

COMP 2025 ANNUAL GENERAL MEETING

DATE: THURSDAY JUNE 12, 2025

TIME: 11:00 AM– 12:00 PM EDT

VIRTUAL [PRE-REGISTERING](#) VIA ZOOM WEBINAR

AGENDA

| Agenda Item | |
|-------------|---|
| 1. | Welcome and Adoption of Agenda <i>Proposed motion: To approve the Agenda of the June 12, 2025, Annual General Meeting as circulated</i> |
| 2. | Minutes from the 2024 AGM <i>Proposed motion: To approve the June 7, 2024, Annual General Meeting minutes as circulated.</i> |
| 3. | Report of the President |
| 4. | Treasurer's Report <ul style="list-style-type: none"> a. 2024 Financial Statements b. Appointment of the Auditor for the 2025 <i>Proposed motion: To appoint Kelly Huibers McNeely as the corporate auditors for the fiscal year 2025.</i> |
| 6. | Nominations Report <i>Introduction of new COMP Board members and acknowledge outgoing members</i> |
| 7. | Business |
| | <ul style="list-style-type: none"> a. Drilling Down: Understanding Specific COMP Member Needs b. Updates on Key Strategic Priorities from our Strategic Plan |
| 8. | Adjournment <i>Proposed motion: To adjourn the COMP Annual General Meeting.</i> |

**2024 Annual General Meeting
MINUTES
In-Person and virtually via Zoom
Friday, June 7, 2024, 4:00pm CT**

Chair: Boyd McCurdy
Recording Secretary: Nicolas Ploquin
Quorum was achieved.

1. Adoption of the Agenda

The meeting was called to order by B. McCurdy at 4:00pm CT.

Resolution 2024-06-07-01

That the agenda be approved as presented.

2. Minutes of the 2023 virtual AGM

Minutes were circulated by email and posted on the website.

Resolution 2024-06-07-02

That the minutes be approved as circulated.

3. Report of the President

BM remembered members that passed away this year: David Beachy.

Notable Member Achievements

The following members were recognized this year:

- **Frank Prato** earned the Dean of Medicine Award at Western University for his leadership in research.

BM presented the current COMP Board of Directors, the COMP structure and active committees and sub-committees. There are currently 8 committees: Communication, Imaging, QARSAC, Awards & Nominations, Professional Affairs, Science, Education and ASM and 8 sub-committees: Radiation Safety, CWC-IDEA, Student Council, Winter School, COMP History, Social Media, InterACTIONS, Resident Program Directors, and Resident's Network and several working groups.

The President thanked all the volunteers for making the organization successful.

B. McCurdy presented membership statistics.

Membership Demographics:

Total Membership: 756 (down from 807 in 2023)

Membership by status:

Full Member: 75%

Associate Member: 2%

Resident / Fellow: 5%

Student: 14%

Retired: 4%

Where members work:

Results from 155 respondents in the 2024 professional survey.

- 46% - Hospital
- 56% - Cancer Centre
- 26% - University
- 6% - Government
- 7% - Private Company
- 7% - Research

Engagement

B. McCurdy reported on the engagement of the membership, notably how 39.9% of the membership have published an article reported in Sosido in 2023. In total, 505 articles by 267 unique authors have been published in 2023.

Organizational Highlights

B. McCurdy provided an overview of initiatives related to COMP's key result areas (KRAs):

KRA 1: Advocacy and Representation

- CCR advocacy for increased funding to support advanced education and training
- Met with NSERC, CIHR and other organizations to discuss research funding in Canada
- International Reirradiation Collaborative Group (ReCOG)

KRA 2: Networking and Member Engagement

- COMP ReRT Advancement Initiative
- Joint Code of Ethics complaints process
- Education, programming, symposia

KRA 3: Knowledge Acquisition and Dissemination

- Virtual content agreement with Medical Physics for World Benefit
- Refreshed CNSC Innovation Grant
- Members published 505 articles
- Imaging Lecture Series
- Radiation Oncology HHR survey

KRA 4: Strategic Partnerships

- Strategic review of current and potential partnerships
- CAR Accreditation
- Canadian Artificial intelligence and Data in Radiotherapy Alliance
- CCPM - Code of Ethics, role of qualified medical physicists in accreditation

Upcoming Events

2025 COMP Winter School Taking place January 29 – February 1, 2025, in Calgary, Alberta.

COMP Annual Scientific Meeting – Taking place June 4-7, 2025, in London, Ontario.

4. **Financial Report – Maria Corsten, Treasurer**

M. Corsten presented a review of the 2023 finances as well as the 2023 audited financial statements and a financial summary and review over the past 5 years.

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

2024 Budget

MC noted that COMP has budgeted conservatively for 2024 with an emphasis on adding value. Surplus in 2023, after a large deficit in 2022.

Main revenue sources are membership fees, advertising (with a predicted increased from job postings) and ASM.

Revitalized CNSC innovation grant, scripting workshop, re-irradiation initiative, promoting symposiums, highlighting COMP members academic accomplishments.

Notables:

- COMP is noting membership has returned to pre-pandemic levels in 2023 and aims to maintain high membership in 2024.

Appointment of Auditor for 2024

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 2024-06-07-03

That Kelly Huibers be appointed to audit the 2024 financial statements.

5. **Nominations Report**

The COMP Board has 11 Directors: five serving as Officers (President, Past-President, Vice-President, Treasurer and Secretary) and six Directors serving as Directors-at-large who also serve as Chairs of COMP's Standing Committees.

The following Officers and Directors will continue serving their terms as follows:

- **Maria Corsten** will move into her second year of her first three-year term as Treasurer on December 31, 2024
- **Amanda Cherpak** will move into her third year of her first three-year term as Secretary
- **Jeffrey Richer and Ives Levesque** will move into their second year of their first three-year terms as Directors-at-large
- **Boyd McCurdy** will move into his first year as Past President
- **Kathleen Surry** will move into her first year as President

The terms of the following Officers and Directors will be ending their terms:

- **Boyd McCurdy** will be completing his two-year term as President
- **Kathleen Surry** will be completing her two-year term as Vice President
- **Wayne Beckham** will be completing his two-year term as Past President
- **Marija Popovic and Charles Kirkby** will be completing their second three-year

- terms as Directors-at-Large
- **Geordi Pang and Lesley Baldwin** will be completing their first three-year terms as Directors-at-Large

The President, Vice President and 4 Director-at-large positions need to be filled.

A call for nominations for the six vacancies was circulated to members via InterACTIONS and e-broadcast. It was also posted on the COMP website.

One individual was nominated for each of the President and Vice President positions as well as the 3 Director-at-large positions responsible for the Communications, Science, Professional Affairs portfolios. Two individuals were nominated for the Director-at-large position responsible for the Education portfolio. Upon notification, one individual requested that their nomination be respectfully withdrawn, leaving one candidate for this position.

As per COMP policy, when the number of nominations matches the number of vacancies an election is not required.

Boyd McCurdy, Past President

Kathleen Surry, President

Malcom McEwen, Vice President

Eugene Wong, Director-at-Large, Science

Samantha Lloyd, Director-at-Large, Professional Affairs

Amr Helkl, Director-at-Large, Education

Lesley Baldwin, Director-at-Large, Communications

Presentations to Outgoing Board Members

Marija Popovic, Served on the COMP Board and Chair of the Education Committee for 6 years.

Played a key role in:

- Developing COMP's mammography workshop – now a biannual offering
- Leading COMP's pivot to virtual programming during the pandemic
- Enhancing and supporting the role of students in COMP governance and programming

Charles Kirkby Served on the COMP Board and PAC Chair for 6 years

Played a key role in:

- Increasing COMP's focus on diversity, equity and inclusion – climate survey and CWC-IDEA
- Revitalizing the Professional Survey to ensure continued value for members
- Refreshing the Code of Ethics in collaboration with CCPM

Geordi Pang, Served on the COMP Board and as Chair of the Science Committee for 3 years

Played a key role in:

- Increasing COMP's strategic focus on research and mentorship
- Launching COMP's Grant Writing Mentoring Program

- Creating the new MP-FIRE (Medical Physicists – future innovation, research and execution) Research Partnerships group

Wayne Beckham, Served 2 years each as Vice President, then President then Past President.

Played a key role in:

- Managing the divestment of CPQR work to COMP
- Strengthening relationships with key partners including IOMP
- Reinforcing importance of inclusive practices within COMP
- Shepherding COMP through the pandemic including leading a shift to virtual programming

6. Business

COMP and CCPM Joint Code of Ethics & complaints process

While independent organizations, CCPM and COMP maintain a close relationship; Medical physicists certified by the CCPM must also maintain membership with COMP.

In 1997, COMP developed a Code of Ethics with input from both organizations. A refreshed Joint Code of Ethics was approved in 2022 by both Boards.

To date, complaints have been dealt with on an ad hoc basis in the absence of a joint formal adjudication process.

The Complaints Process objectives are to:

- increase transparency, accountability and consistency in addressing complaints stemming from a contravention of the Code of Ethics by members of both CCPM and COMP
- establish a new Ethics Committee that will adjudicate complaints that allege contraventions of the code.

COMP Bylaw Amendments

Proposed amendments focus on 3 elements:

1. Align with new COMP and CCPM Joint Code of Ethics and complaints process
2. Reflect changes in membership:
 - Affiliate member category (previously corporate members)
 - Renewal timelines
3. Follow best practice to not reference specific sections of the Canada NFP Corporation Act

Resolution 2024-06-07-04

That the revisions to the bylaws of the Canadian Organization of Medical Physicists be approved as presented.

COMP Strategic Plan 2024-2027

Following last year's AGM, the COMP Board refreshed the Strategic Plan.

The resulting plan reflects COMP's desire to provide real member value and a strong Canadian medical physics voice through:

1. Networking and member engagement opportunities
2. Knowledge acquisition and dissemination
3. Advocacy and representation
4. Strategic partnerships

7. General Discussion

Membership numbers have not increased, and some categories, particularly among students and trainees, are shrinking. Are there any specific details regarding this decline, and should we be concerned? The need for professionals is growing, as are the vacancies, so we should focus on recruitment.

Year-over-year analysis shows a drop in full category membership, with a 40-50 member decrease compared to last year. Student, resident, and fellow memberships have remained steady. However, there has been a slight shift in the associate category due to CCPM, with 40-50 members not renewing their COMP membership. An analysis is necessary, especially since the professional survey has received poor response rates in recent years.

What is COMP doing to address the nationwide shortages and explore innovative approaches to bridging programs?

At the committee level, there has been ongoing discussion, but no concrete steps have been taken so far. Residency program directors have discussed the issue, but national strategies are required to lobby the government. There is a need for a unified voice across provinces. CCPM has brought up bridging programs, with one currently concluding in Manitoba. We need more tools to tackle this issue, including addressing academics, residency programs, and salaries.

The small number of associate members has been addressed by offering a lower membership fee, which has been beneficial. We should encourage medical physicists across Canada to advocate for greater participation in COMP by physics associations. This is something we can take back to our centres.

Opportunity for associate members to vote as members of COMP as they are professionals and help create collaboration and inclusiveness?

Will take away to discuss this opportunity for the future.

The Healthcare Human Resources (HHR) survey is a joint survey and was conducted last summer by CARO, COMP, CANO, and CAMRT. This comprehensive survey covered incoming and outgoing members, retirements, and activities. The results are still being analyzed but should be available in about six months. With a 70% participation rate, the data will help map out the professional pipeline and address workforce shortages.

8. Adjournment

The meeting was adjourned at 5:00pm CT.

**CANADIAN ORGANIZATION OF
MEDICAL PHYSICISTS**

FINANCIAL STATEMENTS

DECEMBER 31, 2024

Independent Auditor's Report

Statement of Financial Position

Statement of Revenue and Expenditures and Changes in Net Assets

Statement of Cash Flows

Notes to the Financial Statements



CHARTERED
PROFESSIONAL
ACCOUNTANTS

KELLY HUIBERS McNEELY

PROFESSIONAL CORPORATION

INDEPENDENT AUDITOR'S REPORT

To the Members of Canadian Organization of Medical Physicists

Opinion

We have audited the accompanying financial statements of Canadian Organization of Medical Physicists ("the Organization"), which comprise the statement of financial position as at December 31, 2024, and the statements of revenue and expenditures and changes in net assets, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2024, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

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 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.

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.

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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 generally accepted auditing standards, we exercise professional judgment 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 audit 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.
- 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.

Kelly Huibers McNeely
Professional Corporation

Stittsville, Ontario
April 9, 2025

Authorized to practice public accounting by
The Chartered Professional Accountants of Ontario

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

STATEMENT OF FINANCIAL POSITION

As at December 31, 2024

| | 2024 | 2023 |
|--|-------------------|-------------------|
| ASSETS | | |
| CURRENT ASSETS | | |
| Cash | \$ 185,049 | \$ 272,739 |
| Accounts receivable | 1,134 | 23,312 |
| Government receivables | 5,126 | 15,725 |
| Prepaid expenses and deposits | 76,904 | 12,554 |
| | \$ 268,213 | \$ 324,330 |
| LIABILITIES | | |
| CURRENT LIABILITIES | | |
| Accounts payable and accrued liabilities | \$ 26,154 | \$ 72,301 |
| Deferred revenue | <u>71,183</u> | <u>54,324</u> |
| | 97,337 | 126,625 |
| NET ASSETS | 170,876 | 197,705 |
| | \$ 268,213 | \$ 324,330 |

Approved by Member

Approved by Member

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

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

STATEMENT OF REVENUE AND EXPENDITURES AND CHANGES IN NET ASSETS

For the year ended December 31, 2024

| | 2024 | 2023 |
|---|-------------------|-------------------|
| REVENUE | | |
| Advertising | \$ 34,111 | \$ 46,428 |
| Annual scientific meeting | 151,951 | 59,303 |
| Contributions | 54,707 | 33,333 |
| Mammography workshop and imaging lecture series | 3,200 | 19,160 |
| Membership dues | 209,388 | 206,994 |
| Miscellaneous | 3,950 | 2,114 |
| Winter school | - | 47,210 |
| | <u>457,307</u> | <u>414,542</u> |
| EXPENDITURES | | |
| Annual scientific meeting | 136,684 | 22,628 |
| Awards | 6,661 | 5,834 |
| Bank charges and ecommerce fees | 12,201 | 8,377 |
| CCPM | 37,612 | 35,802 |
| Continuing education grants | 4,085 | 1,750 |
| EDI initiatives | 1,142 | 545 |
| Governance | 5,018 | 4,911 |
| Insurance | 1,825 | 2,204 |
| Mammography workshop and imaging lecture series | 420 | 2,160 |
| Management services (note 3) | 183,860 | 179,375 |
| Newsletter/ePub./Ebroadcast | 11,272 | 10,885 |
| Office | 2,420 | 2,449 |
| Professional fees | 3,800 | 4,000 |
| Public relations | 2,808 | 2,539 |
| Special projects, including CNSC and CADRA | 62,247 | 44,139 |
| Technology | 12,081 | 13,093 |
| Translations | - | 1,443 |
| Winter school | - | 27,196 |
| | <u>484,136</u> | <u>369,330</u> |
| NET REVENUE (EXPENDITURES) | (26,829) | 45,212 |
| NET ASSETS - BEGINNING OF YEAR | 197,705 | 152,493 |
| NET ASSETS - END OF YEAR | <u>\$ 170,876</u> | <u>\$ 197,705</u> |

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

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

STATEMENT OF CASH FLOWS

For the year ended December 31, 2024

| | 2024 | 2023 |
|---|-------------------|-------------------|
| CASH PROVIDED BY (USED IN) | | |
| OPERATING ACTIVITIES | | |
| Net revenue (expenditures) | \$ (26,829) | \$ 45,212 |
| Net change in non-cash working capital items: | | |
| Accounts receivable | 22,178 | (5,995) |
| Government receivables | 10,599 | (4,885) |
| Prepaid expenses and deposits | (64,350) | 4,178 |
| Accounts payable and accrued liabilities | (46,147) | 38,134 |
| Deferred revenue | <u>16,859</u> | <u>(5,899)</u> |
| NET CHANGE IN CASH | (87,690) | 70,745 |
| CASH - BEGINNING OF YEAR | 272,739 | 201,994 |
| CASH - END OF YEAR | \$ 185,049 | \$ 272,739 |

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

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2024

1. NATURE OF THE ORGANIZATION

The Canadian Organization of Medical Physicists ("COMP") is a not-for-profit organization under Section 149 of the Income Tax Act, and as such is exempt from income taxes. 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.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The principal accounting policies of COMP are summarized as follows:

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.

Revenue Recognition

COMP follows the deferral method of accounting for contributions for not-for-profit organizations. Under the deferral method, 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 contributions are recognized as revenue when the related expenditure is incurred or the underlying restriction is met. Unrestricted investment income is recognized as revenue when earned. Restricted investment income is recognized as revenue when the related expenditure is incurred.

Advertising, contributions, and membership dues are recognized in the year they pertain to. Scientific meeting, workshops, and winter school revenue is recognized when the event is held.

Accounting Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires Management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenditures during the reporting period.

CANADIAN ORGANIZATION OF MEDICAL PHYSICISTS

NOTES TO THE FINANCIAL STATEMENTS

December 31, 2024

3. COMMITMENTS

COMP has contracted for management services for a three year period commencing January 1, 2025 through December 31, 2027. The annual fee is \$190,000 plus an annual 2.5% cost of living increase (\$194,750 in 2026 and \$199,620 in 2027). Either party may terminate the contract on 90 days notice.

COMP has contracted to provide funding to Canadian College of Physics in Medicine (CCPM) to support the physics community in Canada for a three year period commencing January 1, 2025 through December 31, 2027. The annual fee is \$48,000, \$49,000 and \$50,000 for the 3 years, respectively. Either party may terminate the contract on 60 days notice.

4. FINANCIAL INSTRUMENTS

COMP's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities. Unless otherwise noted, it is Management's opinion that COMP is not exposed to significant credit, interest rate or market risk arising from these financial instruments. The fair value approximates carrying values.

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