

All board members were present to the meeting.

Agenda

- Letter of announcement;
 - Events and budget;
 - Visibility.
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1. Letter of announcement

The letter was written between meetings # 2 and # 3, and shall be completed with a short description of the events to be organized as well as the fund request. The deadline for its sending is: Friday, March 15, 2013.

2. Events

Three events are proposed for the year 2013: two social events to introduce and promote the Chapter among students and researchers in the Montreal area, followed by one scientific event.

A. Launching barbecue of the CBS-MC:

- When: May 17 (Friday before Victoria Day);
- What: free lunch (barbecue or pizza, soft drinks), followed by the presentation of the Chapter and two general talks to introduce the field of biomaterials (e.g. by post-docs, Prof. Lerouge?);
- Where: public park or on campus (McGill, Poly) – to be determined;
- Who: undergraduate and graduate students (contacts: Pierre Savard/Chantal Bénard for biomedical engineering students in Poly, the GRSTB, the MEDITIS program, administrators in McGill *via* Mark). A doodle will be created to determine the number of people attending the event.

B. Second social event to be determined (most likely at the beginning of September).

C. Scientific event:

- When: end of September - beginning of October;
- What: day-long symposium with invited keynote speakers (young professors or post-docs from local schools, see David's contacts), with free lunch and coffee breaks;
- Where: to be determined (for instance in the Bell amphitheater in Poly);
- Who: undergraduate and graduate students (cf. contacts for social events), professors, industrials.

D. Budget:

- 1000\$ for the year: 600\$ for a day-long symposium (7-10\$ per person) and 200\$ per social event (<3\$ per person);
- Additional funds might be provided from the faculty for the organization of social events (to be investigated);
- The Chapter will most likely need a bank account, to manage its funds and to provide an accurate yearly report to the CBS. The Chapter should therefore be registered as a non-profit organization (both in Quebec and in Canada).

3. Visibility

So as to promote the Chapter and fasten its acceptance by the CBS, we need to focus on:

- The forum: move email exchanges to the forum and invite the registered members;
- The public website: include a doodle for RSVP events and a short presentation text (100 words) for each board member;
- The introduction of the Chapter at the CBS conference in Ottawa (end of June), which requires prior approval of the CBS. There may also be special events for the Chapters, we need to establish how and where the presentation can be organized in the conference center;
- Recruiting new member (reminder: 1/3 of the CBS membership fee will be returned to the Chapter for events organization).

Note: For all correspondence, an email address for the Chapter has been created:

biomaterials.mtl@gmail.com

Next meeting

- End of April in Concordia (between April 29 and May 3);
- The board members are to send their description and a picture to the webmaster before Monday, March 18;
- The presentation letter shall be sent to the CBS by the end of the week.