

## Board of Directors Meeting

Virtual

October 17, 2020

9:00 AM MST

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

### Minutes

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

Regrets: R. Tanguay    W. Lamba

1. Call to Order 9:08 AM MST – M. Willows

2. Approval of Agenda

- No Additions to the agenda.

**P. Sobey approves the agenda.**

**Second by: G. Budd**

3. Minutes from September 15, 2020

- Review of action items from September 15<sup>th</sup>
- No changes or edits to the past minutes

**C. Chase approves the last meeting minutes.**

**Second by: W. Shublaq**

4. Executive:

President's Report

- This has been both an exciting and challenging year with new initiatives and pivoting to a virtual joint ISAM/CSAM conference due to the COVID pandemic
- It is unfortunate that our BOD and conference could not be in person, the annual in person board meeting is a time where not only do we do the work of the board but we also have the opportunity to get to know each other better. I want to welcome new board members who joined us last year: Selene Etches, Anne Sophie Marsolais, and Rohit Lodhi
- Thank you to all the board members for their dedication and volunteer work over the past year, while at the same time you are balancing added work pressures and family pressures due to the pandemic
- Acknowledge Wael Shubluq who has completed his second term on the board
- Thank you to the committee chairs for your leadership

- A big thank you to Jenn Brasch, Nady El-guebaly, Paul Sobey, Marilyn D'orozi and Becca Hebert for their work on the executive conference committee.
- Thank you to conference committee, and Naveed Ali who is leading the fundamentals and Ron Fraser who has provided guidance and mentorship
- Thanked Paul Sobey in his role as past president and for the mentorship and support he has provided to me in the president's role. Thank you to Jenn Brasch in her work as president elect and a member of the executive.
- Acknowledge all the work that Becca Hebert has done this year, how well you do your work and how easy you are to work with.
- As most know, last year during the Halifax conference we learned that Karen Mellor had passed away. Acknowledged Karen and her work.
- Busy year with lots of to be proud of
  - Anticipate a successful first virtual conference
  - Journal continues to grow with increasing submissions
  - Bylaws committee has done an extensive review to align with our vision, mission, and strategic directions
  - Policy committee has been busy forming important partnerships for CSAM and has also developed a policy statement that we will be reviewing today
  - IT committee's work on journal club and social media
  - Education committee partnership with Alberta Health Services, and of course the fundamentals course
  - Membership committee (thank Claudette and Simon for agreeing to co-chair)
  - Relaunch of our newsletter
  - Creation of a new website and logo
  - Partnerships/associations/asks with other organizations (CCSA, CPA, Colleges, SOGC, Health Canada, CIHR grants)
- In all these activities, we now have a framework through our vision, mission and strategic directions to guide our work.
- There is a great deal to feel excited about moving forward with CSAM-SMCA

## **M. Willows makes a motion to accept the report.**

**Second by: M. Ghosh**

### Treasurer's Report

- Notice to Reader (Appendix 2)
- P. Sobey discussed what happened in 2019; reviewed financial statements from 2019
- 2<sup>nd</sup> page of financial statement (submitting a second statement on July 10, 2020); overpayment of account, refiling taxes
- What was going on at the point of Dec 2019
  - Promoted discussion around keeping \$150,000 rainy day fund – keep \$50,000 in current year operating costs
- Have not spent as much as we thought we would be moving into 2019 because of COVID
- Did not embark on spending a lot of money – eventually going to have to come up with a plan for the excess amount of money we have
- Financial statement currently is \$375,000 which reflects conference revenue and memberships
- 2020 Expenses
  - Website total cost – \$18,500
  - Liabilities – Addiction Day Committee – we are there banker - \$25,000 is addiction days
  - \$24,000 – individuals prepay their memberships – booked the year they are paid - deferred membership fee revenue 1<sup>st</sup> year of a 3- or 5-year membership

- Fees for Marilyn and accounting fees for MNP
- Insurance
  - We have general liability insurances – this is the cost of our insurance on a yearly basis
  - Excess liabilities insurance we have our own medical liability insurance – have it in the amount of 2 million dollars per claim per BOD member
  - Article 16 of the by-laws allows us to do that – defense for individual if they were litigated
- Budget
  - Is this the point we look at the budget? – D. Martell
    - Look at this after the conference – we will know what our current net assets will be
  - Sitting on too much of this money – show that we are setting aside lump sums
  - Plan to have a budgeting discussion after the conference

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

**Second by: J. Brasch**

**P. Sobey makes a motion that the financial statements be accepted.**

**Second by: M. Ghosh**

5. New Business:

- AGM Date Options: Thursday November 19th 8pm or Saturday November 21st late morning/early afternoon – M. Willows
  - M. Willows will send out a doodle poll for AGM dates
- New Website - Testimonials – P. Sobey
  - Website report
    - 16 weeks of work B. Hebert and P. Sobey being the primaries
    - Launching this on October 21, 2020
    - P. Sobey is asking the BOD for testimonials:
      - If interested, send an email to P. Sobey asap
        - C. Chase sending contact to P. Sobey
        - If anyone has additional ideas of student or resident send contact information
    - Should we copyright the new logo?
      - P. Sobey & B. Hebert to look into the next steps

6. Committees:

- Nominations Committee – P. Sobey (Appendix 3)
  - P. Sobey has sent letters to members in MB, ON and NL
    - Will send out another letter in 2-3 weeks if we have not received a response
  - W. Shublaq is finishing his second term, if a replacement cannot be found he is willing to act in this position again
    - A change to the by-laws would have to be made to do this
    - Does not require a special resolution
    - Discussion occurred: reflected in the minutes, W. Shublaq can continue in the position after the annual general meeting if no other candidates step forward
  - P. Sobey acting as in the role as Treasurer

- Issue for next BOD

**P. Sobey makes a motion that in the circumstance a regional director position is not filled, and the current regional director is willing to stay in that position, they will remain on the BOD until a new candidate comes forward.**

**Second by: C. Chase**

**All in Favor**

**J. Brasch makes a motion the P. Sobey continues in the role of Treasurer, although he has completed his term on the BOD, as there was a discussion within the CSAM BOD that there was a need for someone on the Executive Committee to fill the position. He will remain in this role for up to two years or until someone expresses interest.**

**Second by: M. Ghosh**

**All in Favour**

- Bylaws Committee – G. Budd (Appendix 4)

Discussion Points:

- Proposing 3 classes of membership; Voting members, Associate members, Honorary members.
  - G. Budd – currently we have 2 classes – full membership and associates – full members have voting power associates do not. Has contradiction as we talk about qualifications but these by-law does not follow this – members must be in a regulatory body – some PhD are not and students
  - There is going to be a motion made by a nurse practitioner (NP) for NP's to become voting members at the AGM
  - Discussion/opinions of this change
    - mixed feelings about this – addictions in Canada we want to encourage teams and collaboration – respect doctors wanting to have a home, not quite clear on PhD's – we want to encourage people doing research in addictions
    - would not mind the voting membership, what implications will it have on the composition of the BOD
    - In Ontario there are Nurse practitioners that are much more active in addictions than some doctors, seems weird they would not be part of our organization. How can we not have Nurse practitioners? How do we embrace this change?
    - who scrutinizes membership applications? Need to verify these memberships
    - profit from other members in different medical fields we could from this a lot
    - Why we should or should not include other Health Care Providers:
      - What we need to start thinking about is how we can involve other medical professionals while still sticking to our strategic direction
      - Regulatory body – other than being able to verify or not you have a reason to act
      - Why can't others be involved? Anyone can be involved; they can advocate to a voting member. Be careful on how we can open to these new members
    - if we move in this direction there will be BOD member that is not a physician
      - This change will be gradual
      - BOD elected provincially
    - no issues on opening it up – valuable

- point about the implications of this is important – think physicians need help, more and more diluted in terms of what we offer. Want organization to preserve its vision
- not doing medicine alone, we are a medical society
- cross pollination always helps. Done in a gradually manner to assess the impact over a few years.
- Having sub committees could be one solution – all this subgroup has representatives that report to the BOD
- Create a spot on the BOD that is specially for non – physicians
- Under pressure to make it available for Nurse Practitioners – evolving, have them represented but not taking over.
- If we change the voting member – who is the voting class?
  - If we do this, how does this impact the composition of the BOD
  - There will be a motion at the AGM for Nurse Practitioners to be voting members
- BC RN can now give suboxone
  - Proposal: All voting members of a regulatory body will run for that position 1 or 2, start bringing the vote into effect
- Reach out to the psychologists on how they like to be classified
- What are the qualifiers of the primary area?
  - Quantitative/ qualitative? How is this defined?
  - Narrows it down substantially

**P. Sobey makes a motion that 3.2 Membership Classes and Conditions. 3.2 Membership Classes and Conditions. There shall be three (3) classes of Members: Voting, Associate and Honorary. Voting Members. 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. Honorary Members. Subject to the Act, each Honorary Member shall be entitled to notice of and to attend at a meeting of the members of the Corporation 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 Honorary Member by a majority decision of the board of directors by reason of outstanding service to the Corporation.**

**Second by: Claudette Chase**

**All In Favour**

**Composition of the Board of Directors: 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. G. Budd would like to make a motion for the change in the composition in the Board of Directors.**

**Second by W. Shublaq**

**All in Favour**

**G. Budd would like to make a motion to add a position**

**G. Budd makes a motion to open a position on non-MD position on the BOD**

**Discussion that this already exists and that if bylaw change motion is passed then non-MD could fill any positions on the board. Motion was not passed.**

- 4.10 & 4.13 Participation at Meetings by Telephone or Electronic Means and Remote Voting. AGM – How to ensure vote counts are accurate and can be confirmed by the Corporation Members must identify themselves at the start of the meeting but indicating their names on Zoom
  - Bylaws are complicated when communicating with our members. How recommending hoe our AGM will occur.
  - How do you count votes – must make it accurate and confirmed.
  - Get everyone to hold up your hand on zoom and everyone holds up vote B. Hebert takes picture
  - Someone makes sure that they say their names at the beginning so B. Hebert can check membership
  
- 5.14 Investing Powers - Recommendation: I make a motion that the Board of the Corporation may, without authorization of the Members invest excess funds in a low risk strategy as directed by the accountant or an investment advisor.
  - Nothing in there about investing our money, keep \$150,000 as a rainy-day fund
  - Do we need extra insurance?
  - Do we need to define who we are getting advice from?
  - Does this have to be put in the by-laws

**P. Sobey makes a motion that BOD of the association without authorization from the members can invest the excess funds in a low risk strategy advised by our accountant advisor.  
Second by: D. Martell**

**All in Favor**

- 6.3 other Committees - Recommendation: I make a motion that all committees will develop Terms of Reference, present TOR to the BOD for approval prior to commencing work.
  - All committees don't necessarily have a TOR -we must all have TOR
  - N. El-gueably – Journal reports mostly on budget

**P. Sobey makes a motion that that all committees will develop Terms of Reference, present TOR to the BOD for approval prior to commencing work.  
Second by: J. Brasch**

**All in Favour**

**G. Budd makes a motion to accept the report.  
Second by: C. Chase**

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**BREAK**

- Canadian Journal of Addiction – N. El-Guebaly (Appendix 5)
  - Started the Journal 12 years ago, it has been a major product of CSAM-SMCA for 6 years

- Looking to evolve to more people than just physicians
- First 3 years was focused on getting a publisher, have established a great relationship with Wolters Kluwer (WK)
  - Coming to the 3<sup>rd</sup> year of a 5-year contract
- For the 1<sup>st</sup> time we had WK Medline External review about type and quality of articles required
- On average in 2019 there were 1000 visitors to the site
- With the help of M. Willows had a meeting with the Canadian Psychology Association Section of Addiction to discuss potential collaborations
- The goal of the journal is to continually improve the quality
- The proposal on the table – additional \$18,000 for editor and chief and associate editors
  - Increasing the funding

**N. el-guebaly makes a motion that the CJA proposal is supported for another \$18,571.**

**Second by: D. Martell**

**All in favour**

**N. el-guebaly makes a motion to accept the report.**

**Second by: P. Sobey**

- Policy Committee – D. Martell (Appendix 6)
  - D. Martell shared his screen
    - Posted 2 different versions of the Decriminalization piece the Policy Committee developed
    - The BOD voted on the 2<sup>nd</sup> version shown
      - D. Martell has consensus to post the 2<sup>nd</sup> version as is
      - Agreed upon some language controversy
    - Try to help feed Policy directed to the Policy quality indicators for residential treatment center looking to partner with CCSA and Metaphi
    - What should the Policy Committee be working on next? (Brainstorm from BOD)
      - Pregnant women with substance use disorder – waiting list – residential
      - Looking at safer consumption sites for inpatients in hospital
      - Safe consumption and harm reduction in general
      - Taxation treatment of alcohol – comment on government’s decision to deem liquor stores essential services during COVID
      - Every hospital should have a Substance Use Consultant Service
      - Addiction in Disease in Adolescence – treating kids before it becomes a chronic illness
        - Early aged education
      - Safe use with Cannabis

- OAT in residential programs

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

**Second by: S. Etches**

- IT Committee – M. Ghosh (Appendix 7)
  - January is the launch of the Journal Club
    - Looking for article ideas
    - M. Dorozio and M. Ghosh working on accreditation
  - Social Media
    - Executive Committee to meet after the conference and talk about gaps in the organization
      - Improve our profile
      - PR resources
      - CJA promotion
  - Projects for CSAM in the new year:
    - Set goals for the organization
    - Search grants that can help with the projects we want to complete
      - M. Ghosh – happy to write for funding grants, but needs to know what grants

**M. Ghosh makes a motion to accept the report.**

**Second by: P. Sobey**

- Conference Committee – J. Brasch (Appendix 8)
  - The 1<sup>st</sup> virtual conference is next month – November 12<sup>th</sup> – 15<sup>th</sup>
  - J. Brasch is looking for lots of BOD involvement (engagement and conference participation)
  - Dress rehearsals for lived streamed presentations and moderators are next week
  - We are looking for a new Conference Committee Chair and members for 2021
    - If interested, email J. Brasch
  - AMP has been a great find – extremely helpful in the planning and marketing of the conference

**J. Brasch makes a motion to accept the report.**

**Second by: C. Chase**

- Education Committee – R. Fraser (Chair Dr. Lisa Lefebvre) (Appendix 9)
  - Thank you to N. Ali for tackling the Fundamentals
  - We are assuming Fundamentals 2021 will be a hybrid model (virtual and in person)
  - Brainstorm ideas for new activities/directions for the Education Committee
    - New activities we can pursue aside from Fundamentals



- If you have ideas email R. Fraser
- Alberta Health Modules – people would do those modules as a precursor to the fundamentals course
  - Allow fundamentals to transition to a more practice skills workshop
- Translate some of our materials into French
  - AB Health Modules
- The Membership Committee would like to take the Fundamentals to different medical schools and residency programs in hopes of raising the CSAM-SMCA profile.
- The second edition of the ISAM textbook is coming out next year
- R. Fraser our CSAM-SMCA to join the ISAM education committee
  - N. el-Guebaly to email contact of ISAM education committee
- CFPC Member Interest Group in Addiction Medicine had preliminary discussions with CCSA about building a knowledge bank as part of our website that could be updated regularly with a link to an App for providers to access at the point of care. Canada Health info way could fund it.

**R. Fraser makes a motion to accept the report.**

**Second by: D. Martell**

- Standards Committee - M. Willows and M. Ghosh (Appendix 10)
  - Certification requirements
    - Hold a current medical license from Canada that is in good standing with the licensing authority
    - Successful completion of the International Society of Addiction Medicine (ISAM) examination, the American Board of Addiction Medicine (ABAM) examination, or the American Board of Preventative Medicine (APBM) addiction medicine exam.
    - The personal statement must be current
    - Make a checklist of criteria needed

**M. Ghosh makes a motion to accept the proposed changes to the criteria.**

**Second by: D. Martell**

**All in Favour**

**M. Ghosh makes a motion to accept the report.**

**Second by: W. Shublaq**

- Funding Committee – D. Martell and P. Sobey (Appendix 11)
  - Only one funding proposal in the last calendar year, but was not used due to COVID
  - Brainstorm ideas on how to make better use of this committee
    - Make a call for proposals

- Developing a PR social media presence
- Begin to justify our bank balance
- D. Martell to revise the terms of reference of this committee to reflect these changes

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

**Second by: R. Fraser**

- Membership Committee – C. Chase/ S. Dubreucq (Appendix 12)
  - C. Chase and S. Dubreucq took chair role over a month ago
  - The AB summit was attended in March
  - Try to see our return on recruiting new members
  - The last meeting the membership committee had looked at how we can use the strategic plan to tie better to the initiatives
  - Not a huge change in membership in the last couple of years between 250 – 400 members
  - Do we need a marketing process?
    - Is it time to invest money in this?
    - Do we need to be more aggressive with bigger incentive on deal?
  - Must focus in on the member benefits
    - Are there enough?
    - What can be added?
  - Discussion Forum
    - Need someone to monitor
    - Hire someone with PR background
  - Survey existing members with what they would like to see.

**S. Dubreucq makes a motion to accept the report.**

**Second by: G. Budd**

7. Next meeting: B. Hebert to send out doodle poll when requested

8. Adjournment: 2:01 pm MST – M. Willows

## **Action Items:**

### **M. Willows**

- Send out doodle poll for AGM date options
- Organize the Executive committee meeting to discuss gaps in the organization

### **P. Sobey**

- Look at next steps to copyright the new logo

### **C. Chase**

- Email P. Sobey contact for website testimonial

### **D. Martell**

- Post the 2<sup>nd</sup> version of the Decriminalization piece written by the policy committee
- Revise the funding committees' terms of reference

### **M. Ghosh**

- With the help of M. Dorozio launch the journal club in January
  - Looking into accreditation
- To meet with J. Brasch & B. Hebert about CSAM-SMCA social media presence

### **N. el – Guebaly**

- Email R. Fraser with the ISAM education committee contact information

### **B. Hebert**

- AGM Doodle poll
- Organize Executive meeting – next steps as we head into 2021
- Organize social media discussion with M. Ghosh and J. Brasch
- Look at copyright for the new logo