

**Research Ethics Board Meeting
October 19, 2012
9:30 – 12:00 noon Coast Capital Library – A2410**

Minutes

Attendees: Kyle Matsuba, Chair, Nathalie Gagnon, Kevin Hamilton, Lisa Kitt, Constanza Rojas-Primus, Marion Taylor

Regrets: Michaela Lucas

Recorder: Leslee Birch

1	Approval of Agenda <ul style="list-style-type: none">Unanimously approved with addition of item #3.	
2	Approval of Minutes of the Meeting of September 21, 2012 <ul style="list-style-type: none">Unanimously approved.	
3	Guest - Jason Dyer <ul style="list-style-type: none">Discussion regarding REB related activities for the coming year.	
3	Business Arising from the Minutes	
3.1	Updates on REB-related forms, website, guidelines & evaluations <ul style="list-style-type: none">Consent Form<ul style="list-style-type: none">Form was discussed and additional revisions suggestedOrientation for new REB Members<ul style="list-style-type: none">An orientation booklet is continuing to be developedAn unstructured "Welcome" for new members was discussedEvaluation of the Board – Chairs and Members<ul style="list-style-type: none">Members to discuss at next meeting	
4	Operating Procedures - None	
5	Full Reviews and Delegated Review	
5.1	2012-025 - approved	
5.2	2012-030 - pending	
6	Expedited Reviews	
6.1	2012-029 - pending	
6.2	2012-031 CBR - approved	
6.3	2012-032 - approved	

7	Revisions - None	
8	Questions - None	
9	Completion/Progress Reports	
9.1	2006-036	
9.2	2008-029	
10	Any Other Business	
10.1	Quality Assurance <ul style="list-style-type: none"> • Discussion on the need for REB involvement, volume of requests, education for faculty 	
10.2	REB #2012-006 <ul style="list-style-type: none"> • Discussion and resolution 	
10.3	Changing the meeting date for December. 21, 2012 <ul style="list-style-type: none"> • December 14 – 9:00 – 12:00 noon – A214 	
11	Next meeting dates November 16, 2012 9:30 am – 12:00 noon December 14, 2012 9:00 am – 12:00 noon	
12	Adjournment	