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C/O Mrs. Wafaa H. Antonious
Rofail Conference and Management Services
17 Dossetter Way
Ottawa, ON K1G 4S3

Tel: 613 482 2654 Fax: 613 482 1337
E-mail: info@csm-scm.org
www.csm-scm.org

61st Annual CSM – SCM Council Meeting

Date: Monday, June 20th 2011

Location: Bruneau Centre for Research & Innovation

3001 Genesis Board Room

Memorial University of Newfoundland

St. John`s, NL

Time: 11:00 AM – 1:00 PM

Meeting Agenda

1. Introduction of past and future CSM Exec.
2. Approval of Agenda
3. Approval of minutes from Hamilton AGM, June 14, 2010
4. Secretary Treasurer's report
 - a) 2011 Budget
 - b) Financial Statements Audited by Andrea Poole, CA
 - c) Membership Report
 - d) Bylaws Mail out and Vote
 - e) Website
 - f) Transfer of signing authority
5. President's Report
6. Meetings' Secretary's Report
7. Meetings Conferences and Workshops
 - a) Report on 2010 conference
 - b) Report on 2011 conference
 - c) Report on 2012 conference
 - d) Report on 2013 conference
 - e) Report on 2014 conference
 - f) Future meetings

8. Student rep's report
9. New Members of the Executive & Council
10. Reports from the sections
 - a) AEM
 - b) II
 - c) MCGM
11. Reports from committees
 - a) Education and Careers Committee
 - b) Awards Report
12. Reports from representatives
 - a) CJM
 - b) IUMS
 - c) ICTV
 - e) BCDRCC
 - f) ASM International Membership Committee
 - g) ASM Ambassador to Canada
13. New Student and Post Doc awards and grants.
13. Other activities
 - a) Electronic balloting
 - b) Refreshing website
 - c) Regional Activities
14. Other business



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**Council Meeting
 NOTES**

Date: June 14, 2010

Time: 11 am EST

McMaster University, Hamilton, ON

In Attendance:	President:	Trevor Charles (TC)
	Vice President:	Ed Topp (ET)
	2 nd Vice President:	Ivan Oresnik (IO)
	Past President:	Michael Hynes (MH)
	Student Rep:	Shannon Brooks (SB)
	Meetings Secretary:	Jonathan Van Hamme (JVH)
	Sec / Treasurer:	Jessica Boyd (JB)
	Secretariat:	Wafaa Antonious (WA)
	2010 Conference Co-Chair:	Turlough Finan
	Sections	
	Infections & Immunity	
	Chair	France Daigle
	Vice Chair	Brian Coombes
	Applied & Environmental	
	Vice Chair	Chris Yost
Incoming Vice Chair	Peter Dunfield	
Molecular Genetics & Cellular		
Vice Chair	Martin Chenier	
2011 conference LOC chair	Andrew Lang	
Education and Careers:	Kari Dunfield	
	Josh Neufeld	
Norgen / CSM Award Chair	Charles Dozois	
Regrets:	I&I incoming V. Chair	Samantha Gruenheid
	A&E Chair	Lyle Whyte
	MGCM Chair	Brian Driscoll
	MGCM incoming V. Chair	Deb Court

Agenda Item	Discussion	Action, Accountability & Completion Date
1. Welcome & Introductions by CSM president Trevor Charles		
2. Agenda review	Approved	
3. Minutes of Past Council Meeting June 15th 2009	Approved	
4. New Members of the Executive and Council	<p>TC introduced and welcomed the new members of the executive and council</p> <p>2nd VP Nancy Martin Section Vice Chairs II Samantha Gruenheid AEM Chris Yost MGCM Deb Court</p> <p>CSM award committee Susan Jensen</p>	
5. Secretary Treasurer's Report	<ul style="list-style-type: none"> • JB presented the audited financial statement for 2008 and 2009 provided by Watson Folkins Corey LLP Chartered Accountants, as well as the budget for 2010 (see attached council meeting package). • Two additions were made to the expenses for the 2010 budget: <ol style="list-style-type: none"> 1. \$7,000 seed money for the IUMS conference in 2014 This is the first of 5 yearly installments of the same amount 2. \$1,000 for charter membership in the Science Media Centre of Canada. This is a one time only fee. • Discussion of Budget and Financial Statements: Kari Dunfield, suggested we create guidelines for the student travel awards to be more clear about who is eligible for travel money and how much money will be given. The Council agreed that this would be useful for future LOC's and asked Kari to create a draft document. • Membership Report, see attached report. • Website: Delivered by Ed Topp We have spent the last year developing a new website that has recently gone live. The site redesign was led by ET and built by 	<p>KD, JB and WA to create draft document for September conference call</p>

	<p>our website design company, Website Advantage of Charlottetown, PEI. We are still, and will always be, soliciting input from our members, including photos, and other content, especially from our sections.</p> <p>We would like to have a section of the site that profiles Canadian microbiology labs or recent papers. It is important that this section be updated regularly. Chris Yost, has agreed to put together a proposal for the continuous updating of this section with lab and PI profiles. This proposal will be presented at our September 2010 conference call.</p> <ul style="list-style-type: none"> • We discussed posting advertisements on our site from corporate sponsors. This might be a good source of revenue for the society, but since we are in good financial state and do not need such funds, it is not clear of the advantage to our members. No decision was reached. • Move to accept the report Martin Chenier 2nd Brian Coombs Approved 	<p>CY to prepare proposal for September conference call</p>
<p>6. President's Report</p>	<p>TC summarized his written report</p>	
<p>7. Past President's Report</p>	<p>MH summarized his written report</p>	
<p>8. Meetings Secretary's Report</p>	<p>JVH summarized his written report</p>	
<p>9. Meetings Conferences & Workshops</p>	<ul style="list-style-type: none"> • Report on 2009 conference, see attached. • Report on 2010 conference presented by Turlough Finan of McMaster University, the LOC co-chair. See attached report and budget. • Report on 2011 conference Presented by Andrew Lang from Memorial University in Newfoundland, the LOC chair Dates: June 20-23 2011 See attached report and preliminary budget The LOC expects the attendance in St. John's to be less than in more central locations such as Hamilton due to the difficulty of traveling to Newfoundland. Accordingly, and to save money, they will organize only 4 or 5 symposia with invited speakers from outside the province. They will then have more oral symposia from regular attendees. • Russell Hynes has been busy recruiting people and places to host future CSM-SCM conferences: The 2012 conference will be held at Carleton University in Ottawa The LOC chair will be Ashkan Golshani. 	

	<p>The 2013 conference will be held at UBC in Vancouver The LOC chair will be Julian Davies.</p> <p>The 2015 conference will be held at Laurentian University in Sudbury The LOC chair will be Mazen Saleh.</p> <ul style="list-style-type: none"> • Report on 2014 conference Dates: July 2014 Place: Palais de Congres Montreal Delivered by Charles Dozois, NOC (National Organizing Committee) chair This will be a very large meeting, held in conjunction with the IUMS (International Union of Microbiology Societies) The CSM will be the host society. The CSM won the hosting bid because of our commitment to student involvement. <p>Due to the expected large attendance (thousands), we have contracted with the NRC (National Research Council) conference organizing service to handle most of the logistics. In return for this we will give the NRC conf service \$35,000 in seed money over the next years. Distributed as \$7,000 / year for the next 5 years. We expect to make a large profit from this conference which will replace our \$35,000 investment and more.</p>	
<p>10. Student Representative's report</p>	<ul style="list-style-type: none"> • Shannon Brooks summarized her written report 	
<p>11. Reports from the Sections</p>	<ul style="list-style-type: none"> • AEM: Chris Yost summarized the written report • II: France Daigle summarized the written report • MCGM: Martin Chenier summarized the written report 	
<p>12. Reports from the Committees</p>	<ul style="list-style-type: none"> • Education and Careers Committee: Josh Neufeld summarized the written report. • Norgen Biotek Award Committee Report: Michael Hynes summarized the written report 	
<p>13. Reports from Representatives</p>	<ul style="list-style-type: none"> • CJM: Jim Germida, Editor CJM summarized his written report. The NRC Press has dissolved, it will be replaced by a private not-for-profit organization which will continue much as before. <p>The Journal would like to encourage more involvement between CJM and CSM. Some ideas are: Award winners could submit a review of their work to the CJM CSM members could provide reviews of their work to the Journal The CSM could provide a review of the annual conference for publication in the Journal.</p>	

	<p>These ideas will be presented to the CSM membership at the AGM.</p> <ul style="list-style-type: none"> • IUMS • ICTV • ATCC • BCDRC • ASM International Membership Committee • ASM Ambassador to Canada <p>See written reports for all above.</p>	
	<p>Move to accept all the reports: France Daigle 2nd Ivan Oresnik Approved</p>	
<p>14. Other Activities</p>	<p>a) By-law revisions Michael Hynes and Louise Nelson have spent the last year re-writing and updating the Society by-laws which were last updated in 1990. The Executive have approved the changes and would like to submit those changes to the membership. The draft changes have been posted on the website for review by our general members.</p> <p>Some major changes to the by-laws: We will accommodate electronic balloting for future Society elections. We will indemnify the officers of the society from possible recrimination for any activities pertaining to the execution of their duties of their office.</p> <p>A formal motion to present the amendments to the memberships and to solicit comments will be presented at the AGM tomorrow.</p> <ul style="list-style-type: none"> • Electronic balloting. See above • Regional activities: none 	
<p>15. Other Business</p>	<p>none</p>	
<p>16. Adjourn</p>	<p>12:30</p>	

4. Secretary – Treasurer’s Report – Jessica Boyd

a) 2011 Budget - Revised

	2011 Budget	2010 Audited	2010 Budget	2009 Audited
REVENUE SOURCES FOR OPERATIONS				
Investment & Miscellaneous Income **	1,700.00	1,181.00	400.00	0.00
Membership Fees	32,000.00	33,636.00	33,000.00	30,827.00
Subscriptions to the CJM	1,300.00	1,326.00	1,068.00	890.00
Advertising & Sponsorship Income	600.00	625.00	700.00	725.00
Subtotal	\$35,600.00	\$36,768.00	\$35,168.00	\$32,442.00

REVENUE SOURCES FOR ANNUAL CONFERENCE

Awards Income	6,500.00	6,539.00	8,300.00	7,849.00
Annual Conference Exhibits and Grants & Meeting Folder	54,602.00	79,065.00	79,118.00	12,550.00
Annual Conference Registration	57,000.00	99,814.00	91,750.00	91,420.45
Subtotal	118,102.00	185,418.00	215,036.00	144,986.45

TOTAL OF ALL REVENUE SOURCES	\$153,702.00	\$222,186.00	\$250,204.00	\$177,428.45
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EXPENDITURES FOR OPERATIONS

Website Development	3,000.00	17,820.00	13,140.00	5,000.00
Website Maintenance	4,000.00	4,509.32	3,500.00	2,584.00
Logo / graphic design banner	1,600.00	0.00	1,000.00	
Secretariat	20,000.00	18,190.00	20,000.00	19,500.00
Audit *	4,500.00	4,100.00	2,500.00	4,200.00
Bank & Credit Card Charges	4,500.00	4,111.00	6,000.00	5,548.00
Balloting & Bylaws	6,473.00	0.00	500.00	0.00
CJM Subscriptions	1,300.00	1,758.00	1,506.00	1,000.00
Membership in the IUMS & Other Organizations*	2,246.62	1,631.00	600.00	515.00
Liaising & Meetings *	400.00	0.00	400.00	366.56
Telephone, Conference Calls, Email	400.00	390.00	500.00	393.98
Office Supplies	200.00	190.00	200.00	0.00
Office Couriers	100.00	0.00	100.00	0.00
Office Copies	50.00	0.00	50.00	76.05
Storage & Shredding*	180.00	68.15	200.00	
Office Postage	50.00	0.00	100.00	0.00
Taxes & Miscellaneous (GST & Industry Cdn & Previous Expenses after audit)	60.00	660.00		0.00
Education & Careers Committee	250.00	0.00	0.00	
Student & Post Doc Grants	5,000.00			
Student Day Support	500.00	0.00	500.00	500.00
Subtotal	\$54,809.62	\$53,427.47	\$50,796.00	\$39,683.59

Secretary's Treasurer's Report cont'd
b) 2010 Audited Financial Statement

CANADIAN SOCIETY OF MICROBIOLOGISTS

FINANCIAL STATEMENTS

December 31, 2010

Andrea Poole, CA
48 Dunvegan Road
Ottawa, Ontario K1K 3G3
613-218-5931
andrapooleca.@magma.ca

INDEPENDENT AUDITOR'S REPORT

To the Members of
Canadian Society of Microbiologists

Report on the Financial Statements

I have audited the balance sheet of the Canadian Society of Microbiologists (CSM) as at December 31, 2010 and the statements of revenue and expenditure and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

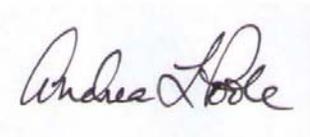
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INDEPENDENT AUDITOR'S REPORT

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion these financial statements present fairly, in all material respects, the financial position of the Canadian Society of Microbiologists as at December 31, 2010 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

A handwritten signature in black ink, reading "Andrea Poole". The signature is written in a cursive style with a large initial 'A' and 'P'.

Andrea Poole, CA
Licensed Public Accountant

Ottawa, Ontario
June 3, 2011

CANADIAN SOCIETY OF MICROBIOLOGISTS

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2010

	<u>2010</u>	<u>2009</u>
ASSETS		
CURRENT		
Cash	\$ 60,254	\$ 149,148
Short-term investments	110,469	-
Accounts receivable	14,424	2,020
Conference deposit	<u>7,000</u>	<u>-</u>
	<u>\$ 192,147</u>	<u>\$ 151,168</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 30,577	\$ 12,040
Deferred membership and subscription fees	2,179	453
Deferred conference income	<u>1,283</u>	<u>-</u>
	<u>34,039</u>	<u>12,493</u>
UNRESTRICTED NET ASSETS		
Balance, beginning of year	138,675	108,147
Net revenue for the year	<u>19,433</u>	<u>30,528</u>
Balance, end of year	<u>158,108</u>	<u>138,675</u>
	<u>\$ 192,147</u>	<u>\$ 151,168</u>

Approved on behalf of the Board:

Director

Director

CANADIAN SOCIETY OF MICROBIOLOGISTS
STATEMENT OF REVENUE AND EXPENDITURE
FOR THE YEAR ENDED DECEMBER 31, 2010

	<u>2010</u>	<u>2009</u>
REVENUE		
Annual conference (Note 5, Annex A)	\$ 185,419	\$ 111,819
Memberships	33,636	30,827
Subscription fees for CJM	1,326	890
Investment income	1,181	-
Advertising and job postings	625	725
	<u>222,187</u>	<u>144,261</u>
EXPENDITURE		
Annual conference (Note 5, Annex A)	140,235	74,321
Website		
Webmaster fees	20,879	7,584
Secretariat fees	1,450	-
Secretariat	18,190	19,500
Bank and credit card fees	4,111	5,548
Professional fees	4,100	4,200
CJM subscription	1,758	1,000
Membership in other organizations	1,631	515
Miscellaneous	660	-
Liaising and advocacy	390	-
Office	258	565
Student day support	-	500
	<u>193,662</u>	<u>113,733</u>
REVENUE FOR THE YEAR PRIOR TO DISBURSEMENTS	28,525	30,528
DISBURSEMENT TO CONFERENCE LOCAL ORGANIZING COMMITTEE (Note 5, Annex A)	<u>9,092</u>	<u>-</u>
NET REVENUE FOR THE YEAR	<u>\$ 19,433</u>	<u>\$ 30,528</u>

CANADIAN SOCIETY OF MICROBIOLOGISTS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2010

	<u>2010</u>	<u>2009</u>
CASH PROVIDED BY (USED FOR)		
OPERATING ACTIVITIES		
Cash from operations		
Net revenue for the year	\$ 19,433	\$ 30,528
Net change in non-cash working capital balances		
Accounts receivable	(12,404)	7,057
Conference deposit	(7,000)	4,000
Accounts payable and accrued liabilities	18,537	1,755
Deferred membership and subscription fees	1,726	358
Deferred conference income	<u>1,283</u>	<u>-</u>
	21,575	43,698
INVESTING ACTIVITY		
Short term investments	<u>(110,469)</u>	<u>-</u>
(DECREASE) INCREASE IN CASH	(88,894)	43,698
Cash, beginning of year	<u>149,148</u>	<u>105,450</u>
CASH, END OF YEAR	<u>\$ 60,254</u>	<u>\$ 149,148</u>
CASH POSITION		
Cash	\$ 60,254	\$ 149,148
Short-term investments	<u>110,469</u>	<u>-</u>
	<u>\$ 170,723</u>	<u>\$ 149,148</u>

CANADIAN SOCIETY OF MICROBIOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2010

1. PURPOSE OF THE ORGANIZATION

The Canadian Society of Microbiologists was incorporated without share capital in 1958 under Part II of the Canada Corporations Act and is recognized as a not-for-profit organization for income tax purposes. The Canadian Society of Microbiologists seeks to advance microbiology in all its aspects and to facilitate the interchange of ideas between microbiologists. The membership includes honorary, emeritus, ordinary, student, post doc and sustaining members.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) Capital assets

Capital assets purchased at a cost of less than \$2,000 are expensed in the year of purchase. The Society does not own capital assets at this time.

(b) Basis of Accounting

Revenue and expenses are recorded on the accrual basis, whereby they are reflected in the period in which they have been earned and incurred respectively, whether or not such transactions have been finally settled by receipt or payment of money.

(c) Revenue Recognition

CSM follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(e) Use of estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future period could be significant.

3. FINANCIAL INSTRUMENTS

CSM's financial instruments consist of cash, short-term investments, accounts receivable, pre-paid expenses, accounts payable and accrued liabilities, and deferred income. Cash and cash equivalents are recorded using the held-for-trading method. The fair value of these financial instruments approximates their carrying values, unless otherwise stated.

Interest Rate Risk

Interest rate risk is the exposure of the Society's earnings that arises from fluctuations in interest rates. The Society is not exposed to significant interest rate risk arising from their financial instruments.

4. CAPITAL MANAGEMENT DISCLOSURE

CSM defines the capital that it manages as unrestricted net assets.

CSM's main objective when managing capital is to safeguard its ability to continue as a going concern, so that it can continue to provide the appropriate level of services to its members. The Society seeks to maintain sufficient liquidity to enable it to meet its objectives as they become due.

5. ANNUAL CONFERENCE

The CSM has added an Annex detailing conference revenue and expenditure in the current year.

The 2010 revenue and expenditure balances include all revenues and expenditures collected and paid through the host facility's conference account whereas the 2009 balances do not include these revenues and expenditures. On a going forward basis the CSM financial statements will reflect all conference revenues and expenditures, including those collected and paid by a host facility.

Also, as the bookkeeping in prior years did not breakdown conference revenues and expenditure in great detail, prior year conference revenue and expenditure comparative balances have been recategorized to the extent possible.

6. PRIOR YEAR COMPARATIVE BALANCES

The prior year comparative balances were reported on by other auditors. Prior year balances were recategorized to conform to current year presentation.

CANADIAN SOCIETY OF MICROBIOLOGISTS

ANNEX A

STATEMENT OF CONFERENCE REVENUE AND EXPENDITURE

FOR THE YEAR ENDED DECEMBER 31, 2010

	<u>2010</u>	<u>2009</u>
CONFERENCE REVENUE		
Registration fees	\$ 99,814	\$ 91,420
Grants	65,189	5,500
Exhibits and other commercial support	13,876	7,050
Awards support	<u>6,539</u>	<u>7,849</u>
	<u>185,418</u>	<u>111,819</u>
 CONFERENCE EXPENDITURE		
Facility	68,267	31,239
Planner	24,548	18,380
Speakers	20,167	12,485
Awards		
Student symposia	3,530	1,868
Gold, Fisher & CSM	3,213	6,385
Student poster	1,620	1,358
Miscellaneous	9,052	2,332
Program book	4,319	-
Credit card discount	2,765	-
Website and alerts	2,105	-
Board travel	<u>650</u>	<u>274</u>
	<u>140,236</u>	<u>74,321</u>
 CONFERENCE REVENUE FOR THE YEAR PRIOR TO DISBURSEMENTS	45,182	37,498
 DISBURSEMENT TO LOCAL ORGANIZING COMMITTEE	<u>9,092</u>	<u>-</u>
 NET CONFERENCE REVENUE FOR THE YEAR	<u>\$ 36,090</u>	<u>\$ 37,498</u>

4. Secretary's Treasurer's Report – Jessica Boyd

c) Membership Report

As of June 18, 2011

	2011 Total	2011 Renewed	2011 New	2010 Total	2010 Renewed	2010 New	2009 (Dec)	2009 (June 10)	2009- Renewed	2009 New
Ordinary	247	212	35	278	248	25	248	185	154	35
Student	111	57	54	234	62	168	191	180	19	152
Post-Doc	39	31	8	60	19	41	27	21	12	14
Emeritus	13	13	0	16	14	2	14	13	8	
Honorary	2	2	0	3	3		1	1	2	
Total	412	315	97	584	345	239	481	400	195	201

A short historical timeline of year-end membership totals follows:

	2011	2010	2009	2008	2007	2006	2005	2004	2003	2002
New Members	96	239	268	131	135	154	62	131	66	-
Renewed Members	315	345	213	274	301	302	313	312	319	-
Total Members	411	584	481	405	436	456	375	443	385	453

Province/Country	2009	2010	2011	Section	2009	2010	2011
Alberta	49	49	43	Applied & Environmental Microbiology	202	211	173
British Columbia	40	32	27	Infection and Immunity	133	140	127
Manitoba	20	31	25	Mol. Genetics & Cellular Microbiology	146	182	111
New Brunswick	3	4	5	Unspecified			
Newfoundland	3	6	21	Total	481	533	411
Nova Scotia	8	10	15				
Ontario	150	311	159				
PEI	1	3	2				
Quebec	162	84	69				
Saskatchewan	26	32	26				
USA	14	18	7				
Overseas	5	11	12				
Total Members	481	590	411				

4. Secretary's Treasurer's Report - Jessica Boyd
d) Bylaws Mail out and Vote

On January 25, 2011 the request for vote on the revised bylaws was mailed out to 581 members who paid the 2010 fees. 159 replied electronically with approval, 2 voted "Not Approved" and 1 abstained since his vote result was not confidentially posted on a web. The deadline for reply was March 15, 2011. An email reminder was sent out to the 2010 paid members who have not sent in their vote. .

4. Secretary's Treasurer's Report – Jessica Boyd
e) CSM Website Report

We have continued to use and update our website this year. Our new feature "Meet the Microbiologists" has vignettes describing the work of nine Canadian microbiologists. The vignettes circulate randomly on the front page and are accessible through the members' pages. We welcome more submissions from CSM members.

Jonathan Van Hamme has extensively revised the abstract submission and handling portion of the page and it is now running very smoothly.

We find it a very useful resource and will continue to revise and update it in the future.

This fall I will be embarking on a new adventure as I take up a faculty position at the American University of Nigeria. I have very much enjoyed being the Secretary and Treasurer of the CSM these past two years and I will miss you all. It is a pleasure working with such dedicated and professional people who take so much time out of their busy days to serve the membership.

I am still recruiting a replacement, so if you are interested, please contact me.

4. Secretary's Treasurer's Report cont'd
e) CSM Website Report

2010 CSM Website Summary Report

Total Sessions	113,259.00
Total Pageviews	425,390.00
Total Hits	2,174,170.00
Total Bytes Transferred	29.29 GB
<hr/>	
Average Sessions Per Day	310.30
Average Pageviews Per Day	1,165.45
Average Hits Per Day	5,956.63
Average Bytes Transferred Per Day	82.17 MB
<hr/>	
Average Pageviews Per Session	3.76
Average Hits Per Session	19.20
Average Bytes Per Session	271.17 KB
Average Length of Session	00:10:13

2010 CSM Website Requested Pages

1.	/english/abstracts/public/view_abs.asp	122,610	28.82%		
2.	/english/mem_directory_det.asp	38,458	9.04%		
3.	/index.asp	19,049	4.48%		
4.	/index.html	11,681	2.75%		
5.	/français/mem_directory_det.asp	10,195	2.40%		
6.	/english/announcements.asp	7,730	1.82%		
7.	/english/stu_studying_det.asp	7,282	1.71%		
8.	/english/graduatestudies_det.asp	6,979	1.64%		
9.	/english/mem_directory.asp	6,600	1.55%		
10.	/english/wn_careers_det.asp	6,109	1.44%		
View Total:		236,693	55.64%		
	Next	Total:	425,390	100.00%	

4. Secretary's Treasurer's Report cont'd
e) CSM Website Report

2011 CSM Website Summary Report January – June 18, 2011

Total Sessions	47,732.00
Total Pageviews	205,515.00
Total Hits	1,323,150.00
Total Bytes Transferred	26.95 GB
<hr/>	
Average Sessions Per Day	282.44
Average Pageviews Per Day	1,216.07
Average Hits Per Day	7,829.29
Average Bytes Transferred Per Day	163.30 MB
<hr/>	
Average Pageviews Per Session	4.31
Average Hits Per Session	27.72
Average Bytes Per Session	592.07 KB
Average Length of Session	00:10:51

Requested Pages January 1 – June 18, 2011

1. /english/mem_directory_det.asp	31,434	15.30%		
2. /english/abstracts/public/view_abs.asp	24,271	11.81%		
3. /index.asp	15,621	7.60%		
4. /français/mem_directory_det.asp	9,971	4.85%		
5. /english/wn_careers_det.asp	7,297	3.55%		
6. /english/mem_directory.asp	6,205	3.02%		
7. /english/stu_studying_det.asp	5,485	2.67%		
8. /français/stu_studying_det.asp	3,968	1.93%		
9. /english/wn_news_csm_det.asp	3,783	1.84%		
10. /english/abstracts/submit.asp	3,668	1.78%		
View Total:		111,703	54.35%	
Next	Total:	205,515	100.00%	

5. President's Report – Edward Topp

My sincere thanks to my colleagues on the Executive for their efforts on behalf of the CSM membership. In particular Jess Boyd for her tireless work as Secretary Treasurer, and Jon Van Hamme for a herculean effort handling abstracts for the Conference. Jess will be leaving us this August for a faculty position at the American University of Nigeria. She will be sorely missed, but we look forward to hearing of her adventures. On behalf of the membership, my thanks to Trevor Charles who leaves his post as Past-President completing his 4-year commitment to the executive. Congratulations to Ivan Oresnik who takes over as President, Nancy Martin who moves to 1st Vice-President and Daniel Dubreil who joins the executive as 2nd Vice-President. Josie Libertucci from the University of Calgary takes over from Shannon Brooks as graduate student representative. There will be a number of changes on council and with key committees as well, check the CSM website for names, and for opportunities for service. My thanks also to Wafaa Antonious who has been an excellent Secretariat for the Society.

Highlights of the past year include:

- Continued improvements to the Society website, notably the implementation of a member's 'Meet the Microbiologist' feature available to full members.
- Streamlining and improving on-line abstract submission and management for the annual conference.
- The implementation and electronic dissemination of a periodic President's Newsletter to communicate with and engage the membership.
- Joining the Partnership Group for Science and Engineering (PAGSE) to help articulate the CSM's point of view with Parliamentarians.
- Creating a program to help support events celebrating and promoting undergraduate and graduate scientific achievements in microbiology. For example, a "microbiology research day".
- The creation of two new Society awards, the CSM Postgraduate Travel Award and the CSM Undergraduate Award.
- Renaming in perpetuity the Society's premier award The CSM Murray Award for Career Achievement. Formerly it was called the CSM Award.
- By majority vote amending the Society By-Laws to implement electronic rather than paper voting for executing Society business in the future.

As I leave the Presidency I can assure the Membership that the Society is on solid financial ground, and that the Society membership is growing. The future of the CSM and microbiology in Canada is bright.

6. Past President Report – Trevor Charles

I have enjoyed my four years on the CSM Executive. The experience has reinforced to me the immense value of this society, and the true dedication of its members. A highlight of the year was the completion of a long overdue revision of the By-Laws, which was sent out to the membership for approval. I am pleased to see that the society is in excellent hands, and look forward to taking part in its growth and evolution in the years to come.

7. Meetings Secretary's Report – Jonathan Van Hamme

From the abstract submission numbers, it is clear that the upcoming Annual Meeting in St. John's is going to be fantastic. With 217 abstracts in the final program, it compares well to the 2010 meeting in Hamilton where 276 presentations were made. Given the geographical challenges, I think that the LOC must be commended for putting together such an attractive program.

Poster	120
Poster Competition	24
Symposium Competition	12
Invited Speakers	37
Section Symposia	24
Total	217

Applied Environmental	Infection and Immunity	Cellular and Molecular	No category listed
93	57	47	20

This year, the MC section had only four students apply for the poster competition so some additional students were selected from the AE stream to bring the total number of students in the competition to 24. Efforts to bring the numbers up in the MC section next year should be made. In some cases, there were not enough submissions to fill the Section Symposia, so students who did not make the final cut for the Student Awards Symposium were approached to give talks.

Over the past year, a significant amount of work was put into streamlining the CSM Abstract Management System (AMS) with great payoffs for me with respect to time spent moving abstracts through the system, reducing errors, and decreasing my reliance on Website Advantage for making changes to abstracts. One of the most significant changes to the system is the ability to purge incomplete abstracts with a single command, eliminating the need for ongoing and very painful manual curation. Even with the addition of an instructional video and sample abstract for authors to preview, there was a 1:1 ratio of complete and incomplete abstracts in the system.

Increased editorial powers for the Meetings Secretary include the ability to add authors, change author orders, edit titles and abstract text, modify subject categories, and clone abstracts selected for the Section Symposia. Additional editorial powers over submission type, and the ability to change poster scheduling would be useful. At present, once a poster is scheduled it cannot be moved. Generally this is not a problem as long as the Meetings Secretary takes great care to click on the appropriate buttons in the AMS.

One challenge ahead will be curating the drop-down menu of institutions that can be used during abstract submission. Currently, major Canadian institutions populate the list and some decisions around what institutions to add to the list need to be made. In addition, the master list from which the drop-down menu is populated is already full of garbage entries from people experimenting with submitting incomplete abstracts. This will undoubtedly be an ongoing issue in years to come.

I must extend my appreciation to all of the section chairs and co-chairs again this year; they did an excellent job reviewing all of the abstracts with a very short turn around time once again. Josh and Kari also did an excellent job with the student symposium and student poster competitions; I thank them for their hard work and patience.

This is my third and final year as Meetings Secretary, it has been a privilege to serve the CSM and I have been very happy to interact with an excellent Executive team! I am in the process of writing a short guide to assist the next Meetings Secretary navigate through their new job. I have also committed to be on hand next year in an advisory role. Currently, a new Meetings Secretary remains to be identified.

8. Meetings Conferences and Workshops

a) Report on 2010 Conference

LOC Chair Report, CSM Annual Conference, McMaster, Hamilton, 2010 Marie Elliot and Turlough Finan

There were 5 Symposia on the topics of:

Symposium I: Bacterial Cell Surfaces

Symposium II: Exploiting the Bug

Symposium III: Host-Pathogen Interactions

Symposium IV: Signalling in Cells and Communities

Symposium V: Human Microbiome and Environmental metagenomics

There was also a **Metagenomics Workshop** held in conjunction with Symposium V, a **Student Forum** focused on Careers Outside of Academia, and a **Café Scientifique** focused on 'Infectious Disease: Battling the Bugs'.

In addition, there were poster sessions, section symposia, the traditional student award symposium, and the awards lectures for the Norgen/CSM Award, the CanGene Gold Medal, and Fisher Scientific Awards. A keynote address was given by Dr. W. Ford Doolittle, Dalhousie, and was followed by a Tribute to Roger Knowles, the Norgen award lecture and the opening reception

Award winners were as follows:

CSM Norgen Award: Lindsay Eltis (University of British Columbia)

CanGene Gold Medal: Chris Sibley (University of Calgary)

Fisher Scientific Award: Steven Hallam (University of British Columbia)

Student Award Symposium

Cedarlane Student Symposium Award: Henry Haiser (McMaster University)

Canadian College of Microbiologists Symposium Award: Christopher Hynes (Memorial University)

ASM Student Symposium Award: Melissa Ayers (McMaster University)

ISME8 Student Symposium Award: John Schellenberg (University of Manitoba)

CSM Student Symposium Award: Laura Greenfield (University of Guelph)

Student Poster Awards

CSM Poster Award: TusharShakya (McMaster University)

ISME8 Poster Award: Peter Spanogiannopoulos (McMaster University)

ASM Poster Award: Janet Lin (Queens University)

Symposium speakers represented 7 of 10 provinces, as well as 7 US states.

Attendees were primarily Canadian (from all provinces but PEI), but also included registrants from Sweden, USA, New Zealand, and the UK.

Total paid registrants: 419 (plus 38 free registrants)

Breakdown of paid registrants:

13	One day PD/Student/ Non Member
13	One Day Regular Member
3	One Day Member Graduate
9	One Day Non Member Regular
23	Undergraduate Fees, Early
7	Undergraduate Fee Member Late Fees
184	Member Graduate/ PD Early Fees
59	Non Member Graduate/PD Early Fees and Member Graduate/PD Late fees
5	Non Member Graduate/PD Late Fees
64	Member Regular Early Fees
16	Member Regular Late Fees
17	Non Member Regular Early Fees
6	Non Member Regular Late Fees
38	Speakers and Grants related free registration

There were also 22 'iGEM' students who attended one day of the conference (they are not included in the above totals).

Finances:

Annual Conference Revenue

Annual Conference Grants	65,188.86
Exhibits & Other Commercial Support	13,876.19
Registration Fees	99,814.26
Awards Support	<u>6,539.42</u>
Total Conference Revenue	<u>185,418.73</u>

TOTAL REVENUE 185,418.73

Annual Conference Expenses

Awards Exp. - Gold & Fisher & CSM	3,213.02
Awards Exp - Student Symposia	3,530.46
Awards Exp - Student Poster	<u>1,620.00</u>
Total Awards Expenses	8,363.48
Conference Planner Expenses	24,547.79
Conference Speakers Expenses	20,166.93
Facility, Food &Bev & Banquet & AV	68,266.69
Conference Postage & Mail Out	0.00
Program Book Production & Printing	4,318.54
Conference Supplies & Other	9,052.13
Conf. Website & Alerts Expenses	2,105.00
Conf. Credit Card Discount Fees	2,765.05
Board Travel to Conference	649.86
Funds Owing To LOC - Profit Sharing	<u>9,091.63</u>
Total Annual Conference Expenses	<u>149,327.10</u>

TOTAL EXPENSE 149,327.10

NET INCOME 36,091.63

8. Meetings Conferences and Workshops

b) Report on 2011 Conference

LOC Chair Report, CSM Annual Conference, St. John's 2011

Andrew Lang

Registration

Member (early): 48

Member (late): 7

Student/post-doc member (early): 76

Student/post-doc member (late): 5

Non-member (early): 11

Non-member (late): 11

Non-member student/post-doc (early): 17

Non-member student/post-doc (late): 2

Speaker (includes several exceptions): 38

Undergraduate student: 8

Total Registrants: 223

10 Undergraduate student volunteers have been recruited to assist with logistics. They will be provided the lunches and banquet ticket.

Updated budget estimates as May 31, 2011

Expenditures

Travel and accommodations for invited speakers

31 invited speakers; maximum allowed total travel and accommodations costs set at \$1,300

\$40,300

Meals for attendees

Refreshment breaks: 6 @ \$1500 = \$9,000

Lunches: 3 x 250 @ \$15 = \$11,250

Opening mixer: \$6,500

Student mixer: \$1,160

President's Banquet: \$10,800

\$38,710

Rooms, etc

Break/exhibitor space, lecture theatres and poster session rooms: \$6,000

Poster boards (150 posters): \$5,200

Tables and power supplies for exhibitors: \$2,000

\$13,200

Administrative support

Memorial University Conference Services fees

\$8,500

Program preparation and printing	\$5,000
Conference bags	\$1,500
Gift for keynote speaker	\$200
<u>Total estimated expenditures: \$107,410</u>	

Revenue

Registration fees	\$52,010 (\$5,005 outstanding)
Extra banquet and mixer tickets 22 @ \$45	\$900 (\$90 outstanding)
Student mixer tickets 73 @ \$15	\$1,035 (\$60 outstanding)
Sponsors	\$29,494
Grants CIHR Meetings, Planning and Dissemination	\$15,725
Exhibitors 6 @ \$1,350 each	\$8,100
<u>Total estimated revenue: \$107,414 (+\$5,155 outstanding)</u>	

Boat tour: 95 registrants @ \$145 = \$13,195 + \$580 outstanding (~revenue neutral event)

8. Meetings Conferences and Workshops

c) Report on 2012 Conference

LOC Chair Report, CSM Annual Conference, Vancouver 2012

Julian Davies

Not available

8. Meetings Conferences and Workshops

d) Report on 2013 Conference

LOC Chair Report, CSM Annual Conference, Ottawa 2013

Askhan Golshani

Not available

8. Meetings Conferences and Workshops

e) Report on 2014 Conference, Charles M. Dozois, CSM-IUMS representative, Bacteriology

Organization of the IUMS 2014 meeting to be held in Montreal continues to develop.

The organizing committee last met on May 11th, 2011. The committee is comprised of

- Pierre Talbot, Congresses NOC President
- Pierre Belhumeur, International Congress of Mycology, NOC Chair
- Éric Déziel, Local Organizing Committee Chair
- Charles Dozois, International Congress of Bacteriology and Applied Microbiology, NOC Chair
- Laurier Forget, Congresses Director Alain Lamarre, International Congress of Virology, NOC Chair
- Marie Lanouette, Congresses Manager, Minutes Taker
- Mark Wainberg, Fundraising Committee Chair

Organization is well underway including the website, plans for advertising the meeting at the next IUMS meeting to be held in September in Sapporo, Japan. The logo design for the meeting was selected from submissions from different Universities across Canada.

All members of the NOC, with the exception of Laurier Forget will attend the IUMS congresses in September 2011. The website will not be activated until after the 2011 meeting. The planning of the IUMS meeting including scientific sessions will be discussed directly with the IUMS executive.

After the meeting in Sapporo, we will begin planning the scientific aspects of the meeting and approach Canadian scientists who would be interested in assisting in planning-chairing certain symposia or sessions. We plan on organizing our meeting to highlight the excellence of research in microbiology (virology, bacteriology, mycology) from Canadian scientists as well as international participants and speakers.

8. Meetings, Conferences and Workshops

f) Future Conferences - Russell Hynes Chairperson for Meetings, Conferences and Workshops

The sites for the Annual General Meeting for the Canadian Society of Microbiologists have been set through to 2014.

2012 – June 20-23 - University of British Columbia, AGM chairperson:

Dr. Julian Davies, jed@interchange.ubc.ca

2013 - Carleton University, Ottawa, Ontario, AGM chairperson:

Dr. Askhan Golshani agolshan@connect.carleton.ca

2014 – Montreal in conjunction with the IUMS Conference July 27-August 1.

Pierre Talbot, President of Congresses National Organizing Committee (NOC) Pierre.Talbot@iaf.inrs.ca

Pierre Belhumeur, Chair of NOC, International Congress of Mycology Pierre.Belhumeur@umontreal.ca

Charles Dozois, Chair of NOC, International Congress of Bacteriology and Applied Microbiology
Charles.Dozois@iaf.inrs.ca

2015 – Laurentian University, Sudbury, Ontario, AGM chairperson:

Dr. Mazen Saleh MSaleh@laurentian.ca

We need volunteers to host CSM-AGM 2016 and those interested should contact Russ Hynes, russell.hynes@agr.gc.ca

The Annual General Meeting provides an excellent opportunity for graduate students to present their work and seek out positions for continuing post-graduate studies or post-doctoral research. Social events and pre or post-meeting excursions provide an excellent opportunity for the local organizing committee to share regional characteristics with delegates and to showcase developments in research from their university.

9. Student Representative Report – Shannon Brooks Graduate Student Representative

This last year has been a great one with the CSM. Last year, I updated the CSM student and faculty representatives list. This year I have continued this work, as well as updating the information about each institution's microbiology program; all of this information can be found on the CSM website. The executive committee has been working hard on increasing student incentives. I am happy to say that this year the CSM is now able to provide some funding for student focused events; information and application forms can be found on the website under student event support. While they are not finalized yet the CSM executive committee is also in the process of working to initiate some great scholarship opportunities, which should be available sometime throughout the next year. This was my last year of a two year term serving on the CSM executive committee. I have had a great time being involved with a group as wonderful the CSM and have had the opportunity to work with many great microbiologists. I am sad to leave but am happy to pass the torch on to another fantastic young microbiologists, Josie Libertucci.

10. New Members of the Executive & Council

The following new positions require approval by acclamation.

- | | |
|-----------------------------------|------------------|
| ➤ 2 nd Vice President: | Daniel Dubreil |
| ➤ Student Representative | Josie Libertucci |
| ➤ Education and Careers committee | Ayush Kumar |

11. Reports from the Section

a) Applied & Environmental Microbiology (AEM) – Chris Yost, Chair

The AEM section received a total of 78 abstracts, 12 of these were for the student oral symposium competition. Therefore Peter and myself were responsible for reviewing the remaining 66 non-symposium abstracts. Of these 66 abstracts 17 were submitted for the student poster competition, which was a very healthy subscription to the program. Peter Dunfield and myself selected 12 abstracts for the student poster competition. The quota was higher than previous years (n=8) due to fewer entries coming from the II and MC sections this year. Of the normal abstract submissions one was rejected due to poor quality and 3 others were conditionally accepted pending confirmation of the submitting authors' registration for the conference. 8 abstracts were selected for oral presentations for the section symposium.

Contributions of the section Chair and Vice-Chair, outside of the annual conference preparatory duties, included providing assistance in building content and procedures for submissions to the "Meet the microbiologist" feature of the CSM website. During this year's annual meeting we will take to opportunity to encourage attending members of AEM to prepare a submission for the vignette feature. The chair also provided some input following a request from the CSM executive regarding AEM relevant topic suggestions for the NSERC Frontiers program.

11. Reports from the Section

b) Infections and Immunity (II) – Brian Coombes, Chair

The II Committee is made up of Chair, Brian K. Coombes, (McMaster University) and Vice-Chair, Samantha Gruenheid, (McGill University). In the past year, the II Committee has added content to the CSM website to increase our web presence. We have attempted to reach out to colleagues in the II membership to encourage them to post vignettes to the CSM website in the ‘meet the microbiologist’ section. Some have done so and we will continue to encourage the group in this regard. For the 2010 Annual Meeting the II Chair organized a section symposium and brought in 5 outstanding international speakers and Chaired the session. We congratulate the local organizing committee and CSM staff for an outstanding General Meeting. For the upcoming annual meeting, the II Committee reviewed 51 submitted abstracts and selected 7 for the section symposium and 5 for the poster competition. We look forward to reconvening again in Newfoundland for the 2011 Annual meeting.

11. Reports from the Section

c) Molecular Genetics and Cellular Microbiology (MGCM) – Martin Chenier, Chair & Deborah Court, Vice-Chair

1. Abstracts Evaluations

This year, for the 61st Annual Conference of the CSM at Memorial University in June 2011, members from the MGCM section will present 31 regular posters and 4 posters in the Student Award Poster Competition, as well as 8 regular oral presentations during the Section Symposium and 3 oral presentations during the Student Award Symposium Competition. The total number of abstracts reviewed was therefore 46.

2. NSERC’s Discovery Frontiers Grants

NSERC invited the input of the CSM to identify the theme for a Call for Proposals for the next Discovery Frontier initiative (http://www.nserc-crsng.gc.ca/Professors-Professeurs/Grants-Subs/DF-FD_eng.asp). The Chair of the MGCM section coordinated the collection of suggestions of members of this section. Suggestions were redirected to Dr. Ed Topp (CSM President).

3. Tribute to Pr. Roger Knowles

As the Chair of the MGCM section is at the Macdonald Campus of McGill, the CSM and LOC efforts to honour our departed colleague and friend Roger Knowles during the 61st Annual Conference of the CSM at Memorial University on June 21st, 2011 (Symposia I: Roger Knowles Tribute) are acknowledged.

12. Reports from Committees

a) Education and Career Committee – Josh Neufeld and Kari Dunfield, Co-Chairs

For the 2011 competition, there were 22 entries in the poster competition. Each year, 8 posters are supposed to be selected from applicants in each of the sections, Applied and Environmental (AE), Infection and Immunity (II), and Molecular Genetics and Cellular Microbiology (MC). Unfortunately, we only had 4 submissions in MC, and 8 in II so equal representation was not

possible. Therefore, we decided to accept 12 out of 17 of the AE submissions to make up a full set of posters for the competition. One student submitted 2 posters to II for the competition, so was asked to withdraw one, and another student withdrew from the competition. We would like to thank the chairs and the vice-chairs of each of the sections that carried out all the judging in a timely and efficient manner. In addition, appreciation goes to Brian Driscoll who volunteered to replace one of the Chairs as a judge this year. In addition to the 6 section judges, there were three judges that will judge the poster presentation during the competition. We would like to thank Roberta Fulthorpe, Karen Magor and Steven Short for volunteering for this role.

The 2011 oral competition preparations are complete. There was a total of 27 students who applied, 12 from AE, 8 from II and 7 from MC. Kari Dunfield, Josh Neufeld and Ayush Kumar judged the extended abstracts and selected 12 for the competition. The judges for the symposium are Dr. Joshua Gong, Dr. Trevor Charles, and Dr. Louise Nelson. We are grateful for the willingness of these individuals to contribute to the judging process.

Dr. Ayush Kumar from the University of Ontario Institute of Technology has generously volunteered for the Education committee. We would like to support his application to become Co-Chair in 2012. Dr. Neufeld will be stepping down as Co-Chair this year, as his 3-year term is complete. Dr. Dunfield will continue in a transitional role for a 1-year extension, we recommend that a second Co-Chair be appointed before her term is over.

Suggestions

We would recommend to future LOC's that the Student Symposium take place earlier in the week, or at least early in the day on Thursday, so that there is time for preparation of the awards, and discussion of judging before the award presentation at the banquet.

This year we had a very strong interest from students in the Applied and Environmental Microbiology Section. However, the other two sections were underrepresented in both the oral and poster competitions. One solution may be that Chairs of the II and MC sections try to communicate the competition with key research groups prior to next year's competition. We feel that the appointment of Auysh Kumar, who affiliates with the II section, may also be very helpful in building awareness of this competition among students.

12. Reports from Committees

b) Awards Report

i) CSM Murray Award for Career Achievement – Edward Topp, Chair

The CSM Award is the Society's Premier award for senior researchers. After several recent name changes over the last few years, the CSM Executive has decided to permanently name the award in honour of the Murray family. Professor R.G.E. Murray and his father E.G.D Murray had a seminal role in the genesis of the CSM, and both had storied careers in microbiology. The Society is honoured that Professor R.G.E. Murray has agreed to have the family name affiliated with the CSM Award, and the Executive is extremely pleased to announce that Professor Murray will be in attendance in St. John's to confer the first CSM Murray Award. We are delighted that the Award will be sponsored by the Publisher of the Canadian Journal of Microbiology, Canadian Science Publishers, formerly NRC Research Press.

The first winner of the CSM Murray Award is Professor *George Chaconas* from the University of Calgary who was chosen by the Awards Committee from a very prestigious slate of candidates. The title of the lecture Dr. Chaconas will give at the CSM Memorial University Conference is “*Functional studies of the Lyme disease spirochete – from mice to molecules*”.

12. Reports from Committees

- b) **Awards Report**
 - ii) **Fisher Scientific Award Committee – Trevor Charles, Chair**

I served as chair of the CSM Fisher Scientific Award committee this year, as mandated by the operating guidelines. One nomination was received this year, of Dr. Mariela Segura. Dr. Segura’s application was exceptionally strong, and the committee was delighted to recommend that the award be made to such an outstanding nominee. The longstanding support of Fisher Scientific is truly appreciated.

12. Reports from Committees

- b) **Awards Report**
 - ii) **CanGene Award – Edward Topp, Chair**

This year's Cangen Award for outstanding graduate student will be conferred to *Karlene Lynch* who is completing her PhD under the supervision of Professor Jonathan Dennis in the Department of Biological Sciences at the University of Alberta. The title of the lecture Ms. Lynch will give at the CSM Memorial University Conference is “*Genomic analysis and modification of Burkholderia cepacia complex bacteriophages.*”

The selection committee stresses that there were many extremely deserving candidates for the award this year, and the competition was tough. Congratulations Karlene!

13. Reports from Representatives to outside organizations

- a) **Canadian Journal of Microbiology, 2010/11**
J. Germida, H. Deneer, Co-Editors

A verbal report will be presented at the council meeting.

13. Reports from Representatives to outside organizations

b) International Union of Microbiological Societies Representative Eric Carstens

The objectives of the International Union of Microbiological Societies are to:

- Promote the study of microbiological sciences internationally
- Initiate, facilitate and coordinate research and other scientific activities which involve international cooperation
- Promote the publication of international study and research
- Promote the organization of international conferences, symposia and meetings and assist in the publication of their reports
- Represent microbiological sciences in the International Council of Scientific Unions and maintain contact with other international organizations.

The Union is comprised of Divisions, each concerned with a major microbiological science. The Divisions are administratively responsible for Committees, Commissions and Federations (hereafter referred to as COMCOFs) each concerned with a particular aspect of microbiology (<http://www.iums.org/comcofs/index.html>)

Affiliation to the Union is in three categories

- Member Societies (National and International)
- Associate Societies (National and International)
- Supporting Organizations

Membership in the first two categories is open to societies or institutions having major interests and activities in microbiology, having a membership of at least 20 microbiologists and holding at least one open scientific meeting a year. Membership in the third category is open to other organizations or individuals interested in the aims of the Union

In each nation or country (which terms are understood as any territory in which the study of microbiological sciences has been separately developed), there is a National Committee, which is appointed by the Member Society if there is only one such Society or is mutually agreed upon by the Member Societies if there are two or more. The principal objective of the National Committee is to maintain contact between the Union and the member Societies and to represent them in the Union.

The Divisions of the Union are as follows:

- Bacteriology and Applied Microbiology
- Mycology
- Virology

The National Committee of a country is responsible for paying the annual dues. In January of each year it informs the Treasurer of the number of resident microbiologists paying full membership dues in the Member Societies of that country. The annual dues payable each year are calculated by the Treasurer, based on the adjusted value for the US dollar according to the

World Bank, with a base of US\$ 1.30 per microbiologist (2007). The minimum annual dues payable are US\$ 100.

At each Divisional Congress, the sum of US\$ 30 (based on the adjusted value of the US dollar as indicated above) is included in the registration fee for all participants and the sum gathered is transferred to the Treasurer within three months of the conclusion of the Congress. Of the sum collected, one-third, or US\$10, will be transferred to the Division responsible for the scientific program of the congress.

The IUMS congresses will be held this year in Sapporo, Japan as follows:

- XIII International Congress of Bacteriology and Applied Microbiology 6-10 September 2011
- XIII International Congress of Mycology 6-10 September 2011
- XV International Congress of Virology 11-16 September 2011

The XIVth IUMS congresses of the three divisions of IUMS will be at the Montreal Convention Centre (**Canada**) concurrently from Sunday July 27th to Friday August 1st, 2014.

Information about the congresses can be found on the IUMS web page (<http://www.iums.org/>)

The next IUMS General Assembly will take place in Sapporo between the congresses of BAM/Mycology and Virology.

The Executive Board members for 2008-2011 can be viewed at:

<http://www.iums.org/about/executive-board.html>

13. Reports from Representatives to outside organizations

c) International Committee on Taxonomy of Viruses – Peter Krell

Report on the International Committee on Taxonomy of Viruses (ICTV) 2009/2010 and 2010/2011

Note and apologies. Last year I submitted my report too late to be entered into the minutes of the 2010 CSM/SCM meeting and thus this report is for the past two years (2009/2010 and 2010/2011) and is written up accordingly.

Report for 2009/2010

Since my mandate with the CSM/SCM is as the national representative of Canada to the ICTV, I will restrict my discussion in that context. I am also on the ICTV executive (which is independent of the national representatives) which goes beyond this mandate but will discuss that for information only.

Serving as both the National Representative of Canada on the International Committee on Taxonomy of Viruses (ICTV) and as Chair of the Invertebrate Virus Subcommittee (and thus one of the 19 members of the ICTV Executive), I have deeper insight than other National Representatives so I can better appreciate the inner workings of the ICTV. The ICTV consists of an executive committee and the national representatives and is responsible for maintaining order amid chaos in the naming and taxonomy of viruses at the international level. The minimal taxonomic designation for all viruses is Species, Genus and Family, however the taxa Subfamilies (below Family) and Order (above Family) exist for some. The ICTV is responsible

for receiving, evaluating and accepting (or not) proposals of a taxonomic nature in virology. These could be simple suggestions such as creating a new species in already existing higher taxa (genus, subfamily, family, order), or creating new Genera, Subfamilies (rare), Families and even Orders.

The national representatives meet as part of the ICTV every three years, in conjunction with the International Congress of Virology (part of the International Union of Microbiological Societies, IUMS). The most recent meeting was in Istanbul August 11 to 15, 2008 and the next ICV will be in Sapporo Japan in 2011, Sept 11 to 16 and following that in Montréal Québec Jul 27 to Aug 1, 2014. During the ICTV meeting in Istanbul, in addition to voting on taxonomic proposals, the ICTV also discussed the 9th Edition of the ICTV “Virus Taxonomy” since the 8th report (2005) has become outdated. Options included a print version, a Web Version or a combination. The ICTV recommended discussion with various publishers including the publisher of the 8th report. Two other Canadian Virologists were elected to the ICTV executive at the 2008 meeting. These were H  l  ne Sanfa  on (AAFC in Summerland BC) and Curtis Suttle (University of British Columbia) both as “elected members”. These are normally three year positions, renewable for another three years. This brings to four (of nineteen), the number of Canadian virologists on the ICTV executive including also the ICTV executive President, Eric Carstens (Queens University) and Peter Krell (University of Guelph).

In 2008 and prior to the Istanbul meeting of the ICTV Peter Krell was “elected” as a “member” of the ICTV Executive. That changed at the Istanbul meeting when Peter Krell was “elected” as the Chair of the Invertebrate Virus Subcommittee of the ICTV executive (one of 6 subcommittees) to take over from the previous Chair for the last two years of a three year mandate for this position. Each subcommittee is responsible for all viral taxonomic issues coming from the various Study Groups within its purview, or from individuals bypassing the study groups. The ICTV executive meets annually, and during the ICV meeting meets ahead of the ICTV to prepare for discussions and voting of the ICTV as a whole. The last meeting of the ICTV Executive was in Leiden, the Netherlands (June 10 to 12, 2009) hosted by Alexander Gorbalenya (virus evolution) of Leiden University. This year (June 28 to 30, 2010) the executive will be meeting at the Pasteur Institute in Paris (what a Mecca for a Microbiologist). As the ICTV has limited funds they can afford to cover costs for only accommodations. Luckily for the Leiden meeting I was able to combine that with a research program review at the Wageningen Agricultural University in the Netherlands which I was invited to participate in.

Report for 2010/2011

I continued to serve as the CSM/SCM representative as the National representative for Canada on the ICTV. However as I am ending a three year term (the last two by me), continuation for a second three year term should be ratified (presumably at the CSM/SCM meeting in Newfoundland if the executive is so willing). This would be my last three year term in this capacity. This could be done by the CSM/SCM President notifying the current President of the ICTV, Dr. Eric Carstens (Queen’s University, email:carstens@queensu.ca of the reappointment for another three year term). Should the executive prefer someone else then I can make some suggestions. The National Representatives are not very active between the meetings of the International Congress of Virology (of the International Union of Microbiologists). The ICTV meets only during these triennial Congresses when they vote on membership, executive positions and taxonomic proposals. The next ICTV meeting will be Sept 12 to 16, 2011 in Sapporo Japan. In the interim, I will be reviewing proposals that have gone the full round of deliberation and need only to be ratified by the ICTV members.



As a member of the ICTV executive (Chair of the Invertebrate Virus Subcommittee) I attended the 2010 ICTV Executive meeting in Paris (June 28-30), hosted by Anne Lise Haenni and David Prangishvilli (both from the Institute Pasteur). We had our own private tour of the Institute including the research laboratory and equipment (including a real Chamberlain filter) and finally the mausoleum of the founder of the Institute Louis Pasteur (1822-1895).

Other than dealing with numerous taxonomic proposals, a large part of the discussions centered on the 9th Report of the International Committee on Taxonomy of Viruses including the responsibility of various ICTV executive in soliciting and collating chapters for the 87 virus families (yes I counted them) currently recognized by the ICTV. An ongoing conundrum for the ICTV (and the virology community) is the lack of coordination between Genbank in entering taxonomic information on viral sequences and the approved ICTV taxonomy. Many authors do not bother with the proper taxonomy and simply enter what they think is the appropriate one (not particularly useful if different viruses end up with the same name, or different names are used for the same virus). We now have an ICTV liaison person working with Genbank to rectify this problem.

The next ICTV Executive Meeting will be held in Sapporo Japan (Sept 9 to 11, 2011) hosted by Keizo Nagasaki (Hiroshima) in advance of the ICV and ICTV meetings. At that meeting we will be re-electing officers for a second three year term or new ones for their first. I agreed to stand for election by the ICTV for my second (and last) three year term as the Chair of the Invertebrate Virus Subcommittee. This does not have to be ratified by the CSM/SCM.

Action CSM/SCM Executive:

Confirmation that Peter Krell continue in the capacity as the CSM/SCM choice for the National Representative of Canada for the International Committee on Taxonomy of viruses for the three year term 2011/2012; 2012/2013 and 2013/2014. This would be Peter Krell's last term in this position.

13. Reports from Representatives to outside organizations

d) Biological & Chemical Defense Review Committee of DND – Julia Foght

The Biological and Chemical Defence Review Committee (BCDRC) currently comprises Dr. Sheldon Roth (U. Calgary, toxicologist and committee Chair), Dr. Pierre Potvin (York U, chemistry) and Dr. Julia Foght (U Alberta, microbiologist). The new Executive Officer is Brigadier General (ret'd) James Selbie.

In previous years the Committee has visited and reviewed Canadian Forces (CF) research and training facilities at the Defence Research & Development Canada (DRDC) premises at Suffield, Alberta and other selected CF Bases and centres across Canada on a rotational basis. In addition, each year the Committee has been briefed on non-classified and classified information by DRDC Headquarters (DRDC-HQ) and Department of Foreign Affairs and International Trade (DFAIT) in Ottawa. In all cases, the committee's mandate was to verify, as

an arm's-length review body, that all biological and chemical warfare research and training conducted by the CF was defensive in nature and posed no threat to the Canadian public or the environment. The Committee has posted a public report and recommendations each year on the BCRDC website (<http://www.bcdrc-cepdbc.forces.gc.ca/ar-ra/index-eng.asp>).

However, in 2010-2011 the Committee was inactive due to a protracted re-negotiation of a legal agreement between BCDRC and the Federal Government. This was necessitated by the expiry of the previous agreement and significant changes proposed by the Government in the new agreement, including indemnification clauses. The impasse was resolved late in 2010, making inspection visits in that fiscal year impossible. Thus, unfortunately, there is no public report for 2010 posted on the Committee website and no activities to report to CSM for 2010-2011.

I am happy to inform the CSM that the Committee has resumed its activities as of April 1, 2011. We have just concluded the first half of our annual review, visiting three installations in Halifax, two facilities at CFB Petawawa (ON), the Royal Military College (Kingston, ON), CF Health Services Centre (Ottawa), as well as being briefed by DRDC-HQ and DFAIT in Ottawa. The annual 3-day review of activities at DRDC Suffield will occur in June 2011. Activities undertaken during 2011-2012 will be summarized and submitted to the CSM in Spring 2012.

Thus, although the previous committee year was frustrating during the negotiations and disappointing in failing to allow for facility reviews, the activities of the 2011-2012 year are on track to being informative to the Canadian Public and useful to the Canadian Forces.

13. Reports from Representatives to outside organizations

e) ASM International Membership Committee and Ambassador to Canada - Peter Krell

ASM Ambassador to Canada Report 2009/2010 and 2010/2011

Note and apologies. Last year I submitted my report too late to be entered into the minutes of the 2010 CSM/SCM meeting and thus this report is for the past two years (2009/2010 and 2010/2011).

Report for 2009/2010

The ASM Ambassador to Canada is not an official position within the CSM/SCM. Nevertheless the selection of the first ASM Ambassador to Canada, was facilitated by the CSM/SCM in 2007. Peter Krell agreed to assume this position following his position as Past President of CSM/SCM. The position is within the ASM administration and the role of the ASM Ambassador is essentially to alert microbiologists in their jurisdiction to be aware of the ASM, its international outreach programs and to recruit foreign microbiologists to become members of the ASM. To facilitate this, the ASM provides an annual budget, approved by the ASM, for recruitment purposes, which could include travel costs and advertising. Over the past year I have been successful in convincing the ASM International program that the best approach to recruit new members is to alert the youngest microbiologists about the ASM and to encourage them to join and the best advertisement for ASM is for them to sponsor student awards.

For the 2009 meeting in Concordia, I was able to secure sufficient funds for two student awards, one for an ASM Student Symposium presentation and one for an ASM Student Poster. Each award included a commemorative, framed certificate, \$100 cash award, a \$100 voucher for the ASM bookstore and a one year student membership in the ASM. Unfortunately, I was unable to attend that meeting and Michael Hynes graciously offered, in my stead, to present the two ASM awards to the two winners and to thank ASM for their support during the President's Banquet.

Valerie Janelle (student of Alain Lamarre, INRS Institute Armand Frappier) was the winner of the 2009 ASM Symposium Award. The title of her presentation was "Characterization of the oncolytic potential of vesicular stomatitis virus mutants".

Felix Hugentobler (student of Benoit Cousineau, McGill University) was the winner of the 2009 ASM Poster Award. The title of his presentation was "Development of a new generation of live vaccines against leishmaniasis using the Gram - positive bacterium *Lactococcus lactis*".

For the current 2010 meeting ASM is continuing its sponsorship (following some arm twisting) of the two student awards, again one for the Student Symposium and one for the Student Posters. Each award is to consist of a \$40 one year student membership in the ASM, a \$100 ASM Bookstore voucher, a commemorative framed certificate and a \$250 cash award. I managed to convince ASM to raise the cash award from \$100 to \$250, after I pointed out the value of the other student awards.

In return for sponsoring these awards, I agreed to provide ASM promotional material at the 2010 meeting and herald the ASM wherever possible, at least during the banquet.

Report for 2010/2011

On behalf of CSM/SCM I was again successful in securing support for two student Awards and these were presented at the CSM/SCM banquet in Hamilton last summer.

The 2010 ASM Symposium Award (of 11 students in the competition) was presented to Melissa Ayers on "PilM/N/O/P inner membrane subcomplex represent a key architectural component of the type IV pilus machinery in *Pseudomonas aeruginosa*" (SS 05) from McMaster University, Hamilton Ontario (advisor, Dr. Lori, L Burrows)

The ASM Poster Award (of 22 students in the competition) was won by Janet Lin on "Functional analysis of RdoA, a Ser/Thr protein kinase from *Salmonella typhimurium*" (MC65) from Queens University Kingston Ontario (Advisor Dr. Nancy L Martin)

I was also asked to present on behalf of the ASM a plaque commemorating the 60th anniversary of the CSM/SCM. This I presented to the President, Trevor Charles during the President's Banquet. I reported to the ASM that this was quite a welcome surprise for the CSM/SCM coming from its sister organization. I also reported to the ASM that the presentation of the ASM plaque was followed by a thank you from Trevor and a good round of applause from the audience and that this thoughtfulness of the ASM was very much appreciated.

The ASM very much appreciated that I was allowed to hang an ASM poster near the reception area along with some promotional material outlining their various programs.

I was once again able to secure ASM funding for one oral presentation award and one poster presentation award. Each award is to consist of a \$20 one year student membership in the ASM, a \$100 ASM Bookstore voucher, a commemorative framed certificate (\$30 value) and a \$350

cash award (a total of \$500 each). Thus I was able to increase the cash award from last year by \$100 to bring the total award to \$500, in keeping with our other prestigious CSM/SCM student awards (after I pointed out that the ASM award was the lowest value of our student awards). I intend on being present at the President's banquet and hope that I am allowed to make the ASM Award presentations on behalf of the ASM.

Just recently (May 21 to 23, 2011) I was invited to an ASM Ambassadors Meeting held during the ASM meeting in New Orleans for a round table discussion and a scientific presentation from some of the Ambassadors, including moi. As I had not intended to go to the ASM, The ASM provided \$500 for accommodations and local transit, the airfare I had to take from various other funds. ASM did appreciate that I was able to put up the ASM poster and be available for anyone interested in anything pertaining to ASM (guest speakers, increasing laboratory capacity, workshops, educational materials). We discussed the possibility of coordinating with Regional ASM branches to host a joint CSM/SCM and ASM regional meeting. A win win for both organizations. I understand (through Julian Davies) that talks were held between the Vancouver organizing committee and the North West branch of the ASM to collaborate on that meeting.

I regard my work as the ASM Ambassador to Canada as being complementary to my relationship with the CSM/SCM. ASM really does have an international outreach and is very much interested in training and capacity building in developing countries. On a global basis, I think this is important and only a society as large and committed as the ASM can do this. Although it is an "American" society, the ASM tries to speak with one voice on global issues of importance to all microbiologists and has the professional reputation to be listened to. As such it can also speak for Canadian Microbiologists on issues of mutual interest and agreement. The benefit with respect to sponsorship of presentation awards (which Ambassadors to other countries have also picked up) certainly benefits our own students, as does much of the ASM educational materials benefit our instructors and students. For this I hope to continue to represent the ASM at our annual CSM/SCM meetings while I hold the ASM Ambassador to Canada portfolio.

I have now held this position for three years and have been asked by the ASM to continue for another three year term and have accepted. This does not need to be sanctioned by the CSM/SCM executive, but if they prefer someone else to pick up the reins I will accept that. Although the ASM Ambassador is an official ASM position and could be held by any Microbiologist in Canada, I feel that it is in the best interests of the CSM-SCM (and ASM) that the ASM Ambassador come from within our ranks (e.g. a former Past President).

Action CSM/SCM Executive:

Endorsement for Peter Krell to continue for a second three year term as the ASM Ambassador to Canada and continue to represent the interests of the CSM/SCM to the ASM.