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**Board of Directors Meeting**

**Virtual**

**December 14, 2021**

**5:30pm MST**

**Chair:** Dr. Jennifer Brasch, President

Present: J. Brasch M. Willows D. Martell G. Budd S. Etches E. Knight

B. Noftle S. Dubreucq P. Sobey D. Martell N. el – Guebaly N. Bootsman R. Fraser B. Hebert L. Fiorante (recorder)

Regrets: AS. Marsolais

Absent: K. Lee, M. Ghosh

**Minutes**

1. Call to Order: 5:33pm MST – J. Brasch

1. Approval of Agenda & Additions
   * No additions to the agenda

**Motion by P. Sobey to accept the agenda**

**Seconded by: M. Willows**

1. Review Minutes from November 9, 2021
   * Minutes from November 9th have been reviewed and approved

**Motion by D. Martell to accept the minutes from November 9, 2021**

**Seconded by: E. Knight**

1. President’s Report – J. Brasch
   * With the voting member expansion to all allied health professionals, the revamped membership application, benefits, and fee structure will be launched in early January
     + Changes to the website are currently in progress
     + Expect that we will see an increase in our overall membership numbers and retention
   * The 2022 conference planning is underway; unclear if conference will be in person, virtual or hybrid at this time
2. Treasurer Report – P. Sobey
   * Implementation of Payworks platform for CSAM-SMCA Employees
     + Payworks is field of total workforce management solutions, providing cloud-based Payroll, Human Resources, Employee Time and Absence Management
     + Recommended by our accountants as a less expensive and simpler process for payroll
   * QuickBooks Training
     + L. Fiorante completed QuickBooks training as part of the transition into the CSAM-SMCA admin role
   * At the end of 2021 we are in good shape financially
     + The conference generated approx. $17,000 in revenue
     + We will continue to keep a reserve of $150,000 in our account (two years of operating costs)
     + We should to start looking at what projects we would want to put our extra funds towards

**Motion by P. Sobey to accept the Treasurer’s report**

**Seconded by M. Willows and D. Martell**

1. Proposed CSAM-SMCA New Membership Fees (Appendix 2)
   * J. Brasch showed proposed membership fees on screen
   * CSAM-SMCA Executive reviewed the current fees and considered a number of factors in proposing new fees and fee structure
   * B. Hebert to pass membership information over to AMP for the website

**J. Brasch makes a motion to approve the proposed membership pay structure, effective in early 2022 once membership application page is revised.**

**Seconded by: S. Etches**

**All in favor.**

1. Proposed New CSAM-SMCA Committee: Awards
   * J. Brasch would like to propose creating an awards committee
   * This committee would be responsible for identifying applicants for current awards, reviewing nominees, and recommending recipient(s); the committee would also consider establishing new awards for CSAM-SMCA to offer, and to nominate CSAM-SMCA members for provincial or national awards
   * Committee would likely meet 4-5 times a year, primarily in the fall closer to the conference
   * Process and applications for the Karen Mellor Bursary, the CSAM-SMCA Student Bursaries and Lifetime Achievement Award are already in place
   * J. Brasch to email BOD to recruit a chair and members for this committee
     1. Also include a trainee and a person with lived/living experience on the committee
   * B. Hebert/ L. Fiorante to add this committee to the website once details are finalized

8. Recruiting for CSAM-SMCA Roles

* + These positions were advertised in the December newsletter
  + There was a separate communication sent to CSAM-SMCA members regarding the vacant BOD positions
  + Lead Liaison with ISAM
    1. Opportunity to become involved with the International Society of Addiction Medicine
    2. The connection to Canada should/we want it to be through CSAM-SMCA
    3. If you are interested, please contact N. el – Guebaly or J. Brasch about the opportunity
  + Membership Committee Members
    1. Looking for members
       - Members from different disciplines are highly encouraged to join
    2. Currently this committee has been inactive, but will become active with the membership expansion in 2022
    3. N. Bootsman volunteered to join this committee
  + BOD Representative for Standards Committee (to chair when M. Willows term is completed) –
    1. Seeking a new BOD member to chair or co-chair this committee
    2. This committee is responsible for standards of certification and reviewing applicants for the CSAM-SMCA certification
    3. M. Ghosh is currently on the committee with M. Willows
    4. E. Knight will sit on the committee but is currently not CSAM-SMCA certified
    5. N. Ali volunteered to sit on the committee
  + Vacant BOD Positions:
    1. Two potions are currently vacant
    2. All members have been notified about the available opportunities in a newsletter and in direct mail
    3. roles have been advertised for
    4. Currently there are two candidates for the AB & NWT role – an election will be held in mid-January for the position
    5. One candidate has stepped forward for the NL position

9. CSAM-SMCA Granting Program

* + J. Brasch would like to revise the grant program; need a formal application, description of the program, and webpage to increase awareness of the grant opportunities
  + General criteria for the program:
    1. Budget $40,000/ year - $10,000/ quarter
    2. A maximum of $5000 can be applied for per application
    3. CSAM-SMCA members can apply
    4. Quarterly deadlines will be set
  + J. Brasch to write copy for the website page

**J. Brasch makes a motion to formalize the granting program and increase the available funds per year to $40,000.**

**Seconded by: B. Noftle**

**All in favour**

10. Medical Student Special Interest Group – Update – B. Noftle/N. Ali

* + Day in the Life of an Addiction Physician webinar series
    1. N. Ali has created a one-page document describing the program
    2. 3-part series starting to launch in early 2022
    3. Committee needs to meet and sort out the further details
    4. Biggest question: How to advertise this series to students across the country
       - D. Martell to connect CSAM-SMCA to the special interest group in Dalhousie
       - E. Knight can also help with distribution

12. Next Meeting: January 11, 2021, 5:30pm MST

1. Adjournment: 6:32pm MST – J. Brasch