Paquet – University of Ottawa

The CAREB-ACCER Nominating Committee was tasked with the responsibility of preparing a slate of candidates for the 2017-2018 CAREB Board of Directors for presentation and approval at the CAREB-ACCER 2018 Annual General Meeting.

Renewal of Board Members

Three board members whose terms of office were ending have agreed to renew:

- Stacey Page – University of Calgary – 1 year term
- Delilah Ofosu-Barko – Trillium Health Partners – 3 year term
- Julie Joza – University of Waterloo – 3 year term

New Board Members

A call for nominations for new members was issued electronically, through email on March 15, 2018 with a closing date of March 31, 2018. All nominations were forwarded to the Committee members for review. On April 5 and 17, 2018 the Nominating Committee met to review and discuss the nominations. The chosen candidates were provided with a summary document of membership responsibilities, and agreed to allow their names to be added to the proposed slate. The new directors are (with short biographies to follow):

- Simon Hobeila – University of Montreal – 3 year term
- Michel Bergeron – Consultant – 3 year term

Special Motions

Special motions are requested of the membership to extend the following terms:

- Catherine Paquet – extend her term to enable continuation of her service from President in 2018-20 to Past President in 2020-22 (current bylaws state maximum term length is 3 years with the exception of Treasurer, which is 5 years)
- Lori Walker – allow her to seek a 4th term (current bylaws state 3 term maximum) to enable her to serve as Past-President for 2 years

Slate

<u>Member</u>	<u>Institution</u>	<u>Position (if known)</u>	<u>Term end date</u>
Catherine Paquet	University of Ottawa	President	2022
Lori Walker	Brock University	Past President	2020
Brenda Gagné	Mount Saint Vincent University	Treasurer	2020
Sarah Bennett	Simon Fraser University		2019
Michel Bergeron	Self-employed		2021
Melissa Dobson	Northern Alberta Institute of Technology		2020
Simon Hobeila	University of Montreal		2021
Julie Joza	University of Waterloo		2021
Delilah Ofosu-Barko	Trillium Health Partners		2021
Stacey Page	University of Calgary		2019
Dawn Pollon	Vancouver Island Health Authority		2020
Diana Raymond-Watts	William Osler Health Systems		2021

Respectfully submitted,

Rachel Zand
 Chair, 2018 Nominating Committee
 CAREB-ACCER