

2020 Annual General Meeting
MINUTES
Zoom
Thursday, July 16, 2020, 3:00pm ET

Chair: Horacio Patrocinio
Recording Secretary: Nicolas Ploquin

1. Adoption of the Agenda

The meeting was called to order by H. Patrocinio at 3:00pm ET.

Resolution 2020-07-16-01

That the agenda be approved as presented.

2. Minutes of the 2019 AGM held in Kelowna, BC

Minutes were circulated by email and posted on the website.

Resolution 2020-07-16-02

That the minutes be approved as circulated.

3. Report of the President

HP remembered some of the member that passed away this year:

John C. G. MacDonald (1920 - 2018)

John Robert (Jack) Cunningham (1927 -2020)

Notable Member Achievements

The following members were celebrated:

- **Mark Henkelman** - an Officer of the Order of Canada for his pioneering work in MRI and his ongoing commitment to the development of medical imaging in Canada. This honour was presented by her Excellency the Right Honourable Julie Payette, Governor-General of Canada.
- **Jake Van Dyk** - recipient of the 2019 International Day of Medical Physics (IDMP) Award for excellence in medical physics and promoting medical physics to a larger audience
- **Aaron Fenster** - Order of Ontario. This is the highest honour bestowed in the province and recognizes Dr. Fenster's commitment to scientific research and his work in the area of 3D ultrasound imaging.
- **John Schreiner and Jake Van Dyk** - International Organizing Committee of the Global Health Catalyst Summit in Tanzania in April 2019
- **Claire Park** – Canadian Association of Physicists (CAP) Best Student Oral Competition for Division of Physics in Medicine and Biology (DPMB)

HP presented the current COMP structure and active committees and sub-committees. There are currently 7 committees: Communication, Imaging, QARSAC, Awards & Nominations, Professional Affairs, Science, and Education and 8 sub-committees: ASM, Radiation Safety, Women's Committee, Student Council, Winter School, COMP History, Resident Programs Directors, and Resident's Network and several working groups.

The President thanked all the volunteers with COMP for making the organization successful. 20 % of the membership is involved in volunteering (about 162 members as of July 2020)

H. Patrocinio thanked all the volunteers and members for their ongoing support.

H. Patrocinio presented membership statistics.

Membership Demographics:

Total Membership: 812

Membership by status:

Full Member: 77%

Associate Member: 3%

Student: 16%

Retired: 4%

Membership by location:

- Ontario (283)
- Quebec (132)
- BC (100)
- USA (109)
- Alberta (72)
- Manitoba (33)
- Other (18)
- Nova Scotia (20)
- Saskatchewan (15)
- New Brunswick (14)
- Newfoundland (9)
- PEI (7)

Membership by gender:

Total membership: 29% female, 71% male

Trainees: 36% female, 64% male

By Specialty, the membership represents:

Results from 602 respondents in the 2019 professional survey.

- 86% - Radiation Oncology Physics (399 members)
- 5.8% - Diagnostic Radiology Physics (38 members)
- 5.6% - Mammography Physics (29 members)
- 2.1% - Magnetic Resonance Imaging (18 members)
- 4.3% - Nuclear Medicine Physics (18 members)
- 2.1% - Medical Health Physics (7 members)

Where members work:

Results from 667 respondents in the 2019 professional survey.

- 47% - Hospital (226 members)
- 45% - Cancer Centre (223 members)
- 35% - University/Government/Research Institute (127 members)
- 7% Private Company (29 members)

Engagement

H. Patrocinio reported on the engagement of the membership, notably how 38% of the membership have published an article in Sosido in 2019. In total, 511 articles by 301 authors have been published in 2019.

Strategic Update

H. Patrocinio provided an update on the 4 strategic priorities as established in 2016:

Strategic Priority 1: Advocate for medical physicists as leaders in innovation and technology implementation in health care.

Strategic Priority 2: Ensure medical physicists in Canada can create and have access to relevant scientific and professional content.

Strategic Priority 3: Connect the entire Canadian medical physics community: to each other, to COMP, to other professionals, and to resources.

Strategic Priority 4: Engage in strategically aligned international initiatives.

Priority 1: Advocate

- COMP continues to demonstrate leadership within Canadian healthcare through its annual inter-professional Winter School on Quality and Safety. The 2020 Winter School theme was: *The Changing Role of Medical Physics - The Importance and Impact of Communication, Clinical Presence and Patient-facing Activities*. The keynote presentation was delivered by an Indigenous cancer survivor and the topic was: Two Great Medicine Societies and My Healing Journey. The Winter School also included a session on “Cultural Sensitivity and Bias in Patient Interactions”
- COMP continues to play a leadership role in the Canadian Partnership for Quality Radiotherapy (CPQR)
- COMP has been invited to provide medical physics expertise for the following initiatives: (1) The CAR Medical Imaging Human Health Resources Requirements (currently on hold due to COVID 19), (2) The CAR Imaging Re-entry Task Force, (3) College of Physicians and Surgeons of Ontario on the Role of Medical Physicists in Evaluating Medical Imaging Equipment, (4) Health Canada Safety Code 30 (dental), (5) CAR and Canadian Society of Thoracic Radiology (CSTR) expression of interest to Canadian Partnership Against Cancer for the development of a lung cancer screening accreditation program.
- COMP facilitates knowledge transfer and the following resources are under development: QC guidelines for bone mineral densitometry, educational material for discontinuing the use of gonadal and fetal shielding for x-ray exams and an MRI site planning document
- COMP developed x-ray pamphlets for patients which have been endorsed by the CAR and the CAMRT
- The Canadian Nuclear Safety Commission (CNSC) recognizes COMP as a leader in safety. COMP and CNSC have renewed their funding agreement for an additional 3 years and members were invited to submit applications for funding for an innovation project.
- The Radiation Sub-committee has been expanded and is COMP's voice on radiation safety issues with regulators and partner organizations.
- COMP maintains close ties with its provincial medical physics associations via its Professional Affairs Committee and by providing administrative support to the provincial organizations
- COMP continues to profile the role of medical physicists across Canada through its celebration of International Day of Medical Physics
- A noteworthy section in *InterACTIONS* highlights achievements of members
- COMP has created a taskforce through the Professional Affairs Committee to review its Code of Ethics. It is expected that the new Code of Ethics will be ready for approval by the Fall of 2020.
- COMP has representation on the AAPM Leadership working group

Some of the work completed or in progress under this priority was presented by HP:

1. COMP provided input to several imaging initiatives: CAR Medical Imaging Human Health Resources Requirements, College of Physicians and Surgeons of Ontario on the Role of Medical Physicists in Evaluating Medical Imaging Equipment, Health Canada Safety Code 30 (dental), CAR/CSTR development of a lung cancer screening accreditation program

2. Indigenous cancer survivor presented keynote at Winter School on “Two Great Medicine Societies and My Healing Journey”. Winter School also included a session on “Cultural Sensitivity and Bias in Patient Interactions”
3. COMP prepared a statement on Covid-19 and participated in CAR's Re-Entry Task Force (ramp-up in diagnostic radiology post-COVID slowdown)
4. Two Professional Affairs Committee Working Groups are nearing completion: Review of COMP-CCPM Code of Ethics, and Competency Profile in Radiation Oncology Physics.

Priority 2: Content Access

- COMP provided members with high quality medical physics and professional content through a variety of vehicles:
- Annual Scientific Meeting – The 2019 ASM was held in Kelowna, BC. and the theme was Exploring Big Data, Harvesting Big Impacts. The 2020 ASM is a joint meeting with the AAPM and due to COVID-19 will be hosted virtually for the first time. The theme of the meeting is “Improving Health Quality. Increasing Global Impact.”
- Annual Winter School – In February 2020 the annual Winter School was held in Mont Tremblant and focused on Quality and Safety in Radiation Oncology.
- For the first time, the COMP Education Committee issued an RFP for Winter School Topics for the 2021 program. This RFP is intended for potential Winter School program directors to propose their ideas and intentions to the committee.
- Sessions at both the ASM and Winter School are recorded and recordings are made available to program participants and COMP members who were not able to attend at no charge.
- COMP approved financial and/or marketing support for the following regional continuing education programs: (1) WesCan – Calgary, (2) International Conference on 3D Dosimetry. Both meetings were postponed due to COVID-19.
- Through CPQR, COMP continues to provide members with tools to guide quality and safety in radiation therapy: (1) TQC documents for MRI and PET CT are in the external validation and final editing phases and (2) An audit tool is being developed that can be used to provide feedback about a centre's quality assurance program and to COMP's Quality Assurance and Radiation Safety Advisory Committee on the usefulness of the TQC documents.
- A task group has been established to develop QC guidelines for Bone Mineral Densitometry
- There is Canadian representation on an AAPM ad-hoc committee on Education and Implementation Efforts for Discontinuing the Use of Patient Gonadal and Fetal Shielding. The committee is creating an online course which will provide credits for users, anticipated completion is Fall 2020. At least 1 module is intended for interactive education for physicians.
- Through its ongoing partnership with Sosido, COMP provides a means to share published research and clinical knowledge within the COMP community
- COMP will be publishing the 2020 professional survey report based on 2019 membership data. Each year the report includes additional elements to provide a clearer picture of the state of the profession.
- A Competency Profile Working Group has been created to define the core clinical competencies of a qualified medical physicist. The objective is to establish a common clinical skill set that will better integrate resident training, CCPM examinations, continuing education and the clinical duties of medical physicists across the country. The report from the Working Group is expected in the Fall of 2020

Some of the work completed or in progress under this priority was presented by HP:

1. Annual Winter School – In February 2020 Winter on The Changing Role of Medical Physics - The Importance and Impact of Communication, Clinical Presence and Patient-facing Activities.
2. COMP developed x-ray pamphlets for patients which have been endorsed by the CAR and the CAMRT, and COMP has representation on an AAPM ad-hoc committee on Education and Implementation Efforts for Discontinuing the Use of Patient Gonadal and Fetal Shielding.
3. Recorded sessions at both the ASM and Winter School
4. COMP Education Committee issued an RFP for Winter School Topics for the 2021 program. The 2021 Winter School will be a virtual event.

Priority 3: Connect

- COMP's Annual Scientific Meeting continues to be the networking highlight in our Canadian medical physics community. The ASM has introduced specific programming targeted to: students, young professionals just beginning their careers, imaging physicists and women in medical physics.
- COMP provided support for the 2019 Young Investigator's Symposium winner to present at special medical physics session at the Canadian Association of Physicists (CAP) Annual Meeting. The CAP meeting was cancelled due to COVID-19.
- COMP's Science Committee has established a taskforce with a mandate to develop strategies to foster medical physics research culture in the clinical environment. The taskforce has published its recommendations in a report to the COMP Board.
- COMP's Imaging Committee has made a concerted effort to connect with the MR community and engage MR physicists and offers MR physicists incentives to join COMP.
- The Education Committee has established a sub-committee of Residency Program Directors as well as a Resident Network to enable Residents to connect, share resources and discuss relevant issues.
- Community news is broadcast via the weekly Sosido Digest, monthly e-blasts and by social media, in addition to the quarterly newsletter, *InterACTIONS*.
- COMP has an active social media presence with 21 48 twitter followers, 1271 Facebook fans, a student Facebook group (82 members) and 315 instagram followers. With respect to LinkedIn, the COMP company page has 115 members. has 260 LinkedIn members

Some of the work completed or in progress under this priority was presented by HP:

1. COMP provided support for the 2018 Young Investigator's Symposium winner to present at special medical physics session at the Canadian Association of Physicists (CAP) Annual Meeting.
2. The communities of practice initiative started at the 2019 AGM. A virtual version will take place at the 2020 AGM.
3. The COMP science committee task force on fostering a medical physics research culture in the clinical environment produced a white paper for the COMP board.
4. COMP communications committee has created a working group to review the COMP website content

Priority 4: International

- COMP has initiated joint meetings between the AAPM Executive Committee and the COMP Executive Committee
- Many of our members are doing work on the international stage and this work is showcased in InterACTIONS
- COMP has an MOU with Medical Physics for World Benefit and provides support to the organization.
- COMP is a member organization of IOMP and is an active participant in International Day of Medical Physics initiatives
- John Schreiner and Jake Van Dyk participated on the International Organizing Committee of the Global Health Catalyst Summit in Tanzania in April 2019
- Jake Van Dyk recipient of the 2019 International Day of Medical Physics Award for excellence in medical physics with a particular view to promoting medical physics to a larger audience

Some of the work completed or in progress under this priority was presented by HP:

1. COMP is meeting with AAPM in the 2020 Virtual Joint meeting
2. International work done by COMP members is showcased in InterACTIONS.
3. COMP has helped facilitate several national or international surveys on medical physics and medical practice and outreach.
4. COMP is continuing to provide support for Medical Physics for World Benefit. COMP has facilitated dues collection for MPWB starting this year.
5. COMP's continues actively participating in IOMP's International Day of Medical Physics.

New COMP Statements, Policies and Processes

1. Statements regarding COVID-19
2. Statement regarding Racism, Social Justice and Discrimination
Follow-up:
Looking at how COMP intentionally considers EDI matters
Looking at increasing representation to respond to EDI issues - contact the COMP office to volunteer
3. Statement concerning the MedPhys Match
4. Process for the Recommendation of CAMPEP Board Members
5. Process for Applications for CE funds
6. New "policy" for retired members

The COMP Board of Directors met in February 2020 for a strategic planning meeting. The Board reviewed and updated the COMP vision and mission:

- **VISION:** to be the recognized leader and primary resource for medical physics in Canada (*unchanged*)

- **MISSION:** to promote and advance the Canadian medical physics community's integral role in healthcare by supporting research, education, innovation and excellence in professional practice.

5 Key Results Areas were defined during the Strategic Planning Process:

KRA #1 – Advocacy and Representation

- develop, and advocate public policy positions on meaningful issues, and represent medical physicists to a wide range of stakeholders

KRA #2 - Networking and Member Engagement

- facilitate networking and engagement opportunities
- create an environment that is inclusive and welcoming to all stakeholders in the medical physics community.

KRA #3 - Knowledge Acquisition and Dissemination

- central repository of relevant scientific and professional content
- facilitate research and disseminate information to professionals, stakeholders and the general public.

KRA #4 - Strategic Partnerships

- identify and exploit strategic partnering opportunities that leverage our capacity, enhance our impact, and raise our profile nationally and internationally.

KRA #5 - Governance and Administration

- policies, programs, activities and resources of COMP will be managed in the most cost-effective and efficient way possible.

4. Financial Report – Young Lee, Treasurer

Y. Lee presented a review of the 2019 finances as well as the 2019 audited financial statements and a financial summary and review over the past 5 years.

YL presented some adjustments made to 2020 budget to reflect expected effects due to pandemic. Some of these are:

- Conference revenue may be affected due to Virtual meetings
- No in-person meetings. This includes less travel and more virtual facilitation.

Appointment of Auditor for 2020

The members shall at each annual meeting appoint an auditor to audit the accounts of the organization for report to the members at the next annual meeting.

Resolution 2020-07-16-03

That Nephin Winter Bingley be appointed to audit the 2020 financial statements.

5. Nominations Report

The COMP Board has 12 Directors: five serving as Officers (President, Past-President, Vice-President, Treasurer and Secretary) one serving as CCPM representative and six Directors serving as Directors-at-large.

The following directors will continue serving their terms as follows:

- **Nic Ploquin** will move into the second year of his three-year term as COMP Secretary
- **Geneviève Jarry** will move into the third year of her first three-year term as Director-at-Large and CCPM representative
- **Atiyah Yahya** will move into the third year of her second three-year term as Director-at-Large
- **Charlie Kirkby** will move into the third year of his first three-year term as Director-at-Large
- **Joe Hayward** will move into the third year of his first three-year term as Director-at-Large
- **Marija Popovic** will move into the third year of her first three-year term as Director-at-Large

The terms of the following Officers will be ending effective at the 2020 AGM:

- Horacio Patrocinio, President
- Wayne Beckham, Vice President

Horacio will move into the role of Past-President and Wayne will move into the role of President.

Michelle Hilts will end her two-year term as Past President and will be finishing her time on the Board.

Also effective at this 2020 AGM:

- **Young Lee**, the current COMP Treasurer, will be completing her first three-year term on December 31, 2020.
- **Michelle Nielsen** will complete her first term as Director-at-Large
- **Thor Bjarnason** will complete his first term as Director-at-Large

As a result, there are four vacancies on the Board that need to be filled: Vice-President, Treasurer and two Directors-at-Large.

A call for nominations was circulated to the membership to fill the four vacancies via InterACTIONS and the monthly e-broadcast. It was also posted on the COMP website. Each of the directors who are completing their first term on the Board expressed an interest in continuing on for a second term and no other nominations for these positions were received. So, in accordance with the COMP bylaws :

- **Young Lee** is elected by acclamation to serve a second three-year term as COMP Treasurer
- **Michelle Nielsen** is elected by acclamation to serve a second three-year term as Director-at-Large
- **Thor Bjarnason** is elected by acclamation to serve a second three-year term as Director-at-Large

The Nominations Committee circulated a call for nominations to fill the position of Vice-President and one nomination was received. As only one nomination was received, Boyd McCurdy is elected by acclamation.

About the New Board Member:

Boyd McCurdy, FCOMP, FCCPM, Vice-President

- Head of Radiation Oncology Physics, CancerCare Manitoba
- Editor of InterACTIONS (2003-2006)
- CCPM Chief Examiner (2012-2015)
- Key role in the COMP ASM for several years (Scientific Chair, Professional Chair,

- Chair)
- COMP representative on this year's Joint AAPM COMP ASM Planning Committee

6. Presentations to Outgoing Board Members

Michelle Hiltz has been a Board member since 2014 serving as Vice-President, President and Past-President. A passionate leader, Michelle was truly committed to pursuing COMP's strategic goals. She played a key role in:

- Overseeing the establishment of the Science Committee focused on supporting research/academic members
- Creating the membership taskforce to expand the diversity of the membership strengthening our relationship with both traditional partners and new organizations
- Created our communities of practice initiative
- Represented COMP in the organization on the WC 2018 in Prague

7. Upcoming Events

2021 Winter School It will be held virtual. Dates and topic TBD.

2021 COMP Annual Scientific Meeting Taking place June 23-26, 2021 at Le Fairmont Château Frontenac in Québec City, QC.

8. Other Business

The current President (Horacio Patrocinio) passed the gavel virtually to the Vice-President Wayne Beckham who becomes the new President of COMP. Horacio Patrocinio move into the Past President position.

9. Adjournment

The meeting was adjourned at 4:05pm ET.