



Canadian Association for HIV Research

Annual General Meeting

Friday, May 2, 2014, 18:30-19:45

Delta St. John's Hotel, St. John's, NL

MINUTES

Chair: Andrew Matejcic

1. Welcome and Introductions

Andrew Matejcic opened the meeting and gave words of welcome. There were 29 voting members in attendance. Andrew introduced the Council Members in attendance: Bob Hogg, Jonathan Angel, Michael Grant, Curtis Cooper, Carol Strike, Matthias Gotte, Saara Greene, Shariq Haider, Terry Howard and Marissa Becker. Andrew thanked the Conference Organizing Committee for their efforts in putting on a successful conference in 2014.

2. Approval of the Agenda

Andrew Matejcic asked if there were any objections to the 2014 AGM Agenda. There were no objections and the Agenda was approved by Liviana Calzavara and Terry Howard.

3. Approval of Minutes of AGM 2013

Andrew Matejcic inquired if there were any objections to the 2013 AGM Minutes. There were no objections and the Minutes were approved by Carol Strike and Saara Greene.

4. Year in Review

Andrew Matejcic informed the members that CAHR continues to support the next generation of HIV/AIDS researchers through the support of Master's and Doctoral Research Awards. CAHR is currently supporting 12 Doctoral Research Awards and seven Master's awards. Four additional awards in each category will be announced in June, 2014. CAHR has also increased the number of academic scholarships to attend CAHR Conference. There are now 8 academic scholarships, 8 vaccine scholarships and 4 aboriginal research

scholarships. Andrew thanked partner organizations for their continued support of CAHR scholarships.

CAHR has partnered with the CIHR and the OHTN Universities Without Walls (UWW) to publish an online learning practicum. This workshop series, as led by UWW, was launched September, 2013. The Learning Place for CBR in HIV/AIDS works to enhance CBR understanding, support CBR skill development, encourage teams to apply to CBR grants and foster interest in CBR projects.

Andrew informed the membership that CAHR has further expanded its workshop series. A Workshop Committee was formed in 2013 by CAHR Council members (Cooper, Götte, Greene, Strike) to decide on workshop focus and locations. CAHR now offers workshops throughout the year. The focus of the workshop series has been expanded to include sessions targeted towards Community Based Research and Mid-Career Level HIV Researchers. Reviews continue to be excellent.

CAHR partnered with the CIHR, CTN, OHTN, CANFAR, ACO and PHAC to examine the HIV research funding landscape in Canada to help guide future research investments. The complete report has been written, and an Executive Summary posted to the CAHR website. The final report has been submitted to Open Medicine for publication.

In partnership with the CIHR and the CHVI ACO, CAHR has developed an HIV Researcher Database. This has been integrated into the Canadian Common CV (CCV) platform. The CCV has nearly 100,000 registered users, and is updated daily to capture past and current research projects.

CAHR's communications efforts have also been significantly increased this year. A Communications Plan was developed in 2012 to guide all communications activities until 2015. CAHR's website was redeveloped, and is updated regularly in both official languages with new content. Profiles of CAHR's funded students, as well as research outcome stories continue to be featured on the new website. CAHR's social media presence continues to grow (234 FaceBook likes, 239 Twitter followers, more YouTube subscribers), and digital media such as the CAHR Conference App continue to improve. CAHR continues regular communications with its members and the HIV research community through email list-serves, brochures, newsletters and other materials.

5. Look Ahead to Next Year

Update on Activities

Andrew Matejic informed the members that CAHR will offer at least three workshops in the upcoming year. CAHR will also host a Science Café in the fall of 2014, likely in partnership with the CIHR. CAHR will also expand the Learning Place online practicum in 2014. Student support will be continued for 2014, with efforts to increase funding opportunities.

In 2013-14, CAHR developed a Strategic Plan. Funding for the development of this plan was obtained through a CIHR MPD grant. Partners (CIHR, CTN, CHVI ACO, CANFAR) met in Winnipeg in September, 2013 to discuss the HIV funding landscape and how CAHR could best play a role in the years ahead. This discussion was developed into a Strategic Plan in

the winter of 2014, and posted on the CAHR website for two months to encourage member feedback. A final report, which incorporates all feedback, will be released in the Summer of 2014.

The dates and location for CAHR 2015 have been confirmed. CAHR will hold the 24th Annual Canadian Conference on HIV/AIDS Research April 30-May 3, 2015 in Toronto, Ontario. The CAHR Conference in 2016 will be held in Winnipeg, MB. Dates for 2016 are still to be confirmed.

6. Treasurer's Report

Curtis Cooper presented the 2013 CAHR Financial Report.

The Financial Report reflects the findings of CAHR's annual review of activities from November 1st 2012 to October 1st 2013. As of October 31, 2013, CAHR had: \$311,715 in cash, \$66,356 in liabilities, \$1,570,743 in investments and net assets of \$1,938,079. CAHR Investments remain with MD Management in Ottawa. All CAHR financial accounts remain with a CIBC branch in Ottawa.

At this time, CAHR has decided not to conduct a full audit as it is costly and not yet necessary. A full audit will take place for the 2013-2014 fiscal year, and will be repeated each year going forward in compliance with new legislation.

Curtis Cooper demonstrated all sources of revenue and expenditure. Curtis Cooper will continue to provide comprehensive yet understandable reports for Council and Members.

A motion was put forward to accept the Treasurer's Report by Terry Howard. Motion was seconded by Shariq Haider, and approved with no objections.

7. CAHR Bylaws

Carol Strike informed the membership that a new Canada Non-for-profit Corporations Act was established, and included a new set of rules for federally incorporated not-for-profit corporations. The new rules are modernized, flexible, and more suited to the needs of the not-for-profit sector. As a result, CAHR must update its bylaws, seek approval from the membership, and re-apply to continue its charitable status.

CAHR employed the law firm "Gowlings" to update the existing Bylaws in September, 2013. CAHR Council approved the changes, and new bylaws were posted on the CAHR website for comment from January-March, 2014. No comments were received from the membership.

Carol Strike informed the members that CAHR is seeking continuance at this AGM. Carol Strike outlined all major changes to the bylaws, and copies of both documents were made available to the members. Carol Strike put forth a motion to accept the changes to the bylaws. Forty two members were present at the meeting at the time of vote. Thirty members voted to approve the changes, without any votes in opposition.

8. CAHR Council Nominations

Carole Strike informed the members that two positions on the CAHR Council are available for nomination; Community Representative and Clinical Sciences Representative. Requests for nomination were called for on the CAHR website, posted to CAHR social media, and sent by email to all CAHR members. No nominations were received prior to this AGM. Carol Strike asked for nominations from the members at the meeting. No nominations were received from the floor.

Both Terry Howard (Community Representative) and Shariq Haider (Clinical Representative) agreed to renew their position on council. CAHR Council agreed, if supported by a vote of the members. There were no objections from the floor. The proposed members were re-elected to Council.

9. Questions and Answers

a) Q. Why is the visibility of CAHR so low at the Undergraduate level?

A. CAHR Council replied that actions are being made to increase the visibility of CAHR, by taking different communications approaches. CAHR will consider the comments from this meeting with the workshop working group for 2014-2015.

b) Q. Has CAHR ever thought about supporting a summer student?

A. The focus of CAHR over the last two years has been on workshops. At the next board meeting, CAHR will consider expanding its scope and reaching out to more people.

c) Q. Has CAHR done anything in terms of monitoring what has been happening to the students that we have supported and whether or not they have been successful in finding positions?

A. CAHR has written profiles of students that are currently being funded. The next step, which has already begun, is to follow up with past students.

d) Q. Would it be possible to increase the number of scholarships offered to support travel to CAHR Conference?

A. CAHR has increased the number of scholarships available again this year. CAHR will continue reaching out to sponsors and non-traditional sponsors to help support this initiative.

e) Q. Has CAHR thought about funding post doctoral fellows?

A. Yes, CAHR has had this conversation at Council meetings. The last time it was discussed, it was agreed by Council members to continue funding Master's and Doctoral students. Until CAHR has a greater financial safety net, funding post-docs could over-extend CAHR's

resources, and prevent CAHR from meeting commitments down the road. The support recently has been exceptional, but it is not secured for the future.

f) Q. Andrew Matejcic asked the floor for any suggestions for workshop topics for the coming year. He invited the members to send suggestions to the CAHR office. He further invited the members to send their interest, if any, in helping organize workshops with CAHR Council.

g) Q. Is there going to be a workshop now that CIHR is moving into their new funding scheme? We hoped this would be addressed at CAHR 2014.

A. At the mid-career level workshop, CAHR invited Dale Dempsey from the CIHR to give a session on the reforms. This session was very well received. At the next workshop, this will be included as well, as CAHR has done with the NRW workshops this year.

h) Q. A suggestion was given for a workshop. "How to do a better job on aboriginal health research and develop the researcher's capacity". Should the capacity be built with non-aboriginal and non-indigenous health researchers, and how do we connect with aboriginal health researchers?

i) Q. Is there a way to have more of a focus on gay, bisexual or MSM topics at CAHR? At CAHR 2014, it feels like this was lost.

A. CAHR thanked the member for this comment. This will be more closely examined next year. As the conference is abstract driven, CAHR encourages the members to submit more abstracts on this topic.

j) Q. There is a large engagement of Canadian researchers in international research around the world. I would like to propose that CAHR has an international session. A lot of work is being done in low-income countries that should be addressed at CAHR.

k) Q. Is there a way that CAHR can be free for people from low-income countries? Abstracts that don't have a Canadian focus should be excluded.

A. CAHR will examine the abstract acceptance policy and will present clearer guidelines next year.

l) Q. In the financial report, there was a reduction in pharma support for CAHR 2014. Was this due to the location, or was this a trend that we should be concerned about?

A. This reduction in support was not due to the location of CAHR 2014. Adjustments will be made about future expectations for funding, and CAHR will work to explore other avenues instead of traditional pharma support.

m) Q. I commend CAHR council for the continued fiscal growth. The interest is now being reinvest into program that CAHR runs. Is there any rule about how much a non-profit can hold in the bank?

A. There is no cap about how much money can be held in the bank. There must be, however, a certain percentage of funds spent each year. CAHR achieves this by running workshops, support students and offering scholarships.

10. Other Business

No other business was brought to the floor.

11. Adjournment

There being no further business, a motion to adjourn the meeting was put forth by Bob Hogg. This was seconded by Curtis Cooper. The meeting adjourned at 19:45h