

CSORN Executive Meeting Friday June 17, 2016

1.0 Welcome all by President Kathy Bruce

2.0. Present were: Patsy Aplas, Co-Chair BC Chapter,
Adonis Manglapus, Co-Chair BC Chapter,
Wanda Mulrooney, Treasurer
Marlene Griffin, Secretary
Janet Powers, Past President/Conference Coordinator
Kathy Bruce, President
Rosemary Bickerton, Ottawa Chapter Chapter Chair/Co-Coordinator
Donna Punch, Vice President
Marcela Tutay, GTA Chapter President

3.0. Additions to Agenda

4.0. Acceptance of Agenda: Approved by Rosemary Bickerton

5.0. Approval-Minutes Victoria 2015

6.0. Executive Reports

6.1 President Elect-Donna Punch: Donna did an excellent job in reaching out to get funding for this year's meeting. Donations were AMO \$5000.00, Alcon \$5000.00, & Labtician \$1,500. Donna has noted the process is much more detailed to get funding now than in the past. Now we must go to companies websites and request grants, etc. It was noted we must be mindful of ensuring the hosting cities/centre is not involved in the RFP process, when asking for funds, as a conflict of interest may occur, which could jeopardize the RFP

6.2. Treasurer's Report: Wanda Mulrooney (see hard copy)
\$52,571.79 balance in CSORN Account.

6.3. Secretary Report: Marlene Griffin. Membership remains consistent at 150 members (latest membership list from Wanda). It has been difficult to obtain number of members from website. We will need to work with Jeff Godin to improve this and work out some bugs in the system

6.4. Past President/Conference Coordinator Janet Powers. Janet has Worked diligently to keep costs down for the conference. Janet had 15 door prizes donated. Dinner will be at "Vineyards" at 6 pm. speakers will receive gifts with a "date night" Theme, which will be dinner and a movie, \$120 value each. Panel will receive a "Canadian Pin" which was made of copper from the parliament buildings roof.

6.5. President, Kathy Bruce. four Conference Calls were held this year, This was done with Bell Conferencing, at a cost. It was discussed that other venues be used rather than conference calls, ie: Skype, or FaceTime, at no cost.

7.0 New Business

7.1. Finance Discussion. Kathy has pointed out again, that COS has changed their financial structure, which has impacted our CSORN Meeting. Conference fees are going up, and will continue to do so for several more years. Guest speakers are expected to Register, This needs to be discussed with COS, as it makes no sense. Our Speakers come and leave afterwards. Donna, and Kathy need to meet with Jennifer Covey-Brunet to discuss a one day rate. it would beneficial to have OMT and CSORN align, to ask for a one day rate. The average cost of CSORN conference is \$10,000-\$15,000.

CSORN registration annually \$25, \$15 goes to the National and \$10 to the Provincial/Local Chapter. The treasurer should receive the \$25, and then send \$10 per member to the Provincial/local Chapter.

We appear to have 2 systems for registration. Paper, and on the Web. This is causing problems as it is not accurate to get membership numbers. Jeff Godin will be asked to open registration October 1. Online registration MUST be done, to receive a receipt. Provincial/Local Chapter Reps., will require Executive website access to have to their membership demographics.

Registration will open as of Oct. 1st each year and through to Jan 31.

We will need to have Jeff create 2 or 3 membership categories

1. Renewing Members
2. New Members
3. Late Membership

Expenses

Executive members hotel is covered for 3 nights, registration and travel. We need to tighten these expenses up, and be sure what our guidelines are. Expenses will not include meals. Kathy will send out guidelines for committee, and or have a conference call to tighten up executive expenses and bylaws.

Regional groups each will subsidize 2 members whenever possible. Monies monies will be sent to the treasurer, and 10 CSORN members will have their their registration covered , based on a first come first serve basis. It was discussed whether treasurer has funds in a interest generating account?

Conference Expenses

Discussion took place to ensure we are calculating the accurate cost of the conference. The total conference cost should equal, the total revenues minus expenses. The total revenue will then be split with 60% to National group and 40% to the hosting group. We require a template for the Conference Co-ordinator to use. Note: revenue includes monies gained from our corporate sponsors. The question was asked if executive member expenses for travel, registration, and hotel were included on Conference expensed?

By-Laws

We have some outdated bylaws that require updating. Article #4, Kathy will add the wording for the late fee. This was to be split between both National and Local Chapter, however a vote of Executive taken and it was decided the \$10.00 will go to the National group.

Discussion held regarding the length of term for office. Discussed changing the term of office from 3 years to 2 years.

Executive unanimously agreed to decrease the term to 2 years. We will bring this to our membership at the AGO June 18, 2016.

Past President role was questioned , as to what to do if the person holding this position retires and is no longer working in Ophthalmology? A discussion took place and it was suggested that their job as past president was to run the election and offer mentorship for the new executive members.

Proxy Vote discussion took place to address and define what proxy vote means. It was put out to the membership in the newsletter to send proxy votes. We apologize for the incorrect wording regarding voting. We will put out to the membership to have the executive investigate the process of proxy votes. We have received candidates with votes, and therefore must clarify, that the votes were for nominations not for office.

We have election candidates for:

VICE PRESIDENT

Kate Callaghan, BC

Lillian Smithson, NS

TREASURER

Wanda Mulrooney, NS

Linda Wong, BC

Carole Desharnais, Que.

SECRETARY

Adonis Manglapus, BC

It was agreed by the executive that a mandatory meeting should be held after the conference to welcome the new conference coordinator and committee members.

Meeting adjourned by Kathy Bruce and seconded by Janet Powers.