

EXECUTIVE REPORT

*Odell Tan & Victor Do, CFMS Western Regional Representatives
2018 Annual General Meeting
September 21st – 23rd, 2018, Montreal, Quebec*



I. DESCRIPTION OF POSITION

According to the CFMS Bylaws, the Western Regional Representatives of the CFMS:

The Regional Directors in addition to representing their respective regions on the Board shall be cross-appointed in the Federation's Dyad governance model.

In practice, the Western Regional Representatives serve as liaisons between the Board and the medical society representatives and presidents of all medical schools in Western Canada, including the University of British Columbia, University of Calgary, University of Alberta, University of Saskatchewan, and University of Manitoba. They also served as the 2017-2018 Student Initiative Grant (SIG) Program Co-coordinators. Odell Tan was attaché to the Finance portfolio and Victor Do was attaché to the Student Affairs portfolio.

II. MEETINGS ATTENDED

Date	Meeting	Location	Who
09.24.17	Executive Handover Meeting at AGM 2017	Ottawa, ON	Both
09.27.17	Western Deans Pre-Meeting: U of C	Teleconference	Both
09.29.17	Onboard Call with Henry	Teleconference	Odell
10.01.17	Onboard Call with Henry	Teleconference	Victor
10.01.17	Western Deans Pre-Meeting: U of M	Teleconference	Both
10.01.17	Western Deans Pre-Meeting: UBC	Teleconference	Both
10.01.17	Western Deans Pre-Meeting: U of A	Edmonton, AB	Victor
10.03.17	Western Deans Pre-Meeting: U of S	Regina, SK	Odell
10.04.17	Western Deans Review & Western Region Meeting	Teleconference	Both
Oct 12-13	Western Medical Schools Conference (Western Deans)	Calgary, AB	Victor
Oct 13-15	CFMS Fall Board Meeting	Ottawa, ON	13-Odell 14/15-Both
11.01.17	PRT (Chair)	Teleconference	Odell
11.05.17	Wellness Committee	Teleconference	Victor
11.19.17	CFMS Board Meeting	Teleconference	Both
11.19.17	CFMS Board Meeting w/ Dr. Moineau and ARMC	Teleconference	Both
11.27.17	PRT (Chair)	Teleconference	Odell
12.06.17	Meeting with Joule, Re: Innovation Grants	Teleconference	Victor
12.07.17	AGM2018 Adjudication Committee	Teleconference	Both
12.09.17	CFMS Finance, Audit, and Human Resources Committee Meeting (Member)	Teleconference	Odell
12.10.17	SIGs and SIFs Meeting	Teleconference	Both
12.10.17	CFMS Board Meeting	Teleconference	Victor
01.09.18	Longitudinal Wellness Committee	Teleconference	Victor
01.03.18	Catch-up Meeting with Western Regional Reps	Teleconference	Both
01.03.18	Catch-up Meeting with U of M	Teleconference	Both

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01.03.18	Catch-up Meeting with U of C	Teleconference	Both
01.04.18	Catch-up Meeting with U of A	Edmonton, AB	Victor
01.04.18	Presidents' Tour at the U of A	Edmonton, AB	Victor
01.04.18	Catch-up Meeting with U of S	Saskatoon, SK	Odell
Jan 5-7	CFMS Winter Board Meeting	Calgary, AB	Both
02.04.18	CFMS Board Meeting	Teleconference	Both
02.04.18	Health and Wellness Roundtable	Teleconference	Victor
02.05.18	PRT (Chair)	Teleconference	Odell
02.05.18	Longitudinal Wellness Initiative	Teleconference	Victor
02.11.18	Governance Committee (Member)	Teleconference	Odell
03.04.18	Health and Wellness Roundtable	Teleconference	Victor
03.07.18	RDoBC Meeting	Teleconference	Odell
03.07.18	Longitudinal Wellness Initiative	Teleconference	Victor
03.08.18	BC Ministry of Health Meeting	Teleconference	Odell
03.08.18	PRT (Chair)	Teleconference	Odell
03.08.18	Midterm Check-in with Henry	Teleconference	Odell
03.11.18	CFMS Board Meeting	Teleconference	Odell
03.12.18	Western Regional Meeting	Teleconference	Both
03.12.18	SIGs Round 1 Scoring Meeting	Teleconference	Both
03.20.18	UBC uCMG Strategy Meeting	Teleconference	Odell
03.24.18	SIGs Round 2 Scoring Meeting	Teleconference	Odell
03.24.18	SIFs Funding Meeting	Teleconference	Both
03.24.18	Midterm Check-in with Henry	Teleconference	Victor
03.26.18	CFMS RRT (Chair)	Teleconference	Odell
03.27.18	Western Reps Meeting with Henry	Teleconference	Both
03.27.18	Post-SIFs Meeting #1	Teleconference	Both
03.28.18	PRT (Chair)	Teleconference	Odell
03.29.18	Post-SIGs Meeting #1	Teleconference	Both
03.29.18	Post-SIGs Meeting #2	Teleconference	Both
03.31.18	Post-SIFs Meeting #2	Teleconference	Both
03.31.18	CFMS CCME Strategy Meeting	Teleconference	Victor
04.04.18	Longitudinal Wellness Initiative	Teleconference	Victor
04.07.18	Post-SIFs Meeting #3	Teleconference	Both
04.08.18	CFMS Board Meeting	Teleconference	Both
04.08.18	Health and Wellness Roundtable	Teleconference	Victor
04.08.18	SGM Planning Meeting	Teleconference	Victor
04.11.18	Governance Committee (Member)	Teleconference	Odell
04.18.18	CFMS Board Meeting	Teleconference	Both
04.23.18	Presidents' Tour at the U of S	Saskatoon, SK	Odell
04.26.18	CFMS Board Meeting at SGM 2018	Halifax, NS	Both
Apr 26-27	PRT at SGM 2018 (Chair)	Halifax, NS	Odell
Apr 27-28	CFMS Spring General Meeting 2018	Halifax, NS	Both

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04.29.18	Medical Council of Canada Lunch	Halifax, NS	Both
05.01.18	Student Mistreatment Team	Teleconference	Victor
05.06.18	Health and Wellness Roundtable	Teleconference	Victor
05.18.18	Wellness Survey Meeting	Teleconference	Victor
05.20.18	CFMS Board Meeting	Teleconference	Victor
05.23.18	Longitudinal Wellness Initiative	Teleconference	Victor
05.30.18	Student Mistreatment Co-Leads Call	Teleconference	Victor
June 1-3	CFMS Summer Board Meeting	Toronto, ON	Both
06.07.18	Wellness Survey Meeting	Teleconference	Victor
06.10.18	Health and Wellness Roundtable	Teleconference	Victor
06.12.18	PRT (Chair)	Teleconference	Odell
07.08.18	CFMS Board Meeting	Teleconference	Victor
07.16.18	Wellness Survey Meeting	Teleconference	Victor
07.24.18	Governance Committee (Member)	Teleconference	Odell
08.12.18	CFMS Board Meeting	Teleconference	Both
08.13.18	Student Mistreatment Team	Teleconference	Victor
08.22.18	Western Regional Meeting	Teleconference	Both
08.23.18	PRT (Chair)	Teleconference	Odell
09.01.18	Governance Discussion with Henry	Teleconference	Odell
09.05.18	RRT on behalf of Governance Committee	Teleconference	Odell
09.07.18	CFMS Board Meeting	Teleconference	Both
09.09.18	Health and Wellness Roundtable	Teleconference	Victor
09.13.18	Student Mistreatment File Call	Teleconference	Victor
09.13.18	Governance Committee (Member)	Teleconference	Odell
09.20.18	CFMS Board Meeting at AGM 2018	Montreal, QC	Victor
Sep 20-21	PRT at AGM 2018 (Chair)	Montreal, QC	Odell
Sep 21-23	CFMS Annual General Meeting 2018	Montreal, QC	Both
09.23.18	Executive Handover Meeting at AGM 2018	Montreal, QC	Both

III. PRIORITIES AND PROJECT AREAS

Western Regional Relations

- Co-chaired a total of 4 Western Region teleconferences and led a regional marketplace at the 2018 CFMS SGM and 2018 CFMS AGM
- Continuing to support the various medical societies in their advocacy efforts
- Lobbied to have increased student engagement at the 2018 Western Medical Schools Conference
 - The 2018 host UGME supports the participation of the Presidents, VP Academics, and Wellness Representatives from each of the region's schools at the various meetings at the conference
 - Previously, only Presidents attended to give a presentation
 - An application for a CFMS Strategic Initiative Fund grant was submitted in September 2018 in pursuit of this project

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Student Initiative Grants (SIGs)

- Coordinators of the CFMS Student Initiatives Grants Program
- Completed a comprehensive review of the Program to update all documentation relating to the CFMS SIGs Program. This will help to:
 - Streamline future iterations of the application process for SIGs
 - Ensure better accountability
 - Facilitate easier handover on a year-to-year basis
 - Make the process easier for SIGs coordinators, CFMS staff, applicants, and grant winners by providing clearer instructions
- Completed a review of all past CFMS SIGs Winners to bring reimbursement timelines in-line with auditors' requests

Odell:

Finance Portfolio Attaché

- CFMS Governance Committee Regional Director Representative
 - Authored the Terms of Reference for the Presidents' Roundtable (PRT) and the CFMS Representatives Roundtable (RRT)
 - These shall serve as templates for Terms of Reference of other roundtables
 - Co-authored the CFMS Delegation of Authority Policy
 - Co-authored the Board Handover Document Template
 - Assisted in the comprehensive review and update of the CFMS By-laws for the 2018 SGM and 2018 AGM
 - Clarified language throughout the document
 - Ensured consistent terminology and formatting throughout the document
 - Adapted the language to be gender-neutralThese By-laws should now be long-lasting with no changes needed in the near future, pending approval by Corporations Canada
- Presidents' Roundtable Chair
 - Chaired a total of 7 PRT teleconferences and 2 in-person meetings at the 2018 CFMS SGM and 2018 CFMS AGM
 - Facilitated communication from the Board to PRT and their member constituents
- CFMS Finance, Audit, and Human Resources Committee Member
- SIFs Committee Member

Victor:

Student Affairs Portfolio Attaché

- National Wellness Program Lead
 - Oversaw development and implementation of the National Wellness Program which includes, among other threads, the Longitudinal Wellness Initiative and Student Wellness Spotlights.
 - Wellness Portfolio Communications Coordinator
 - Longitudinal Wellness Initiative Board Lead
 - Student Mistreatment Committee Board Lead

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- Students with Disabilities Portfolio Board Lead
- Co-leading the overall design of a CFMS wellness strategy that encompasses the advocacy, awareness building, programming as resiliency/personal development aspects of our work
- Began the process of collaboration with the Resident Doctors of Canada (RDoC) and the Canadian Medical Association (CMA) on wellness-related initiatives
- Supported CFMS work on the Wellness Survey
- Assisting in administration of the CFMS MD-Financial Leadership awards
- SIFs Committee Member

IV. REFLECTIONS AND CONCLUSIONS

It has been an honor to represent the CFMS membership over the past year. We thank the CFMS General Assembly for the privilege of serving the organization as the 2017-2018 Western Regional Representatives. We further thank the Western Region for being a great team to work with throughout the year. We welcome questions or feedback regarding our roles as Western Regional Representatives, CFMS Student Initiative Grants Program Coordinators, Strategic Initiative Fund Committee Members, or attachés to the Finance and Student Affairs Portfolios.

Sincerely,

Odell Tan & Victor Do
MD Candidates, University of Saskatchewan (2020) & University of Alberta (2020)
Western Regional Representatives | Représentants Régional de l'Ouest
Canadian Federation of Medical Students | Fédération des étudiants et des étudiantes en
médecine du Canada
306-999-1994 & 587-588-5075 | western@cfms.org | www.cfms.org