

Minutes
Meeting of the
CAREB-ACCER Board of Directors
Fri., May 31, 2019
11:30 a.m. – 1:00 p.m. EST



Access number: 1-866-251-3220
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Attendees: Sharon, Dawn, Janice, Katarin, Charmaine, Michel, Catherine, Stacey (left at 12:00 pm EST), Delilah, Brenda

Regrets : Julie

- 11:30 – 11:40** **1. WELCOME and APPROVALS** **Catherine**
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- a. Approval of Agenda – Stacey and Dawn
b. Approval of April 4 and BoD Minutes – Michel and Dawn; April 13, 2019 – Approved with Brenda’s edit- Dawn and Michel
c. Review of AGM 2019 Minutes – Delilah will send some names of approvers – to submit via email.
- 11:40 – 12:00** **2. TREASURER’S REPORT** **Sharon / Brenda**
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- a. Updates:
i. Need to get Sharon a MasterCard and then Brenda will cancel hers.
ii. Motion to approve Millman going forward with the review engagement for the fiscal year ending 2018; was approved with no objections.
b. 2018 Financial Report: Brenda presented the report – attached.
c. 2019 Conference Budget Update: Sharon and Brenda will meet in the next week for full handover.
i. All other speakers have been paid with the exception of Carrie from CIHR.
ii. Still awaiting final totals from the conference but anticipating a profit.
iii. Sharon asked members to check their addresses on the Corporations Canada website and send changes to her.
d. Request for computer (Diana);
• SOPs need to be updated regarding the need for approval of this amount.
• It is clear that there are not enough finances to provide a laptop for every member. This precedent cannot be set.
• The cost for this equipment will be less than \$2000.00. Clarified that the request is for the replacement of an existing asset; a laptop previously used by Rachel Zand.

- The Board needs to be aware of where its assets are. A policy regarding asset management needs to be set. Assets should be reported to the Treasurer – Sharon and Catherine
- Moving forward, there should be a sign-out log of who is using what equipment. This should be available on the website.
- Motion on the floor to approve the purchase of a device for Diana. Of the two quotes provided, the first should be pursued. It is a replacement device and not a personal computer – Delilah, Dawn, Michel, Katarin, Janice, Sharon – Conditionally Approved.

3. BUSINESS

12:00 – 1:00

3.1 Board Business

3.1.1 The Board received a request to access the CAREB mailing list as a recruitment method for an independent research project.

- One option to facilitate this could be to set up a forum on the website where recruitment material could be posted. If yes, how do we do that?
- It may be possible to add something to the newsletter with some criteria or parameters set.
- PI would have to provide their affiliation, their institutional approval, REB # and a summary of the project.
- Diana suggested that this question be posed to the membership, maybe through a survey. Questions would include; a) should we add this to our website and b) what do they do at their institution?

3.1.2 Review of CAREB prizes / awards

- This should be tied into the scope of work for the conference.
- For the future, we should look at forming a subcommittee to look a whether or not we should have different awards.
- Delilah can share her institutions' categories and Catherine can share CARA & PRIMR information.

3.1.3 20th anniversary logo.

- The cost of switching the number 15 to 20 on the existing logo would be minimal – less than \$500.
- Motion taken to keep the current logo and switch the number to 20. Approved with no objections.

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3.2 A Look Back at the 2019 CAREB conference and AGM **Melissa**

- 3.2.1 Final attendee numbers
- Of the returning attendees, 67% had been to the conference before and 33% were new.
- 3.2.2 Feedback summary
- Comments regarding the difficulties faced with online registration.
 - Lowest scores and most negative feedback surrounding meals and highest scores for the Canadian Museum of human rights.

3.3 2020 Conference and AGM in Ottawa **Melissa**

- 3.3.1 Conference Planning Committee
- Dawn will reach out to the Board of Directors for membership.
 - Melissa will send out an email to request interest.
 - Researchers should be included as well.
- 3.3.2 Ideas for key notes:
- Should think about a big name in Artificial Intelligence (AI) or genetic studies.
- 3.3.3 CAREB Conference website – needs to be more user friendly. Will set separate meeting to discuss.
- 3.3.4 20th anniversary presentation (Sarah)
- Check with Susan Babcock for materials from the 15th anniversary.
- 3.3.5 Grants: SETS grant application deadline (Catherine)
- 3.3.6 Other sources of financing – ideas? Brought forward to the next meeting.

3.4 2021 Conference planning **Catherine**

- 2021 conference will be in Victoria, BC.
- Dawn will be in touch with a conference broker.

3.5 Update – OPERATIONS

3.5.1 Website

- Analytics - Julie was not present to address.
- Use of the website is down, which is normal after the conference.
- Sharing articles on REB research – look into adding a section to the website for this

3.5.2 Membership

- It was reported that CAREB has approximately 210 members.
- Membership letters (new and renewing) – will check with Simon for update
- Membership Email – New CAREB member from University of Regina, Laurie Clune, interested in committee work. Stacey and Dawn to contact her.

3.5.3 Communications (Diana)

- Spring/summer newsletter hopefully ready by the end of June.

3.5.4 Survey

- Long-standing idea was to have a basic directory of all REBs in Canada that would include basic information such as REB institutional processes & structure. Never materialized due to issues around hosting, other groups drafting proposals that never came to fruition.
- New proposal is to send a survey (perhaps annual) to CAREB members and others so they can complete information on their REBs / offices. Results would be posted on the CAREB website, newsletter etc.
- The Ministry of Health in Quebec has such a list. Michel to contact them in advance and ask how they maintain their list.
- Questions regarding number of REBs per institution and how delegated reviews are performed should be included.
- The Secretariat does not have this information.
- Catherine, Julie and Stacey will work on this.

3.6 Update – BUSINESS and EDUCATION

Delilah

3.6.1 Webinars (Delilah)

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- Delilah thanked all members of the new Education Committee.
 - Janice supports FAQ documents for education initiatives, support for Michel for engagement letters.
- 3.6.2 Certification (Delilah)
- The budget for certification is unclear. Sharon will check with Brenda when they meet.
- 3.6.3 VREB (Michel)
- VREB Case #5 debrief and translation are in process and not yet available.
- 3.6.4 Work plan going forward
- The work plan will be updated next week so there will be more details at the next meeting.

1:00 – 1:15

4. BUSINESS ARISING

4.1 CARA – request for joint sessions at CARA 2020 in Vancouver.

Ideas discussed:

- Link between ethics and grants officers, admin personnel. Could be in the form of a panel.
- What administrators need to know, i.e., institutional responsibilities and how the TCPS 2 revisions impact them.
- Results of the survey – a discussion of how various ethics offices are run.
- Compensation challenges (administrators).
- Present CAREB training opportunities.

4.2 Portage Working Group update

- The working group met earlier in the week. They have put together a glossary of terms related to Data Management Planning (DMP).
- They will work on consent form terminology, language for REB forms linked to DMP and the workflow for access to information for various groups.

5. ADJOURNMENT

The meeting adjourned at 1:07 pm.