

CSAM-SMCA BOARD OF DIRECTORS MEETING of October 24, 2018

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

1. Call to Order

2. Approval of Agenda

3. Additions to agenda

- Mike Franklyn suffered minor stroke – Melanie Willows will send an email to Sharon Cirone sending CSAM's prayers and condolences.
- ISAM Exam report

Agenda accepted by P. Sobey/C. Chase

4. Executive:

- President's Report:
 - o Woodrow Morrison will acknowledge the land at the opening of the conference.
 - o Thank you for efforts by N. el-Guebaly for the Journal, L. Evans for the Membership committee, K. Mellor for social media, J. Brasch and M. Dorozio for all their conference work.
 - o Our annual conference is the society's major achievement. We need to keep costs low and rely on generating other methods of income. CSAM should move towards a professional conference management company. How involved do M. Dorozio and K. Mellor want to be in conference management and planning? Need to know before Hamilton.
 - o Fundraising – Where and how do start fundraising?
 - o P. Sobey had a discussion with Leanne Calderwood; the Senior Director of Global Accounts for Helmsbriscoe (researches, contacts and evaluates venues) about the different conference management companies in Canada. Further discussion around conference management is needed. P. Sobey will put together a presentation to bring forward at the next BOD meeting. Some board members feel a conference facilitator should be hired and other members are opposed to the use of external consultants.
 - o Board acknowledged all of P. Sobey's efforts as president. Paul would like to continue to contribute to CSAM and the CSAM board.
 - o N. Riese cautioned that the surplus of funds CSAM has now should be spent on advancing CSAM, and budgeting for future conferences. The annual conference is being held in smaller centers over the next couple of years and will not generate as much profit as it does in the larger cities.
 - o Current BOD - K. Mellor change M. Willow's term to two years (2018-2020).
 - o The BC and Quebec board vacancies – Two notices were sent to the membership asking for applications for the positions but no one applied.
 - o The board discussed the requirements for board positions:
 - The time commitment for this position is four teleconferences per year, one face to face meeting at the annual CSAM conference, and a requirement to act on a minimum of one committee.
 - We are looking for individuals who have an interest in the CJA, as well as website and social media development.
 - o Board would like to start choosing people based on the skills they bring to the position rather than just regional representation.

- Currently the bylaws state that you do not have to be a physician to sit on the board. The board discussed the pros and cons of having representatives from all professionals involved in addiction medicine:
 - CSAM has always been a refuge for physicians where they can speak freely and voice their opinions.
 - Being subject to a board of regulation brings a certain professionalism to the board.
 - Most of the professionals that practice addiction medicine are not doctors. CSAM needs representatives from all players.
- Board would like a government review with a facilitator and help to correct the gaps in the current bylaws. A working group will be established first. The working group will meet over four teleconferences and build a structure before reporting back to the board in Halifax.

Motion: Establish a Working Group of 4-6 people to complete basic work (define the core principals of the society) for a government review to be completed at a one-day session in Halifax 2019. The session will be held before the three-day main conference - Passed

- Members of the working group are:
 - M. Willows.
 - P. Sobey.
 - W. Lamba.
 - N. el-Guebaly.
 - G. Budd.
 - C. Chase.
 - Board should be careful about adding too many requirements to vacant board positions – could scare off applicants. The board positions should also reflect the population they are representing.
 - Report accepted – P. Sobey/M. Willows.
- Treasurer's Report:
- Release previous accounting firm Crowe McKay and secure MNP
 - Two motions to go on AGM agenda:
 - Motion to change the CSAM accounting firm from Crowe MacKay to MNP to prepare 2018 Financial Statements.
 - Motion to accept 2017 Financial Report.
 - Questions for the new accountant Hal Murdock:
 - What are CSAM's GST obligations?
 - How should CSAM move forward with the money in the bank?
 - Clarify how much of the total monies in the bank need to be spent on the societies' purpose.
 - How much money can we hold and how much can we spend?
 - What are CSAM's obligations to the CR for maintaining charitable status?
 - Discussion – Finance committee TOR
 - P. Sobey gave an overview of the new TOR draft.
 - Funds will be dispersed according to the general accounting principles.
 - Board asked that the committee's name be changed to the Funding committee.
 - Ask new accountant if he can create a mock budget for the society – action by ?
 - The key objective of the Funding committee is to keep requests for money away from the Board of Directors meetings.
 - K. Mellor will update the TOR once P. Sobey sends his edits.
 - Create a Funding process – action by ?

Motion for Board to establish a committee which will be called the Funding Committee – accepted

- Report accepted – L. Evans/C. Chase

5. Learners Booth:

- The Membership committee has arranged a Learners Booth starting 10:00 AM Friday.
- Please stop by and speak to people. Use the opportunity to engage people and talk about the vacant board positions.
- At this time, anyone interested in applying for a seat on the board can be from any healthcare profession. Applicants should be told that the board has convened a working group to examine the core principals of the society.

6. LRCUG

- CSAM has endorsed the LRCUG guidelines.
- The new material is just an extension of the guidelines we already endorsed.
- CSAM has allowed the use of it's logo to show endorsement.
- P. Sobey will write to CRISM with following points:
 - o Thank you.
 - o Good information.
 - o As the only national society of practicing healthcare physicians, CSAM would be happy to review future documents.
 - o We would like to collaborate earlier on any future guidelines or requests.
- M. Willows will speak to Rita Notarandrea at CCSA. Good opportunity to strengthen the relationship between CSAM and CCSA.

7. CAC

- Awaiting CFPC outcomes on applications for Certificate of Added Competency in Addictions.
- Debated whether CAC in Addictions should have CSAM certification but voted that this should remain examination based (ABAM, ISAM).
- Should CSAM make official comment on the process?

8. Collaboration with the Canadian Pain Society

- R. Tanguay met with the incoming/outgoing presidents of the Canadian Pain Society.
- There does not seem to be a consensus yet on a partnership between CSAM and CPS.
- A CSAM collaboration group was formed at the last board meeting. R. Tanguay will report to the group as soon as he gets an update.
- R. Tanguay will talk to CPA about possible pain collaboration in Halifax.
- Will CSAM share the costs with CPA?
- N.el-Guebaly would like board members to sign a Disclosure Form. Forms should be available to the public for transparency.

9. Social Media concept:

- Develop a proposal for a CSAM social media campaign strategy – R. Tanguay
- Bring in expertise from the outside to help with campaign strategy.
- A Social Media subcommittee was set up at the last BOD meeting.
- Need to start working on a proposal to bring to the board.

Motion: The Social Media Campaign Committee will meet and create a social media campaign strategy proposal. The proposal will be sent to the BOD within the next three months – R.Tanguay/P. Sobey

10. Separate stream for letters of support for research or clinical grants:

- There should be a separate stream for letters of support.
- A separate stream would keep the letters from having to be discussed during board meetings and free up board time.

Motion: Proposals for letters of support go to the Executive committee. - ?

11. OEMAC Position Statement:

- The Occupational and Environmental Medical Association of Canada (OEMAC) is the largest national association of physicians with an interest in occupational and environmental medicine (OEM). OEMAC asked CSAM to endorse their position statement on cannabis and safety-sensitive work.

Motion for CSAM to endorse the [OEMAC position statement on cannabis and safety-sensitive work](#) – Passed/2 Abstained

12. Petition to the House of Commons to address the Opioid Crisis – Deadline passed, non-issue.

13. Choosing Wisely:

- Would be great if CSAM was involved in developing policy to develop Choosing Wisely.
- M. Willows will write letter to express CSAM's interest in collaboration with Choosing Wisely Canada to promote UDS in appropriate patients.

14. Emails that come through CSAM admin address for society doctors – D. Martell

- Patients are sending emails to their doctors through the society. K. Mellor to draft a standard response for when these types of emails are received at the office and send the draft to M. Willows and J. Brasch.

5. Committees:

➤ Nominations Committee – R. Lim

- R. Lim would like to see the President's Gala re-introduced at future conferences.
- The program would include acknowledgment of certificants and any other ceremonial items.
- What was the cost of the last Gala (Montreal)? K. Mellor to ask M. Dorozio.
- Current vacancies – Quebec director, B.C. director and President Elect position.
- President Elect position is 2018 – 2020.
- The board has to elect a President Elect. Call for candidates (no candidates).
- Jenn Brasch becomes the President Elect – All in favor.
- Board will keep the Member at Large position vacant.
- R. Tanguay has found a potential B.C. representative. He will tell the candidate to email the CSAM admin office.

➤ Bylaws Committee – G. Budd

- Prepare a written process for the AGM Election Process for 2018 (G. Budd) – Postponed.

➤ Canadian Journal of Addiction – N. el-Guebaly

- The credibility of the journal has improved since the move to Wolters Kluwer.
- Receiving submissions from around the world including Holland and Vietnam.
- The journal will publish four issues per year now. Up from three issues.
- 32 submissions per year (?).
- N. el-Guebaly would like to add more assistant editors.
- Wolters Kluwer has a booth at the conference. Go and introduce yourself to Marianne Kerr who is the Senior Publisher for WK.
- There will be a special issue of the journal in March 2019.
- The credibility of the journal is based on a good peer review process and disclosure of Conflict of Interest.
- The Editorial office received a complaint about an article. Unfortunately, the article had no conflict of interest submitted due to a glitch in the Editorial Manager system.
- N. el-Guebaly will speak to Marianne Kerr about making sure the Conflict of Interest form is attached at the beginning of the article submission process in the Editorial Manager.
- N. el-Guebaly would like every board member to complete a Conflict of Interest form and upload the forms to the website. The Conflict of Interest needs to be addressed in the CSAM Bylaws as well.
- ISAM exam – 49 people took the ISAM exam this year.
- P. Sobey will find COI form and circulate for comments. Bring forward item for January board meeting.

➤ Conference Committee – J. Brasch

- Built a new conference plugin to accept abstracts this year.
 - The plugin worked well overall, few hiccups.
 - Created new games for 2018 conference – Lunch with a Learner and Bingo.
 - J. Brasch staying on as conference co-chair for 2019 Halifax. D. Martell will also be on the committee.
 - Reminder that all board members are ambassadors for CSAM.
 - Talk to J. Brasch if you are unclear about which sessions you moderate.
 - Accept report – J. Brasch/R. Fraser
- Education Committee – R. Fraser
- Discovered that Fundamentals only breaks even.
 - We can reduce expenses by having:
 - o Local presenters
 - o Asking attendees to lunch on their own so CSAM does not carry cost of lunch
 - Should CSAM subsidize Fundamentals?
 - Sponsorship of the day could be an option. What would be an appropriate sponsor?
 - o Cannabis Industry?
 - o London Drugs?
 - R. Fraser would like to see the registration costs for trainees reduced.
 - M. Markentin would like to see a line item added to the conference budget for Fundamentals (is there a line item already?)
 - The board suggested that R. Fraser apply to the new Finance committee for funding of the Fundamentals day.
 - The board discussed getting away from the SuperPass which is registration for the three-day conference and the day of Fundamentals. Would like to see Fundamentals on its own so more doctors can be targeted.
 - Goal is to reduce overall cost for who's not a physician or provide a bursary.
- Membership Committee – L. Evans
- Memberships up.
 - Discussed Learners booth again.
 - Accept report – L. Evans/R. Tanguay
- Standards Committee - M. Willows and M. Markentin
- Motion: Recipients of a Certificate of Added Competence (CAC) in Addiction Medicine from the Canadian College of Family Physicians through the leader route will be considered for CSAM Certification without completion of the ISAM or ABAM examination. – Passed/one abstained/one nay
- Motion: Continue with Current process for all other individuals – Passed/2 abstained
- Motion: Remove the word “us” from the certification page on the website. Add “in” hold a medical license “in” Canada. – Passed/one abstained
- Accept report – M. Willows/J. Brasch
- IT Committee – Monty Ghosh
- Trouble connecting with Diane Simpson from the U of C.
 - K. Mellor tried several times unsuccessfully to connect with Diane for a discussion on CME credits.
 - M. Ghosh knows Diane personally and will speak to her.
 - M. Ghosh would like to pursue the Journal Club right now without credentialing.
 - Journal Club participants will have to be members of CSAM to be a part of Journal Club.
 - Will launch the Journal Club in January.
 - Accept report – M. Ghosh/P. Sobey
- Policy Committee – David Martell
- Mandy stepped down as chair.
 - Committee has met once since her departure.

- The committee is inexperienced and D. Martell will keep the focus narrow.
- D. Martell would like the board's input as to which policy's might be most important.
- Should committee endorse other's policy or write our own?
- Several items should be decided before endorsing policy:
 - o Purpose of policy.
 - o Background.
 - o Discussion.
 - o Recommendation.
 - o Risk (if we do endorse/if we don't endorse it.
- A suggestion for the committee to start on is Low Risk Opioid Guidelines (?)
- Accept report – D. Martell/P. Sobey

6. Other Business:

- Board discussed a Resident Bursary Award to attend the conference.
- Award will include flight, two nights of accommodation and registration.
- Maximum value of \$1500.
- Accept report – P. Sobey/R. Tanguay

7. Next meeting: Need Doodle Poll (January 2019?) Connect with M. Willows

8. Adjournment: 4:30 P.M. PST

ACTION ITEMS

Melanie:

- Email to Sharon Cirone.
- Speak to Rita Notarandrea at CCSA.
- Write letter to express CSAM's interest in collaboration with Choosing Wisely Canada to promote UDS in appropriate patients.

Paul:

- Prepare conference management presentation for January board meeting.
- Edit the new Funding committee TOR and send to Karen.
- Write to CRISM.
- Find COI form and circulate for comments.

Rob:

- Talk to CPA about possible pain collaboration in Halifax.
- Develop a proposal for a CSAM social media campaign strategy (3 months).

Karen:

- Change M. Willow's term to two years (2018-2020).
- Draft a standard email response for patient inquiry emails – Send to Melanie and Jenn for review when complete.
- Cost of the last Gala (Montreal) – Ask Marilyn.
- Is there a line item added to the conference budget for Fundamentals? Ask Marilyn.
- Update the Certification page on the website.