Meeting Minutes

Date: November 3, 2021 Time: 1300 - 1430

Location: Zoom

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| Present: | Bill Gentles | David Chartash | James Linton | John Leung |
|  | Murray Rice | Peter Austin | Ibrahim Aldoreh | Mugdah Manerkar |
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| Recorder: | Peter Austin |  |  |  |

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| **Agenda Item** | **Discussion / Outcome / Decision** | **Action** |
| 1. **Introductions** | * Attendees introduced themselves. |  |
| 1. **Agenda** | * No changes |  |
| 1. **Minutes** | * No changes |  |
| 1. **Survey responses to Alternative equipment maintenance survey.** | * The survey on Alternative Equipment Maintenance has been sent out. Completed surveys have been received from Hamilton, Thunder Bay, Kingston, Niagara, Sunnybrook. Surveys are pending from Sinai, UHN, Ottawa, St. Joseph's Hamilton, London, Windsor and Sudbury. | **David/Adeel** |
| 1. **Possible webinar topics** | * The 2022 conference is to be replaced by a series of webinars. CMBES has decided on the same strategy. CMBES is proposing to partner with CESO, ACCES, APIBQ. * Focus groups were suggested to develop and manage specific webinars * The following topics are being considered for CESO webinars: * Alternative Equipment Maintenance (AEM). * Home health Care Monitoring * Cybersecurity – Biomed’s role? Newfoundland recently had cyber attack. * CADTH – David, Bill and Peter have scheduled meeting with rep from CADTH to discuss potential of a webinar and topics. * Right to repair – M. Capuano not able to do seminar. * CE-IT relations – Elliot Sloane? * Capital equipment planning/ Fleet management – Murat, Dave Gretzinger at UHN? * Planning and logistics of delivering seminars online and spread throughout the year was discussed. | **David/Adeel**  **David/Bill/Peter**  **David** |
| 1. **CESO Bylaws, Strategic Planning, Succession planning** | * Membership criteria regarding membership and payment of dues was discussed * Election of executive and timing – suggested that two weeks prior to AGM a ballot is presented to membership. Election results and new executive would be announced at AGM * The membership of the executive was reviewed * We are required to have 5 board members as a not-for-profit corporation. * Bill to circulate the draft bylaws for review. | **Bill** |
| 1. **2022 Conference** | * See item 5 above. |  |
| 1. **New business** | * Tabled |  |
| 1. **Next meeting** | * Wednesday, December 1, 2021, 1 – 230 on Zoom | **Bill** |