



**SCC Annual Business Meeting 2022**

**Meeting Date:** October 25, 2022

**Meeting Time:** 7:00 pm EST

**Meeting Chair:** Amanda Selk, President

**Attendees:**

Alon Altman

Duska Vukojevic

Elaine Mah

Emily Delpero

Erica Mantay

Erin Dean

Hélène Gagné

James Bentley

Janice Graham

Jason Dodge

Jessica Smith

Josianne Paré

Karla Willows

Lea Rossiter

Marie-Hélène Auclair

Marie-Hélène Mayrand

Martine Roy

Naana Jumah (proxy for Laura Power)

Nicole Cherry

Rejean Savoie

Samantha Benlolo

Shabnam Sattari

Shannon Salvador

Sophia Pin

Susan Aubin

Tiffany Zigras

**Staff:**

Carine Trazo

Kalki Nagaratnam

**1. Welcome, Quorum, and Call to Order**

Dr. Selk called the meeting to order at 7:07pm EST.

**2. Approval of Agenda**

The agenda was approved as submitted.

**3. Approval of Minutes of October 19, 2021**

The minutes were approved as submitted.

**4. Financial Report**

**4.1. 2021-22 Financials**

- Dr. H. Gagné presented the year-end financial report.
  - Revenue from membership and events for the 2021-22 fiscal year was \$35,000.
  - Assets have increased from the previous year by ~\$20,000.
  - Gift in-kind represents GOC financial support.
  - The biggest expense this year is for meetings and courses at \$29,325.
  - Closing the year with a net asset of \$27,605.

	Total	Apr - 2021	May - 2021	Jun - 2021	Jul - 2021	Aug - 2021	Sep - 2021	Oct - 2021	Nov - 2021	Dec - 2021	Jan - 2022	Mar - 2022	
Summary													
Events	6,925.55		3,446.50	2,429.50	310.75						171.60	567.20	
Membership	28,320.60	1,270.00	3,955.00	1,096.10	169.50	79.10	248.60	497.20	169.50	16,746.60	1,328.00	2,761.00	
<b>Grand Total</b>	<b>35,246.15</b>	<b>1,270.00</b>	<b>7,401.50</b>	<b>3,525.60</b>	<b>480.25</b>	<b>79.10</b>	<b>248.60</b>	<b>497.20</b>	<b>169.50</b>	<b>16,746.60</b>	<b>1,499.60</b>	<b>3,328.20</b>	
		<u>March 31</u>								<u>2022</u>		<u>2021</u>	
<b>Assets</b>													
<b>Current assets</b>													
								\$ 57,589	\$ 40,502				
								5,000	-				
								3,033	1,595				
								2,451	2,386				
								\$ 68,073	\$ 44,483				
<b>Liabilities and Net Assets</b>													
<b>Current liabilities</b>													
								\$ 16,893	\$ 6,964				
								23,575	17,590				
								40,468	24,554				
<b>Net Assets</b>													
								27,605	19,929				
								\$ 68,073	\$ 44,483				

For the year ended March 31	2022	2021
<b>Membership fees</b>		
Sponsorships	\$ 7,928	\$ -
Membership fees	19,555	13,278
Gifts in kind	25,716	-
Registration fees	6,155	-
	<u>59,354</u>	<u>13,278</u>
<b>Expenses</b>		
Advertising and promotion	290	-
Insurance	1,720	4,501
Interest and bank charges	1,419	820
Meetings and courses	29,325	-
Newsletter and publications	5,863	4,907
Office and meetings	1,123	643
Professional fees	3,150	3,390
Wages and benefits	7,788	8,146
Website	1,000	939
	<u>51,678</u>	<u>23,346</u>
<b>Excess of revenue over revenues (expenses over revenues)</b>	7,676	(10,068)
Balance of net assets at beginning of year	19,929	29,997
<b>Balance of net assets at end of year</b>	<u>\$ 27,605</u>	<u>\$ 19,929</u>

**4.2. Anticipated 2023 Budget**

- Dr. H. Gagné presented the anticipated 2023 budget.
  - The biggest expense for the next fiscal year will remain meetings and courses at \$44,300.
  - We expect to generate more sponsorship to offset the expenses.
  - The rest of the budget lines are like the previous year.

TOTAL BUDGET		
EXPENSES	Estimated	Actual
Advertising and Promotion	\$500.00	
Insurance	\$2,000.00	
Interest and Bank Charges	\$1,500.00	
Meetings and Courses	\$44,300.00	
Newsletter and Publications	\$6,000.00	
Office and Meetings	\$1,200.00	
Professional Fees	\$3,500.00	
Wages and Benefits	\$10,000.00	
Website	\$1,000.00	
<b>Total</b>	<b>\$70,000.00</b>	

INCOME	Estimated	Actual
Sponsorships	\$50,000.00	
Membership Fees	\$25,000.00	
Gifts In-Kind	\$25,000.00	
Registration Fees	\$7,500.00	
<b>Total</b>	<b>\$107,500.00</b>	

**4.3. Human Resources Report**

- Dr. A. Selk: We are in year 2 of the SCC-GOC partnership. A service evaluation will be conducted by the parties after GOC's year-end (December 31, 2022). We will share a report with both Societies.
- GOC provides 4 staff support to SCC:
  - Managing Director (0.1 FTE)
  - Administrative Assistant (0.25 FTE)
  - Event Specialist (0.1 FTE)
  - Bookkeeper (0.1 FTE)

**5. Voting Items**

**5.1. 2021-22 Financials**

MOTION: To approve the financial statements as presented – passed

**5.2. Auditor Selection: McIntyre & Associates**

MOTION: To approve McIntyre & Associates as SCC's auditor – passed.

### **5.3. Anticipated 2023 Budget**

MOTION: To approve anticipated 2023 as presented – passed

### **5.4. Bylaw Amendments**

- Amendments to the Articles of Continuance of the Corporation to create a new class of non-voting members, which will be composed of individuals who are not practicing physicians.
- Amendments to the By-Laws of the Corporation to (i) remove restrictions on non-physicians being members and (ii) provide that the board of directors of the Corporation will be composed of at least 50% practicing physicians.

DISCUSSION: Why did the Board decide to allow 50/50 split of Class A vs. B on the Board if Class B members are non-voting members? “At least 50%” ensures we will always have a majority of colposcopists on the Board (Class A members) and be representative of the membership. Can we have one seat for a trainee and another or a nurse? We could, but not without a lawyer's assistance to amend the bylaws accordingly. Current wording provides more flexibility if we cannot find Class B members interested in joining the Board.

MOTION: To approve the bylaw amendments as presented – passed

### **5.5. Board of Directors**

1. Dr. Amanda Selk (President)
2. Dr. Karla Willows (President-Elect)
3. Dr. Helene Gagne (Secretary-Treasurer)
4. Dr. Naana Jumah (Chair, Education Committee)
5. Dr. Tiffany Zigras (Chair, Membership Committee)
6. Dr. Susan Aubin (Member-At-Large)
7. Dr. Shannon Salvador (Member-At-Large)
8. Dr. Rejean Savoie (Member-At-Large)
9. Dr. Josianne Paré (Member-At-Large)

DISCUSSION: Dr. J. Paré is a new board director. We are always seeking members to join the Board and committees.

MOTION: To approve the directors as presented – passed

### **5.6. Membership Candidates**

DISCUSSION: K. Wilson Smith is a family physician, not OB/GYN. M-H. Auclair is a Gynecologic Oncologist not OB/GYN.

MOTION: To approve membership candidates – passed as amended

First Name	Last Name	Professional Practice	Membership Category	City
David	O'Brien	OB/GYN	Active	Belleville, Ontario
Tara	Daley	OB/GYN	Active	Lethbridge, Alberta
Tiffany	Zigras	Gynecologic Oncologist	Active	Mississauga, Ontario
Janine	Silver	OB/GYN	Active	Richmond Hill, Ontario
Marie-Helene	Auclair	OB/GYN	Active	Montreal, Quebec
Anna	Cameron	Gynecologic Oncologist	Active	Calgary, Alberta
Sofia	Liu	OB/GYN	Associate	Taber, Alberta
Safiya	Adam	OB/GYN	Active	Williams Lake, British Columbia
Heather	Diamond	OB/GYN	Active	Winnipeg, Manitoba
Kerri	Wilson Smith	OB/GYN	Active	Dryden, Ontario
Garvey	Chilopora	OB/GYN	Active	Chatham, Ontario
Georgia	Lefas	OB/GYN	Active	Winnipeg, Manitoba

## 6. Year in Review

### 6.1. 2021-22 Recap

- First project and Awareness Campaign
  - Updated Colposcopy Patient Resources available on the SCC website as PDFs and in a playbook format
  - Social Media Campaign in October to raise awareness
  - Received funding from Merck Canada
- Education
  - Committee led by Dr. N. Jumah
  - AGM 2021 – June 15, 2021 – 78 registrants
  - Vulvar Ulcers Webinar – March 30, 2022 – 91 registrants
  - Special Considerations in Cervical Screening and Colposcopy in First Nations, Metis and Inuit Patients Webinar – May 11, 2022
- Guidelines
  - With SCC, GOC and CPAC developed two upcoming national guidelines (HPV primary screening and Colposcopy guidelines)

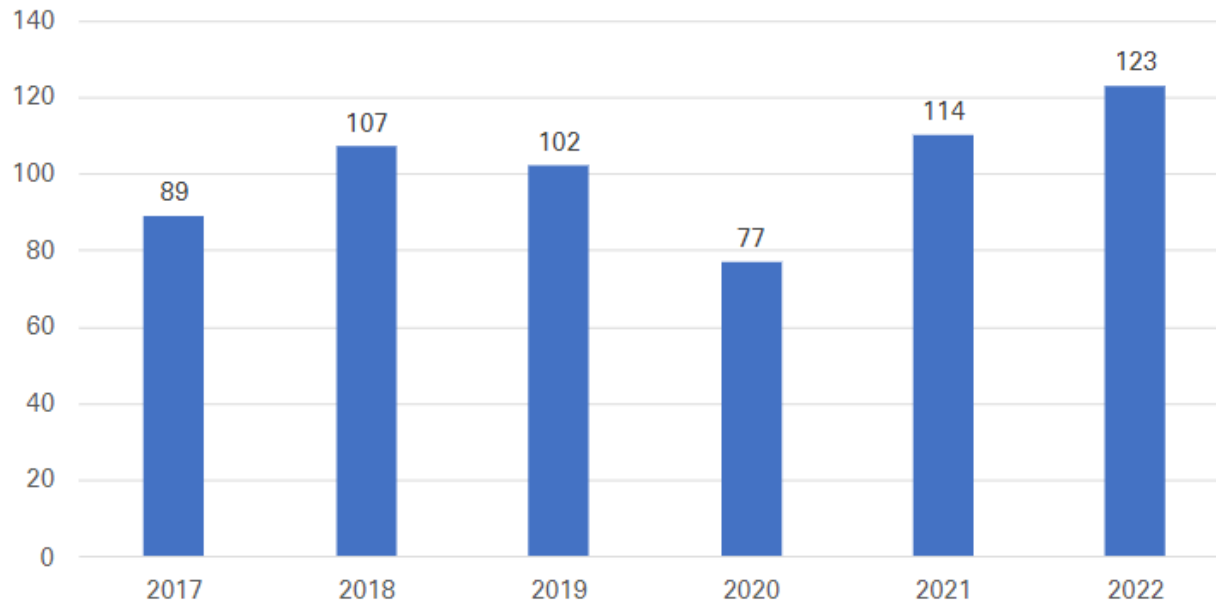
## 7. Membership Report

### 7.1. Membership Trends

- Dr. A. Selk: SCC membership continues to grow. 2022 marks our highest membership count in the past 5 years with 123 active members.



## Membership



### 8. Education Report

#### 8.1. Education in 2023

- Dr. N. Jumah summarized what is on the horizon next year in terms of Education.
  - SCC plans to develop a national accredited colposcopy course (basic and advanced; refresher) like what societies in other countries offer. Currently, such a course does not exist across the country.

DISCUSSION: We should incorporate a practical component to the course – it could be led by designated centres within provinces who are willing to host the training. We used to have hands-on workshops at the SOGC Annual Clinical Meeting. GOC's AGM Planning Committee wondered if SCC was interested in offering a short HPV/colposcopy workshop at GOC's AGM in June 2023.

### 9. Other Business

#### 9.1. Thank You

- Dr. A. Selk thanked all committee leaders and members for their tremendous work, and committing their time, expertise, and passion.

#### 9.2. Outgoing Board Members

- Dr. A. Selk gave a special thank you to Dr. Marie-Hélène Mayrand and Dr. Murette Lee who have finished their terms on the Board.



**10. Open Discussion**

Dr. J. Bentley announced that everyone is invited to register for the IFCPC Congress, November 15-18, 2023, in Cartagena de Indias. More information will be shared with members later.

**11. Adjournment**

The meeting was adjourned at 8:43 pm EST.