



**SCC Annual Business Meeting 2021**

**Date of Meeting:** October 19, 2021  
**Meeting Time:** 8:00 pm EST  
**Meeting Chair:** Amanda Selk, President  
**Attendees:** Rejean Savoie  
 Karla Willows  
 Tiffany Zigras  
 Naana Jumah  
 Susan Aubin  
 Marie-Helene Mayrand  
 H  l  ne Gagn    
 Shannon Salvador  
 Alon Altman  
 Elaine Mah  
 Erica Mantay  
 Erin Dean  
 James Bentley  
 Janice Graham  
 Jessica Smith  
 Josianne Par    
 Martine Roy  
 Samantha Benlolo  
**Office Staff Attendees:** Carine Trazo

<b>1. Welcome, Quorum, and Call to Order</b>	
Dr. Selk called the meeting to order at 8:07pm EST.	
<b>1. Approval of Agenda</b>	
The agenda was approved as submitted.	
<b>2. Minutes of October 29, 2020</b>	
The minutes were approved as submitted.	
<b>3. Financial Report</b>	
<b>3.1. Financials</b>	
<u>January 2021 to date</u>	
<b>Summary</b>	<b>Total</b>
Events	6,186.75
Membership	15,406.40
<b>Grand Total</b>	<b>21,593.15</b>

March 31	2021	2020
<b>Assets</b>		
<b>Current assets</b>		
Cash	\$ 40,502	\$ 51,808
Other receivables	1,595	1,445
Prepaid expenses	2,386	741
	<u>\$ 44,483</u>	<u>\$ 53,994</u>
<b>Liabilities and Net Assets</b>		
<b>Current liabilities</b>		
Accounts payable and accrued liabilities	\$ 6,964	\$ 5,799
Deferred revenue	17,590	18,198
	24,554	23,997
<b>Net Assets</b>		
Unrestricted	19,929	29,997
	<u>\$ 44,483</u>	<u>\$ 53,994</u>
<b>For the year ended March 31</b>		
	2021	2020
<b>Membership fees</b>		
	\$ 13,278	\$ 13,398
<b>Expenses</b>		
Compensation	8,146	5,600
Insurance	4,501	2,868
Interest and bank charges	820	5,016
Newsletter and publications	4,907	6,725
Office and meetings	643	173
Professional fees	3,390	4,905
Website	939	-
	<u>23,346</u>	<u>25,287</u>
<b>Excess of expenses over revenues</b>	(10,068)	(11,889)
Balance of net assets at beginning of year	29,997	41,886
<b>Balance of net assets at end of year</b>	<u>\$ 19,929</u>	<u>\$ 29,997</u>

- Dr. H. Gagné presented the financial report. Some expenses have increased while others have decreased. "Newsletter and publications" includes fee we pay for the journal subscription. We have recruited more members since March 2021, not reflected in this report. "Compensation" has gone up as we had a full-time administrative staff member.

### 3.2. Anticipated 2022 Budget

- Dr. H. Gagné presented the anticipated 2022 budget. We expect to receive more income through membership and education/events next year as we continue to grow. Significant expenses are "Newsletter and Publications" and "Insurance."
- Dr. A. Selk: We plan to meet with our financial advisors to use some of next year's projected profit towards building SCC's investment profile with a High Interest Savings account and GICs.

Item	Amount
<b>Income</b>	
Membership	\$15,000
Education/Event Registrations	\$30,000
Project	\$15,000
<b>TOTAL INCOME</b>	<b>\$60,000</b>
<b>Expenses</b>	
Compensation	\$6,000
Insurance	\$4,500
Interest and Bank Charges	\$800
Newsletter and Publications	\$6,000
Office and Meetings	\$800
Professional fees	\$3,500
Website and Social Media	\$1,500
<b>TOTAL EXPENSES</b>	<b>\$23,100</b>
<b>PROJECTED PROFIT</b>	<b>*\$36,900</b>

\* Use some of our projected profit for investments (GICs).

### 3.3. Human Resources Report

- Dr. A. Selk: SCC is partnering with GOC for the next 3 years. GOC will provide HR, Administration and Project Management support. This support has allowed SCC to host webinars, its first AGM, send e-news, and grow its social media presence. We hired a full-time staff member which was needed to facilitate the major transition, but we reduce staff time next year. It has been a very good relationship so far.

## 4. Voting Items

### 4.1. 2020 Financials

MOTION: Approve 2020 financial report – passed

### 4.2. Auditor Selection: McIntyre & Associates

MOTION: Approve McIntyre & Associates as the auditors for 2022 – passed

### 4.3. Anticipated 2022 Budget

MOTION: Approve anticipated 2022 – passed

### 4.4. Nominations

- President: Dr. Amanda Selk
- President-Elect: Dr. Karla Willows
- Secretary-Treasurer: Dr. Helene Gagne
- Education Chair: Dr. Naana Jumah
- Membership Chair: Dr. Tiffany Zigras

#### Board Members at Large:

- Dr. Susan Aubin
- Dr. Shannon Salvador
- Dr. Rejean Savoie
- Dr. Marie-Helene Mayrand
- Dr. Murette Lee
- Dr. A. Selk: We have a new nominee for President-Elect which was vacant this year and we are instating a new position: membership chair. Is anyone at the meeting interested in

joining the Board? A few attendees expressed their interest. Dr. A. Selk encourage members to contact herself or Carine if they want to join a committee or the Board as SCC is always looking to have more people involved in the organization.

DISCUSSION: What are the responsibilities and time commitments for the Board positions? Dr. A. Selk answered that the Board went over them this year and the information is posted on the SCC website.

MOTION: Approve new Board nominees – passed

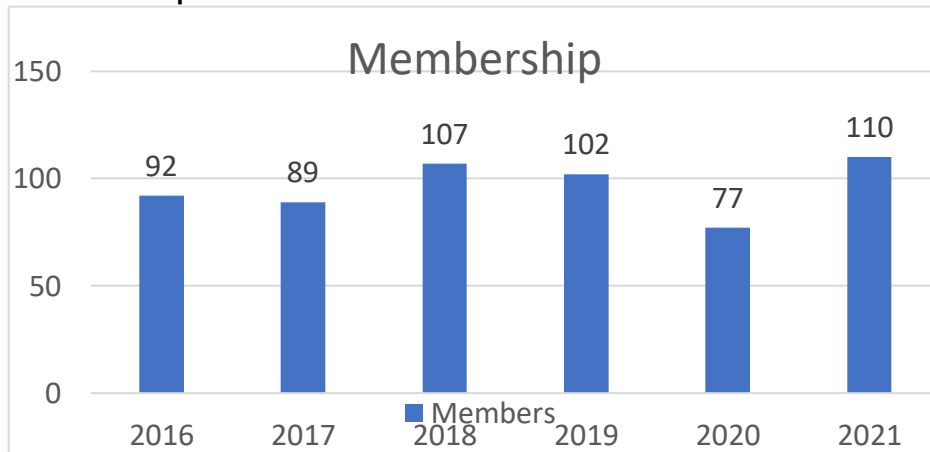
#### 4.5. Membership Candidates

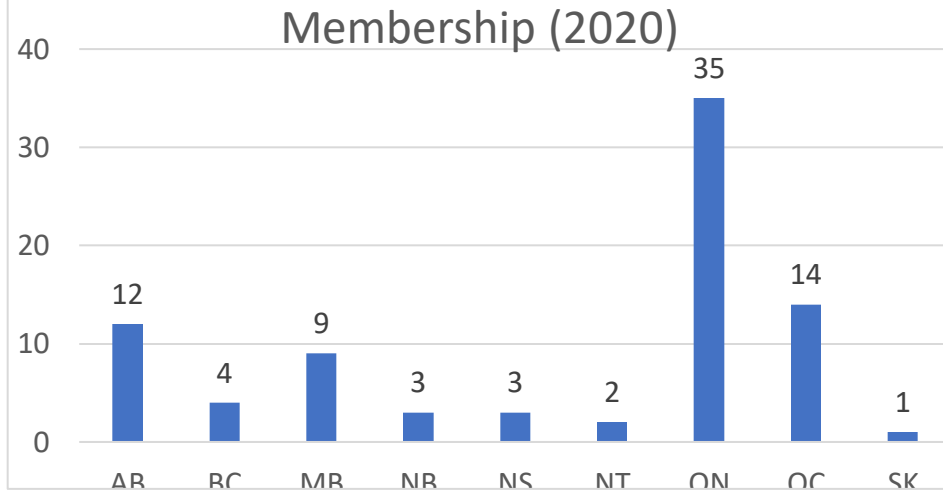
First Name	Last Name	Professional Practice	Membership Category	City
David	O'Brien	OB/GYN	Active	Belleville, Ontario
Tara	Daley	OB/GYN	Active	Lethbridge, Alberta
Tiffany	Zigras	Gynecologic Oncologist	Active	Mississauga, Ontario
Janine	Silver	OB/GYN	Active	Richmond Hill, Ontario
Marie-Helene	Auclair	OB/GYN	Active	Montreal, Quebec
Anna	Cameron	Gynecologic Oncologist	Active	Calgary, Alberta
Sofia	Liu	OB/GYN	Associate	Taber, Alberta
Safiya	Adam	OB/GYN	Active	Williams Lake, British Columbia
Heather	Diamond	OB/GYN	Active	Winnipeg, Manitoba
Kerri	Wilson Smith	OB/GYN	Active	Dryden, Ontario
Garvey	Chilopora	OB/GYN	Active	Chatham, Ontario
Georgia	Lefas	OB/GYN	Active	Winnipeg, Manitoba

MOTION: Approve the membership candidates as reviewed by SCC Board - passed

### 5. Membership Report

#### 5.1. 5-Year Membership Trend





- Dr. A. Selk: Our membership count dropped last year because of the difficult transition away from SOGC. 2021 marks our highest membership count in the past 5 years.

## 6. Education Report

### 6.1. Education Overview

- Dr. N. Jumah provided an overview of the events SCC had in 2021: first AGM which was a great success with 76 participants and an income of \$5,876.00, and several joint GOC-SCC webinars - 3 held so far with 1 more on November 2 with Dr. K. Kost and Dr. P. Spafford. On the horizon for 2022: 2nd Annual General Meeting – date TBD, more webinars/courses, and other educational opportunities, such as patient materials.

## 7. Other Business

### 7.1. Thank You

- Dr. A. Selk thanked all committee leaders and members for their tremendous work, and committing their time, expertise, and passion.

### 7.2. Outgoing Leader

- Dr. A. Selk gave a special thank you to Dr. Monique Bertrand, Board Member, Past President and Dr. Susan McFaul, Board Member, Past President.

## 8. Open Discussion

### 8.1. Operations – the way we work – what should change?

- Dr. J. Bentley commended the SCC team for a great year and stated that the Zoom format worked very well for the webinars. Quarterly educational webinar is an appropriate amount. Dr. E. Mantley expressed that the GOC partnership was beneficial, and it was clear that SCC had solid administrative support. She wants to see more development of the website, so it becomes a one-stop place for nation-wide colposcopic information and patient resources.
- Dr. A. Selk shared that SCC-GOC is working on two new guidelines: using HPV as a primary screening, updating colposcopy guidelines taking a national approach. Some of the retired colposcopists have provided many images that could be compiled as an online resource, but we have not had the bandwidth to work on it – a potential future project.
- Dr. A. Altman wants SCC to focus on recruiting more learners e.g., residents and fellows. Dr. K. Willows suggested photo of the month submissions with a short case description for the website. An SCC-run listserv for members to get feedback on complex cases – need to think about the format so people don't get too many emails that they opt out.

**8.2. Does our current structure work?**

- Dr. A. Selk: The current structure of SCC consists of the Board and a few committees which are just starting up to transfer some of the workload from the Board to the members.

**8.3. What problem are we are we trying to solve as a Society? How can we do it strategically?**

- Dr. A. Selk: The biggest problem in the past was administration which has improved significantly after hiring an administrative staff. Communications, finances, and membership have all improved and should be continued next year.

**8.4. Evaluating our relationships/partnerships**

- Dr. A. Selk: We were thinking about expanding our partnerships. Should we reach out to international organizations to collaborate on a project. The Board is changing the membership categories to be more inclusive of other individuals who might have interests in colposcopy, such as pathologists, nurses, and medical students, while still ensuring strong colposcopist representation – executive and leadership positions reserved for colposcopists only.

**9. Announcements**

**9.1. Upcoming Events**

- Joint GOC-SCC Webinar: November 2 register at [gocevents.com](http://gocevents.com)
- AGM 2022 – date TBD

**10. Adjournment**

The meeting was adjourned at 8:46 pm EST.