

## Minutes

CSAM Conference Committee Meeting

March 11, 2020– 6:00pm MST

Present: J. Brasch      D. Martell      R. Fraser      A. Marmel      M. Willows      M. Dorozio  
                 P. Sobey      B. Hebert (Recorder)

Regrets: A. Warnock      W. Lamba      N. Ali

Call to Order: 6:04pm MST – J. Brasch

Adoption of Agenda and any Additions:

- No additions to the agenda
- Agenda adopted – J. Brasch

Update:

- J. Brasch gave the committee a quick update on what happened with the recently release of the Government of Alberta Report “Impact: A socio – economic review of supervised consumption sites in Alberta”
- COVID-19
  - Continue to plan on at this point – it is much too earlier to make a call on our conference
  - M. Dorozio – We should have no problem with cancellation if we need to

1. Review of action items from last meeting:

### **Jenn Brasch**

- Discuss the details of the Karen Mellor Bursary offline with Dave – **Still Need to Meet**
- Will connect with Nikki Bozinoff to discuss buprenorphine course/presentation
  - **Agreement from Nikki to present the course**
  - **Decided on charging a fee to eliminate “no shows” Possible costs \$50 for already attending conference registrants, \$175 for non – registrants**
  - **Run on Saturday unless Naved has strong thoughts on it**
  - **This course already has the CME credits in place**
- Will connect with the family physician from the Island regarding leadership presentations – **Still need to contact**

### **Dave Martell**

- Discuss the details of the Karen Mellor Bursary offline with Jenn – **Still Need to Meet, Becca to ensure this meeting takes place**
- Tasked to develop and design 1 discussion and dialogue table for the conference
  - **Idea: Learner Panel – Have an early career individual with little experience bring up topics of discussion**
  - **Willing to see it develop, take learners who are confident and comfortable in discussion**
    - **Tommy Brothers?**
  - **Panel discussion rather than dialogue table**
  - **Melanie to talk to Dave offline about conflicting ideas**

#### **Melanie Willows**

- Send email to the BOD for nominations for the Lifetime Achievement Award – **Completed**

#### **Naved Ali**

- Send Dave information on the CTB Canada course -**Pending**
- Connect with local individuals on the Island to see if they are interested in presenting the Fundamental topics - **Pending**

#### **Marilyn Dorozio**

- Send Jenn a list of the room space and capacity of the convention center - **Completed**
- Send a list of last year's abstract distribution list to Melanie and Jenn – **Resend the list again**

#### **Becca Hebert**

- Send out doodle poll for next CSAM conference meeting – **Completed**
- Add marketing the abstract submission opening to next meeting agenda – **Completed**

#### 2. AMP—marketing and sponsorship

- Paul, Jenn Marilyn and Becca meet with AMP on a weekly call to keep up to date on the progress of the conference, share ideas and collaborate
- They are putting extensive work into the conference
  - J. Brasch showed both the one-page flyer and the list of Canadian organizations they have created
  - Everyone impressed by their work

#### 3. Conference Schedule – Including special sessions we want to include

- No further progress on the schedule
- The focus right now is planning the “backbone” of the conference
- We are on pace for conference planning

#### 4. Trainee matters

- Dave, Ashley and Allison met last week to brainstorm further ideas for what sessions may look like
  - Two 90 minute sessions
  - Idea: DBT Skills – Meet with R. Fraser to discuss further
  - Idea: Focus on Complex Case Discussions – Experienced addiction physicians to lead these sessions. Select complex cases and work through it with a group of learners
  - Idea: Learner Panel
  - Idea: Nuts & Bolts of How To Be A Successful Physician – How to give a presentation
    - Peter Selby – how to give big or small presentations
- These ideas were developed by opinions and feedback from last years attendees and current learners
- Mentoring Lunch – We would like to host this event again at the conference
- Social Activities:
  - Still need to discuss
  - Encourage learners to attend the gala dinner
- Bursary Program:
  - 12 Bursaries, \$1000 plus registration
  - Close bursary submissions in June
  - Scoring Rubric – D. Martell and P. Sobey revamped this in 2019
  - D. Martell – to complete the application process and send it to Marilyn to put on the webpages

#### 5. Lifetime Achievement Award

- Possible nominees:
  - Dr. Jean Pierre Chiasson
  - Dr. Peter Butt
  - Dr. Peter Selby
- Ask Nady if he has any suggestions for nominees
- This award does not have to be a physician, but we would like it to be a senior individual; possibly an Indigenous figure who has play a significant role
- Ask the past presidents of CSAM – M. Dorozio to send a list of the past presidents and contact information to J. Brasch
  - J. Brasch to send out an email to the presidents after she receives this information
- Melanie to put on the BOD meeting agenda in April

#### 6. French Track

- No update
- P. Sobey to write Kathy an email to get an update with her progress
- M. Dorozio and J. Brasch to connect regarding the French track and the French abstract submission process

7. Fundamentals Course
  - Review Next Meeting
8. Diversity/Reducing barriers to access
  - Review Next Meeting
9. Tours
  - M. Dorozio created a letter and sent it to J. Brasch and P. Sobey for edits – P. Sobey has edited the document
  - Will be sent to current exhibitors and partners
  - Will give to AMP to recruit potential extra exhibitors
  - Will have on our registration site – click through link
10. Marketing Abstract Submission Opening
  - Call for abstract is open
  - AMP to create an email blurb for our Committee and BOD members to circulate to their networks:
    - Paul – UBC, Fraser health authority, BCCSU, A&MH Leads interior, northern Van Island
    - Melanie – Ottawa, queens
    - Ron – Halifax, Montreal
    - Dave – Maritimes, network, CFPC addiction network
    - Jennifer – Hamilton and U of T, CAMH
    - Allison – University of Manitoba
    - Jen to write CSAM BOD and ask for their help to circulate the call for abstracts before the April BOD meeting

Next Meeting: B. Hebert to book with J. Brasch and send out doodle poll

Adjournment: 6:52pm – J. Brasch

**Action Items:**

**Jenn Brasch**

- Discuss the details of the Karen Mellor Bursary offline with Dave
- Will connect with the family physician from the Island regarding leadership presentations
- Write an email to the CSAM BOD asking for their help to circulate the opening of call for abstracts

- Circulate call for abstracts to Hamilton and U of T, CAMH (once AMP has created a message to send)
- Connect with Marilyn regarding the French abstract submission process
- Jenn to send out an email to the past CSAM presidents after she receives the information from Marilyn

#### **Dave Martell**

- Discuss the details of the Karen Mellor Bursary offline with Jenn
- Circulate call for abstracts to Maritimes, network, CFPC addiction network (once AMP has created a message to send)
- Complete the bursary application process and send it to Marilyn to put on the webpages

#### **Melanie Willows**

- Circulate call for abstracts to Ottawa, Queens (once AMP has created a message to send)
- Put Lifetime Achievement award nominations on the BOD meeting agenda in April

#### **Paul Sobey**

- Circulate call for abstracts to UBC, Fraser health authority, BCCSU, A&MH Leads interior, northern Van Island (once AMP has created a message to send)
- Write Kathy an email to get an update with her progress on the French Track

#### **Ron Fraser**

- Circulate call for abstracts to Halifax, Montreal (once AMP has created a message to send)

#### **Allison Marmel**

- Circulate call for abstracts to University of Manitoba (once AMP has created a message to send)

#### **Naved Ali**

- Send Dave information on the CTB Canada course
- Connect with local individuals on the Island to see if they are interested in presenting the Fundamental topics

#### **Marilyn Dorozio**

- Resend a list of last year's abstract distribution list to Melanie and Jenn
- Send contact list of past CSAM presidents to Jenn
- Put bursary application process on webpages after received from Dave
- Connect with Jenn regarding the French abstract submission process

**Becca Hebert**

- Send out doodle poll for next CSAM conference meeting
- Send AMP blurb to the committee so they can start circulating call for abstracts