



CSBE | SCGAB

CSBE/ SCGAB ANNUAL
REPORT, 2017

Includes: Agenda, Halifax Minutes, 2018 Proposed budget

**THE ANNUAL GENERAL MEETING OF
The Canadian Society for Bioengineering
La Société Canadienne de Génie Agroalimentaire et de Bioingénierie
Date: Monday August 7, 2017, Time: 12:00 to 13:30 with lunch
Place: Canad Inns Polo Park, Winnipeg**

AGENDA

Greetings from President Maynard M. Herron - ASABE

Call to order by CSBE-SGGAB President Raghavan

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 4, 2016 - Halifax) - attached

Correspondence

Approval of Summary of Annual Reports – see 2017 CSBE-SCGAB ANNUAL REPORT on website

Old Business

New Business

- Introduction of Council Members
- Approval of 2018 budget – see attached
- Approval of New Bylaws – S. Tessier
- Appointment of Auditor (Thornton and Co, Winnipeg) for 2017 Financial Statements
- Appoint Franklin Kains and John Feddes to be the signing authorities until the next Annual meeting

Announcements – R. Rudra – CSBE/SCGAB Foundation

Gavel transfer to in-coming President Danny Mann

Brief presentation by President Danny Mann

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 Monday July 4, 2016 Time: 1200 to 1330 AST in World Trade Convention Centre, Halifax

Call to order (Past-President Clark)

Greetings from ASABE President Mary Leigh Wolfe

Attendance sheets circulated and signed by membership

CHAIRMAN AND SECRETARY OF THE MEETING

Upon motion made (Raghavan) and duly seconded (Prasher), it was unanimously resolved to appoint Past-President Clark and Feddes as chairman and secretary of the meeting, respectively. **Approved.** President Tessier was absent. He organized the student trip to NB.

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

- R. Rudra, Chair of the CSBE/SCGAB Foundation requested to make a presentation

APPROVAL OF AGENDA

Upon motion made (Ngadi) and duly seconded (Predicala) the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETING 2015 07 08

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

CORRESPONDENCE

-none

ANNUAL REPORT

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

UNFINISHED BUSINESS

-none

CSBE/SCGAB FOUNDATION

Chair, R. Rudra reminded the membership to consider the Foundation Checkoff when renewing membership to support our student activities (Student awards and the Undergraduate bus trip to the AGM). An average of \$50 (tax deductible) is necessary to cover the student activities. A glossy handout was available to explain the Foundation.

NEW BUSINESS

- a) The budget for 2017 was included in the Annual Report. Upon motion made (Predicala) and duly seconded (Prasher), it was unanimously resolved to accept the 2017 budget as distributed. **Approved.**
- b) Appointment of Auditor for 2016. Upon motion made (Zhang) and duly seconded (Godbout), it was unanimously resolved to reappoint Thornton & Co. as auditors for 2016. **Approved.**
- c) The electronic voting using Election Buddy for the ratification of the positions: President Elect, VP Technical, VP Membership, BC, ON, QC, and Atlantic Canada Regional Director, were closed at 11:30 AST. The outcome for vote was a strong YES for President Elect – Danny Mann; VP Technical - Venkatesh Meda; VP Membership – Ike Edeogu; BC Director – Anthony Lau; ON Director - Michèle Marcotte ; QC Director – Cristina Ratti; Atlantic Canada – A. Farooque, SK Director – vacant; Franklin Kains and J. Paliwal have agreed to serve as Treasurer and Journal Editor, respectively.
- d) Past-President Clark introduced the new Council. List of 2016-2017 Council is attached.
- e) Past-President Clark introduced 2016 bylaw changes:
 - The Treasurer and the Society Manager are non Directors and have signing authority to our accounts (10K in our chequing and near 200K in our Nesbitt Burns account). During the year, the Past President will report at every Council meeting that he/she has checked all the transactions since the previous Council meeting.
 - At each Annual meeting, there would be a motion from the floor that the Treasurer and the Society Manager be the signing authorities until the next Annual meeting.

Upon motion made (Predicala) and duly seconded (Godbout), it was unanimously resolved to approve the Bylaw changes. **Approved. 2016 Bylaws Attached.**

- f) Upon motion made (Prasher) and duly seconded (Zhang), it was unanimously resolved that John Morgan/Franklin Kains and John Feddes be the signing authorities until the 2017 Annual Meeting. **Approved.**

ADJOURNMENT

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

The formal transfer of the President's gavel took place at the Awards Banquet as incoming 2016-2017 President Raghavan was welcomed by Past-President Tessier. Incoming President Raghavan made a few remarks about his goals for the Society as he begins his term, to continue membership

engagement and align our Society with other international groups that are focused on Bioresource Engineering.

Minutes recorded by:

John Feddes

Society Manager

Date of approval: _____

ATTACHMENTS:

- a) **Members and visitor attendance list**
- b) **2016 CSBE-SCGAB Annual Report**
- c) **List of 2016-2017 Council Members**
- d) **CSBE Bylaws – 2016 version**

Treasurers Report for 2017 AGM

Below is the treasurer's report for fiscal 2016. Included are the 2017 budget and the 2018 budget projections.

The 2016 fiscal year end audit done by Thornton and Co. shows that the year ended with a deficiency of revenue over expenses of \$14,691. This compares with a projected deficit of \$10,050 as set at last year's Annual General Meeting. For the 2015 fiscal year, there was an excess of revenue over expenses of \$32,855. Most areas of expenditures were managed well and there were no major surprises for the year. As noted in last year's treasurer's report, it would appear that financially CSBE/SCGAB has sufficient cash inflow and savings to prudently carry on for the foreseeable future.

2017 Budget

The Table below includes the budget for 2017 along with the budgets for 2015 and 2016 for comparison as well as the projected budget for 2018. Included are the audited actuals from Thornton and Co. for fiscal 2015 and 2016.

An excess over expenditures of \$4,350 is projected for 2017 and of \$4,050 for 2018. Revenues from the membership is expected to remain steady going forward but below the peak of 2015. Both revenue and expenditures for the Annual General Meeting in Winnipeg are projected to be lower than in the previous year. The student bus trip to the AGM will cost less due to its location in the centre of Canada.

Thanks to the 2016 Halifax Local Arrangements Committee and their sponsors as the 2016 AGM generated a surplus of \$8,000.

Two areas of note: the journal reviewer's incentives and the regional recruitment expenditure have both been underutilized for the past 2 years.

Net Assets

At the end of 2016 net assets were \$193,990, a decrease of \$15,951 from the previous year. This is down from \$209,941 for FY 2015 and compares to a low of \$139,885 in FY 2013.

End of year combined cash was \$86,855 with an additional \$102,719 in a long term investment account. Through 2016 these investments rose in value from \$98,686 to \$102,719 for a capital gain of \$4,033. They generated a dividend of \$2,520 for the year for a yield of 2.6%.

Combined, the value of the investment account rose 6.6% year over year. From January to April of 2017, they added an additional 3% of capital gain. Yield since inception in November 2014 has been \$7,328.

Costs for preparation of the Financial Statement: The costs for having the books audited were reviewed and compared to the auditing costs for 2 other non-profit organizations. We found that the costs for an audit can be significantly higher than our present costs. We were satisfied we were getting value for money.

Long Term Investment Account moving

When first set up in 2014, the long term investments have been kept in an account with Nesbitt Burns, the investment wing of BMO. During the past year, we were informed that Nesbitt Burns going forward will concentrate on wealth management for individuals and organizations with asset values larger than ours. Their new fee structure will more than triple our present fees when this is implemented at the end of the year. Therefore, we will be moving the investment account to the branch level of BMO in Winnipeg where we expect to pay the same fees as we have been. This should be completed at the time of the AGM.

Proposed 2017 Budget and Statement of Revenues, Expenditures and Holdings

Operating REVENUE	2015 Budget	2015 Actuals (Thornton)	2016 Budget	2016 Actuals (Thornton)	2017 Budget	Projected 2018 Budget
Membership fees	\$28,000	\$34,339	\$28,000	\$25,466	\$28,000	\$28,000
Annual General Meeting(AGM)	\$49,000	\$55,996	\$45,000	\$67,554	\$49,000	\$49,000
Foundation support for students			\$2,000	\$0		\$0
Canadian Bio Systems Journal	\$8,000	\$15,530	\$14,000	\$7,000	\$14,000	\$9,000
Advertising		\$210		\$200		\$200
Total Operating REVENUE	\$85,000	\$106,075	\$89,000	\$100,220	\$91,000	\$86,200

EXPENDITURES						
Annual General Meeting(AGM)	\$39,000	\$43,729	\$38,000	\$59,526	\$40,000	\$40,000
ASABE BOT Pres discretion	\$3,500	\$853	\$3,500	\$2,230	\$3,500	\$3,500
CDN Bio systems Journal	\$2,600	\$2,068	\$2,600	\$2,285	\$2,600	\$2,600
Journal reviewer's incentives	\$3,000		\$3,000	\$0	\$3,000	\$3,000
Journal Translation	\$900	\$800	\$600	\$544	\$600	\$600
CIGR Dues	\$1,000	\$1,016	\$1,000	\$1,080	\$1,100	\$1,100
CSBE council teleconference	\$1,050	\$1,016	\$1,050		\$1,000	\$1,200
EIC dues, directors insurance	\$2,102	\$1,319	\$2,200	\$2,543	\$2,200	\$2,200
General and student awards	\$2,500	\$4,400	\$5,300	\$6,050	\$5,300	\$5,300
Interest, bank charges, credit costs	\$200	\$81	\$400	\$232	\$200	\$250
Society Manager honorarium	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
Society Manager office	\$4,100	\$3,964	\$4,200	\$3,738	\$4,200	\$4,200
Professional audit, CRA filing	\$1,200	\$1,130	\$1,650	\$1,614	\$1,500	\$1,750
Region Recruitment	\$6,000	\$1,500	\$6,000	\$1,695	\$4,000	\$7,000
Student transportation to AGM			\$13,000	\$29,796	\$13,000	\$10,000
Society Manager travel	\$1,000	\$755	\$3,500	\$2,344	\$3,000	\$3,000
Web site	\$310	\$340	\$3,000	\$301	\$800	\$3,000
Miscellaneous	\$500		\$750	\$0	\$750	\$750
Total EXPENDITURES	\$80,962	\$74,971	\$101,750	\$125,978	\$98,750	\$101,250

OTHER INCOME						
Expense recoveries (rebates)	\$600	\$494	\$500	\$4,429	\$600	\$600
Interest & dividend income	\$3,000		\$2,200	\$2,520	\$3,500	\$3,500
Write-down of marketable secur		\$345	0	\$4,118	0	\$0
Total OTHER INCOME	\$3,600	\$839	\$2,700	\$11,067	\$4,100	\$4,100
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE	\$7,638	\$31,943	(\$10,050)	(\$14,691)	(\$3,650)	(\$11,150)

Vijaya Raghavan - CSBE/SCGAB President

Bonjour and Greetings! First of all, I would like to express my appreciation to the council members for their contribution throughout the year.

Resumé of Activities and Achievements:

1. We have built upon Past-President Sylvio Tessier's initiative to attract and retain student members to the Society.
 - a. Continue to provide a communal bus starting out from Dalhousie University to pick up students en-route to transport them to the CSBE meeting. This concept was followed for the 2016 Conference in Halifax where the bus started from Winnipeg and was funded entirely by the CSBE. We were successful in obtaining partial funding from the ASABE for this endeavor for the 2017 CSBE Conference in Winnipeg. The bus provides not only transport but also an opportunity for students from different universities to establish network amongst themselves whilst they are in transit to the conference site. However, travel by bus was not well received this year. Nonetheless strong interest was shown by students and we are hoping several groups to travel by road to reach Winnipeg, Manitoba from East.
 - b. Links were established directly with undergraduate and graduate student associations of Bio based Engineering Departments of different universities to promote membership and participation in the Society by demonstrating the value of such an affiliation for their future careers as professional engineers or as academics, and to facilitate communication of information to and from the students about CSBE events and issues. These universities were Dalhousie University, McGill University, and the Universities of Alberta, British Columbia, Guelph, Laval, Prince Edward Island, Manitoba, and Saskatchewan.
 - c. Open up the CSBE Conference program to include student driven agenda and activities to provide opportunities for students, engineers in industry, and academics to interact in a non-formal setting. The engagement of students is critical to assuring a healthy long term membership. The 2017 program is looking good. Thanks to the LAC under the leadership of Danny Mann.
2. International links and contacts were established with professional societies and associations in India and Nigeria. An MoU was signed with the Council of Engineering and Technology (CET) of India. The Indian government is allocating resources towards improving the productivity and profitability of farms and farming communities which consists of 650 million people. The Indian Society of Agricultural Engineers (ISAE) has invited the CSBE to look into addressing this issue. Similarly the Nigerian Institution of Agricultural Engineers (NIAE) has expressed interest in joining the CSBE as international members. Nigeria is the most populous nation (presently 190 million) in Africa with an agricultural sector that accounts for about 18% of GDP and is the livelihood of 30% of its population. Nigeria was once self-sufficient with respect to food production, but agriculture is now largely subsistence, and food must be imported to meet the needs of its population. Hence NIAE is keen on making a change towards self-sufficiency which

used to be a norm before. Further, Chinese colleagues have shown considerable interest in getting involved with CSBE. To promote this further there is a session planned at the upcoming ASABE meeting in Spokane, Washington where I will be representing CSBE in giving a presentation to stimulate discussion through the experience of members in collaboration with China in the past and look for avenues for future possibilities.

3. Participated in Conferences to promote CSBE: 2016 ASABE Annual Conference in Orlando, Florida (July 17-20, 2016); the Northeast Agricultural and Biological Conference (NABEC) in Orono, Maine (July 31-August 3, 2016); the Global Initiative Conference on Engineering and Technology for Food Security, Stellenbosch, South Africa (October 24-27, 2016); and the ISAE Conference in Hissar, Haryana, India (February 15-17, 2017).
4. Attended meetings of the ASABE Board of Trustees in July, 2016 (two meetings in Orlando, FL), November 2016 in Chicago, February 2017 (tele-conference), and April 2017 in St Joseph, MI; and the meeting of the Engineering Institute of Canada (EIC) in Toronto (September 2016) and in Gatineau, Quebec in April 2, 2017.
5. The 2017 Annual Conference of the CSBE will be held in Winnipeg, Manitoba from August 6 to 10. This will be a joint conference with the CIGR Bioprocesses (Postharvest Technology & Process Engineering) Group. Around 200 participants are expected which includes over 100 participating undergraduate and graduate students.

I have enjoyed working with the members of the CSBE/SCGAB.

Merci beaucoup!

See you all in Winnipeg.

Have a great summer!

Vijaya Raghavan

Danny Mann – President Elect

Our Society documentation states that a key responsibility of the President-Elect is to engage in forward planning. Unfortunately, forward planning can be a bit depressing given the current trajectory of CSBE/SCGAB. We have fewer university departments educating our unique brand of engineers. We struggle to recruit student members from the remaining engineering programs, and have even more difficulty retaining them when they graduate to jobs in industry. Even though we now reside in an era where engineering professionals are required to participate in professional development activities to maintain professional status, our alumni working in industry do not view CSBE/SCGAB as a source of professional development. One outcome of forward planning, therefore, is to simply try to project how many years until there is nobody left to run the Society and to plan a small reception to remember the good old days when the Society was young and vibrant.

Based on the premise that there is still time to alter our current trajectory, efforts were made during the past year to re-engage our student members. I started in my own backyard with a series of meetings with University of Manitoba students. I am pleased to report that an enthusiastic core of student leaders has come forward with new ideas of activities to support career development of students. First steps toward formation of a national student body included a Skype meeting with students from McGill University and

the University of Manitoba. It had been hoped that there would be a large contingent of undergraduate students present at the conference this summer in Winnipeg for face-to-face meetings to plan national student activities, however summer employment seems to have severely reduced the number of students that will be able to attend the conference. I suppose it is a classic case of two steps forward and one step back!

I don't profess to have all the answers, but it is becoming abundantly clear to me that our Society must change drastically if it is to survive. We must change from an organization that is dominated by academics to one that is relevant to industry. We need much more emphasis on regional activities/events that provide value to industry members – perhaps even at the expense of the national conference format that we have come to expect. It is time for us to think outside of the box, and to take some risks before it is too late.

John Feddes - Society Manager

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.

This year, we are presenting 4 ASABE ¼ Scale Tractor Student Design Foundation Awards - \$500/each; 7 Foundation Undergraduate Scholarships - \$300/student; 6 Undergraduate Thesis Awards - \$100/student; 18 Undergraduate Design Project Awards-\$100 each; 5 Graduate Thesis Awards (MSc)- \$200/student; and 4 Graduate Thesis Awards (PhD) - \$200/student. The Foundation supports the first time membership of approx.. 20 graduate students.

Venkatesh Meda - Vice President (Technical)

- Saskatchewan Regional Director 2016-2017 (6 months)
- VP-technical (2016-current)

Thanks to LAC 2016 under the leadership of Prof. D. Mann for organizing, coordinating and shaping the technical programme as well professional development workshop and tours. We wish there was more active registrants from undergraduate students and CIGR members at the Winnipeg AGM. Certainly, re-positioning the brand name 'bioresource engineering' must be well defined and understood, particularly in light of formal registrations managed by the respective provincial professional engineering bodies. Activities of the membership engagement committee and its linkage with ASABE and other professional organizations may find it challenging but also creates new opportunities.

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. 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 (academics, industry, students) was held in the winter term (March 2017) to promote the usefulness and benefits of being a CSBE-SCGAB member.

Chella Vellaichamy - Vice President (Regional)

It has been my pleasure to work with all of our regional directors and our CSBE executive council. I have organized 2 conference membership engagement committee meetings (January 26, and May 19) with regional directors and VP (membership) to discuss about regional activities, forming regional advisory committees and plans to improve member's engagement with the society. I helped regional directors in preparing regional activity proposals, and conducting regional events. Same like previous years, a budget of 1000\$ per region was approved by CSBE executive council. During this year a total of 4 events (MB- 2 events, QC- 2 events) organized by CSBE and regional directors are planning for more activities for the coming year in their respective regions. I also helped Rene (webmaster) in collecting news items for our CSBE perspective newsletter, and MB regional director in conducting MB regional activities.

Ramanathan Sri Ranjan - Journal Editor

The University of Manitoba has been hosting the Open Journal System (OJS) free of charge since 2009 to help with the online review process. This has tremendously help decentralize the review process in a timely manner. 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, UofAB

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 3 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 CSBESCGAB 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 abstract of the paper where there is a link to download 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 Desktop/iPad/Tablet. A CBE Journal citation template has been 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.

René Morissette - Webmaster

Annual General Meeting 2017 in Winnipeg

I was involved in the meeting organization at different levels:

- Contracting, configuration, management, and support of the online system for paper submission and registrations (Conftool).
- Configuration and maintenance of an event section on our website (<http://www.csbe-scgab.ca/winnipeg2017>).
- 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).

Newsletters and Notices to members

A total of 35 newsletters and notices were sent between July 2016 and June 2017 to a list of nearly 600 members. The opening rate increased from 40% last year to nearly 45%. Also, regional segments were created allowing targeted audience.

New website development

A major upgrade is coming up for the website. A migration to the newest CMS platform is necessary and the targeted launch date is December 2017.

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

Between July 2017 and June 2017, CSBE website has generated 21000 sessions (1750 monthly average) with 48000 pages viewed which is 28% more than the previous year. An average of 2.27 pages per visit with duration of about 1:57 minutes was met.

The audience was mainly English (70%) and French (6%) from Canada (50%), China (10%), USA (10%), India (4%) and many other countries (Brazil, Mexico, Germany, UK...).

Main traffic came from organic search (50%), followed by direct access (30%), site referral (16%) and social media (2%). The share from social media could be increased in the next year.

Main pages/sections viewed were the home page, Winnipeg 2017 portal, Publications, Halifax 2016 portal, CBE Journal information page, and Join CSBE page.

Seventy-six percent of visits were from a desktop/laptop station while 24% were on mobile (phone and tablet). Mobile access increases from previous years (15% in 2016, 11% in 2015, 8% in 2014). This mean our website should be fully compatible with mobile for the upcoming new version.

Social Medias. About 400 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!