

ANNUAL GENERAL MEETING MINUTES

(Virtual)

DAY 1: SATURDAY, SEPTEMBER 19th, 2020

Welcome and Introduction

- Chair Introduction, Dr. Debbie Brace
 - Former medical student at McMaster
 - Now Family Medicine Resident at University of Toronto
- Land acknowledgement, moment of silence for reflection
- Robert's rules will be used throughout the meeting
 - If have any questions, feel free to reach out to Chair
- Description of Robert's Rules:
 - Modified rules for meeting reviewed
- Message Chair privately for speakers list
- Resolutions folder in google drive includes tips and tricks for resolutions sessions
 - Separate session hosted 10:15 AM tomorrow to describe resolutions sessions
- In camera session
 - For Finance presentation/discussion
- Elections will take place this afternoon
- Housekeeping: hashtags shown on screen for the weekend
- Please clap for first timers by use of Zoom reactions
- Stay away from acronyms, use the full term
- Bingo
 - Can be found in the Google Drive folder
 - Delegation with most submissions will win prize
- Thank you to our sponsors!

President's Update

- Second-ever virtual meeting
- Overall update
- What is the CFMS?
 - Mission of the CFMS: Connect, Support, Represent
 - Represent students to different committees:
 - We connect students throughout these meetings and roundtable
 - Working on how to help each other, and how to support students
- What does the President do?
 - Guide overall direction
 - Big picture strategic decision
 - Represent CFMS at national meetings
 - Motivate board

- Lead the organization
- 2017-2022 Strategic plan
 - Improve effectiveness and efficiency
 - Engage and develop members
 - Focus include collaboration and partnerships
 - Strengthened partnerships with learner organizations
 - Strategic focus of portfolios
 - Membership engagement
 - Visited 11/15 schools prior to COVID
 - President's blog
 - Attended meetings at all roundtables
 - Served in advisory groups
 - Increased opportunities for involvement
 - Development of portfolio specific plan
 - Portfolios have undergone extensive engagement with roundtables to come up with 2020-2022 strategic plan
 - Midway point through the portfolio place
 - Went through an engagement process for the strategic plan
 - There is details of our progress in preliminary summary
- Areas of focus:
 - Unlicensed Canadian Medical Graduate (uCMG)
 - Think tank idea which will be further developed.
 - Equity, Diversity, and Inclusivity (EDI)
 - Recommendations
 - Position paper
 - New UnderRepresented in Medicine (URM) Committee
 - Health and Human Resources (HHR)
 - Tool and interface will be announced tomorrow
 - Indigenous Health
 - Indigenous Representation Exploratory Working Group
 - Indigenous Week of Action (IWA)
 - Wellness
 - Work has continued to expand significantly each year
 - CFMS nationally recognized as leader in physician and medical student wellness
- COVID-19
 - 8 Member Memos
 - Many, many hours of meetings
 - Virtual General Meetings
 - Minimal disruptions for organizational functioning
 - Over 1000 interactions with students through emails and meetings
 - Focus on MedEd (Medical Education) and advocacy

Education Portfolio Update

- Education Committee
 - uCMG
 - Think Tank created to coordinate strategic plans & directions
 - Peer mentorship network
 - Updating the uCMG section of the Matchbook
 - Updating the CFMS Backgrounder
 - CBME (Competency Based Medical Education)
 - Worked to create transition to Residency Guide
 - Policy Liaison
 - Aggregate the position papers
 - Creation of Education position paper tracker
 - Technology & Innovation
 - Position Paper regarding AI (Artificial Intelligence) in Medicine
 - Matchbook
 - Updated to be published next week for class of 2021
 - Accreditation
 - Reviewing ISA (Independent Student Analysis) toolkit and CACMS (Committee on Accreditation of Canadian Medical Schools) consultation group
- Research
 - Research in med podcast
 - Research spotlight
 - Scholarship database
 - Infographics/research resources
- AFMC (Association of Faculties of Medicine of Canada)
 - Portal Steering Committee
 - Reduce application window
 - Standardize response times from schools
 - Portal Search function
 - Automatic home school verification pilot
 - Application Fees/Refunds WG (Workgroup)
 - Formulate universal refund policy
 - Advocacy for reduction/removal of elective fees
 - Portal Data Analysis WG
 - Improving analysis of data & improving the questionnaire
 - Immunization WG
 - Standardizing requirements, updating AFMC Immunization Form
 - Electives Network
 - ID barriers, work with administrations to streamline documentation required from students
 - Standardize institutional profiles
 - Standardize communication regarding required documents for 3 timepoints
 - Prior to application submission
 - Upon confirmation of elective

- Prior to arrival
 - Future Admissions of Canada Think Tank (FACTT)
 - Finalized FACTT Strategy Paper
 - Determined key principles to guide MD admissions at local level
 - Entry Routes Harmonization Task Force
 - Enacting action items outlined by Entry Routes WG
 - Consolidating harmonized entry routes, such as Medical Microbio & Medical Genetics
 - AFMC Response to Opioid Crisis
 - Completed review of Opioid Crisis Curriculum
 - AFMC Residency Matching Committee
 - R1 Match Advisory Group
 - Modifying CaRMS R1 Match timeline/application requirements given changes due to COVID-19
 - Reducing reference letter quota/criteria
 - Consultation on other components of application
 - Program promotion & virtual Interviews
 - Led by Dr. Victor Do, collaborating on effective interviewing platform for applicants
 - AFMC Virtual Program Promotion Guide
- CaRMS (Canadian Resident Matching Service)
 - Working on Application Review Committee
 - Update program descriptions
 - Functional changes to platforms (tracking document progress, program extraction tool, bilingual platform enhancement)
 - Best Practices in Application & Selection (BPAS)
 - New program description templates and refinement
 - Interview Communication Tool
 - Implemented for previous R1 Match
 - Will trial again for virtual interviews
 - Joint Match Violations Policy Committee
 - Approval of CaRMS Match Violations Policy
- Royal College (Royal College of Physicians and Surgeons of Canada)
 - Specialty Education Podcasts
 - To provide info on specialty groups that students may not get as much exposure to
- MCC (Medical Council of Canada)
 - Continuing advocacy in regards to MCC and the exam writing difficulties over the year
- CACMS
 - Working as consultation group to improve accreditation process
- CMA (Canadian Medical Association)
 - Virtual Care Task Force Report
 - Member of the Education Working Group

- National Annual Survey
 - Report to be released in the next few weeks

Student Affairs Update

- WRT (Wellness Roundtable)
 - Peer support programs discussion
 - Dissemination and consultation of multiple projects
 - Class of 2023/4 FB (Facebook) group
 - Staying connected FB group
- Wellness committee
 - Staying connected during COVID
 - FB group aimed at connecting students virtually
 - Putting on wellness programs
 - First national canadian FB group
 - Momentum is going to be kept/rebranding as CFMS connects
 - Aimed to connect all medical students and alumni
 - Aim is to have podcast, programming from CFMS
 - Discussions around wellness
 - Roll out is now, if interested in helping with programming, reach out to SA/NOW (Student Affairs/ National Officer Wellness)
 - Perspectives in Medicine
 - 18 submissions
 - Journal will roll out
 - Student mistreatment TF (Taskforce)
 - Aim to celebrate positive role models/physicians who contribute to positive learning environments
 - More than 170 submissions
 - Very positively received
 - Safe Spaces
 - Peer support group that meets bimonthly
 - Different topic and moderator, meet via teleconference
 - Collaboration with CMA
- Services Committee
 - Partnerships
 - UWorld expected to be back in Fall
 - New partners, renewed partners, some removed partners
 - Electives / Interview Database
 - Contribute to the database please
- TFS (Task Forces)
 - Wellness Curriculum TF
 - Support faculties by creating Wellness Curriculum Framework
 - Topic for portfolio break out group
 - Health Promoting Learning Environment TF
 - Position paper completed

- Aim to produce campaign similar to Culture Changers Campaign
- Leadership development
 - Engagement plan for leadership development
 - Position paper created
 - SIF (Strategic Innovation Fund) application approved
 - Campaign to come soon

Global Health Update

- Strategic Plan goals
 - Increased collaboration
 - Involvement with IFMSA (International Federation of Medical Student Associations)
 - Efficiency and effectiveness of portfolio
 - General member engagement
 - Diversity within medicine
- Global Health restructuring
 - Updated Terms of Reference for Global Health Liaisons (GHLs)
 - Ensure their roles are unified and empower local officers
 - Transitioned National Officer of Partnerships/Public Health into greater IFMSA involvement
- IFMSA
 - Network of medical students from 123 countries
 - Increased CFMS presence within IFMSA by collaborating with IFMSA Quebec
 - Mediate effects of COVID-19
 - Cancellation of exchanges
 - Facilitate global health experience outside of IFMSA exchanges
 - Discussing plans for substitute exchanges without international travel
 - National Officers attend Standing Committees on IFMSA to represent CFMS
 - Now feasible due to virtual meetings
- Increase indigenous representation within CFMS
 - Indigenous Representation Exploratory Working Group (IREWG) launched this year
 - Started with environment scan of medical schools, provincial/territorial medical organizations, and national organizations
 - Goal to make recommendations on increasing indigenous representation in medicine and leadership in Canada
- Indigenous Week of Advocacy
 - Member schools from every province participated, will continue into next year
- Equity, Diversity, and Inclusivity (EDI)
 - EDI Task Force co-lead with Director of Government Affairs
 - Put together recommendations and position paper within the year
 - Initiated Underrepresented in Medicine (URM) Committee
 - Anti-racism Book Club
 - Pathways program to mentor/ increase interest in medicine from high school students from underrepresented groups

Communications Update

- Website work
 - Promote CFMS and its services
 - Publicize activities
 - Facilitate communication
 - Social media managements
 - Leading the website development
- Communications team new structure this year
 - One person from each portfolio to assist with communications and scheduling to improve the efficiency of the Communications portfolio
 - VP Communications
 - Regional Director as Portfolio Dyad
 - Communications Committee
 - Portfolio liaisons, annual review editor and communique editors
 - National IT officer
- Communique growth: increase in $\frac{1}{3}$ of the membership that have subscribed
 - Implementation of subscription communique when create website account
 - If already have account, go to edit part of account and subscribe to the Communique
 - More website creation, doing contest and more publicized
- Social media new approach
 - Less advertisement
 - More focus on high engagement content
 - Social media campaigns with other portfolios
 - Added videos on social media and more visuals, e.g. pictures
- Social Media growth
 - 15% on FB and Twitter
 - Lot considering amount of followers before
 - 51% on Instagram
- Media events: National Day of Action
 - trending # in Canada
- Media campaigns got lots of likes and seems to be appreciated by people
 - Allows us to showcase membership
 - There was lots of engagement
- Connecting students through the internet
 - First time to have the FB group for the incoming class
- Transition towards a more sustainable IT for the CFMS website
 - More moving parts into IT, can get complicated but working on streamlining it to make it more stable and secure
 - Switched all hosting to google platforms
- IT projects
 - Elective and interviews databases
 - HHR platform

- Published Annual Review magazine
 - “The art of medicine” theme this year
 - Can be found in the resource section of the website
 - Students share many stories
 - Show achievements from the CFMS
- Bilingualism Committee
 - Delayed start because of overturn of the Quebec Regional Director
 - Team assembled/started in February 2020 instead of October 2019
 - Release of the CFMS French Guide
 - Easy guide to help people learn French
 - Working on design for sustainable way to translate the website
 - Together with Bilingualism Committee Lead
 - Translates multiple CFMS official documents
- COVID-19: added new website section
 - Financial resources from VP finance
 - Database of students-led initiatives
 - Multiple member memos
 - Facebook groups
 - CFMS forums
- Soon to be released: the CFMS podcast

Government Affairs Update

- Main areas of focus
 - Relevant advocacy
 - Health advocacy education
 - Engagement of stakeholders
 - Effective communication
 - Advocacy follow-through
- National Day of Action
 - February 24th, 2020
 - Training the two days preceding
 - Universal Access to Contraception topic
 - Many Government Affairs and Advocacy Representatives and Global Health Advocates from schools
- Equity, Diversity, and Inclusivity (EDI)
 - Collaboration with Global Health
 - Task Force created position paper for Canadian institutions as well as internal policy for CFMS
 - Specific timelines in internal policy to ensure EDI remains CFMS priority
- Underrepresented in Medicine (URM) Committee
 - To ensure proper representation of underrepresented students
- Anti-Racism Book Club took place this past summer
- Advocacy Portal
 - Lots of advocacy taking place, some duplications

- Portal developed to compile all previous advocacy backgrounder/summaries, position papers
- Longitudinal Advocacy Training Series (LATS)
 - Helping to provide advocacy training to students
 - Certificate available upon completion
 - Join the Facebook Group to learn more
- Future of Government Affairs
 - EDI
 - Develop main areas of focus
 - LATS promotion
 - Working on virtual advocacy
 - National Day of Action in COVID era
 - Health Policy Newsletter

Board Q & A

- Can we add things to the advocacy portal?
 - Yes definitely
 - Advocacy portal can have additions to it
- What's the timeline for homeschool immunization verification and standardization (AFMC electives portal)?
 - Immunization form is standardized currently
 - Certain schools will try to reduce tests to get done
 - This ends up being a hospital policy
 - Out of scope to be able to change
 - This is standardized to the best of our abilities
 - Expect with additional meetings requirements will change again
 - Home school verification process
 - Piloted automatic process with Ottawa
 - Administrator will look at every elective application and review it manually
 - This way schools have to set aside that all documents are in the clear
 - It will automatically be verified on the portal
 - Do not have to wait the 1-2 days
 - The plan is to go more widespread this year
 - Anticipate once electives open up again will trial the automatic verification
- Wondering with the transition of the class of 2020 to all being residents now and the fact that the MCC exam results have come out, has the advocacy fallen to residency associations? How did the MCC handle some of the issues of the exam?
 - Medical student concerns were voiced to MCC continuously. Countless hours spent in meetings on advocacy etc.
 - Worked with stakeholders to put pressure on MCC to resolve issues, make changes as we went.
 - Who does this responsibility fall upon?
 - Both medical students and resident associations agree that MCC has many issues

- The use and utility of these exams need to be further considered
 - Talk to provincial regulatory bodies as part of ongoing advocacy
 - Half of our board wrote the exam. All committed to continuing the advocacy work
 - CFMS Past-President 19/20 is RDoC treasurer on board
 - Committed to assisting with those who haven't been able to write and that time can be allocated ideally 3 days off in advance
- Question: Wellness is tied to being an indigenous student. Discomfort from understanding the needs, recognizing that
 - In recent meetings student affairs deans have been talking about officers who have experience in working with individuals of different backgrounds and who themselves are more representative of learners
 - Incoming president will sit on those meetings moving forward
 - Can bring that forward as a point to advocate going forward
 - Good to know and example of models to help push that forward
- How to contact the board?
 - All the emails remain the same
 - CFMS website has whole list of board members with emails
 - Every school has CFMS representatives or VP externals
 - Have direct contact
 - If not sure to whom to put which question, do not hesitate to ask them

Finance Report

- Finance report is in-camera

Introduction to CFMS Elections

- Explanation of the Election procedures before the start of the elections

2019-2020 CFMS Regional Director Elections

- Ontario Regional Director Candidates
 - Jessica Garabon (University of Western Ontario) - elected
 - Mary Boulos (McMaster University) - elected
- Western Regional Director Candidates
 - Khaldon Abbas (University of British Columbia) - elected
 - Taylor Heinzlmeir (University of Alberta) - elected
- Quebec Regional Director Candidates
 - Yseult Gibert (McGill University) - elected
- Atlantic Regional Director Candidates
 - Kathleen MacMillan (Dalhousie University) - elected

Medical Roundtable Breakout Groups

- Students had choice of joining two groups for half an hour presentation/discussion each
- Medical Roundtable hosts:

- AFMC: Medical Education in the New Normal
 - Dr. Anna Karwowska, VP Education
- CaRMS: Improving the Match Experience
 - John Gallinger, CEO
- CFPC (College of Family Physicians of Canada): Family Medicine Residency: Engagement on the Outcomes in Training Project
 - Dr. Francine Lemire, CEO
 - Dr. Shirley Schipper, President
 - Dr. Nancy Fowler, Executive Director of Academic Family Medicine
- CMA: Learner Involvement in Access to Care and Physician Wellness
 - Dr. E. Ann Collins, CMA President
- MD Financial Management: Financial Stability as a Learner
 - Karlene Argenta, Manager, Partnerships and Corporate Sponsorships
 - Becky Parak, Financial Consultant
- Royal College: Transition to Residency: Competency Based Education in the different Entry Routes to Residency
 - Dr. Susan Moffat-Bruce, CEO
 - Dr. Ian Bowmer, President
 - Dr. Ken Harris, Deputy CEO

Meeting adjourned for the day

DAY 2: SUNDAY, SEPTEMBER 20th, 2020

Welcome Back

- Reminder for everyone to include school code at beginning of name
- Reminder to sign up for portfolio breakout rooms
 - Provide input into the direction of each portfolio
- Reminder bingo game still going

Resolutions

- Nemo Contra
 - Moved, Seconded
 - No speakers called from the floor
 - In favour: unanimous (by voice call)
- SGM Minutes
 - Moved, Seconded
 - No speakers call to the floor
 - Passes nemo contra
- Bilingualism Committee Terms of Reference

- Moved, Seconded
- No speakers call to the floor
- Passes nemo contra
- Awards Committee Terms of Reference
 - Moved, Seconded
 - Speakers list opened
 - POI (Point of information): What would fall within the definition of CFMS award?
How will the budget be handled?
 - Reply: At this time, no financial cost, more of a recognition award.
This could change over time. Draft to develop awards to be handed over to Awards Committee for further development
 - Vote to be done via election buddy
 - Passes
- EDI Task Force Terms of Reference
 - Moved, Seconded
 - Speakers list opened
 - POI: Is there a plan to make BIPOC (black, Indigenous and people of color) centred spaces?
 - Reply: Language of the recommendations allows for this to be done. Just said safe spaces in general so that the CFMS can see this as a recommendation to make safe spaces for all marginalized groups
 - POI: Will implicit bias training be done as part of recommendations?
 - Reply: board will take recommendations to see how to be implemented best within their Workgroups/Committees.
Supporting documents not able to be amended currently
 - POI: What was the process for coming up with the wellness section?
 - Reply: Members will benefit at high level from wellness being at forefront wrt EDI. Recommendations are broad/flexible so the board can come up with specific goals. Mechanism for how this could be done will be left for the board
 - POI: What's meant by publishing demographic data via annual survey?
What are plans for dissemination?
 - Reply: in general, wanted to ensure accountability in terms of demographics. Not a lot of info exists. Want to make sure it's collected, important for transparency. Difficult to know what needs exist unless we know what demographics exist
 - Vote to be done via election buddy
 - Passes
- Underrepresented in Medicine Committee Terms of Reference
 - Moved, Seconded
 - Speakers list opened
 - POI: what would tasks be vs EDI committee?

- Reply: goal of this committee is for other student organizations to have seats at table at other meetings with external organizations vs focusing on advocacy
 - Vote to be done via election buddy
 - Passes
 - Position Creation Policy
 - Moved, Seconded
 - No speakers call to the floor
 - Passes nemo contra
 - Finance Strategic Plan
 - Moved, Seconded
 - Speakers list opened
 - POI: Missed opportunity to incorporate EDI into FAHR (Finance, Audit and Human Resources Committee) plan, e.g. investments into EDI
 - POI: New membership fee model, does this mean increasing fees?
 - Reply: Consultation on this was in response to the Ontario Student Choice initiative, with aim to review how membership is allocated. Need to review if operations are sustainable without fee increases, as no fee changes since 2010
 - Vote to be done via election buddy
 - Passes
 - Education Strategic Plan
 - Moved, Seconded
 - No speakers call to the floor
 - Passes nemo contra
 - Global Health Strategic Plan
 - Moved, Seconded
 - Speakers list opened
 - POI: Monthly/bimonthly teleconferences should be done after officers are elected and involve training. Jrs might not always have same guidance from seniors
 - Reply: This has already been recommended to NOs (National Officers), will happen soon. Point of this item was to indicate need for more meetings
 - Vote to be done via election buddy
 - Passes
 - Government Affairs Strategic Plan
 - Moved, Seconded
 - Passes
 - Student Affairs Strategic Plan
 - Moved, Seconded
 - No speakers call to the floor
 - Passes nemo contra
 - Communications Strategic Plan

- Moved, Seconded
- Speakers list opened
 - POI: Burden of increased number of emails to students. To better engage students, has the CFMS ever considered delivering their communications via videos, interactive monthly calendars on their website that students could subscribe to?
 - Reply: Videos are good, some of them over a year. Only problem is the retention for video, it's lower as the video goes on.
 - Calendar is a great idea. Will continue to explore to make sure it would fit in the communications portfolio plan
- Vote to be done via election buddy
- Passes
- EDI in Canadian Medical Institutions Position Paper
 - Moved, Seconded
 - Speakers list opened
 - POI: Based on data from the paper, should this recommendation not also extend to recruiting, selecting and retaining canadian staff members who reflect the diversity of Canada?
 - Reply: Agree that it's important to recruit, select and retain staff that reflect the diversity of Canada, but as the CFMS, in terms of what we were able to recommend, our recommendation centered around medical students and medical education institutions that pertain primarily to medical students as opposed to staff. So this paper is primarily focused amongst medical student education and UGME as opposed to staff level. Staff level is important as well, but maybe not in the scope of our research for this paper
 - Vote to be done via election buddy
 - Passes
- Building a Health Promoting Learning Environment in Canadian Undergraduate Medical Education Position Paper
 - Moved, Seconded
 - Passes
- Leadership: A Valuable Component of Canadian Medical Education Position Paper
 - Moved, Seconded
 - Passes
- Preparing Medical Students for the Impact of Artificial Intelligence on Healthcare Position Paper
 - Moved, Seconded
 - Passes
- Abortion Training in Canadian Medical Education Position Paper
 - Moved, Seconded
 - Passes

Portfolio Break Out Groups

- Students attend two group sessions for half an hour each
- Education: Pros/Cons of COVID-19 on Medical Education
 - What should stay and what should go?
- Student Affairs: Wellness Curriculum Task Force Update and Engagement Session
- Government Affairs: Strategies for advocacy during the COVID-19 pandemic
- Global Health: Equity, Diversity and Inclusivity
- Finance: What would you do for the medical learner experience if had unlimited funds?
- Communications: Opportunities for connecting medical students during COVID-19

HHR Platform Launch

- Health Human Resource Task Force formerly Atlantic Task Force
- Created national interactive platform that uses a map of Canada to illustrate the demand for physicians in our society
 - Users can filter data by specialty, province or territory (and regions), year, and source of the most relevant public data on the physician workforce
- Presentation and demonstration by HHRTF Lead
 - Where the data comes from, who collaborated
 - How it works
 - Improvements for the future
- Very well received

National Annual Survey Results Launch

- An overview of the first CFMS National Annual Survey preliminary results was given.
- A more detailed report will be released in late 2020 or early 2021

Regional Marketplace/Roundtable

- Students divide into groups for 30 minutes regional presentation/discussion
 - Atlantic: Physician Recruitment and Retention in the Atlantic Provinces
 - Ontario: OMSA collaborations and thoughts on next steps
 - Quebec: diverse topics
 - Western: diverse topics

Meeting Adjourned