



Canadian Society of Addiction Medicine
La Société Médicale Canadienne sur l'Addiction

CSAM Board of Directors Meeting

May 7, 2020 – 6:00pm MST

Chair: Dr. Melanie Willows, President

Minutes

Present: M. Willows J. Brasch G. Budd C. Chase N. el-Guebaly S. Etches
 L. Evans R. Fraser M. Ghosh W. Lamba D. Martell P. Sobey
 R. Tanguay R. Hebert (recorder)

Regrets: N. Ali AS. Marsolais W. Shublaq R. Lodhi S. Dubreucq

1. Call to Order: 6:04pm – M. Willows
2. Approval of Agenda
 - Not reviewing action items from the last meeting as it was just several weeks ago
 - Addition to the agenda - Request to move the online meetings to zoom – N.el-Guebaly

C. Chase makes a motion to approve the agenda.

Second by: P.Sobey

3. Executive:
 - Everyone to please submit their SCS votes to Becca by Sunday to move forward with the vote
 - Relaunch of CSAM E-Newsletter
 - i. There use to be a CSAM bulletin, which was a combination of a newsletter and journal
 - ii. Reinstate some form of the newsletter
 - iii. Send something out a week or 2 after each board meeting (to start)
 - iv. Brained stormed content ideas:
 - President report
 - Committee reports
 - Provincial reports
 - Job postings
 - Other addiction events
 - Highlight Board members
 - Small articles
 - Advertise the conference
 - v. Important to tell our members what we are doing
 - vi. Keep the newsletter short and concise – do not want to overwhelm individuals' inboxes

- vii. Ensure it is linked to our social platforms
- viii. If other BOD members have thoughts and ideas – forward them to Becca

4. Treasurers Report:

- Review 2019 Financial Statements (separate attachment – document password 4060)
- Written Treasurer Report (appendix 1)
 - i. Our expenditure increased from 2018 to 2019 because we hosted the conference at a smaller centre
 - ii. \$128,633 – may need to use this rainy-day fund due to Covid -19 to use as operating funds
 - iii. What is proposed is to invest the \$28,663 -in a 3-year GIC which would be locked in
 - iv. Hold off on investing the \$100,000 balance until we know the conference is a go ahead
 - v. We can invest in low-risk investments only – Invest with the bank we use
 - vi. Ethical investment – worth looking into where the bank is putting our money and ensure all BOD members are comfortable with these investments
 - vii. If there are controversial companies – how do, we make the decision?
 - viii. Do not lock in the investment until we know further if we will need it or not
 - ix. Recommendation to invest the \$28,663

L. Evans makes a motion to invest the \$28,663 in a BMO 3-year GIC.

Second by: P. Sobey

All in favour

L. Evans makes a motion to accept the report.

Second by: M. Ghosh

5. Committees:

Conference Committee – J. Brasch

- Conference Committee has confirmed we will have an event in November
 - It is still to be determined if it will be a hybrid event or fully virtual
 - EventMobi will be letting us use their virtual platform at no cost
 - There will still be support costs
 - The work must go on
 - Early next week BOD members will receive an email regarding the virtual conference component and call for abstracts
- Continue to plan the conference in midst of the Covid – 19
 - We have insurance if the conference is cancelled due to the pandemic
 - Contract with Fairmont Empress Hotel:
 - How many rooms do we have booked?
 - Force Majeure – renegotiate the contract secondary to Covid -19 if lack of international travel
 - Cannot provide the same type of conference we originally expected
 - Fairmont does not have Force Majeure insurance
 - To limit financial penalties, cancellation would need to be due to the government directives

- Jenn to ask Marilyn about cancellation policy
- Working with AMP for marketing and sponsorship of the conference
- Conference Highlights:
 - Call for abstracts is open
 - Registration platform is open
 - Call for bursaries is open
 - ISAM travel bursaries
 - CSAM 12 student bursaries
 - Karen Mellor bursary
 - If we go full virtual, the bursaries will receive the travel money
 - Conference website is launched
 - We are planning a Covid – 19 & Addiction Track in collaboration with CCSA
 - Fundamentals course planned for Nov 15th (1 day)
 - 9 Plenary Speakers have been accepted
- Seeking Board Help
 - Act as our influencers
 - If you are on Twitter, Facebook or LinkedIn please follow CSAM and amplify our social media posts by liking and sharing them
 - Submit an abstract

J. Brasch makes a motion to accept the report.

Second by: N. el- Guebaly

Education Committee – L. Lefebvre Chair (R. Fraser board member reporting)

- Gratitude to our committee members for giving their time to review the Alberta Health Services online modules, which is now complete
 - Tux Winsor was able to secure funding for the next 7 modules
- Currently working on Fundamentals; N. Ali taking the lead
 - Need to make a back up plan if the conference is completely virtual
- What relationship will there be going forward between AHS and the fundamentals
 - Consider that people complete AHS modules and then at the annual meeting an advanced course
- Quote for the translation of the Fundamental slides - \$2000
 - Put on hold until we know more about the direction of the 2020 conference
 - Thought/suggestion to consider if we should go a different direction and translate the AHS modules instead of the Fundamental slides
- House the Home induction videos – BUP – NLX for OUD
 - 3 videos: Accelerated Home Induction Day 1 – before the 1st dose, Accelerated Home Induction Day 1 – First dose, Accelerated home induction day 2

R. Fraser makes a motion to accept the report.

Second by: M. Ghosh

Policy Committee – D. Martell

- CSAM-SOGC collaboration to develop clinical practice guidelines on substance use through the reproductive lifespan
 - 18-month project
 - Rob and Monty are both tasked with representing CSAM in that collaboration

- Process is still evolving – publications will come out of this
- Is there a lens looking at this from a First Nations – worth something mentioning; Rob to bring this to the committee
- Choosing Wisely Canada Addiction Medicine Recommendations - Draft recommendations were circulated.
 - Have gone to choosing wisely Canada in draft form
 - Need help with validation process
 - Raise the profile of CSAM in that we are now able to comment and influence the recommendations of other societies
- CCSA Workforce Competencies Review
 - Essentially a human resources exercise
 - A review of a document from 2006 to help guide performance reviews with addition medicine staff
 - Has provided the opportunity to have some type of physician involvement
- A member of our committee proposed that CSAM play a role in pushing the agenda of decriminalizing/legalizing all drugs.
 - Lost momentum and not a priority currently
- Policy committee has been informally approached by CFPC Addiction Medicine Member Interest Group to find out if there is an appetite to develop an App to serve as a national repository for clinical practice guidelines and clinical tools.
 - Find information about addiction medicine that has national scope and consensus
 - Is looking for a home and partnerships – CCSA wants to be a key partner in developing this app
 - Does CSAM want to be a part of this?
 - Monty working with Telus and Health Canada on a project that is going national
 - Founding meeting next week with CCSA
 - Natural fit – increases our exposure on a national level
 - Monty to send Dave an email about the Telus and Health Canada project
- Tightening the processes for inviting new members and with removing members who are not active in the committee's work.
 - Need processes for entries and exits into the committees
 - Suggestion to use committee terms of references – attend a certain number of meetings per year
 - Two issues:
 - Attendance issues
 - Who gets to be on the committees?
 - Conflicts of interest forms – all committee members should complete (yearly and before joining the committee)
 - General rules should be made for all committees
 - Revisit and look at the consistency of the terms of reference
 - Becca to get terms of reference of each committee

D. Martell makes a motion to accept the report.

Second by: C. Chase

Membership Committee – L. Evans

- Family Medicine Summit ASA March 5th – 8th in Banff, AB
 - Steady stream of family doctors
 - Lots of interactions and opportunities to talk about CSAM memberships
- Membership numbers have risen to over 500 (as of Jan. 2020 count)
- Indigenous Bursary being created (Claudette Chase & Paul Sobey)
- Translation of website into high quality French version site (Simon Dubreucq)
- Translation of Fundamentals into French (Ron Fraser)
- Last committee meeting was March 29, 2020
- Next Meeting June 9th
- Conference website highlights that it is more cost effective to become a member of CSAM and register for the conference– higher membership around conference time

L. Evans makes a motion to accept the report.

Second by: J. Brasch

Funding Committee – D. Martell & P. Sobey

- Funding committee met only once to review a funding proposal submitted by Policy Committee to fund participation of 2 representatives of CSAM attending the Choosing Wisely Unnecessary Conference that was to be held March 25 and 26 in Ottawa. Gathering was cancelled and the funds were thus not needed or used.
- Ideas regarding a process to find a surrogate funding committee decision-maker from among the board members when an additional member is needed due to a funding proposal conflict
 - R. Fraser has stepped into this role
 - Note from the treasure – down \$22,000 and change – do not have any extra funds to supply other activities

D. Martell makes a motion to accept the report.

Second by: C. Chase

IT Committee: Monty Ghosh

- Online Journal Club
 - University of Calgary was to create a potential joint contract with CSAM to start an online journal club.
 - Elaine Chow Baker is the primary contact for the U of C who was finalizing approval from the U of C with Dr. Kelly Burak. This process has been paused due to the COVID crisis.
 - Proposal received: inclusive of all 500 members at CSAM; charge \$5000 upfront to start up and then upwards of \$25,000 for 8 articles over 4 sessions
 - Group felt this cost was too high
 - Need to go back with a negotiation about the cost – too expensive for CSAM
 - Budget of \$2000
 - Consider going to a different university
 - NOSM
 - Marilyn could have some advise – where she found a university or somebody providing credits – less or more expensive

- Becca to reach out to Marilyn
- Social Media
 - Social media articles for twitter were being organized by Becca but have been put on hold since she went on parental leave. Becca to reimplement when she returns

**M. Ghosh makes a motion to accept the report.
Second by: P. Sobey**

Bylaws Committee – G. Budd

- Last meeting was held on April 2, 2020
 - Discussed the impact of the strategic planning on the current by-laws
- Members of the committee split the current By-Laws to look at each article/clauses and its functionality and alignment with CSAM’s strategic goals
 - Organization is changing – overall how does this document work for us
 - Divided the sections of the by-laws to review them – will be meeting May 13th to discuss the findings
- Suggestion to bring forth the possible addition of ‘Functionality’ to the Strategic Plan verbage of ‘Hope’ and ‘Dignity’
- Feedback that this sounds like a highly organized and thoughtful approach

**G. Budd makes a motion to accept the report.
Second by: M. Ghosh**

Canadian Journal of Addiction: N. el-Guebaly

- Seeking 500-1000-word submissions for the “COVID-19 Chronicles”, i.e. original material and some references.
- Call for early career editors’ program – just begun to publish “school for editors”
- Bring new blood into the field – learn about publishing

**N. el- Guebaly makes a motion to accept the report.
Second by: R. Tanguay**

Standards Committee – M. Willows

- Royal college has not gone forward with their grandparenting clause
- We from time to time receive requests from people if they can be certified without meeting the requirements – we send responses back advising of the requirements

**M. Willows makes a motion to accept the report.
Second by: N. el - Guebaly**

6. Other Business:

- Consideration of changing start time of BOD meetings
 - Melanie to send out a survey
 - Time
 - Frequency
 - Length

- Day

- Discussion around changing the meeting platform from Go To Meetings to Zoom
 - Becca to research cost and platforms
 - Zoom or zoom for health care
 - Need up to 50 participants
- Request for Endorsement
 - COVID 19 Guidelines for OAT (separate attachment)
 - Methadone/Suboxone handouts created by CADTH/SK Government/SK Health Authority with support from ISMP Canada and CPSI (separate attachment)
 - Need to create a process to accept endorsements
 - Difference between endorsement and distributing; risk in starting to endorse products that CSAM was not active in creating
 - Suggestion that requests be filtered through the policy committee

Action: M. Willows with Becca to draft letters to advise we will distribute but not endorse with logo
- “Compilation of links to evidence-based guidelines for SUD; Project by Dr. Meera Grover (<https://docs.google.com/spreadsheets/d/16loLjNrTdeoyN-TiMZOGZfsqYKaNn6EUTTL45Q3R5uk/edit?usp=sharing>), R3 Addiction Medicine Fellow, under supervision of Dr. Ron Lim” The issues are:
 - a) Description of the project
 - b) Requesting motion to proceed with getting the links/ material on website once approved by Dr. Lim (+/- Education Committee; or Chair? someone else?)
 - c) BOD decision on parameters of access (Member only area, or freely accessible) on internet.
 - Discussion in general around posting of resources/documents
 - Have a reference page on our website
 - Must have a disclaimer on the website that we do not endorse these documents but is a library of information
 - Becca & Paul to revisit the website redesign
 - Currently let individuals know we are under construction and will contact them once we have a process
 - Must review all documents before they are posted on our website
 - Melanie to connect with Lisa from the education committee to look at this document

7. Next Meeting:

- B. Hebert to send out doodle poll for mid – late of June

8. Adjournment: 8:05pm MST – M. Willows

Action Items

Melanie Willows

- Send a survey to the CSAM BOD about changing the start time, length, day etc. of the board meetings
- Connect with Lisa from the Education Committee to review the “Compilation of links to evidence-based guidelines for SUD” Project by Dr. Meera Grover
- Draft letter with M. Willows to advise we can distribute but not endorse:
 - COVID 19 Guidelines for OAT (separate attachment)
 - Methadone/Suboxone handouts created by CADTH/SK Government/SK Health Authority with support from ISMP Canada and CPSI (separate attachment)

Paul Sobey

- Connect with Becca regarding the CSAM website redesign

Jenn Brasch

- Connect with Marilyn regarding the cancellation policy at the Fairmont Empress and conference

Laura Evans

- Invest the \$28,663 in a BMO 3-year GIC

Ron Fraser

- Stepped into the role of the surrogate funding committee decision-maker

Monty Ghosh

- Send Dave an email about the Telus and Health Canada project

Becca Hebert

- Connect with Paul regarding the CSAM website redesign
- Look at the terms of reference for each committee – adding/exiting committee members
- Reach out to Marilyn about cost of University CME credits for journal club
- Research different meeting platforms (zoom)
- Send out the next BOD meeting doodle poll
- Draft letter with M. Willows to advise we can distribute but not endorse:
 - COVID 19 Guidelines for OAT (separate attachment)
 - Methadone/Suboxone handouts created by CADTH/SK Government/SK Health Authority with support from ISMP Canada and CPSI (separate attachment)

Appendix #1

Treasurer Report—CSAM BOD Meeting April 7, 2020: Submitted by Treasurer Laura Evans, MD

- Treasurer met with accountant to review 2019 Financial Statements, on April 2, 2020
- 2019 Financial Statements prepared (see attachment)
- Highlights of financial statements:
 - Revenue decreased and expenditures increased in 2019 vs. 2018.
 - This was anticipated due to the conference being held in a smaller centre (Halifax), as per educational mandate as national organization. As expected, there were:
 - Decreased conference fee revenue.
 - Decreased memberships fees (people often buy memberships at time of conference registration, to get discount for conference).
 - Higher costs associated with smaller conference: more bursaries to attract attendees, more resident networking costs.
 - Higher than usual salary costs due to more than one admin being paid at once due to transition to new admin.
 - Exceptional costs associated with recruitment of new admin (\$8,711). • Exception costs for comprehensive review (\$9,306 listed under comp. review + \$7,022 categorized elsewhere =16,328).
 - And planned spending, as per previous discussions/reports/minutes and motion.
- As you'll recall, the Board decided to keep \$200,000 in assets (1.5yrs operating costs=\$150,000 plus \$50,000 in bank account as cash for deposits, etc.). This is roughly where we landed with net assets of \$178,663, with \$21,337 having been utilized to compensate for conference losses (Halifax), as per intention of rainy-day fund.
- Re: "Investment of the \$150,000",
 - This is now \$128,663 as above and as presented on April 7th, 2020 to the Board. The accountant recommended a GIC or high interest investment account at CSAM's bank; BMO. BMO has a 3-yr GIC with a reasonable rate of return, but losses if redeemed prior to end of 3-year term. We may need to utilize the 'rainy day fund' (at least an estimated \$86,000-\$100,000 of the \$128,663) in 2020 for operating costs if the Victoria Conference is cancelled due to the COVID-19 pandemic. Therefore: I think we should invest only \$28,663 now in a 3-yr GIC, and invest the balance (\$100,000) only once it's confirmed that the Victoria 2020 conference will occur.

- Addiction Day: funds are held in the CSAM bank account as part of a reciprocal arrangement that CSAM hold the funds for Addiction Day, who do not have another mechanism to hold a profit from Addiction Day, in return for Addiction Day taking responsibility for audio-video-taping conference presentations. Unfortunately, Addiction Day will not occur this year due to funding, and funding has not been secured for ongoing audio-video recording of the CSAM presentations by Addiction Day. L. Evans discussed the reciprocal arrangement with Addiction Day and whether any changes are required or return of the funds, in light of these developments. Addiction Day hopes to obtain funding for the audio-video recordings and for the annual conference to continue in future years. Therefore, CSAM will continue to hold the funds until the future of Addiction Day and funding for the recordings is confirmed over the next few months.

Motion 1: Motion by L. Evans for Treasurer to make arrangements for the investment of \$28,663 in a BMO 3-yr GIC. Upon confirmation that the Victoria CSAM-ISAM 2020 will not be cancelled due to COVID-19, the balance of \$100,000 will also be invested in a 3-yr BMO GIC, as arranged by the Treasurer.

Motion 2: Motion by L. Evans to accept the Treasurer Report as above.