

Board of Directors Meeting

Virtual

October 16, 2021

9:00am MST

Chair: Dr. Jennifer Brasch, President

Minutes

Present: J. Brasch M. Willows P. Sobey D. Martell R. Fraser G. Budd
 B. Nofle N. Ali W. Shublaq N. el-Guebaly AS. Marsolais N. Bootsman
 E. Knight S. Dubreucq B. Hebert (Recorder)

Regrets: K. Lee

1. Call to Order: 9:04am MST – J. Brasch
2. Approval of Agenda & Additions
 - a. No additions to the agenda
P. Sobey makes a motion to adopt the 2021 agenda.
Seconded by: M. Willows
3. Review Minutes from September 14, 2021 ([Appendix 1](#))
 - a. Minutes from September 14th have been reviewed and approved
D. Martell makes a motion to accept minutes from September 14, 2021.
Seconded by: N. Ali
4. Executive Report's
 - a. President's Report – J. Brasch
 - Thank you to the CSAM-SMCA BOD for joining the meeting and all their contributions this year
 - J. Brasch talks about how she has navigated the virtual presidency so far
 - J. Brasch shared the results of the BOD Meeting time and day survey, there was general support for more frequent meetings and we will continue to move forward with the current structure
 1. Suggestions for improvement: Focus discussion on items/ activities we can move forward with as a group
 2. Getting to know each other on a more casual basis
 3. More actionable global items – agree to discuss and explore more of those actions

- Mission, Vision and Strategic Direction - CSAM-SMCA accomplishments from 2020-2021
 1. Educating Health Professionals
 - a. CSAM-SMCA 2021 Conference
 - b. 2021 Fundamentals of Addiction Course
 - c. Relaunch of CSAM-SMCA Journal Club
 - d. Canadian Journal of Addiction
 2. Promoting and Disseminating Best Practices
 - a. How COVID-19 Is changing Addiction Medicine: A Summary From the ISAM-CSAM 2020 Conference (published with CCSA)
 - b. Canadian Journal of Addiction has published treatment guidelines and reviews
 - c. CSAM-SMCA Policy committee: Working on and developing Choosing Wisely Recommendations
 3. Convening tables for Dialogue and Consensus Building
 - a. CSAM-SMCA Policy committee supports a lot of this – rich in dialogue
 - i. Position paper on Decriminalization of drugs
 - b. Safe Supply Panel at the upcoming CSAM-SMCA conference
 4. Advocating for Meaningful Change
 - a. Would like to work and improve on this direction in 2022
- Other CSAM-SMCA Activities during 2020-2021
 1. Growing the CSAM-SMCA Brand
 2. Trademark of the CSAM-SCMA Logo
 3. Monthly newsletters distributed to the CSAM-SMCA membership
 4. Website updates; blog, news, membership benefits, etc.

J. Brasch makes a motion to accept the President's report.

Seconded by: S. Dubreucq

- b. Treasurer's Report – P. Sobey
 - Financial Statements ([Appendix 2](#))
 1. P. Sobey shared financial statements on screen
 - Review Statement of Operations and Changes in Net Assets
 1. Present, year end statements from December 31, 2020
 2. P. Sobey went through each line item from this report and explained the differences from year to year
 3. Overall, we are (about) \$21,000 ahead from where we were in 2019
 - Review Statement of Financial Position
 - Questions:
 1. Do we have budgets developed for the next few years?
 - a. No process to year mark funds

- b. Create CSAM-SMCA budgets: action item for P. Sobey
2. We are a registered non-for profit in Alberta
3. Put operational cost reserve into a separate account: action item for P. Sobey

P. Sobey makes a motion to accept the 2020 Financial Statements.

Seconded by: S. Dubrecoq

- Review of Interim Financial information on September 30th, 2021, to provide high level update on current financial status
 1. Statements of September 30, 2021 - \$250,000 in the bank, less our permanent reserve of \$150,000, approximately \$74,000 in the bank
 2. We normally make \$30,000 - \$40,000/ year – if we stop generating revenue, we will deplete our available cash and permanent reserve in around 3 years.
 3. If CSAM-SMCA is wanting to apply for grants, we must stay relevant and projects must be on-going outside of the annual conference

P. Sobey makes a motion to accept the Treasurer's report.

Seconded by: S. Etches

P. Sobey makes a motion to appoint MNP as our yearly accounts.

Seconded by: M. Ghosh

5. New Business:

- a. Resolution to change Membership Classes and Conditions – P. Sobey & Executive ([Appendix 3](#) and attached, see below)

- Proposed motion to clarify the membership classes and conditions
- **The Executive Committee proposes the following Resolution: Be it resolved that:**

1. Membership categories and conditions shall be revised to three (3) classes of Members: Voting, Associate and Honorary.
 - a. **Voting Member.** 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 area of research includes addictions. 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.

- b. 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 cannot be eligible to be a Voting Member. Students and trainees will be eligible for membership as Associate Members. An Associate Member shall be entitled to receive notice of and attend all meetings of the Members of the Corporation but shall not be entitled to vote at such meetings.
- c. Honorary Members. Subject to the Act, each Honorary Member shall be entitled to notice of and to attend all meetings of Members 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.

- 2. At least 51% of members of the Board of Directors shall be physicians.
- 3. The President shall be a physician.

➤ Discussion:

- 1. If this passes, the Executive will look at the membership fee structure
- 2. Consider dividing groups of healthcare professionals into chapters or SIGs (ie. nurses, social workers) These chapters would report to the BOD.
- 3. Difficult to know how this will change the evolution of CSAM-SMCA

J. Brasch makes a motion to accept the proposed motion.

Seconded by: M. Willows

Votes: For 14, None Against

Resolution is passed with all 3 parts.

6. Committees:

a. Nomination Committee – P. Sobey ([Appendix 4](#))

- J. Brasch shared BOD member terms and expiry dates document on screen
- AB and NWT Regional Representative: We had one candidate step forward for the representative, will be confirmed at 2021 AGM
- NL Regional Representative: Thanked W. Shublaq for his contributions
- NL Regional Representative: P. Sobey to send out call for candidates
- Member at Large position: Leave it vacant, let people know it is open and fill it non-urgently with an individual who fills the gap in our organization
- M. Ghosh to circulate the AMA newsletter with CSAM-SMCA BOD Representative ask
- B. Hebert to send out CV and resume of Alberta and NWT candidate to BOD
- What is the process when a position becomes vacant?
 - 1. Email members in that province of vacancy

- Acclimation should not occur
- P. Sobey to write to AB & NWT candidate
- J. Brasch and P. Sobey to talk next steps about the AB and NWT candidate position

P. Sobey makes a motion to accept the nomination committee report.

Seconded by: N. Bootsman

- b. Bylaws Committee – G. Budd ([Appendix 5](#))
 - No discussion required

- c. Canadian Journal of Addiction – N. el-Guebaly ([Appendix 6](#))
 - J. Brasch shared CJA slide deck on screen
 - N. el- Gueblay walked through his presentation: CJA background, metrics, and workload
 - Future direction of the journal and support of the Editorial workforce
 - Request for increased financial support of the CJA Editorial workforce
 1. Managing Editor 2021: \$30,000/Year – 2022 \$48,000/Year
 2. Editor in Chief \$18,000
 3. Additional Support:
 - a. 2021 Associate Editors up to \$2,500 – 2022 up to \$3,000
 - b. 2021 Editorial Office Incidentals up to \$500 – 2022 up to \$500
 - Over the next year N. el-Guebaly would like to start looking at a transitioning/mentoring the replacement for the Editor in Chief of the CJA
 - Can the journal be on a search engine? Is there funding available to start this process?
 1. M. Ghosh and N. el-Guebaly to discuss this at the next editorial BOD meeting
 - Contract renewal with Wolter Kluwers will expire at the end of 2022, plans are to renew

J. Brasch makes a motion to support the increased funding for the CJA association from \$30,900 to \$48,100 in 2022

Seconded by: D. Martell

All in Favour

N. el -Guebaly makes a motion to accept the CJA Committee report.

Seconded by: M. Ghosh

- d. Policy Committee – D. Martell (Appendix #7)
 - D. Martell has chaired the Policy Committee since 2018

- Current members include people with lived and living experiencing, addiction medicine, psychiatry, internal medicine, early career members, trainees rural and urban environments
- Ongoing projects:
 1. Substance Use over The Reproductive Span
 2. Canadian Centre on Substance Use Addiction
 - a. Exploring a more Formal Partnership
 - b. Working on developing standards of practice (practice norms) for residential treatment facilities
 3. Choosing Wisely Canada Recommendations nearing completion
 4. Decriminalization Policy Brief published February 2021
 5. Involuntary Treatment
 - a. Currently discussing
- Strategic Support 2022
 1. Looking to convene webinars on policy
 2. Conference – convene tables of dialogue
 3. Practice norms
 4. Publication of Choosing Wisely Recommendations
 5. New policy directives – conflict of interest & defining recovery
- Propose more synergy between the work of the various committees – CJA to help publish more work of the Policy Committee
- Succession planning needed as D. Martell is president of CSAM-SMCA next year
 1. Another BOD member is needed to help share the workload of the Policy Committee
- D. Martell to encourage the committee to request CSAM-SMCA funding when needed
- Committees sponsoring sessions at the conference or open session of dialogue

D. Martell makes a motion to accept the Policy Committee report.

Seconded by: N. el- Guebaly

e. Conference Committee – P. Sobey & D. Martell

- Conference is next weekend, October 21st – 23rd, 2021
 1. Will debrief more after conference is over
- Second virtual conference hosted by CSAM-SMCA
- Want everyone at the BOD to consider joining or contributing to the conference committee
- Will need new chair/co-chair for conference committee 2022

D. Martell makes a motion to accept the conference committee report.

Seconded by: P. Sobey

- f. Education Committee – R. Fraser & M. Willows ([Appendix 9](#))
- Fundamentals of Addiction course was hosted virtual for the 2nd year in a row
 - Repopulated the Education committee
 - Further discussion will be held at the November BOD meeting

M. Willows makes a motion to accept the education committee report.

Seconded by: M. Ghosh

- g. Standards Committee – M. Willows & M. Ghosh ([Appendix 10](#))
- Change to criteria for certificants
 1. Proposing that members of CSAM-SMCA and the Royal College of Physicians and Surgeons of Canada who have completed one of the 12-month addiction medicine programs are eligible to apply for CSAM-SMCA certification
 2. Eventually this will become the Area of Focus Competency
 3. M. Willows to take this back to the standards committee and fine tune the wording of the proposed criteria
 - AFC: Leadership route, 2022 all routes should be available
 - Succession planning:
 1. M. Willows will only be on the BOD one more year

M. Willows makes a motion to accept the standards committee report.

Seconded by: D. Martell

- h. Funding Committee – P. Sobey ([Appendix 11](#))
- Funded projects include:
 1. Trademark of Logo
 2. Social Determinants of Health in Substance Use Treatment
 - Add to November BOD agenda: Broader call for funding committee applications
 - P. Sobey to communicate with G. Budd about promotion of the Social Determinant webinars on the CSAM-SMCA website

P. Sobey makes a motion to accept the Funding committee report.

Seconded by: N. Ali

- i. Membership Committee – S. Dubreucq
- What is the purpose of the committee?
 1. Surveys and feedback from actual members
 - Action item: Discuss discount for longer term membership subscriptions

- This could be an action item AMP supports CSAM-SMCA with

j. IT Committee – M. Ghosh

- Inactive 2020/2021

7. SIG Reports

a. Medical Students – B. Nofle & N. Ali

- Defer to November or December BOD meeting

8. Plans & Ideas for 2021/2022 – J. Brasch

- a. Defer to November or December BOD meeting

9. Next Meeting: November 9, 2021, 5:30pm MST

10. Adjournment: 2:01pm MST – J. Brasch

Action Items:

J. Brasch

- Discuss with P. Sobey and B. Hebert about open BOD positions the process and next steps for the current availability of the AB & NWT representative
- Discuss discount for longer term membership subscriptions

P. Sobey

- Create 2022 Financial Budget
- Put operational cost reserve into savings account
- Send out NL BOD call for candidates
- Communicate with G. Budd about promotion of the Social Determinant webinars on the CSAM-SMCA website

M. Willows

- Standards committee criteria wording

B. Hebert

- Send out NL BOD call for candidates
- Send out a CV and resume of Alberta and NWT candidate to BOD

