

Executive Committee

February 26, 2020

Minutes

Present: P. Sobey M. Willows J. Brasch B. Hebert (recorder)

Call To Order: 6:00pm MST - M. Willows

1. Comprehensive Review Implementation Plan:

- Integrate the structure Dave Martell used in his funding policy request for future funding requests and as a framework for committees reporting their work as it clearly articulated how it would align with the CSAM strategic framework
- All CSAM activities need to align with our strategic framework
- We do not need individual champions for each of the 4 strategic directions
 - i. It will complicate the work
- Each Committee will be responsible to align their work with the CSAM strategic framework (using the newly created template)
 - ii. This will allow us to stay on track with our projects
 - iii. Prevent us from deviating from our mission and vision
- It will be the role of the CSAM president to ask each Committee lead for their reports and how they are employing these directions – Reported in this template at each BOD meeting
- As we move through the process, we can determine our metrics – no point in using metrics that are not helpful
- Our metrics will be very grassroots to begin with
- The 1st step in the implementation plan is to get our Committee Leads to use the framework for their meetings and report back to the executive
 - iv. This will align their work projects
 - v. Questions can be asked from the Executive – What is your project and how does it fit within the framework?
 - vi. Can then track projects centrally (CSAM office) under each of the strategic directions
- In the future there could be a potential to add an advocacy committee to CSAM

- vii. Find a proactive approach and process
 - viii. Develop organic advocacy process – Develop, refine, reuse
 - ix. Ask the membership for issues that we could take leadership on advocating (then decide which ones we want to move forward with). Good way to not lose control and keep us aligned with our framework
- There are opportunities for us to hire outside professionals to help us get closer to some of our goals
 - Set aside time during the next BOD meeting to discuss the implementation plan and framework
 - Melanie to share the reporting framework template with each Committee Chair after it is completed

2. CSAM Newsletter:

- We will start to send out a quarterly CSAM newsletter – start on something we know we can provide
- We will align the newsletter with our BOD meetings (plan to send out the newsletter within 2 weeks of each meeting)
- Content Ideas:
 - i. President Report
 - ii. BOD Meeting Summary
 - iii. Committee Reports
 - iv. Provincial Reports
 - v. Job Postings
 - vi. Other Addiction Events
 - vii. “This article changed the way I practiced”
 - viii. Highlight a board member
 - ix. Other
- Ensure we focus on strategic directions
- Add the newsletter into the next BOD meeting agenda to see committee members interest in contributing
- It is an electronic newsletter – there is no set length
- Jenn will accept an editor role
- Send out the 1st newsletter after the April BOD meeting

- Melanie, Paul and Jenn to send content to Becca to keep on file

3. President Elect:

- Dave Martell?
 - i. Jenn to have a conversation with him regarding his potential role as president elect and as conference committee lead for 2021

4. Allocating Funds for CSAM President & President Elect:

- Requesting that CSAM has a set budget year to year for both the President and President elect to attend educational conferences
- Incentive for president and president elect
- Ensure our societies are networking with other organizations
- Jenn to send Paul email with request points
- Paul will present this at the April BOD meeting for consideration

5. Other notes

- Marilyn has confirmed we have cancellation insurance for conference in case of a pandemic
- Adjournment: 6:55pm MST – M. Willows

Action Items:

Melanie Willows:

- Contact Committee Leads with the strategic framework reporting template
- Send Becca content for the newsletter

Paul Sobey:

- Create a funding request for President and President Elect conference budget to present at April BOD meeting
- Send Becca content for the newsletter

Jenn Brasch:

- Volunteered to be an editor/reviewer of the CSAM newsletter
- Send Becca content for the newsletter
- Discuss President Elect position with Dave Martell

Becca Hebert:

- Add Comprehensive Review implementation plan to April BOD Meeting
- Add President and President Elect funding request to April BOD meeting