

**Annual General Meeting of the National Molecular Diagnostics Users Group  
November 29, 2016**

**Start time: 12:30 PM**

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**MEETING MINUTES**

**1. Roll Call**

**Present:** Min-Kuang Lee, Kathy Bernard, Astrid Petrich, Sara Christianson, Greg Tyrell, Antonia Dibernardo, Tim Karnauchow, George Zahariadis, Henry Wong, Stephanie Murphy, Linda Chui

**Regrets:** Tamara Burdz

**2. Review of Agenda Items -Sara**

- i. Nothing to add

**3. Acceptance of Minutes:**

- a. Motion to Accept – Astrid
- b. Seconded – Kathy, Tim

**4. Chair Report – Astrid**

- i. In total, 23 companies, 17 exhibit booths in attendance with Luminex and Altona as sponsors.
- ii. Company reps also attended the conference sessions and will have booths next year.
- iii. 53 travel grants were awarded.
- iv. \$45,000 for the meeting and \$10,000 donation from CACMID.

**5. President's Report – Sara**

- i. Draft Terms of Reference and by-laws were approved last year and are now legal documents and will be posted on NMG website.
  - a. Thanks to Tim Karnauchow for doing the leg work.

## **6. Webmaster Report – Min**

- i. Analysis of website report shows approximately 1200 hits/ month.
  - a. 21% of these are through search engines (interesting)
  - b. 200-400 unique visitors with a peak around September
- ii. The website is very simple in construction so there are few issues with firewalls and incompatibilities.

## **7. Board Elections – Sara**

- i. Two positions open – Treasurer and Councillor
  - a. Nominations were forwarded by board members and no additional nominations were made from the floor
  - b. There is good representation from all provinces
- ii. George suggested that nominees be introduced prior to the ballot.
  - a. Sara will bring it up at the next board meeting

## **8. Treasurer Report – Linda**

- i. Statement from the bank from Nov to Dec, 2016: \$100,447.57
  - a. Catering service: \$10,421.69
  - b. Other meeting expenses (FedEx): \$338.23
  - c. Travel grant for 44 attendees: \$34,151.34
  - d. We are still missing 8 claimants for the 2016 meeting according to the approval list of attendees from Astrid.
- ii. Sara - thanks to Linda for her years of service. She will finish off this year as Treasurer, pay out all clients and prepare paperwork for the accountant.

## **9. Challenge Panels – Kathy**

- i. It was a seamless event to produce and distribute the panel.
  - a. She will do a 5 year review and write it up for publication
  - b. There was a large number of queries to join by email which made things easy
  - c. Would like to discuss yeast and has an upcoming talk on the
  - d. Is confident the challenge is sustainable
- ii. Astrid and others think the panels are a valuable learning tool. They are used for proficiency testing in Kathy's lab and also provide control material for other labs.

- iii. Sara asked if there are requests or suggestions for additional panels.
  - a. Suggestions included gastro pathogens including *Y. enterocoliticus* and Zika
  - b. A message will be sent out to entire group for suggestions

**10. Membership Report – Sara**

- i. According to TOR, all members and attendees must register with our organization.
  - a. Individuals will remain on our emailing list for 3 years
- ii. Membership breakdown prepared by Antonia showed distribution of membership and conference attendees by province.
  - a. 40/68 on-line registered members attended conference in addition to 77 non-registered attendees.
  - b. Antonia pointed out numbers not accurate since many on-line registered members did not register for conference.

**11. Date and Location of 2017 Meeting – Astrid**

- i. Meeting tentatively scheduled for November 6-7, 2017 as other dates conflicted with US Thanksgiving (affects Vendors).

**12. Election Results:**

- i. 30 people attending AGM.
  - a. 23 votes cast for Treasurer
  - b. 24 votes cast for Councillor
- ii. Councillor – Natalie Prystajacky  
Treasurer – Jessica Kafka

**13. Next board meeting:** To be held in January 2017

**14. Meeting adjourned:** 1:10 PM