

# SPRING GENERAL MEETING MINUTES

(Zoom Platform)

## DAY 1: SATURDAY, April 17th, 2021

### Welcome

- Welcome by Knowledge Keeper Leslie Spillett, Ongomiizwin– Indigenous Institute of Health and Healing, Rady Faculty of Health Sciences, University of Manitoba
  - Land Acknowledgement by attendants through zoom messaging
    - <https://native-land.ca/>
    - <https://www.caut.ca/content/guide-acknowledging-first-peoples-traditional-territory>
- Welcome by Chair, Dr. Henry Annan, CFMS President 2017-2018
- Review of agenda
- Review of Robert's Rules and procedures for discussions
  - Raise zoom hand to ask questions
  - Direct questions through CFMS Reps or Med Soc Presidents whenever possible
  - Description of what “in camera” means
- Meeting being recorded to help with meeting minutes
- Question: Will the finance report be available to members outside of the meeting?
  - Answer: Not likely, but VP Finance will address this during his presentation

### President's Update

- Reviewed Mission, Vision, and CFMS portfolio structure
  - Communications
    - Communique
    - Annual Review Magazine
  - Education
    - Advocacy
    - uCMG (Unlicensed Canadian Medical Graduates)
    - National Annual Survey
  - Finance
    - SIF (Strategic Innovation Fund)
    - SIG (Student Initiatives Grant)
  - Global Health
    - Exchanges
    - EDI (Equity, Diversity, and Inclusivity)
  - Government Affairs

- NDoA (National Day of Action)
  - Student Affairs
    - NWC (National Wellness Challenge)
    - LWI (Longitudinal Wellness Initiative)
    - WCTF (Wellness Challenge Taskforce)
- Reviewed role of the President
  - Manage the overall workings of the organization
  - Governance & Operations
  - Big projects in each category
  - External relationships, reputation management, legal liability
  - Educational advocacy
- Update on 2017-2022 Strategic Plan
  - Extensive process involving
    - Needs assessment
    - HR consultant
    - Engaged roundtables at SGM 2017
    - Developed preliminary plan and got feedback from
      - PRT (Presidents Roundtable)
      - RRT (Representatives Roundtable)
      - NOs (National Officers)
      - GAAC (Government Affairs and Advocacy Committee)
      - EdCom (Education Committee)
      - GHRT (Global Health Roundtable)
      - External partners
      - Sister medical organizations
    - Penultimate feedback through online survey and web-conference session with membership
  - Generally what we've done for each direction:
    - 1: Dyad model, created governance committee, developed ToRs (Terms of Reference) and policies to empower committees, increased GA (General Assembly) votes
    - 2: Created transition period for VP/Dir, created Board ToRs, created standardized handover templates, increased representation on AFMC (Association of Faculties of Medicine of Canada) committees
    - 3: Past-President as chair, changed Reps RT chair to be a regional director, adopted dyad model
    - 4: Increased sponsorship, hired Part-Time administrative assistant, exploring volunteer program
  - Engaged in midpoint review process
  - Overall, received positive feedback with desire for increased member engagement and financial support for student initiatives
  - Will need to start consultations for next strategic plan
- Portfolio Strategic plans passed at AGM (Annual General Meeting) 2020 and work plans

- Need to operationalize larger Strategic Plan goals to complement with portfolio specific goals, annual implementation work plans
- Ensure transparency and accountability as to CFMS' goals and work
- This year:
  - Increased focus on EDI and anti-racism within entire medical community
    - Every single organization is talking about it, assessing their internal structures, and making progress
  - A miss to not address the resignations that prompted both internal reflection and commitment to increased action around EDI
  - Apologize on behalf of the Board for the harm experienced by Yotakahron and Santanna as well as by our membership
  - Recognize and take responsibility for the mistakes that were made in handling this situation and have been supporting an investigation conducted by an independent Indigenous consultant, which is still underway
  - Hope that the efforts put in over the past few months is able to lay the foundation for embedding anti-racism and EDI at all levels of the CFMS, and to use this as an opportunity to learn and drive positive change as individuals and as an organization
  - Also impactful for medical education and never seen the medical education collaborate so closely together, and it has allowed us to adapt to the pandemic as best as possible, creating new innovative tools and placing the student voice front and centre in decision making
  - Must find ways to adjust to our new normal, and incorporate the successes of the past year into our new practices
- Educational Advocacy
  - Able to move the timelines for 2021 and 2022
    - Largely stems from CFMS drafts and our strong advocacy
    - 11 extra weeks and 10 extra weeks respectively
  - Equity-supporting recommendations
    - Prohibited site or specialty specific letters
    - Capping requestable reference letters to 3 max
    - Navigated inconsistent adherence to recommendations
    - Ensured clear communication came out
  - Recognized lack of opportunities for program promotion and wanted to support informed decision making
    - Developed CanPRePP (Canada's Portal for Residency Program Promotion), innovative new one-stop-shop that will continue to be improved upon
    - Created virtual interview handbooks
  - Advocated and developed templates for structure reference letters
    - When FM came out with theirs: Coordinated to halt structured reference letters for 2021s
    - Continue to provide input into templates and guidelines
  - Advocated for visiting electives for 2022s

- Most recent announcement that they were considering reopening, due to strong discussion via 2022 Advisory Group
      - Developed potential proposals and solutions via discussion
    - Advocated and pushed MCC (Medical Council of Canada) to consider remote proctoring and a majority of students were able to write before July 1
      - In hindsight, if we hadn't transitioned and planned to write in the fall, it would have been delayed just like the QE2 (Qualifying Examination) due to the second wave
    - Pushed them hard on improving communication, resolving individual issues for students
    - Thank you to PRT, Class of 2021 Advisory Group, Class of 2022 Advisory Group
      - Collaborative, fierce advocates for your interests, equity-minded individuals
- Anti-Racism and EDI
  - Passed EDI TF recommendations at AGM 2020 and compiled membership lists for URM (UnderRepresented in Medicine) Committee and EDI WG to advance the work internally and externally of the CFMS
  - Unfortunately, due to a limited team, not able to accomplish everything would have liked to
    - Current initiatives can be seen on Anti-racism updates page on website
  - Remains a focus of CFMS
  - Engagement session tomorrow to get ideas for the new Board
- Wellness
  - Wellness continues to be huge focus
  - Happy to announce \$100,000/yr over 4 years from Affinity Partners (CMA (Canadian Medical Association), MDF (MD Financial Management), Scotiabank) to support medical student wellness
    - Brought this to multiple roundtables and throughout the SA portfolio to garner ideas
    - Excited to let the membership know will be collaboration on a Culture of Medicine initiative with the AFMC and participate as part of the executive group of the initiative
      - Hope to create a movement of culture change in educational, work, and administrative environments in all 17 medical schools across Canada
      - Further details to come
    - Also planning on expanding the National Wellness Program through hiring of a project manager to increase collaborations, local connections, and implementation of initiatives
      - Hoping to complement AFMC initiative
- Collaborations
  - Signed MOU (Memorandum of Understanding) with CMA last year that formalizes partnership
    - Saw expanded collaborations this year

- Continue to have strong collaboration amongst learners as we navigate pandemic and coordinate advocacy efforts, particularly with FMEQ (Fédération Médicale Étudiante du Québec) and RDoC (Resident Doctors of Canada)
  - Regular calls with FMEQ and RDoC to discuss strategic priorities
- Expanding relationship with learner organizations representation national groups
  - Bring their perspectives to all the work done through the URM Committee
- CMF (Canadian Medical Forum) has had expanded activity this year with the establishment of two working groups
  - Been active participants of both groups, including serving as co-chair of one of them

## Communications Update

- Team
  - VP Communications
  - Communications Dyad for 2020-2021: Quebec Regional Director
    - RRT Chair
    - Bilingualism Committee
  - National Officer IT
  - Communications Committee
    - Portfolio Liaisons
    - Annual Review Editor
    - Communique Editor
    - Podcast Lead
    - Graphic Designers
- Objectives
  - Supporting all portfolios and assisting in communications planning/strategy
  - Engage & outreach to members
  - External communications
  - While staying relevant to the membership
- 2020-2021 Growth
  - Reducing amount of advertisements
  - More focus on high engagement content
    - Showcase Thursday
    - Great initiatives in other portfolios
      - Perspectives in medicine
      - GA newsletter
      - Research highlights
  - Timely, more visual communications
    - Press releases
    - Member memos
    - Canva
    - Graphics team
  - Communiqué 4057 recipients (growth rate of 145%)
  - CFMS Website 1952 accounts created in 2021-2021

- Represents about 23% of the membership
    - Facebook 8130 followers (growth rate of 109%)
    - Instagram 1.7k followers (growth rate of 121%)
    - Twitter 11.6k followers (growth rate of 110%)
  - Portfolios Communications Coordinators
    - Education
      - Working closely with the Transition to Residency Guide team to formulate an advertising plan for the first ever edition of the guide
      - Working regularly with the Research team to highlight student research from across the country
    - Student Affairs
      - Safe Spaces
      - Perspectives in Medicine
      - Culture Change
      - Study resources
    - Government Affairs
      - Creating, editing, and scheduling CFMS social media and other communications content
      - Worked closely with both the Government Affairs portfolio and the Communications portfolio to ensure effective dissemination of the organization's achievements, successes, and updates
  - Ongoing Projects
    - Showcase Thursdays
    - Website & official documents translation
    - Volunteer Engagement Strategy & Working Group
    - Slack : increase Board efficacy, productivity and transparency
    - Match Day support
    - National Annual Survey
    - Website revamp
    - Forum/App
    - EDI
  - Bilingualism Committee
    - Tasks completed:
      - Dozens of translations for different media such as documents, social media posts, presentations
      - Started matchbook translation
      - Worked with multitude of CFMS partners
    - Committee's strengths:
      - Quick work (delays always respected)
      - Quick communication with partners requesting translations
      - Establishing/maintaining efficient work flow throughout with all of the leads
    - Looking forward to completing Matchbook translation
  - Podcasts

- Navigating the CaRMs Match, Dr Rishi Sharma (CFMS Dir Education 2019-2020)
- Knowledge, exploration & growth, Dr Stephanie Smith (CFMS President 2018-2019)
- Pursuing passions beyond medicine, Dr Brian Goldman

## Global Health Update

- Oversee national global health projects
- Lot of portfolio self sustaining
- IFMSA (International Federation of Medical Student Associations)
  - March 2021 meeting (virtual)
  - Representation of CFMS present
  - GH portfolio progress and great work done by GH portfolio was highlighted
  - Advocated for new member countries to be incorporated within IFMSA
- EDI
  - Session will be dedicated to this later on
  - Past few months' work has been to engage EDI taskforce, realign goals and ideas how EDI can be improved and progressed on
  - Currently working towards that direction
  - Pending results of the investigation to get the ball rolling
- Ongoing projects
  - Continue EDI work through collaboration with all portfolios
  - HEART (Health & Environment Adaptive Response Task Force) upcoming earth day campaign on social media
  - Discuss student exchanges and its feasibility
  - Continues engagement with IFMSA Quebec

## Student Affairs Update

- Wellness Roundtable invited to attend
  - FMEQ VP Bien-être (Wellness)
  - OMSA VP Student Affairs
  - NO Wellness
- Leadership Awards
  - Winners selected from all schools (15)
  - Prize: \$2000 & Certificate Recognition
    - Sponsored by MDFM
  - Winners to be recognized in the near future
- National Wellness Committee
  - Led by NO Wellness
  - Recommendations for Wellbeing document
  - Final draft to be presented at AGM
  - STRIVE re-branding update in progress
  - Restructured committee
- National Wellness Challenge
  - 4 weeks from Jan 18th to Feb 14th
  - Weekly Wellness Themes:

- Nutrition, Physical, Social, Mental Health
- Collaboration with FMEQ to run Quebec portion & fund prizes
- Working with CAPD (Canadian Association of Physicians with Disabilities) to increase accessibility
- Services Committee
  - Led by NO Services
  - AMBOSS subscriptions
  - MANY new discounts
    - Hyundai, MNP, Uworld, CanadaQBank, & more
  - Electives Database
  - Interviews Database
- Safe Spaces
  - 2 student members as Leads
  - Monthly sessions with a consistent facilitator
  - Upcoming sessions:
    - uCMG's: April 28th
  - CAPD Collaboration: Late May
- Leadership Development Task Force
  - 2 student members as Leads
  - 2020 Strategic Innovation Fund project
  - Produce leadership education modules
  - Environmental scan
- Wellness Curriculum Task Force (WCTF)
  - Main team: Pan-Canadian consultation & redrafting of framework
    - Pilot framework in 2021
  - Writing Team: Working on publication examining the need for a wellness curriculum
- Culture Changers & Mistreatment Task Force
  - 2 student members as Leads
  - New questions for NAS (National Annual Survey) & position paper
  - Nominations Mar 1st to Apr 1st
  - Send pins & certificates progressively
  - Social media campaign May 1st-15th
- Other Projects
  - CMEJ Letter to the Editor
  - CMA Physician Wellness+ Initiative Funding
  - CFMS Connects
  - Life as a Doctor to Be Podcast
  - Longitudinal Wellness Initiative
- Internal Projects
  - Student Affairs Town Halls & Portfolio Updates
  - Student Affairs EDI Working Group
  - General Meeting Policy – Accessibility
  - PRT & RRT Proposals:



- Board Structure Working Group
  - EDI & Anti-Racism Module Working Group
  - Demographic Survey Working Group
- Education Portfolio
  - NO Education
    - Transition to Residency Guide already on website
    - Matchbook should be ready for publication by AGM as usual
  - 2 NO's Research
  - 2 uCMG File Leads
  - Academic Roundtable
  - C2021 & C2022 Advisory Groups

## Finance Update

- Motion to go "In-Camera"
  - Moved, Seconded
  - Motion Carried

## Election Resolutions

- 2 resolutions that need to be passed
- First resolution: Resolution for board term
  - WHEREAS the current directors of the Federation are ending their respective terms of office effective the end of the day on April 18th, 2021;
  - AND WHEREAS the By-Laws and applicable policies of the Federation do not clearly set out the terms of office of the individuals to be elected as directors to succeed the aforementioned exiting directors (the "Incoming Directors") in such an instance;
  - AND WHEREAS it is desirable for the members to elect the Incoming Directors for a term commencing upon their election and ending upon the close of the 2022 Annual General Meeting of the Federation (approximately 1.5 years) in order to ensure a period of stability and effectively carry out the priorities of the Federation;
  - BE IT RESOLVED THAT the Incoming Directors shall be elected to hold office for a term commencing on April 18, 2021 and expiring not later than the close of the 2022 Annual General Meeting of the Federation.
  - Moved
  - Seconded
- Second resolution: Appointment of board chair
  - WHEREAS the current directors of the Federation, including, but not limited to, the President of the Federation, are ending their respective terms of office effective the end of the day on April 18th, 2021;
  - AND WHEREAS the By-Laws and applicable policies of the Federation do not clearly set out what is to occur of the office of Past-President in such an instance;
  - AND WHEREAS the By-Laws of the Federation provide that the Past-President shall, inter alia, hold the office of Board Chair;

- AND WHEREAS the office of Board Chair must be filled to ensure effective operations of the Federation;
- BE IT RESOLVED THAT:
- 1. the 2021-2022 Board of Directors of the Federation (the "Board of Directors") shall be entitled to appoint an individual to the office of Board Chair in accordance with the Nominating Committee process; and
- 2. the individual so appointed shall, in addition to the powers and duties of the Board Chair and any other powers and duties as may be determined by the Board of Directors from time to time, fulfill the powers and duties of the Past-President as outlined in the By-Laws and applicable policies of the Federation.
- Moved
- Seconded
- President normally switches to Past President, but due to the circumstance of resignation that won't be the case this year
- Question: Who would be making the decision of appointment?
  - Answer: Call goes out through Nominations Committee, will be open to all members
- Both resolutions passed through "Election Buddy"

## **Introduction to CFMS Elections**

- How elections work
- Instant run-off voting
  - How it works
  - If there's no majority
- Example
- Online Voting
- Final Logistics

## **2020-2021 CFMS Vice-Presidents and Portfolio Directors Elections**

- No Candidates for the position of President
- Candidate(s) for Vice President Communications
  - Dorsai Ranjbari, McGill University - elected
- Candidate(s) for Vice President Finance
  - Edgar Akuffo-Addo, University of Toronto - elected
  - Zack Chuang, Western University of Ontario
- Candidate(s) for Director of Student Affairs
  - Alex Lee, University of Ottawa - elected
- Candidate(s) for Director of Education
  - Lily Xu, McMaster University
  - Aida Rahavi, University of British Columbia
  - Neha Malhotra, University of Toronto - elected
  - Matthew Gynn, Queen's University

- Candidate(s) for Director of Global Health
  - Lunan Zhao, University of Toronto - elected
- Candidate(s) for Director Government Affairs
  - Montana Hackett, University of Western Ontario - elected

## **DAY 2: SUNDAY, April 18th, 2021**

### **Welcome Back**

- Welcome by Chair Henry Annan

### **2020-2021 CFMS Regional Directors Elections**

- Candidate(s) for Ontario Regional Directors
  - David de Launay, University of Ottawa - elected
  - Amna Majeed, University of Toronto
  - Mahdi Zeghal, University of Ottawa
  - Brittany Pennock, Northern Ontario School of Medicine
  - Sarah Klapman, McMaster University
  - Joe Boyle, Northern Ontario School of Medicine - elected
  - Faran Khalid, McMaster University
- Candidate(s) for Western Regional Directors
  - Dana Boe, University of Alberta
  - Alvin Qiu, University of British Columbia - elected
  - Sheharzad Mahmood, University of Alberta - elected
- Candidate(s) for Atlantic Regional Director
  - Sunil Ruparelia, Dalhousie University
  - Stephanie Roberts, Memorial University of Newfoundland - elected
- No Candidates for Quebec Regional Director

### **Engagement on Anti-Racism**

- Timeline
  - November 2019
    - Established EDI Task Force
    - Established Indigenous Representation Exploratory Working Group
  - Spring 2020
    - Strategic Innovation Fund
      - \$27,000 to Black Medical Students of Canada (BMSAC)
      - \$5,000 for proposed establishment of a national Indigenous Medical Students Association
      - \$10,000 to supporting 2SLGBTQIA+ individuals in donating blood
  - Summer 2020

- Supported National Gathering of Indigenous Medical Students
    - Supported and disseminated recommendations from BMSAC
  - September 2020
    - Approved of internal and external recommendations from EDI Task Force
    - Established Underrepresented in Medicine Committee
  - November 2020
    - Co-chairing Canadian Medical Forum Working Group on Anti-Racism
    - Order submitted for Indigenous Cultural Safety Training through San'yas
  - December 2020
    - Established EDI Working Group, to be formalized as Roundtable at AGM 2021
    - Started engaging EDI & Indigenous faculty advisors
  - January 2021
    - Approved additional funds for Indigenous initiatives in CFMS
    - Engaged Indigenous external consultant to investigate resignations
    - Created of page on CFMS website
    - Land acknowledgement on CFMS website and in CFMS meetings
    - Created Student Affairs EDI Working Group
  - February 2021
    - Presented Board structure, anti-racism module, and demographic survey proposals to Presidents Roundtable
  - March 2021
    - Facilitated discussions with Global Health Portfolio and Presidents/Representatives Roundtables
  - April 2021
    - Presidents Roundtable supported Board structure, anti-racism module, and demographic survey proposals
  - Spring 2021
    - Strategic Innovation Fund
      - \$8,000 for Canadian Queer Medical Students Association (CQMSA)
      - \$8,000 for Canadian Association of Physicians with Disabilities (CAPD) Trainee Group
- EDI Task Force
  - Membership established, recruited via NomCom
  - Developed internal and external recommendations that were approved at the AGM 2020
  - Purpose is to support implementation of recommendations and work on internal-facing EDI initiatives
  - Intention is for this group to become a permanent committee at AGM 2021
  - Consider the establishment of an anti-racism subcommittee or separate anti-racism functional group to support additional work within the organization
- EDI Working Group/Roundtable
  - Membership established, recruited via Representatives Roundtable

- Intended to serve as a connection point for EDI representatives from all member schools, similar to other roundtables. Allow for school to school, and CFMS to school collaboration
- Intention is for this group to become a permanent roundtable at AGM 2021
- Underrepresented in Medicine
  - Membership established, recruited by invitation, opportunity for expansion to incorporate other underrepresented groups that aren't present
  - Intended to serve as a connection point for national groups representing underrepresented groups to collaborate together, collaborate with the roundtables, and advise on CFMS matters to ensure all perspectives are reflected in the work of every CFMS portfolio
- Other established Groups to explore as future direction
  - Indigenous Advisory Group
  - EDI Advisory Board
  - Collaboration with:
    - Indigenous Physicians Association of Canada
    - Future national Indigenous medical student associations
    - Black Physicians of Canada
    - Black Medical Students Association of Canada
    - Canadian Queer Medical Students Association
    - Filipino Association of Medical Students
- Question period themes
  - Confidentiality and legal counsel
    - Interest broadly from membership about re-visiting policies of the Board regarding investigation findings and full disclosure of report
    - Discussed advice of legal counsel and limitations
    - ACTION: New board to discuss changes upon transitioning to new leadership; explore having legal counsel present to membership reasons confidentiality is needed for findings
  - More frequent updates from board about EDI progress
    - ACTION: New board to discuss monthly updates to update broad membership on status of work

**Meeting Adjourned**