Meeting Minutes

Date: September 14, 2022 Time: 1200 - 1330

Location: Zoom

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Present: | Bill Gentles | David Chartash | Murat Firat | Peter Austin |
|  | Murray Rice | Shiny Thomas |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Recorder: | Peter Austin |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Discussion / Outcome / Decision** | **Action** |
| 1. Introductions
 | Attendees introduced themselves.  |  |
| 1. Agenda
 | No changes |  |
| 1. Minutes
 | Minutes of July 6, 2022, No changes. |  |
| 1. Open Discussion
 | * No discussion
 |  |
| 1. Post webinar survey results and winner of random draw
 | * Ryan Crawford was the winner of the random draw.
* Survey results were shown to the group including the comments. The survey provided some good feedback about what people want to see.
 |  |
| 1. Results of Vote on bylaw amendment regarding working in the Province of Ontario
 | * 15 votes using Google Form + two votes via e-mail. All were in favour.
 |  |
| 1. Call for nominations, timeline for election
 | * Timing for the nominations and election process as set out in the bylaws was confirmed.
* The need to determine who would be a voting member for the current year was identified.
* Due to the lack of a quorum, a vote of executive will take place via e-mail on the following two motions:
	+ 1. It is moved that for the year 2022, any persons residing in Ontario who registered for one or more of the 2022 webinars will be declared a voting member of CESO.
	+ 2. It is moved that Bill Gentles be nominated chair of the nominating committee for the upcoming elections.
* If approved, Bill to choose a second member of the nominating committee. Two members on the committee will facilitate the requirement that each nominee have two letters of support from CESO members.
 |  |
| 1. Social media rep for the Society?
 | * The group discussed the need to concentrate communication efforts using social media. We already have accounts on Facebook, Twitter, LinkedIn and Slack. Social media may be blocked at some hospitals, although not at UHN. It was suggested that we approach the Universities and the engineering society to recruit members. Peter Austin, as CIO is our social media rep.
 |  |
| 1. Webinar Planning Issues
 | * **Webinar topics**

**Alternative Equipment Maintenance (AEM).Adeel, David (postponed to Fall 2022*** David and Adeel will be conducting one on one interviews to generate more information for the survey and webinar. Webinar date is TBD at next meeting.

**Equipment Donations / OSHEN Update – Combined with donations webinar (Fall 2022)*** A weakness of the current OSHEN software is that there is not a good reporting system on current activity.
* Webinar date is TBD at next meeting.
* To be coordinated with CMBES

**CESOP update – (Early 2023)*** No discussion

**Home health Care Monitoring** * Webinar date is TBD at next meeting.
* To be coordinated with CMBES and other potential presenters
* Approach Joe Cafazzo re the activities if his group

**Cybersecurity – Biomed’s role*** No discussion

**CADTH and Technology assessment** * No discussion

It is agreed that we use the Zoom platform for our webinars rather than the CMBES platform as Zoom gives us better management of registrants. | David/AdeelBillBill |
| 1. New business
 | * None
 |  |
| 1. Next meeting
 | * Wednesday, Wednesday October 5, 2022, 1200 – 1330 on Zoom.
 |  |
| 1. Adjournment
 | * The meeting was adjourned at 1330.
 |  |