



AGENDA
ANNUAL GENERAL MEETING
Saturday 2 May 2015

1. **Welcome**
2. **Confirmation of Notice of Meeting and Quorum**
3. **Approval of the Agenda**
4. **Approval of the Minutes of the 28 April 2014 Annual General Meeting** (Attached)
5. **Treasurer's Report**
TO BE DISTRIBUTED
6. **Secretary's Report** (Attached)
7. **Special Resolution to Amend the Name of the Corporation** (Attached)
8. **Professional Development Committee Report** (Attached)
9. **Membership & Communications Committee Report** (Attached)
10. **Election of Directors** (Attached)
11. **President's Report** (Attached)
12. **CAREB Retrospective**
13. **Other Business**
14. **Date and Location of the 2016 Annual General Meeting**
15. **Adjournment**



MINUTES
ANNUAL GENERAL MEETING
Saturday 26 April 2014

1. Welcome

Rachel Zand welcomed everyone to the meeting which was called to order at 11:10 am rather than 12:30 as planned due to a power outage at the hotel. She thanked members for their flexibility and asked that Board members keep their reports brief in order to keep the revised conference schedule on track.

2. Confirmation of Notice of Meeting and Quorum

The bylaws approved at the 6 December 2013 Special Members' Meeting require that notice of meetings be provided to members at least 21 days prior to the meeting. Rachel confirmed that notice of the meeting was contained in the agenda distributed as part of the registration process. The agenda and materials for this meeting were distributed to members via the CAREB website and listserv on 9 April 2014. Quorum for the meeting is 20% of members which was satisfied with more than 150 people in the room.

3. Approval of the Agenda

MOTION: That the agenda be accepted as distributed.

Lynn Penrod/Ilde Lepore

CARRIED

4. Approval of the Minutes of the 27 April 2013 Annual General Meeting

MOTION: That the minutes of the 27 April 2013 Annual General Meeting be approved as distributed.

Stacey Page/Beryl Radcliffe

CARRIED

5. Approval of the Minutes of the 6 December 2013 Special Members' Meeting

MOTION: That the minutes of the 6 December 2013 Special Members' Meeting be approved as distributed.

Sharon Freitag/Alex Karabanow

CARRIED

6. Treasurer's Report

Pat Clifford reviewed the financial statements distributed with the meeting materials. As recommended previously, all revenues (membership and conference) and all expenses (conference and general operations) now appear in one statement. Pat noted that CAREB is working with the Canada Revenue Agency to formally change to a January to December financial year. Despite the expenses associated with incorporation, CAREB's finances are healthy.

Motion: That the interim financial statements for the year ending March 31 2014 be approved as distributed.

Charmaine Kabatoff/Ann Moore

CARRIED

7. Secretary's Report

Susan Babcock was absent, due to illness. Rachel Zand referred members to the Secretary's Report in the AGM materials. There were no questions. The report was accepted.

8. Professional Development Committee Report

Diane Martz thanked all the members of the Professional Development Committee for their energy and commitment and, in the interests of time, referred members to her report in the meeting materials. There were no questions. The report was accepted.

9. Membership & Communications Committee Report

During Catherine Paquet's maternity leave, Suzanne Richardson and Sandra Reid co-chaired the committee. Their joint report was before members. The report was accepted.

10. Election of Directors

Ken thanked the Nominating Committee members and the nominees for their commitment to CAREB. The attached slate of candidates for the CAREB Board of Directors was approved by the Nominating Committee on 10 April 2014.

Motion: That the 2014-2015 slate of candidates for the CAREB Board of Directors be approved as presented.

Ken Jenkins/Janet Manzo

CARRIED

11. President's Report

Rachel congratulated all CAREB members on the significant accomplishments of the past year and thanked all the members who supported the considerable work of the committees, events and special initiatives. She invited questions on her report, there were none.

12. CAREB Awards

Commenting that this was one item on the agenda that should not be rushed, Rachel introduced the President's Award. Well known for her generosity, hard work, creativity and passion for excellence, this year's recipient has contributed to regional and national research ethics initiatives, as a longtime CAREB member, as a past Board member and as a committed proponent of streamlined, harmonized ethics review. An established leader in research ethics, she is also known for her fondness for good food and wine, live music and leopard-skin. Rachel was very pleased to announce that Janet Manzo was the 2014 recipient of the CAREB President's award. Janet thanked Rachel and the people who had nominated her for the recognition and thanked the people at OCREB, in the office and on the Board, for their support and hard work.

13. Other Business

There was no other business.

14. Date and Location of the 2015 Annual General Meeting

Rachel announced that the next annual general meeting will be held in Vancouver and more details would be available on the website as they are confirmed.

15. Adjournment

Motion: That the meeting adjourn.

Lynn Penrod/Stacey Page

CARRIED



SECRETARY'S REPORT 2014 - 2015

I am pleased to provide a summary of the meetings of CAREB/ACCER Board of Directors from 1 April 2014 to 31 March 2015.

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 October 22 and 23, the Board met eleven times during the past twelve months: April 24 in Montreal (prior to the AGM), May 23, June 23, July 21, August 28, September 22, October 23, and November 25 in 2014 and January 22, February 25 and March 26 in 2015.

Activities of the Board

During the past year, the Board of Directors focused on two areas, improving programs and services for members and addressing business management/operational issues within CAREB. The latter included better, long term IT solutions to support the CAREB website as well as more comprehensive and timely financial reporting and improved support. In parallel, the Board and its committees continued to work on membership recruitment, communication, services for members and longer-range conference planning as well the REB accreditation project. The Board also grappled with unusually high turnover in its members – three resignations and one leave – which meant some work proceeded more slowly than planned.

Additional details on the Board's activities will be provided in other reports.

Respectfully submitted

Susan Babcock
Secretary



SPECIAL RESOLUTION TO AMEND THE NAME OF THE CORPORATION

WHEREAS the Corporation is interested in adding a French version to its name;
AND WHEREAS the Corporation must apply for Articles of Amendment pursuant to the *Canada Not-for-profit Corporations Act* to amend its name;
AND WHEREAS approval of the Board of Directors and the members is required before the Corporation can apply for a name change;
AND WHEREAS the Board of Directors of the Corporation has provided its approval to the draft Articles of Amendment;

BE IT RESOLVED AS A SPECIAL RESOLUTION THAT:

1. The Corporation be authorized to apply for Articles of Amendment to amend the name of the Corporation from *Canadian Association of Research Ethics Boards Inc.* to *Canadian Association of Research Ethics Boards Inc. / L'Association Canadienne Des Comites D'Ethique De La Recherche*.
2. Any one director or officer of the Corporation be and is hereby authorized to do all things and execute all instruments and documents necessary or desirable to carry out and give effect to the foregoing, including executing the Articles of Amendment.



PROFESSIONAL DEVELOPMENT COMMITTEE (PDC) REPORT 2014-2015

Committee Members:

Sub-committee #1 – Pre-conference Workshop and Posters

(Chair) Romaine Miller, Royal Victoria Regional Health Centre, Barrie ON
Christina Desroches, New Brunswick Regional Health Centre, NB
Melissa Dobson, NAIT, Edmonton, AB
Kim Kordov, University of Alberta, Edmonton, AB
Germain Zongo, University of Ottawa, ON
Maureen Nummelin, University of Waterloo, Waterloo, ON (ex-officio)
Lori Walker, Brock University, St. Catharines, ON (ex-officio)

Sub-committee #2 – Webinar Development – Basic Skills

(Chair) Maureen Nummelin, University of Waterloo, Waterloo ON.
Sandra Auld, University of Guelph, Guelph, ON
Sunila Kalkar, North York General Hospital, North York, ON
Katarin McLeod, St. Francis Xavier University, NS
Kate Williams, University of Calgary, Calgary, AB

Sub-committee #3 – Webinar Development – Special Issues

(Chair) Delilah Ofosu-Barko, Trillium Health Partners, Mississauga, ON
Linda Furlini, Montreal, QC
Diana Raymond-Watts, Women's College Research Institute, Toronto, ON.
Alison van Nie, OCREB/Ontario Institute for Cancer Research, Toronto, ON.
Andrew Milroy, Merita CQA, Montreal QC
Maureen Nummelin, University of Waterloo, Waterloo, ON (ex-officio)

The PDC subcommittees met by conference call during the past year. All subcommittees met at least monthly with more frequent bi-weekly meetings being held at various points during the year. Major activities included organizing the pre-conference workshops for the 2015 CAREB Annual conference and planning and organizing the poster competition.

Three workshop streams were offered at the 2014 CAREB conference consisting of both a full day REB Administrator Basics workshop and two 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.

Thirteen REB Advanced sessions designed to address emerging issues faced by REBs operating in both social science and humanities and biomedical realms. These advanced sessions were organized within two streams: one stream focused on policy and procedural issues and a second stream focused on special issues. Within the stream focusing on REB policy and procedure sessions included: N2/CAREB SOPs, further opportunities to develop SOPs in social sciences and humanities, clinical trials, trends in research and privacy, research contracts 101, clinical trial acronyms, paediatric clinical trials. Within the special issues stream sessions were offered on: streamlining ethics review using standard project parameters, social media and research, conducting research with one's own students, research involving "terrorists", coordinated and harmonized ethics review. In addition, six posters were received for the poster competition which will be made available to CAREB members at the annual conference.

PDC #2 and PDC#3 developed a standard operating procedure which will be used to guide the development and administration of future CAREB webinars. Both committees have been actively engaged in developing learning outcomes to be used to inform the development of a future series of CAREB webinars to be launched in the near future. The subcommittees also provided input into the design of the membership needs analysis survey conducted in the fall of 2014 which was helpful in identifying possible webinar topics. The subcommittees have also developed an online evaluation form which will be used to ensure any future webinars launched continue to meet the needs of CAREB members.

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 moderators of 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

Maureen Nummelin
Vice President, Professional Development Committee



MEMBERSHIP AND COMMUNICATIONS COMMITTEE (MCC) REPORT 2014 - 2015

Committee Members

Catherine Paquet (Chair, April – September 2013), University of Ottawa, ON
Sandra Reid (Acting Co-Chair, January – September 2014), Health Research Ethics Authority, NL
Suzanne Richardson (Acting Co-Chair, January – September 2014), University of British Columbia, BC
Sarah Bennett, Simon Fraser University, BC
Corinne Demone, Capital District Health Authority, NS
Christina DeRoche, New Brunswick Regional Health Centre, NB
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
Andrew Milroy, University Health Network, ON
Tanya Schwartz, Carleton University, ON
Lori Walker, Brock University, ON

Meetings

The Membership and Communications Committee met 5 times by teleconference over the last year beginning in July 2014. 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

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. One major focus this year has been to provide more information to our members in French and our efforts to translate the website and other communication venues will continue over the next months.

We were very pleased to be able to offer the latest edition of the **CAREB newsletter** – *CAREB pre & post* in both official languages. The MCC developed and launched the first edition of its quarterly newsletter in March 2014. Since then, two more volumes have come out: Volume 2 in September 2014 and Volume 3 in February 2015. The newsletter is available to CAREB members via the website and is also disseminated through the CAREB listserv. *CAREB pre & post* will continue to be used to provide members with updates on emerging issues and items of more general interest. Content is 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 are invited to contribute articles via a listserv announcement.

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. We encourage you to visit the Forum, which can be accessed at <https://www.careb-accer.org/forum>. 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. We strongly encourage those posting to the listserv to share their results with CAREB members either via the listserv by sending an email to post@careb-accer.org.

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.

CAREB Needs Assessment online survey

The CAREB Needs Assessment survey closed 19 December, 2014. The response rate was excellent (close to 40% of membership) and provided great insight into what priorities CAREB should be working on in the next several months. Respondents confirmed that the CAREB National conference continues to be a valuable educational opportunity and acknowledged that the website, listserv and discussion forum are accessed regularly as a resource for research ethics information. Results indicated that there are some areas that we can improve upon. For example, we received lots of feedback regarding improving our media platforms to be more accessible and user friendly, as well as requests for more frequent communications. 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.).

Going forward, the CAREB Board and committees are reviewing the feedback in detail to determine how we can best respond to opportunities you identified. Based on these responses, we will be prioritizing ongoing initiatives to meet the needs of our membership.

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 continues to cross-reference an established list of all organizations with CAREB's current membership list. Once identified, institutions will receive a letter of invitation to learn more about CAREB. In parallel, the Committee is currently developing content for a member welcome package, which will be available for the 2015 AGM.

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 November 2014, CAREB Atlantic joined with CAURA to host a two-day conference held at the Lord Nelson Hotel in Halifax, NS. The conference included sessions on Collaboration and Leadership which were aimed at both CAURA and CAREB members, as well as the following sessions which were aimed specifically at CAREB attendees: Aboriginal Research and the

Academy, Responsible Conduct of Research, Sharing Experiences: Case Studies from our REBs, Secondary Analysis of Large Databases: Rethinking “Minimal Risk”, Challenges of Consent in the Child Research Context. We encourage members to contact CAREB if they are interested in hosting a regional event.

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 is managing the timely response to any ongoing webmail queries.

In closing, I wish to extend my appreciation to all of the members of the MCC for their dedication to this committee over the past year. I am particularly grateful to Sandra Reid and Suzanne Richardson who acted as co-chairs during my maternity leave and continue to contribute so much of their time to serving the membership.

Respectfully submitted,

A handwritten signature in cursive script that reads "Catherine Paquet".

Catherine Paquet
Vice-President, Membership and Communications Committee



NOMINATING COMMITTEE REPORT 2014-2015

Members

Ken Jenkins (Chair) – Nova Scotia Health Authority

Alex Karabanow – University Health Network

Susan Babcock – University of Alberta

The Committee's responsibility was to prepare a slate of candidates for the 2015-2016 CAREB Board of Directors for presentation and approval at the CAREB 2015 Annual General Meeting.

The call for nominations was issued on the CAREB list-serve in February 2015 with a closing date of March 15, 2015. All nominations received were forwarded to the Committee members for review. On March 23, 2015 the Nominating Committee met via conference call to review and discuss the nominations. As a result of that meeting, a proposed slate of candidates was developed. All candidates agreed to allow their names to stand as indicated on the proposed slate. The slate was finalized and distributed to the CAREB membership along with the short biographies for the newly proposed Board members via the list-serve on April 10, 2015.

The positions to be filled this year were:

- President - 2 year term
- Vice President & Chair, Membership Services Committee – 2 year term
- Vice President & Chair, Conference Planning Committee – 2 year term
- Treasurer – 5 year term
- Member-at-Large – 3 year term (3)
- Member-at-Large – 2 year term (1)
- Member-at-Large – 1 year term (1)

Several current Board members decided to accept new assignments on the Board. Brenda Gagne graciously accepted the Treasurer's position. Suzanne Richardson has agreed to be VP & Chair of the Conference Planning Committee and Sandra Reid has accepted the VP & Chair of the Membership Services Committee. Catherine Paquet's term on the Board expired this year and she offered to serve as a Member-at-Large in order to continue her work related to French language services on the Membership Services Committee.

SLATE OF CANDIDATES FOR OFFICERS AND DIRECTORS FOR 2015-2016

President	Lori Walker	Brock University	2015-2017
Secretary	Susan Babcock	University of Alberta	2015-2016
Treasurer	Brenda Gagne	Mount Saint Vincent University	2015-2020
VP MSC	Sandra Reid	NFLD Health Research Ethics	2015-2017
VP PDC	Maureen Nummelin	University of Waterloo	2015-2016
VP CPC	Suzanne Richardson	University of British Columbia	2015-2017
Past President	Rachel Zand	University of Toronto	2015-2017
Member at Large	Catherine Paquet	University of Ottawa	2015-2018
NEW Member at Large	Pierre Boulos	University of Windsor	2015-2016
NEW Member at Large	Stacey Page	University of Calgary	2015-2017
NEW Member at Large	Diana Raymond-Watts	Women's College Hospital	2015-2018
NEW Member at Large	Delilah Ofosu-Barko	Trillium Health Partners	2015-2018

New Candidates**Stacey Page**

Stacey received her PhD from the Department of Community Health Sciences, Faculty of Medicine, University of Calgary in 2002. She is currently an Assistant Professor, Department of Community Health Sciences, Cumming School of Medicine, University of Calgary and the Chair of the Conjoint Health Research Ethics Board at the University of Calgary. She has been a member of CAREB since 2009. For the past three years Stacey has been a member of the CAREB Conference Planning Committee. She has lectured on research ethics to a number of faculties, including Pediatrics, EMS and Psychiatry, within the University of Calgary.

Stacey is an active researcher with a number of refereed publications, published contributions to a collective work and book chapters, and published abstracts. She has been invited to speak at a number of venues and has presented a number of conference posters.

Delilah Ofosu-Barko

Delilah received her BMSc, Honours Biochemistry from the University of Western Ontario in 2003. She is currently the Research Operations Manager for Trillium Health Partners in Mississauga, Ontario. She has been a guest lecturer at the University of Toronto, Mississauga Academy of Medicine presenting seminars on Academy-based Research Ethics. She acts as an auditor for the REB Qualification Program for Clinical Trials Ontario. In 2014, Delilah served as a Sub-Committee Chair of CAREB's Professional Development Committee. From 2010-2102 Delilah was a member of the CAREB Ontario planning committee.

Diana Raymond-Watts

Diana is working on her Master of Health Science in Health Administration at the University of Toronto. She is the Manager, Research Ethics and Grants for the Women's College Hospital. Previous to this, she worked as a Research Ethics Coordinator at the same institution. Diana is responsible for all infrastructure support, policy development and implementation with respect to the Women's College Hospital Research Ethics Board in addition to overseeing day-to-day operations of the Research Institute including management of the research ethics budget, hiring and oversight of research ethics and research operations staff, contract review and negotiations as well as serving as a key liaison for the

Institute on matters related to research integrity. Diana has participated on the CAREB Professional Development Committee since 2010 and was a member of the CAREB Ontario Conference Planning Committee from 2010-2012.

Pierre Boulos

Pierre has been Chair of the University of Windsor Research Ethics on and off, totaling ten years experience. Currently he is the Special Advisor for Research Ethics Education and Internationalism at the University of Windsor. He received his PhD in the Philosophy of Science from the University of Western Ontario in 1999. He has extensive teaching experience in a number of areas and has developed on-line educational courses at the university level.

Pierre has authored a book, written chapters in other books, and has published articles in peer reviewed/refereed journals and conference proceedings and has many poster presentations. He chairs or is a member of a number of university committees such as the University LMS Advisory Committee, the Nursing PTR Committee and the Library PTR Committee.



PRESIDENT'S REPORT 2014-2015

CAREB's 15th year has been, in a word, adventurous. The Board of Directors experienced significant upheaval this year - the loss of three directors, an interim appointment and a maternity leave - yet were able to achieve most of its goals for the year, thanks to a few very dedicated members at the board and committee levels. Highlights of CAREB's activities include the following:

Needs Assessment Survey

Co-sponsored by the Membership and Communications Committee (MCC) and Professional Development Committee (PDC), a needs assessment survey was designed and undertaken this year to help the CAREB board and committees plan for future value-added communication tools and educational activities by understanding how members utilize what is currently available to them. Participation was good, at a rate of 25% of the overall membership, with representation from across the country and within different REB roles. Results have been analyzed and a summary of these can be found in our February 2015 edition of the Pre and Post Newsletter.

Pre and Post Newsletter

The third edition of CAREB's Pre and Post Newsletter came out in February, and readers may have noticed the great new layout, thanks to the help of a graphic designer. The look was only surpassed by its content. Filled with updates on various topics and issues important to REBs across Canada, the Newsletter is a must-read.

Administrative Assistant

For the past 15 years, CAREB has relied solely on the hard work and dedication of its voluntary membership. While CAREB still relies on the energy and commitment of its members, we have now added an additional resource to our arsenal. I am proud to announce that CAREB has teamed up with the Canadian Association of Research Administrators (CARA, formerly known as CAURA) to hire a part-time administrative assistant. This position will provide support to the webinar and certification programs that we expect to launch in the coming year, as well as to our conference and general operations.

New logo

In honour of CAREB's 15th anniversary, the CAREB Board decided it was time to give our logo a bit of a makeover. With the help of a graphic designer, the beloved maple leaf was refreshed and a new CAREB 15 logo was created. I personally love the design and hope that the membership does too.

Webinars

Using results of the needs assessment survey, the PDC has begun planning webinars in two general areas: **Practical Skills for Research Ethics Professionals** and **Special and Emerging Issues for Research Ethics Professionals**. We look forward to these being launched in the coming months.

Certification Program

The REB Professional Certification Steering Committee was established last fall and has begun its work on developing a syllabus for the core content that will become the professional certification program. Modules have been identified, with modes of learning – online, webinar or face-to-face – and evaluation discussed. Learning objectives are in the process of being approved and content experts are being identified.

We would like to thank the Secretariat on Responsible Conduct of Research for its financial support of the certification program and look forward to creating a program that will help REB professionals to be recognized for the important leadership they provide to ensure that REBs are efficient, effective and compliant.

Conference Program

I would be remiss if I failed to mention the hard work that has gone into conference planning this year. The program is exceptionally strong this year on all fronts – keynotes, plenaries and breakout sessions. Once again, we were proud to host the Canadian Animal Ethics Coordinators meeting on Wednesday, and three streams of pre-conference workshops on Thursday. The theme of this conference is highly relevant to the research that many of us are struggling to understand and review. I thank our VP, Conference Planning Committee for her hard work over the past several months, to develop and execute such a strong conference.

As my term as President ends, I would like to thank the members of the CAREB board who have worked with me and supported me over my two-year tenure. They are great professionals and people and I have been honoured to lead them. I would also like to thank all of the members who have contributed over the past 15 years to CAREB's success – sitting on the board, participating on committees, speaking at conferences or workshops, submitting posters or simply attending the various regional and national activities CAREB has offered. It is because of you that we have grown from that small get-together at an international meeting, to the 250+ members we have today.

Respectfully submitted,



Rachel Zand
President

Canadian Association of Research Ethics Board
Profit & Loss
 April through December 2014

	<u>Apr - Dec 14</u>
Ordinary Income/Expense	
Income	
Membership Fees	
Affiliate Membership	20,812.87
Total Membership Fees	<u>20,812.87</u>
Conference Revenue	
Full Conference	135,003.77
Single Day Conference	395.12
Workshop Revenue	929.51
Vendor/Sponsor	4,412.90
Total Conference Revenue	<u>140,741.30</u>
Other Income	
Interest on Investments	1,046.30
Total Other Income	<u>1,046.30</u>
Total Income	<u>162,600.47</u>
Gross Profit	162,600.47
Expense	
Overdue Interest & Penalty	1.79
Website - Amortization	5,167.66
Amortization	270.05
Board of Directors	
Admin Support	2,400.00
Accommodation	2,156.88
Insurance	3,137.29
Meals	1,664.59
Meetings/Retreats	2,872.64
Travel	501.83
Total Board of Directors	<u>12,733.23</u>
General Administration	
Interest	18.27
Bank Service Charges	117.40
Conference Calls	1,506.57
General Expenses	73.98
Paypal Charges	1,074.08
Professional Fees - Accounting	6,260.00
Professional Fees - Legal	300.00
Website	
Site Management	3,846.50
Total Website	<u>3,846.50</u>
Total General Administration	13,196.80
Conference Expenses	
AV Services	26,049.75
Awards & Gifts	1,865.42
Badges & Lanyards	1,066.75
Board Dinner	1,353.17
CAREB Conference Reimbursement	854.70
Entertainment	624.00
Food & Catering	72,142.80
Hotel - Ballroom Rental	2,972.60
Other	1,774.22
Poster Boards	1,286.66
Printing	4,417.65
Speaker Gifts	-9.32
Speaker Honorariums	2,000.00
Speaker Travel	3,467.12
Total Conference Expenses	<u>119,865.52</u>

3:53 PM
11/04/15
Accrual Basis

Canadian Association of Research Ethics Board
Profit & Loss
April through December 2014

	<u>Apr - Dec 14</u>
Foreign Exchange Gain/Loss	169.25
Total Expense	<u>151,404.30</u>
Net Ordinary Income	<u>11,196.17</u>
Net Income	<u><u>11,196.17</u></u>

Canadian Association of Research Ethics Board
Balance Sheet
 As of 31 December 2014

	31 Dec 14
ASSETS	
Current Assets	
Chequing/Savings	
Paypal	6,590.22
BMO Bank of Montreal	134,539.12
Total Chequing/Savings	141,129.34
Accounts Receivable	
Accounts Receivable	6,178.96
Total Accounts Receivable	6,178.96
Other Current Assets	
Prepaid - Conference Expenses	5,000.00
Total Other Current Assets	5,000.00
Total Current Assets	152,308.30
Fixed Assets	
Website Development	38,105.00
Accum. Amort - Website Develop.	-8,978.16
Computers & Equipment	736.49
Accum. Amort - Computer Equip.	-152.59
Furniture and Equipment	866.09
Accum. Amort - Furn. & Equip.	-204.07
Total Fixed Assets	30,372.76
Other Assets	
Investments - GIC's	67,261.25
Total Other Assets	67,261.25
TOTAL ASSETS	249,942.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	653.94
Total Accounts Payable	653.94
Other Current Liabilities	
Accrued Liabilities	
Accrued Accounting Fees	1,510.00
Total Accrued Liabilities	1,510.00
Unearned Revenue	
Membership Fees	5,313.15
Total Unearned Revenue	5,313.15
GST/HST Payable	-5,991.16
GST/QST Payable	-1,921.34
Total Other Current Liabilities	-1,089.35
Total Current Liabilities	-435.41
Total Liabilities	-435.41
Equity	
Contributed Surplus	215,557.64
Retained Earnings	23,623.91
Net Income	11,196.17
Total Equity	250,377.72
TOTAL LIABILITIES & EQUITY	249,942.31