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66th Annual General Meeting

Date: Monday, June 13, 2016
Location: University of Toronto,
Medical Science Building (MSB) Room: MacLeod Auditorium
Toronto, ON

Time: 6:00 PM – 7:15 PM

Meeting Agenda

1. Introductions
2. Approval of Agenda
3. Approval of minutes from Regina 65th Annual General Meeting, June 18, 2015
4. President's Report
 - a) FOME: Motion to include FOME within CSM Council
 - b) Motions: To modify the Bylaws to add a Postdoctoral Position on the Executive Committee.
5. 1st Vice President Report
6. Past President Report
7. Secretary Treasurer's report
 - a) 2016 Budget
 - b) 2015 Audited Financial Statement
 - c) Membership Report
 - d) CSM Website Report
8. Meetings' Secretary's Report

9. Meetings Conferences and Workshops
 - a) Report on 2015 conference
 - b) Report on 2016 conference
 - c) Report on 2017 conference
 - d) Future Conferences & Workshops
10. Student representative's report
11. New Members of the Executive & Council
12. Reports from the sections
 - a) *Applied Environmental Microbiology*
 - b) *Infections and Immunity*
 - c) *Molecular Genetics and Cellular Microbiology*
13. Reports from committees
 - a) Education and Careers Committee
 - b) Awards Report
 - i. *CSM Murray Award for Career Achievement*
 - ii. *Fisher Scientific Award*
 - iii. *Armand Frappier Award*
14. Reports from representatives to outside organizations
 - a) *Canadian Journal of Microbiology*
 - b) *International Union of Microbiological Societies*
 - c) *International Committee on Taxonomy of Viruses*
 - d) *Biological & Chemical Defence Review*
 - e) *ASM International Membership Comm. & Ambassador to Canada*
 - f) *ASM Young Ambassador to Canada*
 - g) *Partnership Group in Science and Engineering - PAGSE*



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65th Annual CSM – SCM Annual General Meeting

Date: Thursday, June 18^h 2015

Location: University of Regina

Regina, SK

Room: EA 106

Time: 12:00 – 1:15 PM

Meeting Agenda

1. Introductions
2. Approval of Agenda
3. Approval of minutes from Montreal Annual General Meeting, July 30, 2014
4. Secretary Treasurer's report
 - a) 2015 Budget
 - b) Financial Statements Audited by Andrea Poole, CA
 - c) Membership Report
 - d) Website
 - e) Update of signing officers
5. President's Report
6. 1st Vice President Report
7. Past President Report
8. Meetings' Secretary's Report
9. Meetings Conferences and Workshops
 - a) Report on 2014 conference
 - b) Report on 2015 conference
 - c) Report on 2016 conference
 - d) Future meetings
10. Student representative's report

11. New Members of the Executive & Council
 12. Reports from the sections
 - a) AEM
 - b) II
 - c) MCGM
 13. Reports from committees
 - a) Education and Careers Committee
 - b) Awards Report
 - i. Murray Award
 - ii. Fisher Award
 - iii. Armand Frappier Award
 14. Reports from representatives to outside organizations
 - a) CJM
 - b) IUMS
 - c) ICTV
 - d) BCDRCC
 - e) ASM Ambassador to Canada
 - f) ASM Young Ambassador to Canada
 - g) PAGSE
 15. Other business
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Minutes

1. Introductions

Charles Dozois (CD), CSM President called the meeting to order. He then introduced himself and other members of the CSM Executive who are in attendance (Chris Yost, Incoming President, Daniel Dubreuil, CSM Past President, Mohan Babu, Secretary/ Treasurer, Russ Hynes, CSM Meeting Secretary, Tanaka Takuji, Meetings Secretary and the Education Committee members Karen Brassinga' and Teresa de Kievit. He then listed those who are not attending; Christine Szymanski, could not attend due to health issues with her son. Also not attending is Ryan Buensuceso, Student Representative, who could not attend and Wafaa Antonious, CSM Secretariat, who is actually had a conflict with another meeting and is currently in Halifax at the CSMB Conference. He mentioned that since WA is very familiar with the details of the CSM finances, the Executive members will do their best to answer any questions regarding the budget. He then thanked Chris Yost, the 2015 Conference Chair and the LOC members for their efforts and the great job they did in organizing the conference. He also thanked the section chairs and education committee for their involvement in the abstract approvals and section symposia. Then he thanked all the judges who participated in judging the student symposia and poster competitions.

2. Approval of Agenda

CD requested to add to the agenda the position of Post Doctoral fellow as a new position on the CSM Executive. This position will be working closely with the CSM Student Representative and will be involved in the management of the CSM Social media, interaction with other PDs, and other initiatives the CSM Student Representative will be undertaking. This position will ensure that the interest of the CSM Post Docs are represented and reflected in the society's activities which sometimes can be very different from the graduate students. This is a future position that will be open for nomination over the course of this and next year. It will be open to either CSM Post docs who are serving their post doc in Canada or outside Canada. Adding the PD position has been discussed at the last 2 CSM teleconferences and discussed and approved with a motion at the Council Meeting.

Motion: Josie Libertucci made a motion to approve the amended agenda, seconded by Ivan Oresnik, all in favour, amended agenda approved.

3. Approval of minutes from Montreal Annual General Meeting, July 30, 2014

CD stated that the Montreal Conference was a larger conference and had a more expensive registration fees, which explains why some of the current attendees might have not attended it. He then reported that the Montreal 2014 IUMS – CSM Meeting had about 1,900 in attendance which was less than the 3,000 or 4,000 that the IUMS LOC were hoping for. This affected the outcome of the Montreal Meeting financially and CSM took a bit of a hit as it did not recover the \$35,000 that was provided over 5 years to the NRC Conference Services. The NRC Conference Services also covered the balance of the loss. The IUMS Meeting provided lots of travel and free registration funding to Canadian and non-Canadian students. The IUMS CSM Montreal meeting was successful in the scientific aspect. He added that he was involved as an LOC member in the scientific aspect of the meeting not the financial issues. When Mohan Babu presents the budget you will note that the CSM is in a good financial position even with the \$35,000 loss from the IUMS 2014 Congress.

Motion: Ayush Kumar made a motion to approve the 64th Annual General Meeting Minutes, Janet Hill seconded the motion, all in favour, minutes approved.

4. Secretary Treasurer's report

a) 2015 Budget - Attached

Mohan Babu, presented the 2014 audited – 2015 estimated budget, explaining when there is a difference in the numbers between the 2014 and 2015 budgets. He explained that the interest earned for 2015 is estimated to be less than the 2014 because the interest rate offered is currently .75% compared to the 1% that was offered in 2014. For the membership revenue we currently have 412 renewed and new members and we are estimating the number of members will be similar to 2014 which is around 470. 19 purchased CJM subscription in 2014 and this is close to what we currently have. There were 13 who purchased job advertising in 2014 but as of end of June 2015, 8 purchased advertising. The IUMS 2014 was organized and run through the NRC Conference Services, which resulted to no revenue sources for the 2014 Annual Conference. The EDAR/AMR and Plant Vaccine were a one-time events that only took place in 2012 (AMR) and 2013 (EDAR & Plant Vaccine), thus there is no revenue in 2014 or 2015 under these titles. There is a decrease in the Student Awards on the revenue side, because Cedarlane decreased its support that it provided in 2014 from \$1,000 to \$500 in 2015. Then he provided the details of the \$41,796 that is shown as expenses for the 2014 Conference. \$35,000 of this amount is the deposits that CSM paid to NRC Conference Services over 5 years and will not recover. The balance was to pay for the CSM 2014 AGM Lunch, CSM Executive and Council meetings, AV expenses, and the CSM President reception. Under 2015 Annual conference expenses there is \$2,000 in undergraduate support that has been provided by the U Regina Biology department (1,500) and \$500 will be funded from the registration revenue. This is separate

from the CSM Student awards. The net profit estimated for 2015 is ~ \$18,000 which is closer to 2013 net profit. The \$47,763 deficit that 2014 had was due mainly to the \$35,000 that CSM did not recover and the conference was not run through the CSM and did not make any profits. He then stated that as of June 4th, 2015, CSM Investment account balance was \$251,660.28 and Chequing account balance was: \$43,039.02.

Ivan Oresnik then raised a question about the membership to IUMS, and what are the benefits that CSM is getting from being a member and does CSM really need to continue its membership with IUMS. Charles Dozois explained that the IUMS membership was not \$1800, it was \$794 in 2014. It is a fee charged based on the number of members. Being a member allows CSM to put in a bid to host an international congress and also CSM to have representation on the IUMS board. Pierre Talbot is currently the Vice President of the virology group. The IUMS is the International Union of Microbial Societies of which many of the Microbial Societies from other countries are members as well. Also there are similar International unions for other disciplines, which other Canadian Societies are members of. It is worth continuing being a member but can be questioned in the future based on IUMS activities. Babu added that the CSM was in a good financial position and hoped that the Toronto 2016 Conference would help put CSM back on track of balanced budgets. Dozois added that the \$35,000 that CSM provided NRC Conference Services as a deposit for IUMS 2014 Congresses was provided as \$7,000 over 5 years period, but had to be shown on the 2014 budget as it was related to 2014 financial activities. Dozois added that if the IUMS 2014 had more attendance, then the congress would have been successful financially and CSM would have benefited financially from it. There was at least \$12,000 in sponsorship that was provided to students including Canadian students in form of travel awards or free registration. He added that he was pleased that there was a strong turnout in registration from CSM members and good membership renewals although there were no special discounted registration fees for CSM members. Ivan Oresnik then asked how many new members does the society need to break even in its operation without relying on subsidies from the annual conference. Dozois responded about 100 more new regular members. Trevor Moraes asked if there was a limitation for the amount of investment a non for profit organization can carry without losing its non for profit status. Dozois replied that the non for profit legislation allows organizations to have enough funds to cover its activities if faced with bad financial circumstances. CSM currently has close to a quarter of a million dollars in investment which is substantial. If there were too much of a profit, it is the role of the CSM Executive to make spending decisions when the amounts of investment increases by supporting activities that are within the CSM mission.

b) Financial Statements Audited by Andrea Poole, CA

Mohan Babu then presented the Financial Statement that was prepared after an audit was conducted by Ms. Andrea Poole. He read her statement then stated that he went through the draft financial statement and approved it so that Ms. Poole would provide the presented financial statement. He presented the Statement of Financial Positions and provided details related to the CSM BMO and Tangerine Savings account. He also provided details related to the payables under the Liabilities. The \$48,894 deficit under 2014 is mainly the IUMS 2014 Conference deficit. He then explained that the Statement of Operations is mainly summarizing what he presented in the budget, which is the details of 2014 revenue and expenses. He explained that the statement of Cash flows is a comparison of the revenue and expenses, under 2014 column it is the difference in the figures between 2014 & 2013 while 2013 column is the difference between 2013 & 2012. Page 18 & 19 of the financial statement summarizes CSM accounting policy. Page 20 reports on the conference revenue and expenses. Page 21 is not showing any figures that is mainly because the Plant Vaccine and EDAR/AMR are one-time events that were not held in 2014 and thus no financial activities.

Motion: Andrew Lang made a motion to approve the budget and accept the financial Statement prepared by Ms. Andrea Pool, Virginia Walker seconded the motion, all in favour, motion approved

c) Membership Report

Mohan Babu presented the Membership report and he explained that the membership numbers are affected by where the conference is being held. He explained that the membership report includes statistics as per province and also the three CSM sections.

d) Website

Babu presented the website report which mainly provides statistics related to the CSM website pages and activities.

5. President's Report - Attached

Dozois stated that the President report was not included in the previously prepared AGM package. He provided a copy of the President report and read it out loud. The report mainly thanked the various members of the CSM Executive, especially Daniel Dubreuil, CSM Past President, Education Committee, council and Wafaa Antonious, CSM Secretariat for their support. It also thanked the IUMS 2014 LOC for the efforts and time they put. It emphasized the importance of supporting the CSM through membership renewal and participating in its annual conference. He then stated that the CSM Executive were updated regularly about the 2015 University of Regina Conference and involved in some of the decision making. He thanked the 2015 University of Regina CSM conference for the efforts and time they put to organize the conference. The CSM Executive met monthly to discuss various CSM activities and make decisions. He thanked the awards committees' members, and Tanaka, CSM Meetings Secretary who had been active coordinating future CSM Conferences with concentrated efforts on the 2016 University of Toronto CSM Conference who will be co-chaired by Alex Ensminger and Trevor Moraes.

6. 1st Vice President Report – Christine Szymanski

Dozois stated that the 1st Vice President report was submitted by email. Christine Szymanski has been active during the entire year as 1st Vice President and participating in the CSM monthly teleconferences. Due to her son's health issues she could not attend the CSM 2015 University of Regina conference. Chris Yost will take over as CSM President at the end of this conference. Christine expressed her interest to stay on the CSM Executive and serve as 1st Vice President.

Motion: Dozois made a motion to maintain Christine Szymanski 1st Vice President position, Trevor Moraes seconded the motion, all in favour, motion approved.

7. Past President Report - Attached

8. Meetings' Secretary's Report – Russell Hynes

Hynes reported that there were about 30 – 40 emails that bounced back and that was a first. He apologized on behalf of the organization to those who got a delayed notice or did not receive their method of presentation and abstract number. This issue has been corrected. 140 abstracts were reviewed by education committee and section Co-chairs. In the past some abstracts were rejected. It is important to know that your abstract has been read by your peers and accepted. The abstracts that were received and presented at the conference were of high quality.

9. Meetings Conferences and Workshops

Dozois stated that in interest of saving time, the various meetings reports are included in the AGM package that was circulated to members in good standings by email.

a) Report on 2014 conference

b) Report on 2015 conference

c) Report on 2016 conference

Dozois stated that the 2016 CSM Conference will be held at the University of Toronto and co-chaired by Alex Ensminger and Trevor Moraes. A presentation is scheduled to take place after the Murray Award lecture. For the first time the CSM conference will held before the ASM Conference. It was ensured that there are no overlap in dates between the CSM & ASM conferences.

d) Future meetings

Dozois summarized the report prepared by Tanaka Takuji. Future meeting's potential places have been identified Waterloo, Manitoba, 2019 possibly in QC and 2020 most probably Guelph. These locations have been chosen to ensure high attendance. Dozois commended Takuji for all his efforts and for contacting potential CSM Conference Chairs to ensure that CSM future conferences are in place.

10. Student representative's report - Attached

Dozois stated that Ryan could not attend but a written report is included in the package and he encouraged the attendees to read it at their convenience.

11. New Members of the Executive & Council

Dozois stated that Andrew Lang has accepted to have his name put for nominations for 2nd Vice President. Lang chaired the CSM 2011 Newfoundland Conference.

Motion: Steve Short made a motion to accept Andrew Lang as 2nd Vice President, Richard Sparling seconded the motion, all in favour, motion approved.

12. Reports from the sections - Attached

Dozois stated that the reports from the 3 sections are included in the AGM package and he encouraged the participants to read them at their earliest convenience.

a) AEM

b) II

c) MCGM

13. Reports from committees

Dozois stated that some of the reports from the various committee members are included in the AGM package and he encouraged the participants to read them at their earliest convenience.

a) Education and Careers Committee

b) Awards Report

i. Murray Award

ii. Fisher Award

iii. Armand Frappier Award

Dozois stated that only one submission was received for the Armand Frappier Award. The award committee felt that it was not of high calibre and thus decided not to offer it this year. This was a bit disappointing for the LOC and the CSM Executive. He encouraged the students attendees to go do great research and apply for the Armand Frappier Award. This is a great opportunity for the student to present his or her work. Ivan Oresnik stated that there were some great applications that were submitted by post docs that were received but because of the wording in the guidelines were not eligible. He suggested that the wording be revised to allow those who finished their post doc and just graduated to be eligible to apply. He recommended changing the wording to allow the post docs to be eligible to apply in the year that they graduated in. Chris Yost added that a good number of the council members who sent in their written report did not attend the 2015 conference, thus they would not be available to respond to queries.

14. Reports from representatives to outside organizations

a) CJM

b) IUMS

c) ICTV

d) BCDRCC

e) ASM Ambassador to Canada

f) ASM Young Ambassador to Canada

g) PAGSE

15. Other business

Dozois stated that the council approved the motion to include a post doctoral position to the Executive slate. Notices will be sent out requesting applications for the postdoctoral position.

Ivan Oresnik made a motion to adjourn the Annual General Meeting, Josie Libertucci seconded the motion, all in favour, meeting adjourned.

4. President's Report – Christ Yost

An oral report will be provided at the meeting.

a) FOME – Tanya Noel & Josie Libertucci

CSM FOME (Forum on Microbiology Education) as a CSM Subdivision

Introduction

We propose that CSM Forum on Microbiology Education (FOME) become a subdivision of the CSM. While being housed under CSM has been valuable and was appropriate for the 2015 and 2016 annual scientific conference, CSM FOME represents a distinct and specific niche that is not already addressed by CSM or any of the auxiliary committees.

CSM FOME is envisioned as being similar to ASMCUE (the ASM Conference on Undergraduate Education), but for Canadians, with Canadian context. With universities in Canada more geographically distributed and separated than in the US, it can be challenging for microbiology educators to share and support ideas on effective teaching. Canadian schools often have larger classes and less support for teaching related research than their US counterparts. CSM FOME is not a replacement for ASMCUE, but would provide value for Canadian microbiology educators, and help facilitate local connections.

CSM FOME would allow CSM the opportunity to expand its membership, as well as provide additional resources to existing members. We anticipate that participating individuals will be made up of three groups, the first being the many microbiologists in CSM that teach undergraduate microbiology/or biology classes as well as carry out research. This includes early career scientists as well as established educators. The second group includes graduate students and post-doctoral fellows interested in education, many in roles of teaching assistants or sessional instructors. The third group would be composed of the many educators working in teaching stream faculty (those that teach full time in higher education, some of whom also carry out research focused on teaching and learning). As these faculty members may not conduct microbiology research as part of their role, they would not normally participate in CSM. Many of these individuals will have limited professional development expense reimbursement funds. The CSM FOME subdivision resources and activities may make the cost of membership worthwhile for these individuals.

For example, here is a statement from a microbiology teaching faculty member: ***“I gave up my [CSM] membership when I switched to teaching full-time because the CSM of course did not support teaching in any meaningful way, unlike the ASMCUE, which was the conference I tried to attend when money and scheduling permitted.”*** We hope to make the CSM relevant to microbiology faculty members who are primarily educators, as well as those currently carrying out microbiology research, along with helping to prepare the next generation of educators.

The objectives of CSM FOME are as follows:

- **Promote** evidence based teaching methods
- **Share** best practices
- **Foster** scientific thinking in undergraduate teaching
- **Improve** undergraduate microbiology education in Canada
- **Support** current and future educators

Proposed organizational structure

CSM FOME will operate by having co-chairs. We suggest that this appointment typically be two consecutive years. Initially, we propose that we (Tanya Noel and Josie Libertucci) will remain as co-chairs for an additional three years to get CSM FOME to a point where it is operating at a level that makes for straight-forward transition to new coordinators. In the next three years, we will recruit up to three additional members to sit on the CSM FOME committee, and this committee will work together to develop guidelines outlining CSM FOME operations, a succession plan, and sustainability over the long term.

CSM FOME will provide the CSM Executive with yearly reports about workshop and other activities.

What CSM FOME will provide for CSM and its membership:

Workshops

CSM FOME will provide a yearly workshop, before or after the CSM annual meeting. As the cornerstone of CSM FOME, this workshop will bring together microbiology educators to share and discuss effective and interesting evidence-based teaching strategies/methods. There are options for other activities that would be attractive to some educators, and hopefully worthwhile to join CSM even if not engaged in microbiology research.

If interest is strong, it is possible that the workshops could be expanded in future to a full day, or longer, which would entail some additional planning and funding (and increases in registration fees for the workshop).

Educational research grants

In future, with adequate financial resources, CSM FOME could sponsor small microbiology educational research grants (offered on a competitive basis). Even \$250 could make a difference for an investigator interested in carrying out a small educational study. With the grant would also be the expectation that winners will present at CSM FOME in future.

Education travel grants

CSM FOME could sponsor travel grants for members to attend CSM FOME, or visit other CSM educator institutions as part of professional/educational development goals. These grants would also be reviewed on a set of eligibility criteria and ranked by the CSM FOME committee.

Graduate student and postdoctoral educator networking

Most university professors/instructors have limited training about teaching, or exposure to the literature on teaching and learning in higher education. CSM FOME will provide graduate students and postdoctoral fellows with an opportunity to learn about best practices and evidence-based teaching methods, as well as providing networking opportunities in the area of education.

We are requesting that the CSM provides and/or agrees to:

CSM FOME Website

Sharing educational resources with the CSM community and other educators is an important goal of CSM FOME. A comprehensive website will be important in communication and sharing resources among members. Within this website, we plan to have a blog section that will allow other CSM FOME participants and other microbiology educators to share their experiences and discuss issues in microbiology education. To facilitate regular updates, we suggest that we setup a dedicated CSM FOME website (possibly using a free or low-cost platform, like Google Sites or WordPress). As one of the major goals is to support improved microbiology education in general, we propose that most CSM FOME website content be publicly available, while reserving the right to restrict specific resources to CSM members. Appropriate links will be included between the main CSM website to CSM FOME, and vice versa.

Funding

We hope that at some point in the future, CSM FOME will be self-sustaining. Until that time, we are asking CSM to continue to help with costs of running the annual workshop. We suggest that in future, a small fee be required for CSM FOME workshop registration: \$10-\$20 for those who are going to the CSM annual scientific conference to ensure that registrants are serious about attending the workshop, and to help cover costs. A higher fee would be required for those only attending our workshop and not the annual meeting – e.g., \$35 for members, \$50 for non-members. These fees could go towards costs of workshop and/or CSM FOME educational research or travel grants. We will also apply for operational grants from appropriate sources (e.g., textbook publishers and other educational resource companies).

Operational Resources

It will be important for CSM FOME to communicate with CSM members. We are requesting that the CSM share its membership contact list with CSM FOME so we can provide timely email correspondence to its members without providing extra work for the CSM. We are also willing to make all content available in both official languages. It is a goal to ultimately provide bilingual educational microbiology resources in future. This would require support from CSM, at least in early stages.

Closing

We hope to build and maintain a dedicated education-related resource for the CSM and Canadian microbiology educators, and believe that having CSM FOME as a subdivision will help support this goal.

5. 1st Vice President Report – Christine Szymanski

I have really enjoyed being a part of the CSM over the last several years and interacting regularly with the enthusiastic Executive and Society members who are so passionate about Canadian microbiology. I am also looking forward to taking over the role as the next President of the Canadian Society of Microbiologists. Over the past year, our current President, Chris Yost, has made several efforts to engage the Society members, emphasize benefits in membership, and entice new members to join. I look forward to continuing to build on his efforts over the next year. It is indeed an exciting time to be a Microbiologist with new initiatives being announced such as the emphasis for the identification of novel antimicrobials and understanding the influence of the microbiota in all aspects of life. I anticipate that there will be several new opportunities for our young Society members to flourish in this scientific discipline

6. Past President Report – Charles Dozois

It has been an honour and pleasure serving as a member of the executive of the CSM over the past years. I leave the executive as past President of the society knowing that the CSM is in excellent shape. I have enjoyed partaking in the activities and meetings that have allowed us to further contribute to the promotion of microbiology and programs that have allowed us to encourage young scientists to present their research advances and learn about microbiological sciences. It has as always been a great opportunity to meet with many colleagues at the general meetings. I look forward to the future and to continue seeing you in future years.

7. Secretary – Treasurer’s Report – Mohan Babu
a) 2016 Budget

2016 June Estimated End to Year	2015 Audited Budget	2014 Audited Budget	2013 Audited Budget
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REVENUE SOURCES FOR OPERATIONS

Investment & Misc Income ³	1520	1,520.30	3169.75	1,852.00
Membership Fees	37360	31,851.00	31437.22	31,206.00
Subscriptions to the CJM	758	610.00	1,296.00	1,190.00
Advertising & Sponsorship Income		750.00	1,475.00	1,125.00
	400			
Subtotal	\$ 40,038.00	\$ 34,731.30	\$ 37,377.97	\$ 35,373.00

REVENUE SOURCES FOR ANNUAL CONFERENCE

Awards Income	10050	9,000.00	10,000.00	9,300.00
Annual Conference Exhibits and Grants & Mtg Folder	63175	53,240.00		41,903.00
Annual Conference Registration including Tickets	167380	47,436.00		104,045.00
Subtotal	240,605.00	109,676.00	10,000.00	155,248.00

Revenue Sources for CSM AMR 2012 & EDAR SS 2013

AMR Support & Grants **				
Registration fees				6,250.00
Subtotal				6,250.00

REVENUE SOURCES FOR PLANT VACCINE WORKSHOP 2013

Grants				5,500.00
Registration				13,358.00
Accommodation				11,112.00
Subtotal				29,970.00

TOTAL OF ALL REVENUE SOURCES	280,643.00	144,407.30	47,377.97	226,841.00
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EXPENDITURES FOR OPERATIONS

Website Development	1,950.00	600.00	1,435.00	9,210.00
Website Maintenance	1,500.00	714.40	1,762.00	1,040.00
Logo / graphic design banner	-	0.00	0.00	0.00
Secretariat	25,000.00	21,373.50	23,009.25	22,596.00
Audit	3,700.00	3,700.00	3,700.00	3,650.00
Bank & Credit Card Charges	4,200.00	3,513.00	2,807.67	3,604.00
Balloting & Bylaws / CNW - media advisory & Constant Contact fees	246.00	246.00	684.09	0.00
CJM Subscriptions	1,338.00	850.00	1,104.00	1,678.00
Membership in the IUMS & Other Organizations	1,841.00	1,841.00	2,295.70	2,141.00
Liaising & Meetings (board Travel)		0.00		888.00
Telephone, Conference Calls, Email	380.00	360.17	500.41	534.00
Office Supplies	-	0.00	47.66	
Office Couriers	-		0.00	0.00
Office Copies			296.42	
Storage & Shredding	162.00	162.00	162.00	162.00
Office Postage		0.00		
Taxes & Miscellaneous	20.00	230.68	205.00	30.00
Under Graduate & Ambassador Awards	5,800.00	5,790.50	500.00	5,630.00
Education & Careers Committee	1,200.00	0.00	0.00	
Student Day Support	1,800.00	1,800.00	0.00	5,206.00
Subtotal	49,137.00	41,181.25	38,509.20	56,369.00

EXPENDITURES FOR ANNUAL CONFERENCE

Annual Conference Expenses Facility, AV, Food & Bev, signage, equipment rental ²	134,967.00	44,388.00	41,796.64	76,046.00
Executive & Council meeting food & Beverage	112.55	519.50		
Program Book	10,688.00	0.00	607.50	4,947.00
Meeting Planner Services	27,700.00	7,785.00		21,300.00
Speakers Expenses	23,000.00	19,998.30		15,170.00
Meeting Supplies (Bags) & Frames & Labour	7,602.00	555.00	307.24	1,486.00
Undergrad Travel Awards (U Regina Mtg)		1,854.00		
Awards - Gold (Cangene) Armand Frappier	1,200.00	0.00	2,273.14	1,856.00
Awards - Fisher	1,500.00	1,500.00	2,300.00	1,500.00
Awards - CSM Murray	1,500.00	1,500.00	1,900.00	1,500.00
Awards - Beveridge Student Awards (Posters)	1,500.00	1,500.00	1,500.00	1,500.00
Awards - CSM Travel Awards (st symposia & travel)	5,800.00	5,772.00	5,033.79	2,869.00
Credit Card discount fees	5,500.00	1,226.00		3,179.00
Website & Alerts	2,500.00	495.00	592.26	3,035.00
Board Travel & Other	1,100.00	0.00	1,452.51	195.00
Disbursement to LOC	-			
Subtotal	224,669.55	87,092.80	57,763.08	134,583.00

EXPENDITURES FOR AMR2012 & EDAR SS 2013

Facility, Food & Beverage & AV & Accommodation				7,000.00
Participants Travel & Accommodation				9,388.00
Shuttle services				
Organizer Service Contract				2,015.00
Journal Publication (estimate) / Media Advisory				766.00
web site				960.00
Credit card discount fees				176.00
Bank Charges for Wire & Money drafts				
Subtotal ¹				20,305.00

EXPENDITURES FOR Plant Vaccine WORKSHOP 2013

Speakers Expenses				2,500.00
Facility, Food & Bev & AV				20,850.00
Secretariat Service Contract				1,190.00
Website Expenses				1,342.00
Journal Publication				0.00
Credit Card Discount Fees & Bank Charges				919.00
Subtotal				26,801.00

TOTAL OF ALL EXPENDITURES	273,806.55	128,274.05	96,272.28	238,058.00
SURPLUS (DEFICIT) **	6,836.45	16,133.25	-48,894.31	-11,217.00
Net conference Profit	15,935.45	22,583.20	-47,763.08	20,665.00

Notes to Budget:

1. The AMR 2012 Workshop bank account had a balance of \$24,085.28 as of 31 Dec 2012, the EDAR SS 2013 used part of that balance to pay for the expenses. The AMR / EDAR SS Bank account balance is \$9,485.92 as of 31 Dec 2013. The balance of the bank is reported in the Statement of Financial Position (P15). Because of the accounting regulation, the left over profit from the 2012 AMR can not be entered as revenue in 2013, that is why the AMR/EDAR SS is showing a deficit of \$14,055 in the Audited for CSM and resulted in a deficit of \$11,217 in the 2013 Audited Column and in the 2013 Audited Financial Statement (P16) Financial Statement(P 21) which affected the bottom line for CSM and resulted in a deficit of \$11,217 in the 2013 Audited Column and in the 2013 Audited Financial Statement (P16)

2. Prepaid IUMS 2014 down payment of \$7,000 each year starting 2010 - 2014 for a total of \$35,000. The 4 installment of \$28,000 are considered part of 2014 conference expenses.

As of June 4th, 2015, CSM Investment account balance is \$251,660.28 and Chequing account balance is: \$43,039.02

3. In 2014 \$47,000 were transferred from the CSM Investment Account to the CSM Chequing Account from May 9 till 7 October, 2014. In 2014 Audited there is \$762.90 year end entries (\$500 Cheque not cashed from 2011 and \$262.90 2013 PayPal Error reversed)

On 24 April 2015, \$40,000 were transferred from the CSM Chequing Account to the CSM Investment Account. In Feb 2015, Tangerine lowered the interest fees from 1% to .75%

7. **Secretary's Treasurer's Report cont'd**
 - b) **2015 Financial Statements Audited by Andrea Poole, CA**

CANADIAN SOCIETY OF MICROBIOLOGISTS

FINANCIAL STATEMENTS

December 31, 2015



Andrea Poole, C.A.
Licensed Public Accountant

48 Dunvegan Road Ottawa ON K1K 3G3
613-218-5931 accounting@pooleca.com

INDEPENDENT AUDITOR'S REPORT

To the Members of
Canadian Society of Microbiologists

I have audited the accompanying financial statements of Canadian Society of Microbiologists, which comprise the statements of financial position as at December 31, 2015 and the statements of operations, 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 accounting standards for not-for-profit organizations, 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 of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's 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.

I believe that the audit evidence I have obtained in my audits 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, 2015 and the results of its financial performance for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Andrea Poole, CPA, CA
Licensed Public Accountant

Ottawa, Ontario
June 6, 2016

CANADIAN SOCIETY OF MICROBIOLOGISTS

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
ASSETS		
CURRENT		
Cash	\$ 8,895	\$ 23,933
Short-term investments		
Unrestricted	145,991	145,271
Restricted - Beveridge (Note 4)	16,824	18,324
Restricted - ISME-8 (Note 4)	44,600	47,300
Accounts receivable	6,101	2,159
Prepaid expenses	<u>29,833</u>	<u>-</u>
	<u>\$ 252,244</u>	<u>\$ 236,987</u>
 LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 7,812	\$ 5,009
Deferred membership and subscription fees	1,067	2,545
Deferred conference revenue	2,000	-
Deferred ISME-8 funds (Note 4)	44,600	47,300
Deferred Beveridge Award funds (Note 4)	<u>16,824</u>	<u>18,324</u>
	<u>72,303</u>	<u>73,178</u>
 UNRESTRICTED NET ASSETS		
Balance, beginning of year	163,809	212,703
Net revenue for the year	<u>16,132</u>	<u>(48,894)</u>
Balance, end of year	<u>179,941</u>	<u>163,809</u>
	<u>\$ 252,244</u>	<u>\$ 236,987</u>

Approved on behalf of the Board:

Director

Director

CANADIAN SOCIETY OF MICROBIOLOGISTS

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2015

	2015	2014
REVENUE		
Annual conference (Annex A)	\$ 109,677	\$ 10,000
Memberships	31,851	31,437
Subscription fees for CJM	610	1,296
Advertising and job postings	750	1,475
Investment income	1,520	3,170
	144,408	47,378
 EXPENDITURE		
Annual conference (Annex A)	87,094	57,763
Secretariat	21,374	23,009
Student day, undergrad and ambassador awards	7,591	500
Website	1,314	3,197
Professional fees	3,700	3,700
Bank and credit card fees	3,513	2,808
Membership in other organizations	1,841	2,848
CJM subscription	850	1,104
Office	408	638
Liaising and advocacy	360	500
Miscellaneous	231	205
	128,276	96,272
 NET SURPLUS (DEFICIT) FOR THE YEAR	\$ 16,132	\$ (48,894)

CANADIAN SOCIETY OF MICROBIOLOGISTS

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
CASH PROVIDED BY (USED FOR)		
OPERATING ACTIVITIES		
Cash from operations		
Net surplus (deficit) for the year - excluding interest	\$ 14,612	\$ (52,064)
Interest revenue for the year	<u>1,520</u>	<u>3,170</u>
	<u>16,132</u>	<u>(48,894)</u>
Net change in non-cash working capital balances		
Accounts receivable	(3,942)	(476)
Prepaid expenses	(29,833)	28,180
Accounts payable and accrued liabilities	2,803	(15,156)
Deferred membership and subscription fees	(1,478)	619
Deferred conference revenues	2,000	-
Deferred ISME-8 funds	(2,700)	(2,700)
Deferred Beveridge Award funds	<u>(1,500)</u>	<u>(1,500)</u>
	<u>(18,518)</u>	<u>(39,927)</u>
INVESTING ACTIVITY		
Short term investments	<u>3,480</u>	<u>54,593</u>
INCREASE (DECREASE) IN CASH	(15,038)	14,666
Cash, beginning of year	<u>23,933</u>	<u>9,267</u>
CASH, END OF YEAR	<u>\$ 8,895</u>	<u>\$ 23,933</u>
CASH AND INVESTMENTS POSITION		
Cash	\$ 8,895	\$ 23,933
Short-term investments	<u>162,815</u>	<u>163,595</u>
	<u>\$ 171,710</u>	<u>\$ 187,528</u>

CANADIAN SOCIETY OF MICROBIOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2015

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, and post doc members.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(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.

CANADIAN SOCIETY OF MICROBIOLOGISTS

NOTES TO THE FINANCIAL STATEMENTS

DECEMBER 31, 2015

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. 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. DEFERRED BEVERIDGE AND ISME-8 FUNDS

Beveridge Funds

In 2013 \$19,825 was transferred to the CSM from the Beveridge Memorial Scholarship Fund in order to support the Beveridge Poster Competition. Three prizes of \$500 will be awarded annually until the funds are depleted.

ISME-8 Funds

In 2013 \$50,000 was transferred to the CSM from the ACSME as part of the winding up of the ISME-8 conference surplus funds. The use of these funds is restricted by Terms of Reference agreed to by the CSM with a maximum annual disbursement of \$4,000.

CANADIAN SOCIETY OF MICROBIOLOGISTS

ANNEX A

STATEMENT OF CONFERENCE REVENUE AND EXPENDITURE

FOR THE YEAR ENDED DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
CONFERENCE REVENUE		
Registration fees	\$ 47,436	\$ -
Grants	33,179	-
Exhibits and other commercial support	20,062	-
Awards support	4,800	5,800
ISME-8 support	2,700	2,700
Beveridge support	<u>1,500</u>	<u>1,500</u>
	<u>109,677</u>	<u>10,000</u>
 CONFERENCE EXPENDITURE		
Facility	44,388	41,797
Planner	7,785	-
Speakers	19,998	-
Awards		
Student symposia (Cedarlane, CCM, & ISME-8)	4,572	3,034
Gold, Fisher & CSM	3,000	6,473
ISME-8 Travel Award	1,200	2,000
Student poster	3,354	1,500
Program book	-	608
Credit card discount	1,226	-
Website and alerts	495	592
Conference supplies and other	557	307
Board travel	<u>519</u>	<u>1,453</u>
	<u>87,094</u>	<u>57,764</u>
 CONFERENCE REVENUE (DEFICIT) FOR THE YEAR PRIOR TO DISBURSEMENTS	22,583	(47,764)
 DISBURSEMENT TO LOCAL ORGANIZING COMMITTEE	<u>-</u>	<u>-</u>
 NET CONFERENCE (DEFICIT) REVENUE FOR THE YEAR	<u>\$ 22,583</u>	<u>\$ (47,764)</u>

7. Secretary's Treasurer's Report – Mohan Babu

c) Membership Report

As of June 9, 2016

	2016 Total	2016 Renewed	2016 New	2015 Total	2015 Renewed	2015 New	2014 Total	2014 Renewed	2014 New
Ordinary	274	223	51	250	227	23	287	256	31
Student	248	65	183	115	47	68	128	84	44
Post-Doc	72	39	33	36	21	15	41	38	03
Emeritus	11	11	0	9	9	0	12	11	1
Honorary	2	0	2	2	2	0	02	02	0
Total	607	338	269	412	306	106	470	391	79

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

	2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
New Members	269	106	79	207	109	107	239	268	131	135	154	62
Renewed Members	338	306	391	332	371	364	345	213	274	301	302	313
Total Members	607	412	470	539	480	471	584	481	405	436	456	375

Province/Country	2014	2015	2016	Section	2014	2015	2016
Alberta	43	35	41	Applied & Environmental Microbiology	178	163	198
British Columbia	38	42	33	Infection and Immunity	159	124	199
Manitoba	25	24	26	Mol. Genetics & Cellular Microbiology	133	125	210
New Brunswick	2	2	4	Unspecified			
Newfoundland	6	5	13	Total	470	412	607
Nova Scotia	7	5	9				
Ontario	175	146	324				
PEI	2	2	1				
Quebec	99	67	79				
Saskatchewan	32	53	41				
USA	11	9	16				
Overseas	30	22	20				
Total Members	470	412	607				

7. Secretary's Treasurer's Report
d) CSM Website Report

2015 CSM Website Summary Report

Report: Summary - csm-scm.org	
Date Range: 01/01/2015 - 12/31/2015	
Total Sessions	53,255
Total Pageviews	162,672
Total Hits	1,740,608
Total Bytes Transferred	50.37 GB
Average Sessions Per Day	
Average Page views Per Day	
Average Hits Per Day	
Average Bytes Transferred Per Day	
Average Page views Per Session	
Average Hits Per Session	
Average Bytes Per Session	
Average Length of Session	

2016 CSM Website Summary Report January – June 9, 2016

Report: Summary - csm-scm.org	
Date Range: 01/01/2016 - 06/09/2016	
Total Sessions	41,807
Total Page views	183,081
Total Hits	1,647,028
Total Bytes Transferred	48.34 GB
Average Sessions Per Day	
Average Page views Per Day	
Average Hits Per Day	
Average Bytes Transferred Per Day	
Average Page views Per Session	
Average Hits Per Session	
Average Bytes Per Session	
Average Length of Session	

8. Meetings Secretary's Report – Russell Hynes

464 abstracts were submitted to the CSM Abstract management System. 416 were reviewed by CSM section editors, including 96 Student poster competition entrants, which I am highly grateful. I acknowledge them for their hard right on time work:

- AEM Chair Josh Neufeld
- AEM Vice Chair Andrea Kirkwood,
- II Chair Mario Jacques,
- II Vice Chair Herve Le Moual
- MGCM Chair Marie Elliott,
- MGCM Vice Chair Shawn MacLellan

All abstracts were accepted this year.

The education committee lead by Teri de Kievit reviewed 48 abstracts and accompanying documents for the Student Symposium Competition. 30 additional abstracts were collected from Invited Speakers, bringing the total number of abstracts to 496. Student poster and Student symposium competitions were exceptionally well represented making for a very high level of competition.

International representation at this year's CSM was very high. I prepared 30 letters of invitation to scientists attending the CSM and coming from countries that required a VISA to enter Canada. This is up 6 fold over the past 4 years.

Issues that need to be addressed by the incoming executive with regard to the Abstract Management System (AMS).

1. Email notification bounce back, as soon as possible action required. This year correspondence by our AMS to abstract authors at most universities in Canada was rejected by University firewalls causing an exceptionally frustrating time for the Meetings Secretary and Executive Secretary. This will eventually cripple our AMS and must be corrected before next year's CSM-AGM.
2. Instruct the webmaster to edit the AMS to allow the section chair/co-chairs and the LOC to choose section symposium speakers from the poster abstract submission pool at a later time in the scheduling process of abstracts.
3. Multiple and identical abstract submissions for Student Poster Competition, Student Symposium Competition and Regular poster sessions. I had 4 students conduct this practice and it creates problems in the AMS. The webmaster may have a solution to correct this.

	Applied Environmental	Infection and Immunity	Cellular and Molecular	Row Sum
Poster	82	91	95	268
Poster Competition	30	36	30	96
Student Symposium Competition	12	16	20	48
Poster convert to oral	16	18	18	52
Column Sum	140	161	163	
Grand Total				464

9. Meetings Conferences and Workshops

a) Report on 2015 Conference – Chris Yost, Chair, CSM – SCM 2015 Local Organizing Committee

The CSM-SCM 2015 annual scientific conference was held at the University of Regina from June 15-June 18, 2015. The conference was considered a success. There were just over 200 attendees who participated in the conference. There were 2 concurrent sessions that ran each of the three main days of the conference that were designed to appeal to all three sections of the CSM-SCM. The final day of the conference held the parallel CSM section symposia. The conference generated a surplus of just over \$20,000 for the CSM-SCM. There are two notable highlights that were unique to the 2015 program: a teaching undergraduate education workshop and a microbiome analysis workshop. Both workshops were considered a success and well regarded by attendees. The undergraduate education workshop has evolved into the Focus on Undergraduate Education (FOME) and this initiative continues to receive support and a workshop will be held at CSM-SCM 2016. The micro biome workshop resulted in a review paper that was recently published in the Canadian Journal of Microbiology as an open access article which recognizes the CSM-SCM contribution. In summary, general consensus was that the conference was both scientifically rewarding and was an enjoyable opportunity to meet with colleagues.

9. Meetings Conferences and Workshops

b) Report on 2016 Conference – Alexander Ensminger & Trevor Moraes & Wafaa Antonious

CSM 2016 Conference Report

Registration Information

Registration Fees	Fees	# of Registrants as of 10 June 2016	Revenue
Registration: Regular Member Early	400	93	37,200.00
Registration: Regular Member Late	500	15	7,500.00
Registration: Non-member Early	500	31	15,500.00
Registration: Non-members Late	600	11	6,600.00
Registration: Student / PD/ Emert/ Members – Early	275	215	59,125.00
Registration: Student / PD/ Emert/ Members Late	350	4	1,400.00
Registration: Student/ PD/ Emert/ non-member - Early	325	74	24,050.00
Registration: Student / PD/ Emert/ non-members Late	400	6	2,400.00
Registration: Speakers, specials, accompanying person	0	30	0.00
Undergraduate - Early	200	27	5,400.00

Undergraduate - Late	250	11	2,750.00
Social Event Tickets - Guest - Opening reception	40	13	520.00
Banquet Tickets - Guest	85	11	935.00
Student BBQ (not included in the registration fees) Tentative	25	160	4,000.00
Exhibitors (booth)	1750	10	17,500.00

Total # of registrants	517
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Revenue

Registration	\$161,925.00
Social Events Tickets	\$5,455.00
Exhibitors Booth rentals	\$17,500
Sponsorship	\$ 45,675.00
Miscellaneous Income	0
Awards Support	\$10,050.00
Total Revenues	\$240,605.00

EXPENSES	
Opening Mixer (all expenses - cost per person)	12,070.00
Hart House Reception space rental	1,536.00
Graduate Student Mixer (food & 1 drink) cost per person for 160 lunch X 3	4,000.00
Banquet & DJ, entertainment, food and drink for 430 person	30,115.00
Meeting Planner Fees based on 515 registrants	54,454.00
Meeting Rooms at MSB	27,700.00
Audio Visual needs	3,000.00
Education Workshop& Prof devel. Coffee breaks	750.00
Coffee Breaks (6 breaks)	1,200.00
Poster Boards 49 @ \$25 double sided /day for 2 days 6X 3 ft, 2 share /side	17,030.00
Moving Poster boards	2,500.00
	1,600.00

Stationary, printing program book 340 copies of 368 pages ea, Poster printing, poster mail out, security guard, direction signs, frames for awards	12,611.30
Exhibitor expenses: tables, chairs, skirted table cloth, skirted	245.00
Speaker Travel & Accommodation	23,000.00
CSM Business Expenses:	
CSM Executive & Council Meeting room Rental	250.00
CSM Executive Meeting: coffee & muffins, etc.	87.55
Council Meeting lunch	254.80
Volunteer Appreciation Expense (at the discretion of the LOC to thank their volunteers for assisting) Depending on final financial outcome	1000
Awards (Murray, Fisher, Armand-Frappier)	4,500.00
Student competitions and travel Awards	6,000.00
Credit Card discount fees	5,500.00
Website & Alerts	2,500.00
Other Expenses(swag) bag, cup, notepad & pen	6,298.00
Board (when needed) and secretariat travel to the conference	1,100.00
Hart House 3 days space rental Mon-Wed after 1st release of rooms	7,253.00
Av @ Hart House & Miscellaneous rentals	160.00
TOTAL EXPENSES	226,714.65
Net Profit	\$13,890.35

Please note that the speakers' expenses fees are expected to come in much lower given the location from which the speakers are traveling from and number of days they are planning to attend.

Lunch, poster sessions and exhibits will be held at the Hart House over two day. Total of 20 exhibitors will be participating with a booth in the Great Hall, Hart House. Total of 6 commercial workshops will be held at the Hart House during that lunch/ poster session / exhibit time. 97 researchers will join us on Monday as part of the Infectious Disease Microbiology Research Day. They will be participating with a Symposium and posters.

International Registrants

Saudi Arabia: 3	Columbia: 1	South Africa: 1
USA: 21	Germany: 3	Mexico: 2
China: 3	Korea: 3	Israel: 1
Taiwan: 3	Australia: 1	Japan: 3
Egypt: 2	France: 1	Algeria: 1
UK: 2	Iran: 1	

Total of 17 countries plus Canada are represented in this conference. A total of 386 abstracts will be presented at this conference (268 posters, 24 Poster Competition, 12 Student symposia Competition, 17 Section Symposia and 65 oral presentations at the 9 organized symposia. Two workshops will be held on Sunday in addition to the NSERC presentation. These workshops are the Undergraduate Education and Professional Development workshops.

9. Meetings, Conferences and Workshops

c) Report on 2017 Conference – Josh Neufeld & Laura Hug

Planning for the CSM 2017 annual conference (Twitter: @csmwaterloo2017, #csmwaterloo2017) at the University of Waterloo is underway. The dates will be June 20-23, 2017. The conference will incorporate the teaching and professional workshops pioneered in earlier years, providing an extended trainee spotlight on the first day of the conference (Tuesday, June 20th). The local organizing committee consists of Josh Neufeld (Co-Chair), Laura Hug (Co-Chair), Barbara Butler, Kesen Ma, Trevor Charles, Kirsten Muller, Andrew Doxey, Lingling Wu, Matt Scott, and Marc Aucoin. Gabriel Moreno-Hagelsieb and Robin Slawson have also been recruited to the LOC from Wilfrid Laurier University. We have recruited graduate student and staff volunteers to assist with conference logistics. The LOC has retained the services of Wafaa Antonious as conference planner.

Because of the co-op program at the University of Waterloo, summer courses prevent final booking of meeting rooms prior to the year of the conference. As a result, we have only a tentative and temporary booking for Fed Hall, which has a large meeting space that can accommodate 400-450 participants, in addition to two smaller Fed Hall meeting rooms that can hold ~50 and ~100 people (we realize these are too small). Smaller rooms are also available in Fed Hall to accommodate registration materials and a volunteer coordinator office. In addition, we have reserved the Physical Activities Complex (PAC) from June 21-23, which can host 200+ posters, exhibitors, and lunches for all participants. Although Fed Hall can accommodate aspects of the conference (e.g., keynote lectures, student oral symposia), we have the support of the Dean of Science and the Registrar to coordinate with them in January 2017 while they assign classrooms to courses for the Spring 2017 term. The goal will be to secure all rooms required for the conference (plenary lectures, award lectures, concurrent, section symposia, and student oral competition) within the newly constructed Science Teaching Complex (STC), if at all possible, working around scheduled classes. The STC would be ideal, with a large 450-seat lecture theatre and 5 lecture rooms with 150 seats each. The STC is in close proximity to the PAC and Fed Hall. If unsuccessful in booking the STC, we will explore other possible buildings, including the Arts Lecture theatre and the Institute for Quantum Computing (IQC). Again, this must wait until early 2017

As an affordable housing option for out-of-town trainees and other attendees on a budget, campus housing will be reserved at several student residences, with rates ranging from ~\$40 per night. All options are located a short (<10-15 minute walk) from all the sessions and in total can accommodate at least 100 attendees. Nearby hotels, including the newly operational Delta, are being considered as an additional upper end option to accommodate out-of-town speakers at a fixed conference rate.

A welcome reception will be held in Fed Hall on Wednesday June 21st after the first day of regular sessions. We are also considering a student-led social to be held on Thursday June 22nd at either a) the Huether Hotel (with associated brewery; walking/busing distance), b) the Grad House (on campus), or c) the nearby Innocente Brewing Company (St. Jacob's; 15 min drive). A site for the Presidential Banquet is tentatively reserved at the Concordia Club (Kitchener; 15 min drive), which can host all participants with a variety of festivities that celebrate the German heritage of the Waterloo Region (e.g., keg tapping, traditional band, schnitzel).

Planning of scientific themes for the conference are underway in consultation with the Section Chairs and Vice Chairs. We have begun to identify potential speakers and will send out our invited speaker invitations by the end of July. We have contacted Ed Yong (science journalist for The Atlantic, microbiome expertise) about the possibility of him serving as a keynote speaker to start the conference.

We will begin preparing a budget in July and plan to ensure registration fees are consistent with recent CSM conferences. On top of normal registration, we plan to request a \$25 fee to attend the banquet, a \$15 fee for the student social, and a \$10 fee for each professional development workshop, in order to minimize absenteeism. We will provide a finalized budget projection to the CSM Executive at the end of September.

9. Meetings, Conferences and Workshops

d) Future Conferences – Takuji Tanaka

May 31, 2016

I work on to find the future hosts of annual meetings. Since the numbers of microbiologists and microbiology institutes are higher in Ontario-Québec than other areas, the meetings will be held in these areas more often than other areas. Other areas will have the meeting every 12 ~ 15 years.

This year I worked on identifying the 2019 meeting host. Since the meeting will go to Ontario in the next 2 years and then Winnipeg, I worked on to find the volunteer in Québec for 2019. Drs. Vincent Burrus (vincent.burrus@usherbrooke.ca), Louis-Charles Fortier (louis-charles.fortier@usherbrooke.ca) and Carole Beaulieu (carole.beaulieu@usherbrooke.ca) of Université de Sherbrooke kindly step in to host the 2019. Beyond 2019, Dr. Cezar Khursugara of University of Guelph has expressed UoG's interests to host a future meeting, and agreed to host the 2020. Also during the talks in future host possibilities, Drs. Hervé Le Moual, Samantha Gruenheid, Corinne Maurice, and Sebastien Faucher of McGill University are volunteering to host a meeting.

Accordingly the sites for the Annual General Meeting for the Canadian Society of Microbiologists have been set through to 2020. The meeting could go to Maritime or Western Canada for 2021, and will be back to Montréal in 2022.

2016 - University of Toronto, Toronto, Ontario, LOC Chairpersons Drs. Trevor Moraes (trevor.moraes@utoronto.ca) and Alex Ensminger (alex.ensminger@utoronto.ca)

2017 - University of Waterloo, Waterloo, Ontario, LOC Chairperson Dr. Josh D. Neufeld (jneufeld@uwaterloo.ca)

2018 – University of Manitoba, Winnipeg, Manitoba, contact parson, Dr. Ivan Orsenik, ivan.orsnik@umanitoba.ca

2019 – Université de Sherbrooke, Sherbrooke, Québec, contact parson, Dr. Vincent Burrus(vincent.burrus@usherbrooke.ca)

2020 – University of Guelph, Guelph, Ontario, contact parson, Dr. CezarKhursigara (ckhursig@uoguelph.ca)

2021: AB (Calgary hosted 2008 and Edmonton 2004), Maritime (St.John's 2011 and Halifax 2005), BC (Vancouver 2012), SK (Regina 2015), MB (Winnipeg 2018). I will look at AB and Maritime for 2021.

2022: Possibly McGill University

10. Student Representative Report – Ryan Buensuceso Graduate Student Representative

The big development for the CSM from the student's perspective is the development of the Facebook page, and the use of those avenues for dissemination of CSM-related news. The CSM Facebook page has been seeing regular increases and page views, especially following advertisement of the conference and student awards. Moving forward, more focus should be placed on these avenues to communicate to the student population, as it can reach students who aren't CSM members but could be persuaded to sign up.

As for the Facebook group, regular content is difficult to put out for a single person. My recommendation is that the next student rep work with a few others to work on the Facebook group. This should be more efficient than having individual student representatives at each institution. The same guidelines that Josie drafted previously for the CSM Twitter account should suffice for the Facebook group. Social media communications through Twitter has been great as well. There has been more engagement from people communicating to the CSM Twitter so I've been trying to reply to these correspondences as they come.

After two years, I'll be stepping down as Grad Student Rep as I finish my degree. The next student rep has a wonderful base to work off of for communicating with the student body. If the council and incoming student rep are willing, I'd love to continue contributing to the social media initiatives. Best of luck to everyone and especially to the new CSM president and new members of the executive council. I'm happy to have had an opportunity to be involved.

11. New Members of the Executive & Council

Marie Elliot

Dr. Elliot attended the University of Alberta, where she received her B.Sc. in 1995 and her Ph.D. in 2000, working with Dr. Brenda Leskiw. From 2000-2004, she was an Alberta Heritage Foundation post-doctoral fellow in the lab of Prof. Mark Buttner at the John Innes Centre, a British government research institute in Norwich, UK.



In 2005, she joined the Department of Biology at McMaster University, where she is currently an Associate Professor. She has received an Early Researcher Award from the Government of Ontario (Ministry of Research and Innovation), held a Canada Research Chair in Molecular Microbiology and Microbial Genomics from 2005-2015, and is a McMaster University Scholar.

She has served as co-chair of the 2010 annual Meeting of the Canadian Society of Microbiologists (CSM) (with Turlough Finan of McMaster) and the 2015 ASM Conference on Prokaryotic Cell Biology and Development (with Michael Laub of MIT). Over the last two years, she has chaired the Molecular Genetics and Cellular Microbiology section for the CSM. She is an Editor of Applied and Environmental Microbiology and is a member of the Editorial Boards for Molecular Microbiology and the Journal of Bacteriology. She currently serves on the Scientific Executive Committee for the Michael G. DeGroote Institute for Infectious Disease Research at McMaster University.

Martin Chenier

Martin Chénier was initiated to microbiology by completing a B.Sc. at the Department of Biochemistry and Microbiology at Laval University. He then pursued M.Sc. studies in environmental microbiology at the Armand-Frappier Institute. His doctoral work was performed at the Biotechnology Research Institute (now NRC Montreal) and concerned river biofilms. During his postdoctoral research, he studied the fate of antibiotic resistance in a microbiological treatment for swine waste, which oriented his current scientific program. Now at the Macdonald Campus of McGill since 2008, the research interests of Dr. Chénier concern animal microbial ecology.



After having investigated the impact of antibiotics added to swine feed on antibiotic resistance, on the horizontal transfer of resistance and on the gut microbiota, he is now interested by probiotics as alternatives to antibiotics in animal nutrition. Dr. Chénier applies complementary classical and molecular microbiological methods, as well as 'omics and bioinformatics approaches to investigate the ecology of microbial populations in swine and pork products.

Coordinates

Martin Chénier, Ph.D. Microbiology, RMCCM, Mcb.A., Assistant Professor
Faculty of Agricultural and Environmental Sciences

Macdonald Campus of McGill University

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Animal Science: <http://www.mcgill.ca/animal/staff/faculty/martin-chenier>

Food Science: <http://www.mcgill.ca/foodscience/staff-and-research/Martin-Chenier>

Swine and Poultry Infectious Disease Research Center:

<http://www.cripa.umontreal.ca/en/Presentation/MembersResearchers>

Canadian Society of Microbiologists: http://www.csm-scm.org/english/mem_meet_det.asp?id=16

12. Reports from the Section

a) Applied & Environmental Microbiology (AEM) – Josh Neufeld, Chair & Andrea Kirkwood, Vice Chair

The AEM section received a total of 116 abstracts for poster or oral presentation consideration. All abstracts were acceptable. In addition, 30 of those abstracts were submitted specifically for consideration in the poster competition. The Chair and vice chair assessed the competition poster abstracts and found that maintaining a diversity of institutions in the top 8 selected to compete was possible, while simultaneously selecting the best abstracts based on scientific merit. As per the Education and Careers committee proposal, we recommend that an extended abstract format, in addition to a regular abstract, should be required for poster competition consideration in the future. This would enable the section Chairs and Vice Chairs to evaluate the science better and also evaluate the quality of data displays that would likely be included in a poster. We also support an earlier submission deadline for (extended) abstract submission for the poster competition. We also support extended abstracts that are not accepted for the oral symposium being considered subsequently among the pool of extended abstracts submitted for the poster competition. Andrea Kirkwood will now become the Chair of AE. The CSM Secretariat has received two self nominations to fill the Vice Chair position: Steven Short (U of T Mississauga) and Subba Rao Chaganti (University of Windsor). We suggest a membership vote to select a new Vice Chair for the AE section.

12. Reports from the Section

b) Infections and Immunity (II) – Mario Jacques, Chair & Hervé LeMoual, Vice Chair

Members from the II section submitted a total of 104 abstracts to the 66th Annual Conference of the CSM at University of Toronto. Thirty-six (36) abstracts were submitted for the Student Award Poster Competition: after review 8 were recommended for the poster competition. All other abstracts were reviewed and all were accepted. Six (6) of them were further selected for oral presentation in the section symposium. This selection was particularly challenging due to the number and overall high quality of the abstracts received this year. As of the council meeting this year, Hervé LeMoual will become the section chair and a new vice-chair will be recruited; Sébastien Faucher (McGill University – MacDonald campus) has already shown interest for this position.

12. Reports from the Section

c) **Molecular Genetics and Cellular Microbiology (MGCM) – Marie Elliot, Chair & Shawn MacLellan, Vice-Chair**

This year, for the 65th Annual Conference of the CSM at the University of Toronto in June 2016, members from the MGCM section will present 88 regular posters and 8 posters in the Student Award Poster Competition, as well as 6 oral presentations during the Section Symposium (the oral presentations will be delivered by trainees and investigators spanning a range of career stages). The total number of abstracts reviewed was 72 for the section including the regular posters and oral presentations and 30 for the group of students indicating an interest in participating in the poster competition. The total number of abstracts therefore reviewed was 102.

13. Reports from Committees

a) **Education and Career Committee – Drs. Teresa (Teri) de Kievit & Josh Neufeld**

Members:

Drs. Denice Bay, Martin Chenier, and Naowarat (Ann) Cheeptham

There were 96 entries received for the **2016 poster competition**, which is high in comparison to previous years' competitions (35 entries for 2015 Regina, 19 entries for CSM/IUMS 2014 Montreal, 72 entries for CSM 2013 Ottawa and 44 entries for CSM 2012 Vancouver). Section Chairs and Vice Chairs accepted 8 out of 30 of the AE submissions, 8 of 36 of the II submissions, and 8 of 30 of the MC submissions to make up a full set of posters for the competition. The original abstract deadline of March 31st was extended to April 15th. For this year's competition, poster PDF files were sent to Teri de Kievit for distribution to the appropriate section judges.

We would like to thank the Section Chairs and Vice Chairs for judging posters in a timely manner. In addition to the six section judges, **three judges** will be assigned to judge the poster competition during the Annual Conference. The **judges** for the poster competition will be CSM members (faculty) selected from the registrant list. In the memory of **Terry Beveridge**, three poster prizes in the amount of \$500 will be handed out for each section: II, MGCM, and AEM. An **ASM award**, comprising an ASM student membership and a book or journal, will be handed out for best poster layout. In addition, we were informed that one additional award for a structural-biology based poster will be presented by the CSM local organizing committee.

For the **2016 oral symposium competition**, there were 48 entries received, exceeding previous years' competition entries (16 entries for 2015 Regina, 34 entries for CSM/IUMS 2014 Montreal, 22 entries for CSM 2013 Ottawa and 29 entries for CSM 2012 Vancouver). Comprising the 48 entries were 12 for the AEM category, 16 for the II category, and 20 for the MGCM category. The 4 best abstracts from each category were selected by Martin Chenier, Denice Bay, and Ann Cheeptham, based on extended abstract submissions. The **judges** for the symposium will be CSM members (faculty) selected from the CSM registrant list. We are grateful for the willingness of these individuals to contribute to the judging process.

Four awards sponsored by Canadian Science Publishing (CSP), Canadian College of Microbiology (CCM), Cedarlane, and ISME-8 will be handed out to the top four oral presentations.

For the **CSM Undergraduate Award competition**, 9 nominations were received this year of which 6 were selected/awarded to:

1. Alexandra Georgiou (University of Toronto)
2. Funing Lin (McMaster University)
3. Catherine Maggiori (University of Waterloo)
4. Kelsey Williamson (University of Calgary)
5. Alan Huynh (University of Toronto)
6. Hillary Doyle (Memorial University)

For the **CSM Graduate Ambassador award**, 2 applications were received this year and both were awarded:

1. Shawn Clark (University of Toronto)
2. Joseph Zeppa (Western University)

The **ISME-8** funds will support one Graduate Ambassador Award, for Shawn Clark, who is performing research related to the area of microbial ecology.

Three **ISME-8 travel awards** will be offered this year to help offset the travel-associated costs of students whose research lies in microbial ecology (at least one student must be from the Atlantic Canada provinces). The students will be selected from the CSM participant list.

Professional Development Workshop: This workshop was organized by our committee with the help of Dr. Nana Lee (U of T). Both Nana Lee and Josh Neufeld will chair the workshop. The workshop is divided into “Success in and after Graduate School”, feedback on submitted resumes, a guest panel session with Q and A, and an open networking opportunity with guest speakers. The guest panel includes: Drs. Liliana Sampaleanu (Sanofi Pasteur, Deputy Director, IO/MTech, Pharmaceutical Science and Technology), Jason Tetro (Microbiologist, Columnist, and Author), Teresa De Kievit, (Professor of Microbiology, University of Manitoba), and Calvin Lau (Postdoctoral Research Fellow, Agriculture and Agri-Food Canada). Although 183 registered for the workshop, ~26 individuals signaled that they would not be attending. A future nominal workshop fee will help restrict registrants to those who will attend.

Committee membership update: Teresa de Kievit will remain as Co-Chair. Josh Neufeld will take a 1-year hiatus while assuming the role of Conference Co-Chair for the upcoming 2017 CSM meeting in Waterloo. Education committee member Denice Bay (University of Manitoba) will assume the role of Co-Chair. Josh Neufeld will return to the position of Co-Chair following CSM 2017 conference, replacing Teresa de Kievit as her term comes to an end. Martin Chenier’s position on the Education and Careers committee will need to be filled once he becomes the CSM Secretary.

Proposed changes for Council approval:

Extended abstracts will be required as part of the poster competition, beginning in 2017, to facilitate judging the potential quality of science and associated data displays. This change would also help reduce the number of entries that require judging.

Deadline for receipt of extended abstracts (for both the oral and poster competitions) will be **7 days in advance** of the normal registration deadline (April 1). This will ensure that individuals wishing to participate in the competitions are processed quickly and not held up in the back log and confusion that

occurs at the registration deadline and its subsequent extension. The advanced deadline will enable early adjudication of abstract submissions, allowing those not chosen for the oral symposium to be transferred to the poster competition pool for consideration, then all unsuccessful short abstracts corresponding to the extended abstract submissions) to be again redirected into the general pool from which short (15-minute) oral presentations are selected.

We also seek approval to make several modifications to the CSM Undergraduate Award description. The changes will ensure that a) awards are based on faculty nominations only (no more self nominations – too hard to judge without an outside perspective), b) inclusion of a transcript in the application is justified by indicating that academic performance is part of the evaluation criteria, c) any mention of courses and instructor timeframes are removed (which loosens restrictions and allows students working in our labs to be nominated), d) only one student can be nominated by any one faculty member each year, e) only five awards are given each year, to increase competitiveness, and f) any students nominated for the award are members of the CSM at the time of nomination, which is only a \$15 cost for a new undergrad member. This change is also reflected in edits to the award description by adding that engagement with CSM is one intended purpose of this award.

See below for the proposed edits.

CSM Undergraduate Award

Up to five awards valued at \$500 each. The award is accompanied by a certificate of merit.

Purpose
To recognize outstanding promise in an undergraduate student for early career contributions to microbiology and to encourage continued interest in microbiology and student engagement with the CSM.

Criteria
Any faculty member of a Canadian university may nominate one full-time student for this award each year. The student must be CSM member at the time of nomination. Nomination letters must be accompanied by a 1-page (single-space, 12 pt font, 2.5 cm margins) essay by the nominee called “Why the study of microbiology is big science” in addition to an unofficial transcript of the nominee. Applications should be sent as a single combined PDF document to the CSM Secretariat and will be accepted until May 1, 2017. The Education and Careers Committee will judge nominations based on the student essay, academic performance, and the nominating letter.

Conditions
A photograph of the recipient receiving the award certificate must be submitted for use on the CSM website within one month of the award presentation by the nominating faculty member.

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13. Reports from Committees

b) Awards Report

CSM Murray Award for Career Achievement – George Chaconas

The CSM Murray Award Committee for 2016 consisted of Janet Wood (University of Guelph), Rachel Fernandez (University of British Columbia) and myself. Chris Whitfield, former chair of the committee (University of Guelph), kindly joined us to expand the committee size this year as we had two potential conflicts of interest between committee members and this year's nominees. The good news was that we had five outstanding nominees to consider this year, all of whom were worthy to be recipients of the award. The committee met by teleconference and after careful evaluation of the nomination packages a unanimous decision was made to recommend Dr. William Mohn as the 2016 recipient of the CSM Murray Award.

Dr. Mohn is Professor of Microbiology and Immunology at the University of British Columbia, where he was first appointed as Assistant Professor in 1993. Dr. Mohn has a research program in microbial ecology that has been widely recognized at the international level. His studies have cast a wide net to include diverse areas including dehalorespiration, arctic and wastewater treatment systems, bioremediation of toxic compounds, deforestation and microbial communities, and the human microbiome. Not only have his research interests been diverse, but the work spans studies focusing on molecules to organisms to the environment. Dr. Mohn has been the recipient of a Killam Research prize and a Killam Research Fellowship for sabbatical support. Moreover, in 2007 Dr. Mohn was honored by German colleagues through the naming of *Pseudomonas mohnii* in his honor. The committee recommends William Mohn for the 2016 CSM Murray Award in recognition of his stellar career achievements in microbiology.

Fisher Scientific Award – Charles Dozois

I am happy to report the selection of Cezar Khursigara as the recipient for the 2016 Fisher Award his candidature was accepted unanimously by the members of the selection committee.

Armand-Frappier Outstanding Student Award – Ivan Oresnik



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June 6, 2016.

Re Frappier Committee Report

To the Executive of Canadian Society of Microbiologists:

I have served on the Armand Frappier committee (formerly CSM Gold Award) for the last three years and as a chair for the past year. This past year there were 7 candidates that were forwarded for consideration. There were a few questions that arose as candidates were being submitted, as well as during the deliberations. The first was an issue that was first raised at the AGM in Regina in 2015-to revisit the window of eligibility. The second, which was raised this year, was the necessity of either a Terms of Reference or guidelines to ensure judging is consistent from year to year.

Eligibility. The current eligibility states the candidate must be a “Canadian citizen or resident of Canada currently attending a recognized Canadian graduate program”. The issue that has arisen over the past 2 years is exceptional PhD students who are within a year of graduating, but have moved on and are not currently enrolled in a Canadian graduate program. A suggestion might be that a student can be not be more than a year past their terminal degree and will be judged only on their work that was carried out as a PhD student.

Criteria. In 2015 it was deemed that none of the candidates were “outstanding”. This year, 2016, there were several candidates that could have been winners. The committee has been left to its own devices to interpret the term “outstanding”. The general consensus of the current Frappier committee was that guidance on what the term “outstanding” means, as well as what weightings different scholarly outputs should carry. This is a difficult problem to address since scholarly output should neither be

an exercise of counting publications, nor the noting of impact factors of journals. The committee does not have a concrete suggestion, but realizes that this is an issue that should be discussed and considered to ensure year to year consistency.

It is hoped that this report fosters discussion within the CSM executive that allows clarification on these points if the deem it necessary.

Respectfully,



Ivan Oresnik

Professor, Dept of Microbiology,
Associate Dean Research, Faculty of Science,
University of Manitoba,
Winnipeg, MB
Tel 204-474-6574
Email Ivan.Oresnik@umanitoba.ca

14. Reports from Representatives to outside organizations

a) Canadian Journal of Microbiology, 2015-2016 Jim Germida and Anthony Clark, Co-Editors

Toronto, June 12, 2016

Report from the *Canadian Journal of Microbiology*, 2015-2016 Jim Germida and Anthony Clark, Co-Editors

The *Canadian Journal of Microbiology* (CJM), published by Canadian Science Publishing (CSP), is the only journal in Canada publishing original research in general microbiology and maintains a close association with the Canadian Society of Microbiologists. This update covers the period of 2015-2016:

- James Buck stepped down as an Associate Editor in January of 2016.
- The Canadian Journal of Microbiology meets GREEN open access standards now required by tri-agency granting councils; GOLD open access is available for a fee.
- All review articles and CSM Award Lectures are published in CJM as GOLD open access papers at no cost.
- The Editorial Board continues to look to recruit more international Associate Editors. This will further highlight the international scope of the journal and potentially help to improve the quality of manuscripts received from these areas.
- The journal continues to explore opportunities to publish a limited number “special issues” encompassing a specific topic or theme.
- Over the past year the Editorial Board engaged in a discussion to restructure. This will include a new and expanded Editorial Board and changes to the scope of the journal. Our intent is to ensure a broad audience and open avenues for new high-impact research papers, especially from the Canadian microbiology community. This restructuring will occur in 2016.

Publication and general readership statistics for 2015-16:

A total of 752 manuscripts were received for review, of which 457 were rejected without review (290 by co-editors and 167 by the AE's); of the remaining 295 manuscripts 167 were rejected, 4 withdrawn and 124 accepted/published.

Average time from manuscript submission to first decision was 19.5 days (2015). For comparison: 18.9 days (2014); 17.6 days (2013); 22.2 days (2012). See Appendix A.

The vast majority of the Journal's content is now accessed electronically through the website maintained by CSP. Full-text downloads of articles (HTML and PDF) continue to increase. Top 15 most-downloaded articles for all papers published between Jan 1 and Dec 31, 2015 are shown in attached Appendix B.

Ongoing association with the CSM/SCM:

CSP continues to have a good relationship with the Canadian Society of Microbiologists in the form of a formal MOU. The MOU covers areas such as co marketing and promotion, discounts to CSP publications (including CJM), free colour, a deeply discounted open access fee of \$1000 for CSM members (regular price \$3000), annual support of the CSM Murray Award for Career Achievement (\$2000), and other sponsorship opportunities that may arise. In exchange, CSM encourages their members to publish in CJM. CSP feels that the involvement of CSM is important for the future success of CJM.

Awards, Sponsorships, and Exhibits

- CSM Annual Meeting Platinum sponsor
- CJM/CSM Murray Award
- CSM student symposium and travel award
- CSM exhibit booth (attended by Brenda Tryhuba)
- First workshop of the Canadian Society for Virology (CSV2016)
- 16th International Symposium on Microbial Ecology (ISME 2016) session sponsorship
- Following up with Josh Neufeld about potential sponsorship/special issue

The CJM and CSP were pleased to sponsor the CSM-Murray Award for Career Achievement presented to Dr. Mark A. Wainberg at the 2015 CSM meeting in Regina. The resulting paper was published in 2016: Mark A. Wainberg, Ying-Shan Han, Thibault Mesplède, and Dolutegravir. 2016. Be Part of a Functional Cure for HIV? *Canadian Journal of Microbiology*, 62(5): 375-382, 10.1139/cjm-2015-0725. We are committed to continued sponsorship of the CSM-Murray award.

As in the past these articles based on CSM award lectures are well received by the readership of the Journal, consistently ranking among the most-read papers of the year.

CJM and CSP continue to be strong sponsors of the CSM and provided \$12,000 in 2014 to support travel of selected authors at the IUMS conference. Four papers were subsequently published in 2015:

N. Shterzer, I. Mizrah. 2015. The animal gut as a melting pot for horizontal gene transfer. *Canadian Journal of Microbiology*, 61(9): 603-605, 10.1139/cjm-2015-0049.

Swapnil Doijad, Markus Weigel, Sukhadeo Barbuddhe, Jochen Blom, Alexander Goesmann, Torsten Hain, Trinad Chakraborty. 2015. Phylogenomic grouping of *Listeria monocytogenes*. *Canadian Journal of Microbiology*, 61(9): 637-646, 10.1139/cjm-2015-0281.

Miguel A. Valvano. 2015. Intracellular survival of *Burkholderia cepacia* complex in phagocytic cells. *Canadian Journal of Microbiology*, 61(9): 607-615, 10.1139/cjm-2015-0316.

Natalia Fernández-Romero, María Pilar Romero-Gómez, Marta Mora-Rillo, Jesús Rodríguez-Baño, Lorena López-Cerero, Álvaro Pascual, Jesús Mingorance. 2015. Uncoupling between core genome and virulome in extraintestinal pathogenic *Escherichia coli*. *Canadian Journal of Microbiology*, 61(9): 647-652, 10.1139/cjm-2014-0835.

14. Reports from Representatives to outside organizations

- b) **International Union of Microbiological Societies Representative – Position is vacant.**

14. Reports from Representatives to outside organizations

- c) **International Committee on Taxonomy of Viruses – Andrew Lang**

The ICTV celebrates its 50th anniversary this year. Proposed changes to the official virus taxonomy from the past year underwent a ratification vote in April 2016. The current virus taxonomy, discussions, taxonomic proposals, and ICTV news can always be found on the ICTV website (<http://talk.ictvonline.org/>). At this site you can also subscribe to the ICTV email newsletter.

A major event this past year was a meeting of the ICTV Executive Committee and Study Group chairs, held 1-2 February 2016 at the Wellcome Trust Genome Campus, Cambridgeshire, UK. There were approximately 80 attendees from 25 countries, and the meeting was made possible through funding obtained by the Executive Committee from the Wellcome Trust. Some of the current issues facing the ICTV, such as how to deal with virus sequences from metagenomic data, were discussed. A detailed meeting summary is available (https://talk.ictvonline.org/meetings/sg_hinxton/). The Wellcome Trust funding will also support other upcoming work by the ICTV, including transition of the ICTV Report into an open access resource.

14. Reports from Representatives to outside organizations

- d) **Biological & Chemical Defence Review Committee of DND – Julia Focht**

I hereby submit to the CSM a report on the activities of the Biological and Chemical Defence Review Committee (BCDRC) for the period April 2015-March 2016. In 2015 BCDRC comprised Dr. Pierre Potvin (York University; representing the Canadian Society for Chemistry), Dr. Heather Durham (Montreal Neurological Institute; representing the Society of Toxicology of Canada), and Dr. Julia Focht (University of Alberta, Professor Emerita; representing the Canadian Society of Microbiologists, and Chair). The Executive Officer is Brigadier General (ret'd) James Selbie. Our arm's-length website can be found at <http://www.bcdrc.ca/> with links to our formal, public reports. Publication of the 2015 Report has again been delayed by circumstances beyond the Committee's control; it will be published as soon as possible.

The mandate of BCDRC is to provide an independent, third-party review of the Biological and Chemical Defence (BCD) research, development and training activities undertaken by the Department of National Defence (DND) and the Canadian Armed Forces (CAF) with a view to assessing whether these activities are defensive in nature and are conducted in a professional manner with no threat to public safety or the environment. Recent conflicts reported in the news involving the use of biological toxins, documented use of chemical weapons, and potential use of biological agents makes the Committee's work ever more important and relevant.

Between April 2015 and March 2016, the BCDRC completed numerous visits and inspections at DND establishments, Defence Research and Development Canada (DRDC) sites and other institutions involved in BCD research. Among the Committee's diverse activities, those particularly relevant to microbiology included:

- A visit to Maritime Forces Pacific (Esquimalt, BC) including the Damage Control Training Facility GALIANO and HMCS VANCOUVER; and a meeting with the Commander Pacific Fleet;

- Three days at DRDC–Suffield Research Centre (Suffield, AB), including an overview presentation by the Centre Director; numerous briefings and tours of facilities; inspection of the Bio-Safety Level II lab; briefings and a visit to the Counter Terrorism Technology Centre; review and discussion of the Biological Safety Program; the annual inspections of all bacterial and viral stocks held in the BSL III and BSL II laboratories, and toxin holdings; review of all BCD contracts awarded to outside agencies and briefings by two research contractors; review of Material Transfer Agreements; review of Animal Use Protocols; various laboratory visits and presentations by defence scientists; review and discussion of the discovery and safe disposal of munitions at CFB Suffield; meetings with staff from the Base Medical Section; and meetings with the chair of the Biohazard Safety Committee, among others;
- A visit to 1st Canadian Mechanized Brigade Group (Edmonton), including briefings from the Brigade Commander and staff on BCD capability; presentations by Princess Patricia’s Canadian Light Infantry and 1 Field Ambulance; and a tour of 1 Service Battalion personnel decontamination capability;
- Meetings at CBRN Defence Academy (Borden, ON), including discussions with the Academy Commandant and instructors who provided an update on BCD training programmes and initiatives; inspection of a new dual personnel/vehicle decontamination system; and a meeting with the Commander of the CF Support Training Group;
- Visits and inspections at 1 Canadian Field Hospital and Central Medical Equipment Depot (Petawawa, ON) to understand the hospital’s field capabilities regarding CB warfare agents; a tour of the field hospital deployed in ‘enhanced configuration’; a tour of pharmaceutical storage, packaging and distribution facilities regarding BCD-related Medical Counter-Measures (MCMs);
- Three days in Ottawa for briefings by National Defence Headquarters and the Department of Foreign Affairs, Trade and Development (DFATD, now Global Affairs Canada); by the Chief of Defence Intelligence and discussion of various biological warfare agent threat issues; by the Chief of Force Development for BCD policy and doctrine; by CAF Health Services Group Headquarters for MCM issues; and also by DRDC Corporate Office and the Centre for Security Science, among others;
- Participation of two committee members as observers at Exercise FIREDRAKE conducted at the Counter-Terrorism Technology Centre (Suffield, AB);
- Attendance by one committee member as an observer at the semi-annual meeting of the multinational CBR Enterprise Medical Counter-Measure Consortium (MCMC) held at the National Microbiology Laboratory (Winnipeg, MB)
- Attendance by the Executive Officer at the CBRN Defence Workshop (Ottawa, ON) for information exchange regarding current activities and issues.

During its 2015 visits the Committee was satisfied that DND and the CAF are maintaining a policy of purely defensive research in biological and chemical warfare countermeasures and training; that such research is compliant with Canada’s obligations as a signatory state to the Biological Weapons Convention and Chemical Weapons Convention; and that such research does not pose a threat to public safety or the environment. Based on observations during the course of its visits, the Committee made several recommendations to be published in its 2015 Annual Report on the BCDRC website.

Importantly, Dr. Jonathan van Hamme agreed to stand as a nominee to replace me as the microbiology subject matter expert member of the BCDRC beginning in April 2017, and he has received his Level II security clearance to facilitate this role. **I hereby formally request that the CSM Executive appoint**

Dr. Jonathan van Hamme as the Society's representative on BCDRC, effective April 1, 2017, and issue a letter to BCDRC, to that effect.

14. Reports from Representatives to outside organizations

e) ASM International Membership Committee and Ambassador to Canada – Trevor Charles

This is my fourth year as ASM Ambassador to Canada. ASM continues to develop a very active International Affairs office. They are attempting to assume a leadership role around the world, interacting with the various national microbiological societies, and in some cases participating in national meetings. Growth in international membership has far outpaced domestic membership growth over the past few years. It is therefore important that the collective international voice is reflected in governance of the society. Recently, Pakistan overtook Canada as the country with the most ASM members.

This year, I continued in my second year as a member of the Ambassador Leadership Circle, which grew out of the Ambassador Leadership Circle Task Force that I had participated in the previous year. The role of this body is to increase international representation in ASM governance and to improve coordination of international programs and initiatives. Over the two years, this body led task forces related to the four following themes: Enhancing communication among Ambassadors; Enhancing communication with membership; Developing Ambassador orientation materials; Improving competitiveness of international applications for ASM grants and awards. I co-chaired “Enhancing communication with membership.” As a result of the findings of these task forces, it is anticipated that the international activities will evolve a solid foundation for continued support of the international membership.

ASM continues its tradition of supporting the CSM student competitions. On behalf of CSM, I applied for and received an award of US\$990 for the following.

- ASM Best Poster Prize
- ASM Sponsored Education Workshop
- iGEM session at CSM meeting

We are interested in growing the number of student chapters in Canada. ASM provides discounted membership to club members, and provides some funds to support activities. There is perhaps an opportunity here to develop joint ASM / CSM student chapters.

We welcome any suggestions or feedback related to enhancing the relationship between CSM and ASM. We can apply for small grants of up to \$300 to support workshops and other activities.

14. Reports from Representatives to outside organizations

f) ASM Young Ambassador to Canada - Subba Rao Chaganti

I have completed 3 years as Young Ambassador to Canada and 2 year as ASM Yong Circle Leader (YLC). 1 year as a Chair for the Young Circle Leader. YLC Chair represents the young ambassador's worldwide (~ 50 countries) in the International board meeting.

ASM is planning to expand its role worldwide. To include more diversity and young members in the governance and visionary leadership and visibility of the impact ASM has on all aspects of the microbial sciences, ASM initiated two task force bodies one is Young Circle and other one is Ambassador Circle.

As an YLC Chair I was involved and successful in following themes:

1) **Expanding ASM grants to non-US members:** One of immediate benefit for Canadian Young Microbiologist is undergraduate research (UR)-Capstone program is supported by funds provided by the American Society for Microbiology (ASM) to up to \$1500 travel support will be provided for students who will attend the ASM Research Capstone Institute and present the results of their research project at the ASM meetings. Until Last year this fellowship was only available to the American Citizens.

2) **Expanding student chapters and interaction between ASM and CSM members:** I have initiated a 5 student chapters in Canada and abroad in addition to the Bio-resource center at University of Windsor. For each student chapters ASM contribute \$ 300 US. ASM has 60 Student chapters in USA and 11 in different countries (2 in Canada). ASM is planning to expand the student chapters in Canada and worldwide.

As an initiative step to expand the networking between ASM and CSM members, I request the ASM to fund the ASM/CSM networking workshop at CSM Conference 2016. ASM has funded the event and CSM conference organizer (Dr. Trevor Moraes) has approved for organizing the event. I look forward to see more events to happen with the collaboration of ASM and CSM in future.

3) **Virtual workshop kits for Microbiology:** ASM has funded me to organize organise Biosafety and Writing skills workshops. They were very helpful for the students and I hope we can organize such events next year at CSM.

As Dr. Trevor and I mentioned last year we have couple of opportunities to collaborate or build the long term relationship between ASM and CSM 1) Joint ASM/CSM student chapters 2) ASM/CSM undergraduate research (UR)-Capstone program. Both the program will enhance the student memberships and receive wide publicity. These programs also enhance the student network worldwide. We welcome any suggestions or feedback related to enhancing the relationship between CSM and ASM.

14. Reports from Representatives to outside organizations

g) Partnership Group in Science and Engineering - Thien-Fah Mah

We had some very interesting and informative meetings with guests to our Council Meeting such as Alan Beaudet, President and CEO of CIHR and Iris Almeida-Cote, Executive Director, Royal Society of Canada. Members of PAGSE also met with other organizations such as Council of Canadian Academies, Canadian Science Publishing and Innovation, Science and Economic Development Canada.

We prepared and submitted a Parliamentary Brief to Industry Canada's Consultation on Science and Technology in August 2015 (<http://www.pagse.org/images/2015-08-07%20PAGSE%20submission%20to%20HOC%20Finance%20Cttee.pdf>). Unfortunately, a general election was called shortly after the deadline for the Briefs and they were not accepted. We revised and submitted the same basic Brief in February 2016 (<http://www.pagse.org/images/2016-02-19%20PAGSE%20submission%20to%20HOC%20Finance%20Cttee.pdf>).

Each year, we work on a new Brief so that we will be ready for the next call. We welcome comments from the CSM Executive about what it thinks we should be telling our government during the consultation phase.

We hosted 5 Bacon and Eggheads breakfast events over the past year. The speakers included Dr. Christopher Burn (Permafrost science heats up: understanding and preparing for change in northern landscapes), Dr. Scott Knight (Rethinking cyberattacks: New strategies to counter the mounting costs to business and threats to Canada's security), Dr. Chris Eliasmith (Exploring a simulated brain: from human behavior to drug effects), Dr. Jean Caron (Keeping food available and affordable: a twenty-first century challenge) and Dr. Kenneth Lee (Crude oil on water- an expert perspective on spills, their impacts and remediation). This last talk will take place on June 9, 2016.

For additional information about PAGSE, access the website: <http://www.pagse.org/en/main.htm>