NEWSLETTER

CANADIAN COLLEGE OF MEDICAL GENETICISTS

COLLÈGE CANADIEN DE GÉNÉTICIENS MÉDICAUX

Issue 1 – April 2008
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PRESIDENT’S MESSAGE

Dear Colleagues:

Greetings from me on behalf of the Board of Directors (see photo below). I hope this message finds you all well. Most of you have heard that Rita’s father passed away suddenly and unexpectedly this past December. We send our deepest sympathy to Rita and her family. Rita has recently returned from a short leave of absence and the Board was delighted on her return. She was ably assisted by Roberta Sulpher during Rita’s absence.

So what is new with the Board? We have decided to spend more time developing the strategic planning retreat that will push back our original timetable by almost a year. Something this important will require more time and effort to put together. The cost of a facilitator is high and we will need to budget for a substantial amount before it becomes a reality. Stay tuned!

CCMG may be participating in developing a survey of Preimplantation Genetic Diagnostic (PGD) services in Canada with the Assisted Human Reproduction Agency of Canada, CAGC, SOGC, and the Canadian Fertility and Andrology Society. This is a new and growing phenomenon in genetic and prenatal medicine; the current status of qualifications, standards of care and counseling in PGD in Canada is unknown. A conference call with representatives of the CCMG Board and the other organization representatives is being scheduled for sometime in early Spring.

The CCMG has asked that an ad hoc committee review issues regarding the costs and availability of genetic testing in Canada. The February 18 issue of Maclean’s has an interesting article on the state of availability of gene testing and personalized medicine in Canada from several perspectives. Since some members of the CCMG were interviewed for the piece you may wish to check it out.

Please review minutes of the Board meetings to help more fully inform you of CCMG activities. Let us know if the web page is working for you and if there are any problems with it.

Planning for the 2008 meeting is well underway, and we look forward to seeing you in St. John’s, Newfoundland from September 17-20.
CCMG Board of Directors at the AGM in Vancouver, November 2007

Sincerely,

Albert E. (Ab) Chudley, MD, FRCPC, FCCMG
President
**BOARD OF DIRECTORS MINUTES – SEPTEMBER 5, 2007**

**MINUTES**

**CCMG BOARD OF DIRECTORS TELECONFERENCE**
**WEDNESDAY, SEPTEMBER 5, 2007 AT NOON EASTERN**

**PRESENT:** Drs. Ab Chudley (Chair), Marsha Speevak, Harriet Feilotter, Judy Chernos, Bridget Fernandez, Gail Graham, Mary Shago (Secretary), Ms. Rita Assabgui (CCMG Office)

**REGRETS:** Dr. Martin Somerville

1. **Call to Order**
The meeting was called to order at 1204 Eastern.

2. **Approval of the Agendas**
   2.1. **Consent Agenda**
      2.1.1. Approval of Addition of CAGC Member to CCMG Education Committee
      2.1.2. Approval of Sending Survey Regarding Communicating Genetic Information with CCMG Disclaimer to Members
      2.1.3. Approval of Sending MPS Hunter II Treatment Notification with CCMG Disclaimer to Members
      2.1.4. Approval of Fellow-in-training Membership for Dr. Mary Ann George
      2.1.5. Approval of Fellow-in-training Membership for Dr. Mariya Kozenko
      2.1.6. Approval of Fellow-in-training Membership for Dr. Julie Richer
      2.1.7. Approval of 2007 Dr. John L. Hamerton Service Award Recipient
      2.1.8. Approval of 2007 Founders Award Recipient
      2.1.9. Approval of Legal Consultant Fee for Funding for Out-of-Provience Testing Review
   
   Moved by Dr. Marsha Speevak and seconded by Dr. Judy Chernos that the consent agenda be approved.
   **CARRIED**

   2.2. **Business Agenda**
   Moved by Dr. Gail Graham and seconded by Dr. Harriet Feilotter that the business agenda be approved with the appropriate amendments.
   **CARRIED**

3. **Minutes of the Board of Directors Meetings of May 2, 2007**
   Moved by Dr. Bridget Fernandez and seconded by Dr. Gail Graham that the minutes be approved.
   **CARRIED**

   3.1 **Review of the Action List**
   The action list was reviewed.

4. **Business Arising**
   4.1 **Scheduling of Next Meeting**
   The next meeting is tentatively scheduled for November 14th from 4-8 pm in Vancouver. Ms. Assabgui will confirm the time by email.

   4.2 **Treasurer’s Report**
   Dr. Gail Graham reported that the finances are on track.

   4.3 **Future Meetings**
   4.3.1 **Year 2007**
   Ms. Rita Assabgui reported that the meeting program is complete. Ms. Assabgui is in the process of calculating costs for the meeting so that registration fees can be set. An e-mail will be sent to CCMG members the week of Sept 10th and the September newsletter will be issued later this month.
It was suggested that in future years the outline of the program be posted along with the Call for Abstracts so that those who submit abstracts are aware of the program and timing of the abstract presentations. Ms. Assabgui will note this in the procedures.

4.3.2 Year 2008
The annual meeting is scheduled for Sept 17-21st, 2008. This will be an examination year. Dr. Bridget Fernandez needs the approximate number of examination candidates that in order to proceed with arrangements and scheduling. The Credentials Committee will be able to provide this information shortly after the annual meeting this fall. Dr. Fernandez will contact the Scientific Program Chair regarding the 2008 program.

4.3.3 Year 2009
The weeks of November 11th and November 18th, 2009 were suggested as possible meeting times. The third choice is the week of November 4th. Both Calgary and Banff had been suggested as meeting sites. Banff is preferred by both the CCMG and CAGC. Ms. Rita Assabgui will contact venues for quotations.

4.4 Funding for Genetics Lab Testing in Canada – Update from Ad Hoc Committee
Dr. François Bernier will be coordinating a teleconference in the near future.

4.5 Guidelines for Genetic Information and Electronic Databases – Ethics & Public Policy Committee Recommendation
Dr. Bridget Fernandez reported that the Ethics and Public Policy Committee felt that this topic was too broad and too onerous for the committee. They requested that the Board pose a more defined topic for the committee to work on. The Board asked that the committee formulate a statement regarding access to predictive/presymptomatic genetic test results and record keeping.

4.6 Adoption of RCPSC Examination for CCMG Clinical Genetics Candidates
Dr. Gail Graham is waiting for a response from Dr. Danoff of the Royal College on this issue.

4.7 Clinical Genetics Training Guidelines
It was brought to the Board’s attention that the recently approved change from a two year to a three year program in Clinical Genetics would be problematic for trainees that had been offered a two year contract prior to the final approval of the new training guidelines in June, 2007. There was no formal notification of the implementation of the three year program. While members were notified of the impending change, they were not made aware of the implementation date.

The Board discussed this issue and decided that trainees commencing Clinical Genetics training in July, 2007, would have the option of following either the previous or the new training guidelines.

Moved by Dr. Gail Graham and seconded by Dr. Judy Chernos that the 3 year clinical genetics training program be a requirement for the 2012 examinations.

CARRIED

Cytogenetics, Molecular Genetics and Biochemical Genetics trainees commencing training in July 2007 will be required to follow the new guidelines approved by the Board in June, 2007.

Dr. Chernos will report this information to the PEACE Committee members.

The website will be updated to reflect this change.

4.8 Board Strategic Planning
The Board set aside time prior to the Nov 14th Board meeting for further discussion of establishing a Board Strategic planning session.
4.9 Molecular Genetics Committee DNA Banking Statement
The DNA Banking Statement will be posted for member commentary on the website. Comments will be
provided to the Molecular Genetics Committee prior to committee and Board approval of the document.

4.10 Core Competency Project Letter
Dr. Gail Graham explained that the Royal College has an initiative called the Core Competency Project
aimed at increasing flexibility in post-graduate medical training to delay the point where medical
students need to make a choice about their careers and allow them to move between specialties more
easily. The Royal College wanted input from Medical Genetics. Dr. Graham attended a workshop on
this topic at the RC as chair of Royal College Specialty Committee in Medical Genetics. Dr. Graham
provided input stating that they needed to meet with other specialty committees with entry requirements
similar to Medical Genetics to develop more common routes to these specialties. The Royal College
instead is going through a consultative process. The Royal College asked for similar input from the
CCMG. The process requires literature searching and is quite onerous. Dr. Graham is working on this
issue and will be assisted by Dr. Chudley.

4.11 Approval of Prenatal Diagnosis/SOGC Manuscript Carrier Screening for Thalassemia and
Hemoglobinopathies in Canada
Moved by Dr. Bridget Fernandez and seconded by Dr. Gail Graham that the manuscript on Carrier
Screening for Thalassemia and Hemoglobinopathies in Canada, authored by the CCMG Prenatal
Diagnosis and the SOGC Genetics committees, be approved, conditional on the response regarding
the Molecular Genetics Committee’s comments.
CARRIED

Dr. Shago will write to the chair regarding the Board’s approval pending the concerns of the Molecular
Committee being addressed.

4.12 CCMG Website – Fillable Forms and Updates
Dr. Fernandez contacted Dr. Malcolm Parslow regarding this issue. The issue is currently in the works.
As the Secretariat is administering the credentials process, Ms. Assabgui will follow up on this item with
Dr. Parslow and the webmaster.

4.13 Folic Acid Guidelines
The Board was asked to consider endorsing a statement on Preconceptual Vitamin/Folic Acid
Supplementation prepared by the Genetics Committee of the Society of Obstetricians and
Gynaecologists of Canada and the MotherRisk Program. The Board requested input from several
experts in this area. Based on feedback and following discussion of two iterations of the guidelines, the
Board decided not to endorse the document at this time. Dr. Chudley will follow up on this issue.

4.14 HLA
The CCMG Ethics and Public Policy Committee prepared Guidelines for Preimplantation /Prenatal
Testing for Human Leukocyte Antigen (HLA). The Board agreed to post the revised document on the
website for member feedback. Dr. Shago and Ms. Assabgui will follow up on this issue.

5. For Reference
There were no items for reference.

6. New Business
6.1 The Politics of Heredity, Disability and Reproductive Technologies’ Survey – Request to
Distribute
The CCMG received a request from a doctoral student at the University of Sheffield for distribution of a
research survey entitled ‘The Politics of Heredity, Disability and Reproductive Technologies.’ The Board
agreed to send the survey information to members with the standard disclaimer. The notice will be
placed in the next newsletter.
6.2 Request for Mailing Labels for the 2008 Meeting of the International Society for Prenatal Diagnosis

An e-mail notification for the 2008 Meeting of the International Society for Prenatal Diagnosis was sent to CCMG members. Mailing labels for a hard copy sendout had also been requested, however, the Board maintains a policy of not providing mailing labels for CCMG members. The Board agreed to continue the existing policy.

6.3 AHR Document Review from Ethics and Public Policy Committee

The Board received a document on Reimbursement of Expenditures from the Assisted Human Reproduction Implementation office (AHRIO) and was invited to provide feedback. Dr. Chudley identified a conflict and abstained from the discussion. The Ethics and Public Policy Committee and provided comments at the Board's request. Board members were asked to provide their comments directly to the chair of the E&PP Committee. Following input and E&PP Committee and Board approval, Dr. Shago will send the document to the AHRIO on behalf of the CCMG.

6.4 Board Approval Policies

Members of the Board asked for clarification of their role in creating, reviewing and approving documents that are requested by or submitted to the CCMG. It was noted that the Board consults the relevant committees who in most cases give the expert point of view and that the appropriate individuals are consulted. The Board's role is to ensure that the guidelines are based on the review of the experts and address any concerns identified by the Board.

6.5 Administration of Core Committees

Ms. Rita Assabgui suggested that core functions of the College should be administered by the Secretariat for appropriate record maintenance. The Secretariat is currently administering the Examinations and Credentials processes. Ms. Assabgui proposed that the Secretariat should also manage the Accreditation of Centres processes. The Board agreed that core functions should be administered by the Secretariat. Dr. Fernandez will liaise with the Chair of Accreditation of Centres regarding this issue.

6.6 Safety Competency Framework

The CCMG received a draft document outlining the Safety Competencies framework from the Canadian Patient Safety Institute, the Safety Competencies Steering Committee and the Royal College. This document will be published in the newsletter for members. A letter will be sent to the CPSI acknowledging receipt of the document and that it will be included in the CCMG newsletter for member information.

6.7 Credentials Committee Issues

Dr. Malcolm Parslow submitted several matters from the Credentials Committee for Board consideration.

1) A proposal to streamline applications for accreditation in Clinical Genetics by Royal College certificants. Dr. Parslow proposed a change from the existing requirement to send in 8 copies of the regular credentialling application by August 1 to the submission, at any time of the year, of a single copy of an application specific to these applicants (to be developed). Dr. Parslow proposed that Royal College applicants submit this application along with proof of successful completion of examinations and the $150 fee to the CCMG Secretariat, who will forward the documents to the Chair of Credentials. The Credentials Chair will review, approve as appropriate, and notify the Board, who would then invite the applicant to become a Fellow of the College. The Board agreed with this change.

2) Reference letters for Royal College applicants. Dr. Parslow asked for clarification regarding what the Board expected from reference letters for Royal College applicants, and whether it was acceptable for such reference letters to be sent by e-mail. The Board agreed to continue to require letters of recommendation. The letters must be from members of the CCMG in good standing and attest to the applicant's honesty, integrity, and good moral character. Letters can be accepted by e-mail.
3) Credentialing Application Fees. Dr. Parslow suggested that the credentials fees will need to be reviewed now that the process is administered by the Secretariat. Dr. Parslow suggested that the Board consider a reduced credentialing fee for a second subspecialty when candidates are applying to be credentialled in two specialties in the same year. The Board decided to defer this issue until the costs of the Secretariat administration of credentials is known.

4) Dr. Parslow asked for clarification regarding credentialling applications for the 2010 Examinations, and whether all specialties would be required to follow the new training guidelines. This matter was discussed in item 4.7.

Dr. Fernandez will reply to Dr. Parslow regarding these issues.

Moved by Dr. Gail Graham and seconded by Dr. Bridget Fernandez that the meeting be adjourned at 1358 Eastern.
CARRIED

Respectfully submitted,

Mary Shago, PhD, FCCMG
Secretary
Canadian College of Medical Geneticists

Approved by the Board of Directors November 14, 2007
BOARD OF DIRECTORS MINUTES – NOVEMBER 8, 2007

MINUTES
CCMG BOARD OF DIRECTORS SPECIAL TELECONFERENCE
THURSDAY, NOVEMBER 8, 2007 AT 1400 EASTERN

PRESENT: Drs. Ab Chudley, Marsha Speevak, Judy Chernos, Gail Graham, Martin Somerville, Mary Shago (Secretary), Ms. Rita Assabgui (CCMG Office), and Ms. Janice Hoganson (CCMG Accountant)

REGRETS: Drs. Harriet Feilotter and Bridget Fernandez.

The meeting was called to order at 1403.

Dr. Gail Graham noted that the meeting was called to discuss the 2008 budget. A draft budget was presented to the Board. Dr. Graham explained that as advised by the CCMG auditors, the CCMG strives to maintain a fund balance of at least one year’s expenses.

Dr. Gail Graham noted that the proposed 2008 budget projects a deficit of approximately $9000. The projected deficit could be covered by removing some funds from this balance. Dr. Graham reported that the draft budget was based on anticipated activity by the CCMG and the need to invest in staff time to ensure the infrastructure is properly maintained. The CCMG management services’ workload has increased over the years, and the office has assumed responsibility for administering a number of core functions of the CCMG, including examinations and credentials. In addition, the annual scientific meeting has grown, and incurs greater cost than in past years. The annual meeting is designed to be revenue neutral, although some years have a slight deficit.

The 2008 budget includes budgeted amounts for the annual meeting revenues and expenses, aimed at providing guidelines to improve the planning and organization of the conference. Dr. Graham noted that she worked with the CCMG office to provide a realistic budget and requested input from the Board to either approve the proposed deficit or provide options to address them. Dr. Albert Chudley expressed concerns regarding a deficit budget and urged that a balanced budget be presented to the membership.

The Board discussed options to achieve a balanced budget. A reduction in the management services was discussed but was rejected due to the current workload. A membership dues increase was discussed and was rejected. It was proposed that fees for examinations and credentials be increased in an attempt to produce a balanced budget. The fees have not been increased in many years.

The Board agreed to increase examinations fees to $600 per written and oral examination. Candidates sitting more than one specialty in the same sitting would be $300 for any additional examination. It was also agreed that credentials fees be raised to $500 for candidates through the CCMG route. Candidates applying for more than one specialty would be charged $250 per additional specialty.

Dr. Graham agreed to review the proposed budget with the CCMG office and present a balanced budget for approval at the November 14, 2007 Board of Directors meeting.

The meeting was adjourned at 1445 Eastern.

Respectfully submitted,

Mary Shago, PhD, FCCMG
Secretary
Canadian College of Medical Geneticists

Approved by the Board of Directors November 14, 2007
MINUTES
CCMG BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 14, 2007 AT 1600 PACIFIC TIME
THE FAIRMONT HOTEL VANCOUVER
GARIBALDI ROOM

PRESENT: Drs. Ab Chudley (Chair), Marsha Speevak, Harriet Feilotter, Martin Somerville, Judy Chernos, Bridget Fernandez, Gail Graham, Mary Shago (Secretary), Ms. Rita Assabgui (CCMG Office)

1. Call to Order
The meeting was called to order at 5:19 pm.
(Discussion regarding Strategic Planning was held from 4:08PM to 5:10PM and was minuted separately.)

2. Approval of the Agendas
2.1. Consent Agenda
2.1.1. Approval of the Prenatal Diagnosis Committee’s Manuscript on Carrier Screening for Thalassemia and Hemoglobinopathies
2.1.2. Approval of Plaque for the Dr. John L. Hamerton Service Award
2.1.3. Approval of Posting and Review of Education Committee FAQs
2.1.4. Review of Exhibitor Guidelines
2.1.5. Support for Reinstatement of Genzyme Canada/CIHR IG/CCMG Biochemical Fellowship
2.1.6. Approval of Distribution of Survey to Members re: Issues Arising from Advances in Cardiogenetics
2.1.7. Approval of Fellow-in-Training Membership Application for Dr. Dennis Bulman
Moved by Dr. Bridget Fernandez and seconded by Dr. Judy Chernos that the consent agenda be approved.
CARRIED

2.2. Business Agenda
The following items were added:
Approval of Minutes of the Board of Directors Meeting of November 8, 2007 to item 3
Item 6.3 EPP Review of CCMG Professional and Ethical Guidelines
Item 6.4 Meeting of Medical Genetics Department Heads at CCMG Annual Meeting
Item 6.5 Dr. Marsha Speevak
Moved by Dr. Gail Graham and seconded by Dr. Martin Somerville that the business agenda be approved as amended.
CARRIED

The September 5, 2007 minutes were revised noting that Dr. Somerville was absent. Moved by Dr. Bridget Fernandez and seconded by Dr. Gail Graham that the minutes be approved.
CARRIED

3.1 Review of the Action List
The action list was reviewed.

4. Business Arising
4.1 Scheduling of Next Meeting
The next Board meeting will take place on Sunday, November 18, 2007 in Vancouver.

4.2 Treasurer’s Report
4.2.1 Financial Report to September 30, 2007
Dr. Graham outlined the financial report to September 30, 2007.
4.2.2 2008 Budget
Dr. Graham reviewed the Board discussion of November 8, 2007 regarding the 2008 budget. Originally a significant deficit was projected but the Board was not supportive of presenting a deficit budget. The Board approved increasing credentials and examinations fees to cover the increased expenses of having the CCMG office administer these processes and decided that membership dues should remain unchanged. It was agreed that the preliminary budget be further modified adding $1500 for Strategic Planning and presenting a net surplus of $200.

Moved by Dr. Gail Graham and seconded by Dr. Martin Somerville that the 2008 budget be approved.
CARRIED

The budget will be presented to the membership at the Annual General Meeting for approval.

4.2.3 Approval of Auditors for the year ending December 31, 2007
Moved by Dr. Gail Graham and seconded by Dr. Harriet Feilotter that Newton & Co. be approved as auditors for the year ending December 31, 2007.
CARRIED

This item will be brought forward as a recommendation of the Board to the Annual General Meeting for membership approval.

4.3 Future Meetings
4.3.4 Year 2007
Ms. Assabgui reported that there were a few difficulties with planning this year. The CCMG/CAGC scientific/meeting program committee will meet this year to discuss a plan and template for future CCMG/CAGC meetings with timelines for various steps in the planning process. In the past, annual meeting budget details were not included in the budget, because it was assumed that meetings would be revenue neutral. Budget details for annual meeting will now be included in the CCMG budget to improve planning and accountability.

There were some difficulties with scheduling committee meetings such that Board representatives could attend all of the required meetings. Ms. Assabgui mentioned that scheduling of committee meetings over such a short time period is a challenge, and Dr. Chudley asked for Board members assistance in covering one another if a conflict existed.

4.3.5 Year 2008
Dr. Fernandez reported that the meeting would take place September 17-19, 2008 with Board meetings on September 16 and 20. Exams will take place on September 15 and 16. Requirements will be discussed between Dr. Feilotter and Dr. Fernandez as soon as the Credentials Committee provides the number and names of candidates.

4.3.6 Year 2009
The CCMG received proposals from properties in Banff, Lake Louise and Kananaskis. Dr. Chudley will discuss this issue with the CAGC President and will bring it back to the Board on November 18th.

4.4 Funding for Genetics Lab Testing in Canada – Update from Ad Hoc Committee
Dr. Graham provided an update on this issue. A teleconference of the ad hoc committee was held. The committee decided that Dr. Bernier will conduct fifteen minute telephone interviews with individuals in each province at each centre. He will develop a template of questions for review by the committee. Preliminary input will be from clinical geneticists and perhaps some molecular geneticists. The Board expressed appreciation to Dr. Bernier for moving forward on this issue.

Dr. Chudley mentioned that last fall the CIHR Institute of Genetics held a workshop to gather clinicians and health service researchers to establish priority areas for 2007 strategic initiatives dedicated to capacity building for collaborative health services research in genetics. The need to ensure CCMG is
represented at such meetings was noted as it impacts on the services offered. This will be considered in strategic planning as one of the CCMG’s mandates is to inform governments about the need for testing and equitable approaches to health care.

4.5 Ethics & Public Policy Committee Guidelines for Genetic Information and Electronic Databases
Dr. Fernandez reported that she has asked the EPP committee to formulate a statement regarding access to predictive/presymptomatic genetic test results and record keeping. She will follow up with the chair.

4.6 Adoption of RCPSC Examination for CCMG Clinical Genetics Candidates
Dr. Danoff of the Royal College asked Dr. Graham to provide evidence that Department Heads across the country are aware of the proposal to have CCMG Clinical fellows sit the RCPSC clinical genetics examinations. Dr. Graham drafted a letter to all program directors/Department Heads outlining this proposal. The Board provided feedback on the letter which will be going to department and division heads with a four week deadline for comment. The letter will go out by the end of November with a December 31st deadline.

4.7 Board Strategic Planning
This item was discussed at a separate meeting and minuted separately.

4.8 Molecular Genetics Committee DNA Banking Statement
Dr. Somerville reported that the document was posted on the website. The committee is considering several comments from members. It will be discussed at the AGM as an item for information. The final version will be considered by the Board.

4.9 Core Competency Project Letter
Dr. Graham reported that the Royal College has already put together a book containing the input from National Specialty Societies and specialty committees. The Board decided that there was no need for further input from the CCMG.

4.10 CCMG Website – Fillable Forms and Updates
Ms. Assabgui will follow up on this item with the chair of the Credentials Committee.

4.11 HLA
Dr. Shago reported that the Guidelines for Preimplantation /Prenatal Testing for Human Leukocyte Antigen (HLA), prepared by the Ethics and Public Policy Committee, were posted on the website. Comments were conveyed to the chair of the EPP Committee. The final version from the committee will be considered by the Board at a future meeting. This item will be discussed at the AGM.

4.12 Administration of Core Committees
The Board decided at a previous meeting that the core functions of the College (examinations, credentialing, and accreditation) will be administered by the CCMG office. Administration for examinations and credentialing has already been transferred to the CCMG office. Dr. Fernandez reported that she discussed this with the chair of the Accreditation Committee and will be brought to the committee meeting for further discussion as a new chair will be taking over following the meeting. Dr. Fernandez will discuss the possibility of creating form fillable PDFs for accreditation with the committee.

5. For Reference
5.1 Report from the FNSSC AGM
Dr. Graham attended the Federation of National Specialty Societies of Canada Annual General Meeting in Winnipeg. She provided the FNSSC’s President’s Report for information. She noted that the CCMG was thanked for Dr. Wendy Meschino’s participation in Clinic Day for Family Physicians. Ms. Assabgui will provide information to the CCMG Board about CIHR and Knowledge Translation. It was noted that this was valuable to the CCMG.
6. New Business

6.1 Annual Scientific Meeting Guidelines
Ms. Assabgui explained to the Board that there is a need for formal guidelines and a template for the Annual Scientific Meeting. The Board agreed and Ms. Assabgui will work with the committee to develop these guidelines. This will be followed up at the January Board teleconference.

6.2 CCMG Document Generation/Processing
Dr. Shago discussed the need for an improved generation, processing and tracking system for CCMG documents. Ms. Assabgui presented a proposal for consideration. The Board agreed that the CCMG office handle communication and tracking of all documents, and will approach committee chairs directly regarding CCMG documents as required.

The Board agreed that committee chairs be asked to provide minutes of their meetings within two weeks after the meeting. Ms. Assabgui will follow up with committee chairs by email. This will assist in ensuring that issues are appropriately followed up.

6.3 EPP Review of CCMG Professional and Ethical Guidelines
The Board proposed that the Ethics and Public Policy Committee review the current CCMG Professional and Ethical Guidelines. Dr. Fernandez will bring this forward to the committee.

6.4 Meeting of Medical Genetics Department Heads at CCMG Annual Meeting
Dr. Somerville conveyed a request from several Department Heads that a meeting be scheduled at the Annual CCMG meeting to facilitate discussion amongst this group. They would require a room for about a dozen people to allow them the opportunity to meet and network. The Board agreed to this request. Ms. Assabgui will coordinate this request.

6.5 Dr. Marsha Speevak
Dr. Chudley thanked Dr. Marsha Speevak for her contributions to the CCMG as a Board member.

Moved by Dr. Gail Graham and seconded by Dr. Marsha Speevak that the meeting be adjourned at 7:08 pm PST.
CARRIED

Respectfully submitted,

Mary Shago, PhD, FCCMG
Secretary
Canadian College of Medical Geneticists

Approved by the Board of Directors January 23, 2008
MINUTES
CCMG BOARD OF DIRECTORS SPECIAL MEETING
REGARDING STRATEGIC PLANNING

WEDNESDAY, NOVEMBER 14, 2007 AT 1600 PACIFIC TIME
THE FAIRMONT HOTEL VANCOUVER
GARIBALDI ROOM

PRESENT: Drs. Ab Chudley (Chair), Marsha Speevak, Harriet Feilotter, Martin Somerville, Judy Chernos, Bridget Fernandez, Gail Graham, Mary Shago (Secretary), Ms. Rita Assabgui (CCMG Office)

1. Call to Order
The meeting was called to order at 4:08 PM to discuss Strategic Planning.

4. Business Arising
4.7 Board Strategic Planning
Dr. Chudley explained that most organizations engage in strategic planning to set their goals and priorities for the short and long term. The CCMG has not engaged in formal strategic planning to date. Dr. Chudley stressed that strategic planning is essential for the growth of the organization. Dr. Chudley expressed the need for the CCMG, led by the Board, to review the mission statement, develop a vision statement and a strategic plan and process that are measurable and achievable.

Background documents were provided outlining the importance of strategic planning and a clear vision and mission. Dr. Chudley expressed the importance of a face-to-face strategic planning session separate from the annual meeting and including key CCMG representatives and a professional facilitator, and suggested that such a session be held in Spring 2008. The major impediment will be cost, and funding sources will need to be considered. Dr. Chudley proposed the possibility of obtaining sponsors to fund the session and suggested possible sources of funding including industry, government or specialty organization grants. A budget will need to be developed for strategic planning. It is anticipated that the budget will amount to approximately $25,000.

The results of a member survey from 2002 were provided for review, and it was noted that many of the members’ suggestions had been acted on although not in a planned or strategic manner. Ms. Assabgui provided a draft member survey for 2007/2008 for consideration. Board members were asked to review the documentation and the suggested survey and to provide comments back to the CCMG office. The subcommittee composed of Drs. Chudley, Chernos and Ms. Assabgui will then review ideas provided by Board. After some discussion, the Board agreed that a member survey should be carried out, but not until a facilitator has been selected and has input into the document to ensure the information collected is meaningful.

The Board noted that much has been accomplished, but it has not been linked back to the survey. The Board agreed with the need to raise member (and non-member) awareness regarding the accomplishments of the CCMG over the years. It was suggested that a one page article summarizing accomplishments of CCMG be published. It was also suggested that a News and Member Activities section could be created on the website, and that accomplishments of members be posted in the Newsletter. The accomplishments could relate to members or their centres. The annual meeting will be re-branded with the year (i.e. 31st annual scientific meeting). The importance of celebrating the CCMG’s history was discussed. A report card or inventory of CCMG’s accomplishments should be developed. It was suggested that the benefits of volunteering be stressed to members. It was asked whether there was a new member manual for the CCMG. There are some documents but no manual. It was suggested that members be asked about their use of and the relevance of the CCMG website in the member survey.

The Board felt that the CCMG Professional and Ethical Guidelines should be reviewed regularly by the Ethics and Public Policy committee, while the Board focuses on Vision statement and Mission
statement. It was noted that the issue of safety is missing, and the second paragraph of the Professional and Ethical Guidelines is vague.

The Board agreed to continue the discussion of strategic planning at the AGM and the November 18th Board meeting. Volunteers will be solicited at the AGM.

The meeting ended at 5:10 pm PST.

Respectfully submitted,

Mary Shago, PhD, FCCMG
Secretary
Canadian College of Medical Geneticists

Approved by the Board of Directors January 23, 2008
BOARD OF DIRECTORS MINUTES – NOVEMBER 18, 2007

CCMG BOARD OF DIRECTORS MEETING
SUNDAY, NOVEMBER 18, 2007 AT 0900
FAIRMONT HOTEL VANCOUVER – GARIBALDI ROOM
VANCOUVER, BC

PRESENT: Drs. Ab Chudley (Chair), Harriet Feilotter, Martin Somerville, Judy Chernos, Bridget Fernandez, Gail Graham, Mary Shago (Secretary), Ms. Rita Assabgui (CCMG Office)

REGRETS: Dr. Hélène Bruyère

1. Call to Order
The meeting was called to order at 0912 PST.

2. Approval of the Agenda
The following items were added to the agenda:
Item 6.7 Constitution and Bylaws
Item 6.8 Secretary Position
Item 6.9 Public Relations
Item 6.10 New Name for Secretariat
Item 6.11 Membership in Core Committees
Item 6.12 Recognition of Volunteers
Item 6.13 Reinstatement of Member
Item 6.14 AHR Agency Meeting with Dr. Eleanor Wilson CEO and President
Item 6.15 Request for Ad Hoc Committee re: Patent Issues
Item 6.16 Meeting of Department Heads

Moved by Dr. Harriet Feilotter and seconded by Dr. Judy Chernos that the agenda be approved as amended.
CARRIED

3. Minutes of the Board Meeting of November 14, 2007
This item was deferred to the next Board meeting.

3.1 Review of the Action List
This item was deferred to the next Board meeting.

4. Business Arising

4.1 Scheduling of Next Meeting
The next Board of Directors teleconference is tentatively scheduled for January 23, 2008 at noon EST.

4.2 Treasurer’s Report
There were no issues to report.

4.3 Future Meetings

4.3.1 Year 2008
The 2008 Annual Meeting will take place at the Fairmont Hotel Newfoundland in St. John’s, NL on September 17-21. Dr. Bridget Fernandez reported that local organizers were asked to schedule a recreational activity. The planning committee will consider this request, as well as the possibility of having entertainment at the end of the Founders Award dinner. A teleconference for the planning committee will be scheduled by Ms. Assabgui.
4.3.2 Year 2009
The 2009 Annual Meeting will take place in Banff in November. Hotels in Banff are being considered. Once the CAGC has proposals and their recommendations Board approval will be sought and negotiations will begin.

4.3.3 Year 2010
The CAGC has proposed Halifax as a site for the 2010 joint CCMG/CAGC meeting.

Moved by Dr. Harriet Feilotter and seconded by Dr. Bridget Fernandez that Halifax, NS be approved as the location for the 2010 meeting.

CARRIED

Ms. Assabgui will relay the Board’s decision to the CAGC. The issue of having the exams in a more central location was discussed.

4.4 Strategic Planning
Dr. Chudley explained that prior to holding a strategic planning session, a budget must be developed, and funding and a facilitator must be identified. It was suggested that one and a half days will likely be necessary. There was a discussion regarding which members of the CCMG should attend, and it was agreed that Board members and chairs of the core committees as well as 4-5 other members interested in the strategic planning process should attend. Consideration must be given to specialty and geographical representation. Dr. Graham, Dr. Chernos and Ms. Assabgui will develop a budget. Ottawa was proposed as a location. Board members were asked to try to identify sources of funding.

5. For Reference
There were no items for reference.

6. New Business

6.1 Board Orientation
Ms. Assabgui provided the Board orientation manual to the Board members and outlined the components of the document and CCMG processes. Ms. Assabgui asked Board members to review the policies section of the Board orientation manual and to suggest revisions. The privacy policy is currently under review and will be brought back to the Board. Ms. Assabgui will investigate the registration or copyright of the CCMG logo. A committee orientation manual will also be developed to improve the structure and organization for volunteers. It was agreed that the CCMG office take responsibility for all CCMG communications on letterhead.

6.2 Election of Slate of Officers
Moved by Dr. Harriet Feilotter and seconded by Dr. Bridget Fernandez that the election of Dr. Martin Somerville as President-Elect and Dr. Gail Graham as Treasurer be approved.

CARRIED

6.3 Board Representatives to Committees
The Board representatives to committees were identified and confirmed. The Annual Meeting Committee is replaced by the Joint Planning Committee. The CCMG members of the committee are Dr. Bridget Fernandez, Dr. Régen Drouin and the CCMG office (represented by Ms. Rita Assabgui). The liaisons will be removed from the committee list as they are no longer active. However, the Royal College Liaison will remain as an official liaison. A new category for affiliated groups/external organizations will be developed.

Board representatives to committees for 2007-08 are as follows:
Accreditation of Centres – Dr. Bridget Fernandez
Awards Committee – Dr. Gail Graham
Biochemical Genetics – Dr. Harriet Feilotter
CCMG/CAGC – Dr. Ab Chudley
CCMG/CAGC Joint Planning Committee – Dr. Bridget Fernandez
Clinical Practice – Dr. Ab Chudley
Constitution & Bylaws – Dr. Hélène Bruyère
Credentials – Dr. Bridget Fernandez
Cytogenetics – Dr. Judy Chernos
Education – Dr. Gail Graham
Ethics & Public Policy – Dr. Bridget Fernandez
Examinations – Dr. Harriet Feilotter
Molecular Genetics – Dr. Martin Somerville
Nominations – Dr. Judy Chernos
PEACE – Dr. Judy Chernos
Prenatal Diagnosis – Dr. Hélène Bruyère
Scientific Program – Dr. Martin Somerville
Sponsorship – Dr. Gail Graham
Royal College Liaison – Dr. Gail Graham

6.4 Nominations for Committee Members

The list from nominations has not yet been received. It was agreed that the process and timelines be adjusted to enable the nominations to be ratified immediately following the AGM. The CCMG office will assist the Nominations Committee to keep track of how long members are on committees. It was agreed that the resignation process be formalized. Committee members will be expected to inform the CCMG office well before the annual meeting that they will be retiring to enable an alternate member to be determined. It was suggested that the Nominations Committee terms of reference be adjusted to require the committee list to be ratified immediately following the AGM.

The issue of non-attendance at committee meetings was discussed. Ms Assabgui proposed that the CCMG office work with Nominations to try to improve this process, and that the CCMG office has greater communication with committee chairs.

6.5 Business Arising from the AGM

HLA Document

Dr. Armstrong will be asked for the updated statement for reposting and two final weeks of feedback. Ms. Assabgui will send an email blast to members when the statement is posted.

DNA Banking

The document is back with the Molecular Genetics Committee for final review.

CPD

Ms. Assabgui will email members regarding the increase in fee to $215 after meeting with Royal College staff.

6.6 Business Arising from Committees

Accreditation of Centres – Dr. Fernandez reported that Dr. Peter Ray is stepping down and prefers not to serve for another year. The new chair is Dr. Birgitte Roland. The possibility of a member staying on for another term was discussed. Ms. Assabgui will communicate with Nominations that the Board is supportive if the committee chair and Nominations agree. Ms. Assabgui will work with the Accreditation of Centres Committee to simplify the forms and the administration process. Once the documents are received, the chair should be asked to assign the reviewers within a week.

Awards – Dr. Graham reported that the deadlines for LSF and Founders Award are May 1st but the Service Award June 1st. The committee would like the Service and Founders Award deadlines to be mid-January to allow time for a committee teleconference and for the recipients to ensure they can get to the annual meeting. This would also allow the time for nominations for the Royal College Honorary Fellowship prior to their February 28th deadline for nominations. The Board agreed with this change. An email blast will be sent to all members regarding this change. The committee would also like an email blast sent to members to lift their CCMG committee activities from their CVs and that the CCMG
office maintains this information. The committee also asked that the Linda Stevens Fund policies and procedures document be revised specifying that funds will be for events between May 1st and April 30th of the following year. Ms. Assabgui will update the document and have it reposted on the website.

**Biochemical Genetics** – Dr. Feilotter reported that the committee is updating training guidelines to clarify expectations. The committee is also revising the terms of reference to take out the reference to quality assurance.

**Clinical Practice** – Dr. Chudley reported that the committee is developing a position statement based on issues of CF testing (newborn, couple testing, population screening) and will send the recommendation to the Board. Dr. Bernie Chodirker is the new chair of the committee. Ms. Assabgui will report this to the Nominations Committee. The committee requires additional members, including a metabolic representative. The committee discussed the possibility of looking at the utility of microarrays in Clinical Practice along with the Cytogenetics and Molecular committees.

**Constitutions & Bylaws** – Dr. Mary Shago is the new chair.

**Credentials** – Dr. Fernandez reported that there are a few issues to be discussed. Letters of reference from non-CCMG members are being received. It was suggested that candidates be informed that they require a letter from a member in good standing of the CCMG attesting to their character. Concerns were raised regarding candidates unfamiliar with CCMG members. The Board agreed that a letter from a CCMG member is preferred but if it is not possible, other letters would be accepted from non-members, but the letters should be specific to the needs of credentials. It was agreed that a form of attestation be developed. The committee noted that the biochemical guidelines removed the statement of research which should be put back in. Dr. Feilotter will bring this to the Biochemical Genetics Committee.

**Cytogenetics** – Dr. Chernos reported the committee will be reviewing practice guidelines. Ms. Assabgui will look into whether there is a document about how to format/create practice guidelines. The committee is looking at staffing levels in labs and validating a formula to be used by labs to apply for funding for additional positions.

**Education** – Dr. Graham reported that the committee is working on three projects:
1) A PowerPoint presentation to promote careers in genetics to be posted on the website and available for use.
2) A pamphlet directed towards medical students to promote clinical careers in genetics.
3) A pamphlet directed at undergraduate students regarding careers in either the MD or PhD stream. The committee would like to hold an open public forum during the annual meeting for the community and/or local staff/techs. The Board feels this is not a good use of resources. The committee expressed concerns regarding the committee description and terms of reference on the website. Ms. Assabgui will ensure the correct version is posted on the website and will communicate with the committee chair on this issue.

**Ethics and Public Policy** – Dr. Somerville reported that the committee will review the Professional and Ethical Guidelines. The committee wants to publish the HLA document and wants to know if it would be an official CCMG document. Electronic health records were also discussed. The committee will try to work on this issue. The committee needs two additional members from east or mid-Canada, and preferably lab members.

**Exams** – Dr. Feilotter reported that the committee discussed harmonizing the clinical genetics exam with the Royal College and asked if this would result in only examiners with their Royal College certificate in Medical Genetics being able to participate. It was determined that this would be the case but the Board suggested funding one or two committee members to attend the meeting to help set the exam. There was a discussion around the exam process and whether it would be possible to combine the written and practical exams for all specialties. It was suggested that this be included in a member survey should one be sent out in the strategic planning process.
Molecular Genetics – Dr. Somerville reported that the DNA Banking Statement is in the final review. OECD guidelines specific to molecular genetic testing have been published and Health Canada is reviewing those. Several CCMG members are a part of that review. The committee is suggesting a document development website through a Wiki (PB Wiki), which is password protected and allows 10Mb free storage so that a draft document can be posted and comments can be provided by those who are granted access. The Board agreed that the committee pilot this project and report back to the Board.

Nominations – has been discussed previously.

Prenatal Diagnosis – there were no issues raised.

PEACE – Dr. Chernos reported that the committee had questions regarding the three year clinical program and reciprocity of recognizing training between ABMG and CCMG. Dr. Parslow will discuss this with the ABMG. The website documents will need to be reviewed and the structure revised.

Scientific Program – discussed previously.

Sponsorship – there were no issues raised.

6.7 Constitution and Bylaws
At present, twenty-five percent (25%) of the voting members constitutes a quorum at the CCMG annual meeting. It was noted that there was quorum at the AGM but as the membership increases, quorum may be problematic and perhaps it should be a specified number rather than a percentage. The committee will be asked to review this issue.

6.8 Secretary Position
It was noted that this is the last year of Dr. Shago’s term. The historical reasons for designating a CCMG member who was not on the Board as the secretary were discussed. The Constitutions and Bylaws committee will be asked to review the status of the secretary and perhaps make them a voting member of the Board and increase the composition of the Board to nine members.

6.9 Public Relations
The Board discussed the perception that the CCMG does not respond in a timely fashion to relevant issues and whether there is a need to be more proactive on issues in the media. The need to promote the CCMG externally was discussed. This will be raised in the strategic planning process.

6.10 New Name for Secretariat
The Board agreed to use the term CCMG office rather than Secretariat. All documents will be revised accordingly. Ms. Assabgui’s title is now CCMG Manager.

6.11 Membership in Core Committees
Some members of core committees have suggested that members should not participate on core committees until they have had their fellowship for at least three years. The Board agreed that this may be an issue for accreditation and credentials but not for examinations. Ms. Assabgui will inform the chairs of Credentials and Accreditation of Centres asking them to amend their terms of reference for Board review. The Examinations Committee terms of reference will be modified to state that the chair shall not be a member with less than a specified number of years if the committee believes this should be done.

6.12 Recognition of Volunteers
The Board discussed ways to recognize members who volunteer time on committees, such as a pin with the CCMG logo. Ms. Assabgui will research this issue and possible options for recognition. Different options for committee chairs should also be investigated.

6.13 Reinstatement of Member
Dr. Chudley removed himself from the chair and Dr. Somerville assumed the chair position for this item.
Dr. Ab Chudley and Dr. Bernie Chodirker wrote a letter of support to the CCMG Board for Dr. Margot Van Allen’s reinstatement as a regular member of the College.

Moved by Dr. Gail Graham and seconded by Dr. Ab Chudley that Dr. Margot Van Allen be reinstated as a regular member of the CCMG.

CARRIED

6.14 AHR Agency Meeting with Dr. Eleanor Wilson CEO and President
Dr. Chudley reported that Dr. Eleanor Wilson met with the Canadian Fertility and Andrology Society and the Society of Obstetricians and Gynaecologists of Canada and he suggested she meet with the CCMG. Ms. Assabgui will draft a letter on behalf of the Board that the CCMG would like to have dialogue with Dr. Wilson and the agency and that the CCMG would like to be a resource for the agency. The letter will be signed by the Secretary as Dr. Chudley is on the Board of the AHR Agency. It was suggested that Dr. Wilson be invited to make a presentation at the 2008 annual meeting. Dr. Somerville will forward this to the Scientific Program Committee as a possibility for a topic on ethics of preimplantation.

6.15 Request for Ad Hoc Committee re: Patent Issues
Dr. Feilotter reported that there was a meeting regarding patent issues for molecular genetics testing and that the CCMG should have a statement about patenting genes and sequences that are precluding testing. Dr. Feilotter will suggest that Dr. Stockley discuss this issue with Dr. Ron Carter.

6.16 Meeting of Department Heads
Dr. Somerville will inform the Genetics department heads that the CCMG will book a meeting room for them at the next annual meeting. Ms. Assabgui will send out a letter to this effect and provide information regarding the annual meeting if there is confirmation of interest and a contact list provided.

Moved by Dr. Gail Graham and seconded by Dr. Martin Somerville that the meeting be adjourned at 1207 PST.
CARRIED

Respectfully submitted,

Mary Shago, PhD, FCCMG
Secretary
Canadian College of Medical Geneticists

Approved by the Board of Directors January 23, 2008
The meeting was called to order at 1410 PST.

1. Approval of the Agenda
   The following item was added to the agenda:
   Item 10.5 Royal College Specialty Committee in Medical Genetics

   Moved by Dr. Hilary Vallance and seconded by Dr. Janet Buchanan that the agenda be approved as amended.
   CARRIED

2. Approval of the Minutes of the 2006 AGM (published in the March 2007 Newsletter)
   Moved by Dr. Jane Evans and seconded by Dr. Gail Graham that the minutes of the 2006 AGM be approved.
   CARRIED

3. President’s Report
   Dr. Chudley welcomed the attendees to the 31st annual meeting. The first meeting was held in January 1976.

   Dr. Chudley introduced and welcomed the new members of the CCMG. New members through the Royal College route were Drs. Michelle Steinraths, Elena Lopez and Chantal Morel. Drs. Jean-Francois Soucy, Lynette Penney and William Gibson are also new members through the Royal College route whose applications are being finalized.

   New Fellow-in-training members were welcomed: Drs. Mary Ann George, Julie Richer, Mariya Kozenko and Dennis Bulman.

   Dr. Alison Elliott was welcomed as an Associate member

   Dr. Chudley outlined the CCMG’s accomplishments over the past year. The Board has responded to questionnaires on behalf of the College. The training guidelines have been revised and now are in line with the CanMEDS 2005 program and a number of guidelines have been approved and posted on the website. The scientific program has been improved, and Dr. Régen Drouin was thanked for his hard work.

   The website has been improved and now provides the opportunity for member feedback on guidelines and other issues and better communication with members. A balanced budget is being projected. Also, the CCMG is in negotiations with the Royal College to harmonize the CCMG clinical genetics exam with that of the Royal College. The Board has been discussing the need for strategic planning and developing a vision statement.

   Dr. Chudley thanked the Board members and in particular Dr. Marsha Speevak who is stepping down from the Board. Dr. Chudley thanked Dr. Mary Shago for her work as secretary, and also Rita Assabgui and Roberta Sulpher from the CCMG office.

   Dr. Chudley expressed appreciation to the Scientific Program, Sponsorship Committees and the local organizer for their efforts on the 2007 annual meeting, as well as all of the committee chairs and volunteers for the efforts on behalf of the College.
4. Dr. John L. Hamerton Service Award Presentation
Dr. Chudley introduced Dr. Jane Evans, the 2007 recipient of the Dr. John L. Hamerton Service Award. The award is given to a Fellow of the CCMG who has made an outstanding contribution to the aims and objectives of the College in the area of service.

Dr. Evans has been a member of the CCMG since 1983. She is a professor in the Department of Biochemistry and Medical Genetics at the University of Manitoba. Dr. Evans served on many CCMG committees, including chairing the Education and Standards Committee, clinical support personnel, the CCMG/CAGC Liaison Committee, and was on the Board of Directors and President from 1998-2000. Dr. Evans sat on and chaired the Constitution and Bylaws Committee and currently sits on the Scientific Program Committee.

Dr. Evans thanked the CCMG for this honour. She noted that she has worked with wonderful people over the past 25 years with the CCMG. Dr. Evans expressed tremendous appreciation for this award as Dr. Hamerton encouraged her to return to the genetics field. He was an employer, colleague, mentor and friend, and she thanked the CCMG for the award.

5. Secretary’s Report
Dr. Mary Shago reported that it was her final year as secretary and invited members interested in taking on the position to contact her. Dr. Shago thanked all of the CCMG volunteers as well as the Board of Directors. She noted that the CCMG does a tremendous amount of work for its size, due in large part to the efforts of volunteers. Dr. Shago thanked Rita Assabgui and Roberta Sulpher from the CCMG office who provide management services to the CCMG on behalf of the Royal College Association Management at the Royal College of Physicians and Surgeons of Canada.

6. Treasurer’s Report

6.1. 2006 Audited Statement - Motion to Approve
Dr. Graham outlined the 2006 audited statement. The largest sources of revenue were the annual meeting, membership, examinations and accreditation. Revenue was also received from Credentials, newsletter and web postings, and Linda Stevens Memorial Fund donations. Total revenue for 2006 was $152,388.

The largest expenses were the annual meeting, accreditation, management services, and Linda Stevens Memorial Fund disbursements. Total expenditures were $133,835 resulting in a surplus of $18,553. Unrestricted net assets to December 31, 2006 were $144,000.

Dr. Graham thanked Dr. Régen Drouin for his fundraising efforts as the 2006 meeting generated a surplus of $2,607.

Dr. Graham outlined that there have been changes in accounting guidelines for the reporting of long term investments and explained the Linda Stevens Memorial Fund breakdown in the audited statement.

Moved by Dr. Gail Graham and seconded by Dr. Teresa Costa that the CCMG’s audited statement for the year ending December 31, 2006 be accepted.

CARRIED

6.2. 2008 Budget
Dr. Graham outlined the financial statement to September 30 2007. Core revenue was at $70,408. The CCMG office is now administering the credentials process, resulting in an increase in expenses. Total net revenue was $83,347.

Total expenses were $67,677. Management services expenses were up substantially from last year due to an increase in CCMG activities, including the new CPD program, revision of training guidelines, and modifications to the website.
At the end of September 2007, the CCMG had a surplus of revenues over expenses of $13,670, resulting in a fund balance of $119,699.

Linda Stevens Memorial Fund donations are up $1,700 from this time last year. The donor recognition program was implemented and has likely resulted in increased donations. The goal is to receive donations of $25 per member of the CCMG. In 2006 donations were around $21 per member, while in 2005 it was $18 per member.

Dr. Graham presented the proposed budget for 2008, and explained that the CCMG’s budgeting principle is based on underestimating revenue and overestimating expenses. For the first time, a budget has been developed for the annual meeting. In the past a budget has not been set for the conference assuming it would be revenue neutral. Dr. Graham reported that the CCMG office will be providing assistance for the core functions of the College (accreditation, credentials and examinations) which has been reflected in the expenses for each function.

In order to ensure a balanced budget the Board proposed an increase in examinations and credentials fees for 2008 instead of increasing membership dues. Credentials fees through the CCMG route will increase to $500 from $300, with candidates being credentialed for two specialties to receive a lower rate of $250 for the second specialty. Examinations fees will increase to $600 from $500 for each examination, with candidates in two specialties being charged $300 for each examination for the second specialty.

Management services is budgeted at an increase due to the need to invest time in CCMG processes, guidelines and infrastructure. The 2008 proposed budget contained a surplus of $200.

Moved by Dr. Gail Graham and seconded by Dr. Suzanne Lewis that the preliminary budget for the year ending December 31, 2008 be accepted as presented.
CARRIED

6.3. Motion to Approve the Auditors for 2007

Moved by Dr. Gail Graham and seconded by Dr. Marsha Speevak that Newton & Co. be approved as auditors for CCMG for the year ending December 31, 2007.
CARRIED

7. Motion to Approve the Actions of the Board as Detailed in the 2006-2007 Minutes of the Meetings of the Board of Directors, as Published in the March 2007, July/August 2007 and September 2007 Newsletters

Moved by Dr. Teresa Costa and seconded by Dr. Suzanne Lewis that the actions of the Board as detailed in the 2006-2007 Minutes of the Meetings of the Board of Directors, as Published in the March 2007, July/August 2007 and September 2007 Newsletters be approved.
CARRIED

8. Motion to Receive Standing Committee Reports, as Printed in the September 2007 Newsletter

Two additional reports were provided to the members.

Moved by Dr. Jane Evans and seconded by Dr. Marsha Speevak that the standing committee reports be received.
CARRIED

9. Motion to Ratify the Acclamation of the Board of Directors

The slate for the Board of Directors was presented:
Dr. Ab Chudley – President
Dr. Martin Somerville – President-Elect
Dr. Hélène Bruyère
Dr. Judy Chernos
Moved by Dr. Victoria Sui and seconded by Dr. Sui Li Yong that the 2007-2008 Board of Directors be approved. 
CARRIED

10. Items for Discussion

10.1. Board Strategic Planning
Dr. Chudley noted that the Board has not reviewed the CCMG mission statement since 1995 and there is no vision statement for the College. The CCMG must think more strategically to allow the College to be more proactive in the appropriate areas. The Board is considering a face to face meeting of the Board with interested parties, chairs and relevant individuals. Some funds have been budgeted for organizing such a session but the Board will be looking for funding for strategic planning. Interested members were asked to contact the CCMG office.

10.2. HLA Document
Dr. Linlea Armstrong reported that a year ago the Ethics and Public Policy Committee decided to take on the task of writing guidelines for the question of HLA typing at the preimplantation time or prenatally. Clinical geneticists were receiving requests to counsel families interested in finding a donor for their child who was sick with leukemia or another genetic or acquired problem that would benefit from a transplant. The committee developed a document that was provided to members for comment on the website. The committee hopes to publish the statement shortly.

Suggestions for improving wording were provided by members. The committee will clarify that there is an expectation of specialists working in teams and that the geneticist is not expected to provide information such as transplant success rates. Concerns were expressed regarding some of the wording related to the opening sentence of the conclusion. The committee will revise the statement to clarify more explicitly that it is based on the legal status in Canada and not the view of the College.

It was agreed that the statement be revised. The document will also be reposted for member input with a two week deadline. An email blast will be sent to members to inform them of the final opportunity for comment.

10.3. DNA Banking Statement
Dr. Tracy Stockley reported that the Molecular Genetics Committee revised the guidelines for DNA Banking. Dr. Janet Buchanan and the committee were thanked for their work on this issue. The document was posted on the website for comments. It will replace previous statement of nearly 16 years ago. The intent of the guideline is for the use of molecular genetics labs as they produce their own documents for DNA banking. The statement also addresses residual clinical samples that remain after a current test is complete. The committee is preparing the final version which will be sent to the Board for approval. Once approved the final version will be on website.

10.4. CPD Program
Dr. Chudley reported that the CPD program for non-Royal College members has been in effect since January 1, 2007. Issues relating to International members and leave have been addressed and the outcomes were published in past newsletters. There are 83 participants in the program. The Royal College is intending to increase fees for the program to $215 (from $200) in January 2008. Members will be notified once additional information is available.

10.5. Royal College Specialty Committee in Medical Genetics
Dr. Graham introduced the committee and thanked them for their efforts. There have been a number of issues being dealt with over the past year. The committee will meet in Ottawa on April 7 and 8 to overhaul all of the specialty specific documents.
The committee has a number of initiatives. There are now cross-Canada practice OSCE and written exams for fellows in clinical training programs. This will be continuing through 2009 at least. This allows workload to be shared across the country.

A survey regarding clinical service in Canada is about to get underway. Clinicians were urged to take the time to complete the survey which will provide statistics that are needed for manpower planning and residency spots among other issues.

The CCMG Board of Directors, with the support of the Examinations Chair, have been trying to negotiate with the Royal College to use their final written and practical exam as the benchmark by which CCMG clinical fellows receive their FCCMG. There are a number of reasons this was pursued, partially due to the low number of CCMG clinical candidates and the high resources required, as well as the greater resources available at the Royal College. In her role as CCMG liaison to the Royal College, Dr. Graham met with Dr. Danoff, Director of Education at the Royal College. Dr. Danoff is considering this issue and requested that the CCMG send a letter to all department and division heads who might be in a position to hire a clinical geneticist making them aware of the proposed change and soliciting feedback. The letter will be sent out shortly. It was noted that the CCMG would still credential candidates for the exam, and if they pass the Royal College exam they would receive the FCCMG designation and not the FRCPC designation. The exam would take place the year they are finishing their training.

11. Items for Information

11.1. Implementation of Revised Subspeciality Training Guidelines
Dr. Judy Chernos outlined the implementation schedule for the new training guidelines. The 2008 exams will be based on the previous guidelines. The 2010 exams would be based on the new guidelines for all specialties except clinical genetics. The 2012 examinations would be based on the new guidelines for all specialties.

Dr. Tracy Stockley provided updates for the molecular genetics training guidelines. The 12 month minimum is unchanged, but the cases have been specified at 100 technical cases and 200 interpretive and consultative cases. Trainees must include their breadth of experience. The cytogenetics rotation was formalized at 3 months to match the cytogenetics guideline requirements for the molecular rotation. The clinical experience remains unchanged at 25 counselling cases and research at 6 months. The guidelines were revised to write the key and enabling competencies so they are observable and measurable and address the CanMEDS roles.

Dr. Hilary Vallance provided information regarding the updates to the biochemical genetics training guidelines. There are two streams for this program – a clinical stream and a PhD lab scientist stream. The committee has updated the guidelines to CanMEDS 2005 format and made changes to the training requirements themselves. Clinical training is three years and includes 10 months of elective time which will have to be approved by the committee ahead of time. Evaluation will be required for the electives. This provides flexibility to allow trainees to fill in gaps they anticipate to meet their career objectives. The committee noted that the CanMEDS 2005 framework is a vision, and the committee plans to turn to the mechanics to help trainees to achieve the objectives.

Dr. Jean McGowan-Jordan outlined the cytogenetics training guidelines and thanked past chairs for their work. Emphasis was put on specifying the requirements for the technical aspects of the training and interpretive and consultative roles, with input from the local fellowship committee. Rotations were clarified. Required documentation is now fully defined as well.

Dr. Teresa Costa outlined the changes to the clinical genetics training guidelines. The clinical practice training program is now a three year program. Dr. Costa thanked Dr. Bernie Chodirker for his work on placing the guidelines in the CanMEDS 2005 format. The guidelines have been more aligned with the Royal College training program in clinical genetics and include training in high risk obstetrics, electives in research and counseling outside of the genetics clinic to allow trainees to learn other counseling techniques. These guidelines will be implemented for the 2012 examinations as trainees had already
been accepted based on the previous guidelines. It was suggested that the Clinical Practice Committee consider requirements for infertility testing and assisted human reproduction as mandatory training.

Dr. Chudley thanked Dr. Bridget Fernandez for her efforts to revise the guidelines to ensure they were in a consistent format.

11.2. CCMG Input to the Assisted Human Reproduction Implementation Office
Dr. Chudley reported that the CCMG’s input has been requested by the AHRIO as part of their implementation office’s public consultation process regarding two issues: counseling required for assisted human reproduction technology for couples going through such procedures and surrogacy expense reimbursements. The Ethics and Public Policy Committee provided input on these issues to the Board which were then sent to the AHRIO from the CCMG.

11.3. Education Committee – FAQs
Dr. Janet Buchanan reported that the Education Committee developed information for the website in the form of “Frequently Asked Questions” about medical genetics. They were reviewed by the Board of Directors for approval and they have now been posted on the website. Dr. Buchanan asked members to review the FAQs and let the committee know if there should be any new items or revisions.

11.4. Changes to Credentialing Process
Dr. Malcolm Parslow thanked Dr. Suzanne Lewis for her efforts as the previous chair of the Credentials Committee. Dr. Parslow explained that the CCMG office is now administering the process and handling inquiries on behalf of the chair of the Credentials Committee, which is a change in practice from previous years. The committee was very pleased with the system this year. The committee reviewed 23 applications for the 2008 exams. The committee is moving towards fillable PDFs for application forms and logbooks. Biochemical genetics candidates were allowed to use either the new or old guidelines. The application process for Royal College applicants was streamlined and the application form will be reviewed accordingly. The chair of Credentials will review the applications which can be received at any time in the year, and will provide recommendations to the Board.

Dr. Parslow encouraged all trainees to register to assist with planning for future exams. Applicants wishing to have their proposed training reviewed are welcomed to assist both trainees and the committee in cases where some training being waived is requested. It was noted that Local Fellowship Committees have the responsibility to ensure that the training guidelines are met and that modified training is appropriate. The Credentials Committee is the final arbiter, but want to see how the candidate and the committee feel they are meeting the requirements in modified training.

Dr. Parslow noted that non-mandatory training is being moved away from accredited training. Mandatory training should be at a CCMG centre with a CCMG fellow in that specialty in charge.

It was noted that the website will be revised and members were encouraged to provide suggestions or ambiguities to the CCMG for review to ensure that all ambiguities are eliminated.

11.5. Funding for Out-of-Provinc e Molecular Testing
Dr. Graham reported that this was brought to the attention of the Board a few years ago. An ad hoc committee was created, chaired by Dr. Francois Bernier and including Drs. Bridget Fernandez, Harriet Feilotter, Gail Graham and Anne Summers. A series of telephone interviews will be held with individuals from all provinces to determine the status and develop a strategy to tackle the inequities.

12. Future Meeting Dates / Locations
The 2008 annual meeting is scheduled to take place September 17-21 at the Fairmont Newfoundland, in St. John’s, NL. It is anticipated that the 2009 meeting will be held in Banff, AB in November. Halifax was proposed for 2010. The 2011 meeting will likely be held in Montreal in conjunction with the ICHG. The 2012 meeting will be held in Western Canada. Vancouver Island was proposed.
13. Other Business
There was no other business.

14. Motion for Adjournment

Moved by Dr. Teresa Costa and seconded by Dr. Bridget Fernandez that the meeting be adjourned at 1610 PST.
CARRIED
### CCMG COMMITTEE MEMBERSHIP LIST

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BOD Chernos  
Cyt Mol Dawson 06  
Cyto Lavoie 08  
Cyto Shetty 08  
Cli Steinraths 07  
Cyt Xu 04  
Cyt Wang 06 |
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Cyt Demczuk 07  
Mol McCready 07  
Cli Mendoza-Londono 06  
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Bio Waters 06  
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BOARD OF DIRECTORS UPDATE

An update to the Biochemical Genetics training guidelines were approved by the CCMG Board in January, 2008. The updated document is posted on the CCMG website.

The CCMG Statement on DNA Banking was prepared by the Molecular Genetics committee and approved by the Board in January, 2008. This document will replace the previous DNA banking guidelines on the CCMG website.

An addendum to the Guidelines for Genetic Testing of Healthy Children, published in the Paediatrics and Child Health Journal, was approved by the Board of the CCMG.

http://www.cps.ca/english/statements/B/b03-01-Addendum.pdf
FOR YOUR PERUSAL – RECENT PUBLICATIONS

With quotes from CCMG members Drs. Albert Chudley, Micheil Innes, and Peter Ray, this article discusses the use of genetic tests to determine an individual’s risk level for disease and the most appropriate treatments.

THE BEST MEDICINE THAT YOU CAN’T HAVE

WHY BREAKTHROUGHS IN GENETIC TESTING DON’T HELP ACTUAL PATIENTS

Cathy Gulli | February 6, 2008 | Macleans.ca

http://www.macleans.ca/science/health/article.jsp?content=20080206_57026_57026
ANNUAL MEETING HIGHLIGHTS

Thank you to our volunteer photographers: Kathy Chun, Roberto Mendoza-Londono and Ab Chudley. There were so many great photos – it made choosing which ones to include very difficult! This is a sampling of the photos and memories from the 2007 Annual Meeting in Vancouver, BC.
Thank you to everyone who attended this year’s conference. Your participation made it a tremendous success.

We look forward to seeing you in Newfoundland for the CCMG 40th Annual Scientific Meeting!
AWARDS – CALL FOR NOMINATIONS

CCMG AWARDS

LINDA STEVENS MEMORIAL FUND

Information regarding the Linda Stevens Memorial Fund is available at http://www.ccmg-ccgm.org/funding.html. Please see the application form for specifics regarding eligibility and application requirements. Note that the Linda Stevens Memorial Fund application deadline differs from the deadline for the CCMG awards listed below.

FOUNDERS AWARD

This award is in recognition of members of the CCMG who have had an outstanding career in medical genetics in Canada or abroad. The contributions of the members being considered for the award could be in any area of medical genetics: service, research, teaching, administration, other academic activity or scholarly activity. Past recipients are listed at http://www.ccmg-ccgm.org/founders.html.

DR. JOHN L. HAMERTON SERVICE AWARD

Members of the CCMG who have made outstanding contributions in the area of service to the College will be considered. The Dr. John L. Hamerton Service Award is conferred in recognition of services, diligently rendered to the CCMG over a reasonable period of time, that allowed the development and the maintenance of the tradition of excellence of the Canadian College of Medical Geneticists. For more information, please see http://www.ccmg-ccgm.org/hamerton.html.

EMERITUS MEMBER

Senior regular, or retired, members of the CCMG who have made exceptional contributions to medical genetics. The Emeritus Fellows may sit on committees and have a vote, but are not required to pay annual membership fees.

HONORARY FELLOWSHIP

Honorary Fellows will normally be senior members of the medical genetics community whose fellowship in the College will honour both them and the
College. They normally should not be active in the practice of medical genetics at the time of their admission as Honorary Fellows but will have had a distinguished and sustained career in medical genetics over a substantial period of time.

All nominations should be made by one regular or Emeritus Fellow of the College and must include a recent curriculum vitae of the nominee and at least two letters of support.

Nominations are accepted at any time. The Awards Committee will make its recommendations for the above awards to the CCMG Board by the end of January of each year. Nominees not selected for the awards will remain on file for the Awards Committee’s consideration in subsequent years. Please send your nomination(s) to:

Chair, Awards Committee  
CCMG  
774 Echo Drive  
Ottawa, ON K1S 5N8  
Fax: (613) 730-1116  
E-mail: ccmg@rcpsc.edu
LINDA STEVENS MEMORIAL FUND

Policy and Procedures

Policy:

The Linda Stevens Fund was set up by the late Mrs. Audrey Campbell (Linda’s mother) and is named after Dr. Linda Stevens, who, while doing her genetics fellowship in 1982, died undergoing a heart catheterization procedure. The Fund was established to further the training of candidates to a CCMG Fellowship in one of the accredited genetic centres by participating in conferences, taking a course or undertaking training at other genetics centres. In so doing, the Linda Stevens Fund helps to ensure the continued experience in training CCMG Fellows.

Please note the following:

a) If the candidate plans to attend a scientific meeting, he or she must submit an abstract to be presented at the meeting and a copy must be provided to the CCMG office in order to be eligible for funding. This requirement must be met prior to the disbursement of funds.

b) The Linda Stevens Memorial Fund will not be awarded to a candidate who has already completed the visit, course or any other scientific activity for which he or she seeks a reimbursement.

c) Priority will be given to Fellows in training who have not had a previous award from the Linda Stevens Memorial Fund.

Procedures:

1. The amount of funding available is approximately $5,000 per year. If there are several applications, the Committee may divide the Fund equally among the candidates. Funding decisions are based on the number of applicants and the funds available.

2. The application form for funding appears in the CCMG Newsletter and on the CCMG website, and will be sent to applicants or program directors upon request. The application requires details of the activity for which the request is being made, including a budget. If attending a conference, a copy of the submitted or accepted abstract, or a declaration that an abstract is being submitted is required.

3. The deadlines for submission of the application is May 1st. Applications will be considered for events or training taking place between May 1st of the application year and April 30th of the following year.

4. Applications must be approved by the applicant’s Program Director (signature on the application form) and sent to: Chair, Awards Committee, CCMG, 774 Echo Drive, Ottawa, Ontario, K1S 5N8 or by fax to (613) 730-1116 or by e-mail to ccmg@rcpsc.edu.

5. The completed applications will be reviewed by the committee members and applicants will be notified by letter of the committee decision by June 30th.

6. Accepted applicants must submit original receipts for the approved activity within one month of its completion to the CCMG at 774 Echo Drive, Ottawa ON, K1S 5N8. A cover letter itemizing the expenses must be included, as well as a copy of the presented abstract (if applicable). Funds will be reimbursed by the CCMG 4-6 weeks following receipt of required documents.
# Linda Stevens Memorial Fund Application Form

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<td>□ Yes □ No</td>
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<td>If no, please note that the abstract must be provided to the CCMG prior to the funds being disbursed.</td>
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<td>I have received a Linda Stevens Memorial Fund Award in the past:</td>
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EMPLOYMENT OPPORTUNITIES

CYTOGENETICIST - BRITISH COLUMBIA

A full-time position for a PhD Cytogeneticist is available within the integrated medical laboratory practice of Dr. C.J. Coady Associates partnership. You will be providing comprehensive cytogenetics services to the largest and fastest growing health region in BC. You will share the practice with a well-established cytogeneticist and will work with the regional Fetomaternal service, with a busy and continually expanding obstetrical and pediatric program as well as a busy hematopathology referral practice. The service is based at the Royal Columbian Hospital in New Westminster. The Royal Columbian Hospital is a tertiary care hospital in a region with 11 other acute care hospitals. Clinical responsibilities include review and interpretation, reporting and consultation for amniotic fluid, blood, bone marrow and tissue samples as well as participation in the laboratory external quality assurance program and development and monitoring of assay protocols. Experience in developing, implementing and interpreting procedures and technologies in molecular genetic testing, though not a requirement, would be an asset. The selected individual must CCMG certified/eligible. Competitive remuneration will be offered.

Dr. C.J. Coady Associates is a partnership of 40 laboratory physicians who provide a large range of professional pathology services to 12 acute care hospitals in the Fraser Health Authority and in addition, own and operate a community based laboratory.

The Lower Mainland region of BC is known for temperate weather and proximity to ocean and fresh-water beaches, mountains, forests and urban amenities. There is a diversity of business, arts, culture and recreational activities. The city of Vancouver is located approximately 20 km west of the Region.

Interested parties should send a CV and letter of interest to:

Mrs. Laurie Trarup
Executive Assistant
Dr. C.J. Coady Associates
7455 – 130th Street
Surrey, BC V3W 1H8
Telephone: (604) 507-5168
Fax: (604) 507-5215
E:mail: ltrarup@bcbio.com
Faculty Position in Genetic Biostatistics
Department of Clinical Epidemiology and Biostatistics, McMaster University
Biostatistics Unit, St. Joseph’s Healthcare Hamilton

The Department of Clinical Epidemiology and Biostatistics (CE&B) at McMaster University and the Biostatistics Unit at St. Joseph’s Healthcare Hamilton are offering a 3-year renewable faculty position in biostatistics at the level of Assistant or Associate Professor. This position will develop a genetic statistics research program at the Biostatistics Unit, analyzing the influence of genetic data in the context of biological, environmental, and social determinants of health.

Qualifications include a PhD or equivalent in biostatistics, an established record of research in genetic statistics demonstrated by publications in peer-reviewed journals and participation as PI or Co-I on peer-reviewed funded research, experience in developing statistical methods for genetic epidemiology and health research, and proficiency with statistical applications in population genetics/clinical trials/health services research. An excellent record of collegiality and collaboration are prerequisites for this position. Experience in the application and teaching of biostatistics in health research and statistical consultation with clinician researchers are important attributes.

Statistical research in the Department is typically motivated by problems encountered in clinical studies, such as choosing efficient study design, identifying and describing gene-environment interaction, estimating absolute risk, addressing errors in exposure and clinical measurements, and identifying true associations in genome-wide scans for disease-producing or treatment-response triggering genetic variants. We anticipate increasing opportunities for research and applications in high-dimensional data analysis, Bayesian methods, bioinformatics and analytic methods for large data sets from gene expression micro-array, genomic and proteomic experiments including datasets from cutting-edge studies of genetic, lifestyle, and other environmental causes of disease.

The successful applicant will contribute to relevant educational programs such as the Health Research Methodology Graduate Program and the Bachelor of Health Sciences Program, lead the development of graduate courses in genetic statistics, and consult on research programs through the Father Sean O’Sullivan Research Centre and CE&B.

McMaster University is “research intensive” and perennially rated as the most innovative university in Canada. Located mid-way between the Niagara Peninsula and Metropolitan Toronto, it offers an unparalleled social, cultural and recreational living environment, and a challenging academic career in one of Canada’s premiere health universities. The Department is world renowned for the pioneering nature and high quality of its research and education programs. CE&B provides an exciting academic environment, operating on a collegial model with interdisciplinary research teams and a mentorship program for junior faculty. For more information about CE&B, visit http://www.fhs.mcmaster.ca/ceb and for information about the Faculty, go to http://www.fhs.mcmaster.ca. You will be part of the Biostatistics Unit http://www.thecem.net/biostat_intro.php, in the Father Sean O’Sullivan Research Centre at St Joseph’s Healthcare Hamilton.

This position will remain open until May 31, 2008 or until a suitable candidate is found. Applicants are invited to submit a curriculum vitae, a statement of research interests and academic goals, and the names of three referees to:

Dr. R. Brian Haynes, Department Chair,  
Clinical Epidemiology and Biostatistics,  
Faculty of Health Sciences,  
1200 Main Street West,  
Hamilton, Ontario, Canada L8N 3Z5  
Tel. 905-525-9140 ext 24931  
e-mail: bhaynes@mcmaster.ca

All qualified candidates are encouraged to apply, however, Canadian citizens and permanent residents will be considered first for this position. McMaster University is strongly committed to employment equity within its community and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities and persons with disabilities.
Director, Medical Genetics Clinic

The Department of Medical Genetics at the University of Alberta invites applications for the position of Director of our vibrant and growing Medical Genetics Clinic. The Director assumes responsibility for the administration of clinical genetic services to patients with genetic diseases in Northern Alberta. This includes ensuring that all aspects of the service meet budget, quality and activity. The clinical services include local and outreach activities. These duties assume an adequate budget for a province-wide service.

Applicants should have specialty training in Medical Genetics with a significant research interest. Training in the area of metabolic disease would be an asset. Areas of interest in the Department include: human molecular genetics and molecular biology related to inherited disease or relevant animal models, the study of chromosomal structure, complex traits, membrane transport, ocular disease, and developmental pathways.

Applicants must have an MD or MD/PhD, CCMG certified/eligible and FRCP(C) or equivalent, and be eligible for a license to practice medicine in Alberta.

The Medical Genetics Clinic, located at the University of Alberta/Stollery Children's Hospital, provides a wide range of genetic services to the population of Northern Alberta with significant strengths in dysmorphology, familial cancers, prenatal diagnosis, as well as in the diagnosis and treatment of inborn errors of metabolism. This provincially funded service is staffed by four full-time academic Clinical Geneticists from the Department of Medical Genetics as well as certified Genetic Counsellors. The program has an active outreach program that provides on-site consultative services in Fort McMurray and Grand Prairie as well as the provision of services to numerous other sites via telegenetics.

This appointment is expected to be at the level of Associate Professor, but a more senior position is possible. Salary will be commensurate with qualifications and experience.

Further details regarding department information is available on www.medicalgenetics.med.ualberta.ca. Interested applicants are invited to submit an up-to-date curriculum vitae along with the names of three referees to:

Dr. Michael Walter, Professor and Chair
Department of Medical Genetics
8-39 Medical Sciences Building
University of Alberta
Edmonton, Alberta, Canada T6G 2H7

Deadline: The competition will remain open until the position is filled.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. If suitable Canadian citizens and permanent residents cannot be found, other individuals will be considered. The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.
DEPARTMENT CHIEF
DEPARTMENT OF LABORATORY MEDICINE, IWK HEALTH CENTRE

The IWK Health Centre in Halifax, Nova Scotia is currently recruiting a new Chief for its Department of Laboratory Medicine. The IWK is a 300-bed hospital for women and children and the Dalhousie University academic health sciences centre for this population. Its programs include a full range of secondary and tertiary services for children up to age 16 – medical, surgical and mental health – as well as low and high risk obstetrics, gynecology and neonatal intensive care. In addition to serving the population of the Halifax Regional Municipality, it serves all three Maritime Provinces as the tertiary referral centre for women and children. Our laboratory therefore provides many regional services to all the Maritimes, including newborn screening and many other laboratory programs. The IWK is currently developing new laboratory facilities which when completed will be “state of the art”.

The Department of Pathology and Laboratory Medicine is comprised of all laboratory disciplines, including pediatric pathology, hematology, microbiology, biochemistry, cytogenetics and molecular genetics. Applicants from any laboratory medicine discipline are welcome to apply (MD or PhD); certification or eligibility for certification in the appropriate discipline is expected. As the Department Chief, Laboratory Medicine, you will be responsible to the CEO through the Vice-President Medicine for all medical and scientific administration and functioning of the Department and will work in partnership with the Laboratory Director to ensure the effective provision of laboratory services for our population. In addition you will be responsible to the Head of the Dalhousie University Department of Pathology for all academic activities of the Department and its members.

The Department works closely with colleagues at the Capital District Health Authority (CDHA), which includes the academic health sciences centre for the adult population. CDHA’s main campus, the Queen Elizabeth Health Sciences Centre, and the Dalhousie University Faculty of Medicine are both located adjacent to the IWK, greatly facilitating clinical and research collaboration. The IWK Department of Laboratory Medicine is academically part of Dalhousie University’s Department of Pathology. Enhancement of the IWK Department’s academic contributions to that Department will be an important aspect of the new Chief’s mandate.

Halifax is the largest city in Atlantic Canada and serves as its cultural, entertainment and recreational centre. Located on the Atlantic Ocean, the city combines great natural beauty, an enviable lifestyle and a climate that is unusually mild for Canada. The IWK is located close to the downtown core and within a few minutes walk of many city amenities as well as parks and the ocean. Many desirable living areas are within walking distance of the hospital, or within a few minutes driving time.

Interested candidates are invited to send a CV in confidence to the following e-mail or mailing addresses by May 30, 2008:

Dr C Robin Walker, Vice-President Medicine
IWK Health Centre
5850/5980 University Avenue, Halifax, NS B3K 6R8
Telephone: +1 (902) 470-7144
Email: robin.walker@iwk.nshealth.ca

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Cytogeneticist
BC Children’s Hospital, BC Women’s Hospital & The University of British Columbia
Vancouver, British Columbia — Canada

BC Children’s Hospital (BCH) cares for the province’s most acutely ill or injured children and youth, provides developmental and rehabilitation services to children and youth throughout BC, and offers a broad range of health services. BCH also operates a wide number of specialized health programs, is a leading acute care teaching facility, and conducts research to advance health care and improve the environment in partnership with the University of British Columbia.

BC Women’s Hospital & Health Centre (BCWHC) is the largest maternity facility in Canada, with over 7,000 births every year. BCWHC provides the highest level of care to pregnant women and newborns throughout the province, as well as supporting the specialized health needs for BC women throughout all the phases of their lives. This includes strong leadership in research and the education and professional development of health care professionals.

The BCH and BCWHC are agencies of the Provincial Health Services Authority (PHSA), which plans, manages and evaluates selected specialty and province-wide health care services across BC. PHSA embodies values that reflect a commitment to excellence. These include: Patients first • Best value • Results matter • Improvements through knowledge • Open to possibilities.

A major centre for excellence in service, teaching and research in pediatric, embryofetal and obstetric laboratory medicine as well as a provincial referral centre, we are responsible for constitutional/reproductive, prenatal diagnosis and medical genetics. Our cytogenetic laboratory processes approximately 4,000 specimens per year. As well as routine and automated cytogenetic functions, we perform advanced molecular cytogenetic testing.

You will work collaboratively with staff to provide medical laboratory consultations on a broad range of chromosomal and genetic disorders, as well as develop new molecular cytogenetics assays. CMGH and Mayo Clinic are recognized world leaders in genetics and genomics. CCGM certification or eligibility for certification in Genetics by the Canadian College of Medical Genetics is required. CMGH certification in Molecular Genetics is an asset. As an academic specialist, you will have the opportunity to teach and develop a research program on pediatric/obstetric cytogenetics.

Enjoy an unsurpassed quality of life that only British Columbia, future home of the 2010 Winter Olympics, can offer. Boasting a mild climate, as well as world-class recreational and cultural activities, Vancouver has been ranked one of the world’s most livable cities and can provide everyone you need for an excellent work-life balance no matter what your lifestyle.

The deadline for applications is May 31, 2008. Please include a letter of reference with your application. Please contact Dr. Eady at eady.s@ubc.ca for further information.

We invite you to apply online for this position at http://careers.phsa.ca

Clinical Molecular Geneticist

The Department of Medical Genetics is seeking a Clinical Molecular Geneticist to assume responsibilities as Assistant Director of the Stollery Children’s Hospital Molecular Diagnostic Laboratory. The successful candidate will have a PhD or MD, with certification, or eligibility for certification, in Clinical Molecular Genetics by the Canadian College of Medical Geneticists or the American Board of Medical Genetics. The Assistant Director will have responsibilities that include case interpretation, technical oversight and monitoring of compliance with CPSA/CCMG requirements and guidelines. The Assistant Director will also work together with the Director of Molecular Diagnostics in new test development and implementation.

The successful candidate would be appointed to a three year, contingent faculty position. It has a competitive salary and a comprehensive benefits program. Applicants are expected to establish an independent research program and to assist in genetic teaching. Department information is available at: http://www.medicalgenetics.med.ualberta.ca/. Interested individuals should submit a letter of intent, curriculum vitae, and names of three references.

Applications may be forwarded to:

Dr. Michael Walter, Professor and Chair
Department of Medical Genetics
8.39 Medical Sciences Building
University of Alberta
Edmonton, Alberta, Canada T6G 2H7

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. If suitable Canadian citizens and permanent residents cannot be found, other individuals will be considered. The University of Alberta hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.
ANNOUNCEMENTS

WEBSITE UPDATE

The CCMG website is continually being updated to provide members with the most current information regarding College activities. Over the past few months, several sections of the website have undergone maintenance. Current versions of the Committee Terms of Reference, Awards information and Training Guidelines have recently been posted for member reference.

We strive to ensure that this communications tool continues to serve as a valuable benefit to all members of the CCMG. Please contact the CCMG office if you have ideas or suggestions regarding the website.

CCMG MEMBERSHIP DUES NOTICES

In an effort to be environmentally conscious, the CCMG 2\textsuperscript{nd} and 3\textsuperscript{rd} membership dues notices will be distributed electronically. Members wishing to continue to receive their notices by mail should contact the CCMG office.

CCMG ANNUAL SCIENTIFIC MEETING DOCUMENTS

In keeping with our efforts to minimize paper consumption, documents relating to the CCMG Annual Scientific Meetings will be distributed to members electronically as much as possible. This includes conference and hotel information, the annual meeting registration form, and conference programs. As well, we will continue to post such information on the CCMG website as it becomes available.

Please contact the CCMG office if you wish to be added to the mailing list for a hard-copy of these forms.
MEMBERSHIP DIRECTORY

The CCMG Membership Directory is posted on the CCMG website as a password protected document for members only. The directory is updated 3-4 times per year.

*Please ensure that you provide the CCMG with any changes in your contact information, including address, telephone, fax and e-mail. Much of the information sent to members of the CCMG is sent by e-mail. It is imperative that you ensure that the correct e-mail address is on file.*

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CALENDAR OF EVENTS

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<tr>
<th>DATE</th>
<th>EVENT</th>
<th>LOCATION</th>
<th>CONTACT</th>
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<tbody>
<tr>
<td>May 15-16, 2008</td>
<td>The 46th Annual Great Lakes Chromosome Conference</td>
<td>89 Chestnut Street, University of Toronto, Toronto, ON</td>
<td><a href="http://glccontario.tripod.com/">http://glccontario.tripod.com/</a></td>
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<tr>
<td>May 31, 2008</td>
<td>HGVS Scientific Meeting on How To Explore Human Genotype-Phenotype Relationships</td>
<td>Hotel Vincci Martino Barcelona, Spain</td>
<td><a href="http://www.hgvs.org/Barcelona08/">http://www.hgvs.org/Barcelona08/</a></td>
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<tr>
<td>September 17-21, 2008</td>
<td>CCMG 40th Annual Scientific Meeting</td>
<td>Fairmont Newfoundland St. John’s, NL</td>
<td><a href="http://www.ccmg-ccgm.org/annual.html">http://www.ccmg-ccgm.org/annual.html</a></td>
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<tr>
<td>October 15-17, 2008</td>
<td>10th International Meeting on Human Genome Variation and Complex Genome Analysis</td>
<td>The Old Mill Toronto, ON</td>
<td><a href="http://www.tcag.ca/hgv2008/">http://www.tcag.ca/hgv2008/</a></td>
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CONTACT US

We welcome your comments and feedback. For more information on CCMG activities, please contact the CCMG office at:

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