



2022 CCPM Annual General Meeting

DATE: FRIDAY, JUNE 24, 2022

TIME: 3:00 PM – 4:00 PM EDT

IN PERSON: SALLE DE BAL ET FOYER
FAIRMONT FRONTENAC, QC

VIRTUAL: PRE-REGISTRATION FOR ZOOM WEBINAR REQUIRED

AGENDA

Agenda Item	
1.	Welcome and Adoption of Agenda <i>Proposed motion: To approve the Agenda of the June 24, 2022, Annual General Meeting as circulated</i>
2.	Minutes from the 2021n AGM held virtually <i>Proposed motion: To approve the June 23, 2021, Annual General Meeting minutes as circulated.</i>
3.	Report of the President
4.	Registrar's Report
5.	Chief Examiner's Report
6.	Secretary-Treasurer's Report <ul style="list-style-type: none"> a. 2021 Financial Statements <i>Proposed motion: To accept the 2021 financial statement review engagement as presented.</i> b. Appointment of the Auditor for the 2022 financial statements <i>Proposed motion: To appoint Kelly Huibers McNeely as the corporate auditors for the fiscal year 2022.</i>
7.	Nominations Report <i>Announcement of new CCPM Board members and acknowledge outgoing members.</i>
8.	Other Business <ul style="list-style-type: none"> a. Awards
9.	Termination <i>Proposed motion: To adjourn the CCPM Annual General Meeting.</i>

CANADIAN
COLLEGE OF
PHYSICISTS IN
MEDICINE



LE COLLÈGE
CANADIEN
DES PHYSICIENS
EN MÉDECINE

**Draft MINUTES
Annual General Meeting
June 22, 2021
Virtual AGM**

1.0 Adoption of the Agenda

President C. Duzenli called the meeting to order at 5:30pm with the introduction of the Board members. The agenda was adopted by consensus.

RESOLUTION 2021-06-22-01

IT WAS UNANIMOUSLY RESOLVED that the agenda be adopted as circulated.

2.0 Adoption of the Minutes of the 2020 AGM

RESOLUTION 2021-06-22-02

IT WAS UNANIMOUSLY RESOLVED that the minutes from September 26, 2019 be approved as circulated.

3.0 President's Report

C. Duzenli reported on the following work over the past year:

- Three-year contracts with both COMP and AMCES to be renewed at the end of 2021
- MOU with COMP also to be renewed
- Re-certification credit system – on hold
- Mammography exams are now in sync with the MCCPM oral exams

4.0 Registrar's Report: (A. Kerr)

CCPM Registry

As of June 18, 2021:

544 members of the CCPM (up from 525 last year)

- 363 without the Fellowship distinction
- 181 with the Fellowship distinction

28 non-members with the Fellowship distinction

41 individuals certified in mammography

2021 Members by subspecialty (544 total):

- Radiation Oncology Physics: 489
- Nuclear Medicine Physics: 15
- Diagnostic Radiology Physics: 13
- Magnetic Resonance Physics: 8

18 have 2 subspecialties and 1 has 3 subspecialties

Recertification Fall 2020

11 members indicated they are not recertifying

94 members recertifying

86 RO, 2 DR, 3 MR, 3 NM

27 members volunteered to review recertifications
9 review committees
85 applications were approved by the committees
1 application deferred to the Board

Membership Applications 2021

25 applications received for 2021 membership exam

- 2 to retake oral exam only
- 20 to sit the full exam
 - 19 in RO, 1 in DR

4 had undergone a review of credentials in previous 2 years (review not required)

- *Including all oral exam retakes*

21 required a review of credentials

- *All were new exam applicants*

4 applicants requested the French exam (RO)
4 committees formed to review applications (3 Members each)

Fellowship Applications 2021

9 applicants for Fellowship exam

- 7 RO, 1 MR, 1DR
- 9 were new applicants requiring a credentials review

3 committees of 3 Fellows each formed to review applicants

- All 9 new applications were reviewed and approved by the committee

Harold E Johns Travel Award 2021

2020 and 2021 award postponed due to COVID-19
Plan is to give three HEJ Travel Awards in 2022

Recertification Fall 2021

99 candidates to recertify
90 RO, 5 DR, 4 NM

The Board and volunteers as well as Mara Juneau, Gisele Kite and Nancy Barrett were thanked for their efforts and support.

5.0 Chief Examiner's Report: (A. Syme)

2021 Examination – MCCPM

Written Exam - RO

- Saturday March 6, 2021
- 14 exam locations, 15 invigilators, 30 markers, 5 "captains"
- 19 candidates challenged the exam
- 4 exams in French
- 95% pass rate

Written Exam - DI

- Saturday March 6, 2021
- 1 exam location, 4 markers
- 1 candidate challenged the exam
- 0% pass rate

Oral Exam

- Virtual exams held on Zoom
- May 7, 2021
- 24 RO examiners, up to 8 parallel tracks
- 4 additional observers
- 20 candidates (20 RO)
- 3 French exam (RO)
- 90% pass rate (RO)

The overall (written and oral) pass rate of MCCPM in 2020 was 85.5%

2021 Examination – FCCPM

- Virtual exams held on Zoom
- July 17, 2021
- 9 candidates (7 RO, 1 MRI, 1 DI)
- 28 examiners, up to 5 parallel tracks
- 100% pass rate

2021 Examination – Mammography

- Virtual exams held on Zoom
- May 7, 2021
- 2 candidates
- 3 examiners
- 100% pass rate

2021 MCCPM new members

- | | |
|---------------------|----------------------|
| • Julia Albers | • Jean-Luc Ley |
| • Zahra Anjomani | • Lee MacDonald |
| • Suliman Barhoum | • Victor Malkov |
| • Sepideh Behinaein | • Kelly McPhee |
| • Daniel Cho | • Vincent Turgeon |
| • Haley Clark | • Niranjan Venugopal |
| • Kurtis Dekker | • Jason Vickress |
| • Marie-Ève Delage | • Byron Wilson |
| • Andrei Ghila | |
| • Viktor Iakovenko | |

2021 FCCPM new fellows:

- | | |
|------------------|--------------------|
| • Thor Bjarnason | • Yannick Poirier |
| • Ben Burke | • Mike Sattarivand |
| • Nicholas Chng | • Joel St-Aubin |
| • Tania Karan | • Kundan Thind |
| • Ives Levesque | |

2021 Mammography Certifications

- Andre Fleck
- Peter Watson

Acknowledgements and thanks

The CCPM membership was commended for the many great volunteers. It was noted that the exam process received help from 115 physicists this year. Thanks was also extended to Geneviève Jarry, deputy chief examiner, Renee Larouche, Mara Juneau and Gisele Kite of AMCES.

6.0 Secretary-Treasurer's Report: (G. Mawdsley)

Overview

- The College is in good financial shape
- Examination fees covered costs of examinations this year due to the use of Zoom.
- Alasdair Syme and Geneviève Jarry put in an inordinate amount of work to do all exams on-line.
- Recertification fees are the bulk of income.
- Current fees are sustainable, and there is no negative trend.
- HEJ fund depends on donations to ensure continuity.
- COMP support is essential (covers administration).

The 2020 Balance sheet and Statement of Revenues and Expenses and details of the HEJ Restricted fund were presented for information.

Financial Statement Review

Nephin, Winter, and Bingley reviewed the 2020 CCPM financial statements.

RESOLUTION 2021-06-22-03

IT WAS UNANIMOUSLY RESOLVED that Nephin, Winter Bingley be appointed to review the 2021 financial statements.

7.0 Nominating Committee Report (C. Arsenault)

- Cheryl Duzenli and Alasdair Syme are coming off the Board this year after serving two full 3-year terms.
- Call for Nominations Notices were sent monthly to all CCPM Members starting in February 2021.
- Deadline for applications: May 7, 2021
- Two members fulfilled the requirements for Board Director and were willing to stand for election as Board Member.
 - Dr. Marcus Sonier FCCPM
 - Caroline Duchesne FCCPM
- Dr. Gino Fallone has completed his first 3-year term as Board Director (Vice-President) and has agreed to stand for election for a second 3-year term as Board Director (President).
- Dr. Geneviève Jarry has completed her first 3-year term as Board Director (Deputy CE) and has agreed to stand for election for a second 3-year term as Board Director (Chief Examiner).
- The Board has not received any other nominations for these positions, so the nominees are declared elected/re-elected by acclamation.
- The following directors are changing their role on the Board:

- After 3 years as Secretary/Treasurer, **Gord Mawdsley** returns as a general Board Director.
- After 2 years as a general Board Director, **Fadi Hobeila** becomes the new CCPM Secretary/Treasurer.
- After 3 years as Registrar, **Andrew Kerr** returns as a general Board Director.
- After 1 year as a general Board Director, **Geetha Menon** becomes the new CCPM Registrar.

8.0 Other Business

Cheryl Duzenli and Alasdair Syme were thanked for their contribution and presented with a plaque.

9.0 Adjournment

Cheryl Duzenli closed the meeting by thanking the membership and staff for their support. There being no other business, the meeting was adjourned at 6:30pm.

**CANADIAN COLLEGE OF PHYSICISTS
IN MEDICINE**

FINANCIAL STATEMENTS

(UNAUDITED)

FOR THE YEAR ENDED DECEMBER 31, 2021

CONTENTS

Review Engagement Report
Statement of Financial Position
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Statement of Operations
Statement of Cash Flow
Notes to Financial Statements

NEPHIN WINTER BINGLEY

CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members:

We have reviewed the accompanying financial statements of Canadian College of Physicists in Medicine, which comprise the statement of financial position as at December 31, 2021, and the statements of changes in net assets, operations and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from those performed in an audit, conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Canadian College of Physicists in Medicine as at December 31, 2021 and its financial performance and its cash flows for the year then ended, in accordance with Canadian Accounting Standards for Not-for-Profit Organizations.



Smiths Falls, Ontario
April 28, 2022

Chartered Professional Accountants
Licensed Public Accountants

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2021

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 39,146	\$ 47,807
Investment (note 3)	16,434	22,294
Accounts receivable , due from COMP	55,398	20,121
Prepaid expenses	-	359
	110,978	90,581
LONG-TERM		
Investments (note 3)	\$ 29,101	22,470
	140,079	113,051
LIABILITIES		
CURRENT		
Accounts payable	1,783	8,290
Deferred income	21,911	17,719
	23,694	26,009
NET ASSETS		
Per statement	116,385	87,042
	\$ 140,079	\$ 113,051

The accompanying notes are an integral part of the financial statements.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
Unrestricted		
Balance, beginning of year	\$ 43,533	\$ 26,490
Excess of revenue over expenses	23,697	17,043
Balance, end of year	\$ 67,230	\$ 43,533
Internally restricted		
Balance, beginning of year	\$ 43,509	\$ 41,261
Investment income	771	713
Contributions	\$ 4,875	\$ 1,535
Awards	\$ 49,155	\$ 43,509
	\$ -	\$ -
Balance, end of year	\$ 49,155	\$ 43,509
	\$ 116,385	\$ 87,042

The accompanying notes are an integral part of the financial statements.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
REVENUE		
Membership exam fees	\$ 12,745	\$ 14,685
Fellowship exam fees	6,570	9,520
Recertification fees	24,219	24,075
Mammography fees	630	3,785
COMP grant revenue	3,500	3,500
Investment	-	96
Other	1,997	52
	49,661	55,713
EXPENDITURES		
Administration	6,589	3,446
Certificates	4,756	5,360
Mammography exam	1,695	3,319
Membership/fellowship exam	5,768	16,824
Recertification exam	7,156	9,721
	25,964	38,670
EXCESS OF REVENUES OVER EXPENDITURES	\$ 23,697	\$ 17,043

The accompanying notes are an integral part of the financial statements.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
OPERATING ACTIVITIES		
Cash from operations		
Excess of revenues over expenditures	\$ 23,697	\$ 17,043
Net change in non-cash working capital balances related to operations (Note 5)	(31,587)	9,032
	<u>(7,890)</u>	<u>26,075</u>
INVESTING ACTIVITIES		
Change in investments	<u>(771)</u>	<u>(808)</u>
CHANGES IN CASH DURING THE YEAR	(8,661)	25,267
CASH, BEGINNING OF YEAR	47,807	22,540
CASH, END OF YEAR	\$ 39,146	\$ 47,807

The accompanying notes are an integral part of the financial statements.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

1. PURPOSE OF THE ORGANIZATION

Canadian College of Physicists in Medicine is a not-for-profit organization. The purpose of CCPM is to serve the public by identifying, through certification, individuals who have acquired, demonstrated, and maintained a requisite standard of knowledge, skill and understanding to the clinical practice of medical physics.

2. GENERAL

Basis of Presentation:

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

3. SIGNIFICANT ACCOUNTING POLICIES

(a) *Use of estimates*

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant.

(b) *Revenue Recognition*

Unrestricted contributions are recognized as revenue when received.

Investment income is recognized as revenue when earned.

Exam fees are recognized on a fiscal basis.

(c) *Investments*

Investments are recorded at market value and are represented by GIC's maturing Nov 2022 and Dec 2023. The interest rates range from 0.9% to 1.5%.

CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

4. FINANCIAL INSTRUMENTS

The Organization's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities. The carrying amounts reported on the balance sheet for these financial instruments approximate fair market values due to their immediate or short-term maturities. Unless otherwise noted, it is management's opinion that the organization is not subject to significant interest rate risk and credit risk arising from these financial instruments.

There is no foreign currency risk.

The liquidity risk is constantly monitored through current and future cash flows and financial liability maturities.

The organization's exposure to and management of risk has not changed materially from December 31, 2019.

5. STATEMENT OF CASHFLOW

	<u>2021</u>	<u>2020</u>
Net changes in non-cash working capital balances		
Accounts receivable	\$ (35,277)	\$ (222)
Prepaid expenses	359	101
Accounts payable	(6,507)	8,290
Deferred revenue	4,192	(1,385)
Restricted funds	5,646	2,248
	<u>\$ (31,587)</u>	<u>\$ 9,032</u>

6. COMMITMENT

The organization has contracted for management services requiring annual base payments of \$15,000 in 2022, \$15,375 for 2023 and \$15,760 for 2024. In addition, a variable pricing structure is in place for support for CCPM examinations and recertification. The contract may be terminated by either party on 90 days written notice.