

## **CSAS Mid-Year Executive Meeting**

Royal Executive Inn. Edmonton, AB  
February 24-25, 2007

**Present:** Mike Dugan, Chaouki Benchaar, Brian Doig, Chantal Farmer, Priya Mir, Martin Nyachoti, Kees Plaizier

**Absent:** Moussa Diarra, Ming Fan, Paul McCaughey, Mary Lou Swift

### **I. CALL TO ORDER AND INTRODUCTIONS.**

The CSAS executive meeting was called to order by the CSAS President, Mike Dugan, and 9.15 am. The president welcomed those present gave the statuses of the members of the executive that were not present. Mike especially welcomed the new members of the executive, Brian Doig, Chaouki Benchaar, and Martin Nyachoti. Paul McCaughey could not attend as his presence was required a retirement dinner. Moussa Diarra was absent due to illness. Mary-Lou swift had an important family event. Ming Fan had agreed to attend, but he had to cancel at the last minute due to family issues and an important grant application.

Mike Dugan reminded the executive that we need nominations for the positions in the executive that become vacant at this year's AGM. These positions include: Vice President, Junior Eastern Western Director, Junior Western Director, and Director at large. Mike Dugan will contact Paul McCaughey about this soon, as this years AGM is earlier than in previous years.

### **II. REPORTS**

#### **A. Canadian Journal of Animal Science (CJAS) (Chantal Farmer)**

Chantal Farmer thanked all of the associate editors and also thanked Priya Mir as the CJAS liaison of the CSAS executive. The current editorial board of CJAS is strong. After some initial difficulties, the on-line system for the submission and review of manuscripts is now operational. Some improvements of the tracking system will still be made. The other journals published through the Agricultural Institute of Canada (AIC) use the same on-line system (Osprey), which keeps the costs down. E-mail notifications of new issues are now send to the subscribers of the CJAS. Some changes in the names of sections were implemented. "Physiology" is now called "Physiology and Endocrinology", and "Behaviour and Management" is now called "Welfare, Behaviour and Management". A new section on aquaculture has also been created. Short Communications can now be longer than previously allowed. The number of references currently allowed in short communications are too few, but many short communications get published with more references. Interpretive summaries are now available on-line and on the web. These

summaries are intended for the industry. Deadlines for reviewers and authors have been shortened, and reviewers from outside of Canada are frequently used. Obtaining reviews remains difficult, but the current system seems to work.

A brochure/advertisement on the CJAS was handed out for distribution. This document needs a few more corrections. Johanne Chiquette will forward the document to AIC to be posted on the CSAS website. CSAS members will also be encouraged to leave these brochures at meetings. Mike Dugan asked if a larger audience for the journal can be obtained by promoting it to ANAC and by having a booth at American conferences. A "Food and Nutrition" section could also be included, and sections on fundamental research remain important. Review papers are well received and improve the quality of the journal. Inclusion of CJAS in Pubmed remains a goal, but this will be very difficult to achieve. Chantal Farmer is working with the other journals published through AIC on a memorandum of understanding in case AIC fails to continue to provide their services

M/S/C: Kees Plaizier/Priya Mir/All.

## **B. Secretary/Treasurer (Kees Plaizier)**

### **Minutes of CSAS executive meeting held August 1, 2006 in Halifax, NS.**

These minutes were read out by the CSAS president, Mike Dugan, and accepted.

M/S/C: Kees Plaizier/Priya Mir/All

## **Financial Update**

During 2006 total assets increased from \$129,058 to \$137,291, total liabilities and equity increased from \$129,057 to 137,291, total revenue decreased from \$32,792 to \$30,606, total expenses decreased from \$22,867 to \$22,245 and net income decreased from \$9,925 to \$8,361. The decrease in revenue was mainly due to a decrease in membership fees. The declining membership has been a continuing trend since 2004. The decrease in expenses was mainly due to the fee of the World Association for Animal Production (WAAP) that had not been paid yet and that the costs of the web site were lower than expected. The Tool Sackville Conference Reserve increased from \$74,607 to \$75,569 during 2006. Transfers of funds from the 2004 and 2006 conference to the conference reserve are expected. The projections show that the CSAS will still have a financial surplus in 2008, but this surplus is decreasing each year.

The auditors of the 2006 CSAS finances are Shannon Scott and Alan Iwassa. Mike Dugan will ask them if they want to continue to serve as auditors in 2007.

M/S/C: Chaouki Benchaar, Kees Plaizier/Accepted.

## **AIC Meeting Nov 5, 2007**

Kees Plaizier attended this meeting on behalf on CSAS. A new board of governors of AIC was installed at this meeting. The current deficit of AIC is a concern, as this might jeopardize the services that AIC provides to CSAS. Their deficit is mainly due to the changes in the membership structure and the very limited number of individual members. The AIC is reducing this deficit by cutting costs. At this annual meeting of AIC, the project coordinator of the CSAS-Ghana partnership, Dr. Kwame Oppong-Anana received the 2006 AIC International Partners Award.

### **C. Vice President/Web Coordinator (Johanne Chiquette)**

The CSAS website is working well, and the support that we obtain from AIC in maintaining our website is excellent. The information available at our website has much increased and this information, including job vacancies, is updated in a timely manner.

Discussions were held on the need of providing French versions of many documents available on our web site. It was suggested that biographies need to be translated into French. Staff from Agriculture and Agri-Food Canada (AAFC) might be able to assist in these translations.

M/S/C Chantal Farmer/Priya Mir/ All.

### **D. President Elect/Conference coordinator (Priya Mir)**

#### **World Association for Animal Production (WAAP)**

Priya Mir attended the WAAP meeting held during the 2006 EAAP Meeting in Antalya, Turkey. The book on the 2004 WAAP conference held in Brazil is now available. The next WAAP meeting will be held in Cape Town, South Africa, 23-28 Nov 2008. The WAAP has some difficulties with finances, and several member states have not paid their dues. Norman Casey is the organizer at the 2008 conference. This conference will focus on: "New world Future World". A website for his conferences has been set up, but the program is not yet available.

#### **Advancing Canadian Agriculture and Agri-Food (ACAAF)**

Priya Mir and Kees Plaizier will work together on preparing an ACAAf proposal to obtain funding for the three CSAS symposia at this years CSAS conference. In this proposal CSAS will request funds for the travel, registration, and room costs of speakers, as well as audio visual costs. As the ACAAf application made by the organizers of the 2006 conference was successful, Kees Plaizier will ask Derek Anderson from Nova Scotia Agricultural College for a copy of their proposal and suggestions.

## **CSAS 2007 Meeting Update**

The call for abstracts will be made shortly and the fundraising is in progress. There will be three CSAS symposia at the conference on rumen modeling, sustainable beef production and swine health. Priya Mir and Kees Plaizier are preparing an ACAAF application to fund the Animal Science symposia. The CSAS graduate student competitions for theater presentations will be on Wednesday June 20 from 8 to 10 am. The poster competition will follow immediately afterwards. It is not yet clear who the judges will be.

All three participating societies present several awards. As a result, there is not sufficient time to present all awards at the joined conference banquet. It has, therefore been suggested that the CSAS awards will be presented at a separate awards lunch/ceremony on Wednesday June 20. Several members of the CSAS executive disagreed with this approach and proposed that the three participating societies hold banquets during which the awards will be presented. Priya Mir will contact the conference chair, Jim House, to discuss this possibility. The CSAS handbook suggests a CSAS awards banquet, but joined conferences of several societies will complicate such banquets. The CSAS AGM will be held from 12 to 1 pm on Thursday June 21.

M/S/C Chantal Farmer/Priya Mir/ All.

### **E. Awards (Ming Fan)**

The eight recipients for the CSAS undergraduate award have been identified. All recipients have received certificates and congratulation letters and their names have been posted on the CSAS web site.

It was suggested to include a cash prize in the CSAS undergraduate award. A motion was made to use CSAS funds to cover this cash prize. This would mean that the award consists of a free membership, a certificate, and a check of \$100. This might have to be put before the CSAS membership at the AGM. This might be a good and proper way to use the surpluses made at recent annual conferences.

All contacted sponsors, with the exception of Dairy Farmers of Canada and Sage Biosciences have agreed to continue to fund the major CSAS awards. Dairy Farmers of Canada will be contacted again, and it is expected that they will agree to continue their support also. Sage Biosciences funded the Graduate Poster Award in 2006, but it is uncertain if they will continue to provide this support. Another sponsor for this award might have to be found. A possibility is '1 Allamand, as they have sponsored this award before. Brian Doig will also contact CCA to ask for their support for the extension award.

Priya Mir will arrange for the plaques for award winners to be made in Lethbridge. She must have at least 1 month notice. Hence, the awards committee must decide before May

10. The address of the company that now makes the plaques is not in the handbook. This address must be added

As this year's annual conference is earlier than in previous years, the call for nominations must go out earlier than in previous years also, and the deadline for the receipt of nominations must be brought forward. A deadline of April 1 was suggested.

Ming Fan requested members of the CSAS executive to volunteer as judges at for the graduate student competitions and mentioned that the 2007 CSAS awards will be presented at an award luncheon June 20, and not at the conference banquet.

M/S/C. Priya Mir/Martin Nyachoti/All

#### **F. Membership (Moussa Diarra/Chaouki Benchaar)**

A total of 405 members have paid for 2007. This number is down from the 468 members that had renewed their CSAS membership in February 2006. It was suggested that Moussa Diarra and Chaouki Benchaar contact the members that did not yet renew by e-mail to remind and convince them to renew their membership.

Chaouki Benchaar suggested that post-doctoral fellows must be encouraged to join CSAS. Chaouki volunteered to conduct a survey to determine the numbers of post-docs that are members of CSAS. Currently post-doctoral fellows do not have a special membership rate. A motion was proposed for next year (2008) for the AGM for a 50% reduction of the full membership fee for post-doctoral fellows (see details below in blue print for Winnipeg Meeting). Renewal forms must have a new box for post-doctoral fellow/research associate members. The scientist hiring the postdoctoral fellow/research associate must sign this form.

The December issue of CJAS will be used to identify persons that have been involved with the journal. Also, key CSAS members will be identified in departments across Canada. These persons will be provided with names of non-members at their institution that should consider membership. Bryan Doig also suggested that members receive a certificate (PDF) that they can frame and hang in their office (similar to what professional Agrologists receive in Saskatchewan).

#### **G. Ghana report (John Baah, presented by Mike Dugan)**

The CSAS-Ghana partnership is making very good progress. Through the partnership assistance is provided to the Ghana Society of Animal Production and women beneficiaries in Northern Ghana, and a micro-credit program has been launched. The project coordinator of the CSAS-Ghana partnership, Dr. Kwame Oppong-Anana received the 2006 AIC International Partners Award.

M/S/C Bryan Doig/Priya Mir/All.

### **III. DEADLINES AND ACTION ITEMS**

Mike Dugan reviewed the discussions about the individual report, deadlines and action items and presented the blue print for Winnipeg. The blue print included the following:

#### **Past president**

- Handbook update still needed.
  - To work together with Paul, Shannon and Duane to see what can be done.
- Nominations
  - Contact committee members to establish who will be nominated (end of Feb).
  - A call for nominations from the membership is necessary (March 1st; Contact Jean Sullivan).
  - Past President (PP) needs to contact potential candidates to determine if they are willing to let their name stand.
  - Mail out ballots and translate bios so both French and English need are posted on CSAS website (March 31st).
  - The PP is responsible for counting the ballots (Mid-may, sent to PP by AIC).
- The PP is one of the Grad Student Competition Judges.

#### **President Elect**

- Contact Jim House regarding changing the Banquet to Wed evening instead of Thursday lunch.
- Contact Ming Fan to inform him
  - That the awards plaques need to be ordered by May 10th and tell him where to order them in Lethbridge.
  - That he needs to update the awards instructions with this information before passing them along to Martin at the June Executive meeting.
- President Elect position description
  - This needs to be flushed out and is perhaps best done by the incumbent documenting required activities with the assistance of the Vice President and President.
- Suggestions
  - As soon as possible after the annual conference, the President Elect (PE) needs to establish contact with the local organizers for the next meeting and also the CSAS Directors-at-Large.
  - The PE is responsible for delegating meeting related responsibilities to Directors at Large dependant on local organizers needs.
- The PE should:

- Give a copy of the updated handbook or at least the section dedicated to meeting organizers.
  - Confirm with local organizers about specific society needs (Banquet (evening and dedicated to the CSAS awards with podium and PA system), AGM (time and needs for box lunch/ PA system), Student Competition, room and time for Executive meeting.
  - Let local organizers know that the President Elect and Directors-at-Large are available to assist them with emphasis in the area of fund raising.
- The PE should:
    - Let the local organizers know that symposia presenters should be encouraged to submit reviews to CJAS (coordinating with the CJAS editor).
    - The PE will document successful avenues of fund raising so that these can be passed on from one year to the next.
    - The PE will be in contact with the Local organizers and the Directors at Large at least on a quarterly basis and keep the President informed of developments.
    - At the end of their term, provide recommendations to the outgoing President for handbook updates for sections pertaining to their duties and annual conference organization.

### **Vice- President**

- Evaluate e-Commerce opportunities on the website (shirts etc outsourced to service provider through link on website). President to assist.
- Contact Lalmande Animal Nutrition in the event a sponsor for grad student poster competition is needed. Ming Fan will contact you.
- Document specific responsibilities of webmaster for handbook update

### **Awards Chair**

- These recommendations are not to supersede Awards Instructions already in hand but to provide guidelines for deadlines for the 2007 CSAS meeting in Winnipeg.
- The grad student judges include: Past President (Paul McCaughey), Awards Chair (Ming Fan), Jr Awards Chair (Martin). Ming Fan must be in contact with local organizers (Kees Plaizier) to arrange for receipt of grad student abstracts.
- Additional calls for major awards nominations suggested to be on March 1st and March 14th with an April 14th deadline for nominations. Please let the Mike know how the nominations are going in the event further measures are needed to bring in a few more nominations.
- Contact Awards Committee (includes both Western and both Eastern Directors), send them the nominations and rating sheets, rate them as per prescribe procedures and arrange a conference call to go over ratings and determine winners.
- Names for plaques need to be given to the plaque maker by May 10th. Contact information for plaque maker to be provided by Priya Mir.
- The award sponsors need to be sorted out.

- In the event the Dairy Farmers are not willing to co-sponsor the Extension Award, contact Brian Doig (Director-at-Large) and he will lobby Canadian Cattleman's for support. The contact for the Dairy Farmers is quite busy and may respond better to a phone call and message.
- In the event Sage Biosciences is unwilling to sponsor the Grad Student competition, contact Johanne Chiquette who will contact Lalmande Animal Nutrition to determine if they will be willing to sponsor the award.
- If at all possible, try to contact a sponsor for the Undergraduate Awards (\$100 per Animal Science Department). It is considered to table an amendment to the bylaws for the present year at the AGM, allowing CSAS to sponsor these awards, but only in the event that a suitable sponsor is unavailable.

### **Membership Chair**

In addition to duties outlined in Membership report:

- Send second notice needs to go out to people who have not renewed their membership.
- If a person is at a center where an executive member his close at hand, contact the executive member and they can approach the lost sheep. If an exec member is not close or if it is not apparent that an exec member is in close contact with the lost sheep, a personalized email should be sent by the membership chair.
- Renewals for next year need to have a box for people to check off if they are a post doc. This will provide statistics to establish if lowering post doc membership fees would attract more members. Report results at 2008 mid year meeting for potential amendment to bylaws.

### **Junior Awards Chair**

After the 2007 meeting and you become Awards Chair an added duty will be to work with Bryan Doig and Extension Award sponsors to determine if 2 extension awards are possible (ruminant and nonruminant) if Canadian Cattleman's are interested in sponsoring award.

The strategic plan that was developed last year was reviewed briefly. It was decided

## **IV. REVIEW OF STRATEGIC PLAN**

that this plan did not need changing at this time, and that most action points had been addressed. New action points were included in the "Blue Print to Winnipeg" (See III).

Prepared by Kees Plaizier, Secretary/Treasurer CSAS