

CSAM-SMCA Conference Committee Meeting

July 7, 2021 – 6:00pm MST

Minutes

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

Regrets: A. Warnock

Absent: N. Ali

Call to Order: : 6:05pm MST – D. Martell

Adoption of Agenda:

- Conference Bursaries – M Willows
- CCSA Sponsorship Invitation – J. Brasch

Review of Last Meeting Minutes June 2, 2021 (Appendix #1)

- Minutes from the last meeting have been reviewed and approved
D. Martell makes a motion to accept the minutes from June 2, 2021
Seconded by: P. Sobey

New Business:

1. Bursary Review:
 - a. Bursary applications close August 15th
 - b. B. Hebert to send M. Willows last year's scoring rubric
 - i. Have a look at the rubric to see if modifications are needed
 - c. Reviewers:
 - i. M. Willows
 - ii. P. Sobey
 - iii. R. Fraser

- d. Notify successful receipts by September 7th, 2021
2. CCSA Sponsorship Invitation:
- a. J. Brasch to contact CCSA and send to proposal to George from AMP
3. Abstract Review Process Update
- a. Reviews Completed by July 12th
 - i. Reviewers have been given their login information to the portal to start the review process
 - ii. B. Hebert to send a reminder email on Friday
 - b. Lead Reviews Completed by July 16th
 - c. First Draft of program July 23rd
4. AMP Update (Marketing, Sponsorship, Event MGMT)
- a. Sponsorship Update:
 - i. Indivior – Platinum Sponsor
 - ii. CARF Canada – Bronze sponsor
 - b. Event MGMT
 - i. Hubilo platform has been purchased for the Fundamentals course
5. CCSA Presentation Options
- a. P. Sobey and D. Martell met with A. Porath from CCSA
 - i. 4 abstracts were sent over for potential presentations
 - b. ¾ of the abstracts are suitable for this conference
 - c. D. Martell to write back A. Porath back
6. Keynote Speakers
- a. 4th Speaker?
 - b. Indigenous Speaker: Strongly looking for an individual who is solution orientated

- c. Pam Roach, Lisa Richardson – involved in medical education
 - i. J. Brasch to reach out to Pam Roach for speaker suggestions
- d. If individuals have thoughts of speakers outside of this meeting contact D. Martell or P. Sobey

7. Physician Wellness Session

- a. CMA is no longer able to do a presentation at our conference
- b. Do we want to have a session like this even if CMA cannot be involved?
 - i. Consensus from the committee is that a physician wellness session would be encouraged
 - ii. Very topical
 - iii. Mamta Gautam, Physician wellness expert– D. Martell to contact
- c. Promote Physician wellness as 4th plenary session
 - i. Consensus from the committee

8. Conference Welcome Messages

- a. Content Review
- b. Get feedback from the rest of the committee once the script is received from AMP

Next Meeting: August 4, 2021 @ 6:55pm MST

Adjournment: 7:00pm MST – D. Martell

Action Items:

B. Hebert

- Send M. Willows 2020 bursary scoring rubric
- Send out abstract reminder email Friday July 9th

D. Martell

- Contact Mamta Gautam about a physician wellness plenary presentation

J. Brasch

- Contact Pam Roach about plenary speaker options