

Board of Directors Meeting

Virtual

January 19, 2021

6:00pm MST

Chair: Dr. Jennifer Brasch, President

Minutes

Present: J. Brasch P. Sobey D. Martell M. Willows W. Shublaq
 S. Dubreucq AS. Marsolais N. el – Guebaly R. Tanguay S. Etches
 W. Lamba R. Fraser K. Lee N. Ali M. Ghosh
 B. Hebert (recorder)

Absent: G. Budd R. Lodhi

Regrets: C. Chase

1. Call to Order: 6:03pm MST – J. Brasch
2. Approval of Agenda
 - Addition: Journal Club – M. Ghosh

J. Brasch makes motion to approve the amended agenda.

Second by: P. Sobey

3. Introduction of Ontario Representative: Dr. Ken Lee
 - J. Brasch welcomes Dr. Lee to the CSAM-SMCA BOD
 - Round table introductions
4. Review Minutes from December 17, 2020 (Appendix 1)
 - No edits or changes to the past minutes

M. Willows makes a motion to approve the minutes from December 17, 2020

Second by: D. Martell

5. Review of Special Meeting & Next Steps – J. Brasch
 - The Resolutions did not pass, the meeting did not have quorum
 - There was a concern with apathy of meeting
 - i. Are the proposed resolutions important to our current members?
 - ii. Are our members too busy to attend the meeting?

- The change may have to wait until the next AGM, when individuals have dedicated time to spend on CSAM-SMCA
- An idea to have an asynchronous voting system, may be the best option to get more involvement
- If there is a special resolution it needs to be 21 days in advance of the next AGM
- J. Brasch looked at bylaws and cannot find the word physician in the bylaws – challenge to why we need to actually change the bylaws
 - i. P. Sobey to look into the bylaws
- The bylaws are vague, would like it to be more specific
- The CSAM-SMCA executive will look at the next steps at their next meeting

6. CJA Request - N. el – Guebaly

- There has been a review of the CJA from Medline, and a recommendation to have academic credentials of the BOD on the website (currently only have province of residence)
 - i. B. Hebert to collect university affiliations from BOD

7. Policy Committee to Provide Report – D. Martell

- New TOR for the Policy Committee
 - i. D. Martell shared his screen and the newly updated TOR
 - ii. Is the compliment of membership good or is anything missing?
 - 1. Currently have 2 members with lived experience
 - 2. Thoughtful and comprehensive list
- The committee currently has 12 members and will be capped at 12 members (decided within the committee); sought specific expertise, knowledge and skills in choosing committee membership
- SOGC collaboration
 - i. One more meeting to finalize the authors /Ready to publish
- Choosing Wisely Canada Recommendations – almost finalized
- Decimalization Policy
 - i. To be published in the CJA in March
 - ii. Different versions of the policy have been developed into op-ed pieces
 - iii. Should have a plan for interacting with the media prior to publication including a press release, people to speak to the media, and a social media campaign to promote
- Workforce competencies – Has been published
 - i. First time having a physician give input
- New initiatives
 - i. Quality standards for rehab facilities
 - ii. 3 members to spearhead the project, will be a working group
 - iii. Review of special access program
- Questions:

- i. Does anybody use the special access program?
 1. K. Lee and S. Etches to connect with D. Martell about their experiences
- ii. Who among us here has experience with standards in acute care (esp. emergency departments) with management of patients with substance abuse diagnoses?
 1. J. Brasch can't speak to it personally, but has contacts that can speak to her hospital's policies and guidelines
 2. J. Brasch and P. Sobey to connect with D. Martell and share their contacts
- iii. Should the Policy Committee have their own presence on the newsletter/website?
 1. B. Hebert and J. Brasch to connect with D. Martell

8. Journal Club

- Planning to relaunch this Spring
- February will be our first session
- 2-3 sessions, 1 – 1.5 hours in length
- Open access for all to join
- Looking for co-hosts to help facilitate the sessions:
 - i. K. Lee and N. Ali have volunteered
- Can get accreditation
 - i. K. Lee can assist
 - ii. K. Lee to connect with M. Ghosh and B. Hebert regarding accreditation
- BOD to share distribution lists with M. Ghosh and B. Hebert

9. What should we offer to Voting & Associate members? – J. Brasch

- Deferred; Will be on the agenda at the next BOD meeting

10. TOR & Plans for 2021 Committees – J. Brasch

- Deferred; J. Brasch will email committee chairs

11. CSAM-SMCA Office Request B. Hebert/ P. Sobey

- B. Hebert is requesting a budget for small projects to complete her work more effectively

P. Sobey makes a motion that a maximum of \$5000.00 per calendar year be made available to allow B. Hebert to carry out internal, office related projects as directed by BOD executive members. These monies will be directed toward completing work that does not require funding committee or BOD approval. Funding for any project will require the Treasurer's approval and be clearly recorded in the year-end financial statements.

Second by: W. Shublaq

None Opposed

12. Next Meeting/ Standing Meeting Date & Time

- Second Tuesday of every month, 7:30pm EST
- B. Hebert to send out calendar invites

13. Adjournment: 7:00pm MST – J. Brasch

Action Items:

J. Brasch

- Email committee chairs for 2021 plans and TOR

M. Ghosh

- Connect with K. Lee and N. Ali about journal club

P. Sobey

- Look at CSAM-SMCA Bylaws and the special resolutions

D. Martell

- Connect with S. Etches and K. Lee about their Special Access Program experience
- Acquire J. Brasch and P. Sobey's contacts who have had with experience with standard in acute with substance abuse
-

B. Hebert

- Send out recurring BOD meeting invites
- Connect with D. Martell about Policy Committee newsletter presence
- Collect University affiliations from the BOD to update the CSAM-SMCA website