

## Annual General Meeting Minutes

### Ontario Association of Medical Physicists (OAMP)

63<sup>rd</sup> Annual Scientific Meeting, Canadian Organization of Medical Physicists (COMP)

Ottawa, ON

Date: July 12, 2017

1. Meeting was called to order at 5:12pm
2. President's Report – Stephen Breen, Chair, OAMP Board of Directors
  - OAMP responded to the HQO report on EAMD last year. We will set up a working group to investigate how best we can influence the MOHLTC's process to change HARP. Please convey your interest in participating to Board members.
  - We will hear the Working Group's presentation on the implications of professional regulation. The Board would like to continue to track the activities in this domain, provincially and nationally, and will continue support education of our membership. However, to act on this, we need a larger membership, and an expression of interest from members about whether to pursue professional regulation. Please let the Board know your opinion, in-person or via our website.
  - We require votes on the the following
    - Location of 2018 AGM (in Montreal) - UNANIMOUS
    - Approval of membership fee structure (\$50 members, \$200 for corporate members, \$10 for other members) - UNANIMOUS
    - Forego financial audit - UNANIMOUS
  - Expression of interest in a one-day OAMP Medical Physics meeting in 2018
  - In 2018 we will have an election for treasurer.
  - Board activities for the next year:
    - Continue member education and OSSC liaison on professional regulation
    - Establish a working group of EAMD / HARP advocacy
    - Continue to build infrastructure via policy and procedures and social media
  - Election result for secretary
    - 58 of 103 ballots cast.
      1. Jeff Richer, MS, MCCPM: 41 votes (70.7%)
      2. Sahar Darvish Molla, PhD: 17 votes (29.3%)
    - Congratulations Jeff Richer, Secretary OAMP Board of Directors

3. Membership Report – Jeff Richer, Secretary, OAMP Board of Directors
  - Current recruitment efforts through COMP has put the OAMP membership to 95 members. All members may or may not be medical physicists.
  - Jeff Richer emphasized the importance of growing the membership through the community utilizing existing connections to spread the word and encourage other individuals in Ontario who are not COMP members to join
4. Financial Report – Monique van Prooijen, Treasurer, OAMP Board of Directors
  - Monique discussed the financial position of the OAMP and summarized the various expenditures made to date (financial statement attached)
5. Elections 2018
  - The position of Treasurer will be up for election in 2018
  - A call for applications/expressions of interest will be circulated before the 2018 AGM
6. Report of the Working Group on Professional Regulation of Medical Physicists – Ernest Osei
  - Slides posted on website
7. Adjournment at 5:55pm

**Comments with Financial statement for 2016-2017**

The financial statement was prepared on July 6, 2017 by Monique van Prooijen, Treasurer OAMP.

A number of corrections to the financial statement of July 19, 2016 saw our net revenue reduced to \$2379.32 instead of the reported \$2723.39 as of the stated date. The corrections were:

- No evidence of incorporation fees having been reimbursed; reimbursed in 2017
- Membership fee total to date
- Expenses total to date

Our financial year (for tax purposes) is based on a calendar year. Since our AGM is in the middle of the year, I have chosen to show totals for the prior year and sub-totals for the current year as far as data is available. The subtotal for 2017 includes a net income from May that is held in trust at COMP (transfer expected in July).

As a small corporation (annual revenue < \$50,000), we do not owe any taxes, nor do we collect HST from membership fees.

OAMP opened a Community bank account with BMO in Toronto in September 2016. Two board members have access to online banking and debit transactions (President and Treasurer).

A handwritten signature in black ink, appearing to read "Monique van Prooijen", with a horizontal line underneath.

**OAMP Financial Statement 2016-2017**

Balance sheet for **2016**

item description                      \$ amount

**Assets**

Cash    488.09  
 Membership fees                              4150

**total    4638.09**

**Liabilities**

Bank fees                                      124.24  
     Beanstream credit card fees              121.74  
     account fee                                      2.50

AMCES    1328.88

General expenses                              134.99  
     conference calls                              125.38  
     stamps    9.61

**total    1588.11**

<b>NET</b>	<b>3049.98</b>
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Balance sheet for **2017** to May 31

item description                      \$ amount

**Assets**

Cash    3049.98  
 Membership fees                              4600.00

**total    7649.98**

**Liabilities**

Bank fees                                      131.64  
     Beanstream credit card fees              119.14  
     account fee                                      12.50

General expenses                              537.39

    conference calls                              7.07  
     office supplies                                      6.53  
     Corporation registration fees              277.59  
     website    246.20

**total    669.03**

<b>NET</b>	<b>6980.95</b>
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Monique van Prooijen, Treasurer OAMP

