

**Research Ethics Board Meeting
December 14, 2012
9:00 – 12:00 noon Surrey Main – C214**

MINUTES

Attendees: Kyle Matsuba, Chair, Nathalie Gagnon, Lisa Kitt, Michaela Lucas, Constanza Rojas-Primus

Regrets: Kevin Hamilton

Recorder: Leslee Birch

		Time
1	Approval of Agenda <ul style="list-style-type: none">Unanimously approved as amended	
2	Approval of Minutes of the Meeting of November 16, 2012 <ul style="list-style-type: none">Unanimously approved as amended	
3	Business Arising from the Minutes	
3.1	Consent Form <ul style="list-style-type: none">Post on line and monitor for effectiveness	
3.2	New REB Member Orientation <ul style="list-style-type: none">Kyle Matsuba will assist Michaela Lucas with the orientation packagePilot the process in the spring	
3.3	Evaluation of the Board – Chairs and Members <ul style="list-style-type: none">Moved forward to next meeting	
3.4	Forms - Course Based Research <ul style="list-style-type: none">Feedback will come through the REB office and forwarded to the Chair for review	
3.5	G27 – Length and number of terms for REB Members <ul style="list-style-type: none">Policies and procedures are difficult to change, but suggestions are welcomedKyle Matsuba will investigate other institutions policies	
4	Operating Procedures - None	
5	Full Reviews and Delegated Review - None	
5.1	2012-043 – pending <ul style="list-style-type: none">Reviewers provided additional questions and outlined concerns to be forwarded to the researcher	
5.2	2012-044 – pending <ul style="list-style-type: none">Reviewers submitted questions and concerns and needed additional clarifications that were addressed by the researcher	
6	Expedited Reviews	
6.1	2012-036 -- approved	

6.2	2012-039 – approved	
6.3	2012-040 – pending <ul style="list-style-type: none"> Discussed the use of Mechanical Turk Kyle Matsuba will prepare documents regarding Mechanical Turk and forward to members 	
6.4	2012-042 – Wayne Podrouzek & Amanpreet Bains – pending <ul style="list-style-type: none"> Discussed additional information and clarification required and possible invitation to next meeting 	
7	Revisions	
7.1	2009-031 – pending <ul style="list-style-type: none"> Revisions discussed 	
8	Questions - None	
9	Completion/Progress Reports - None	
10	Any Other Business	
10.1	Course Based Research – Discussion <ul style="list-style-type: none"> Kyle Matsuba will do a report on CBR guidelines Educating the educator is the responsibility of the ORS REB course was discussed 	
10.2	Minimal Risks and non-minimal risks <ul style="list-style-type: none"> Tabled until the January meeting 	
10.3	REB Community Members <ul style="list-style-type: none"> Reviewed and agreed on one applicant for the position 	
10.4	Quality Assurance <ul style="list-style-type: none"> Tabled until the January meeting 	
10.5	Constanza Rojas-Primus and Kevin Hamilton conference updates <ul style="list-style-type: none"> Tabled until the January meeting 	
11	Next meeting dates <ul style="list-style-type: none"> May – August, 2013 meeting will be set in January, 2013 <p>January 11, 2013 9:30 am – 12:00 noon February 8, 2013 9:30 am – 12:00 noon March 8, 2013 9:30 am – 12:00 noon April 12, 2013 9:30 am – 12:00 noon</p>	
12	Adjournment	