

Minutes

CSAM Conference Committee Meeting

May 6, 2020– 6:00pm MST

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

Regrets: A. Marmel N. Ali

Call to Order: 6:04pm – J. Brasch

Adoption of Agenda and any Additions:

- No additions
- Agenda is adopted

1. Review of action items from last meeting:

Jenn Brasch

- Discuss the details of the Karen Mellor Bursary offline with Dave - **Done**
- Will connect with the family physician from the Island regarding leadership presentations - **Pending**
- Write an email to the CSAM BOD asking for their help to circulate the opening of call for abstracts – **Pending**
- Circulate call for abstracts to Hamilton and U of T, CAMH (once AMP has created a message to send) - **Pending**
- Connect with Marilyn regarding the French abstract submission process - **Pending**
- Jenn to send out an email to the past CSAM presidents after she receives the information from Marilyn - **Pending**

Dave Martell

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

Melanie Willows

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

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) - **Pending**
- Write Kathy an email to get an update with her progress on the French Track - **Pending**

Ron Fraser

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

Allison Marmel

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

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

- Resend a list of last year's abstract distribution list to Melanie and Jenn - **Done**
 - Send contact list of past CSAM presidents to Jenn - **Done**
 - Put bursary application process on webpages after received from Dave - **Done**
 - Connect with Jenn regarding the French abstract submission process – **Pending**
2. Virtual Conference Options:
- It has been decided that we will have some version of a virtual conference – either a hybrid or fully virtual depending on the developments of Covid -19
 - AMP is adjusting our content and marketing materials to indicate to our future attendees we will be having an educational event in November
 - We do have cancellation insurance with the Empress, we only get a full refund if the event is cancelled due to government policy
 - This is an opportunity to market our conference to additional people who also would not have attended the in-person conference
 - Marilyn has sent out inquires to the Victoria Conference Centre regarding their virtual capabilities
 - Streaming services
 - Pre-recorded services
 - If we have a hybrid conference not all tracks will be put on the virtual platform (poster sessions, research sessions, some presentations)

- We will be using the EventMobi virtual platform – At no extra cost than the contract we already have signed with them for the app and registration platform
- With hosting a virtual event we will find a way to create a social and content connection – try and enhance the social experience the best we can
- Virtual conferences have been around since the 90's – but is new to the medical field
- If the conference is fully virtual, the CSAM BOD meeting will also be virtual

3. AMP—marketing and sponsorship:

- Glad we have AMP, the branding looks fantastic
- Conference Website
 - Can access from both CSAM and ISAM homepages
 - Extremely attractive looking website
 - Create the type of atmosphere and ambiance we wanted
 - Redo the homepage to showcase our virtual conference decision
- Influencer Emails
 - Will deploy in a couple of weeks
 - AMP to develop an email about call for abstracts and hybrid conference
 - Once created it will be sent to the committee members to forward to their contacts
- E-prospectus
 - They have created a package and will send out to the contact list Jenn and Paul have generated

4. Marketing Abstract Submission Opening:

- Abstracts are open
- Deadline is now June 15th
- Need to start promoting the call for abstracts
- Jenn to put together an email to send to the conference committee members to deploy to their contacts
- Jenn to make alterations to the abstract submission process – incorporate the virtual component
 - Submit your abstract in person or virtually
 - This message must sound confident (the technology is there; we will figure out how to present it)

5. Covid-19 Track:

- Propose a Covid – 19 track
 - Shifts in use of drugs and access to treatment
- Paul and Jenn have been talking with CCSA – create a partnership and co-promote the track with them
 - This topic could come full circle and be presented at the CCSA conference next year

- Paul to send an email to Rita from CCSA to see if she received the proposition

6. Trainee Matters:

- Trainee Track
 - DBT Skills – Ron to help facilitate
 - Complex Case Discussions
 - Learner Panel
 - How to submit a quality abstract
 - How to write grant proposals
 - Jag Khalsa to present – expenses will be paid by ISAM
 - Marilyn to send notification email to Dave
- Social Activities
 - How do we incorporate this in a virtual event – question for AMP?
- Bursary Program
 - Bursaries are up
 - CSAM - 12 travel bursaries & 1 Karen Mellor Bursary (address smoking cessation)
 - ISAM – offers travel bursaries

7. Fundamentals Course

- Postpone discussion till next meeting
- Jenn to connect with Naved and discuss the process of the Fundamentals Course
- Ron to connect with Naved about the Education committee and will cc Jenn

8. Lifetime Achievement Award

- Postpone discussion until next meeting
- Added to the May 7th CSAM BOD meeting
- Becca to add Wip's nominations on the next agenda

9. Conference Schedule – Including special sessions we want to include

- 9 Plenary Speakers
- Need more abstract submissions to create a schedule and organize tracks

10. French Track

- Paul to email Kathy to see if any progress has been made on the French track

11. Diversity/ Reducing barriers to access

- Devote enough time for this topic at the next meeting
- Need to create 5 guiding principals that are implemented throughout the conference
 - Virtual
 - Gender Equality

- Overflow room for mothers with children
 - Gender Diverse Group
 - Wip to connect with Jenn and discuss diversity barriers before next meeting

Next Meeting: Early June – Before abstract submission is closed (June 15th)

Adjournment: 6:56pm – J. Brasch

Action Items:

Jenn Brasch

- 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
- Connect with Wip to discuss diversity barriers for the conference
- Connect with Naved to discuss progress of the development of the Fundamentals course
- Create an email about submitting abstracts to ISAM-CSAM 2020 and send to the conference committee members to deploy to their contacts
- Make alterations to the abstract submission process – incorporate the virtual component

Dave Martell

- Circulate call for abstracts to Maritimes, network, CFPC addiction network (once AMP has created a message to send)

Melanie Willows

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

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)
- Connect with Naved regarding Fundamentals – cc' Jenn

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

Wip Lamba

- Connect with Jenn to discuss diversity barriers for the conference

Marilyn Dorozio

- Connect with Jenn regarding the French abstract submission process
- Send email to Dave regarding Jag Khalsa presenting for the trainee track

Becca Hebert

- Create doodle poll for next meeting
- Add Wip's Lifetime achievement award nominations to the next meeting agenda