



## 2025 CCPM Annual General Meeting

**DATE:** THURSDAY, June 12, 2025

**TIME:** 12:00 – 1:00 PM Eastern Daylight Time

**VIRTUAL:** [PRE-REGISTRATION](#) FOR ZOOM WEBINAR

### AGENDA

Agenda Item	
1.	<b>Welcome and Adoption of Agenda</b> <i><b>Proposed motion:</b> To approve the Agenda of the June 12, 2025, Annual General Meeting as circulated</i>
2.	<b>Minutes from the 2024 AGM</b> <i><b>Proposed motion:</b> To approve the June 7, 2024, Annual General Meeting minutes as circulated.</i>
3.	<b>Report of the President</b>
4.	<b>Registrar's Report</b>
5.	<b>Chief Examiner's Report</b>
6.	<b>Secretary-Treasurer's Report</b> <ul style="list-style-type: none"> <li>a. 2024 Financial Statements</li> <li>b. Appointment of the Auditor for the 2025 financial statements</li> </ul> <i><b>Proposed motion:</b> To appoint Kelly Huibers McNeely as the corporate auditors for the fiscal year 2025.</i>
7.	<b>Other Business</b> <ul style="list-style-type: none"> <li>a. Introduction of the new members of the CCPM Board of Directors</li> <li>b. Recertification Update</li> </ul>
8.	<b>Adjournment</b> <i><b>Proposed motion:</b> To adjourn the CCPM Annual General Meeting.</i>

**Draft MINUTES**  
**Annual General Meeting**  
**In-Person and Virtually via Zoom**  
**Friday, June 7, 2024, 3:00 PM CT**

**1.0 Adoption of the Agenda**

President G. Fallone called the meeting to order at 3:00 pm with the introduction of the Board members. The agenda was adopted by consensus.

**RESOLUTION 2024-06-07-01**

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

**2.0 Adoption of the Minutes of the 2023 AGM**

**RESOLUTION 2024-06-07-02**

**IT WAS RESOLVED that the minutes from September 15, 2023 be approved as circulated.**

**3.0 President's Report**

G. Fallone reported on the following work over the past year:

- Joint CCPM-COMP Code of Ethics
  - Working group of several Med Phys of all specialties
  - Breach of the Code of Ethics: Presented 2024
- Working group for the Imaging Subspecialties
- COMP and CCPM are supporting discussions re: accreditation with CAR
- Opportunities to improve ties – CAR, CAMPEP, ABR, ACR, ABMP
- Encourage Members Volunteer with CCPM – provide suggestions, views

Rotating off the Board:

- **Cheryl Duzenli** ends her term as lead Board nomination process
- **Gino Fallone** ends his term as President and will lead Board nomination process for 3 years 2024-2027 years
- **Geneviève Jarry** ends her term as Chief Examiner and rotates off the Board
- **Geetha Menon** stepping down from her term as Registrar and remain Board member for 2 years 2024-2026
- **Fadi Hobella** stepping down from his term as Secretary Treasurer and remain Board member for one year 2024-2025

New Roles on the Board:

- **Caroline Duchesne** will become President for 2024-2027
- **Marcus Sonier** will become Chief Examiner for 2024-2027
- **Michael Sattarivand** will become Registrar for 2024-2027
- **Gabriela Stroian** will become Secretary Treasurer for 2024-2027

**Alexandre Bourque** will become the Deputy Chief Examiner

**Alanah Bergman** will become the Vice President

#### **4.0 Registrar's Report: (G. Menon)**

##### CCPM Registry

As of June 7, 2024:

533 members of the CCPM (up from 530 last year)

- 365 without the Fellowship distinction
- 161 with the Fellowship distinction

69 non-members with the Fellowship distinction

47 individuals certified in mammography.

Reminder: Full COMP membership is necessary to maintain CCPM membership status -  
Please renew annually

2024 Members by subspecialty (533 total):

- Radiation Oncology Physics: 471
- Nuclear Medicine Physics: 16
- Diagnostic Radiology Physics: 11
- Magnetic Resonance Physics: 10

23 have 2 subspecialties and 2 have 3 subspecialties

##### Recertification Fall 2023

5 members indicated they are not recertifying.

4 members did not respond to the recertification call.

95 members recertifying

- 87 RO, 3 DR, 2 MR, 3 NM

28 members volunteered to review recertifications.

13 review committees of 2-3 members each

95 applications were approved by the committees.

##### Membership Applications for 2024 Exams

38 applications received for 2024 membership exam.

- 32 to sit the full exam (written & oral)
  - 27 in RO, 2 each in DR and MR, and 1 in NM

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

27 required a review of credentials.

- *5 committees formed to review applications (3 Members each)*
- *All passed credential review.*

##### Fellowship Applications 2024

6 applicants for Fellowship exam

- All RO
- All new applicants requiring a credentials review.

1 committee of 4 Fellows formed to review applicants.

- 5 applications were reviewed and approved by the committee to proceed to the committee.

##### Bridging Program 2023-24

3 applications:

- 2 approved; 1 under review

#### Harold E Johns Travel Award 2023

One award available for 2024 for \$3000 – 9 extremely strong applications received.

Congratulations to the winner:

- Dr. Donna Murrel London, ON

#### Recertification Fall 2024

93 candidates to recertify.

78 RO, 10 DRP, 3 NM, 2 MR

Deadline: September 30, 2024

Ali Forger & Erika Brown, volunteer reviewers and the rest of the Board Members were thanked for their efforts and support.

### **5.0 Chief Examiner's Report: (G. Jarry)**

#### 2023 Examination – MCCPM

##### Written Exam

- Saturday March 16, 2024
- 13 exam locations, 14 invigilators, 48 markers, 5 RO “captains”
- 22 RO, 2 DRP, 1 NM, 2 MR
- 27 candidates challenged the exam.
- 1 exam in French

##### Written Exam - Results

- RO
  - 15 passed.
  - 7 failed.
  - 68% pass rate
- DRP
  - 1 passed.
  - 1 failed
  - 50% pass rate
- NM
  - 1 passed.
  - 0 failed
  - 100% pass rate
- MRI
  - 2 passed.
  - 0 failed
  - 100% pass rate

##### Oral Exam

- In person in Montreal
- May 4, 2024
- 24 candidates
  - 20 RO
  - 2 MRI
  - 1 DRP
  - 1 NM
- 1 French exam

- Results
  - RO - 18 passed (90%), 2 failed (10%)
  - MRI - 2 passed (100%)
  - DRP – 1 passed (100%)
  - NM – 0 passed (0%)

The overall (written and oral) pass rate of MCCPM in 2024 was 69%

#### 2023 Examination – FCCPM

- In person in Montreal
- September 15, 2023 following AGM
- 8 candidates (RO)
- 14 examiners
- 5 passed
- 63% pass rate

#### 2024 Examination – FCCPM

- In person in Regina
- June 4, 2024
- 5 candidates (RO)
- 10 examiners
- 4 passed
- 40% pass rate

#### 2024 Examination – Mammography

- In person in Montreal with the oral exams
- May 4, 2024
- 2 candidates
- 3 examiners
- 2 passed
- 100% pass rate

#### 2024 MCCPM new members

- |                          |                                 |
|--------------------------|---------------------------------|
| • Georges Al Makdessi    | • Angus Lau                     |
| • Kevin Alexander        | • Ming Liu                      |
| • Mosa Alhamami          | • Gerd Melkus                   |
| • Robert Bellis          | • Logan Montgomery              |
| • Emily Cloutier         | • Nathan Murtha                 |
| • Sabrina Côté-Maldonado | • Andrew Robertson              |
| • Christopher Dydula     | • Oleksii Semeniuk              |
| • Cameron Hough          | • Amani Shaaer                  |
| • Michael Allan Hupman   | • Madeleine Louise Van de Kleut |
| • Chris Johnstone        | • Sarah Wepler                  |
| • Muhammad Irfan Karamat |                                 |

#### 2024 Mammography Certifications

- Devin Baillie
- Harry Ingleby

#### 2023 FCCPM Certifications

- Alexandre Bourque
- Amr Heikal
- Thalal Monajemi
- Christopher Thomas
- Jiyun Yun

#### 2024 FCCPM Certifications

- Samantha Lloyd
- Philip McGeachy

#### Acknowledgements and thanks

The CCPM membership was commended for the many great volunteers. It was noted that the exam process received help from 80 physicists this year. Thank you was also extended to CCPM Board Members past and present, Marcus Sonier, Deputy Chief Examiner and Ali Forgie and Erika Brown of AMCES.

### **6.0 Secretary-Treasurer's Report: (F. Hobeila)**

#### Overview

- FY2024 to date:
  - Examination revenues are higher than expected due to more applicants.
  - Recertification fees are expected in the fall.
  - On track to meet budgeted revenues
  - Examination expenses are incomplete.
  - Recertification expenses in the fall
  - Office/admin expenses and operations related expenses are on track.

#### Financial Statement Review

Kelly Huibers McNeely reviewed the 2023 CCPM financial statements.

#### **RESOLUTION 2024-06-07-03**

**IT WAS RESOLVED that the 2023 financial statement is accepted as presented.**

#### Appointment of the Auditor for the 2024 Financial Statements

#### **RESOLUTION 2024-06-07-04**

**IT WAS RESOLVED that Kelly Huibers McNeely be appointed as the corporate auditors for the fiscal year 2024.**

### **8.0 Other Business**

#### COMP and CCPM Joint Code of Ethics and complaints process

While independent organizations, CCPM and COMP maintain a close relationship; Medical physicists certified by the CCPM must also maintain membership with COMP. In 1997, COMP developed a Code of Ethics with input from both organizations. A refreshed Joint Code of Ethics was approved in 2022 by both Boards. To date, complaints have been dealt with on an ad hoc basis in the absence of a joint formal adjudication process.

Proposed bylaw amendments were presented to the members. This included:

- Align with new COMP and CCPM Joint Code of Ethics and complaints process
- Address some minor inconsistencies:
  - Member definition
- Follow best practice to not reference specific sections of the Canada NFP Corporation Act

#### **RESOLUTION 2024-06-07-05**

**IT WAS RESOLVED that revisions to the bylaws of the Canadian College of Physicists in Medicine be approved.**

### **8.0 General Discussion**

*Question requesting clarification on residency completion?*

Currently, residency completion is set for March 31 of the year in which the exam is taken. Starting in 2025, this will change to the first Friday in December to align with application deadlines. Proof of completion will need to be submitted with the application. It may be worth revisiting this change, as some centers use these deadlines as hiring benchmarks and may require more time to adjust.

*For recertification credits, if a graduate student attends a joint 4<sup>th</sup> year graduate course in medical physics, it qualifies. If graduate student didn't attend, the same work no longer qualifies. May want to consider this scenario in undergraduate courses as well.*

While it's not possible to list every potential option, it's reasonable to submit the work completed and provide an explanation.

*What is CCPM doing to address workforce shortages and support internationally trained medical physicists looking to work in Canada through bridging programs?*

Currently, the bridging program is the only option to support internationally trained medical physicists. Hospitals must sponsor the candidates, and the program must be offered through an accredited institution. Efforts are underway to connect smaller centers with larger ones (e.g., Moncton with McGill). However, candidates must find work independently, as the college cannot issue invitations. Each province has its own criteria for who can work in its hospitals.

Forming a task force focused on identifying and addressing these barriers would be a good approach and innovative solutions should be explored. While CCPM as a certifying body, plays an important role, solving these challenges is part of a larger ecosystem, and it's not solely our responsibility.

Supporting immigrant students who face challenges obtaining residencies is an excellent idea. Partnering with groups like CWC under the COMP umbrella could provide fresh ideas and potential solutions.

Last year's decision that ABR-certified physicists cannot take the fellowship exam may present a barrier for Canadians trained in the US who wish to return to work in Canada, particularly in provinces where CCPM certification is tied to salary structures.

### **9.0 Adjournment**

G. Fallone closed the meeting by thanking the membership and staff for their support. There being no other business, the meeting was adjourned at 3:55 PM CT.

**CANADIAN COLLEGE OF  
PHYSICISTS IN MEDICINE**

**FINANCIAL STATEMENTS  
(Prepared without Audit)**

**DECEMBER 31, 2024**

Independent Practitioner's Review Engagement Report

Statement of Financial Position

Statement of Changes in Net Assets

Statement of Operations

Statement of Cash Flows

Notes to the Financial Statements





CHARTERED  
PROFESSIONAL  
ACCOUNTANTS

# KELLY HUIBERS McNEELY

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PROFESSIONAL CORPORATION

## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Canadian College of Physicists in Medicine

We have reviewed the accompanying financial statements of Canadian College of Physicists in Medicine that comprise the statement of financial position as at December 31, 2024 and the statements of changes in net assets, operations, and cash flows 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 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, 2024, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Kelly Huibers McNeely*  
Professional Corporation

Stittsville, Ontario  
April 9, 2025

Authorized to practise public accounting by  
The Chartered Professional Accountants of Ontario

**CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE**

**STATEMENT OF FINANCIAL POSITION**  
**(Prepared without Audit)**

**As at December 31, 2024**

	<b>2024</b>	<b>2023</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash	\$ 119,669	\$ 129,038
Government receivables	3,884	8,106
Due from Canadian Organization of Medical Physicists	36,073	21,684
Prepaid expenses	356	743
	<b>\$ 159,982</b>	<b>\$ 159,571</b>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued liabilities	\$ 2,232	\$ 8,600
Deferred revenue	<u>30,665</u>	<u>29,690</u>
	32,897	38,290
<b>NET ASSETS</b>	127,085	121,281
	<b>\$ 159,982</b>	<b>\$ 159,571</b>

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

**CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE**

**STATEMENT OF CHANGES IN NET ASSETS**  
**(Prepared without Audit)**

**For the year ended December 31, 2024**

	<b>Balance - Beginning of year</b>	<b>Net revenue (expenditures)</b>	<b>Balance - End of year</b>
Unrestricted	\$ 62,079	\$ 8,726	\$ 70,805
Internally restricted	59,202	(2,922)	56,280
	<b>\$ 121,281</b>	<b>\$ 5,804</b>	<b>\$ 127,085</b>

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

**CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE**

**STATEMENT OF OPERATIONS**  
**(Prepared without Audit)**

**For the year ended December 31, 2024**

	<b>2024</b>	<b>2023</b>
REVENUE		
Membership exam fees	\$ 22,869	\$ 16,988
Fellowship exam fees	4,370	6,560
Recertification fees	27,335	26,415
Mammography fees	3,975	1,020
COMP grant revenue	37,612	35,802
Investment income	485	-
Other	<u>3,110</u>	<u>3,320</u>
	<u>99,756</u>	<u>90,105</u>
EXPENDITURES		
Administration	37,611	37,707
Certificates	2,105	4,790
Mammography exam	2,115	3,068
Membership/fellowship exam	34,793	28,299
Recertification exam	<u>14,406</u>	<u>16,000</u>
	<u>91,030</u>	<u>89,864</u>
NET REVENUE BEFORE THE FOLLOWING:	<u>8,726</u>	<u>241</u>
INTERNALLY RESTRICTED		
Investment income	-	884
Contributions	1,268	4,550
Awards	<u>(4,190)</u>	<u>-</u>
	(2,922)	5,434
NET REVENUE	<u><u>\$ 5,804</u></u>	<u><u>\$ 5,675</u></u>

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

**CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE**

**STATEMENT OF CASH FLOWS**  
**(Prepared without Audit)**

**For the year ended December 31, 2024**

	<b>2024</b>	<b>2023</b>
CASH PROVIDED BY (USED IN)		
OPERATING ACTIVITIES		
Net revenue	\$ 5,804	\$ 5,675
Net change in non-cash working capital items:		
Government receivables	4,222	(3,541)
Due from/to COMP	(14,389)	(28,750)
Prepaid expenses	387	(15)
Accounts payable and accrued liabilities	(6,368)	4,809
Deferred revenue	<u>975</u>	<u>8,325</u>
	(9,369)	(13,497)
INVESTING ACTIVITIES		
Proceeds on redemption of investments, net	<u>-</u>	<u>46,152</u>
NET CHANGE IN CASH	(9,369)	32,655
CASH - BEGINNING OF YEAR	129,038	96,383
CASH - END OF YEAR	<b>\$ 119,669</b>	<b>\$ 129,038</b>

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

# CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE

## NOTES TO THE FINANCIAL STATEMENTS (Prepared without Audit)

December 31, 2024

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### 1. ORGANIZATION STATUS

Canadian College of Physicists in Medicine (CCPM) 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. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of Presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The principal accounting policies of CCPM are summarized as follows:

#### Revenue Recognition

Unrestricted contributions are recognized as revenue when received. Investment income is recognized as revenue when earned. Exam and other fees are recognized on a fiscal basis in the year earned.

#### Investments

Investments are recorded at fair value. Changes in fair value are included in the statement of operations.

#### Accounting Estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires Management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from these estimates.

# **CANADIAN COLLEGE OF PHYSICISTS IN MEDICINE**

## **NOTES TO THE FINANCIAL STATEMENTS (Prepared without Audit)**

**December 31, 2024**

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### **3. COMMITMENTS**

CCPM has contracted for management services for a three year period commencing January 1, 2025 through December 31, 2027 requiring annual base payments of \$17,400 in 2025 plus an annual 2.5% cost of living increase (\$17,860 in 2026 and \$18,320 in 2027). 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.

### **4. FINANCIAL INSTRUMENTS**

CCPM's financial instruments consist of cash, accounts receivable, and accounts payable and accrued liabilities. It is Management's opinion that the fair value of these instruments is not materially different than their cost and that CCPM is not exposed to any significant interest rate, currency or credit risk.