

November 28, 2008



ART Laboratory Special Interest Group Executive Committee

Executive meeting: Friday, 28th November 2008, Calgary
8am PST

Present: Simon Phillips (Chair), Jim Meriano (co-Chair), Sergey Moskovtsev, Haimant Bissessar, Toni di Berardino, Jill Mellon, Francis Tekpetey (by invitation)

The meeting opened at 08:04

The agenda was accepted unanimously.

1. Membership communication issues

It has become apparent that many SIG members have not always been receiving communication from the SIG executive especially related to recent Standards Committee documents. SP has already communicated with the CFAS office and it is known that membership lists of the SIG are difficult to maintain since many members do not indicate their selections on their subscription renewal forms.

It was noted that many members pay by credit card online and so do not complete a form. In addition it was believed by some members that membership of a SIG is automatic once initially subscribed.

At the ART Lab SIG AGM (Wednesday 26th November, 2008) it was announced to the membership by JM and SP that the CFAS website would soon have a section dedicated to each SIG. We would be using this as the principle method of communication with the membership from now on, and would no longer rely on email. All members should be aware to monitor this section of the website to ensure that they are listed as a SIG member and that their contact information is up to date.

It was agreed that HB would take over as communications secretary from Josee MacDonald.

Action: SP and JM will communicate with Robert (Webmaster) to ensure that the ART Lab SIG area of the CFAS website meets the needs of the membership. HB will compile an up to date list of SIG members and communicate with the CFAS office to ensure completeness.

2. Newsletter

It had previously been suggested by JM that a newsletter would be a helpful form of communication with the SIG membership. SP suggested that this should be a priority this year. It was discussed how many issues should be produced by year; everyone was aware of the need to avoid trying to do too many. It was agreed that 2 issues a year would be a good starting point. Initially we would include the terms of reference of the SIG, update of committees, images, a light hearted side (jokes, cartoons, stories) review of conferences attended. The first issue would be produced by the executive with calls for articles and input from the membership

Action: JM and TDB will take responsibility for the newsletter this year. FT offered to help them for the first editions.

3. Election of new members of the CFAS ART Lab SIG executive

Francis Tekpetey and Josee Macdonald rotated off the executive this year after three years of service. Their hard work was applauded at the SIG AGM when JM thanked them for their service on the executive. Their positions on the executive have been taken by JM and TDB. SP welcomed them to the executive and thanked them for standing for election.

It is noted that SM will be rotating off the executive this year and as such an election will be necessary for one new executive member.

Action: SP will organise to send out a call for nominations in the spring 2009, and then an election will be held if necessary. The result will be announced prior to next years Montreal CFAS AGM.

4. Addition of a junior position on the CFAS ART Lab SIG executive

In response to comments from members about the executive representing only the laboratory directors and not 'bench embryologists', the addition of a junior member to the executive had been suggested. This position was discussed and the number of years experience plus the number of years on the executive was debated. This position should be seen as a mentoring position and opportunity for a junior member to gain experience that will be useful in the future so that once they have more experience they could stand for election as full executive member.

The final decision was:

- Individual with no more than three (3) years clinical embryology experience
- Rotation of only two years on the executive
- No right to stand as Chair during their rotation.

Action: SP will present the idea to the CFAS Board of Directors in order to have the SIG Terms of Reference changed.

5. Period of exclusion from re-election onto the CFAS ART Lab SIG executive

Following the election of TdB onto the executive this year for the second time it was proposed that a time limit be placed on return to the executive. Lively debate as to the appropriate time period took place, with suggestion of 2 years and 3 years on the table. Since the current period of executive membership is 3 years it was considered logical that this is the return time too. A vote by show of hands was carried out and it was determined that 3 years be considered the time that someone must be off the executive before they can return. It was noted that if a shortage of willing executive members presents in the future this term of reference could be revisited.

Action: SP will present the idea to the CFAS Board of Directors in order to have the SIG Terms of Reference changed.

6. Workshops for 2007

Due to a lack of subscriptions the PGD workshop organised by JM for the summer 2008 did not take place. It is noted that the suppliers who had offered equipment are still ready to supply it at a later date. Both Reprogenetics and Reproductive Genetics have both shown an interest in participating in a future event. It was discussed that future workshop should be opened to more than Canadian market in order to maximise subscriptions.

The Basic Semen Analysis course is also another option to be held again. SM mentioned that he had tried to organise a course in Russia in coordination with ESHRE but it was logistically too difficult. Further discussion is warranted.

8. Any other business

It was mentioned that Lisa Cowan is on the Board of ALPHA. She had suggested that we try to have an exchange speaker with the ALPHA meeting. Details to follow.

There being no other business, the meeting was closed at 09:10.

Respectfully submitted

Simon Phillips
Chair, CFAS ART Lab SIG