

Muscle Health Research Centre (MHRC)

Inaugural meeting date and time: November 26, 2008; 10:30am-11:50am

Location: R320 Farquharson Building

Faculty members in attendance: David Hood, Olasunkanmi Adegoke, Olivier Birot, Rolando Ceddia, Will Gage, Tara Haas, Mazen Hamadeh, Thomas Hawke, Ira Jacobs, Michael Riddell, Imogen Coe, Robert Tsushima.

Minutes: Ayesha Saleem

1. Introductory Remarks

- D. Hood welcomed the members and gave a brief review of how the MHRC came to be realized. All present were given a copy of the meeting agenda & contact list.
- Introduction to the MHRC, which is modeled on the Copenhagen Muscle Research Centre (Copenhagen, Denmark) and the Centre for Vision Research (CVR; York University, Canada).

2. Mandate of the centre / MHRC promotional items

- As explained by D. Hood, the mandate of the MHRC is summarized as follows:
 - o Become a world renowned center (promote MHRC as an affiliation on all scientific proceedings henceforth).
 - o Facilitate integrated study of muscle biology (from molecular to whole body perspectives) and develop multi-disciplinary approaches for study of muscle (human, animal, and cell culture models).
 - o Foster collaborations among members.
 - o Promote educational and career building activities for MHRC members.
- Following actions need to be taken by the Director to promote the MHRC:
 - o Circulate MHRC letterheads to members.
 - o Send out business card templates to members (Each member will receive 250 personalized business cards for free as part of membership perks).
 - o Liaise with Dr. Jacobs to obtain services of a professional graphics designer for the MHRC logo.
- Faculty members should:
 - o Link own websites to the MHRC website once it is fully active.
 - o Add 'Muscle Health Research Centre' as an affiliation on all scientific publications (posters, oral communications, published articles/books).
 - o Send an email to their respective laboratories advising the graduate students to become part of the MHRC: students must email their resume/CV and a note stating that they wish to be a part of the MHRC to ashsally@yorku.ca ???
 - o Commit to attendance and participation within the MHRC.
 - o Submit personal profile/photos to be included on the MHRC website.

3. Membership

- Membership is free for York graduate students, PDFs and short-term (<1 year) visiting scientists that are part of the MHRC members' laboratories. Interested applicants must send a note indicating their desire to join the MHRC and their current resume/CV.
- Adjunct faculty members can become a member of the MHRC provided the application is accepted by the Executive Committee and they pay membership fee of \$250/year.
- Faculty members must pay \$250/year for registration.
- D. Hood should find out if non-faculty (e.g. surgeons, medical doctors) can become a member of the MHRC.

4. Governance

- The following Executive Committee was voted for and approved by the members present:

Name	Position	Program Affiliation	Term
David A. Hood, PhD	Director	Kinesiology	3-year term + 2-year renewal if approved by membership
Robert Tsushima, PhD	Executive Committee member	Biology	2-year term
Michael Riddell, PhD	Executive Committee member	Kinesiology	2-year term
TBD by the Director	Executive Committee member	Biology/Kinesiology	2-year term
Student member (PhD candidate preferred)	Executive Committee member	Biology/Kinesiology	2-year term, nominated by the student membership of the MHRC.

- The administrative assistant (**Ayesha Saleem**) will help the director with tasks as required to operate the MHRC.

5. Meeting Frequency and voting procedures

- Collective meeting of all members of MHRC will be held at least once per year.
- Executive Committee will meet: ???????
- Voting procedures will not be too strict / scripted; email voting will be available.
- Adjunct faculty members do not hold voting privileges.
- Minutes will be recorded at each meeting.

6. Budget and future fund raising

- The MHRC has an operating budget of approximately \$40,000 per annum (from which the Director and administrative stipend will be deducted).
- The MHRC will collect the following funds on a calendar year basis:

1. \$???? – York University, VP office

2. \$????? – Faculty of Health

3. \$10,000 – donated by Dr. David A. Hood for each year he serves as a Director of the MHRC.
 4. \$250 – registration fee for each member.
- D. Hood: find out if members can apply to grants from CIHR/NSERC through MHRC (**VPRI, Dean's office?**)

7. Educational Activities / Faculty of Health Launch Day

- Can include some or all of the following:
1. *Yearly Symposium/Guest Speaker series (1-3 or 4 guest speakers)*
 2. *Yearly Symposium and Student presentations (oral + poster)*
 3. *Student day (1 keynote address + student presentations)*
 - I. Coe: hold a yearly retreat (April/May, or September/October or Fall or Winter reading weeks; preferably Saturday). Retreat would include:
 1. Keynote speaker
 2. Special event
 3. PI talks
 4. Student presentations (oral + poster)
 5. Poster/Oral prize for students (\$100 book)
 - M. Hamadeh: call the student day, a Student Symposium; seconded I. Coe's idea.
 - R. Ceddia: make student day open to all non-student populations (e.g. gym/nutrition professionals, etc). Also, have some non-scientific talks that the public can relate to more easily.
 - T. Hawke: seconded R. Ceddia's suggestion; if we make the event more public, it would garner media attention and provide exposure to the MHRC.
 - I. Jacob/T. Haas: separate scientific vs. general talks...perhaps by morning vs. evening, or Saturday vs. Sunday times.
 - I. Coe: reminded members of the presence of YIHR that is already committed to promote to broader/public outreach programs. MHRC should not get too diluted; start by dealing with specific scientific areas and then reach out to the community over the years.
 - M. Riddell: suggested a future partnership with YIHR.
 4. *Journal Club (informal gatherings held more frequently)*
 - a. I. Coe: have a Colloquial Series (fashioned after the ones held by the Biology department). Get 2-3 PIs to talk for 20 minutes each about their research and allow lots of time for discussion afterwards. Can be held every month, every 2 or 4 months.
 - b. M. Hamadeh: have a topic where you can have the presenter discuss a general topic, where you present a little bit of data from their own lab and also try to present how other labs would approach the same problem.

- c. T. Haas: Include PI + student presentations (could be previous posters from other conferences such as EB etc). Hold the Journal Club at the end of the day and provide refreshments.
- d. I. Coe/I. Jacob: everyone should have an idea of what research is conducted in the PIs lab – Launch Day!

- **Faculty of Health Launch Day** (D. Hood):

- o Would be held in spring.
- o Aim to have the MHRC website and brochures ready by that day.
- o Each PI will have a 20 minute talk on their research area.

8. Muscle Biopsy

- need biosafety approval from York University
- I. Jacob: need presence of a physician for ‘percutaneous muscle biopsy procedure’ which is classified as a ‘controlled medical act’.
 - o I. Jacob has signed document from a MD delegating the task to Ira. Thus, all that is needed is approval from the York Ethics committee.
 - o Would do the first few biopsies but wants to eventually train a PhD/post-doc to perform the surgery.
 - o Cost associated with biopsies is limited to ‘expendables’ (i.e. equipment used to perform the biopsy). I. Jacob will waive his fee/honorarium?

9. MHRC office

- Room 342 Farquharson Building: is currently undergoing renovations. Once alterations are complete, the office will boost a Clinical Evaluation Unit (muscle biopsies) along with the administrative coordinator’s office.

10. Other Items

- MHRC will undergo an administrative evaluation (VP office, Senate) at the 3 year and 6 year mark, wherein the administration will look for ‘progress’ by MHRC.
- 6th year evaluation: admin will want to see publications, how many grants have gone through the MHRC, collaborations, posters, symposia/talks etc.
- All PIs should generate a ‘Yearly Report’, wherein they summarize any contribution they have made to the progress of the MHRC.
- R. Ceddia: suggested to create a generic form for the Yearly Report.
- D. Hood: obtain a list of major equipment inventory from all PIs
- O. Adegoke: list can be posted in the MHRC office
- R. Tsushima: list can be included as advertising points in the brochure for MHRC

D. Hood thanked all the members for attending.

MEETING ENDED AT 11:55PM.