



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

**Board of Directors Meeting
June 23, 2020 – 5:30pm MST**

Chair: Dr. Melanie Willows, President

Minutes

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

Regrets: N. Ali R. Lodhi L. Evans

1. Call to Order: 5:40pm MST – M. Willows

2. Approval of Agenda

- Additions:
 - AFC committee of the Royal College - S. Dubreucq
 - CSAM Treasurer Resignation – M. Willows

**D. Martell approves the amended agenda
Second by: J. Brasch**

3. Review Minutes from April 7, 2020 (Part 1 and 2) & Action Items (Appendix 1)

- Corrections:
 - Part #2 Policy Committee (page 10) – should read Rob and Sumeet, not Rob and Monty

**R. Tanguay approves the last meeting minutes with the amendments.
Second by: J. Brasch**

- Action Items
 - Invest the \$28,663 in a BMO 3-year GIC – Pending
 - All other action items completed

4. Executive:

- Annual BOD meeting associated with conference in November
 - The CSAM BOD meeting usually occurs in person the day before the annual conference

- The CSAM executive did discuss an in-person meeting, but decided due to Covid -19 and its uncertainty it was too risky
- The BOD meeting will be fully virtual – will occur a few weeks before the conference in November
- It is not feasible to be on zoom for a 7-8 hours like we normally are in person. Options to consider:
 - Split among two days
 - Consent agenda – committee reports
 - Only discuss issues that need to be voted on
 - Find ways to shorten the meeting
 - Must have the details sorted out by September – M. Willows to do further research
- AGM
 - CSAM by-laws allow us to have a virtual meeting
 - Must give the membership 2 weeks notice
 - If we have motions, they must be put forward early
- President Elect
 - In November J. Brasch will become president and we will be looking for a president elect
 - D. Martell is interested
 - M. Willows to send a note to the BOD about an expression of interest in the president elect position – Completed before the September BOD meeting
- Feedback on the 1st CSAM Newsletter
 - Work in progress
 - An update will be sent out after every BOD meeting
 - Constructive feedback:
 - Went straight to spam inbox
 - Release a link to the newsletter on twitter and website
 - Ensure all BOD is on the mail list
 - Follow up with the BOD after we send the next email so they can check if it was received
- CJA budget proposal (Appendix 2)
 - N. El-Guebaly put forward a proposal for a financial increase for the journal for 2021
 - CSAM executive fully supports this increase
 - Cost of the CJA is low for work people are doing

N. El-Guebaly makes a motion to accept the proposed budget for the increase for the CJA team for 2021.

Second by: R. Tanguay

- Collaboration to Produce Infographic on Virtual Care (see separate attachment)
 - Created for the public
 - Encouraging people to reach out for care
 - D. Martell and M. Willows worked on this collaboration
 - C. Chase recommends adding in resources for Indigenous people
- Meeting Platform: Zoom Pro
 - Much better quality
 - Enjoying it immensely

5. Treasures Report:

- Current Treasurer (Laura Evans) Resignation

- This position includes responsibilities like:
 - Transaction approvals
 - Communications with the accountants
 - Sitting on the CSAM Executive committee
- P. Sobey has volunteered to be the interim treasure until a more permanent plan is made

J. Brasch makes a motion to have P. Sobey sit as the interim treasure until other plans can be made.

Second by: M. Ghosh

- Update on CSAM Finances
 - We have more money than was shown on our last financial update
 - Duplicate entry for the 2019 conference hotel
 - A grant from the 2019 conference was not received until January 2020
- Discussion: Refile Taxes or Not
 - Research the pros and cons of each option
 - Ask the account (MNP) why they recommend not refiling
 - Gather more information
 - B. Hebert – To talk to the account about the options

6. Committees:

- Canadian Journal of Addiction – N. El-Guebaly
 - N. El-Guebaly talks about (slide shared on screen) the evolution of the CJA
 - Number of submissions and quality of submissions have increased
 - Special Issue this year: Alcohol
 - Inviting Covid-19 Submissions
 - Acceptance/Rejection Rate, which is currently at 64% accept/ 36% reject. More time is needed to increase the rates closer to 50-50%
 - The Editorial Team (Editors) has expanded from a single Editor in Chief to 4 Associate Editors plus the addition of 4 new Early Career Editors and the promotion of one current ECE to Associate Editor
 - CJA has secured a partnership with ISAM
 - We projected the number of submissions for 2019 to be 50+, and subsequently recorded 54 submissions received in 2019. So far in 2020, with 42 submissions to date, the projected number of total submissions for 2020 should reach 90+
 - Becoming a mini school for editors – we now have 4
 - Hopefully, we will apply to Medline by next year
 - The CJA is acquiring credibility

N. El-Guebaly makes a motion to accept the report.

Second by: R. Tanguay

- Conference Committee – J. Brasch
 - Virtual Conference Update
 - This is a very new process of conference planning, with many different parameters

- We are adapting to what is possible and learning as we go
 - EventMobi will be the host of our virtual platform
 - Continuing to look at other organizations who have/ and are planning a virtual conference
 - Continuing to meet with AMP on a weekly basis to discuss marketing, sponsorship, grants, and collaborations
- Abstracts
 - Abstract submission window is now closed
 - If you would like to be on the abstract review committee email J. Brasch
 - Reopened Call for Posters – open till august 1st
 - Potentially we will open submissions for the dedicated Covid track in September – the deadline may have been too early to have collected research and results
- Conference Schedule
 - J. Brasch trying to come up with a mockup agenda
 - Have researched a lot of different versions and does not know yet which path to take – if anyone has ideas, email J. Brasch with your feedback
- 2023 Conference Location
 - The Empress in Victoria has extended their offer till 2023 with excellent prices for October dates

J. Brasch makes a motion to accept the report.

Second by: P. Sobey

- Bylaws Committee – G. Budd
 - The bylaws committee met on May 13th to review the CSAM bylaw articles.
 - Amendments were made to any items that did not reflect our strategic direction and vision
 - The project has expanded to identifying gaps in the current bylaws
 - The committee is meeting on June 24th to decide on the next steps and will bring the revisions to the September or November BOD meeting for everyone to review

G. Budd makes a motion to accept the report.

Second by: C. Chase

- IT Committee – M. Ghosh
 - Defer until September BOD Meeting – M. Ghosh had to leave the meeting earlier
- Policy Committee – D. Martell
 - Draft Policy Statement on Drug Decriminalization (See attached brief)
 - The policy committee is looking for input from the BOD on what to do with this brief
 - Comments and feedback from the BOD:
 - Where do you want to publicize it?
 - Open to ideas: website, CJA journal publication

- The format of the document will vary, depending on where it gets published
 - A document like this may deserve many versions it should be published in many places
 - Start with the CSAM website and then spread it from there
 - Ensure that the document links back to our mission and values
 - With all topics we could advocate for, the committee hopefully started with the least controversial
 - The BOD believes that this is an easy policy to support and we should move on this
- 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 (tabled discussion until next meeting)

C. Chase makes a motion that the policy brief on decriminalization be carried through.

Second by: P. Sobey

Abstain: W. Shublaq

D. Martell makes a motion to accept the report.

Second by: J. Brasch

- Membership Committee – L. Evans
 - No meetings have taken place since the last BOD meeting in April
 - L. Evans resigned from chair of the committee
 - S. Dubreucq & C. Chase will work together to help chair the committee
 - C. Chase – Chair
 - S. Dubreucq – Vice Chair
 - D. Martell – should committees have vice chairs in case this happens in the future?
- Education Committee – R. Fraser (Chair Dr. Lisa Lefebvre)
 - The education committee met two weeks ago
 - N. Ali spoke to us about the fundamentals course – more questions than answers about what the conference structure would look like
 - R. Fraser to go back to N. Ali and explain the vision of the conference
 - Education committee could not envision sitting through a 7-hour day
 - Discussed the possibility of having a questions/answers panel for after the fundamentals course and content is pulled down
 - Presenters have yet to be lined up
 - one of the advantages of a virtual conference is we can ask anyone worldwide to speak
 - R. Tanguay volunteered to present on Intersection on pain and addiction
 - B. Hebert to send out the document N. Ali circulated to the Education committee

R. Fraser makes a motion to accept the report.

Second by: W. Shublaq

- Funding Committee – D. Martell & P. Sobey
 - No funding proposals

**D. Martell makes a motion to accept the report.
Second by: P. Sobey**

- Standards Committee - M. Willows
 - Will there be an ISAM Exam?
 - Will have the exam, but will not be until the end of October
 - There are 20 candidates now
 - Must be in person – still planning on Victoria

7. Other Business:

- AfC Royal College Committee for Addiction – S. Dubreucq
 - AFC needs to review competence by design revolution – ask us to do in practice routine
 - Looking for a CSAM representative – would not be a voting member
 - This representative must know about the Royal College and the politics that goes with it (a senior colleague that can manage political conversations)
 - We would like more information about the committee and the role the representative would play
 - The CSAM BOD is supportive of having a representative on this committee
 - CSAM Members that are interested in being on the committee:
 - D. Martell
 - W. Lamba (happier to be behind the scenes)
 - B. Hebert/M. Willows to send out an email to the BOD regarding interested individuals

9. Next meeting: 2nd or 3rd week of September – will continue to make the meetings for 5:30pm MST

10. Adjournment: 7:24pm MST – M. Willows

Action Items:

M. Willows

- Continue research of the virtual BOD meeting and AGM
- Send email to CSAM BOD regarding the new President Elect
- AfC Royal College Committee for Addiction – continue to communicate with Catherine
- Send out an email to the BOD regarding interested individuals for the ACF committee

R. Fraser

- Email N. Ali with an update of the 2020 ISAM – CSAM virtual conference structure

B. Hebert

- Email accountant for pros/cons of refiling the 2019 taxes
- Send an alert email to the BOD once the second CSAM newsletter has been deployed
- Circulate N. Ali's fundamental document
- Send doodle poll for the September BOD meeting
- Send out an email to the BOD regarding interested individuals for the ACF committee