



CSBE | SCGAB

CSBE/ SCGAB ANNUAL
REPORT, 2018

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

Date: Monday July 23, 2018, Time: 12:00 to 13:30 with lunch

Place: University of Guelph

AGENDA

Greetings and attendance sign up

Call to order by CSBE-SGGAB President Mann

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 (August 7, 2017 - Winnipeg) - attached

Correspondence

Approval of Summary of Annual Reports – see 2018 CSBE-SCGAB ANNUAL REPORT on website

Old Business

New Business

- Introduction of Council Members
- Approval of 2018 budget – see attached
- Approval of Bylaws – V. Raghavan
- 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

Brief presentation by President

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 Aug 7, Time: 1200 to 1330 in Canad Inns Polo Park, Winnipeg

Call to order (President Raghavan)

Greetings from ASABE President Maynard Herron

Attendance sheets circulated and signed by membership

CHAIRMAN AND SECRETARY OF THE MEETING

Upon motion made (Sokhansanj) and duly seconded (Edeogu), it was unanimously resolved to appoint President Raghavan and Society Manager 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

- No Additions

APPROVAL OF AGENDA

Upon motion made (Edeogu) and duly seconded (Mann) the agenda was approved.

APPROVAL OF MINUTES OF PREVIOUS MEETING 2016 07 04

Upon motion made (Neethirajan) and duly seconded (Zhang), 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 2018 Budget and Statement of Revenues, Expenditures and Holdings. Upon motion made (Neethirajan) and duly seconded (Mann), 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. This year the Foundation supported student activities (\$1000), 16 Grad student first year memberships (\$1050), 7 Foundation Scholarships (\$2100) and ¼ Scale tractor teams (Laval, McGill, Saskatchewan and Manitoba) \$2000. Donations from our members were \$3100. Ramesh encouraged the membership to increase their donations. A glossy handout was available to explain the Foundation.

NEW BUSINESS

- a) President Raghavan introduced the New Council members. Suresh Neethirajan, President Elect; Hugh Fraser – VP regional; Paul O’Neil – VP Industry; and Valerie Orsat (Chair, Awards Committee). He thanked the members who served their terms (Ying Chen, Vellaichamy, Sylvio Tessier, and Ron Macdonald).
- b) The budget for 2018 was included in the Annual Report. Upon motion made (Ranjan) and duly seconded (Zhang), it was unanimously resolved to accept the 2018 budget as distributed.
Approved.
- c) Appointment of Auditor for 2017. Upon motion made (Neethirajan) and duly seconded (Sokhansanj), it was unanimously resolved to reappoint Thornton & Co. as auditors for the 2017 financial activities. **Approved.**
- d) There were no Bylaw changes. The 2016 Bylaws are now listed as the 2017 Bylaws
- e) Upon motion made (Neethirajan) and duly seconded (Ranjan), it was unanimously resolved that John Morgan/Franklin Kains and John Feddes be the signing authorities until the 2018 Annual Meeting. **Approved.**

ADJOURNMENT

President Raghavan, thanked all participants at the AGM, called for adjournment at 1:00 pm. Upon motion made (Mann) and duly seconded (Sokhansanj), it was unanimously resolved to adjourn.
Approved.

The formal transfer of the President’s gavel took place at the Awards Banquet as incoming 2017-2018 President Mann was welcomed by Past-President Raghavan. Incoming President Mann made a few remarks about his goals for the Society as he begins his term; to continue membership engagement and focus on student involvement at our Annual meetings.

Minutes recorded by:

John Feddes

Society Manager, Date of approval: _____

ATTACHMENTS:

- a) **Members and visitor attendance list**
- b) **2017 CSBE-SCGAB Annual Report**
- c) **List of 2017-2018 Council Members**

Treasurer's Report for the 2018 AGM

Franklin Kains, CSBE Treasurer

The following is the treasurer's report for fiscal 2017. Included are:

1. audited actuals of revenue and expenses for fiscal 2017
2. 2017 budget as set out at last year's AGM
3. actuals and budget for 2016 for comparison
4. budget for 2018 as updated for this year's AGM
5. projected budget for 2019.

The 2017 fiscal year end audit as completed by Thornton and Co. shows an excess of revenue over expenses of \$26,207. This compares with a projected excess of \$5,100 as set for the 2017 budget at last year's annual general meeting. Previous to this, the 2016 fiscal year had a deficit of revenue over expenses of \$14,691.

Year over year this represents a change of \$40,898 of revenue over expenses. Two extraordinary items made up a large part of this difference. Student transportation to the AGM was significantly higher for the 2016 AGM and a grant from ASABE for this transportation came through in 2017. The revenue from the 2017 AGM was significantly higher than forecast but so were expenses. The Winnipeg Local Arrangements Committee and their sponsors of the 2017 AGM generated a surplus of \$9,385. In addition to these extraordinary items, there were a number of other expenses that were lower than the previous year and lower than what was budgeted.

2018 Budget

A deficiency of \$2,900 is projected for 2018 and of \$12,900 for 2019. Revenues from the membership is expected to remain steady going forward but below the peak of 2015. There will be no student bus trip to the AGM due to its location in the centre of Canada.

Two areas of note: the journal reviewer's incentives and the regional recruitment expenditure have both been underutilized for the past 3 years.

Net Assets

At the end of 2017 net assets were \$220,197, an increase of \$26,207 year over year. This is up from a low of \$139,885 in FY 2013.

Of these assets, \$113,303 is held as cash or cash equivalents. An additional \$107,557 is held in a long term investment account. Through 2017 the investment account rose in value from \$102,719 to \$107,557 for a capital gain of \$4,838. It generated a dividend of \$3,206 for the

2018 Budget and Statement of Revenues, Expenditures and Holdings

Operating REVENUE	2016 Budget	2016 Actuals (Thornton)	2017 Budget	2017 Actuals (Thornton)	2018 Budget	Projected 2019 Budget
Membership fees	\$28,000	\$25,466	\$28,000	\$24,383	\$28,000	\$24,000
Annual General Meeting (AGM)	\$45,000	\$67,554	\$49,000	\$91,222	\$49,000	\$49,000
Canadian Bio Systems Journal	\$14,000	\$7,000	\$14,000	\$9,118	\$14,000	\$10,000
Advertising		\$200	0	\$560	0	\$500
Total Operating Revenue	\$87,000	\$100,220	\$91,000	\$125,283	\$91,000	\$83,500
EXPENDITURES						
Annual General Meeting (AGM)	\$38,000	\$59,526	\$40,000	\$81,837	\$40,000	\$44,000
ASABE board president's discretion	\$3,500	\$2,230	\$3,500	\$1,225	\$3,500	\$3,500
CDN Bio systems Journal	\$2,600	\$2,285	\$2,600	\$1,525	\$2,600	\$2,000
Journal reviewer's incentives	\$3,000	\$0	\$3,000	\$0	\$3,000	\$2,500
CDN Bio systems Journal Translation	\$600	\$544	\$600	\$495	\$600	\$600
CIGR Dues	\$1,000	\$1,080	\$1,100	\$1,114	\$1,100	\$1,100
CSBE council teleconference	\$1,050		\$1,000	\$0	\$1,000	\$1,000
EIC dues, directors insurance	\$2,200	\$2,543	\$2,200	\$1,779	\$2,200	\$2,200
General and student awards	\$5,300	\$6,050	\$5,300	\$4,100	\$5,300	\$5,000
Interest, bank charges, credit costs	\$400	\$232	\$200	\$61	\$200	\$200
CSBE manager honorarium	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
CSBE manager office	\$4,200	\$3,738	\$4,200	\$2,133	\$4,200	\$4,000
Professional audit, CRA filing	\$1,650	\$1,614	\$1,500	\$2,176	\$1,500	\$2,000
Regional membership recruitment	\$6,000	\$1,695	\$4,000	\$2,680	\$4,000	\$7,000
Student transportation to AGM	13,000	\$29,796	\$13,000	\$7,854	\$13,000	\$13,000
CSBE manager travel	\$3,500	\$2,344	\$3,000	\$2,185	\$3,000	\$3,000
Web site	\$3,000	\$301	\$800	\$120	\$800	\$800
Total Expenditures	\$101,000	\$125,978	\$98,000	\$121,284	\$98,000	\$103,900

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES FROM OPERATIONS	(\$14,000)	(\$25,758)	(\$7,000)	\$3,999	(\$7,000)	(\$20,400)
OTHER INCOME						
Expense recoveries (rebates)	\$500	\$4,429	\$600	\$14,164	\$600	\$0
Interest/dividends on savings/securities	\$2,200	\$2,520	\$3,500	\$3,206	\$3,500	\$3,500
Capital gains on marketable securities	0	\$4,118	0	\$4,838	0	\$4,000
Total Other income	\$2,700	\$11,067	\$4,100	\$22,208	\$4,100	\$7,500
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURE	(\$12,450)	(\$14,691)	(\$2,900)	\$26,207	(\$2,900)	(\$12,900)

year for a yield of 3.1%. Combined, the value of the investment account rose 7.8% year over year.

Long Term Investments

Early last year, BMO said they would be changing their fee structure for their Burns Nesbitt investment accounts. For the size of our portfolio, this would have meant a sharp increase in our fees. As a consequence and as noted in last year's report, we were planning to move our long term investments to a branch office of BMO in order to keep our fees low. However, later in the year, BMO changed their mind and decided not to implement the increases. We therefore are leaving the investment account where it is with Burns Nesbitt for the foreseeable future.

As noted in last years treasurer's report, it would appear that financially CSBE has sufficient cash inflow and savings to prudently carry on for the foreseeable future.

COUNCIL MEMBER REPORTS

Danny Mann - CSBE/SCGAB President

Wow! The year goes by very quickly when balancing the responsibilities of this position with the responsibilities of one's regular job. It is always hard to judge whether one has achieved what was intended.

Activities and Achievements:

1. A portion of our October Council teleconference was used to brainstorm/discuss ideas related to the “future directions of CSBE/SCGAB”. The following items were suggested:

- Our website is our most important link to industry. The website needs to be improved. There was a suggestion that we might make university expertise (from our academic members) available on the CSBE website.
- CSBE should develop and provide webinars for professional development credit. This would be a useful resource for members who are required to complete professional development activities to maintain P.Eng. registration. It was suggested that we should establish a “needs bank” (perhaps on the website) that would allow members to suggest webinar topics. Webinars could help us reach an international market.
- CSBE should recruit relevant plenary/invited speakers at our annual conferences. Engaging plenary speakers was seen as a positive experience at the Winnipeg conference (compared to a conference that is weighted heavily to concurrent technical sessions where content tends to be less general in nature).
- CSBE should identify a “Social Media” person to manage flow of information through media such as Twitter & Facebook.

As a result of my participation in the ASABE Board of Trustees meeting, additional ideas came to mind that might be relevant to CSBE future directions.

- Some changes were approved to the AE50 Awards during the BoT meeting. Perhaps CSBE could establish awards specific to product innovation or research innovation.
- “Big Data Management” is seen as an emerging trend in agriculture. There was suggestion that this might be an appropriate topic for a webinar. Perhaps we might propose a Special Issue on Big Data for Canadian Biosystems Engineering journal as a means of staking claim to this emerging area.

Throughout the past year, Council has made progress on some of these ideas:

- Our website has been updated thanks to our Webmaster, René Morissette. We are working on a technical expertise database to help engineers working in industry connect with university researchers across the country more easily. Please take some time to navigate through the pages of the website to learn the resources that are available for members.
- Discussion took place with the Editor regarding the idea of publishing Special Issues in our Canadian Biosystems Engineering journal. There was agreement with this concept, although no special theme has yet been selected.
- Two new awards have been discussed by Council: i) a ***Product Innovation Award*** and ii) a ***Research Innovation Award***. We hope to have Terms of Reference for these two awards finalized in time for the upcoming AGM in Guelph.
- A new category of membership, Associate Membership, has been discussed by Council. This category of membership is intended for individuals who represent companies that supply goods or services to agricultural or bio-engineers. It is hoped that this may attract more industry participation in our Society. We hope to have Terms of Reference finalized in time for the upcoming AGM in Guelph.

2. I had the opportunity to represent CSBE/SCGAB at the International Smart Farming Seminar at Dalhousie Agricultural Campus (March 15-16, 2018). This was excellent event that included perspectives on the production of blueberries from the researcher, industry, and producer perspective. I found this to be an excellent model for a conference. Congratulations to Dr. Qamar Zaman and his team at Dalhousie University for planning this conference!

3. I attended the following meetings of the ASABE Board of Trustees: several teleconferences in August & September 2017 focused on strategic planning for ASABE, November 2016 in Chicago, and a teleconference in February 2018. There is one item that is of particular importance to CSBE/SCGAB members. ASABE received a consultant's report which assessed the three ASABE journals (entitled "Strategic Assessment of the ASABE Publishing Program). This report was circulated to CSBE Council members. The consultant's recommendation is that ASABE issue an RFP for a partnership with a large publisher and drop their page charges. ASABE Board of Trustees has not yet decided whether they will proceed with issuing an RFP, although this action seems likely. I was asked whether CSBE might wish to be included in this RFP (i.e., whether we would consider a partnership from a large publisher for the Canadian Biosystems Engineering Journal). This issue was discussed by CSBE/SCGAB Council at its December 2017 meeting; Council decided that it was not interested in having Canadian Biosystems Engineering journal bundled with the ASABE journals and we will continue to publish our own journal.

4. Thanks to the people in Guelph for organizing the 2018 Annual Conference that is happening July 22-25. For 2019, the Annual Conference will be hosted in Vancouver (July 14-17). In 2020, CSBE/SCGAB will be hosting a joint meeting with CIGR in Quebec City (July 14-17).

Normally, I would be moving to a new role as Past-President, however, due to the resignation of the President-Elect mid-way through the year, I will be continuing as President of the Society for another year. I hope to continue to work on some of the initiatives that were started this year in an attempt to make our Society more attractive to bio-engineers working in industry.

Vacant – President Elect

The position of President-Elect was vacated mid-way through the past year due to the resignation of Suresh Neethirajan due to health reasons. Council passed a motion that Danny Mann continue in the role of President, and Vijaya Raghavan continue in the role of Past-President, through the 2018-2019 year to ensure continuity for the Society.

René Morissette - Webmaster

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/guelph2018>).
- Sending of several emails to current members (list of about 600 emails) through our mail server platform (Mailchimp).
- 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 16 newsletters and notices were sent between July 2017 and June 2018 to a list of about 600 members.

New CSBE-SCGAB web site

The new CSBE website was completed and launched at the end of March 2018. At the same time, the Publications repository was moved under a new subdomain (<https://library.csbe-scgab.ca>) and the new Guelph 2018 Conference portal was launched. This major update improves web site navigation, mobile compatibility and security. The website has been enhanced by a section for members of the private sector. A new platform to share member technical expertise is underway.

Website statistics report

<https://www.csbe-scgab.ca>

- Between July 2018 and June 2018, CSBE website has generated 20000 sessions (1666 monthly average) with 48000 pages viewed. An average of 2.36 pages per visit with duration of about 1:56 minutes was met.
- The audience was mainly English (77%) and French (6%) from Canada (48%), USA (15%), India (5%), China (4%), and many other countries (Brazil, Mexico, Germany, UK...).
- Main traffic came from organic search (53%), followed by direct access (27%), site referral (18%) and social media (2%).
- Main pages/sections viewed were the home page, publications/Canada plan archive, Guelph 2018 portal, Publications/Journal

<https://library.csbe-scgab.ca> (Publications repository)

The technical library was moved under a subdomain thus not included anymore under the main CSBE website. All old urls were redirected to new urls. Between March 27, 2018 and June 2018, the technical library website has generated about 1000 sessions (333 monthly average) with 2700 pages viewed, and 2.67 pages per visit.

- The audience was mainly from Canada (41%), USA (11%), China (7%), and India (4%).
- Main traffic came from organic search (46%), followed by direct access (30%), and site referral (24%).

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 in 41 Grad student Applications (First time sponsored by the Foundation)
- Sent out 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 CBE Journal
- 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 student awards every year. Please email me for information. **Student applicants must be a member of the Society.** The Foundation will pay the membership dues for **first-time-ever** Graduate Students. See Website.

This year, we are presenting 3 ASABE ¼ Scale Tractor Student Design Foundation Awards - \$500/each; 5 Foundation Undergraduate Scholarships - \$300/student; 24 Undergraduate Awards - \$100 /student; 8 Graduate Thesis Awards (MSc) - \$200/student; and 4 Graduate Thesis Awards (PhD) - \$200/student.

Vijaya Raghavan – Past President - As per the duties of the past president, the regular monthly fund transactions have been verified and they are in good order.

The slate for the Council membership has been prepared and it is ready for bringing it to the AGM. I thank all the members who have agreed their name to stand.

On behalf of the nominating committee, I am delighted to nominate my colleagues for different positions as shown below:

The CSBE-SCGAB council has vacant positions and the following people are nominated to fill these positions with 2018 – 2019 as their starting term.

- President-Elect -- Joy Agnew (2018 – 2019)
- VP Technical – Dr. Jan Adamowski (2018 – 2020)
- VP Membership – Dr. Bernard Goyette (2018 – 2020)
- Regional Director Atlanta – Dr. Alex Martynenko (2018 – 2020)
- Regional Director Quebec – Dr. Stéphane Godbout (2018 – 2020)
- Regional Director Ontario – Dr. Ashutosh Singh (2018 – 2020)
- Regional Director British Columbia -- Fahimeh Yazdan Panah (2018 – 2020)
- Regional Director Alberta – Israel Dunmade (2018-2020)

Awards committee

- Member – Dr. Deepika Dave (2018 – 2020)
- Member – Dr. Antony Lau (2018 – 2020)
- Member – Dr. Nazim Cicek (2018 – 2020)

Hugh Fraser – Vice President (Regional) - This was my first year as VP Regional. Late last summer 2017, I tried using that strange device so many of us have forgotten how to use these days—the phone. I called as many of the seven Regional Directors I could to make a personal contact. I encouraged them to send me news about what members in their regions were up to, so we could put this information in the CSBE/SCGAB on-line quarterly newsletter. To assist, I sent them a short template to forward to members to prompt them on the types of things other

members might want to know about them; how long they had been members of the Society; where they attended University; where they worked and what kind of work they did; what advice they had for younger members, or if they were a younger member, what challenges they faced in the working world.

In winter 2017-2018, I assisted René Morissette with changes to the Society's website. I think all members can agree, Rene does a fantastic job with our website and the new look is refreshing and informative.

In March 2018, I worked with Ike Edeogu, VP Membership to produce an application form for up to \$1000 seed money from CSBE/SCGAB for Regional Activities. The objective of this seed money is:

- To enhance visibility of the Society to recruit members
- To encourage and facilitate the conduct of regional activities
- To assist university representatives in recruiting student members
- To prepare or direct the preparation of information for recruitment
- To oversee the advertising of professional development and other services to members
- To maintain contact with our retired member

Three Regions applied for and were successful in obtaining seed money. We believe the process was simple and painless.

Thank you for the privilege of serving in this position for 2017-2018.

Paul O'Neill - Vice President (Industry) - During my first year as VP Industrial I have been working on establishing new industry members. Outreach to existing members as well as contacts I deal with on a daily basis, make them aware of the CSBE/SCGAB. Grass roots approach. I encourage all our members to invite Industry contacts to join CSBE/SCGAB. We are no different than any other groups and would expect in order get a few new industry recruits we will be required to make at least 200 new recruitment contacts. The process has begun, I still haven't made 200 presentations on the CSBE/SCGAB. With all your help we can with accomplish. Shyness is not an option.

With the updated web page industry members now have a prominent location to insert their logo and direct our membership to their website. I would encourage all existing members working in industry to include their company's link on our website. Likewise on your website to link back to the CSBE/SCGAB website. Build a sense of professional community and contact through the internet by the use of our website and social media such as Facebook and LinkedIn.

Over the next year I hope to reach out to our existing industrial members to ensure that they are linked into CSBE/SCGAB website. Sponsorships and financial support will be a natural outcome of industry groups wanting to work with CSBE/SCGAB.

There are wonderful opportunity for Agricultural Engineers in today's world. "Finding Solutions for life on a small Planet. Des Solutions pour la vie sur une petite Planete".

Aitazaz Farooque – Atlantic Director - Its been a great pleasure working with all the council members.

1. I organized a CSBE Social event in Charlottetown, PE (April 2018) to enhance the student membership in the Atlantic Region. The members and potential student members from Atlantic Region participated in the event.
2. More than 10 new students joined CSBE as student members during last year.
3. Introduced our society to a couple of international events.
4. Discussed with the regional senior members, how can we improve the visibility of our society in the region.
5. Encouraged a few undergraduate student to attend the CSBE meeting 2017 in Winnipeg (Thanks to the CSBE for covering their travel).
6. Few undergraduate students are participating in the CSBE annual meeting in Guelph this year (Thanks to the CSBE for covering their travel).
7. Communicated and facilitated the CSBE award nominations for Atlantic Region.

Plan for Upcoming Year:

- Increase society membership (students, government and industry personnel).
- Plan a yearly social event at UNB, New Brunswick (Potentially March 2019).
- Improve undergraduate student participation in Annual CSBE meeting.
- Hold an event to gather all the Atlantic CSBE members to discuss how can we improve our society (where are we lacking, etc.).

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 helped decentralize the review process in a timely manner. The entire collection of past journal papers are now available online and can be accessed here: <https://library.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. Slava Adamchuk, McGill
8. Renewable Energy: Dr. Muhammad Afzal, UNB

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 <https://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 published from 2012 onwards.

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.

Keri Bouchard – Regional Director (Manitoba) - Greetings to all CSBE and council members! 2017 was my first year acting as Regional Director of Manitoba, and becoming part of this society. I was fortunate to be involved with the planning committee and attend the annual conference, where I was able to meeting many of the wonderful members of this society. The conference was very enlightening as a person in industry, and further displayed the benefit of being part of this knowledgeable group. I would like to send my gratitude to all council members, and special thanks to Chella Vellaichamy for all his help in coordinating Manitoba based events throughout the year. In the upcoming year, I hope to help further endorse the society, and recruit more members from industry.

Ike Edeogu - Vice-President (Membership) - Interesting statistics as of 2017 (Table 1), where membership numbers were at a five-year low, dropping by almost 9% from 2016. The number of undergraduate student members decreased by almost 25%.

Table 1. CSBE|SCGAB Membership Statistics

Date	Total Membership
As of December 2013	692 (included 183 undergraduate students)

As of December 2014	689 (included 151 undergraduate students)
As of December 2015	632 (included 137 undergraduate students)
As of December 2016	638 (included 159 undergraduate students)
As of December 2017	583 (included 120 undergraduate students)
As of June 30, 2018	552 (included 98 undergraduate students)

The 2015/16 VP Membership flagged the concern regarding the declining numbers in the 2016 annual report. Attempts have been made in the past two years to have Council consider an alternative format to the CSBE|SCGAB membership, and our relationship with the ASABE. It was proposed that CSBE|SCGAB consider an additional membership rate for professional (non-student) members who would rather pay only the CSBE|SCGAB membership fee, with payment received directly by the CSBE|SCAB. In other words, such members would not be eligible to receive ASABE membership since they would not be paying the ASABE membership fee as well.

In Canada, non-student members have to pay their annual professional fees, e.g., professional engineer (P.Eng.) or professional agronomist (P.Ag.), etc., in order to work as licensed professionals. This is mandatory. Over and above that, those professionals who opt for membership with CSBE|SCGAB have to pay an additional annual fee (almost equivalent to their professional fee), with about two-thirds of that fee retained by the ASABE, while the remaining third is returned to the CSBE|SCGAB. However, it appears that a fraction of the membership has limited, if any, interaction with the ASABE, and as such derive no benefits from their substantial contribution to the ASABE.

With the downturn in the economy (2016 and 2017), a number of professionals (engineering especially) may have found it difficult paying an additional, exorbitant, optional, professional fee towards CSBE|SCGAB membership, with limited benefit in return. CSBE|SCGAB council and membership may want to consider (and manage) a new membership category to attract those professionals in Canada (and abroad) that would rather just contribute and derive benefit from a sole CSBE|SCGAB membership, at a third of the cost of the society's current membership.