



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

**Board of Directors Meeting**  
**January 28, 2020 – 6pm MST**

**Chair:** Dr. Melanie Willows, President

Present: M. Willows    D.Martell    P.Sobey    J.Brasch    A. Marsolais    C. Chase  
          G. Budd        M. Ghosh    N. el-Guebaly    N.Ali        R. Tanguay    R. Lodhi  
          S. Etches        W. Shublaq    R. Fraser    W. Lamba    R. Hebert (Office)

Regrets: L. Evans    S. Dubreucq

**Minutes**

1. Call to Order: 6:09pm – M. Willows

2. Approval of Agenda

- Add in SOGC and discussion with Education Committee - D. Martell  
Approved by: C. Chase  
Second by: W. Shublaq

3. Review Minutes from October 23, 2020 (Appendix 1)

- Review of last action items.
- Action items that are still pending and will be moved to the next BOD meeting:
  - **Laura Evans:**  
Talk to the accountant about investing our \$150,000 in reserve (for future years for operating deficit)
  - **Paul Sobey:**  
Draw up a proposal to promote providing Indigenous people financial funding to be part of our organization (**with C. Chase**)  
Write RFP for new website and rebranding of CSAM (**with B. Hebert**) – Work in Progress
  - **Monty Ghosh:**  
Send an email to N. El-Guebaly about the journal outlet
  - **Ron Fraser:**  
Write a proposal to the funding committee to translate the Fundamental slide deck to French
  - **Becca Hebert:**  
Have M.Willows review the HUB liability insurance policy – to discuss at next BOD

Approved by: W. Shublaq  
Second by: M. Ghosh

4. Executive:

- Update comprehensive review: approval of final mission, vision, values, strategic directions to take to membership for vote; discussion around implementation plan (Appendix 2)
  - M. Willows welcomed the new board members and explained what the comprehensive review is about.
  - Two things we need to accomplish:
    - The board needs to decide if we approve this final mission, vision and strategic direction and if we are ready to send out to the CSAM membership
    - Discuss the options around the implementation plan
  - CSAM's Strategic Framework diagram captures the Comprehensive review project as a whole.
  - P. Sobey – We have put an immense amount of work into the project and believes it is ready for next steps – Time to adopt the strategic framework as our core principles
  - N. el-Guebaly – Should be approved by the board, no need to send the whole project to the membership
  - The membership can approve the 1<sup>st</sup> and 2<sup>nd</sup> page of the document
  - C. Chase – very pleased with the document, hung up on the “mutual effective” terminology
  - Wayne's suggestion for the document to go out the membership
  - If board approves, we will accept it in principal as our core message
  - W. Lamba – create a one page summery of the process of completing the strategic framework to keep complete transparency with our membership
  - W. Lamba – create a timeframe for revisiting the document 5, 7 10 years?
  - Consensus across the board is the process would be we vote on right now whether we accept this or not and then we won't take it to the membership but communicate it to the membership
  - C. Chase – Ensure that a timeframe is set to revisit the document

**P. Sobey makes a motion that the BOD accepts the strategic framework as presented as a core document to guide our actions for the next 5 years.**

**Motion accepted: J. Brasch**

**Second by: C. Chase**

**All in favor**

- Implementation of the Comprehensive Review – How do we put it to use?
- Creating more committees was not something we wanted to do as our BOD members are already very involved in other committees
- Discussion of potential model as per attachment whereby each strategic direction has an appointed champion
  - Having people call individuals to submit their interest and credentials to us – Then we can decide who the champion would be
  - Bring the champions together to back report to the Executive

- D. Martell – concern with the champion is that if you attach a specific individual to a strategic direction their focus gets narrowed
  - D. Martell – counter point to that concern is that spreads the workload of CSAM
  - N. el-Guebaly – If the champion is not part of the board – how will we communicate with them?
  - C. Chase – Process matters, should be symmetrical through all the strategic directions
  - J. Brasch – Comprehensive review committee transitions to a strategic direction’s implementation committee
  - D. Martell – At Annual in person BOD meeting – report on how our work this year has reflected the strategic framework
  - Overall discussion that the challenges of potential model and need to consider other options. Next step is to get the Executive Committee to meet and discuss how we will tackle the implementation plan
  
- Submission to CJA re: Safe Supply
  - M. Willows, J. Brasch, P. Sobey, D. Martell, R. Tanguay worked on submitting an article to CJA around our position on Safe Supply
  
- Coverage of CSAM office
  - Marilyn has agreed to provide assistance to cover Becca when she is on her month mat leave (mid – March)
  - C. Chase – Advocate from the BOD for her to take off more time
  
- Communication Strategy/Further Recognition of Karen Mellor
  - Another way to recognize Karen’s work and contributions to CSAM
  - Discussion of several ideas:
    - Scholarship in Karen’s name to attend the conference each year
    - Name bursary after Karen (to be in place for 5 years) - Focuses on humanity and addiction
    - People to apply specifically or we award it based off a certain set of credentials
  - P. Sobey to speak with Karen’s significant other to learn more about her and what we can base the bursary/ scholarship on
  - D. Martell to mock-up a draft of a bursary and discuss with J. Brasch offline – Bring it forward to the next board meeting
  
- Discussion of proposal for CSAM to lead Curriculum development for Fellowship Programs across Canada (Appendix 3)
  - Peter Selby had discussion with M. Willows about developing a curriculum for various fellowship programs across Canada to be shared across Canada and submitted information in Appendix 3.
  - Thought that is would best to be supported through CSAM
  - Is this something CSAM would be interested in? If yes, do we pass it along to the education committee or another committee?
  - Discussion
    - W. Lamba – our membership is built with a lot of individuals in practice not all in fellowship
    - Wait till March when the colleges have provided further information

- C. Chase – Brilliant way to implement our strategic directions. Having it under CSAM would be better
    - G. Budd – Is this just for medicine or is it for other disciplines?
  - All – Take a look at Curriculum development for Fellowship Programs to discuss for next BOD meeting.
- Proposed Process for Research Collaboration request Template – P. Sobey (Appendix 4)
  - Was not reviewed – Move to next BOD meeting

#### 5. Treasures Report: submitted by L. Evans

- Members to date: 536
- 2019 Conference Revenue Report (Appendix 5)
- Financial Report Update From MNP (Appendix 6)

#### 6. New Business:

- P. Sobey - Review of the following article Lack of Women Speakers Spurs Conference to Make Changes  
[https://www.medscape.com/viewarticle/923907?nlid=133514\\_5405&src=wnl\\_dne\\_200117\\_mscpedit&uac=79999ST&implID=2247303&faf=1](https://www.medscape.com/viewarticle/923907?nlid=133514_5405&src=wnl_dne_200117_mscpedit&uac=79999ST&implID=2247303&faf=1)
- Discussion
  - We need to be sensitive to this issue and begin to develop metrics around it
  - Could be a potential issue we could be criticized on
  - Highlight the fact we have a high female contingent of women on our board
  - Process of reflection – ensure we are looking at the issue

#### 7. Committees:

- Policy Committee - D. Martell
  - CCSA Collaboration - Work Force Competencies
    - Approached by CCSA about formalizing some type of work we do together
    - Reached out to CSAM to sit on an advisory committee for workforce Competencies project (Human resource management)
    - Dave to report back to the board at the next meeting about what came about in this 1<sup>st</sup> endeavor
  - SOGC Collaboration - Amphetamine Use in the Reproductive Lifespan - Expert needed
    - Creating guidelines
    - There will be three papers: Opioids in pregnancy, Cannabis in pregnancy and Methamphetamine in pregnancy
    - Both R. Tanguay & S. Dama will be writing portions of these papers
    - If there is a BOD member who can speak to Methamphetamine in Pregnancy, please contact D. Martell
  - Choosing Wisely Canada Addiction Medicine Recommendations - Scoring Rubric
    - Looking for direction from the BOD on how we go about the process of evaluating these?
    - Easier to weigh the recommendations according to the different weighing measures that they gave us in the guiding document. Dave made a scoring rubric.
      - Share around the policy committee?
      - Share around the BOD table?

- It is more about the process and its transparency
- All in consensus to send out the BOD to weigh the recommendations (easily be done in 20 – 30 minutes)
- D. Martell to circulate to the BOD
- Decriminalizing All Drugs Initiative
  - Direction from the BOD – individual from the policy committee is interested in pursuing an initiative where we try and wave the flag of pushing the agenda of decriminalizing all drugs
  - Discussion
    - W. Lamba – A group at the 2019 conference, feeling was mutual that we support this initiative
    - P. Sobey – What does decriminalization mean? We cannot say we are in favour of decriminalization of all drugs. We must be able to break it down into different domains, before we can make a formal statement.
    - M. Ghosh – Partner with other organizations – no need to go at it alone. Align ourselves with other organizations.
    - M. Willows – Question around requirements to be an associate member. We do not have a process of accepting and declining members to our association?

**D. Martell makes a motion to accept the report.**

**Second By: J. Brasch**

**All in favor**

- Membership Committee – L. Evans
  - Move to next meeting
- Funding Committee – D. Martell & P. Sobey
  - Request from CFPC to collaborate on Core Competencies for Learners booklet/App development
    - D. Martell named Vice Chair of the Member Interest Group of the CFPC – we now have a direct link to them
    - Looking both for a partnership and added funding to develop an app
- IT Committee – M. Ghosh
  - CME Proposal – CSAM Online Journal Club
    - Last week got the proposal to partner with U of C
    - Did not understand the mechanisms of cost – getting clarification
    - Wondering whether or not if we needed to pay for honorariums for moderators
    - Wanted an example of a cost sharing model
    - Would each member of CSAM pay a fee to be part of the journal club?
      - Should be included as a benefit of a CSAM membership
    - M. Willows and M. Ghosh to chat offline after M. Ghosh gets more questions answered
    - Moving forward M. Ghosh will clarify the unanswered questions and bring it to the next BOD meeting.

**M. Ghosh makes a motion to accept the report.**

**Second By: W. Lamba**  
**All in favor**

- Bylaws Committee – G. Budd
  - Had an in-person meeting in Halifax
  - Based off of our new Strategic direction certain bylaws would be revisited – waiting to hear the final results of the strategic plan before diving into the work

**G. Budd makes a motion to accept the report.**  
**Second By: W. Shublaq**  
**All in favor**

- Canadian Journal of Addiction – N. el-Guebaly
  - Last issue of the journal was in December
  - Next issue will be April 1<sup>st</sup>
  - Always looking for submissions
  - Will be publishing a special issue on Alcohol (currently have 3 papers)
  - Becca to put an ad about the special issue on the website – call for papers
  - BOD of editors has a good gender balance – looking for additional associate editor
  - WK has informed us that there is a cheque coming for royalties of CSAM which will be forwarded from the journal

**N. el-Guebaly makes a motion to accept the report.**  
**Second By: D. Martell**  
**All in favor**

- Conference Committee – J. Brasch
  - Conference planning is well underway – N. el-Guebaly, P. Sobey, M. Willows, J. Brasch, Marilyn and Becca make up the Executive Conference Planning committee
  - CSAM conference planning group that meets monthly (J. Brasch, D. Martell, W. Lamba, R. Fraser, N. Ali, P. Sobey, A. Warnock, A. Marmel, B. Hebert)
  - Planning on having abstract submission and early registration open by mid-February
  - 8 Plenary speakers booked
  - Signing contract with AMP to do marketing and sponsorship with the conference

**J. Brasch makes a motion to accept the report.**  
**Second By: N el-Guebaly**  
**All in favor**

- Education Committee – R. Fraser (Chair Dr. Lisa Lefebvre)
  - N. Ali has agreed to lead the Fundamentals
  - Meeting next Monday
- Standards Committee - M. Willows
  - No update at this point

## 8. CSAM Office Update

- Website Redesign Proposal – P. Sobey & B. Hebert
  - We have sent RFP's out – have 3 back (INet is our top runner)
  - Sending out for more proposals – want to make sure we get a good spectrum of quotes
  - C. Chase – Suggestion to advertise on our Twitter and Facebook page
  - D. Martell – CCSA have shared the name of their graphic designer – will look this up and send to Becca & Paul

9. Next meeting: Becca to send out doodle poll for mid – April

10. Adjournment: 7:50pm MST. – M. Willows

### **Action Items:**

#### **All**

- Review the Curriculum Development for Fellowship Programs (Pater Selby) to discuss for next BOD meeting.
- If there is a BOD member who can speak to Methamphetamine in Pregnancy please contact Dave (SOGC collaboration)

#### **Laura Evans:**

- Talk to the accountant about investing our \$150,000 in reserve (for future years for operating deficit)

#### **Paul Sobey:**

- Draw up a proposal to promote providing Indigenous people financial funding to be part of our organization (**with Claudette Chase**)
- Paul to speak with Karen's significant other to learn more about her and what we can base the bursary/ scholarship on

#### **Monty Ghosh:**

- Send an email to Nady about the journal outlet
- Discuss with Melanie after you get further clarification on the U of C journal club proposal – then bring it to the next BOD meeting

#### **Dave Martell:**

- Circulate the Choosing Wisely Recommendations scoring rubric to the BOD for review
- Report back to the board about what came at the 1<sup>st</sup> endeavour with the CCSA Collaboration - Work Force Competencies
- Dave to mock-up a draft of the Karen Mellor bursary/scholarship and discuss with Jenn offline – Bring it forward to the next board meeting

#### **Claudette Chase:**

- Draw up a proposal to promote providing Indigenous people financial funding to be part of our organization (**with Paul Sobey**)

#### **Ron Fraser:**

- Write a proposal to the funding committee to translate the Fundamental slide deck to French

**Jennifer Brasch:**

- Discuss with Dave the Karen Mellor Bursary/ scholarship

**Melanie Willows:**

- Plan to have the Executive Committee meet and discuss how we will tackle the implementation plan of the comprehensive review

**Becca Hebert:**

- Send Melanie the liability and insurance for BOD members to review
- Put CJA ad on webpages calling for paper submission for the special issue on Alcohol
- Create doodle poll for next BOD meeting Mid- April