

COMP 2022 ANNUAL GENERAL MEETING

DATE: FRIDAY, JUNE 24, 2022

TIME: 4:00 PM – 5:00 PM EDT

IN PERSON: SALLE DE BAL ET FOYER
FAIRMONT FRONTENAC, QC

VIRTUAL: PRE-REGISTRATION FOR ZOOM WEBINAR REQUIRED

AGENDA

Agenda Item	
1.	Welcome and Adoption of Agenda <i>Proposed motion: To approve the Agenda of the June 24, 2022, Annual General Meeting as circulated</i>
2.	Minutes from the 2021 AGM held virtually <i>Proposed motion: To approve the June 23, 2021, Annual General Meeting minutes as circulated.</i>
3.	Report of the President
4.	Treasurer's Report a. 2021 Audited Financial Statements <i>Proposed motion: To accept the 2021 audited financial statements as presented.</i> b. Appointment of the Auditor for the 2022 financial statements <i>Proposed motion: To appoint Kelly Huibers McNeely as the corporate auditors for the fiscal year 2022.</i>
6.	Nominations Report <i>Announcement of new COMP Board members and acknowledge outgoing members:</i> <ul style="list-style-type: none"> • Horacio Patrocinio – Past President • Nicolas Ploquin – Secretary • Nancy Barrett – Executive Director
7.	Termination <i>Proposed motion: To adjourn the COMP Annual General Meeting.</i>

**2021 Annual General Meeting
MINUTES
Zoom
Wednesday, June 23, 2021, 5:40pm ET**

Chair: Wayne Beckham
Recording Secretary: Nicolas Ploquin

1. Adoption of the Agenda

The meeting was called to order by W. Beckham at 5:40pm ET.

Resolution 2021-06-23-01

That the agenda be approved as presented.

2. Minutes of the 2020 AGM held virtually

Minutes were circulated by email and posted on the website.

Resolution 2021-06-23-02

That the minutes be approved as circulated.

3. Report of the President

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

Dr Anna Celler (1951 - 2020)

Dr Alastair Baillie (1951 -2020)

Notable Member Achievements

The following members were celebrated:

- **James Robar** – Governor General's Innovation Award for 3D printed devices that improve cancer treatment (2021)
- **Piotr Slomka** – Hermann Blumgart Award for scientific contributions to the field of cardiovascular nuclear medicine and service to the Cardiovascular Council (2020)

WB presented the current COMP Board of Directors, the 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.

W. Beckham presented membership statistics.

Membership Demographics:

Total Membership: 773 (down from 819 in 2020)

Membership by status:

Full Member: 80%

Associate Member: 4%
Student: 15%
Retired: 1%

Where members work:

Results from 593 respondents in the 2020 professional survey.

- 47% - Hospital
- 44% - Cancer Centre
- 16% - University
- 6% - Government
- 7% - Private Company

Engagement

W. Beckham reported on the engagement of the membership, notably how 38% of the membership have published an article reported in Sosido in 2020. In total, 510 articles by 308 authors have been published in 2020.

Strategic Update

W. Beckham provided an update on the 5 key results areas (KRA) for 2020-2022:

- 1. Advocacy and Representation**
- 2. Networking and Member Engagement**
- 3. Knowledge Acquisition and Dissemination**
- 4. Strategic Partnerships**
- 5. Governance and Administration**

KRA 1: Advocacy and Representation

Primary Objective: Ensure that medical physics is widely recognized as an integral component of research, innovation and technology in health care

Secondary Objective: To be the recognized national voice of the medical physics profession and of safe, high quality medical physics practice in Canada

1. Played a leadership role in developing a path forward for the Canadian Partnership for Quality Radiotherapy
2. Initiated an awareness campaign in response to the closure of 58 undergraduate programs including Physics at Laurentian University.
3. MOU with the Canadian Association of Radiologists working on national accreditation programs starting with CT and MR.

Partnered with AAPM to contribute to CodeX initiative to standardize and integrate many data elements to improve cancer care and research

KRA 2: Networking and Member Engagement

Primary Objective: To establish a highly effective national network through which the entire Canadian medical physics community can communicate and interact

Secondary Objective: To achieve and maintain a high level of member engagement

1. Refreshing the Code of Ethics to collectively enhance the values of diversity and equity that medical physicists strive for (still in progress)
2. Saw record registration for our 2021 Virtual Annual Scientific Meeting and Canadian Winter School
3. EDI Survey

4. Science Committee planning meeting of Medical Physics Department Heads in the Fall to promote and foster research

KRA 3: Knowledge Acquisition and Dissemination

Primary Objective: To ensure medical physicists everywhere in Canada can create and have access to relevant scientific and professional content.

Secondary Objective: To ensure that appropriate member-created scientific content is available to all members

1. Members published 510 articles to peer-reviewed journals; COMP shared achievements through regular eBroadcasts.
2. Hosted our Mammography Workshop in April and had 81 registrants (double the number from 2019)
3. Together with CPQR launched two new Technical Quality Control Guidelines for PET CT and MR

KRA 4: Strategic Partnerships

Primary Objective: To leverage the capacity, and enhance the impact of, COMP through the building of strategic partnerships

Secondary Objective: To increase the profile and awareness of COMP through strategic partnering

1. Continue to cultivate relationships with other key organizations such as CCPM, CAR, CAMRT, CARO, CNSC

KRA 5: Governance and Administration

Primary Objective: To manage the programs and activities of COMP as effectively and efficiently as possible

1. Enhanced member's only section of the COMP website to reinforce value to members
2. Capitalized on shift to virtual meetings to increase member engagement and reduce meeting/event costs
3. Developed a comprehensive Board assessment process to ensure the Board functions optimally
4. Launched an equity framework to ensure that COMP is more intentional about diversity, equity and inclusion

New COMP Statements, Policies and Processes

1. NEW POLICIES

- Against inappropriate behaviour at COMP Sponsored Events
- Deceased or retired FCOMP members

2. REVISED POLICIES

- Conflict of interest
- Process for the recommendation of CAMPEP Board members
- Retired members
- Member memorial

Upcoming Events

2022 Winter School It will be held virtual. Theme will be on career development

2022 COMP Annual Scientific Meeting Taking place June 22-25, 2022 at Le Fairmont Château Frontenac in Québec City, QC.

4. Financial Report – Young Lee, Treasurer

Y. Lee presented a review of the 2020 finances as well as the 2020 audited financial statements and a financial summary and review over the past 5 years.

YL presented the balance sheet. The accounts remain healthy. The audited report is available to the membership.

Some of the special projects included in the budget for 202 were:

- Strategic and operational planning
- Expanded data collection for Professional Survey Report
- CNSC – Innovation Fund

2021 Budget

YL mentioned that the Board learned many lessons through our first "pandemic" year of 2020 and the 2021 budget reflects expected effects due to the current travel restrictions:

- Conference revenue may be affected due to Virtual meetings
- No in-person meetings
 - Less travel
 - More virtual facilitation

Appointment of Auditor for 2021

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 2021-06-23-03

That Nephin Winter Bingley be appointed to audit the 2021 financial statements.

5. COMP Bylaw Change

WB presented a change in Bylaw proposed by the COMP Board:
Section 4.01:

Remove from Bylaw:

One (1) individual who shall be a representative of the CCPM Board elected as a director at large
Two (2) additional director-at-large positions that will be filled by election as required.

Replace by

Three (3) additional director-at-large positions that will be filled by election as required.

WB presented the rationale for this change:

1. COMP and CCPM relations have evolved over the years. Recently they have formalized their relationship and ongoing communication by:
 - o MOU which outlines guiding principles of relationship between COMP and CCPM
 - o 3-year contract which outlines obligations of both organizations and detail of COMP's financial support for CCPM expenses not directly related to the delivery of its certification program.
 - o A meeting of the Executive Committees of both organizations at least annually
2. As per the Canada Not-for-Profit Corporation's Act, the duty of all Board members, including the CCPM Board representative who is serving as Director-at-Large, is to act in the best interest of the organization that they are serving which is COMP. If they were to act in the best interest of CCPM rather than COMP, they would be in violation of the ACT and in a conflict-of-interest position.
3. Given the requirements of the Not-For-Profit Corporations Act and that the relationship between COMP and CCPM is clearly defined with clear mechanisms for communication, there is no benefit to the CCPM to have one of its Board members on the COMP Board.

Resolution 2021-06-23-04

That the proposed change to the COMP Bylaws be adopted

6. 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:

- **Wayne Beckham** will move into his second year of his two-year term as COMP President
- **Boyd McCurdy** will move into his second year of his two-year term as COMP Vice President
- **Horacio Patrocinio** will move into his second year and final year as Past President
- **Nic Ploquin** will move into the third year of his three-year term as COMP Secretary
- **Young Lee** will move into her second year of her second three-year term as COMP Treasurer
- **Michelle Nielsen** will move into her second year of her second three-year term as Director-at-Large
- **Thor Bjarnason** will move into his second year of his second three-year term as Director-at-Large
-

The terms of the following Officers will be ending effective at the end of 2021 AGM:

- **Geneviève Jarry** will complete her term as Director-at-Large and CCPM representative
- **Atiyah Yahya** will complete her second three-year term as Director-at-Large
- **Charles Kirkby** will complete his first three-year term as Director-at-Large

- **Marija Popovic** will complete her first three-year term as Director-at-Large
- **Joseph Hayward** will complete his first three-year term as Director-at-Large

A call for nominations for the four vacancies was circulated to members via InterACTIONS and e-broadcast. It was also posted on the COMP website. The three eligible incumbents expressed interest in serving for a second term; four additional nominations were received for a total of 7 candidates.

Recognizing that Direct-at-Large nominees indicated a preference for a specific portfolio, the election of four positions were run within the following parameters. 256 of 610 eligible voters submitted votes for a total of 42

The newly elected Directors-at-Large are:

Lesley Baldwin, Director-at-Large, Communications Chair

Charles Kirkby: Director-at-Large, Professional Affairs Chair

Marija Popovic: Director-at-Large, Education Chair

Geordi Pang: Director-at-Large, Science Chair

Presentations to Outgoing Board Members

Genevieve Jarry Served on the COMP Board for 2 years as Director-at-Large and CCPM Representative. Played a key role in: (1) Strengthening relationship between CCPM and COMP (2) Participated in the Core Competency Profile Working Group

Atiyah Yahya Served on the COMP Board for 6 years as a Director-at-Large and Chair of the Communications Committee. Played a key role in:

- Creating a Process for COMP Reports in JACMP
- COMP's efforts for the International Day of Medical Physics
- Mammography Workshops
- Improving overall COMP governance

Joseph Hayward Has served on the COMP Board for a total of 3 years as Director-at-Large and Chair of the Science committee.

Played a key role in:

- Establishing the Science Committee
- A survey to document the role of medical physicists in clinical service, consultation, R&D and teaching.
- The creation of a taskforce to recommend strategies to foster a research culture in the clinical environment

7. Adjournment

The meeting was adjourned at 6:05pm ET.

**CANADIAN ORGANIZATION
OF MEDICAL PHYSICISTS
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

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NEPHIN WINTER BINGLEY

CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To the Members:

Opinion

We have audited the accompanying financial statements of Canadian Organization of Medical Physicists which comprise the balance sheet as at December 31, 2021, and the statements of changes in net assets, revenue and expenditures and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Canadian Organization of Medical Physicists as at December 31, 2021, and its financial performance and its cash flows for the year then ended in accordance with Accounting Standards for Not-For-Profit Organizations (ASNPO).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO 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.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian Auditing Standards (CASs), we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

Obtain an understanding of internal control relevant to the audit 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 Organization's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.

Evaluate the overall presentation, structure, and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Smiths Falls, Ontario
April 28, 2022

Nephin Winter Bingley
Chartered Professional Accountants
Robert Winter CPA, CA, Partner

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

BALANCE SHEET

AS AT DECEMBER 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 339,431	\$ 340,519
Accounts receivable - trade	6,181	11,317
- other	12,751	14,387
Prepaid expense	72,866	74,883
	\$ 431,229	\$ 441,106
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 28,034	\$ 45,543
Due to Canadian Partnership for Quality Radiotherapy	-	29,751
Deferred revenue	80,828	92,614
	108,862	167,908
NET ASSETS	322,367	273,198
	\$ 431,229	\$ 441,106

The accompanying notes are an integral part of the financial statements.

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
UNRESTRICTED		
Balance, beginning of year, as originally reported	\$ -	\$ 247,952
Prior period adjustment (note 7)	-	14,994
Balance, beginning of year, as restated	273,198	262,946
Excess of revenues over expenditures	49,169	10,252
Balance end of year	322,367	273,198
RESTRICTED		
Balance beginning of year	-	10,430
Transfer of Radiant funds to revenue	-	(10,430)
Balance end of year	-	-
Total net assets	\$ 322,367	\$ 273,198

The accompanying notes are an integral part of the financial statements.

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

STATEMENT OF REVENUES AND EXPENDITURE

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
REVENUES		
Advertising revenue	\$ 32,965	\$ 35,041
ASM revenue	125,063	70,000
Interest	1,162	1,679
Membership dues	181,300	184,807
Mammography workshop and imaging lecture series	15,340	-
Winter school	59,850	76,760
CNSC contribution revenue	29,850	29,150
Miscellaneous revenue	315	315
	445,845	397,752
EXPENDITURES		
Public relations	2,289	3,817
Awards	3,728	392
Newsletter/ePub./Ebroadcast	24,933	17,149
Women's comm. initiatives	-	111
EDI initiatives	1,600	-
Annual scientific meeting	72,902	4,005
Student support	-	362
JACMP publications	775	-
YIS presentation CAP	75	-
Continuing education grants	4,100	1,200
Mammography workshop & imaging lecture series	11,698	-
Winter school operating expense	29,507	74,652
Special projects, including CNSC	29,850	50,177
CCPM	25,894	37,661
Governance	-	20,815
Management services (note 5)	152,940	149,940
Bank charges and ecommerce fees	10,473	6,591
Office expense	3,579	7,581
Technology	10,254	2,880
Translations	6,097	4,770
Insurance	2,632	2,047
Professional fees	3,350	3,350
	396,676	387,500
EXCESS OF REVENUES OVER EXPENDITURES	\$ 49,169	\$ 10,252

The accompanying notes are an integral part of the financial statements.

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenditures	\$ 49,169	\$ 10,252
CHANGES IN CERTAIN NON-CASH OPERATING ASSETS AND LIABILITIES		
Amounts receivable	6,772	6,385
Prepaid expense	2,017	(34,690)
Accounts payable and accrued liabilities	(17,509)	7,080
Due to Canadian Partnership for Quality Radiotherapy	(29,751)	(69,254)
Adjustment re: Deferred revenue (note 7)	14,994	-
Deferred revenue	(26,780)	(17,701)
	(50,257)	(108,180)
INCREASE (DECREASE) IN CASH	(1,088)	(97,928)
CASH, BEGINNING OF YEAR	340,519	438,447
CASH, END OF YEAR	\$ 339,431	\$ 340,519

The accompanying notes are an integral part of the financial statements.

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

1. ORGANIZATION

The Canadian Organization of Medical Physicists (COMP) is a not-for-profit organization. The purpose of COMP is to encourage the application of physics in medicine. COMP accomplishes this through promotion of scientific knowledge, education, information and a forum for consensus-building.

COMP is exempt from income taxes under section 149 of the Income Tax Act.

2. GENERAL

Basis of Presentation:

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

3. SIGNIFICANT ACCOUNTING POLICIES

(a) *Basis of accounting*

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

(b) *Revenue Recognition*

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses 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. Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Membership dues are recognized in the year they pertain to. Scientific meeting and winter school revenue is recognized when the event is held.

(c) *Use of estimates*

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts recorded in the financial statements and notes to the financial statements. Estimates are used for, but not limited to, the calculation of accrued interest receivable, allowance for doubtful accounts and accounts payable and accrued liabilities. These estimates are based on management's best knowledge of current events and actions that the organization may undertake in the future. Actual results may differ from these estimates.

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

4. FINANCIAL INSTRUMENTS

The Organization's financial instruments consist of cash, investments, accounts receivable and accounts payable and accrued liabilities. The carrying amounts reported on the balance sheet for these financial instruments approximate fair market values due to their immediate or short-term maturities. Unless otherwise noted, it is management's opinion that the Organization is not subject to significant interest rate risk and credit risk arising from these financial statements.

There is no foreign currency risk.

The liquidity risk is constantly monitored through current and future cash flows and financial liability maturities.

The Organization's exposure to and management of risk has not changed materially since December 31, 2019.

5. CONTRACTUAL OBLIGATION

The organization has contracted for management services for the a three year period commencing January 1, 2022 through December 31, 2024. The annual fee is \$175,000 plus an annual 2.5% cost of living increase. Either party may terminate the contract on 90 days notice.

6. COMPARATIVE FIGURES

Certain of the comparative figures have been reclassified to conform with the current year presentation.

7. PRIOR PERIOD ADJUSTMENT

During fiscal 2021 it was determined that the 2019 deferred revenue related to CNSC funding and related expenses was overstated by \$14,994. This has been corrected by adjusting the opening equity for 2020.