

# COSA Clinical Research Professionals Group Executive Committee Meeting

## Minutes

Wednesday September 12<sup>th</sup> , 2007  
4pm (Sydney time)

1. **Present:** Andrea Provis (AP/Chair), Anne Woollett (AW), Cate OKane (COK), Rada Kusic (RK), Vendra Severin (VS), Alison richards (AR/Minutes), Carol Beeke (CB), Kathy Hall (KH)
2. **Apologies:** Nil
3. **Minutes of the last Meeting:**  
Accepted
4. **Correspondence:**  
Nil
5. **New Business:**
  - 5.1 **Nominations for 2008 Executive**  
There are a number of nominations for the CRPG in 2008. The committee are asked to identify potential committee members form NSW, WA and QLD.
6. **Matters Arising**
  - 6.1 **R&D working party report / Budgets**  
AW reported that a meeting is scheduled for next week. No further report from last meeting.
7. **COSA ASM 2007**
  - 7.1 **update from organizing committee**  
AR advised that final session plans are required by Monday 17/9/07.  
The next meeting is 17/9/07.
  - 7.2 **session plan/themes**  
The two sessions are now in final planning phase, CRPG members were given specific people to approach regarding speaking/presenting and facilitation through the sessions.
8. **Website**  
VS reported that the changes and suggestions made by the group have been accepted.  
The site will be fully activated by the ASM.
9. **Other Business**  
AR reported the Enabling Grant QA working party has been reformed, and will be meeting on 14/9/07.

**Next Meeting: Wednesday October 17<sup>th</sup> 2007**