

CSAS MID-YEAR EXECUTIVE MEETING

February 8, 2002
Manoir Des Sables
90 ave des Jardins
Magog-Orford (Quebec)
1-888-550-1488
VIP Room, 8:30 a.m.

AGENDA

8h35-15h20

Present: Leslie McLauren, Karen Beauchemin, Julie Small, Janice Bailey, Mike Dugan, Tim McAllister, H  l  ne Petit, Shannon Scott

Absent: Erasmus Okine, Mick Price

1. Call to Order at 8h35. T. McAllister

2. Approval of Agenda

Suggestion to add amalgamation of societies by K. Beauchemin under Other Business (item 9)
M/S/C T. McAllister/J. Bailey/L. McLauren

3. Approval of 2001 Executive Meeting Minutes - Guelph

M/S/C T. McAllister/S. Scott/H. Petit

4. Treasurer's Report

We will create the Toole-Sackville conference reserve by amalgamating the current Toole-Sackville fund and the symposium reserve account and we will transfer \$5000 from the general bank account into the new Toole-Sackville conference reserve. We will look at the possibility to put money in money market fund with a daily interest payment. I will check with Carrie if AIC does that or not and I will come back to Tim. This will allow us to give a stronger support to the AGM. We will move the conference advance under the Toole Sackville Fund Reserve (\$2000), which will give a total of \$7000 for the new Toole-Sackville conference reserve.

M/S/C H. Petit/J. Small/S. Scott

5. Old Business (H. Petit/T. McAllister)

A. Executive Meeting

i. Abstracts for CSAS 2001 (T. McAllister)

They were published in the December issue of the CJAS with the CSAS budget on the basis of T. Smith's email that they have the money to pay for that. However, we are still waiting to be paid by the CSAS 2001 meeting (Guelph). Tim will contact P. Thompson at AIC.

ii. AIC Contract (T. McAllister)

We have a pretty good service with them.

B. Annual General Meeting

i. Archives - movement to AIC office (T. McAllister).

Two filing cabinets are in Ed Lister's house. AIC has a storage office system and they will check on how much they will charge us (slight charge). We will keep the minutes from previous meetings (we will check in our own files to keep minutes from the 5 former years). We will purchase another filing cabinet. T. McAllister will make arrangements with a moving company to move stuff from E. Lister's house to

AIC office. On a yearly basis, all AGM and executive meetings minutes will be transferred to the archives. We will email them to AIC so they print them and put them in our archives. This will be the President's job to do that and K. Beauchemin will add that to the red book as the past president's duties.
M./S/C J. Bailey/S. Scott/M. Dugan

6. Committee Reports

1. Membership

We will try to attract more members to our society by drawing a cartoon with a chicken, a pig and a cow pointing at the reader and inviting him (her) to become a member (T. McAllister). The cost of creating such a cartoon will be between 50 to 100\$. Advantages of being a member could be listed at the bottom. Industry people are very few of our membership and we want to attract them. There is a list in Ottawa with all members of the Animal Nutrition Association of Canada (S. Scott will get it). The membership brochure will be printed from the Website by T. McAllister and they will be sent to S. Scott ($n=500$). We will set a booth in Quebec City for the CSAS where we will have a special thing (e.g. maple syrup) to give to people becoming a member of the CSAS (Sunday is our day). S.Scott will be coordinating that and J. Bailey will contact M. Price to have copies from the CJAS. Small bottles of maple syrup will be sold at our booth to make some profit to our society.

M/S/C M. Dugan/J. Bailey

6.2 CJAS (M. Price / J. Bailey)

The CSAS 2002 has no budget for publication of the abstracts. We will have them published with the ADSA and ASAS abstracts. J. Bailey will check with M. Price that we assign a volume number of the CJAS (Suppl XX) on the proceedings containing all abstracts the way it is done with the JDS and JAS. T. McAllister will check with ASAS to have all posters for the graduate competition in the same room. We want to have the abstract for the graduate student competition in advance so the judges can read them for the presentation.

We discussed on publication of the biography of deceased scientists. We have different options to do that. T. McAllister will write a letter to M.Price to let him know our comments regarding his report.

3 options:

- 1) the AIC pays directly
- 2) editor pays out of the discretionary fund
- 3) the editor and society split the cost of publication

The society would like to pay but we are not in the financial position to do that.

M/S/C S. Scott/J. Small

3. Honors and Awards (M. Dugan)

We will have a new award, the Elanco award. M. Dugan will draft criteria for that new award and some context. For the Nutrition and Meat science award, people in digestive physiology has to be included. Areas of genetics, physiology, behaviour and biotechnology will be part of the new award that will be named "Award for Technical Innovation in Enhancing Production of Safe Affordable Food".

M/S/C J. Bailey/S. Scott

4. AIC (T. McAllister / V. Stevens)

2004 Conference will be discussed under item 8.4.

M/S/C L. McLauren/S. Scott

5. Website (www.CSAS.net) (T. McAllister)

Costs to pay on the Web using Visa are prohibitive. However, we can phone AIC office and give them our credit card number. T. McAllister checked on the possibility of conducting election on the Web but we were asked for 10K to set that up! We will still try to improve our society through our Website.

M/S/C T. McAllister/H. Petit/J. Small

6. CJAS Handbook (K. Beauchemin)

The handbook was revised in part by K. Beauchemin. We want to change our bylaws to include: 1) two more directors-at-large, 2) the editor of the CJAS on the executive of the CSAS, 3) past-president on the executive of the CSAS (to precise his duties), and 4) precise roles of all executive members. The revised red book will be sent to Consumer Corporate Affairs for incorporation.

Other minor corrections were made by K. Beauchemin on which we all agreed. We will have to precise in more details duties of the 2 director-at-large.

M/S/C K. Beauchemin/L. McLauren/S. Scott

7. Nomination report (K. Beauchemin)

Discussion was done regarding nomination of people.

7. Correspondence (T. McAllister)

1. Fax from Dr. Jim Elliot

The fax was regarding the 2004 meeting and amalgamation of societies and AIC and CSAS support for AIC. AIC should strengthen its relationships with CSAS with having same privileges for both. We will discuss it under item 8.4.

8. New Business

1. Award for Excellence in Genetics and Physiology (T. A. McAllister / Mike Dugan)

This was previously discussed under item 6.3.

2. Conference 2002 (R. Berthiaume / T. McAllister)

The judges are the Award's chair, junior awards chair (junior director) and the vice-president. If there is a conflict of interest (meaning coauthorship), one of these person will be replaced (by order) by the past-president or the president, which will replace the person in conflict. We will have the same judges for both poster and oral presentation.

3. Conference 2003 (S. Scott / J. McKinnon)

a. Time of year: we agree on the dates suggested by the local organizing committee.

Format of the conference: we are enthusiastic about option c and we like the idea to emphasize on the canadian expertise.

b. Conjunction with other meetings: we agreed on that.

c. Liability for conference: we assume some liability but the directors-at-large will participate and they will bring regular information to the executive so the executive could take action before anything goes too far. These 2 directors will get involved in organizing the meeting and keep an eye on the committee organization. We don't want to tell them how to organize the meeting but to keep an eye on the financial aspect. We expect them to be self-sufficient regarding the financial aspect (e.g. sponsors). T. McAllister will write a draft regarding what we expect from the local organizing committee. The CSAS has to have an involvement in the venues and financial aspect of the meeting through his 2 directors-at-large. One director will get involved in venues and the other one in the financial aspect.

d. Start up money: \$5000 for the initial quote. This will be the initial advance for the conference and the objective of the CSAS is to increase the conference fund to 40K to increase financial liability.

We encourage appropriate papers to be submitted to the CJAS for publication.

4. Conference 2004 (feedback to AIC)

T. McAllister will send them back a letter to answer to their questions and let them know that we feel positive about meeting in 2004.

5. Biographies

Covered under item 6.2.

6. AIC Twinning project (T. McAllister)

One of the 2 submitted projects has been considered favourable with some consideration and the other didn't go through. T. McAllister would like to post it on our WebSite and send a yearly update of the project. Our members could then see if they want to collaborate in that project as members of the CSAS. We want to increase our visibility and this will indicate our relationship with AIC and CIDA and CSAS.

7. CSAS executive duties (T. McAllister)

Small corrections were made.

8. CSAS email list (T. McAllister)

Email list/Web master: it has to be updated on a regular basis. The problems have been brought to the executive. The Webmaster duties will be updated.

9. CSAS Handbook (K. Beauchemin)

It was covered earlier.

www.CSAS.net9. Other Business

None.

10. Adjournment

General recap from the meeting:

Bank charges: is only the CSAS using credit cards or are other societies using them as well, which would decrease our bank charges (split charges among societies).

Tasks to be done:

- 1) move the money aournd (Toole-Sackville fund)
- 2) 500 brochures to be printed by T. McAllister and sent to Shannon
- 3) J. Bailey and S. Scott will work on getting journals for the booth at CSAS 2002
- 4) 500\$ for a cartoon to increase membership (T, McAllister) and S. Scott will distribute it to members of the Animal Nutrition Association of Canada
- 5) Tim will write a letter to Mick

Adjourn at 17h20

M/S/C T. McAllister/L. McLaren/H. Petit