AGENDA
ANNUAL GENERAL MEETING
Friday May 27, 2016

1. Welcome
2. Confirmation of Notice of Meeting and Quorum
3. Approval of the Agenda
4. Approval of the Minutes of the 2 May 2015 Annual General Meeting (Attached)
5. Treasurer’s Report (Attached)
6. Secretary’s Report (Attached)
7. Professional Development Committee Report (Attached)
8. Membership & Communications Committee Report (Attached)
9. Election of Directors (Attached)
10. President’s Report (Attached)
11. Other Business
12. Date and Location of the 2017 Annual General Meeting
13. Adjournment
MINUTES
ANNUAL GENERAL MEETING
Vancouver, Saturday 2 May 2015

1. Welcome
Rachel Zand called the meeting to order at 12:35 and welcomed members to the 2015 Annual General Meeting.

2. Confirmation of Notice of Meeting and Quorum
Rachel confirmed that notice of the 2015 AGM was provided in at the AGM in Montreal last year and more recently via the website and listserv. Rachel confirmed by show of hands that there the meeting met the requirements for quorum (attendance by at least 20% of the membership).

3. Approval of the Agenda
Motion: That the agenda be approved as distributed.
Susan Marlin/Pierre Boulos CARRIED

4. Approval of the Minutes of the 28 April 2014 Annual General Meeting
Susan Babcock noted that the 2014 AGM was held on short notice, during a power failure, while she was sick in bed so the attached minutes were based on notes and recollections of several people. She invited friendly amendments. There were none.

Motion: That the minutes of the 2014 Annual General Meeting be approved as distributed.
Sharon Freitag/Orshy Torok CARRIED

5. Treasurer’s Report
Rachel reviewed the treasurer’s report from Philip Thomas noting that the financial statements distributed to members are for the period ending December 31, 2014. The fiscal year for CAREB has just changed from March 31 to December 31, so this period is for the stub year of April 1 to December 31. For this reason year-to-year comparisons must be made with great care, both for this year and next.

The CAREB Balance Sheet shows that the cash position of the Association at year-end was very healthy, with a balance of $134,539. This is significantly higher than last year-end for a few reasons:

- Some GIC’s matured and are now in the cash account.
- The different time spans means that the recent year ended much further away from the significant expenses of the conference than the prior year.
- In the prior year significant investments were made in the membership management system.
Changes in the timing of membership fees have affected both the cash balance and the Deferred Revenue balance. The full report is attached to these minutes.

Motion: That the Treasurer’s report for 2014 be approved.
Lynn Penrod/Janet Manzo CARRIED

6. Secretary’s Report
Susan Babcock noted that the Secretary’s Report was contained in the meeting materials and invited comments. There were none.

7. Special Resolution to Amend the Name of the Corporation
Susan Babcock introduced the item, noting that this special resolution is required to make our name bilingual. The Board of Directors approved the special resolution at its March meeting and now it is before members.

Richard Hunt noted there were errors in the French translation. He recommended corrections which were accepted as friendly amendments.

Motion: 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 comités d’éthique 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.

Richard Hunt/Karine Morin CARRIED

8. Professional Development Committee Report
Maureen Nummelin provided a brief update on the webinar series being developed by the Professional Development Committee and invited questions on the detailed report contained in the meeting materials. There were none.

9. Membership & Communications Committee Report
Catherine Paquet reported that the committee had worked on the website and listserv and in particular on providing more materials in French, including the first French edition of the newsletter. She invited members to volunteer to provide translation for CAREB materials and review the report in the meeting materials. She thanked Suzanne Richardson and Sandra Reid, in particular, for all their work while she was on leave.

10. Election of Directors
Susan Babcock talked about the Nominating Committee and its efforts to ensure the Board’s composition (and the annual slate) balances gender, region, language, role and institutional representation year to year as well as over two and three year terms. A particular mark of CAREB’s growth and maturity is that sometimes there are more nominees than there are positions, in which cases the Nominating Committee holds over nominees to maintain a balanced membership. She encouraged members to volunteer on for the committees as well as the Board of Directors.
Motion: That the proposed slate of Directors be approved as presented.
Lynn Penrod/Kate Williams  APPROVED

11. President’s Report (Attached)
Rachel introduced her report which was distributed to members and invited comments. There were none.

Motion – That the preceding reports be accepted as presented.
Sharon Freitag/Albert Clark  APPROVED

12. CAREB Retrospective
Rachel offered some of her memories and thoughts on CAREB and its development since she became a member in 2003, describing her relationship with CAREB as *it’s complicated*. She called on all past Presidents at the meeting to come forward to receive their commemorative pins.

On behalf of Ken Jenkins, Past President, Sharon Freitag thanked Rachel for all her work as President, in particular for driving forward the certification project, and presented her with a gift.

Susan Babcock presented the CAREB retrospective slide show, following which Ivor Pritchard offered his rendition of *I’ve looked at trials from both sides now* (with thanks to Joni Mitchell).

13. Date and Location of the 2016 Annual General Meeting
Rachel announced that the next Annual General Meeting will be held on May 28 in Toronto in order to partner with Canadian Bioethics Society meeting at that time.

14. Adjournment
Motion: That the meeting adjourn.
Ray Saginur/Richard Sugarman
Financial Statements

Unaudited (See notice to Reader)

For the Year Ended December 31, 2015

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<td>Statement of Income and Accumulated Surplus</td>
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<td>Notes to Financial Statements</td>
<td>5</td>
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</tbody>
</table>
NOTICE TO READER

On the basis of information provided by management, we have compiled the balance sheet of Canadian Association of Research Ethics Boards Inc. as at DECEMBER 31, 2015 and the statement of income and accumulated surplus for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Milman & Company Chartered Accountants (a Professional Corporation)

Authorized to practice public accounting by The Institute of Chartered Accountants of Ontario

Toronto, Canada
APRIL 22, 2016
AGENDA ITEM 5 – TREASURER’S REPORT

Balance Sheet  
December 31, 2015  
(Unaudited -See Notice to Reader)

**ASSETS**

<table>
<thead>
<tr>
<th>CURRENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>$96,400</td>
</tr>
<tr>
<td>PayPal</td>
<td>1,171</td>
</tr>
<tr>
<td>Prepaid – Conference Expenses (Note 2)</td>
<td>27,500</td>
</tr>
<tr>
<td>Accounts Receivable (Note 1)</td>
<td>3,328</td>
</tr>
<tr>
<td></td>
<td>128,399</td>
</tr>
</tbody>
</table>

**CAPITAL ASSETS (Note 1)**

| Furniture                                    | 866   |
| Computer                                     | 736   |
| Web development                              | 49,985|
|                                               | 51,587|
| Less: Accumulated amortization               | (16,801) |
|                                               | 34,786|

**Investments-GICs (Note 3)**

| Investments-GICs (Note 3)                    | 67,261 |
|                                               | 230,446|

**LIABILITIES**

| CURRENT                                      |       |
| Accounts payable and accrued liabilities (Note 4) | $6,451 |
|                                               | 6,451 |

**ACCUMULATED SURPLUS**

| Accumulated Surplus (Note 5)                  | 223,996 |
|                                               | 223,996|
|                                               | 230,447|

Approved by:  

Director
# Statement of Income and Accumulated Surplus

*For the Year Ended December 31, 2015*

*(Unaudited - See Notice to Reader)*

## REVENUE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences</td>
<td>$206,969</td>
</tr>
<tr>
<td>Membership fees</td>
<td>19,360</td>
</tr>
<tr>
<td>Interest on investments</td>
<td>3,058</td>
</tr>
<tr>
<td>Foreign exchange gain</td>
<td>19</td>
</tr>
</tbody>
</table>

**Total Revenue:** $229,406

## OPERATING EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference expenses</td>
<td>212,178</td>
</tr>
<tr>
<td>Office and general</td>
<td>21,902</td>
</tr>
<tr>
<td>Professional fees</td>
<td>5,400</td>
</tr>
<tr>
<td>Insurance</td>
<td>4,090</td>
</tr>
<tr>
<td>Travel</td>
<td>3,618</td>
</tr>
<tr>
<td>Bank charges</td>
<td>606</td>
</tr>
<tr>
<td>Donations</td>
<td>500</td>
</tr>
<tr>
<td>Meals</td>
<td>28</td>
</tr>
<tr>
<td>Amortization (Note 1)</td>
<td>7,466</td>
</tr>
</tbody>
</table>

**Total Operating Expenses:** $255,788

## EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES (Note 5)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(26,382)</td>
</tr>
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</table>

## ACCUMULATED SURPLUS (DEFICIT) – BEGINNING OF THE YEAR (Note 5)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>250,378</td>
</tr>
</tbody>
</table>

## ACCUMULATED SURPLUS (DEFICIT) – END OF YEAR (Note 5)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$223,996</td>
</tr>
</tbody>
</table>
Canadian Association of Research Ethics Boards
L’Association canadienne des comités d’éthique de la recherche

Notes to Unaudited Financial Statements
For Year Ended December 31, 2015

1. Significant Accounting Policies
   a. Accounts Receivable
      Accounts receivable is recorded net of allowance for doubtful accounts
   b. Capital Assets
      Capital assets are recorded at cost. Amortization is recorded annually at rates calculated to write-off the assets over their estimated useful lives
   c. Revenue Recognition
      Revenue is recognized when billed and in the appropriate period

2. Prepaid Expenses
   The amounts shown as prepaid expenses relate to deposits for the annual conference scheduled for May 2016, and will be expensed in that period

3. Investments – GICs

<table>
<thead>
<tr>
<th>Principal</th>
<th>Term</th>
<th>Rate</th>
<th>Maturity</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,000</td>
<td>1 year</td>
<td>Prime - 02.100%</td>
<td>23-Mar-17</td>
</tr>
<tr>
<td>$50,000</td>
<td>1 year</td>
<td>0.85%</td>
<td>07-Oct-16</td>
</tr>
<tr>
<td>$65,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Accounts Payable and Accrued Liabilities
   The amounts shown are owed to suppliers for products and services that are delivered but are not paid for.

5. Accumulated Surplus (Deficit)
   An accumulated earnings surplus (or deficit) refers to cumulative profit in relation to cumulative loss for the reporting period causing the account to have a negative or debit balance.
I am pleased to provide a summary of the meetings of CAREB/ACCER Board of Directors from May 2, 2015 to April 15, 2016

**Board Meetings**
As in past years, the CAREB Board of Directors met regularly, most often via teleconference. The Board Executive met in person during the June 28-30 in Niagara and the full Board met in person in Toronto October 5-6. In addition, the Board met by teleconference on July 27, September 2 and November 27 in 2015 and January 27, March 10 and March 30 in 2016. Another Board meeting will be held between April 15 and May 27.

**Activities of the Board**
During the past year, the Board of Directors continued to focus on improving services for members, notably through the development of webinars, and addressing business management/operational issues for the organization. The latter included better, long term IT solutions to support the CAREB website, which was refreshed and improved, as well as more comprehensive and timely financial reporting and increased administrative support. In parallel, the Board and its committees continued to work on membership recruitment, communication, alternate funding and longer-range conference planning as well the REB accreditation project. Although some work proceeded more slowly than planned because of departures from the Board, the remaining Directors, in particular the Members-At-Large all took on extra work.

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

Respectfully submitted

Susan Babcock  
Secretary
PROFESSIONAL DEVELOPMENT COMMITTEE (PDC) REPORT 2015-2016

Committee Members:
- Sandra Auld, University of Guelph, Guelph ON
- Melissa Dobson, Northern Alberta Institute of Technology, Edmonton AB
- Sunila Kalkar, North York General Hospital, North York ON
- Katarin McLeod, St. Francis Xavier University, Antigonish NS
- Andrew Milroy, Merita CQA, Montreal QC
- Maureen Nummelin, University of Waterloo, Waterloo ON
- Delilah Ofosu-Barko, Trillium Health Partners, Mississauga ON
- Diana Raymond-Watts, Toronto ON
- Alison van Nie, OCRED/Ontario Institute for Cancer Research, Toronto ON
- Kate Williams, University of Calgary, Calgary AB
- Germain Zongo, University of Ottawa, Ottawa ON

Working Group Members
Virtual REB Working Group
- Susan Berry, Boehringer-Ingelheim, ON
- Terri Fleming, Vancouver Island Health Authority, Victoria BC
- Joy Knight, University of Prince Edward Island, Charlottetown PEI
- Maureen Nummelin, University of Waterloo, Waterloo ON
- Germain Zongo, University of Ottawa, Ottawa ON

Pre-Conference Workshop Working Group
- Susan Berry, Boehringer-Ingelheim, ON
- Melissa Dobson, Northern Alberta Institute of Technology, Edmonton AB
- Terri Fleming, Vancouver Island Health Authority, Victoria BC
- Joy Knight, University of Prince Edward Island, Charlottetown PEI
- Katarin McLeod, St. Francis Xavier University, Antigonish NS of Ottawa, Ottawa ON
- Maureen Nummelin, University of Waterloo, Waterloo ON
- Janice Sancan, Hamilton Health Sciences Centre, Hamilton ON
- Germain Zongo, University of Ottawa, Ottawa ON
Webinars Working Group
- Sandra Auld, University of Guelph, Guelph ON
- Linda Furlini, QC
- Sunila Kalkar, North York General Hospital, North York ON
- Katarin McLeod, St. Francis Xavier University, Antigonish NS
- Andrew Milroy, Merita CQA, Montreal QC
- Maureen Nummelin, University of Waterloo, Waterloo ON
- Delilah Ofosu-Barko, Trillium Health Partners, Mississauga ON
- Diana Raymond-Watts, ON
- Alison van Nie, OCREB/Ontario Institute for Cancer Research, Toronto ON
- Kate Williams, University of Calgary, Calgary AB

Committee & Working Group Meetings
The PDC met by conference call during the past year. All PDC working groups met by conference call at least monthly with more frequent meetings being held at various points during the year as needed.

Activities
This past year the PDC continued to work on establishing and developing essential pre-conference workshop sessions, while also developing the blueprint and laying the foundation for a number of innovative PDC initiatives including the Virtual REB and CAREB-ACCER’s first Research Ethics Professional Development Webinar Program.

Pre-conference Workshops
In discussions at the CAREB-ACCER Board level, it was determined that the advanced tracks of pre-conference workshops would be designed to match up with modules planned for the CAREB-ACCER REB Professional Certification Program and include similar or complementary learning objectives. The REB Advanced offered for CAREB-ACCER 2016 are: Research data: Management, protection and sharing; Responsible and ethical conduct; and Application of TCPS2, ethics principles and institutional requirements. REB Basics continues to be offered as well. The Pre-conference Workshop Programme can be found in supporting documentation.

Virtual REB
The Virtual REB is a new CAREB-ACCER professional development initiative that will facilitate discussion on a series of case studies designed to highlight a range of common ethical issues typically found in human research applications. Beginning in the summer of 2016, one case will be posted to a forum on the CAREB-ACCER website every two months. The first case will be available both for CAREB-ACCER members and non-members, while subsequent cases will only be available to CAREB-ACCER members. Once the cases have been posted, people will be provided with an opportunity to contribute their thoughts on the ethical issues they see in the cases and to provide recommendations on how they think the issues should be addressed in REB feedback. A Virtual REB, comprised of members selected from the CAREB-ACCER community, will review the posted comments in the forum, add their own thoughts, and prepare a case de-brief to be made available to all CAREB-ACCER members before the next case is posted. The resulting collaborative products will be archived as resources which can be used by...
members, within their own institutions, to support the orientation and training of REB members and professionals. At the time of this report, cases have been sourced and developed by the working committee and the Virtual REB is being formed in anticipation of a summer launch.

Research Ethics Professional Development Webinar Program

The Webinars Working Group worked diligently to establish a webinar program that meets the diverse needs of the CAREB-ACCER membership and broader Canadian research ethics stakeholder community. This work included:

- Assessing the current landscape of research ethics professional development opportunities and conducting an informal gap analysis;
- Developing competency based learning objectives for webinar topics;
- Prioritizing a series of topics webinar to focus on areas which emerged as those of most interest to the CAREB-ACCER membership;
- Establishing two webinar streams (Foundational Skills and Emerging Issues) in alignment with the certification program topics;
- Selecting a webinar platform; and
- Establishing a registration framework and pricing.

The Research Ethics Professional Development Webinar Program was conceptualized as an extension of the long standing professional development activities currently offered to the CAREB-ACCER membership, and was recently approved by the CAREB-ACCER Board of Directors. The webinars offered through this program will support components of the upcoming CAREB-ACCER Research Ethics Professionals Certification Program, and function as standalone research ethics professional development opportunities for the broader research ethics community.

Going forward we will work on establishing a pool of faculty to support webinar content development. With the foundational work done by this working group the PDC is well equipped to expeditiously move this initiative to successful implementation in the coming year.

Closing Remarks

I wish to extend my appreciation to, and formally recognize each member of the PDC for their ongoing commitment, dedication and contributions to the exceptional work of the PDC this year which was predominantly accomplished through focused working group activities. I would also like to thank Maureen Nummelin, Lori Walker and Rachel Zand for their leadership and guidance in managing the PDC and PDC activities during the year.

Respectfully submitted,

Delilah Ofosu-Barko
Interim Acting Co-VP Professional Development
MEMBERSHIP AND COMMUNICATIONS COMMITTEE (MCC) REPORT 2015-2016

Committee Members:
- Sandra Veenstra (Chair April 2015 – March 2016), Health Research Ethics Authority, NL
- Brenda Gagne, Mount Saint Vincent University, NS
- Catherine Paquet, University of Ottawa, ON
- Charmaine Kabatoff, University of Alberta, AB
- Corinne Demone, Capital District Health Authority, NS
- Diana Raymond-Watts, North York General Hospital REB, ON
- Jonathon Scully, Thunder Bay Regional Health Sciences Centre, ON
- Julie Joza, University of Waterloo, ON
- Lori Walker, Brock University, ON
- Sarah Bennett, Simon Fraser University, BC
- Suzanne Richardson, University of British Columbia, BC

Summary of Activities:
In response to member identified priorities based on the December 2014 Needs Assessment Survey; the MCC has been focussing its efforts on improving CAREB-ACCER’s modes of communicating with its membership. In particular, attention has been given to increasing the efficacy of our media platforms from an administrative standpoint, and making them more accessible and user-friendly for members.

As a result of these efforts, the committee has been able to reinvigorate CAREB-ACCER’s presence on LinkedIn, increasing the number of posts and traffic to our professional networking group which is currently comprised of 276 members.
The MCC has also been instrumental in the execution of the refreshed and improved CAREB-ACCER website, featuring streamlined registration and payment processes, and a membership directory.
The launch of the new website has resulted in a change in the way we now communicate with members.
- The listserv has migrated over to the new CAREB-ACCER Forum, an active online community where members are welcome to post issues, ask questions and engage in dialogue on relevant issues concerning professional practice, administration and regulatory and policy matters related to human participant research.
- CAREB-ACCER’s outgoing correspondence with membership has been simplified and standardized with messages now disseminated through the email marketing company MailChimp, in the form of branded information campaigns. This new format will also be used for future CAREB-ACCER Pre and Post Newsletter editions.
• And, the MCC has developed organizational materials and membership welcome packages in line with CAREB-ACCER’s focus on tangible membership benefits.

In closing, I would like to extend my appreciation to all members of the MCC for their dedication to the committee over this past year. It is only through the generous contributions of volunteer’s time and effort that CAREB-ACCER is able to serve our membership.

Respectfully submitted,

Lori Walker
CAREB-ACCER President and Interim Chair, Membership and Communications Committee
AGENDA ITEM 9 – ELECTION OF DIRECTORS

NOMINATING COMMITTEE REPORT 2015-2016

Members
Rachel Zand (Chair) – University of Toronto
Susan Babcock – University of Alberta
Sharon Freitag – St. Michael’s Hospital

The Nominating Committee’s responsibility was to prepare a slate of candidates for the 2016-2017 CAREB Board of Directors for presentation and approval at the CAREB 2016 Annual General Meeting.

The call for nominations was issued electronically, through email on April 7, 2016 with a closing date of April 15, 2016. All nominations were forwarded to the Committee members for review. On April 21, 2016 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 stand as indicated on the proposed slate. The slate was finalized and electronically distributed to the CAREB membership along with the short biographies for the newly proposed Board members on May 9, 2016.

The positions to be filled this year were:
- Vice-President, Membership and Communications Committee – 1 year term
- Vice-President, Professional Development Committee – 2 year term
- Secretary – 5 year term
- Member-at-Large – 3 year term
- Member-at-Large – 2 year term

Several current Board members decided to renew their position or accept new assignments on the Board. Delilah Ofosu-Barko has agreed to accept the role of Vice-President, Professional Development Committee and Catherine Paquet will take over the Vice-President, Membership and Communications Committee. Susan Babcock has agreed to renew for another five years as Secretary.
SLATE OF CANDIDATES

<table>
<thead>
<tr>
<th>Position</th>
<th>Incumbent/Candidate</th>
<th>Home Institution</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Lori Walker</td>
<td>Brock University</td>
<td>2015-2017</td>
</tr>
<tr>
<td>Secretary</td>
<td>Susan Babcock</td>
<td>University of Alberta</td>
<td>2016-2021</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Brenda Gagné</td>
<td>Mount Saint Vincent University</td>
<td>2015-2020</td>
</tr>
<tr>
<td>VP CPC</td>
<td>Suzanne Richardson</td>
<td>University of British Columbia</td>
<td>2015-2017</td>
</tr>
<tr>
<td>VP MCC</td>
<td>Catherine Paquet</td>
<td>University of Ottawa</td>
<td>2016-2017</td>
</tr>
<tr>
<td>VP PDC</td>
<td>Delilah Ofosu-Barko</td>
<td>Trillium Health Partners</td>
<td>2016-2018</td>
</tr>
<tr>
<td>Past President</td>
<td>Rachel Zand</td>
<td>University of Toronto</td>
<td>2015-2017</td>
</tr>
<tr>
<td>Member at Large</td>
<td>Stacey Page</td>
<td>University of Calgary</td>
<td>2015-2017</td>
</tr>
<tr>
<td>Member at Large</td>
<td>Diana Raymond-Watts</td>
<td>DRW Management Consulting</td>
<td>2015-2018</td>
</tr>
<tr>
<td>Member at Large</td>
<td>Julie Joza</td>
<td>University of Waterloo</td>
<td>2016-2018</td>
</tr>
<tr>
<td>Member at Large</td>
<td>Sarah Bennett</td>
<td>Simon Fraser University</td>
<td>2016-2019</td>
</tr>
</tbody>
</table>

Candidate Profiles

Susan Babcock
A career academic administrator, Susan has worked at the University of Alberta for close to 30 years. She has held progressively senior roles in research management, University governance, Faculty administration and two externally funded centres. She has two degrees from the UA and a third from York University. Currently, the Executive Director (Acting) of the Research Ethics Office, she is responsible for leading, directing and managing integrated institutional policies, processes and business practices for efficient and effective human research ethics review and animal care and use certification. Susan has wide and deep knowledge of university research from different perspectives and an ability to take a long view (MA Chinese History). A CAREB member since 2007, Susan has served on the CAREB Board of Directors as Secretary since 2009. Her toolkit includes business skills (MBA), a very high tolerance for ambiguity and a good sense of humour.

Sarah Bennett
Sarah joined Simon Fraser University as the Manager of the Office of Research Ethics in November 2013. Previously, she worked for the UBC and Fraser Health Authority Research Ethics Boards. Sarah is a member of the Advisory Committee for the B.C. Ethics Harmonization Initiative (https://bcethics.ca/) facilitating the review of multi-jurisdictional research projects in the province and led a project to produce a joint harmonized certificate of approval for use by the eight partner institutions. She has been active in harmonization efforts in the province for the past six years believing very much in consensus building and open communication to build relationships among participating institutions. She has been a committee member of the Canadian Associate of Research Ethics Boards (CAREB) for the past three years. Sarah studied at the University of Victoria and Langara College in anthropology and journalism. She has a research background in socio-cultural anthropology, First Nations art, and zombie iconography. She is currently learning the ukulele.
**Julie Joza**
Julie is the Senior Manager in the Office of Research Ethics at the University of Waterloo. She has been a member of CAREB since 2008 and is one of the newest members to the Membership and Communications Committee. Julie has worked in post-secondary education and academic research for 25 years and in research ethics for the past 8 years. She has a Master’s degree in Public Health from Lakehead University and an undergraduate degree in Health Studies (now School of Public Health and Health Systems) from the University of Waterloo. Julie was one of the first recipients of the Partners for Progress award from the Centre for Behavioural Research and Program Evaluation and the Canadian Cancer Society, Manitoba Division, recognizing evidence-based action emerging from collaborative partnerships and mutual learning.

**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 served as an auditor for the REB Qualification Program for Clinical Trials Ontario from 2014-2015. From 2010-2012 Delilah was a member of the CAREB Ontario planning committee. In 2014, Delilah served as a Sub-Committee Chair of CAREB’s Professional Development Committee and stepped up to Interim Co-Vice-President, PDC in January 2016. From 2015 to the present, Delilah has served on the CAREB Board of Directors as a Member-at-Large.

**Catherine Paquet**
*Catherine is the Director, Office of Research Ethics and Integrity (OREI) at the University of Ottawa. Her main responsibilities include the management of the ethics review process and boards, research ethics and integrity related policy development and the development and implementation of educational strategies relating to research ethics for the university community. She has been working in the field of research ethics for over 10 years and has been a member of CAREB since 2003. She is also a member of PRIM&R and the Society of Research Administrators (SRA), with whom she obtained a certificate in research integrity in 2011.*
2015/16 has been a dynamic year for CAREB-ACCER. After the hustle and bustle of our 15th anniversary celebrations, the Board of Directors took a step back to take stock and contemplate where we are as a professional organization and how best to move forward to meet the needs of our committed membership. We identified two major themes: communication and member benefits. And then we dug in, and got to work.

Communication

In response to member-identified priorities based on the December 2014 Needs Assessment Survey, our first focus was communication infrastructure – specifically, increasing the effectiveness of the tools we utilize to interface with members. Constructive comments, coupled with practical administrative experience, clearly indicated a need to redesign and refresh the CAREB-ACCER website so as to make it more user-friendly and thereby broaden its use by the membership. This was no small task, particularly in the time-frame we had. The end result is a modern, clean and professional-looking website that is easy to use and navigate for any size screen or device. Member feedback has been very positive thus far.

Public features of the new website include:
- Information about CAREB-ACCER and membership;
- A Newsroom, highlighting topical issues and events in research ethics; and
- New and improved registration and payment functions.

Website features exclusive to CAREB-ACCER Members include:
- The CAREB-ACCER Forum—an active online community for REB members and research ethics professionals. The Forum replaces the old listserv with a more modern symposium for members to post issues, ask questions and engage in dialogue on relevant issues concerning professional practice, administration and regulatory and policy matters related to human participant research;
- An Improved CAREB-ACCER Membership Directory;
- The CAREB-ACCER Resource List—a living document of professional resource documents and links; and
- An Employment Opportunities section for people seeking employment or wishing to recruit professionals for positions in the field of human research ethics.
We also re-evaluated how we disseminate information to members more directly. As a result, we have simplified and standardized our means of corresponding with members through the migration of the former listserv to an email marketing company. Outgoing messages to members are now broadcast in the form of streamlined, branded information campaigns. This new format will also be used for future CAREB-ACCER Pre and Post Newsletter editions. Further, we have increased our social media presence on the professional networking site, LinkedIn, where we now have 276 registered members on the CAREB-ACCER group.

Member Benefits

Our second area of focus this year was to identify and create “tangible” member benefits. Once again, this priority was informed by the membership’s response to the December 2014 Needs Assessment Survey. As such, we have been busy creating new professional development initiatives and products for members, some of which will be hosted through our new website. These include:

- Organizational materials and membership packages;
- The Virtual REB—a unique project that puts CAREB-ACCER members in the role of delegated online reviewers, facilitating discussion on a series of case studies designed to highlight a range of common ethical issues typically found in human research applications. This initiative will be launched in the summer of 2016;
- A Webinar Series including four initial Foundational Skills offerings and an ongoing menu of Special Emerging Topics (currently under development); and
- A National REB Registry (also currently under development).

Planning, developing and executing these projects takes a lot of time and concerted effort, beyond what can be described in this short report. I would like to thank all of the Board and Committee members who continue to work diligently, often off of the sides of their desks, to realize these and other CAREB-ACCER initiatives. In particular I would like to acknowledge Rachel Zand, Past President and Delilah Ofosu-Barko, Member at Large. When three Directors stepped down this year mid-term, both Rachel and Delilah agreed to augment their roles, taking on extra responsibilities to ensure projects were not disrupted. Finally, my sincere thanks to the CAREB-ACCER membership for their ongoing support of CAREB-ACCER’s effort to advance the ethical conduct of human participant research in Canada.

Respectfully submitted,

Lori Walker
President