



MINUTES of the **Canadian Nutrition Society (CNS) Annual General Meeting (AGM)** held on Saturday, May 4, 2019 at 5:00p.m. EDT at the Sheraton on the Falls, Niagara Falls, Ontario.
There were thirty-seven (37) members present at this meeting and two (2) proxy were received.

1.0 CALL TO ORDER

Dr. James D. House, CNS President, called the meeting to order at 5:00 p.m. EDT. He welcomed and thanked all members for attending the Annual General Meeting.

Dr. House noted that members were notified of the AGM and the agenda and reports were posted in the members' only section of the CNS website 35 days prior to the Annual General Meeting. In addition, a reminder was sent to all members 12 days prior to the meeting.

Acceptance of Agenda

Dr. House asked if there were any amendments to the agenda. There being no amendments, he called for a motion to accept the agenda as presented.

01-04/05/19 MOVED BY Dr. Heather Keller and **SECONDED BY** Dr. Melanie Plourde that the agenda be accepted as presented.

CARRIED

2.0 APPROVAL OF MINUTES OF LAST ANNUAL GENERAL MEETING

The minutes of the Annual General Meeting held on May 5, 2018 were presented for approval.

One ACTION item: CNS to conduct a review of its conference fees in relation to other relevant organizations. Further, Dr. Gordon Zello requested that CNS review its registration options and consider amalgamating the a la carte registration items (i.e. lunches, opening reception) to make them inclusive in the main conference price.

- STATUS – Complete. CNS underwent a comparison against ASPEN, ASN-Nutrition, Dietitians of Canada, CSEP, ESPEN, CIFST, Arrell Food Summit, FSC Assembly, Canadian Science Policy, CSGNA.
- Our findings were that CNS registration fees are comparable, if not better, than most organizations.
- Our a la carte items were merged with our main price and the 2019 Conference fees were adjusted to be one price and competitive with relevant organizations.
- Our conference budget successfully covers its costs, including staffing, with a modest surplus that is invested in other activities of the organization.

With that update, Dr. House called for a motion to approve the minutes as presented.

02-04/05/19 MOVED BY Scott Harding and **SECONDED BY** Rob Bertolo that the minutes of the May 5, 2018 Annual General Meeting be approved as presented.

CARRIED

3.0 TREASURER'S REPORT

3.1 December 31, 2018 Audited Year-End Financial Statements

Dr. Alison Duncan presented the year-end audited Financial Statements. Dr. Duncan described the process and purpose of the year-end audit.

She shared that the auditor reported positively to the state and organization of CNS financial accounting. Dr. Duncan announced that the CNS ended its year with a surplus of \$29,045 revenues over expenditures.

Balance Sheet

Dr. Duncan noted that CNS had total assets of \$1,017,362 and current liabilities of \$244,438, for net assets of \$772,000.

Statement of Operations

The CNS' largest source of revenue continues to be its Annual Conferences (\$374,103 in 2018) and bring in a modest profit to support other CNS initiatives such as webinars. Other sources of revenue include sponsorship and membership fees. Conferences are also the largest expense (\$350,293) with administration expenses a distant second (\$126,366).

Dr. Duncan briefly outlined CNS investment portfolio.

03-04/05/19 MOVED BY Maya Villeneuve and **SECONDED BY** Robert Bertolo to approve the December 31, 2018 year-end financial statements as presented.

CARRIED

3.2 Appointment of Auditors for 2019

Dr. Alison Duncan indicated that the CNS books must be audited by an independent external accounting firm each year. It is recommended that Bruce Taylor, Chartered Accountant conduct the CNS audit for the 2019 year-end financial statements.

Dr. Duncan proceeded to call for a motion to appoint Bruce Taylor, Chartered Accountant to audit the CNS 2019 year-end financial statements.

03-04/05/19 MOVED BY Dr. Heather Keller and **SECONDED BY** Dr. Mary L'Abbe that the chartered accountant, Bruce Taylor, be appointed to audit the CNS year-end financial statements for the fiscal year-end 2019.

CARRIED

4.0 PRESIDENT'S REPORT

4.1 2018 Activities of the CNS Executive and Advisory Committee

Dr. House provided an overview of CNS activities from 2018.

CNS Highlights:

- New CNS website
- 2018-2021 Strategic Plan
- Redesigned CNS Sponsorship Prospectus
- Developed terms, process and infrastructure for Expert Interest Groups (EIGs)
- Hosted Industry meeting – 19 members present
- Re-launched Trainee Leadership committee
- Developing Medical School Nutrition initiative
- Published in APNM – Optimizing food for special dietary use in Canada

QUESTION from Dr. Melanie Plourde about whether the nutrition in medicine initiative will include work in French. Mrs. Andrea Grantham, Executive Director of CNS, indicated that it would once the initiative is further developed. Dr. Plourde offered to volunteer to be involved.

CNS Consultation activity

- Formed working groups and submitted responses to a number of Health Canada Consultation processes.
- Responded to Health Canada on actions taken related to the Sodium Reduction Strategy.
- Provided timely response to the new release of Canada's Food Guide, including hosting a Health Canada webinar to our members.

CNS Advocacy

- Conducted and summarized data from two surveys on the research landscape and potential actions for CNS.

Canadian Nutrition Society/la Société canadienne de nutrition (CNS/SCN) is the leading society integrating disciplines and professions interested in nutrition. We promote nutrition science and education, and advocate for the application of best practice and policies for the promotion of health and the prevention and treatment of disease.

- Gathered membership input and provided formal response to CIHR-INMD on their new strategic plan.
- Attended and displayed at a Nutrition Caucus on Parliament Hill
- Responded to Canada Research Coordinating Committee Consultation process.
- Joined the Coalition for Healthy School Food.

CNS Partner Activities

- Joint *Scientific Integrity* sessions at ASN & CSN
- Continue to serve as the Canadian National Committee to the International Union of Nutrition Sciences (IUNS)
- Invited CSEP to present to CNS leadership on the process for developing Guidelines
- Supported nominations to Arrell Innovation Awards
- Participated in NSERC's Science Odyssey event
- Partnered with Dairy Farmers of Canada on their cross-Canada symposium on the Microbiome.
- Attended Canada Food Brand lab

CNS Proposals for Funding

- CIHR-INMD - Clinical Trials for Whole Foods Workshop – SUCCESSFUL
- CIHR-INMD - OMEGA 3 / DHA Workshop – SUCCESSFUL
- Helderleigh Foundation -Protein-rich Foods and resource development(Part 2) – SUCCESSFUL
- Dairy Farmers of Canada - comprehensive process to share relevant evidence related to dairy product consumption – NOT SUCCESSFUL
- Danone Canada to host a scientific/regulatory/ marketing meeting – PUT ON HOLD
- OMAFRA – Protein-rich Foods – Not SUCCESSFUL

QUESTION was posed from Benoit Lamarche about how it is determined what CNS seeks funding for

- David responded that CNS has been submitting funding based on input from members on issues/opportunities that may be of interest/fund-able.
- It was agreed that CNS can more actively promote the opportunity for members to work with CNS to submit proposals for CIHR-INMD funding opportunities.

Education Committee

- 14 webinars held in 2018 with 4,326 webinar attendees and 1,777 webinar downloads
- There is an open invitation for members to send ideas for webinar topics to the Education Committee chair.
- Dr. House thanked all members of the education committee for their service.

Communications / Membership Committee

- Dr. House outlined the communication activities via the CNS website, education portal, and social media channels
- There is an open invitation for members to send comments on the website to CNS staff.
- CNS currently has 614 members. Membership has tripled since 2011.
- Dr. House thanked all members of the communications / membership committee for their service.

Ethics Committee

- Provided guidance to CNS' participation on the Scientific Integrity Consortium.
- Supported joint CNS/ASN Scientific Integrity sessions at ASN and CNS conferences.
- Supported manuscript: "Scientific Integrity Principles and Best Practices: Recommendations from a Scientific Integrity Consortium". Now published in Science and Engineering Ethics.

- Dr. House thanked all members of the ethics committee for their service.

Awards Committee

- Revised judging and review processes, including establishing solid review criteria.
- Launched the Allied Health Award in Nutrition Care award.
- Develop and launched the infographic competition award
- Dr. House thanked all members of the awards committee and the many abstract and award reviewers for their service.

Annual Conference Committee

- There has been an increasing trend in annual conference registration over past years
- Dr. House thanked all members of the annual conference committee for putting together a fantastic event this year.

Trainee Leadership Committee

- The TLC was revitalized this year in an effort to build up our trainee network.
- Planned and hosted annual pre-conference Trainee Workshop and Trainee Symposium (during the conference).
- Coordinating the CNS University Student Representative program (revitalized for 2019).
- Organizing a series of webinars on trainee-specific topics of interest.
- Developed a Trainee Mentorship Program to be launched in 2019.
- CNS was excited to learn of a potential new CIHR-INMD initiative targeting trainee development opportunities. We are awaiting more info coming in the fall regarding this opportunity.
- Dr. House thanked all members of the trainee leadership committee for their contributions to CNS.

4.2 CNS Bylaws - 2019 Revisions for approval

Dr. House reviewed two proposed changes to the CNS bylaws:

- Replacing Honourary member distinction with a new Emeritus membership category.
 - Dr. House reviewed criteria, rights and responsibilities of an Emeritus member.
- Change to the Terms of Reference for the role of Treasurer
 - Line iii revised to state "would normally have been a Director within two (2) years of nomination as Treasurer"

A question was raised about the difference between Honourary and Emeritus membership. Dr. House explained that there was limited engagement of the past Honourary members – those existing honorary members will be moved to the Emeritus/Retired category, and their free lifetime membership will be honoured.

An alternate revision suggested to Treasurer Terms of Reference. It was agreed to remove Line iii and replace with "would normally have been a Director within two (2) years of nomination as Treasurer."

Dr. House called for a motion to approve proposed bylaw changes.

04-04/05/19 MOVED BY Ms. Rupinder Dhaliwal and **SECONDED BY** Dr. Benoit Lamarche that the proposed bylaw changes be approved.

CARRIED

4.3 New CNS Fellows Distinction

Dr. House presented a proposed new CNS Fellows Distinction program which will recognize exceptional service of members to CNS and the field of nutrition.

- CNS Fellowship is an exclusive professional distinction bestowed upon a CNS member by their peers in recognition for outstanding contributions to nutrition science and/or practice.
- The program was created under the direction of the CNS Awards Committee, with full engagement and approval from the CNS Board of Directors.
- The first round of Fellows to be inducted at the 2020 conference to mark the CNS 10 year anniversary.

Nomination Process

- Nominations submitted online Nov 1 - Feb 1 each year.

Eligibility Criteria

- Nominees must be a current "Active CNS" member for a minimum of 10 years.
- Demonstrate accomplishments and distinguished service in the field of nutrition in each of the four domains:
 - Contribution to CNS
 - Achievements as a researcher, clinician, educator, etc.
 - Service to the Canadian nutrition community
 - Recognition, honours, awards, reputation and credibility

Adjudication and Induction

- As the highest honor bestowed by the Society, a limited number of Fellows will be awarded each year.
- A Selection Committee will review and score applications and make recommendations for final decision by the CNS Board of Directors.
- Fellows are inducted at the CNS annual conference with public presentation during the awards banquet.

Honours

- As CNS Fellows receive use of the FCNS-SCN designation, Free CNS membership, Free Annual conference fee for one year, and Profile on CNS communication channels.

QUESTION from Dr. Deb O'Connor about including minimum age of 65 as criteria. Discussion ensued and it was decided that a minimum age of 65 will not be a requirement.

QUESTION from Dr. Kyly Whitfield about criteria of contribution to Canadian nutrition community (and not international). The response is that there will be a rubric developed that assesses the level of various contribution matched to a scoring system.

COMMENT from Dr. David Jenkins about whether CNS may consider introducing a Master of CNS distinction. It was determined that we are still a young organization and will focus on the Fellow Distinction opportunity at the moment.

There was discussion about the specific selection criteria and Dr. House noted that the criteria/rubric will be shared with CNS members and once the program is launched will be part of the nomination package posted on the CNS website.

Dr. House called for a motion to approve introduction of new Fellows Distinction program.

05-04/05/19 MOVED BY Dr. Lindsay Robinson and **SECONDED BY** Mary L'Abbé that CNS introduce a new Fellows Distinction program as presented.

CARRIED

5.0 CMTF REPORT

Dr. Heather Keller presented the CMTF report on behalf of Dr. Leah Gramlich, Chair of CMTF. 2018 updates and activities include:

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Flattening of structure

- Increased and delegated volunteer leadership (Co-chairs, Working group chairs/co-chairs)
- Director position has been suspended (will re-evaluate in 6 months)
- Administrative support received from Canadian Nutrition Society staff
- Closer links to ASPEN e.g. Malnutrition Awareness Week 2019
- Special projects - contract expertise

Strategic directions

- Food in Healthcare Work Group
- Primary Care Work Group
- Pediatric Work Group
- More 2 Eat Expansion Study
- HSO/AC: Creating a malnutrition standard for Canadian Hospitals
- State of the Art Review and Position Paper

Advocacy

- Raising awareness with decision makers

Heather extended thanks to the CMTF Advisory Committee, CNS Board of Directors, Andrea Grantham, CNS staff and Bridget Davidson, former CMTF director.

6.0 AFFIRMATION OF OFFICERS AND COUNCIL

Dr. House announced the results of the nominations.

- Alison Duncan, VP-Research - ACCLAIMED
- Mei Tom, VP Clinical – ACCLAIMED
- Rupinder Dhaliwal, Treasurer - ACCLAIMED
- Vera Mazurak, Director-at-large - ACCLAIMED
- Catherine Chan, Director-at-Large – ACCLAIMED

Dr. House announced the 2019-20 CNS Board of Directors:

- Guylaine Ferland, President
- Alison Duncan, VP-Research
- James House, Past-President
- Mei Tom, VP Clinical
- Rupinder Dhaliwal, Treasurer
- Vera Mazurak, Director-at-large
- Heather Keller, Director-at-large
- Catherine Chan, Director-at-large

Dr. House presented the CNS 2019 Advisory Committee:

- Johane Allard, MD, FRCPC
- Robert Bertolo, PhD
- Marcia Cooper, PhD, RD
- Pauline Darling, MSc, PhD, RD
- John Drover, MD, FRCSC
- Donald Duerksen, MD, FRCPC
- Leah Gramlich, MD, FRCPC
- Mary L'Abbe, PhD
- Benoit Lamarche, PhD
- Lindsay Robinson, PhD

6.1 Election of CNS President-Elect

An election of the CNS President-elect would typically take place at this time between the VP-Clinical and the VP-Research. Ms. Mei Tom has indicated that she would like to maintain her current position as VP Clinical and does not wish to run for the President-elect position at this time Dr. Alison Duncan has agreed to let her name stand as the CNS President-elect.

Dr. House congratulated and thanked all the members of the Board of Directors and the Advisory Council for agreeing to serve in these roles for the upcoming year.

Dr. House thanked Andrea Grantham and CNS staff for their efforts in supporting CNS in another successful year.

Dr. House thanked Dr. David Ma, outgoing Past-President for his immense service to CNS and presented him with a gift.

Dr. Ma recognized and thanked Dr. House for his great work as President in the 2018 fiscal year.

7.0 NEW BUSINESS

No new business was presented.

8.0 ADJOURNMENT

There being no further business to discuss, Dr. House called for a meeting to adjourn the meeting at 6:11 pm EDT.

06-04/05/19 MOVED BY Angelo Tremblay and **SECONDED BY** Robert Bertolo that the meeting be adjourned at 6:11 p.m. EDT.

CARRIED