

Canadian Chapter – Association of Clinical Research Professionals
15th Annual General Meeting – Seattle, Washington

Minutes – Annual General Meeting April 30, 2011

Call to order (by Janine Smith) at approximately 5:30. This is the 15th Canadian Chapter AGM meeting (conducted in accordance with Robert's Rule of Order) in accordance with our Chapter Bylaws.

Welcome from ACRP Global and ABOT (ACRP Board of Trustees) – Terri Hinkley expressed a special welcome to all of the Canadian members who are speaking at the conference.

Special thank you was extended to IRB Services for sponsoring the reception at the Canadian Chapter meeting.

Executive Committee members: Janine Smith and Pat Jones – Co-Chairs

April Ingram
Bridgette Robert
Esther Clements
Jennifer Ayling
Terri Hinkley – Past President
Jill Hastings
Lawrence Reiter – Member at large

Jim Thomasell, President and CEO of ACRP – Jim welcomed the attendees to the ACRP Global conference and the Canadian chapter Meeting. Jim also expressed his gratitude for the work done by the members of the Canadian chapter and stated that he really likes the work at ACRP because of the people with “heart”.

In terms of updating the members on recent undertakings by ACRP he outlined the following:

- 1) Regulatory Affairs Committee formed with the purpose of providing a voice with Health Canada as well as responding to requests for guidance
- 2) Major accomplishment in 2010 was the achievement of accreditation for the certification programs. The accreditation is done by an outside body and represents and recognizes the quality of the certification program.

Val Willetts, Chair of ABOT – Val acknowledged the contributions of Canadian members to the global work of ACRP. Val also recognized the contributions of many Canadian speakers at the conference and within the program. Val recognized the Canadian Chapter for winning the Outstanding Chapter of the year award. The Canadian Chapter was recognized for excellence in Chapter

work. The process by which this award is given was explained by Terri Hinkley and each chapter is assessed with respect to the following criteria:

- Community outreach
- Educational offerings
- Website maintenance
- Status with ACRP (Global)
- Communication to members
- Innovation in education
- Robust volunteer activity
- Scholarship award promoting education

Approval of 2011 Annual General Meeting Agenda – Motion to accept agenda made by Pat Jones, seconded by Terri Hinkley, a vote was taken to accept the agenda.

Approval of the 2010 AGM Minutes – the minutes were posted on the Canadian Chapter website as well as being circulated by e—mail, Motion to accept the 2010 AGM Meeting minutes was made by Marianne Logger, seconded by Katherine Armitage, a vote was taken to accept the minutes.

Summary of 2010 Reports

Treasurer's report – the executive presented the financial statement from 2010

Education Committee Update –The education committee has endeavoured to partner with other regional organizations and institutions in order to provide educational offerings that maintain CEUs for the membership.

A new event at The Royal Jubilee Hospital is being held in May7. There are several upcoming events in Quebec. There is also the possibility of another educational event in October (date to be determined 20th or 27th). The chapter has a new webinar liaison, Calin Popa. Webinars are also on the agenda and a move has been made to try and reduce the cost of participation in webinars to Chapter members to encourage greater participation.

Membership report - In 2010 there were 161 members in the Canadian Chapter which is the highest ever. It is a goal of the chapter to build up membership in the Eastern provinces as well as Saskatchewan where membership is very low. The chapter feels that they may need to focus on communication of what the value of membership is in order to address low membership in some regions.

New business – new business arising is the election of new executive members. At the meeting no new nominees were identified. April Ingram was acclaimed as the secretary. For the Education Committee April Ingram and Jennifer Ayling were acclaimed to a second term. President-elect position remains open as there have been no nominations at present.

The revised By-Laws for the Canadian Chapter were distributed to the membership prior to the meeting for review. Janine Smith moved to accept the revised By-Laws as written and this was seconded by Kay Rittenbach. A vote was taken and all were in favour. The revised By-Laws have been adopted.

The Paula Jones Wright Award was presented to Terri Schnurr for the year 2011. This award was founded by the Canadian Chapter but the winner is selected from all entries/nominations by Paula Jones Wright's family. Nominations for 2012 will be accepted until December 31st, 2011.

Moving forward in 2011 it was recognized that there is a need within the Canadian Chapter as well as ACRP global to promote continued volunteerism and to encourage more geographical representation across the country in order to promote our industry and our professional association. The goal is to make the Canadian chapter even bigger than it is currently! The membership was reminded to save the date for upcoming chapter events and to watch for the Canadian Chapter newsletter.

Pat Jones moved to adjourn 15th Annual General Meeting of the Canadian Chapter and Roberta Halpenny seconded (all in favour – 0 opposed)