



CSBE | SCGAB

**CSBE/ SCGAB ANNUAL
REPORT, 2016**

**THE ANNUAL GENERAL MEETING OF
The Canadian Society for Bioengineering
La Société Canadienne de Génie Agroalimentaire et de Bioingénierie**

Date: Monday July 4, 2016, Time: 12:00 to 13:30 with lunch

Place: World Trade Centre, Halifax

AGENDA

Greetings and attendance sign up

Greetings from President Mary Leigh Wolfe - ASABE

Call to order by CSBE-SGGAB President Tessier

Appointment of Chair and Secretary for meeting

Notice of the Meeting (Notice of Meeting requirement is 14 days)

Quorum (Twenty-five members including at least 5 Council members)

Additions to the Agenda

Approval of the Agenda

Approval of Minutes of Previous Meeting (July 5, 2015 - Edmonton) - attached

Correspondence

Approval of Summary of Annual Reports – see 2016 CSBBE-SCGAB ANNUAL REPORT on website

Old Business

New Business

- Introduction of Council Members
- Approval of 2017 budget – see attached
- Approval of Bylaws – G. Clark
- Appointment of Auditor (Thornton and Co, Winnipeg) for 2016 Financial Statements
- Appoint John Morgan and John Feddes to be the signing authorities until the next Annual meeting

Announcements

Gavel transfer to in-coming President Vijaya Raghavan

Brief presentation by President Vijaya Raghavan

Adjournment

Minutes of the Annual General Meeting of Members of

The Canadian Society for Bioengineering

La Société Canadienne de Génie Agroalimentaire et de Bioingénierie

Held 2015 07 06 Monday 1200 to 1330 EST in **Delta Edmonton South Hotel, Edmonton**

Call to order (President Clark)

Greetings from ASABE President T. Howell

Participant list of members and visitors is attached

CHAIRMAN AND SECRETARY OF THE MEETING

Upon motion made (Godbout) and duly seconded (Leonard), it was unanimously resolved to appoint President Clark and Feddes as chairman and secretary of the meeting, respectively. **Approved.**

NOTICE OF MEETING

The Notice of Meeting requirement (14 days) was met.

QUORUM (Twenty-five members including at least 5 officers of Council)

The quorum requirements were met.

ADDITIONS TO THE AGENDA

- none

APPROVAL OF AGENDA

Upon motion made (Atkins) and duly seconded (Leonard) the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETING 2015 07 08

Upon motion made (Bernardo) and duly seconded (Morgan), it was unanimously resolved to accept the minutes as distributed. **Approved.**

CORRESPONDENCE

-none

ANNUAL REPORTS

An Annual Report document was distributed as attached. (Reports published on Society Website). The Annual Report also included the proposed 2016 Budget and Statement of Revenues, Expenditures and Holdings. Upon motion made (Ranjan) and duly seconded (Chella), it was unanimously resolved to accept the Annual Report as distributed. **Approved.**

UNFINISHED BUSINESS

-none

NEW BUSINESS

- a) The budget for 2016 was included in the Annual Report. Upon motion made (Morgan) and duly seconded (Chella), it was unanimously resolved to accept the 2016 budget as distributed. **Approved.**
- b) Appointment of Auditor for 2015. Upon motion made (Morgan) and duly seconded (Godbout), it was unanimously resolved to reappoint Thornton & Co. as auditors for 2015. **Approved.**
- c) The electronic voting for the ratification of the positions President Elect, VP Industry, BC, AB, SK, and MB Regional Director, were closed at 12:30 EST. The outcome for vote was a strong YES for President Elect – Vijaya Raghavan, Ron Macdonald, Mahmood Ebadian , Karen Yakimishyn, Meda, Venkatesh, Nathan Kesler.
- d) President Clark introduced the new Council. List Attached.
- e) Bernardo introduced bylaw changes
 - Last revision in 2014
 - Current proposed revisions:
 - 8.c. A quorum of the Council shall consist of **seven elected** officers...
 - 2.b. Member Emeritus – may **either ask or** be invited to become a “Member Emeritus”...

- 14.e. Duties of Vice-President (Regional) – **Serve as Chair of the Membership Engagement Committee**
- Editorial changes:
- CSBE Secretary = **Society Manager**
- Membership Development Committee = **Membership Engagement Committee**
-

Upon motion made (Predicala) and duly seconded (Atkins), it was unanimously resolved to approve the Bylaw changes. Approved. **2015 Bylaws Attached.**

ANNOUNCEMENTS

- a) Membership was again reminded that the Foundation Checkoff should be supported (average of \$25 - tax deductible) to support more student awards at a higher value. Consider supporting their travel and registration costs.

ADJOURNMENT

President Clark, thanking all participants at the AGM, called for adjournment at 1:00 pm. Upon motion made (Leonard) and duly seconded (Morgan), it was unanimously resolved to adjourn. **Approved.**

The formal transfer of the President’s gavel took place as incoming 2014-2015 President Tessier was welcomed. Incoming President Tessier made a few remarks about his goals for the Society as he takes office, membership engagement being his primary focus.

Minutes recorded by:

John Feddes

Society Manager

Date of approval: _____

ATTACHMENTS:

- a) **Members and visitors present**
- b) **2015 CSBE-SCGAB Annual Report**
- c) **List of 2015-2016 Council Members**
- d) **2015 CSBE Bylaws**

2016 Treasurers report for the fiscal year ended December 31 2015 and 2016 budget with 2017 projections

Financially CSBE has sufficient cash inflow and savings to prudently carry on for the foreseeable future.

The 2015 Fiscal Year end audit shows that the year ended with an excess of revenue over expenditure of \$34,115. This means that a number of areas were managed extremely well or under expended with income above budget and expenses below budget. There is also an element of luck - the currency conversion of our dues from ASABE is not managed brilliantly yielding some unexpected gains on US\$ to CAD\$ conversions. Several programs for students were significantly under spent in 2015.-

2016 Budget: attached with 2017 projection with net deficits of \$12,450 and \$6,400 forecast.

This year dues are forecast to be lower. The under spending may be less and the Maritimes meeting historically has usually not contributed greatly to the budget. The 2016 the regional recruitment expenditure is already at two thirds of its annual allocated budget. New this year is our president's initiative to transport students to the AGM and conference will have cost approximately \$13,000. A good use of funding if it results in student member retention but not sustainable without sponsorship, Thanks to the 2015 Edmonton Local Arrangements Committee and their sponsors- their surplus and a contribution from the CSBE Foundation made this student trip possible..

Other notable areas of increased spending for 2016 are: Webpage software licensing renewal – a 3 year cycle, and a projected web page rebuild for 2016 as required to maintain security.. And new for this year is a journal reviewers incentive to encourage timely reviews of journal articles with the goal of making the CSBE Journal a more attractive site to publish research papers. The CSBE foundation has implemented a program to fund student awards winners to travel to the AGM. By year end the forecast deficits may be reduced with some above budgeted revenues and under expended line items. The 2017 Winnipeg AGM estimates will need to be revised based on participation from CIGR.

Net Assets: At the end of 2015 were \$209,941 an increase year over year of \$34,116 up from \$175,825 in FY 2015 and a low of \$139,885 in FY 2013.

End of year combined cash was \$8,628 with additional Cash and securities of \$201,756 in a long term securities portfolio.

After withdrawals to fund expenses, the current June 2016 securities portfolio value is \$190,592. The 2015 yield was \$2193 on the approximate \$100,000 initial investment. Yield since inception November 2014 has been \$4808 but with an offsetting capital loss of \$3274. Results have been better than a GIC investment but hardly stellar. Without capital gain or loss the return on the initial invested \$100,000 would be 2.2% with hope of some long term capital appreciation.

Taxes: This year we have decided to bring the Society fully in line with CRA tax filing rules by filing the past 10 years of returns and continuing to file – there will be no tax cost implication but it will continue to cost more in filing cost.

Security Considerations: Due to the actions of a cheque forger over Christmas, and ongoing email Spear fishing fraud attempts the Societies financial practises have tightened up considerably. To date the actions have resulted in minimal expense to the society but substantial expense to our bankers. The fraudster's activities continue to be a drain on the available time of our secretary and treasurer. The summarised audit results and the 2016 budget with the 2017 projections are in the following table

Proposed 2017 Budget and Statement of Revenues, Expenditures and Holdings

	2014 Budget	Actuals 2014 Thornton and Company	2015 Budget	Actuals 2015 Thornton and Company	2016 Budget - revised	Projected 2017 Budget
Operating REVENUE						
Member ship fees	\$23,000	\$33,985	\$28,000	\$34,339	\$28,000	\$28,000
AGM revenues	\$10,000	\$16,000	\$49,000	\$55,996	\$45,000	\$49,000
CSBE foundation support for student AGM transport					\$2000	
Canadian Bio Systems Journal	\$5,000	\$12,500	\$8,000	\$15,530	\$14,000	\$14,000
Advertising				\$210		
Operating REVENUE	<u>\$38,000</u>	<u>\$62488</u>	<u>\$85,000</u>	<u>\$106,075</u>	<u>\$89,000</u>	<u>\$91,000</u>
EXPENDITURES						
ASABE charges	\$2,400	\$531	\$2,400	\$(1,161)	\$2,400	\$1,000
Annual General Meeting	0	\$3746	\$39,000	\$43,729	\$38,000	\$40,000
ASABE board president's discretion	\$2,000	3380	\$3,500	\$853	\$3,500	\$3,500
Taxes licences & memberships	\$100		\$100		0	0
CDN Bio systems Journal	\$1,200	\$2,592	\$2,600	\$2,068	\$2,600	\$2,600
Journal reviewer's incentives			\$3000		\$3000	\$3,000
CDN Bio systems Journal Translation and post	\$1,300	\$526	\$900	\$800	\$600	\$800
CIGR Dues (Thornton Cost of symposiums?)	\$900		\$1,000	\$1016	\$1000	\$1,100
AIC dues	\$1,000		0		Discontinued	0
CSBE council Teleconference	\$1,050	\$915	\$1,050	1016	\$1,050	\$1,050
EIC Affiliation dues and directors Insurance	\$2,102	\$2257	\$2,102	\$1319	\$2,200	\$2,200
General and student awards	\$2,250	\$1700	\$2500	\$4,400	\$5,300	\$5,300
Interest and bank charges (credit card handling)	\$500	\$37	\$200	\$81	\$400	\$300
Society Manager honorarium	\$12,000	\$13,000	\$12,000	\$12,000	\$12,000	\$12,000
Office CSBE manager	\$3,000	\$4,103	\$4,100	\$3,964	\$4,200	\$4,200
Professional audit & CRA filing	\$1,400	\$1,104	\$1,200	\$1,130\$	\$1,650	\$1,500
Under graduate recruitment	\$6,000	\$3,380	\$6,000	\$1,500	\$6000	\$4,000
Student Transportation to AGM					13,000	13,000
Travel -CSBE manager's	\$3,000	\$2104	\$1,000	\$755	\$3500	\$3000
Web site	\$300	\$248	\$310	\$340	\$3000	\$800
Misc. Other	\$500		\$500		\$750	\$750
TOTAL EXPENDITURE	<u>\$41,002</u>	<u>\$39,465</u>	<u>\$83,462</u>	<u>\$72,799</u>	<u>\$104,150</u>	<u>\$100,100</u>
OTHER INCOME						
Expense recoveries (rebates)	\$600	\$3,838	\$600	\$494	\$500	\$500
Interest & dividend income	\$1,000	\$2,770	\$3,000		\$2,200	\$2,200
Write-down of marketable securities				\$345	0	0
Total Other	<u>\$1,600</u>	<u>\$6,608</u>	<u>\$3,600</u>	<u>\$839</u>	<u>\$2,700</u>	<u>\$2,700</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE	<u>(\$1,402)</u>	<u>\$29,631</u>	<u>\$5,138</u>	<u>\$34,115</u>	<u>(\$12,450)</u>	<u>(\$6,400)</u>

President, Sylvio Tessier

Past President – Vijaya Raghavan

Bonjour! Greetings!

A year has gone by very fast and it goes even faster for people like me, who have been around for a long time. First of all I take this moment to thank all those who thought that I could do the job of being the leader of CSBE. It has been a year of reflection as I see how our current President Sylvio has moved and shaken the system to focus on the student activities with the hope of retaining them in the Society beyond their university years. This is a challenging task. This objective is not new or unique to the CSBE. As I have seen in the past forty years, this is a common problem for many professional organizations. As our past President Grant professes, youngsters are not enthused about the old way of doing things, they want information now and can exchange ideas using many other means of communication (Facebook, blogging, twitter, etc. – I hope I have spelled them right!). Also, our social consciousness has changed (as we all know change is the essence of life!). Given the above, how do we proceed as a Society that is effective and relevant for all our members, young and old? We have travelled to different campuses to interact with students. This was done with the hope of keeping youngsters in the Society during their professional career. Some of us, for whatever reason, have kept our membership for multiples of decades. As students when they participate in student activities and saw the importance of being engaged in our professional organization, they continue to be involved, and even today they are concerned and contributing to the renewal and survival of the Society. A fine example is our current president Sylvio. At this juncture, I am proud to say how Sylvio, a past student and our current president, still has that fire in him in this quest. We can name a number of such people who are making a difference in our continuous struggle. Let us not forget their contribution. This is how we renew ourselves.

What has not changed? Yes we have different means of communication. We are always on iPhones or Smartphones but we still like to be in the lime light – the basic human urge! I saw as recently as yesterday, students (especially undergrads) want to have responsibility and direction to channel their energy and desire to contribute to betterment of society and to address current issues on environment and sustainability. And this is where the Society has a key role to play in providing mentoring to show possibilities and direction. We have begun this journey, let us continue with it.

Sylvio has taken the grand initiative to have students travel together to Halifax to provide the chance for them to interact and have activities of their own. I am looking forward to having a great meeting at Halifax with this new beginning. Having said this I promise Sylvio I will continue his initiative to encourage students to be involved in coming years.

Over the past year, I have had the occasion to meet with the members of the Indian Society of Agricultural Engineers, Chinese Society of Agricultural Engineers, and the Nigerian Society of Agricultural Engineers. Some of them have taken the membership of the ASABE. I have started working with these groups to encourage them to become CSBE members as well.

As I have reported earlier, CSBE has joined hands to participate with ASABE in the upcoming Global Initiative Conference on Engineering and Technology Innovation for Food Security to be held in Stellenbosch, South Africa on 24-27 October. There are five planned themes: (1) Enhancement of food availability through mechanization and precision agriculture; (2) Enhancement of food availability through water management; (3) Postharvest and value-added processing for efficient food utilization; (4) Food distribution and logistics for accessibility; and (5) Capacity building for food system stability. Many of our members are attending and participating in the conference. Perhaps others may want to join in.

I also attended the Indian Society of Agricultural Engineers (who celebrated their Golden Jubilee) in Bhubaneswar, India with the intention of further encouraging that group to become CSBE members along with their membership in ASABE. I am hoping that this will bear fruit as we move forward. One of the national groups in India would like to have an MoU with CSBE. I will work with this group to make this a reality.

I have also made progress in working with the CIGR (Food and Bioprocessing) group to join us at Winnipeg for the 2017 Annual Meeting. This will contribute towards greater number participating at our yearly meeting. At the next meeting we should continue the initiative of bussing students to the annual event and have programs driven by students as has been planned for Halifax this year.

In a nutshell, it has been a great year and the activity fits into my motto: “learn something new every day”.

Last, but not the least, I thank all the council members for their contribution to our Society.

Merci! Merci! Merci! See you all in Halifax.

Past-President, Grant Clark

As Past-President I have managed several responsibilities prescribed in the CSBE bylaws and procedures manual, as well as some ad hoc activities. As part of the Nominating Committee, my colleagues and I have arranged a full slate of candidates for the Council positions this year, many of which are contested for the first time in several years. You will have opportunity to participate in the online elections or, by the time you read this, might already have done so. The Bylaws Committee and I have collated some amendments to the bylaws and the procedures manual, although these documents were recently thoroughly revamped, so the list of revisions is short this year. I have participated in reviewing nominations for the CSBE awards as part of the Awards Committee. As current Past-President I have attempted to contact all of the Society's Past-Presidents and invite them to a breakfast meeting at the Halifax conference. This illustrious crew form the Past-Presidents Council, which is advisory to the Executive Council of the Society. Finally, I have been involved in a few other activities related to promotion of outreach, including production of new brochures and banners, and meetings of the senior executive of the ASABE and CSBE to better harmonize relations between those two Societies.

I expect that the CSBE-SCGAB will face some profound decisions and quite possibly some radical changes over the next few years, related to trends in the way that we communicate, share information, and learn in our professions. I urge you to get active in the Society's governance and executive to help steer the course through these uncertain waters, and reshape the CSBE-SCGAB so it remains serviceable to you and your colleagues.

Vice President - Industry – Ron MacDonald

The first year as VP Industrial has been focused on lower cost methods of industry partners sponsoring awards. One method for involving industry more is via donation for awards. Student awards were chosen for review as there are currently no names associated with them. The membership list is being reviewed and some potential sponsors will be contacted.

The goal will be to have these in place for the 2017 AGM.

Vice President – Regional - Chella Vellaichamy

It has been my pleasure to work with all of our regional directors and I want to thank Dr. Fahimeh Yazdanpanah for her work as a VP (Regional, 2014-15). As a membership engagement committee chair, I organized 2 conference call meetings with regional directors and VP (membership) to discuss about regional activities and plans to improve member's involvement with the society. A request was made to submit the proposal of regional activities from all 7 regions by August 31, 2015 and proposals were discussed and 1000\$ budget was approved for each region by CSBE executive council. During this year a total of 5 events (ON- 1 event, MB- 2 events, SK- 1 event, and BC-1 event) organized by CSBE and a number of activities are planned for the coming year. I also helped all the regional directors in planning and organizing the regional activities and Rene (webmaster) in collecting news items for our CSBE perspective newsletter.

Journal Editor - Ramanathan Sri Ranjan

The University of Manitoba has been hosting the Open Journal System (OJS) free of charge since 2009 to help with the online review process. Over the past seven years, I have customized and updated most of the pages in the OJS system to help with the review process of papers submitted to our journal.

The entire collection of past journal papers are now available online and can be accessed here: <http://www.csbe-scgab.ca/publications/cbe-journal/browse>. The scanned papers were Optical Character Recognition (OCR) processed to enable them to be searched using keywords.

Section Editors have management level access to the Open Journal System (OJS). When papers are submitted to the journal, the Section Editors assign it to three other persons on the Editorial Board to review the paper through the OJS online system. Those assigned the paper can either review the paper themselves or get it reviewed via a personal email to one of their colleagues who are more likely to oblige to review in a timely manner. Each person serving on

the Editorial Board is expected to review about 6 to 8 papers in a year. If you are interested in serving on the Editorial Board, please contact the Section Editors who are listed below:

1. Soil and Water Systems Engineering: Dr. Mano Krishnapillai, Memorial University, NL
2. Machinery Systems Engineering: Dr. Hubert Landry, PAMI, SK
3. Bioprocessing Systems Engineering: Dr. Valerie Orsat, McGill
4. Biological Systems Engineering: Dr Stefan Cenkowski, UofMb
5. Building Systems Engineering: Dr. Qiang Zhang, UofMb
6. Waste Management Engineering: Dr. Grant Clark, McGill
7. Information Systems Engineering: Dr. Suresh Neethirajan, Guelph
8. Renewable Energy: Dr. Amit Kumar, UofAlberta

The Section Editors will also serve as the Technical Committee of our Society to help with the evaluation of the conference paper abstracts, formulate Technical Sessions, and solicit worthy papers for submission to the CBE journal. Beginning in 2014, the processing time lines for the accepted papers have been published. The average review time for papers submitted to our journal has been 12 weeks with another 4 weeks spent on publishing online. This timeline is substantially lower than comparable journals. We encourage the authors to follow the guidelines in preparing their manuscript to speed up the publication process.

To further improve the timeliness of the publication of manuscripts the Council has unanimously voted to approve the following incentive policy:

(a) Reward each reviewer with a credit of \$50/manuscript towards page charges of their own manuscripts published in the CBEJ. A credit will be given for a review of acceptable quality and detail, as determined by the Section Editor, received within THREE weeks of assignment of the review. The total credits used by a reviewer towards publication of a single manuscript shall not exceed \$100. The credit must be used within two years of being awarded.

OR

(b) Reward each reviewer with a credit of \$50/manuscript towards registration in the CSBE-SCGAB Annual Conference. A credit will be given for a review of acceptable quality and detail, as determined by the Section Editor, received within THREE weeks of assignment of the review. The total credits used by a reviewer towards registration at a given conference shall not exceed \$100. The credit must be used within two years of being awarded.

In 2012, the Canadian Biosystems Engineering Journal was registered with CrossRef (www.crossref.org) as a member organization allowing the assigning of Digital Object Identifier (DOI) to a paper published in our journal (http://en.wikipedia.org/wiki/Digital_object_identifier). I have used the following system to identify our papers. The <http://dx.doi.org> is the DOI resolving website. The number 10.7451 identifies our journal. Following that, I have used CBE.year.volume.first_page_number as the format to identify each paper. When you type this URL into a web browser, it will take you directly to the .pdf file of the paper. Therefore, please publicize your papers by providing the DOI link of your paper instead of sending the .pdf file of your paper. This will help properly register the access count with the DOI system. By providing the DOI link you can help improve the impact factor of our journal.

Our journal is now included in the Browzine App which makes it easy to access/download/read the journal papers on your iPad/Tablet. A CBE Journal citation template is being created to be included in Mendeley to allow automatic creation of bibliography in the CBE format when preparing manuscripts for submission to our journal.

I thank all the authors, reviewers, and the Section Editors for their support in making the publication of our journal possible. We need your continued support in a timely manner to make our journal a successful vehicle for disseminating your research.

Webmaster@csbe-scgab.ca - René Morissette,

Last year was quite busy, especially with the Annual Conference in Halifax where a new system for paper submission and registration was implemented and more tasks were transferred to me. I maintained the website in good shape and now looking for a major version update to ease future maintenance, enhance mobile compatibility, and improve security.

Annual General Meeting 2016 in Halifax

I was involved in the meeting organization at different levels:

- Contracting, configuration, management, and support of the new system for paper submission and registrations (Conftool).
- Configuration and maintenance of an event section on our website (<http://www.csbe-scgab.ca/halifax2016>).
- Sending of several emails to current members (list of about 600 emails) through our mail server platform (Mailchimp) and to conference's delegates and authors (through Conftool mail server).
- Training of members of the committee for the use of the paper submission system and registration management (sessions, database, reports, Paypal, online invoices).
- Updating the conference program (online and printed version).
- Participation in committee's meetings.

Newsletters and Notices to members

A total of 20 newsletters and notices were sent between July 2015 and June 2016 to a list of 605 members. The opening rate increased from 30% last year to nearly 40%. We now use the Mailchimp online service to send mass mail.

Executive Council Election

For the 3rd year, CSBE used the ElectionBuddy online service for Executive Council elections. With the help of Grant Clark (communication with nominees), the online system was set up and voting tokens sent out to members.

Website statistics report (www.csbe-scgab.ca)

Between June 2015 and June 2016, CSBE website was visited 16617 times (1384 monthly average) with 42000 pages viewed which is 15% more than the previous year (about 14500 visits). An average of 2.55 pages per visit with duration of about 2:15 minutes was met.

The audience was mainly English (70%) and French (8%) and came from Canada (53%), USA (10%), China (8%), India (3%) and many other countries (Brazil, Germany, UK...).

Main traffic came from organic search (53%), followed by direct access (27%), site referral (18%) and social media (1.2%).

Main pages/sections viewed were the home page, Halifax 2016 portal, Publications, Edmonton 2015 portal, CBE Journal information page, and Join CSBE page.

Visitor browser preferences were Chrome (49%), Safari (16%), Firefox (15%), and Internet Explorer (14%). 82 % of visits were from a desktop/laptop station while 15 % were on mobile (phone and tablet). Mobile access increases from previous years (11% in 2015, 8% in 2014).

Social Medias. About 200 visits were referred from social media (Facebook, LinkedIn, Research Gate...)

Help needed for Social Media management

My tasks as webmaster are mainly to manage the website, to publish the newsletter, and to assist the CSBE Council and the Conference LAC with online services. That said, I have only limited time to manage our Facebook and LinkedIn account. I would appreciate some help from one of our member who is comfortable with social media management. It's a great opportunity to get involve in the CSBE. The time devoted to this activity is 2 to 3 hours per month. This task involves:

- Post news items, announcements and job opportunities on Facebook and LinkedIn
- Initiate discussions and interact with members online;
- Manage access requests to our social media pages.

Please contact me at webmaster@csbe-scgab.ca to seize this opportunity!

BC Regional Director – Mahmood Ebadian

I became the BC regional director in April 2015 for one year when Dr. Fahimeh Yazdanpanah, the former director left the position due to the maternity leave. It took me a while to learn about the whole society as I was not familiar with the structure and organization of CSBE. Unfortunately, I never got an opportunity to meet my fellows in CSBE and that even made the job a little difficult to have an efficient communication. Anyways, I did my best to contribute to the society based on the time limit I had.

CSBE is quite well-known at UBC but I tried to reach out to other educational institutions such as British Columbia Institute of Technology (BCIT). I contacted Department of Environmental Engineering at BCIT to introduce CSBE, the society activities and benefits for university faculties and students. They invited me to give a lecture about bioengineering, more specifically bioenergy and biochemical on November 24th, 2015. I delivered a lecture about "Bioeconomy: challenges and opportunity" to the students at BCIT. I took the opportunity and introduced CSBE to the students and the advantages for students to become a member.

The main activity I managed over the course of my term was to co-organize a well-attended event at UBC. I was approached by organizers of "Engineering Research Day 2016" at Chemical and Biological Engineering, UBC to sponsor the event. It was a full day event with [two keynote speakers](#) and the [CHBE Centennial lecture](#) by world-renowned specialist, Prof. Axel Meisen, President of the Canadian Commission for UNESCO on the "Future of the Fossil Carbons with

implications for Engineering”. Undergrad and grad Students, researchers, alumni and faculty members from all engineering disciplines across the Faculty of Applied Science as well as industry representatives attended this event. I prepared a web post about this event and Rene posted that on our website (<http://csbe-scgab.ca/events/others-events>). At the end of the workshop, I delivered a short speech on behalf of all the event sponsors. I talked about the CSBE, its activities and membership benefits.

I prepared newsletters for all the activities I was engaged and sent them to Chella and Rene to be posted on the website. In total, I prepared three newsletters in 2015-2016.

Although I did not meet any of the CSBE board members but I enjoyed talking to them over phone and I wish I had more time to contribute better to the society. I will still work with Dr. Fahimeh Yazdanpanah who is now the new BC director, in any aspects I can be a help. I would like to thank all my fellows at CSBE for the opportunity to work with them and I wish all of them the best.

Ontario Regional Director – Hugh Fraser

I am completing my second and final year as Ontario Regional Director. It has been challenging, fun and a great way to network and meet new people. However, you get out only as much as you are willing to put in. That said, I have participated in almost all Council and Membership conference calls. As I stated in last year’s annual report, it is very tricky for a small technical organization such as ours to connect because our membership is diverse in job interest, age, geography, official languages and nature of work ie, public vs. non-public sector. Despite the annual conference being the major event of the year for members to meet and network, it is not easy for most members to attend because of time, cost, distance and other commitments with work and family.

For this reason, for seven consecutive on-line newsletters December 2014 to June 2016, I cold-called over 30 Ontario members and had a nice chat, convincing 90% of them to fill out a little form I emailed them afterward giving us a 100-125 word bio about themselves. Most were shocked that I used that more and more often neglected and lonely thing on the corner of our desks which we used to call a telephone...sadly, they barely ring anymore. I asked members to tell me about where they went to school, what they were doing in their jobs or in retirement, offered them a shameless plug to include their websites if they wanted, plus a little advice they had for younger members. It was easy and painless. When emailing off the template bio, I sent along a quick link to our website and I daresay most likely took the time to check it out at a later date to see if it actually ended up on the website. Thanks to René Morrisette, it always did! I have enjoyed doing this and members seem genuinely pleased, but surprised to hear from someone on Council. I find most organizations rarely check to see what grassroots members think. Maybe this is why most are also experiencing a drop in membership. Check out what members have told us at <http://csbe-scgab.ca/>

I also participated in the Job Fair at the University of Guelph in January 2016 along with Vice-President Membership, Harry Huffman. With the full support of your council, we offered 10 free memberships for a year to any students who came to talk to us about employment in the broad agricultural/biological engineering field and opportunities when joining CSBE. 10 students jumped at the chance and Harry and I were busy the entire evening. I recommend this be done

annually. It was a fun event that I would attend again. There were perhaps 20 private sector companies involved and perhaps 100 students attending.

Thanks for allowing me to be your Ontario Regional Director.

Vice-President (Membership) – Harry Huffman

Another busy year for me but I did manage to participate in most of the CSBE-SCGAB Council meetings via conference call as well as the ASABE Membership Development Committee meeting in December (also via telephone conference call).

We were able to introduce a new membership fee category for international members working in countries with lower income status which began for 2016 memberships.

New membership certificates and a welcoming letter were prepared and distributed in November, 2015 and again in May of 2016 for those people first joining our organization in each of these years. Thank you to our very capable Society Manager, John Feddes for doing all of the paper work.

Any current members who do not have a membership certificate and would like one should contact our Society Manager, John Feddes or myself.

The term of initial membership for students was clarified as being between 5 and 16 months. A membership application made in September at the start of fall school term would run until December 31 of the following calendar year. Any application received between January and August in the current year would only be effective until December 31 of that same year.

Along with Ontario Regional Director, Hugh Fraser, we promoted membership in the CSBE-SCGAB at a careers night held at the University of Guelph in January 2016 and gave out 10 free 1-year student memberships to CSBE/SCGAB as a way to introduce them to our organization.

I was in contact with Mark Crossley, Membership Director of ASABE regarding the possibility of streamlining membership renewal with the use of automatic credit card debiting after email communication with the member. However, ASABE was not receptive to the idea given a number of pitfalls that they have discovered with this type of approach. Mark's response was as follows: *"We have discussed this in the past, and while it seems easy enough, other organizations that do this have told me it's nothing but trouble. Not only do you have to worry about outdated credit card information (exp dates, security codes, updated card numbers, etc...), there's also the security issue. As it currently stands, we don't retain credit card information (it's encrypted), as it goes through PayPal. While I know PP has been problematic for a lot of Canadian members, we're very close to having an alternative processing system in place for taking CC payments going forward. I'll keep you posted on that. Regards – Mark"*

Again this year (2016) our big concern was the large number of members who did not renew their membership for 2016. As of the end of March 2016, 53 members and 118 students had not renewed their membership (total of 426 paid memberships received to date). I requested that the Regional Directors try to make a personal contact with these potential members as I did with all of the unpaid international members to give them a gentle nudge to re-join the fold.

It would appear that the various personal contacts by Regional Directors and the Vice President (Membership) were effective, since the over-all 2016 membership numbers did rebound significantly but are still lower than 2015 final numbers by about 14%. It is likely that we will pick up a few more student members once the fall semester begins but that does not address the decline in the general membership category.

Membership Statistics	Date	Number of Members
	December 2013	692 including 288 students & grad students
	December 2014	689 including 300 students & grad students
	December 2015	632 including 265 students & grad students
	May 2016	541 including 223 students & grad students

I believe that declining membership numbers is an issue that will need to be addressed by the incoming vice president of membership and the rest of council.

Ending on a bright note, we have welcomed 3 new full members, 52 new student members and 10 new graduate student members for 2016.

Saskatchewan Regional Director – Venkatesh Meda

Thanks to Dr. J Agnew for her previous work as SK regional director. It has been my pleasure to serve in this capacity for the second time. I will continue to be actively engaged in the CSBE-SCGAB. I did participate in several council meetings and regional discussion(s).

At the University of Saskatchewan; the department of Chemical and Biological Engineering is currently administering the graduate program in Agricultural and Bioresource Engineering (old) and Biological Engineering (new). It is realized through commonly held graduate seminars, students from more disciplines as Chemical, Civil and Environmental, Biomedical and Mechanical Engineering have absorbed the courses and streams previously offered by Ag/Bio Engineering department. It is noteworthy to mention many of the senior capstone design (UG) and graduate student projects in these disciplines have an agricultural or bioengineering aspect, so these students and faculty would certainly benefit from a membership with the CSBE/SCGAB. A preliminary discussion about a possible name change for the graduate program (i.e., bioresource engineering) is also on the radar.

A membership awareness event was held in the winter term (April 2016) to promote the usefulness and benefits of being a CSBE-SCGAB member. Another event interfacing industry-academia-government is being planned for fall 2016.

Alberta Regional Director, Karen Yakimishyn

The successful hosting of the 2015 CSBE/SCGAB ANNUAL CONFERENCE in July last year has left us catching our breath and activities in Alberta have been quiet. As a newcomer to the

council I have spent the year learning about the work of our nationwide group. I am impressed by the passion expressed by my colleagues in their chosen field of expertise.

The past year in Alberta has brought about some significant changes that promise to provide new opportunities in the area of Bioengineering. Among these are the refocusing of the former AgTech Centre in Lethbridge to be the new Farm Stewardship Centre. Its focus will be to provide applied research, evaluation and implementation of new methods and technology aimed at reducing the environmental footprint of farming and food production. Alberta also introduced new policies with regards to climate change leadership, opening the door for innovation and creativity as we explore ways to address climate change.

All of these activity add to the ever changing perspective of our global world on agricultural practices and the ability of the agricultural industry to continue to operate in a manner that is acceptable by our neighbours. May the next year provide us with some new energy and interest in bioengineering.

Society Manager – John Feddes

The duties of the Society Manager include the following:

- Record the minutes of Council meetings and the annual business meeting and distribute the minutes to Council members within one month of the meeting.
- Carry on correspondence for the Society.
- Serve as the office liaison with ASABE office.
- Assist in preparing CSBE awards, commendations and student awards for the Annual meeting
- Sent 61 new member certificates
- Pay Society expenses.
- Arrange for preparation of auditors report for AGM.
- Serve as the office liaison with affiliate societies.
- Report election results to Council and the annual business meeting.
- File an annual summary with the Minister of Consumer and Corporate Affairs Canada.
- Preserve all documents of the Society except those assigned to other officers or committees.
- Carry out general secretarial duties including keeping of committee lists, bringing appropriate documents to meetings and correspondence.
- Receive all By-law changes but not responsible for making the changes.
- Publish and supply in quantity the Awards Booklet to the AGM.
- Invoice the authors for page charges
- Print and mail the CBEJ
- Serve as Secretary-Treasurer for the CSBE/SCGAB Foundation
- Send out Foundation donation tax receipts

As you are aware, CSBE-SCGAB Society and CSBE-SCGAB Foundation offer several awards every year. Please email me for information. **Applicants must be a student member of the Society.** The Foundation will pay the membership dues for **first-time-ever** Graduate Students. Email me for information.

The minutes of the 2015 AGM at the Edmonton CSBE/SCGAB conference are posted on our web site.

<http://www.csbe-scgab.ca/csbe/documentation/public/6487-agm-minutes-and-audit-reports>

In 2012, the Foundation established a new program. To help our students with their travel to our CSBE-SCGAB Technical Conference and AGM, the CSBE-SCGAB Foundation will pay the fees for **base** conference registration for the winner(s) of student awards. In addition, the Foundation will provide \$100 per student to **a maximum of \$400 per academic unit** (biological/bioresource, biosystems,... eng. programs), to be used to defray the costs of travel and accommodation for attending the conference. The students must be members in good standing of the CSBE-SCGAB in order to be eligible for the awards, fee waivers, and travel support. Eligible academic units (biological/bioresource, biosystems,... eng. programs) are asked to contact the CSBE-SCGAB Foundation (John Feddes) by June 1st of each year, and provide the name, CSBE-SCGAB membership number, and project or thesis title of each winning student **who are planning to travel to the conference site**. I need a copy of **base** conference registration receipt for each student who is requesting support. I will issue a cheque to each student at the Halifax Annual meeting.

Vice President (Technical) - Dr. Suresh Neethirajan, PhD., P.Eng

The past year has been exciting and very challenging for the society. Serving as a VP (Technical) and as a Program Leader/Chair for Biological & Biomedical Engineering unit at the University of Guelph for almost 3 years, I have seen both sides of the coin. For this 2015 to 2016 period, working closely with the CSBE Local Arrangements Committee and also looking at other operations, I must have spent at-least over 200 hours in the past several months on this volunteer position for the society.

In addition to serving as the Associate Editor for the Canadian Biosystems Engineering journal, the duties of the VP (Technical) involves preparations, arrangements and development of the technical program towards hosting the annual meeting. I served as a member of the Local Arrangements Committee of CSBE Halifax 2016 as an ex-officio.

Briefly, my activities over this past 12 months can be summarized as below for this past year.

- Worked on a history project to create an album showcasing some fine aspects of the CSBE History with John Ogilvie - the Past President of CSBE and a Professor Emeritus of the University of Guelph
- Liaised and obtained in-kind sponsorship with Elsevier on the '[Poster in My Pocket](#)' service
- Reviewed abstracts and put together the [technical program](#) – This involves extensive co-ordination in the technical arrangements, local arrangements, sponsorship and other activities
- Prepared and sent several visa invitation letters for international delegates
- Worked in the design and development of two display banners for the society events

The CSBE AGM 2016 will kick start on Sunday July 3, 2016 with a FREE workshop on 'Entrepreneurship, Innovation and Commercialization' offered by Paul Richards and Kevin Dunn of Dalhousie University. A total of 94 papers has been accepted for presentation from 115 submissions for this upcoming CSBE AGM 2016. Out of which, 66 papers will be presented as oral presentations and the remaining will be presented towards posters.

We have received a total of \$8,000 in cash as sponsorship; thanks to a number of organizations including Wild Blueberry Producers association, Doug Bragg Industries, InnovaCorp, Dalhousie - Faculty of Engineering, Agriculture and the Department of Process Engineering and Applied Science, Consumaj, and the School of Sustainable Design Engineering of UPEI along with the in-kind contributions from Elsevier.

As a voluntary organization with only a handful of local technical activities, committees and programs, CSBE is providing professional and technical as well as administrative services to all members at large. The quality of the technical program and activities are the direct product of contributions by the participating members and act as a thread that connects and binds the membership-at-large.

Similar to our sister societies, our CSBE society is facing several challenges including shrinking membership, lack of active participation at the local level and other related issues. These are tough times for the society, considering sustainable development. It is high time for us to prioritize and revamp the society activities, for sustainable functioning.

I extend my sincere thanks to all the LAC members of CSBE 2016, for their unwavering contributions and efforts in putting together this upcoming conference. As the society seeks new face for this VP (Technical) position, I would like to thank the chairs and members of the involved committees, technical as well as sponsorship teams for their hard work, dedicated support and their help in running this technical section of the CSBE.