

**Research Ethics Board Meeting**  
**February 16, 2012**  
**7:00 – 10:00 pm Coast Capital Library – A2400**

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**Minutes**

**Attendees:** Kyle Matsuba, Chair, Kevin Hamilton, Amandah Hoogbruin, Lisa Kitt, Michaela Lucas, Joan Nesbitt, Kathryn Peterson, Constanza Rojas-Primus, Marion Taylor

**Regrets:** Nathalie Gagnon

**Recorder:** Leslee Birch

		<b>* Proposed Action</b>	<b>Time</b>
<b>1</b>	<b>Approval of Agenda</b> <ul style="list-style-type: none"> <li>Moved and Seconded that the agenda be approved with additions</li> <li>Unanimously Approved</li> </ul>	<b>A</b>	<b>7:00 pm</b>
<b>2</b>	<b>Approval of Minutes of the Meeting of January 19, 2012</b> <ul style="list-style-type: none"> <li>Moved and seconded that the minutes be approved as corrected</li> <li>Unanimously Approved</li> </ul>	<b>A</b>	
<b>3</b>	<b>Business Arising from the Minutes</b>		
<b>3.1</b>	REB forms - tabled	<b>D</b>	
<b>3.2</b>	Check List - tabled	<b>D</b>	
<b>4</b>	<b>Operating Procedures</b>		
<b>4.1</b>	Romeo <ul style="list-style-type: none"> <li>Preview of REB Reviewer's site</li> </ul>	<b>I</b>	
<b>5</b>	<b>Full Reviews and Delegated Review</b>		
<b>5.1</b>	2011-031 – pending <ul style="list-style-type: none"> <li>Chair to contact researcher with REB recommendations</li> </ul>	<b>D</b>	
<b>5.2</b>	2012-002 – pending <ul style="list-style-type: none"> <li>Chair to contact researcher with REB recommendations</li> </ul>	<b>A</b>	
<b>5.3</b>	2012-008 – pending <ul style="list-style-type: none"> <li>Chair to contact researcher with REB recommendations</li> </ul>	<b>A</b>	
<b>6</b>	<b>Expedited Reviews</b>		
<b>6.1</b>	2011-035 – approved	<b>D</b>	
<b>6.2</b>	2012-001 CBR – approved	<b>D</b>	

<b>6.3</b>	2012-004 – approved	<b>D</b>	
<b>7</b>	<b>Revisions</b>		
<b>7.1</b>	2009-034 – pending	<b>D</b>	
<b>7.2</b>	2010-005 – approved	<b>D</b>	
<b>7.3</b>	2011-026 – pending	<b>D</b>	
<b>8</b>	<b>Questions - None</b>		
<b>9</b>	<b>Completion/Progress Reports</b>		
<b>9.1</b>	2010-003	<b>I</b>	
<b>9.2</b>	2010-050	<b>I</b>	
<b>9.3</b>	2011-001	<b>I</b>	
<b>10</b>	<b>Any Other Business</b>		
<b>10.1</b>	REB committee roles and ORS roles <ul style="list-style-type: none"> <li>• Tabled</li> </ul>	<b>D</b>	
<b>10.2</b>	Letter – Compensation <ul style="list-style-type: none"> <li>• Suggestions to be incorporated</li> </ul>	<b>D</b>	
<b>10.3</b>	Education <ul style="list-style-type: none"> <li>• Various methods to educate REB members and researchers were discussed</li> <li>• Funding is available for three REB members to attend the CAREB 2012 Annual Conference</li> </ul>	<b>D</b>	
<b>10.4</b>	What's Research <ul style="list-style-type: none"> <li>• Discussion regarding the handout from McMaster University regarding research or quality assurance</li> </ul>	<b>D</b>	
<b>10.5</b>	Chair and Membership Recruitment <ul style="list-style-type: none"> <li>• Advertising in April</li> <li>• Next chair should be at next conference</li> </ul>	<b>D</b>	
<b>11</b>	<b>Next meeting dates</b> <p>March 15, 2012                      7:00 – 10:00 pm  April 19, 2012                      1:00 – 4:00 pm  May 17, 2012                      7:00 – 10:00 pm – TBD  June 21, 2012                      7:00 – 10:00 pm – TBD  July 19, 2012                      7:00 – 10:00 pm – TBD  August 16, 2012                      7:00 – 10:00 pm – TBD</p>	<b>I</b>	
<b>13</b>	<b>Adjournment</b>	<b>A</b>	<b>9:30</b>

**A = Action**  
**D = Discussion**  
**I = Information**