

CSAM-SMCA Executive Meeting

Thursday, November 26, 2020 6:30 PM - 7:30 PM (MDT)

Minutes

Present: J. Brasch M. Willows P. Sobey D. Martell B. Hebert (recorder)

1. Call to order: 6:30pm MST – J. Brasch
2. CSAM-SMCA Bylaws: Next Steps
 - Bylaws say we need to have a special meeting to vote on the change
 - Need 54 voting members (or proxies) at this meeting
 - Give the members 45 days
 - Special meeting/reasons why/ this is what we are voting on/ you may assign your proxy this is how we do it/ it will take 30 minutes maximum
 - Must have clarity, transparency and adhere to our bylaws
 - P. Sobey to write up and circulate
 - Must have sperate motions on each resolution
 - P. sobey to contact Zack Matieschyn on bylaw change
 - The biggest risk with this is we do not have a quorum – RSVP or assign your proxy
 - Third January in Saturday 16th to have the meeting
3. Engaging BOD members and strengthening committees
 - M. Willows to schedule one on one meetings with BOD members to get to know them better
 - As opportunities come up, we can match individuals' strengths and interest with open tasks or positions on the committees
 - Reach out to some of our members to get involved, invite people to be part of our committees
 - Gradually we can start building and strengthening all our committees
 - i. Refocus our committees
 - Record the committee meetings
 - Need to revamp the TOR on each committee
4. CSAM-SMCA Holiday Newsletter
 - President's letter with greeting

- i. J. Brasch to write her message
 - J. Brasch has hand outs from an organization on how to cope with the holidays
 - Acknowledge we are in difficult times
 - Sensitive time to send a newsletter – be cognisant of that
5. CSAM-SMCA Trainees
- How to involve/ special interest groups
 - Capitalize on trainee enthusiasm
 - Do special interest groups need to have the same structure as the BOD Committees?
 - What are the outcomes we want from the special interest groups?
 - i. Do research
 - ii. Observational study
 - iii. Want to have them present at the 2021 conference
 - How to approach this
 - i. Get this sort of information from learners
 - ii. Can you come up with 3 objectives that you want to accomplish that can contribute to CSAM-SMCA activities
 - iii. J. Brasch to connect with A. Warnock about objectives and how they relate to our strategic direction
 - Ask A. Warnock for the names of the trainees who want to get involved
6. Chair for 2021 Conference Committee
- D. Martell and P. Sobey will co-chair the 2021 conference
 - Start the planning on a hybrid model
 - D. Martell will no longer be on the funding committee
7. Value added for 2020 conference sponsors
- Is there a way without appearing to endorse them?
 - B. Hebert and J. Brasch to look at where to post the videos on the CSAM-SMCA website
8. Placement of link to CSAM-SMCA website on Indivior website
- Indivior is doing this for marketing purposes
 - Optic issue
 - P. Sobey does not like the look of logos – it endorses the organization
9. Next Meeting: January, J. Brasch to send dates for doodle poll.

10. Adjournment: 7:32pm MST – J. Brasch

Action Items:

J. Brasch

- Look at the Education Committee with M. Willows
- Write greeting for CSAM-SMCA Holiday Newsletter
- Look at spots on the website to put sponsor videos from conference
- Reach out to A. Warnock about CSAM-SMCA trainee special interest groups
- Send dates for next Executive meeting in January

P. Sobey

- Write member email for special resolutions
- Write member email for Ontario representative vote
- Write to Zack Matieschyn regarding special resolution

M. Willows

- Schedule one on one meeting with BOD members