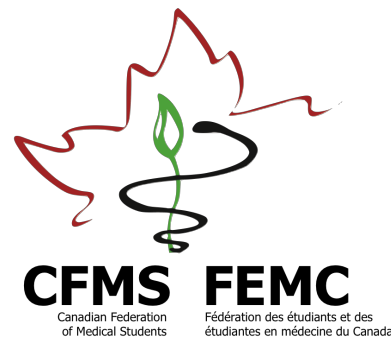


EXECUTIVE REPORT

*Adel Arezki, Quebec Regional Director and Finance Attaché
2019 Spring General Meeting
April 11-13, 2019, Niagara Falls ON*



I. ACTIVITIES OF Adel Arezki

Quebec Affairs:

- **FMEQ:** One of my main responsibility is to facilitate collaboration between the CFMS and FMEQ as both organizations have the mission to serve to the best interest of medical students. This year, there's a lot of ongoing collaboration between various portfolios such as HEART (Global Health), Political Affairs and Internal Affairs. I started to give presentations after FMEQ General Councils in order to update Quebec's schools of our work and find areas of collaboration.
 - Attended FMEQ General Councils as well as the National Congress of IFMSA-Quebec.
 - 2 CFMS officials to attend FMEQ Political Action Day
- **QMA Student Committee:** The QMA Student Committee represents Quebec students at the Quebec Medical Association. In order to open communications channels between the CFMS and the Quebec Medical Association, A liaison (Vanessa Danielova) was set up between the committee and the CFMS (Quebec Regional Director).
- **Individual Members:** Continued work in order to set up an individual member sign up + payment platform on the CFMS Website. I also started work in collaboration with individual members of a "Welcome Package" in order to facilitate the integration of new CFMS members.
- **MedGames:** Negotiated a sponsorships agreement with the MedGames organization through the SIGs Regional Event Funding.

Finance Attaché

Assisting Odell Tan (VP Finance) in various areas of the portfolio and acting as Vice-Chair of the FAHR (Finance, Audit and Human Resources) committee.

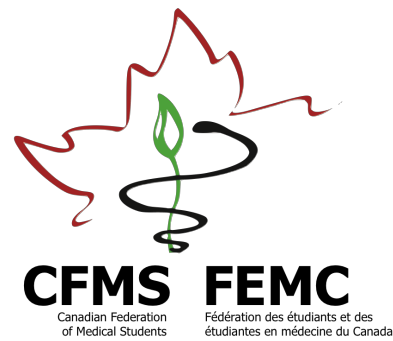
- **Sponsorship committees:** Assisting Henry Li (lead) in early stages sponsorship talks. Also assisted in the reform of the sponsorship's framework by leveraging CFMS data.
- **Financial Literacy Subcommittee:** Attended meetings and assisting Anson Lee (lead) in the operations of the committee.
- **Financial Policy Subcommittee:** Leading the development of a Privacy and Data Ownership Policy, in order to make the CFMS more accountable and compliant to current legal requirements.

Bilingualism Committee

- Led the recruitment and proceeded to reform the structure/operations of the bilingualism committee. Documents to translate must now be sent to bilingualism@cfms.org and they will be translated within a very short delay. Also proceeded to complete the translation of the french version of the 2017-2018 Matchbook.
- With the new Bilingualism Resources lead, the committee is developing new bilingualism resources for CFMS members. As of WBM, we're currently in the consultation stage.
- Actively translating new resources within reasonable timelines as well as translating 2018-2019 Matchbook in order to release the French version at the same time as the English version.

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CFMS Operations

- **AGM Bid Committee:** Chaired the AGM Bid Committee, promoted the AGM2019 on social media, PRT and RRT. The host of the CFMS AGM 2019 will be Memorial University of Newfoundland.
- **Student Initiative Grants:** Co-lead of the SIGs with Fatemeh (Western Regional Director). Proceeded to review the SIGs guidelines and made major changes in the distribution of funds based on previous years data. Two levels of funding are now be available for applicants and will allow the program to reach out and fund more initiatives
- **Presidents Roundtable Chair:** Held monthly teleconferences with item brought forth by the CFMS Board of Directors and Presidents of Medical Student Societies. Maintained regular communications with Presidents on important issues to their constituents. Also, in collaboration with the PRT-RRT working group, made changes to the PRT Terms of Reference in order to have a better organized and more efficient PRT.
- **CFMS NomComm:** Contributed to review applications for the Nomination Committee.

Information Technologies: As the past CFMS National Officer of Information Technologies Jr., I'm still heavily involved in the IT operations of the CFMS.

- **TechSoup:** Led the registration process of the CFMS to the TechSoup Donations Program. We now have access to a multitude of discounts on office technological supplies and softwares.
- **National IT Officers:** Interviewed and mentoring the new IT Officers in their role. Assisting them in daily operations when they need help.
- **Google Suite:** Leading the transition of the CFMS IT infrastructure towards Google Suite.
- **IT Contractor:** Negotiated and signed a long-term contract with an IT Contractor. This collaboration will significantly increase CFMS IT Capabilities.
- **CFMS MyApp:** Working with the CFMS MyApp on a mobile application that will allow members to better interact with each other and have easier access to website key features (e.g. databases, discounts)

Royal College of Physicians and Surgeons of Canada: Represented the CFMS at the Fellowship Affairs Committee of the Royal College and worked on Maintenance of Certification/Mistreatment advocacy directions in collaboration with the Director of Student Affairs.

II. PLAN FOR QUEBEC REGIONAL AFFAIRS/FINANCE ATTACHÉ

Over the next few months, my priorities and activities include:

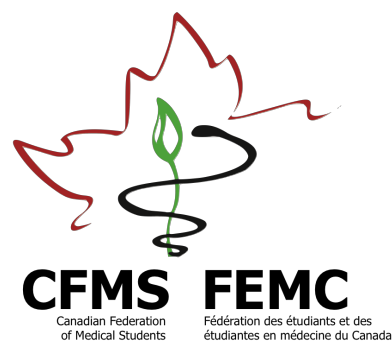
- I. Proactively translate the Matchbook and Annual Review in order to release the French version at the same time as the English version.
- II. Completing the review process of the Student Initiative Grants
- III. Develop an "Individual Members Orientation Package" with the collaboration of individual members
- IV. Develop a CFMS individual sign up portal on the website with the collaboration of the new IT Officers.
- V. Develop an IT Strategic Directions document in order to use our collaboration with the new IT Contractor.

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- VI. Complete the CFMS IT transition to Google Suite
- VII. Complete the CFMS Privacy and Data Ownership policy



III. NEXT STEPS FOR QUEBEC REGIONAL AFFAIRS

Long term, my priorities as Quebec Regional Director are:

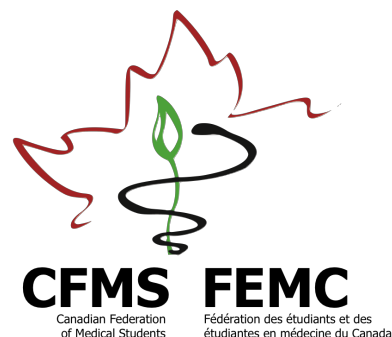
- I. Complete the plan listed above
- II. Continued collaboration with the FMEQ, connecting both organizations on common areas and delivering CFMS updates at FMEQ General Councils.
- III. Develop Bilingualism Resources for CFMS Members
- IV. Promote individual memberships, develop an orientation package and make it easier for individual members to join the CFMS
- V. Ensure that the CFMS IT Structure is in a good track to be sustainable and relevant to the membership.

IV. MEETINGS ATTENDED

Date	Description	Location
09.23.18	Handover Meeting at AGM 2018	Montreal, Qc
10.03.18	AGM Bid Planning w/ Rosemary (Office Manager)	Teleconference
10.03.18	AGM Bid Orientation w/ Past AGM Bid Chair	Teleconference
10.04.18	CFMS Board Teleconference	Teleconference
10.05.18	Dyad OnBoard Call w/ Odell	Teleconference
10.05.18	Dyad OnBoard Call w/ Odell	Teleconference
10.06.18	IFMSA-Quebec National Fall Congress	Sherbrooke, Qc
10.14.18	FMEQ General Council 1	Montreal, Qc
10.14.18	Meeting with Quebec Student Union Vice-President	Montreal, Qc
10.16.18	CFMS Presentation @ McGill	Montreal, Qc
10.26-28.18	Fall Board Meeting	Ottawa, On
10.29.18	Meeting with Istok Menkovic (AGEMUS VP External)	Teleconference
10.31.18	Meeting with QMA Student Committee President (Salma Rehimini)	Montreal, Qc
11.09.19	CFMS IT Planning Meeting w/ Pavel Yarmak (Past National IT Officer)	Teleconference
11.10.18	RRT#1 Meeting	Teleconference
11.11.18	PRT#1 Meeting Chair	Teleconference
11.12-14.18	Infoway Partnerships Conference	Montreal, Qc
11.14-15.19	National IT Officer Interviews	Teleconference
11.17.18	FMEQ General Council 2	Sherbrooke, Qc
11.18.18	CFMS Board Teleconference	Teleconference
11.21.18	National IT Officer Orientation (Jason Yao)	Teleconference

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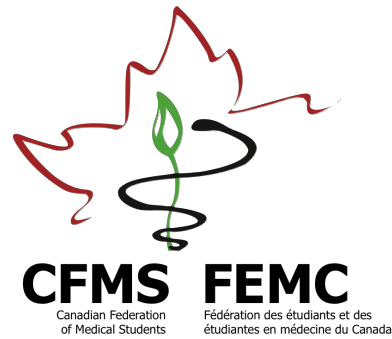
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11.21.18	Finance, Audit, & HR Committee Meeting	Teleconference
11.28.18	FAHR Financial Literacy Subcommittee Meeting	Teleconference
11.4-6.18	Finance, Audit, & HR Committee Interviews	Teleconference
11.5.18	Meeting with MedGames VP Corporate Sponsorships	Montreal, Qc
12.03.18	FAHR Sponsorship Subcommittee Meeting	Teleconference
12.04.18	Bilingualism Committee Lead Orientation (Alyssa Daianska)	Montreal, Qc
12.09.18	AGM 2019 Bid Adjudication Meeting	Teleconference
12.09.18	Data Analysis & Planning for Sponsorships w/ Henry Li	Teleconference
12.14.18	Royal College Fellowship Affairs Committee meeting	Ottawa, On
12.16.18	PRT#2 Meeting Chair	Teleconference
12.16.18	IT Infrastructure Planning w/ Stephanie (CFMS President)	Teleconference
12.19-20.18	Bilingualism Committee Team Leaders Orientation	Teleconference
12.19.18	MNP Sponsorship Meeting	Teleconference
12.6.18	National IT Officer Orientation (Jack Weixi Luo)	Montreal, Qc
12.8.18	SIGS Planning Meeting w/ Fatemeh (SIGs co-lead)	Teleconference
12.9.18	Check-in with Henry Annan (Past-President)	Teleconference
01.5-6.19	CFMS Winter Board Meeting	Toronto, On
01.09.19	Meeting with Bilingualism Resources Lead	Teleconference
01.10.19	CFMS IT Officers Meeting	Teleconference
01.10.19	FAHR Financial Literacy Subcommittee Meeting	Teleconference
01.16.19	FMEQ General Council 4	Montreal, Qc
01.16.19	Pharmacare Survey IT Planning Meeting	Teleconference
01.19.19	CFMS myAPP Committee Meeting	Teleconference
01.20.19	FMEQ General Council 3	Quebec, Qc
01.22.19	Regional Reps RAC/FAC Strategy discussion	Teleconference
01.24.19	FAHR January Committee Meeting	Teleconference
01.27.19	CMA Foundation Consultation	Montreal, Qc
01.28.19	CMA Quebec Regional Members Forum	Montreal, Qc
01.31.19	January PRT Meeting Chair	Teleconference
02.01.19	Sponsorships - Teleconference with MNP	Teleconference
02.03.19	Data Ownership Policy Planification Meeting	Teleconference
02.10.19	CFMS Board Teleconference	Teleconference
02.10.19	PTMA/MNP Agreement Meeting	Teleconference
02.17.19	Revamping SA Website Section Meeting	Teleconference
02.17.19	FAHR - Sponsorship Subcommittee Meeting	Teleconference
02.17.19	IT Contractor - Contract Discussion	Teleconference
02.22.19	Bilingualism Committee Strategy Meeting	Teleconference
02.27.19	FAHR February Committee Meeting	Teleconference
02.28.19	February PRT Meeting Chair	Teleconference
03.05.19	SIGS strategy meeting	Teleconference

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V. CONCLUSIONS

It is a pleasure to serve the membership on the Board of Directors as the Quebec Regional Director. A lot was accomplished over the last 6 months, but there's always more things to accomplish, as outlined by this report. I'm delighted to have the opportunity to contribute to so many aspects of the organization, such as the Finances with Odell (Dyad partner), national programs such as the SIGs, chairing the Presidents Roundtable as well as being able to strengthen the relationship between the CFMS and the Quebec membership. My experience with the Board has been humbling and formative.

Being Quebec Regional Director is a very particular special and interesting position. The FMEQ is already doing a great job representing the Quebec medical students both at the provincial and national level. My role was, and will be, to figure out how we can make our organizations move forward together and unite our voices on common issues. I'm more than happy to see that both organizations are open and enthusiast to work together. A united voice at the national level is at the best interest of every medical students in the country!

I would like to thank Odell Tan (VP Finances and Dyad partner), Alyssa Daianska (Bilingualism Committee lead), Etienne Leveillé (Bilingualism Resources lead), the FMEQ executive team and the CFMS Board of Directors for their support, friendship and fantastic work.

I'm always open to engage with my fellow medical students, if you want to chat about anything or have any questions, do not hesitate to reach out to me.

Adel Arezki

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