

CSAM-SMCA BOARD OF DIRECTORS MEETING of April 25, 2018

R	G. Budd	X	C. Chase	X	N. el-Guebaly	X	M. Markentin	X	R. Tanguay
X	M. Willows	X	M. E. Goyer	X	R. Lim	X	L. Evans	X	W. Lamba
X	D. Martell	X	M. Ghosh	X	W. Shublaq	X	S. Dubreucq	X	L. Walkey
X	P. Sobey	X	J. Brasch	X	R. Fraser	X	N. Riese	X	K. Mellor

Call to order by President P. Sobey 8: 05 PM (EST)

Add to Agenda: Fit for Purpose report (N. el-Guebaly)

Motion to Accept Agenda: P. Sobey/G. Budd

Review of Last Minutes and Action Items of January 17, 2018:

- Delay in completing action item (Crowe Mackay): Create a Finance Committee and discuss how best to invest revenue surplus before next BOD. There is concern that the surplus funds in the bank are putting CSAM at risk to lose their Not for Profit status.
- Bursaries item: Move to under Conference Committee (J. Brasch item).
- Repeat background and discussion on CAC item. Board needs to decide if they want to endorse the new process:
 - o The College of Family Physicians of Canada (CFPC) has approved the establishment of Certificates of Added Competence (CACs) for family physicians in two new domains, Addiction Medicine and Enhanced Surgical Skills.
 - o They are now accepting applications for members with added competence in the domain of Addiction Medicine.
 - o The priority topics and key features for the assessment of competence were developed by the CFPC Working Groups on the Assessment of Competence in Care of the Elderly, Family Practice Anesthesia, Palliative Care, Sport and Exercise Medicine, and the Committee on Examinations – Emergency Medicine.
 - o The initial CACs (credentialing phase) will be awarded to family physicians who have previously acquired competencies deemed worthy of recognition in the approved domains through practice experience, successful completion of a residency training program and/or continuing professional development, and demonstrated leadership in the domain of the CAC. CACs will be awarded based on the credentials and documented evidence of added competence, as judged by a peer review committee process.
 - o Applications from each domain of care will be reviewed by five-person Peer Review Committees composed of a panel of CFPC members with direct experience in the domain of care of the application, a member from another CAC domain of care, and a member from a broad-based practice background. The panel will be supported in its work by a Clinician Educator and a senior staff member from the Certification and Assessment Department at the College.
 - o The panel will review the presented evidence for each candidate, weigh and consider it appropriately, and arrive at a recommendation to award a CAC or not. Each recommendation will be forwarded to the CFPC's Board of Examiners for final review and decision.
 - o Roy Wyman will be attending the 2018 CSAM conference in Vancouver to sit on a panel and answer questions about CAC.
 - o N. el-Guebaly questions the timing of the CAC panel/Roy Wyman at the conference. The deadline to submit the online application for Addiction Medicine is September 30 but the conference takes place in October. The competition process does not seem to fit with past experience, and there appears to be a lack of transparency in the whole process.
 - o D. Martell has completed the application and is waiting to hear if accepted. He will inform board of decision.
 - o The feeling is that the CAC process is moving towards one of core competencies instead of a stricter curriculum.
 - o The board asked the Standards Committee to make a decision if CSAM should publically endorse the CAC process.
 - o Standards committee will review the CAC process and determine if it is a reasonable credential to offer with the CSAM certification (by next BOD?).
- Carry over - Prepare a written process for the AGM Election Process for 2018 (G. Budd).

Motion to accept minutes: P. Sobey/Seconded G. Budd

President's Report: P. Sobey

360 Review process:

- P. Sobey has made preliminary inquiries with several companies but has not found a group or individual to lead the board through the process. We need to find a company that specializes in working with non profits and understands the nonprofit budget.
- The board needs to define the terms of what they want the 360 to accomplish.
- Would like to continue discussion about retreat/360 in Vancouver.
- The general feeling is that holding a team building retreat would be pointless without a strategic planner to help guide the board
- May have to form a special committee to accomplish this goal.
- Possible project for P. Sobey to chair once he steps down as CSAM president.
- Anyone who is aware of any company or individual who specializes in strategic planning and 360 reviews for non profits should forward the information to P. Sobey. P. Sobey send R. Tanguay the initial email approach for R. Tanguay to send out on his end.

President Elect Position:

- P. Sobey would like board members to consider putting themselves in the position.
- Will formalize the election process at the next BOD in Vancouver.

Motion to Accept Executive Report: P. Sobey/Seconded by J. Brasch.

Current Board Member Expiry List:

- P. Sobey asked that changes be made to the current list:
 - o P. Sobey's term ends in 2018 not 2019.
 - o R. Lim's term ends in 2018 not 2019.

Treasurer's Report:

- There have been issues connecting with the accountant.
- The priority is the surplus of funds in the bank account. L. Evans will develop a firm plan and discuss how best to invest revenue surplus at next BOD meeting.
- P. Sobey will work with L. Evans on how best to invest surplus and source a new accountant.

Motion to accept the Financial Report: L. Evans/Seconded by D. Martell.

New Business:

CSAM IT Terms of Reference – P. Sobey

- P. Sobey presented a draft for the new IT TOR. The scope of the TOR is broad, not restrictive.
- Key issues are the committee's responsibilities:
 - o Design, develop and implement website or other internet related educational, promotional or conference elements to promote the mandate and vision of CSAM
 - o Edit and modify the website as appropriate and/or directed
 - o Work in close association with Karen Mellor in developing and implementing an internet presence for CSAM

Motion to accept TOR as presented: P. Sobey/Seconded by M. Ghosh

Waiving Conference Fees for Board Members – ME. Goyer

- Continued discussion from the October 2017 Board meeting:
 - o BOD members would like a registration reduction for the 2018 conference in Vancouver. The Earlybird Physician rate to attend the full conference is \$600.00. The board would like a 50% reduction in cost of the Earlybird Physician rate.
 - o Board will also continue to receive a complementary hotel room for the Tuesday night before the conference so members can fly in early to attend the annual in person board meeting on the Wednesday.

Motion - Board members will pay \$300 for 2018 conference registration: Passed. P.Sobey/Seconded by R. Lim

Remind Board members they will need to purchase registration through a special process (km)

Separate stream for letters of support for research or clinical grants (W Lamba)

- Carried over.

Nominations Committee Report: R. Lim

- Term Expiry:
 - o The President Elect position is the only position the board will need to address at 2018 AGM Vancouver.
 - o M. Willows will become the new CSAM President.

Motion to accept report: R. Lim/ Seconded by J. Brasch

Bylaws Committee Report: G. Budd

- No update

Journal Committee Report: N. el-Guebaly

- N. el-Guebaly is happy with the new CJA Editorial board and all progress.
- Board will meet in person for the first time at the 2018 Conference in Vancouver. M. Dorozio will arrange a room at the conference venue for the board to meet. K. Mellor will schedule the Editorial board meeting once a room has been arranged (discuss particulars with N. el-Guebaly)
- All board members received a copy of the Wolters Kluwer CJA YTD web stats and Unique Visitors stats. The report showed a reasonably large and wide reach in over 30 countries.
- N. el-Guebaly reminded the board that a discussion will be needed on how best to address the cost of running the CJA Editorial Office once he steps away. Currently, the administration of the CJA is done by N. el-Guebaly's assistant Tracy Howden.
- N. el-Guebaly will address this issue again in Vancouver.
- Fit for Purpose: Findings and Recommendations of the External Review of the Pan-Canadian Health Organization M. Willows met with CCSA and her understanding is there are no plans to address any particular part of the findings at this time.

Motion to accept report: P. Sobey/Seconded by J. Brasch.

Conference Committee Report: J. Brasch

- The committee is expecting a large conference this year.
- Currently developing the schedule - Thursday (opening day) will celebrate the 30th anniversary of CSAM. The Nursing Symposium will be on Friday, and Saturday is dedicated to First Nations and Addiction?
- There are four plenary speakers confirmed.
- Multiple abstracts received so far.
- J. Brasch asked that all board members spread the word to submit abstracts.
- The committee is awarding student bursaries for the first time this year. Four student bursaries will be offered to qualified students. J. Brasch is purposing that the bursary covers the cost of the Superpass registration and travel expenses.
- Notice about the bursaries will be sent out next week. J. Brasch asked that board members forward the information on as appropriate.

Motion to accept report: J. Brasch/Seconded by L. Evans.

Education Committee Report: R. Fraser

- The committee will be doing a symposium looking at fellowship opportunities across the country.
- Larina Reyes Smith busy putting the 2018 Fundamentals program together.
- Committee excited about the AHS partnership to create a MOC Section 3 accredited online curriculum for foundational to intermediate understanding of Addiction & Mental Health.
- There is opportunity to partner with other CSAM committees especially the IT committee.
- M. Willows is organizing the symposium and asked board for suggestions on any other Fellowship Programs (addiction medicine or addiction psychiatry) in Canada:
 - o Psychiatry at McGill
 - o Training Program at University of Montreal
- ME. Goyer will email M. Willows with name of director for the U of M program.
- R. Lim suggested M. Willows also connect with Ramm Hering in Victoria

Motion to accept report: R. Fraser/Seconded by P. Sobey.

Membership Committee Report: L. Evans

- New Resident board position filled by Lisa Hunt.
- The Membership Committee recently completed a large recruitment drive. Emails were sent to the entire CSAM membership
- L. Evans and S. Cirone working together to send out conference and membership invitations to the CFPC Addiction Medicine Program members, 700 plus doctors.
- A personalized letter RE: position papers and CSAM Committee opportunities was sent to all the residents who applied for the resident board position but were not successful. The same letter was then sent as a mass email to all CSAM residents and students.
- Lorne Clearsky has joined the Membership committee and is helping to encourage collaboration and partnership with indigenous people. He has reached out to his connections to broaden awareness of CSAM and the potential to partner.
- The CSAM Newsletter has a new look as of April 6, 2018. It is now called The CSAM Connection and it releases every month on the 6th.

Motion to accept the report: L. Evans/Seconded by ?.

Standards Committee Report: M. Willows

- The committee continues to receive emails asking for special consideration to bypass the requirements of CSAM certification.
- Standards committee will review the CAC process and determine if it is a reasonable credential to offer with the CSAM certification.

Motion to accept report: M. Willows/Seconded by N. el-Guebaly

IT Website Committee Report: M. Ghosh

- M. Ghosh shared progress report on goal of setting up an online Journal Club.
- A CSAM Journal Club would have to partner with a credited body - (U of C) to use their Learning Management System. The LMS allows participants to read and discuss online in a password-protected environment.
- The Royal College credits the activity as a group learning activity.
- A Journal Club would need:
 - o a planning committee (4-5 people).
 - o a needs assessment of target audience.
 - o set objectives for the program as a whole, and each article.
- The amount of work each person puts in reading articles and discussing will determine how many credits they will receive.
Example:
 - o reading one article and taking part in one discussion is 3 hours = 3 credits.
 - o reading four articles and taking part in all the discussions (called a conference) = 12 credits.
 - o 12 articles/discussions in a half year period = 36 credits.
- A meeting between U of C, M. Ghosh and K. Mellor will take place the first part of June to continue discussions.

Policy Committee Report: M. Manak

- No update.

Other Business:

- No other business.

Next Meeting:

- Will be determined by Doodle Poll.

Adjournment: 9:54 P.M. EST

ACTION ITEMS

L. Evans:

- Create a Finance Committee (carried over?).
- Discuss how best to invest revenue surplus at next BOD meeting.

P. Sobey:

- Send R. Tanguay 360 email correspondence.
- Work with Laura on how best to invest revenue surplus and finding a new accountant.

G. Budd:

- Prepare a written process for the AGM Election Process for 2018 (carried over).

M. Manak:

- TOR Standards & Policy Appendix 14 - Make revisions (carried over).

D. Martell:

- Keep board updated with news about CAC application

M. Willows/M. Markentin:

- Standards committee will review the CAC process and determine if it is a reasonable credential to offer with the CSAM certification

ME. Goyer:

- Email M. Willows with name of director for the U of M program

K. Mellor:

- Update the Current BOD Expiry Term (done).
- **Remind Board members they will need to purchase registration through a special process (km).**
- K. Mellor will schedule the Editorial board meeting once a room has been arranged (email Nady for particulars – food?)