

CSAM-SMCA BOARD OF DIRECTORS MEETING of June 20, 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: 06 PM (EST)

Add to Agenda: No

Motion to Accept Agenda: P. Sobey/Seconded by D. Martell

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

- Prepare a written process for the AGM Election Process for 2018 (carried over).
- Standards committee will review the CAC process and determine if it is a reasonable credential to offer with the CSAM certification (carried over to committee report).

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

President's Report: P. Sobey

Board Vacancy: British Columbia and Yukon Regional Director

- M. Manak stepped down from BOD and as chair of Policy Committee.
- Does not have time to commit to the position(s).
- The term was ended one year early. Should have ended in 2019 (October).
- K. Mellor will send an email notification to CSAM members in B.C. on behalf of R. Lim and the Nominations Committee. Make sure to attach the BOD TOR in the email, and give a six-week deadline to apply.
- BOD was asked if the successful candidate should be required to assume the role of the Policy Committee Chair in addition to the BC/Yukon Regional Director role. The majority said no.
- P. Sobey asked if someone from the board would chair the Policy Committee. D. Martell volunteered to chair, and ME. Goyer offered to attend meetings and co-chair if necessary.

Motion to elect D. Martell as the new Policy Committee chair: P. Sobey/Seconded by N. el-Guebaly

Sourcing a New Accountant and Accounting Firm for CSAM:

- The current accounting company Crowe and MacKay is no longer performing in the best interests of CSAM. Issues include:
 - o Issues with GST.
 - o Slow response time.
 - o Inexperience with QB Online, the CSAM Accounting software.
- The office was recently informed that CSAM should have been collecting and paying GST once their earnings hit \$250,000.00.
- The government is NOT required to give notice when a company reaches the limit; however, the expectation is that our accounting company would notify CSAM of any significant accounting deadlines. Crowe and MacKay provided no notice about the GST maximum to CSAM.
- There is a chance that CSAM owes GST from 2016 on.
- P. Sobey, L. Evans and K. Mellor had an effective first meeting with Hall Murdock, an accountant at MNP.
- Hall Murdock meets the necessary accounting requirements for CSAM:
 - o Can generate a Notice to Readers
 - o Proficient in QuickBooks Online
 - o Will advise the Treasurer on how best to invest CSAM's surplus funds
 - o Will support the CSAM admin office if required
- Several board members (R. Tanguay/M. Ghosh) endorsed Mr. Murdock's merits below:
 - o He makes himself accessible 24/7 if necessary
 - o His practice is almost entirely medical
 - o He is experienced with non-profits
- Hall Murdock has reviewed CSAM's 2016 financial statements and provided the board with an estimate for services going forward.
- The estimate is competitive with Crowe MacKay's services.
- The issue with GST will be tabled until after the AGM when we have more information

Motion to Retain New Accounting Company MNP (Hall Murdock) to Examine Books, Advise on GST Remittance and General Financial Information on Amount of Money We Should Have on Account: L. Evans/Seconded by R. Tanguay.

President-Elect:

- The Nominations Committee (R. Lim) will start the process of accepting nominations for the position of President-Elect.
- The successful candidate is elected by the BOD at the face to face meeting.
- K. Mellor will send out an email to the board asking for nominations for the position.

- Board members are invited to call P. Sobey if they are interested in the position.

Current Board Terms

- o P. Sobey's term ends in 2018.
- o R. Lim's term ends in 2018.
- o Melanie Willows becomes the new CSAM President at face to face in Vancouver.
- o No other changes to the BOD term expiry dates.

Strategic Plan (360 Review)

- P. Sobey has found two possible candidates (Charles Loza?) and Steven Lewis from Price Waterhouse.
- N. el-Guebaly suggested contacting Centegrity (?).
- Work in progress.
- P. Sobey feels this is a process worth exploring. He will gather more information and bring it back to the board at the next meeting.

Motion to Accept President's Report: P. Sobey/Seconded by C. Chase

Treasurer's Report:

- Discussed Profit and Loss and Balance Report.
- Favorable year-end report.
- Addiction Day funds come up on the financial reports because the funds are currently not in a holding account.
- L. Evans has purposed setting up a Financial Committee.
- Committee will accept proposals for funding requests up to a certain dollar value (exp - \$5000).
- The Finance Committee would consider strategic proposals and prioritize funding that would bring in new CSAM members first.
- Having a Finance Committee makes sense and will create a better paper trail for the society
- Will free up BOD meeting time.
- More discussion needed on the max amount that could be spent each year.

Motion to Create a TOR for the Financial Committee: L. Evans/Seconded by P. Sobey

Motion to accept the Financial Report: L. Evans/Seconded by C. Chase

New Business:

Possible collaboration with the Canadian Pain Society (R. Tanguay)

- Discussed ways to bring the CPS and CSAM together to provide shared education to Fellows (?). Ideas included:
 - o Split a conference together. Example – Mini-conference, one or two-day event.
 - o Could be a pre-conference half day before our annual conference or before the CPS annual conference. CSAM would train on pain and CPS would train in addiction.
 - o Could also be structured as a workshop.
 - o Education would be focused on Opioids and Cannabis.
 - o Would be financially beneficial for both societies.
 - o Would like to replicate the program used at the WCAF.
- C. Chase asked if the CPS conference is supported by pharma. CSAM must be cautious. Make sure there is no bias and that the research presented is not funded.
- R. Tanguay asked for board support to develop a proposal – Yes (no motion).
- A group from the BOD was formed to help R. Tanguay develop the joint conference. Participants include:
 - o R. Tanguay
 - o W. Lamba
 - o D. Martell
 - o M. Ghosh
 - o C. Chase
 - o J. Brasch
- K. Mellor to create a Group contact for the members and send an initial email to all.

Social Media Concept (R. Tanguay)

- BOD discussed developing a CSAM social media campaign to create awareness and end stigma.
- R. Tanguay became interested in developing a campaign through Chris Cull campaign and Phil Teebow (?) campaign.
- Will increase CSAM's profile in the country.
- Individior showed interest in sponsoring this venture during casual discussions.
- Can we get more information/metrics on two or three similar successful campaigns? Will help identify how to proceed with creating a successful campaign.
- CSAM would hire a professional company to create the campaign.
- A Committee was formed to explore creating a campaign and what is required. Committee will bring the information back to the BOD at the face to face in Vancouver. Members of the newly formed committee are:
 - o N. Riese
 - o R. Tanguay
 - o P. Sobey
 - o C. Chase
 - o N. el-Guebaly

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

Separate stream for letters of support for research or clinical grants (W Lamba – carried over from the last meeting).

- P. Sobey made a suggestion that these requests will be made a part of the Terms of Reference for the Finance Committee.
- All requests to be called Outside Requests for Funding and Support.
- Board discussed having the Executive Committee approve requests for support and the Finance Committee approve requests for money.
- W. Lamba will prepare a draft proposal to present to the board at the next meeting.
- Any requests for support/money should be sent to the Executive Committee in the interim.

Student Bursary Applications: (D.Martell/P.Sobey)

- CSAM is offering 4 (four) bursaries to students interested in the field of Addictions Medicine. Each bursary award will include funds towards transportation costs and a Superpass to attend the conference and the Fundamentals Course. The purpose of the bursaries is to enable students to attend the CSAM conference.
- 37 student bursary applications were received.
- P. Sobey and D. Martell will review and select four successful applicants before July 01, 2018.
- P. Sobey and D. Martell will use the letter template created by the Membership Committee (for the Resident board position) to send to the unsuccessful applicants of this initiative. There is an opportunity to engage, recruit and support these young physicians.
- Board discussed ways to engage applicants and increase the number of students attending the conference in general. Ideas included:
 - o Connect the applicants with the BOD in their province.
 - o Offer discounts to attend the conference – Not feasible.
 - o Identify applicants special skills or interests and where they could best serve CSAM.
 - o Offer letters of reference in return for support/volunteer work.
 - o N. Riese suggested setting up a Donation button on the CSAM site targeted towards helping students attend the annual conference. Example from the Society for Rural Physicians website: [Adopt a Student or Resident - Help keep memberships Free for Students and minimal for Residents](#)
 - o ASAM has a mentorship program. Can CSAM develop a similar program?

Nominations Committee Report: R. Lim

- Report minuted in the President's Report.

Bylaws Committee Report: G. Budd

- No update.

Journal Committee Report: N. el-Guebaly

- N. el-Guebaly reminded the board that currently, the administration of the CJA is done by N. el-Guebaly's assistant Tracy Howden.
- Starting July 1, 2019, N. el-Guebaly will not have an office; therefore he will not have an assistant. He has proposed that CSAM retain Tracy's services with the CJA and asks for a fee increase on her behalf.
- Starting with the July 2018 issue and until July 1, 2019, the Managing Editor, Tracy Howden will receive \$1000 CND per issue (currently she receives \$500/issue).
- Commencing in July 2019, based on occupation wage and salary information, as well as experience and skills, and taking into account compensation towards benefits, a fair annual remuneration, at .2 (8 hours per week), Tracy Howden will receive \$15000.00 (CND) per year, including benefits, i.e. \$3750 CND per quarter.
- More discussion is needed on how/when and who will replace the Editor in Chief N. el-Guebaly when he steps away (Halifax 2019).

Motion to increase Managing Editor's remuneration per issue from \$500 to \$1000 – L. Evans/Seconded by P. Sobey

Motion to pay Managing Editor an annual remuneration of \$3750 per quarter starting in July 2019 – L. Evans/Seconded by P. Sobey

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

Conference Committee Report: J. Brasch

- The committee received 147 abstracts.
- A draft conference schedule has been developed.
- Running a smaller amount of plenaries in concurrent sessions.
- Five sessions running at the same time.
- A lot of Opioid Agonist Therapy content.
- 37 Student Bursaries received.
- 10 Exhibitor booths sold, two others reserved for Gilead and WK.
- 54 conference registrations to date.
- Board members are welcome to look at the conference schedule. Email J. Brasch if you would like a copy.

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

Education Committee Report: R. Fraser

- The committee is discussing remuneration for speakers for 2019.
- Some suggestions:
 - o Honorarium.
 - o Stipend.
 - o Cover the cost of hotel room.

- Speakers have always been volunteers; however, it is getting harder to find people to volunteer their time without at least covering their costs.
- The committee would like to improve on Fundamentals Day and explore different avenues – Example: more case-based studies, (would need table monitors leading the table).
- Marilyn Dorozio provided the Education Committee with a budget from past years. Fundamentals Day does not make any money and barely breaks even. Fundamental attendees are trainees attending at a discounted rate, and while this meets the educational mandate, it does not generate profit. The committee does not want to raise the rates for Fundamental Day, so any costs would mean asking the board to provide by dipping into CSAM's savings.
- Fundamentals Day is a great recruitment tool and should only be required to cover the cost of each attendee.
- R. Fraser would like to table the discussion until the new accountant is hired, and then he will submit the request through the Financial Committee. Item will remain a standing item to be revisited in Vancouver.
- R. Fraser and K. Mellor will create a budget with a couple of options to present to the board in Vancouver.

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

Membership Committee Report: L. Evans

- Membership numbers are up overall.
- BC Student memberships doubled due to the 2018 CSAM Conference being held in BC.
- 89 new email addresses collected through the abstract submission process. These emails were added to the society's email marketing list.
- L. Evans has connected with S. Cirone and is discussing sending out conference and membership invitations to the CFPC Addiction Medicine Program members.
- The Membership Committee will have space at the CSAM Conference for recruitment.
- Indigenous efforts continuing and still a priority.

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

Standards Committee Report: M. Willows

- The standards committee is reviewing the CAC process and will determine if it is a reasonable credential to offer with the CSAM certification.
- If we approve for CAC then we will have to do the same for the Royal College.
- There are variables still to consider:
 - o The CAC application is onerous because it is through the leadership route.
 - o One-year fellowship will automatically be qualified for CSAM certification.
- Committee will present their findings at face to face in Vancouver.

Motion to accept report: M. Willows/Seconded by P. Sobey

IT Website Committee Report: M. Ghosh

- The meeting between U of C, M. Ghosh, and K. Mellor is on hold until U of C's Education Consultant Diane Simpson gets the green light from her director, Elaine Chow Baker.
- Recap of the project – CSAM Journal Club
 - o Needs 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.
 - o 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.

Policy Committee Report:

- No update.

Other Business:

- No other business.

Next Meeting:

- Will be determined by Doodle Poll.

Adjournment: 9:15 P.M. EST

ACTION ITEMS

L. Evans:

- Create a TOR for the Financial Committee

P. Sobey:

- Strategic Plan - gather more information and bring it back to the board at the next meeting

G. Budd:

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

R. Tanguay:

- Develop a proposal for CPS and CSAM
- Develop a proposal for a CSAM social media campaign strategy

W. Lamba:

- Prepare a draft proposal to present to the board at the next meeting (Separate stream for letters of support for research or clinical grants)

K. Mellor:

- CPS & CSAM Collaboration Group - K. Mellor to create a Group contact for the members and send an initial email to all (done)
- Social Media Group - K. Mellor to create a Group contact for the members and send an initial email to all (done)
- Send out conference registration process for BOD members again (done)
- Send an email notification to CSAM members in B.C. on behalf of R. Lim and the Nominations Committee. Make sure to attach the BOD TOR in the email, and give a six-week deadline to apply
- Send out an email to the board asking for nominations for the President-Elect

R. Fraser and K. Mellor:

- Create a budget for Fundamentals Day with a couple of options to present to the board in Vancouver