



Canadian Society of Addiction Medicine  
La Société Médicale Canadienne sur l'Addiction

**Face to Face**  
**Board of Directors Meeting**  
**October 23, 2019**  
**9:00 AM**  
**Room: Acadia C**

**Chair:** Dr. Melanie Willows, President

### Agenda

Present:

M. Willows	N. Ali	J. Brasch	N. el-Guebaly	L. Evans	G. Budd
R. Fraser	M. Ghosh	W. Lamba	M. Markentin	D. Martell	W. Shublaq
P. Sobey	R. Tanguay	C. Chase	R. Hebert (office)		

Absent: L. Walkey

1. Call to Order: 9:04 am – Melanie Willows
2. Approval of Agenda
  - Add ISAM certification – Nady El-Guebaly  
Approved by: Claudette Chase  
Second by: Paul Sobey
3. Minutes from September 25, 2019 (Appendix 1)
  - Laura Evans – Add to the Comprehensive Review – Bullet 6 – change grapple to address  
Approved By: Monty Ghosh  
Second by: David Martell
4. Executive:
  - President's Report – Melanie Willows
    - Acknowledgement of board members for their dedication and volunteer work over past year
    - Acknowledgement of the dedication of Karen Mellor to this organization prior to and throughout her illness.
    - Acknowledgement of the dedication of Marilyn Dorozio for stepping in and providing stabilization during a period of transition.
    - Acknowledgement of many members of the board who completed additional tasks during this transition period.
    - Acknowledgement the work and dedication of Nichole Riese in her work as Manitoba Representative

- Acknowledgement Morris Markentin in completing his second term as Saskatchewan Rep and Dave Martell in completing his first term as Maritimes Rep
- Introduction of Becca Hebert, our new executive administrative assistant.
- Thank you to Jennifer Brasch and Dave Martell as co-chairs of the conference and Ron Fraser as chair of the Fundamentals
- Thank you to the committee chairs for leadership and to committee members for their work and dedication to improving CSAM and indirectly the lives of patients and families.
- Lots to feel excited about moving forward:
  - Improvement in conferences and educational offerings
  - Development of our journal club
  - Ongoing recruitment of new members
  - Policy work and building relationships with other organizations
  - Maintained financial stability
  - Completion of our comprehensive review exercise
- Questions – Nady El – Guebaly
  - Liability and Insurance for board members? – Becca to research.

**Melanie Willows (president) makes a motion to accept this report.**

**Motion to accept the report: Wael Shublaq**

**Second By: Laura Evans**

5. Financial Reports (Appendix 2) – Laura Evans

- Total assets \$368965
- Net assets \$306 000 – talk about the net unrestricted budget
- Net assets continue to rise (rise will not be as much next year because of this year’s smaller conference)
- Major source of revenue is the conference followed by the membership fees
- Membership fees have gone up from 2017 to 2018
- Hold \$150,000 in reserve for future years for operating deficit – Laura to talk to the accountant about investing this money

**The treasurer (Laura Evans) makes a motion to put \$150,000 in reserve.**

**Motion accepted by: Morris Markentin**

**Second by: Rob Tanguay**

- Discussion around continuing to pay sick leave for Karen Muller
- We do not have a GST liability – no need to hold a reserve for this anymore
- We need to keep a liquid of \$50,000
- \$106,000 – this money should be spent for us to continue to have non-for-profit status
- Discussion around how you measure impact of FM conference sponsorship table?
  - Should we have a rolling budget depending on the ROI?
  - Intangible measures – eyes on CSAM, links to CJA, etc., outreach, building our brand
  - Simple ways to measure branding impact – social media, soft measurement metric, etc.
  - Ensure we have a robust presentation at these types of sponsorship events to increase awareness
  - Ensure we showcase what we offer at the table, with the right amount of encouragement we can get them to sign up there.

**Melanie Willows makes a motion to extend pay for Karen Muller by 3 months (1 month at a time).**

**Motion to accept: Laura Evans**  
**Second by: Wael Shublaq**  
**All in favor**

**The Treasurer (Laura Evans) makes a motion to Accept the report.**  
**Seconded: Morris Markentin**  
**All in favor**

New business:

- Board to fill out the contact form, media request form, COI form and research collaboration form – give back to Becca
- Proposed Process for Research Collaboration requests for CSAM (Appendix 3)
  - Discussion at look at charging organizations looking for a CSAM collaborator an administration fee
  - 3 request areas: letter, collaborator, support (i.e. sending out a survey to the membership)
  - The executive must approve before it is accepted
  - Monty & Paul to develop a template form for external request for projects, collaboration, endorsement, support, stakeholder engagement, policy guidelines
  - In the meantime, all requests will go through the executive
- Looked at 2019 CSAM Summary of Approved Letters of Support
- Comprehensive Review: (Wayne Marsh) (Appendix 5)
  - Process started in Spring 2019
  - 4 Broad Themes for platforms of change into the future
  - After the sessions on Friday at the conference, there will be further refinements. Comprehensive review committee to meet post conference to review and revise based on feedback from the board and from the Friday sessions. Final to go to board for approval and then to membership for a vote.
  - Friday Session objectives:
    - Gather feedback
    - Generate enthusiasm
    - Take advantage conferees' insights
  - Feedback from board for consideration for comprehensive review committee
    - Educating Health Professionals – change this statement? Addiction knowledge and care is accepted as a core competency will be examined as such in health care – separate care & knowledge
    - Put evidence-based terminology in the educating health professionals
    - Promoting & Disseminating Better Practices change to “current best practices”
    - Hire someone to start writing grants? Need funding for us to be the leaders.
    - Need table for discussion to get the “leaders” going
    - Political vs clinic view we need to look at a clinic view – we need a voice
    - Consider contacting the Federal Health Minister – Let them know we are the national expert body.
    - Wayne Marsh recorded discussion and will provide this feedback to comprehensive review committee

6. Annual Conference 2020 - Victoria – Marilyn Dorozio
  - November 12 – 15, 2019
  - ISAM & CSAM joint conference
  - Marilyn to check on Sydney Ferry discount
  - Awards dinner included in conference registration fee?
  - Spouse program? – Marilyn to look into
  - Conference management the program will be divided between wishes of CSAM and wishes of ISAM- start looking at plenary speakers
  - Conference – stream to other rooms – mom/baby room
  - Skype connections?
  - Visa help?
  - Becca to send out Ronald Fraser’s document to entire board - 2015 ISSPD Final Report and Budget
  
7. ISAM certification exam – Nady El- Guebaly
  - Thanked for their support
  - Exam has been going on for 15 years
  - Looking at the future of the exam
  
8. Committees:
  - Nominations Committee – P.Sobey (Appendix 6)
    - Dr. Naveed Ali – filled position for BC, vote will come up at AGM
    - Morris completed 2 terms – SK
    - Post Dr. Lodhi CV & letter reference on website for members to see if someone from the floor stands for election
    - Vacant MB Regional Director – no interest in position – Chat with people at conference
    - Regional Director position from Quebec – no interest in position
    - If someone stands at AGM and there is more than one candidate, they can stand in and be voted for electronically a month after.
    - Dave Martell Regional Director – Dr. Selene Etches to replace him
    - Members at Large: Vacant – Move Dave Martell to Members at Large position, which is a 2-year renewable

**Paul Sobey would like to make a motion that Dave Martell be appointed for the remainder of the 1<sup>st</sup> term of the member at large position (2019- 2021).**

**Second: Rob Tanguay**

**All in favor**

  - Resident Director: Vacant - find resident to act in position for the term around the conference

**Paul Sobey would like to motion that the resident position at CSAM be collapsed.**

**Second by: George Budd**

**All in Favor**

  

**Paul Sobey would like to make a motion that a fellow or resident be identified 1-2 years in advance to develop a resident conference track and be invited to board member meetings without voting status.**

**Second by: Dave Martell**

**All in Favor**

  

**Paul Sobey makes a motion to accept the report.**

**Second By: Rob Tanguay**

**All in favor**

- Policy Committee – D. Martell (Appendix 7)
  - Add Anees Bahji to policy committee
  - Choosing Wisely Canada Recommendations for Addiction Medicine (brother/sister of choosing wisely in the states – focused on front liner providers)
  - Board feedback provided to Dave; Next draft to be reviewed by board/executive
  - Discussion about partnership with SOGC

**Dave Martell moves to continue to develop a strategic partnership with SOGC**

**Second: Wael Shublaq**

**All in favor**

- CCSA Partnership
  - Foot is in the door
  - Discussion about the potential for joint conference with CCSA – CSAM track
  - Continue dialogue with CCSA

**Dave Martell makes a motion to form a strategic partnership with CCSA**

**Second: Paul Sobey**

**All in favor**

- Discussion around taking a stand on topics – Position Statements - waiting for strategic decision to be completed

**Dave Martell makes a motion to accept the report.**

**Second By: Wael Shublaq**

**All in favor**

- Membership Committee – L. Evans (Appendix 8)
  - 425 members – there has been a drop off because of one-year membership from last conference in Vancouver
  - Feedback from the board:
    - ✓ Indigenous member recruitment
      - Would we have bursaries that single out indigenous?
      - Key strategic partnership – is this something we need to seek out
      - Target specific Indigenous individuals to attend – pay expenses

**Claudette Chase & Paul Sobey make a motion draw up a proposal to promote providing indigenous people financial funding to be part of our organization.**

**Motion to accept: Claudette Chase**

**Second by: George Budd**

- ✓ French speaking recruitment
  - Integrate French speakers at annual conference – Nady would prefer not have it combined until 2021 due to ISAM/CSAM joint conference in Victoria
  - Ron Fraser to write a proposal to the funding committee to get the fundamental slide deck translated to French
  - Shop around for translation prices – over 1000 slides – CJA translator?
  - Provide French speaking welcome at the beginning of next conference and at this conference in Halifax

**Laura Evans makes a motion from the membership committee for including French-speaking people over the next 2 years by developing CSAM French website for a maximum \$6000, CSAM French introduction at the beginning of next conference, 2021 conference have French-speaking portion**

**Second by: Morris Markentin**

**All In Favor**

- ✓ Increasing membership amongst generalists

- Discussion around having members of the board/CSAM to sit at booths at Family Medicine Conferences in order to connect with primary care physicians.
- Discussion around funding **for sponsorship table at:**
- Ontario Family Medicine Annual Conference: \$3000
- AB Family Medicine Annual Conference: \$2750
- Saskatchewan Family Medicine Annual Conference: \$400
- National Family Medicine Forum 2020?: \$x,xxx?

**Laura Evans makes a motion from the membership committee to increase the membership amongst generalist.**

**Second by: Paul Sobey**

**All in favor**

- ✓ Reduce carbon footprint from CSAM conference

**Laura Evans makes a motion from the membership committee for the boards support to explore reducing CSAM's carbon footprint at the CSAM conferences and discussion tables.**

**Second by: Rob Tanguay**

**All in favor**

- **Motion Amends: Laura Evans makes a motion from the membership committee to work with the conference committee for board to support exploration of reducing CSAM carbon footprint at the CSAM conferences and discussion tables.**

**Second by: George Budd**

**All in Favor**

**Laura Evans makes a motion to accept the membership committee report**

**Second By: Wael Shublaq**

**All in favor**

- IT Committee – M. Ghosh
  - 3 online journal clubs held this year; approximately 6 people attended each session
  - Sessions on hold until we get credits on CME
  - U of C has (of this week) requested a partnership in creating an accredited joint journal club discussion
  - U of C help administer online journal fund
  - Content free for our members – do not want extra fees for them
  - Discussion around having the addiction medicine fellows involved in the online journal club
  - Discussion around social media posts.
  - Better avenues for social media
  - Share more activities of the board
  - Monty, Jen and Becca – meet to discuss social media strategy and look at budget
  - Consider short synopsis of articles from to post on social media CJA – consider having the authors provide this as part of their submission

**Monty Ghosh moves to make a motion to work with U of C to create an online journal club**

**Second by: Morris Markentin**

**All in favor**

**Monty Ghosh moves to make a motion to access BOD universities, facilities and programs to create an online journal club.**

**Second by: Rob Tanguay**

All in favor

**Monty Ghosh makes a motion to accept the report**

**Second By: Wiplove Lamba**

All in favor

- Bylaws Committee – G. Budd
  - Needs to start to review the bylaws
  - Add 4-6 new members – combination of board and non-board members. Paul Sobey and Wael Shublaq have volunteered to be on the committee
  - Have bylaws ready to present to membership for voting for by 2021 – Deadline
  - **Board to send bylaw suggestions to Becca to send to George Budd**

**George Budd and the Bylaw committee makes a motion for the bylaws committee to become active pending the strategic planning outcome.**

**Second: Wael Shublaq**

All in favor

- Becca to send out an email to see who would like to be involved in the bylaws
- Review and revise the bylaws – fill the gaps

**George Budd makes a motion to accept the report**

**Second By: Ron Fraser**

All in favor

- Canadian Journal of Addiction – N. El-Guebaly (Appendix 9)
  - 4 journals/ year
  - Average 7 articles / issue
  - No Tracy – no journal
  - New journal outlet – curious new platform for researches, so other researchers rate their papers
  - Monty to send email to Nady about journal outlet

**Nady El-Guebaly makes a motion to accept the report**

**Second By: Monty Ghosh**

All in favor

- Conference Committee – J. Brasch
  - 2018 - \$46,000 profit – higher attendance
  - 2019 - 360 paid, 30 complimentary, 51 students, 48 awards dinner - 12 more tickets available
  - 2020 – Victoria conference with ISAM – looking at conference managing company
  - Group Learning Program certified by the College of Family Physicians of Canada and the Nova Scotia Chapter for up to 24 Mainpro + credits (17.5 for main 3 – day program, and 6.5 for the fundamentals day
  - Accredited with 24 CEUs from the Canadian Addiction Counselors Certification Federation (CACCF)
  - Accredited Group Learning Activity (Section 1) as defined by the maintenance of certification program of Royal College of Physicians and Surgeons of Canada and approved by the university of Calgary continuing Medical Education and Professional Development for a maximum of 18.75 hours

**Jennifer Brasch makes a motion to accept the report**

**Second By: Claudette Chase**

**All in favor**

- Education Committee – R. Fraser (Chair Dr. Lisa Lefebvre)
  - Excellent presentation Tux did at the last BOD meeting (regarding partnership with Alberta Health Services)
  - Recommend that Fundamentals slides be translated to French
  - Fundamentals in Victoria – need someone local to spearhead it for local presenters – Ron Fraser to help mentor; Board provided Ron with several suggestions

**Ron Fraser makes a motion to accept the report**

**Second By: Naved Ali**

**All in favor**

- Standards Committee – M. Willows and M. Markentin (Appendix 10)
  - 8 certificants this year
  - Only 4 of the successful candidates who got CAC
  - Change to certification committee
  - Will need volunteer to fill Morris's position – Monty volunteered to be on committee

**Morris Markentin makes a motion to accept the report**

**Second By: Nady El-Guebaly**

**All in favor**

9. CSAM Office Update
  - Website Redesign Proposal – P.Sobey & B. Hebert (Appendix 11)
    - Combine 2 budgets for French and English to decrease the overall cost
    - Dave spoke of CCSA website and redesign
    - Discussion around hiring a graphic designer for rebranding
    - Logo needs to be changed, bilingual website, highly functional, changeable, quotes – bring quotes

**Paul Sobey makes a motion that he & Rebecca write a RFP based on what we presented, and the BOD recommendations to put out for quotes and bring back for next BOD Meeting.**

**Motion to accept: Rob Tanguay**

**All in favor**

10. Next meeting: Send out doodle poll for January 2020
  - Becca to send out dates to Board

11. Adjournment: 4:45pm

All in favor



## **Action Items:**

### **Laura Evans:**

- Talk to the accountant about investing our \$150,000 in reserve (for future years for operating deficit)

### **Paul Sobey:**

- Develop template form for external request for projects, collaboration, endorsement, support, stakeholder engagement and policy guidelines (with Monty)
- Draw up a proposal to promote providing Indigenous people financial funding to be part of our organization (with Claudette)
- Write RFP for new website and rebranding of CSAM (with Becca)

### **Monty Ghosh:**

- Develop template form for external request for projects, collaboration, endorsement, support, stakeholder engagement and policy guidelines (with Paul)
- Have a discussion with Jen & Becca about our social media strategy
- Send an email to Nady about the journal outlet
- Joined Standards Committee in replace of Morris

### **Dave Martell:**

- Take the BOD suggestions for Choosing Wisely Canada and add them to the recommendations (Dave has notes)
- Add in cannabis recommendation

### **Claudette Chase:**

- Draw up a proposal to promote providing Indigenous people financial funding to be part of our organization (with Paul)

### **Ron Fraser:**

- Write a proposal to the funding committee to translate the Fundamental slide deck to French

### **Jennifer Brasch:**

- Have a discussion with Becca & Monty about our social media strategy

### **Melanie Willows:**

- Connect with Wayne Marsh to set up next comprehensive review committee meeting to review feedback from board and Friday sessions at conference

### **Becca Hebert:**

- Look into liability and insurance for board members – Hub
- Send 2015 ISSPD Final Report and Budget (from Ronald Fraser) to the BOD
- Have a discussion with Jen & Monty about our social media strategy
- Send out email to the BOD about who would like to be involved in the bylaw committee
- Make website RFP and search out quotes for rebranding and new website
- Create doodle pool for January 2020 BOD dates

### **Marilyn Dorozio:**

- Look into a discount with the Sydney ferries & spousal program for Victoria 2020