1. Call to Order and Welcome

The meeting was called to order at 9:05 a.m.

Dr. A. Daly introduced the CBMTG Board of Directors and gave an update on the changes in the Board. He then introduced the Head Office staff and the CBMTG Committee and Project leads.

2. Approval of Agenda

Motion to approve the agenda as presented (A. Daly/C. Bredeson). APPROVED.

3. Approval of Minutes

Minutes of the 2016 AGM

Motion to approve the minutes of the 2016 Annual General Meeting as presented (A. Daly/C. Bredeson). APPROVED.

4. President’s Report

Dr. A. Daly gave a brief report of the 2017 themed meeting series and GVHD meeting.

Dr. A. Daly reviewed the research activity which included a research retreat during the Calgary themed meeting and a reboot of the clinical trials network. To date, the clinical trials network has had two teleconferences.

Dr. A. Daly reviewed the education activity, which includes an “ask the expert series”, an active webinar series, and educational resources for patients. The educational resources for patients were created in conjunction with the patient and family special interest group.

Dr. A. Daly noted CBMTG has a signed memorandum of understanding with the Canadian association of Nurses in Oncology (CANO) to build better working relationships and to cross promote each society’s meetings.

Dr. A. Daly reviewed the nursing special interest group. The nursing special interest group organized a networking and educational symposium at the Calgary themed meeting.
Dr. A. Daly reviewed the pediatric special interest group. The pediatric special interest group has obtained funding to translate a patient education resource developed in Quebec into English.

Dr. A. Daly gave a brief report of the 2017 patient and family webinars.

Dr. A. Daly gave a brief report of the 2017 webinar series.

Dr. A. Daly noted the next annual meeting will be in June 2018 and will be held in Ottawa. This meeting will include a leadership session and a BMT 101 session.

Dr. A. Daly reviewed the 2018 transplant summit, which will occur in October in Ottawa. This summit will be in collaboration with the Canadian Society of Transplant (CST), the Canadian National Transplant Research Program (CNTRP), and the Canadian Blood Services (CBS). The GVHD meeting will be incorporated into this summit.

D. A. Daly noted a new strategic plan will need to be developed for 2018 to 2021. This will include a member survey, stakeholder interviews, and a board retreat.

Dr. A. Daly reviewed the upcoming goals for this year. These goals are to continue to build research infrastructure, complete the strategic plan, and to further develop the association’s special interest groups.

5. Financial Report

Dr. A. Daly gave a summary of the 2016 financial statements. The net revenue was $27,236, which is lower than the budgeted net revenue of $40,000. This is due to a few un-budgeted strategic expenses, such as the leadership training session in November 2016, and the submission to the Royal College to recognize blood and marrow transplant as a focus special confidence.

Dr. A. Daly highlighted the total revenue was $710,352 and total expenditures was $683,116 in 2016. The member’s net equity was $326,551, which is higher than 2015. The key expenditures included management fees, the registry, the GVHD symposium, the leadership session, and conference expenditures.

Dr. A. Daly noted that a deficit of about $18,924 has been budgeted for 2017. This deficit is budgeted as the themed meeting series is predicted to have a lower profit than an annual meeting.

Dr. A. Daly noted the 2018 budget will be worked on in the coming months and a surplus in 2018 is predicted due to the return of the annual meeting. **Motion** to appoint Wolridge Mahon LLP as the auditors for 2016 as presented (A. Daly/S. Lachance). APPROVED.
6. Report on CBMTG Membership

Dr. A. Daly gave an update of the CBMTG membership growth. CBMTG now consists of 381 members to date, majority of the members are physicians with a variety of allied health members. Dr. A. Daly noted membership is distributed across Canada in line with population.

7. Question Period

A question was raised whether the CBMTG could have lifetime memberships. Dr. A. Daly noted concern about having non-participating members. Dr. C Bredeson noted a multi-year membership might be possible. The CBMTG Office will look into this and an automatic renewal membership.

A question was raised about the CBMTG investments. Dr. A. Daly noted $200,000 of the net equity ($326,551) is invested in a RBC retirement fund.

8. Adjournment

Motion to adjourn the meeting (A. Daly/K. Lepic). APPROVED.

The meeting was adjourned at 9:40am PT.