



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

**Board Of Directors Meeting
September 15, 2020**

Chair: Dr. Melanie Willows, President

Minutes

Present: M. Willows J. Brasch N. el-Guebaly S. Etches G. Budd
 M. Ghosh R. Lodhi W. Lamba P. Sobey S. Dubreucq
 R. Tanguay AS. Marsolais C. Chase W. Shublaq D. Martell
 N. Ali R. Hebert (recorder)

Regrets: R. Fraser

1. Call to Order: 5:37pm MST – M. Willows

2. Additions & Approval of Agenda

- Additions:
 - ISAM Exam – N. el- Guebaly
 - Alberta Education Platform – R. Tanguay

**P. Sobey approves the amended agenda
Second by: R. Tanguay**

3. Review Minutes from June 23, 2020 (Appendix 1)

- Review of action items from June 23rd
- No changes or edits to the past minutes

**G. Budd approves the last meeting minutes.
Second by: W. Shublaq**

4. Executive:

- Sublocade shortage (Health Canada)
 - There is a shortage of sublocade in Canada
 - CSAM was approached because they needed a physician to do a tiered assignment to look at how serious this issue is
 - M. Willows representant CSAM – was the only physician on the call
 - It was determined that this was a tier 3 shortage – highest, most serious level
 - Manufacturing issue, had to recall the product

- M. Willows is to follow up with her contact and see if there is more information or any further action to be taken
 - M. Willows – Contact her Individior Rep
- Conflict of Interest Forms (Appendix 2)
- Same COI form as last year, BOD members will need to fill it out again for 2021
 - B. Hebert to send out the form to BOD before the next meeting
- Committee Report Formats for Annual BOD (Appendix 3)
- Next BOD meeting is October 17th
 - M. Willows would like each committee chair to have a written report (following the provided format) for the next meeting
 - Committee chairs are to describe how their committee and their activities align with our mission and strategic direction
 - Not all committee will align with every strategic direction
 - Chairs of the committee's are to indicate weather there are any issues that will need a full discussion at the annual meeting – time/motions etc.
 - These reports are due 2 weeks before the annual meeting
 - B. Hebert to send out the template to the committee chairs
- Annual BOD Virtual Meeting
- Our bylaws allow us to host a virtual AGM
 - Must send out notice of an agenda 21 days before the meeting
 - The AGM must will likely be held about a week after the Annual Conference in order to prepare the agenda with any motions to be discussed 21 days prior to the AGM
- Treasurer Position
- B. Hebert sent an email out on Monday to see if there was interest in the position
 - P. Sobey is currently the interim treasurer
 - The position requires someone who is organized, available, comfortable with financials, will sit on the executive and funding committee
 - The term for the treasure position is 2 years
 - P. Sobey is willing to continue in this role
 - If he continues as of November a motion is needed, an amendment must be made to the bylaws. This requires a special resolution.
 - N. Ali maybe interested; C. Chase is willing to consider if needed
 - M. Willows to send a follow up with N. Ali regarding the position
- President Elect Nominations – P. Sobey (Appendix 4)
- P. Sobey as past president is the nominating committee
 - One Nominee D. Martell – provided letter indicating his vision
 - This onset occurs at the AGM
 - The BOD has a general agreement that D. Martell will take this position of president elect
 - No other letters of interest have been received
 - The floor was asked if anybody would like to stand for this position:
 - Nobody from the floor responded

P. Sobey makes a motion to accept the report.

Second by: C. Claudette

- Vacant BOD positions –P. Sobey
 - Three Positions to be filled for 2020
 - NL – W. Shublaq to provide possible candidates. Stated he would act in position for another term if no candidates came forward. This would require a special resolution as it would mean changing the term of a BOD position.
 - MB
 - ON – Currently 4 representatives on the BOD from ON
 - P. Sobey to write an email to all of the respective member groups about the open positions

- New President Address – J. Brasch
 - Would like to suggest instead of 4 meetings/ year that there is one standing meeting every month – committees would rotate with their updates
 - Keep us engaged and active
 - 8 – 10 meetings a year
 - Maximum 1 hour
 - Like to see if we could find consensus on day and time

5. Treasures Report – P. Sobey

- Financial Update (Appendix 5)
- End of year BOD will produce all the financials statements
- Currently in the account there is \$297,000 in the bank
- Additional Expenses
 - Website – Around \$20,000 when the project is completed
 - Page package 5 – Needed renovation – the backend of the current CSAM website is not compatible with the new website, additional changes must be made
 - Tax issue
 - Previously noted as a deficit
 - B. Hebert and P. Sobey met with accounts on July 10th - decided to refile the taxes
 - Adjust the GST return and send back the \$6500
 - Cash Reserve
 - It was advised that it is reasonable to have \$150,000
 - Never invested the \$28,000 discussed at previous BOD
 - Depends on the financial status at January's BOD meeting
 - What types of projects should we be supporting and creating ourselves?

P. Sobey makes a motion to accept the report.

Second by: C. Claudette

All in Favour

6. New Business:

- ISAM Exam – 32 individuals registered – N. el-Guebaly
- Education Platform Alberta Health Services – R. Tanguay
 - Home induction videos and flow chart
 - https://ahamms01.https.internapcdn.net/ahamms01/Content/AHS_Website/module_s/amh/buprenorphine-naloxone-suboxone-home-induction/index.html#/
 - Doctors for Discrimination – New Group

7. Committees:

- Policy Committee – Dave Martell
 - Completed the review and the edits on the Decriminalization policy statement (reviewed by BOD at the last meeting)
 - The position statement needs to be finalized
 - Next publication date is December with the CJA – hoping to have the brief published
 - D. Martell to send a reminder email to N. el – Guebaly about the submitted piece
 - Op-Ed piece had false start to publications
 - R. Tanguay is using his connections, currently sitting with the Globe & Mail
 - CBC is interested if it gets published
 - Do not have a PR person skill set – are we interested in it?
 - Essential as we continue working/creating new publications
 - Having a PR Rep would be a good addition to CSAM
 - Contracted out when needed
 - Something the BOD is happy spending money on
 - Need to know from the BOD who handles media request?
 - Chair of the committee is to speak to the media release in this case
 - This information is to be shared with B. Hebert to share through our social networks
 - Get a half time position/ part time position to help with this, as we continue to grow our workload continues to grow
 - Are we the size that this work can be completed internally or does this need to be contracted out?
 - Need some direction on using social media?
 - AMP Promoting the conference
 - Campaign for all CSAM – move beyond social media posts
 - Update Choosing Wisely recommendations
 - Did not get enough data to say that this was all addiction medicine physicians
 - D. Martell will be presenting this and collecting further data
 - What next items should the policy committee work on?
 - Regulation of Treatment Centres: discussion from group indication this is an area of interest
 - Inadequacy of funding committed to mental health and addiction care compared to other health interventions and programs

D. Martell makes a motion to accept the report.

Second by: J. Brasch

- Membership Committee – C. Chase
 - Members to Date: 628
 - 164 Abstract Memberships
 - The goal of the next meeting is to discuss how CSAM will attract new members in this new virtual landscape

C. Chase makes a motion to accept the report.

Second by: G. Budd

- Funding Committee – D. Martell & P. Sobey
 - Defers any report – no requests for funding
- IT Committee – M. Ghosh
 - M. Ghosh and M. Dorozio have been working on a Journal Club – looking to have it accredited
 - Northern Ontario is charging the same amount as the University of Calgary
 - Getting accreditation will help with the promotion of the club
 - A lot more work, a lot more money
 - M. Ghosh is looking to have more involvement from the CSAM BOD
 - The Journal Club needs to be promoted:
 - Social media
 - CSAM Conference
 - J. Brasch, M. Ghosh and B. Herbert to have a follow up discussion about the club and how to launch it

M. Ghosh makes a motion to accept the report.

Second by: J. Brasch

- Bylaws Committee – G. Budd
 - Special Resolutions and actions proposed by the Bylaws Committee (Appendix 6)
 - These changes need to be approved at the Annual General Meeting as Special Resolutions
 - Motions:
 - Proposing 3 classes of membership; Voting members, Associate members, Honorary members
 - Are we a physician's organization or a health care professionals' organization?
 - Discussion as to making voting class available to all members subject to a Canadian Regulator and involved in addiction medicine

This bylaw change needs more discussion. Time will be set aside at the October BOD meeting.

- 5.5 Qualifications:
- Every individual who is a director of the Corporation shall (at the time of the election and throughout the individual's term as director):
 - Be at least 18 years of age
 - Not have been declared incapable by a court in Canada or in another country.
 - Not have the status of a bankrupt;
 - Not be an ineligible individual under the Income Tax Act (Canada);
 - Have the power under law to contract;
 - Belong to a Canadian self-regulatory and licensing body (a "Regulator") and be in good standing and licensed to practice by that Regulator; and

- Certify to the Corporation, annually in writing, that such individual is qualified to serve as director.
 - Qualifications:
 - See above qualification requirements for BOD
 - We are currently not complying with requirement to certify the Corporation, annually in writing, that such individuals is qualified to serve as director
 - Recommended that we add declaration that you meet these 7 criteria in compliance with article 5.5 in the bylaws, suggestion could be added to COI form
 - On the COI form have I am in compliance with article 5.5 in the by-laws – these opinions expressed our my own
 - Recommend – addition – that when presenting publicly or doing contract or other professional work, the BOD should/must declare: He/She are Directors of CSAM but the opinions expressed do not represent CSAM’s opinion.

G. Budd makes a motion to add to article 5.5 that BOD that when presenting publicly or doing contract or other professional work, the BOD should/must declare: He/She are Directors of CSAM but the opinions expressed do not represent CSAM’s opinion.

Second by: J. Brasch

All in Favour

- B. Hebert to send P. Sobey a copy of the current insurance policy

G. Budd makes a motion to discuss the remaining proposed bylaw changes at the next BOD meeting in October and have the motions ready for the 2020 AGM for member voting.

Second by: P. Sobey

- Canadian Journal of Addiction – N. El-Guebaly
 - CJA coming up to some strategic discussion about the journal
 - To be given an impact factor there needs to be more submissions and more rejections
 - The metrics are constantly going up

N. el-Guebaly makes a motion to accept the report.
Second by: N. Ali
- Conference Committee – J. Brasch
 - The ISAM-CSAM Executive committee has been meeting regularly
 - Amp (marketing company) have been essential in helping us navigate the virtual world
 - We will be streaming 3 channels/day
 - Poster sessions have been turned into demand presentations (Research Briefs)
 - Important for the BOD to be active the days of the conference
 - Interactive

- Chats
- A conference that brings together presentations from all over the world

J. Brach makes a motion to accept the report.

Second by: N. el-Guebaly

- Education Committee – R. Fraser (Chair Dr. Lisa Lefebvre)
 - Working on Fundamentals 2020 Under the Leadership of N. Ali and R. Fraser
 - Fundamentals
 - Talks will be shorter – approx. 25 mins.
 - Vary the type of presentations forms
 - Make it interactive in any way possible

N. Ali makes a motion to accept the report.

Second by: P. Sobey

- Standards Committee - M. Willows
 - Consideration of ABPM Addiction Medicine Exam – Will be discussed at the next meeting

8. CSAM Office Update

- Website Redesign Update – P. Sobey & B. Hebert
- The mock website was showed on screen

9. Next meeting: Saturday, October 17th, 2020 at 9:00am MST

10. Adjournment: 7:34pm MST – M. Willows

Action Items

M. Willows

- Follow up with her Indivior rep regarding the sublocade shortage
- Follow up with N. Ali & C. Chase regarding the treasures position

P. Sobey

- Send an email to the NL, ON, and MB member groups about the open positions on the BOD

J. Brasch

- Send a survey to the BOD regarding monthly meetings – Times/dates
- Connect with M. Ghosh and B. Hebert about the CSAM journal club

B. Hebert

- Send the 2020 COI forms to the BOD and Committee Members
- Send the Committee report template to the committee chairs
- Send Insurance policy to P. Sobey