

CSAM-SMCA Executive Meeting

Wednesday, February 24, 2021

6:30pm – 7:30pm (MST)

Minutes

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

1. Call to Order: 6:35pm MST – J. Brasch
2. Review Meeting Minutes from January 6, 2021
 - No edits to the last meeting minutes
3. Qualifications for Voting Members/ Membership Qualifications
 - CSAM-SMCA Executive to prepare a policy with the following components (P. Sobey to prepare first draft):
 - i. Defining membership classification
 - ii. Defining BOD composition regarding non-medical doctors
 - iii. Membership costs
 - BOD Composition:
 - i. President should be Medical Doctor
 - ii. Leadership should be a majority of Medical Doctors
 - iii. 50% of the CSAM-SMCA BOD must be Medical Doctor
 - Cost:
 - i. Membership should generally reflect the income
 - ii. Discussed at the BOD level
 - iii. Medical Doctor, Non-Medical Doctor, Learners
 - After the policy is completed by the Executive, it will be taken to the CSAM-SMCA BOD for review and approval
 - Roll out as soon as possible
 - Formality and transparency
4. Costs of CSAM-SMCA Memberships
 - Deferred at this time

5. 2021 CSAM-SMCA BOD Focuses – Review 2020 BOD List (Appendix #2)

- J. Brasch would like to see a granting program
 - i. It is determined that we will wait to see the success of the 2021 conference before we move forward with this idea
- CSAM-SMCA logo trademark – on P. Sobey's to do list
- J. Brasch to review list of organization partners and present to the CSAM-SMCA BOD at a future meeting
- Becoming a Foundation
 - i. Would allow us to meet our organization objectives while having the resources
 - ii. Allows us to fundraise aside from our primary money maker (the annual conference)
 - iii. Offers special taxation to contributors who donate to a foundation
 - iv. Vehicle to further the work of the organization
 - v. Uniquely positioned to be successful – potentially attractive
 - vi. B. Hebert to look into the steps of becoming a foundation

6. CSAM-SMCA Special Interest Groups

- Core to our business
- ISAM SIG have usually 2 individuals who lead each group, at least one individual is part of the BOD
 - i. Reciprocal benefits for being lead
- Process for finding leads:
 - i. Call to wider membership
 - ii. Leadership role and set tasks, policing content and communication
- We will not promote these groups at this time
 - i. Wait to hire another staff member and assign it to their position

7. LTC Expanded Program – D. Martell (Appendix #3)

- B. Hebert to post the LTC Expanded program on CSAM-SMCA website
- How do we decide what and how we distribute information and requests like this that CSAM-SMCA receive?
 - i. A minimum of two executive members must look/ approve the requests
 - ii. It must align with CSAM-SMCA strategic plan, mission and vision
 - iii. Use this metric and framework of the Ethical Fundraising Guide from the Canadian Mental Health Association
<https://drive.google.com/file/d/1Pykk1mZd5QDkc1bRUxpgEuYIMxDtmEli/view?usp=sharing>

- iv. If approved the request will be distributed to our members by the following steps:
 1. Post on CSAM-SMCA website (under news tab)
 2. Social media post (Twitter, Facebook, LinkedIn)
 3. Add request in our monthly newsletter (if time permits)
8. Civil Society Platform for Decriminalization (Appendix #4)
 - At this point, we will not endorse the Civil Society Platform for Decriminalization
 - How do we decide on what organizations to endorse?
 - i. Different levels of endorsement (add a signature or take part in the project process)
 - It is important for CSAM-SMCA to begin to endorse projects that align with our strategic direction, vision and mission
 - When deciding on partnerships ensure there are no unintended consequences
 - Again, we will use the metric and framework of the Ethical Fundraising Guide from the Canadian Mental Health Association to help us make these decisions
9. Vacation Schedule
 - B. Hebert to set up separate calendar for Executive vacation
10. Health Canada Letter
 - Add the letter CSAM-SMCA Executive created to the news tab on the website
11. Standards Committee
 - M. Willows and M. Ghosh have been working on revamping the TOR
 - i. Struggling on rewriting these
 - M. Willows to send what she has to J. Brasch for review
12. COVID- 19 Report
 - The project is very close to being completed
 - After completion it will be split up into 9-10 different social posts/newsletters to our membership
 - We would like to get some traction out of this document
13. Next Meeting: April 2021 – B. Hebert to determine date closer to the next meeting
14. Adjournment: 7:33pm MST – J. Brasch

Action Items:

J. Brsach

- Review list of professional society partnerships and present to the CSAM-SMCA BOD

P. Sobey

- Complete 1st draft of the Membership Classification Policy

M. Willows

- Send Standards Committee TOR to J. Brasch

B. Hebert

- Look into steps to become a foundation
- Post LTC expanded program and Health Canada initiatives on the news tab of CSAM-SMCA website
- Create Executive vacation calendar