

CSAM-SMCA Conference Committee Meeting

September 1, 2021 – 6:00pm MST

Minutes

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

Regrets: A. Marmel

Call to Order: 6:02pm MST – D. Martell

Adoption of Agenda & Additions:

- Bursaries
- Research Brief – Dr. Ken Lee’s submission

Review of Last Meeting Minutes August 4, 2021 (Appendix #1)

- Minutes from the last meeting have been reviewed and approved
D. Martell makes a motion to accept the minutes from August 4, 2021
Seconded by: P. Sobey

New Business:

1. Bursaries
 - a. The bursary deadline has now closed
 - b. M. Willows, R. Fraser and P. Sobey to review submissions and select recipients for both the Karen Mellor Award and CSAM-SMCA Student Bursary
 - c. Notifications to candidates will be made by week of September 6th
 - i. B. Hebert to send notifications
2. Conference Update (Registration numbers, CME, Sponsorship, Marketing)
 - a. Registration:
 - i. 139 tickets sold for conference
 - ii. 11 tickets sold for Fundamentals Course

- iii. Early bird pricing has been extended until September 10th
 - b. CME
 - i. Conference – CPD (Royal College of Physicians and Surgeons of Canada) & CACCF (Canadian Addiction Counsellors) Approved
 - ii. Fundamentals – CACCF Approved
 - c. Sponsorship
 - i. Indivior – Platinum
 - ii. Silver – EHN Canada, Knight Therapeutics
 - iii. Bronze – CARF Canada, Homewood Health
 - d. Marketing
 - i. Will start sending out more program content emails
 - ii. Program will be set live tomorrow on the event website
 - iii. Promote CME before early bird
 - e. Grants
 - i. All grants have been applied for
- 3. Final Program / Workshop #18
 - a. B. Hebert showed current program on screen
 - b. Need to state that full abstracts will be available for registered attendees within the conference platform
 - c. Move workshop #18 to Friday at noon/take out Industry track
- 4. INHSU Educational Program
 - a. Offer as pre-conference workshop
 - b. Cannot be embedded within the conference proceedings
 - c. Is this something that can run parallel with Fundamentals?
 - d. Options: Add on to current conference, Run parallel to Fundamentals, Free standing event

- e. Check cost with running with Fundamentals or running it the day before conference
 - i. B. Hebert to gather information
 - f. P. Sobey to email INHSU back with the options available
5. Safe Supply Panel Update
- a. N. Mathews agreed to sit on the panel
 - b. Recommendations:
 - i. Amanda Sloane White – P. Sobey to make ask
 - ii. Katherine Gill
 - iii. Individuals with lived experience
 - iv. Ensure panel is from different parts of Canada
 - v. Robin Lennox
 - vi. Nanki Ray
 - c. D. Martell to create first draft of email with information regarding the session
6. Moderator Recruitment
- a. Assign people to moderator
 - b. 9 moderators needed
 - c. Have a few reserves moderators
 - d. Send an email to all BOD members who are not on the conference committee
 - i. B. Hebert to send draft email to P. Sobey
 - ii. J. Brasch to bring up at BOD meeting to reinforce
7. Opening Ceremonies
- a. Daily welcome video messages
 - b. Plenary speaker teaser videos
 - c. 1st Conference Day – welcome, introduction, presidents' message
 - i. Indigenous welcome – vet speaker to have high quality speaker equipment

1. Approach Carol Hopkins – consult her as part of the process
 - a. D. Martell to reach out to her

8. Frequency of Conference Committee Meetings

- a. Next meeting the 15th of September

Next Meeting: October 15, 2021 @ 6:00pm MST

Adjournment: 7:02pm MST – D. Martell

Action Items:

D. Martell

- Create 1st draft of safe supply panel email
- Contact Carol Hopkins regarding Indigenous opening ceremonies

P. Sobey

- Edit moderator recruitment email
- Send out safe supply panel speaker asks
- Email INHSU back with options

B. Hebert

- Send out bursary notifications
- Send 1st draft of moderator recruiter email to P. Sobey