

2020 Annual General Meeting

Date: Saturday, November 21, 2020

Time: 9:00am – 10:30am MST

Location: Zoom: <https://zoom.us/j/92688791714>

Chair: Dr. Melanie Willows, CSAM-SMCA President

Agenda

1. 2019 AGM Minutes (Halifax) (Appendix 1)
 - a. Motion to Adopt the Minutes from 2019
2. Motion to Accept 2020 Agenda
3. Executive:
 - a. President's Report
 - i. Brief Annual Review and Introduction of the Board, President Elect and Past President
 - ii. Review of Vision, Mission, Strategic Directions (Appendix 2)
 - Motion to adopt Vision, Mission, Strategic Directions
4. Nominations for empty BOD positions – Dr. Paul Sobey (Appendix 3)
5. Treasurer's Report – Dr. Paul Sobey (Appendix 4)
 - i. Motion to accept 2019 Financial Report
6. Bylaws Amendment – Dr. Paul Sobey/George Budd (Appendix 5)
 - i. Motion to accept changes to bylaws outlined in
7. Member resolution (Appendix 6)
8. Award & Certificate Recipients – Dr. David Martell/ Dr. Melanie Willows
 - i. Karen Mellor Bursary Award Recipient
 - ii. Student Bursary Winners
 - iii. CSAM-SMCA Certificants
9. Move that actions of the BOD be approved for the prior 12 months
10. Transition to New President, Dr. Jennifer Brasch and President Elect, Dr. David Martell
11. Motion To Adjourn

Appendix 1



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

2019 AGM

October 26th, 2019

7:30 AM – 8:30 AM

Halifax Marriot Harbourfront Hotel

Room: Annapolis

Halifax, Nova Scotia

Chair: Dr. Melanie Willows, President

Minutes

Board Members Present:

Naved Ali	Ron Fraser	Laura Evans	Melanie Willows	Simon Dubreucq
Wael Shublaq	Jenn Brasch	David Martell	Claudette Chase	Morris Marketin
Monty Ghosh	George Budd			

CSAM Members Present:

Kim Lan St. Pierre	Ginette Salvalaggio	Stacey Whitman	Christina Zaganelli
Raju Hajela	J. Thomas Murphy	Richard Wedge	Bonnie MacDonald
Rohit Lodhi	Selene Etches	Brain Fern	Steve Darcy
Kathryn Dong	Aditya Nidumdu	Sharon Koivu	Christine Saveland
Anne Sophie Marsolais			

Call To Order: 7:40am – Dave Martell land acknowledgement

1. Minutes from 2018 AGM in Vancouver are on the CSAM Website: AGM Minutes and reviewed on screen for membership. No amendments to the minutes suggested.
 - Melanie Willows - motion to adopt the minutes from 2018
 - Motion to accept the minutes: Claudette Chase
 - Second: Jennifer Brasch
2. Executive:
 - Presidents Report – Melanie Willows
 - 30 Years of CSAM, 21st conference, acknowledgement to all of those who have contributed to CSAM over this time
 - We need to advocate and look at the evidence of emerging practices – encourage our colleagues and students to look at quantitative evidence rather than qualitative reports

- Take caution in our field - as we attempt to fix the crisis in our field, we don't create crisis
- Thank Marilyn Dorozio, acknowledge Karen Mellor
- Introduction of the board of directors, President Elect and Past President
- Introduction of new administrative assistant Becca Hebert
- Thank you to Jenn Brasch and Dave Martell (the conference co-chairs), the conference committee and Ron Fraser for the Fundamentals Course
- Acknowledgement of the work and dedication of Nichole Riese in her work as Manitoba Representative to the Board of Directors.
- Acknowledgement of Morris Markentin (Saskatchewan Board Member) completing his second term, Dave Martell (Maritimes Board Member) completing his first term, and Lisa Walkey (Resident Director) who is now in active practice
- Thank you to the rest of the board for their work and commitment
- 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
 - Maintenance of financial stability
 - Completion of our comprehensive review exercise
- Melanie Willows - motion to accept her report.
- Second: Jenn Brasch
- All in favor

3. Review vacant board positions and process for vote – Paul Sobey

- Why be a board member – to make connection, give energy, mentorship and contribute
- Positions that our open are a 4-year term
- You must submit a letter of intent and cv to board to be considered for a position
- If no one stands from the floor, there will be acclamation
- BC/Yukon position – Only individual to apply Dr. Naved Ali – no one in the room wishes to stand
 - Welcome Dr. Naved Ali to the board
- SK Position – interest from 3 members Dr. Rohit Lodhi was the only one to submit cv and letter of intent - no one in the room wishes to stand
 - Welcome Dr. Rohit Lodhi to the board
- MB – if anyone is interested they are to submit a letter of intent and cv to Paul Sobey – it will then come up for election
- A letter will go out to the membership for the Ontario position before Victoria as Jennifer is president elect and will vacate that position
- QB — submitted cv and letter of intent- no one in the room wishes to stand
 - Welcome Dr. Anne Sophie Marsolais to the board
- Members at Large – is there anyone who would like to stand at this position at this time – no one from the floor wishes to stand
 - Welcome back Ron Fraser and Claudette Chase to the board
- Associate member – George Budd – No one for the floor wishes to stand for the position
 - Welcome George Budd to his second term on the board
- Maritime regional director – Vacant by Dave Martell – Dr. Selene Etches submitted cv and letter of intent – no one from the floor wishes to stand for the position
 - Welcome Dr. Selene Etches to the board

- Resident position was collapsed as per a motion at the October 23, 2019 BOD meeting – We will be looking for a fellow or resident in the Victoria to help create a resident’s track for the 2020 conference

4. Treasurer’s Report: (Appendix 1) – Laura Evans

- Total assets \$368,965.00
- Net assets \$306,000.00
- 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 Balance sheet – We will look at investing this money
- Assets grew from \$217,314.00 to \$368,565.00
- Main message is that our financial stability of our organization continues to be in place
- \$50,000 has been kept aside for liquid costs – such as hotel deposits etc.
- Laura Evans - motion to accept the 2018 Financial Report
- Second: Monty Ghosh
- All in favor
- Laura Evans - motion to retain current accountant MMP based out of Calgary
- Second: Wael Shublaq

5. Comprehensive Review – Paul Sobey

- Paul explained the rationale for the BOD undertaking a comprehensive review process with the goal of developing a mission and vision statements and strategic goals
- Wayne Marsh was selected to facilitate the process through a selection committee
- The final review will go out to the membership to be voted on
- Dr. Raju Hajela – recommended changing the wording of the mission statement from addictions to addiction

6. Acknowledge Student bursary winners:

- Claire Bodkin, Tanya Hauck, Emma Maelde, Jacinta Oyella, Kim Lan St. Pierre, Karen Tang, Emma van Reekum, Ashley Warnock

7. Acknowledge Poster Winners:

- People’s Choice Poster Award – Kathryn Dong
- Best Poster by Student – Leta shams, Meera Grover

8. Acknowledge CSAM certificant:

- Ann Sophie Marsolais, Alvis Yu, Arif Chaudhri, Nader Attalla, Gary Richardson, Randal Mason, Kawai Leong, Jason Datema

9. Acknowledge Lifetime Achievement Award Winner:

- Dr. Meldon Kahan

10. CSAM 2020 Conference

- Victoria – November 12 – 14, 2019
- CSAM and ISAM joint meeting
- Inviting all participants to join us!

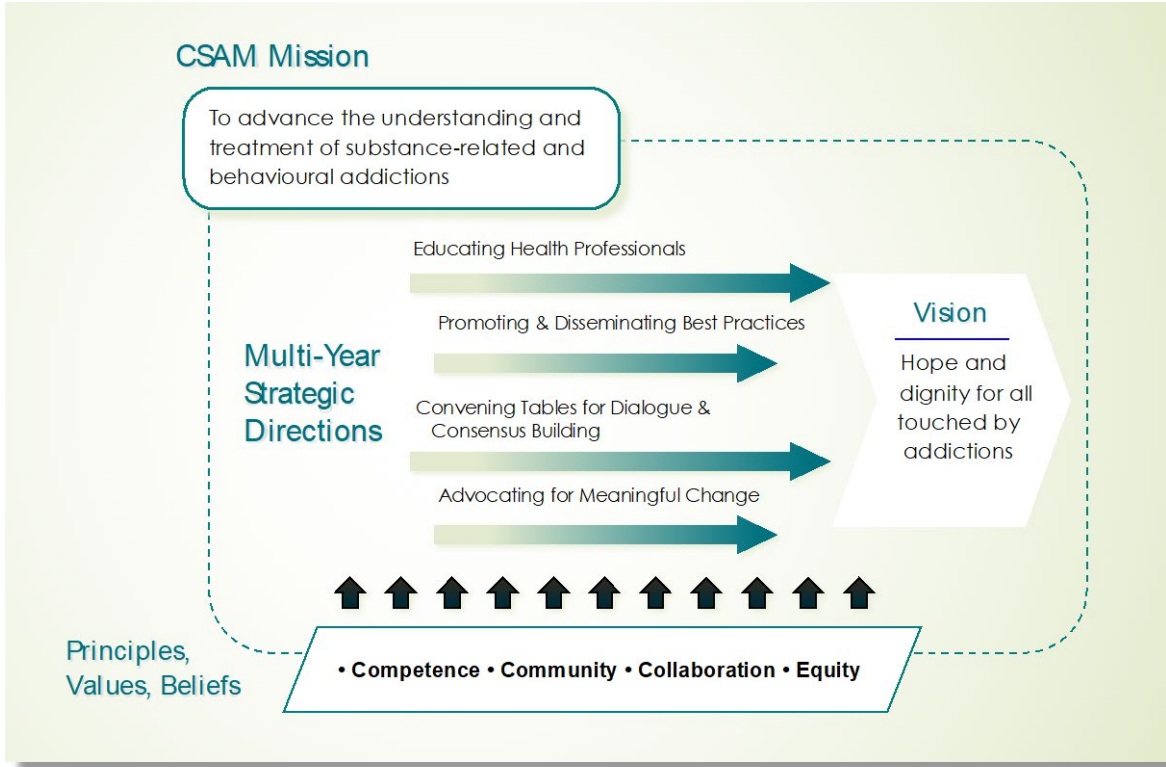
11. Melanie Willows made a motion to move that the actions of the BOD be approved for the prior 12 months

- Second: Navid Ali
- All in favor

12. Adjournment: 8:30 am

Appendix 2

CSAM Strategic Direction & Framework



Appendix 3

There are 3 vacancies on the BOD: the MB Regional Director, the ON Regional Director, and the NL Regional Director. Dr. Shublaq will continue in the role until a new NL Regional Director is elected or appointed. Nominations will be accepted at the AGM, or interested CSAM-SMCA members are encouraged to contact psobey@shaw.ca in advance.

BOARD OF DIRECTORS – Term Expiry			
Executive			
Title	Name	Year	Term
President	Dr. Melanie Willows	2018-2020	
President Elect	Dr. Jennifer Brasch	2018-2020	
Past President	Dr. Paul Sobey	2018-2020	
Secretary/Treasurer	Dr. Paul Sobey	Interim	
Provincial Representatives			
BC & YK Regional Director	Dr. Naved Ali	2018-2022	First
AB & NT Regional Director	Dr. Robert Tanguay	2017-2021	First
SK Regional Director	Dr. Rohit Lodhi	2019-2023	First
MB Regional Director	Vacant		
ON Regional Director	Dr. Wiplove Lamba	2017-2021	First
ON Regional Director	Dr. Jennifer Brasch	2017-2021	First
QC Regional Director	Dr. Anne Sophie Marsolais	2019-2023	First
QC Regional Director	Dr. Simon Dubreucq	2017-2021	First
Maritime Regional Director	Dr. Selene Etches	2019-2023	First
NL Regional Director	Dr. Wael Shublaq	2016-2020	Second
Member at Large	Dr. David Martell	2019 - 2023	First
Member at Large	Dr. Ronald Fraser	2019-2023	Second
Member at Large	Dr. Claudette Chase	2019-2023	Second
Associate Member	Dr. George Budd	2019-2023	Second
IT Liaison	Dr. Monty Ghosh	2018-2020	First
Editor-In-Chief	Dr. Nady el-Guebaly	On – Going	

Appendix 4

Canadian Society of Addiction Medicine

Financial Statements

December 31, 2019

(Unaudited - see Notice to Reader)

Notice To Reader

On the basis of information provided by management, we have compiled the balance sheet of Canadian Society of Addiction Medicine as at December 31, 2019 and the statements of earnings and retained earnings for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

These statements replace the statements previously issued under our Notice to Reader report dated March 26, 2020. See Note 1.

Calgary, Alberta

July 10, 2020

MNP LLP

Chartered Professional Accountants

Statement of Financial Position

As at December 31, 2019
(Unaudited - see Notice to Reader)

	2019	2018
Assets		
Current		
Cash	340,983	345,272
Accounts receivable	30,000	8,959
Goods and Services Tax receivable	6,441	11,834
Prepaid expenses	2,500	2,500
	379,924	368,565
Liabilities		
Current		
Accounts payable and accrued liabilities	22,249	16,420
Deferred membership fee revenue	24,447	32,859
Due to Addiction Day Committee	25,850	13,200
	72,546	62,479
Net Assets		
Unrestricted net assets	307,378	306,086
	379,924	368,565

Approved on behalf of the Board

Director

Director

Statement of Operations and Changes in Net Assets

For the year ended December 31, 2019

(Unaudited - see Notice to Reader)

	2019	2018
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Revenues		
Conference fees	251,726	333,924
Membership fees	48,844	70,362
Conference sponsorship	103,365	73,843
Other income	18,760	7,862
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	422,695	485,991
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Expenses		
Conference costs	279,839	373,341
Salaries, contract and honorarium	74,977	41,125
Publications and subscriptions	27,365	19,453
Comprehensive review committee	9,306	-
Recruitment costs	8,711	-
Professional fees	6,857	6,000
Office	3,765	1,335
Event costs	3,661	-
Website	2,714	4,286
Insurance	1,885	4,818
Interest and bank charges	1,337	5,492
Dues and memberships	500	500
Telephone	486	1,398
Professional development	-	2,437
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	421,403	460,185
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Excess of revenue over expenditures	1,292	25,806
Net assets, beginning of year	306,086	280,280
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Net assets, end of year	307,378	306,086
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Notes to the Financial Statements

*For the year ended
December 31,
2019
(Unaudited -
see Notice to
Reader)*

1. Amendment

The Canadian Society of Addiction Medicine (the "Society") has amended its financial statements for the year ended December 31, 2019. Management determined that Accounts payable and accruals were overstated by \$105,602. The effect of this adjustment for the year ended December 31, 2019 is a reduction of Goods and Services Tax receivable of \$6,887 and a reduction of Conference costs of \$98,715.

In addition, Management determined that accounts receivable were understated by \$30,000, resulting in an increase of \$30,000 to Conference sponsorships.

The net effect of the above mentioned amendments has resulted in an increase in Excess of revenue over expenditures of \$128,715.

Appendix 5

Please note: [CSAM Bylaws can be found on the CSAM website](#)

Motion: The BOD proposes the following changes to the Bylaws to be presented and voted on at the AGM

1. Changes in the classes and qualifications of Members
 - a. Current Bylaw States:

ARTICLE III MEMBERS

3.2 Membership Classes and Conditions. There shall be two (2) classes of Members: Full and Associate. Each Full Member shall be entitled to receive notice of, attend and vote at all meetings of Members and each such Full Member shall be entitled to one (1) vote at such meetings. Subject to the Act, each Associate Member shall be entitled to receive notice of and attend all meetings of Members but shall not be entitled to vote at such meetings. The Board shall be entitled to establish, by policy or otherwise, specific criteria and conditions applicable to the admission of Members from time to time.

Proposed Change:

Replace Article III with the following:

3.2 Membership Classes and Conditions. There shall be three (3) classes of Members: Voting, Associate and Honorary.

Voting Member. Subject to the Act, a Voting Member must be a registrant of a Canadian healthcare self-regulatory and licensing body (a “Regulator”) and, be in good standing and registered to practice by that Regulator, or a PhD-level researcher whose primary area of research is addiction. Each Voting member shall be entitled to notice of and to vote at all meetings of the Members of the Corporation. Each Voting Member must be involved in addiction medicine, and may, on application, be eligible for membership as a Voting Member.

Associate Member. Subject to the Act, an Associate Member must be involved in addiction medicine and may, on application, be eligible for membership. An Associate Member shall be entitled to receive notice of and attend all meetings of Members but shall not be entitled to vote at such meetings.

Honourary Members. Subject to the Act, each Honourary Member shall be entitled to notice of and to attend all meetings of Members, and shall be entitled to vote at such meeting, providing they meet criteria for admission as a Voting Member. Any person may be appointed an Honourary Member by a majority decision of the Board of Directors by reason of outstanding service to the Corporation.

Current Bylaw States

Subject to ARTICLE III above, the president is a Voting Member and a MD or PhD.

ARTICLE IX

DESCRIPTION OF OFFICES

9.1 Description of Offices. Unless otherwise specified by the Board, the officers of the Corporation shall have the following duties and powers associated with their positions:

1. (a) Chair of the Board and President – The Chair of the Board, if one is appointed, shall be a director. The Chair, if any, shall, when present, preside at all meetings of the Board and of the Members. The Chair shall service as the chief executive officer of the Corporation and have such other duties and powers as the Board may specify. The Chair, who may also be known as the President, shall automatically assume the office of Past-President (or, if the Corporation determines, the Immediate Past Chair), following the conclusion of the term as Chair, unless appointed by the Board for an additional term as President.

Proposed Addition Below - this is an additional sentence to the above sentence. It simply restricts the position to an MD. The rest of the description still stands.

9.1 (a) The President of the Corporation must be a Medical Doctor in good standing with a Provincial Regulator, subject to all requirements of the Bylaws.

Appendix 6

Proposed Motion by Mr. Zak Matieschyn, Nurse Practitioner

WHEREAS, Canada has been in an opioid overdose emergency since 2016, and
WHEREAS, an effective response to this crisis has required optimal integration of all health care professionals in a team-based approach, and
WHEREAS, Nurse Practitioners across Canada have seen regulatory scope changes to permit the prescriptive authority of opioid agonist therapies and other treatments for substance use disorders

BE IT RESOLVED THAT, Nurse Practitioners be added to the list of recognized professions permitted to become *full members* in the Canadian Society of Addiction Medicine.