

EXECUTIVE REPORT

*Henry Li & Devon Mitchell
CFMS Western Regional Directors
2020 Spring General Meeting
April 17-18th, 2020, Virtual*



I. DESCRIPTION AND INTRODUCTION

The Canadian Federation of Medical Students (CFMS) is the representative voice of Canadian medical students to the national medical organizations, to the federal government, to the public, and to other external bodies. The CFMS represents over 8000 medical students at 15 Canadian medical schools from coast to coast. It is the mission of the CFMS to represent, support, and connect its members. The CFMS aims to communicate within its membership, as well as from its membership, to the world at large. As an ever-expanding organization, the CFMS continually strives to meet the consistent and changing needs of Canadian medical students.

Brief Description

There are two Western Regional Directors elected for each term. The CFMS Western Regional Directors are responsible for representing all CFMS member schools in the Western provinces. The schools are:

- University of British Columbia
- University of Alberta
- University of Calgary
- University of Saskatchewan
- University of Manitoba

The Western Regional Directors will chair or attend external meetings, committees, task forces and working groups as required by their regional duties and by their attaché dyad position. They will collaborate with medical societies in the planning of Western Regional events. Finally, the Western Regional Directors carries out strategic duties in maintaining their fiduciary responsibilities to the CFMS.

Henry Li is the Vice-Chair of the Governance Committee and is cross-appointed with the Finance portfolio. Devon Mitchell is the Vice-Chair of the Board and is cross-appointed with the Government Affairs portfolio

II. SELECTED MEETINGS ATTENDED

Date	Meeting	Location	Who?
Sep 22, 2019	AGM 2019 Board Handover Meeting	St John's, NL	Both
Sep 25, 2019	Pre-WMSAM Call w/ UAlberta	Call	Both
Sep 25, 2019	Western Regional Directors WMSAM Handover Call	Call	Both
Sep 26, 2019	Pre-WMSAM Meeting w/ UManitoba	Winnipeg, MB	Henry
Sep 26, 2019	Pre-WMSAM Call w/ UCalgary	Call	Devon
Sep 26, 2019	Saskatchewan VPX Meeting	Call	Devon

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Sep 28, 2019	Board Onboarding w/ Victor	Call	Henry
Sep 29, 2019	Board Onboarding w/ Victor	Call	Devon
Sep 30, 2019	Pre-WMSAM Call w/ USask	Call	Henry
Oct 2, 2019	AGM Bid Handover w/ Adel Arezki (past-AGM Bid Committee Chair)	Call	Henry
Oct 3, 2019	PRT Handover w/ Adel Arezki (past-PRT Chair)	Call	Henry
Oct 9, 2019	Finance Portfolio Onboarding w/ Anson Lee (VP Finance)	Call	Henry
Oct 12, 2019	Western TC #1	Teleconference	Both
Oct 17-19, 2019	Western Medical Schools Annual Conference (WMSAM)	Edmonton, AB	Both
Oct. 20, 2019	Government Affairs and Advocacy Roundtable #1	Teleconference	Devon
Oct 20, 2019	CFMS Board TC #1	Teleconference	Both
Oct 20, 2019	Pulse Check w/ Victor Do (President)	Call	Henry
Oct 20, 2019	Executive Core Meeting #1	Call	Devon
Oct 20, 2019	Pulse Check w/ Victor Do (President)	Call	Devon
Oct 25-27, 2019	CFMS Fall Board Meeting	Ottawa, ON	Both
Oct 28, 2019	Presidents Roundtable TC #1	Teleconference	Henry
Oct 30-31, 2019	Finance, Audit, and Human Resources Committee Interviews	Teleconference	Henry
Nov 9, 2019	Executive Core Meeting #2	Call	Devon
Nov 10, 2019	Rapid Response Team Lead Interview	Call	Devon
Nov 11, 2019	Rapid Response Team Lead Interview	Call	Devon
Nov 11, 2019	Governance Committee Workplanning w/ Stephanie Smith (Past-President)	Call	Henry
Nov 13, 2019	Finance, Audit, and Human Resources Committee TC #1	Teleconference	Henry
Nov 14, 2019	Royal College Town Hall	Winnipeg, MB	Henry
Nov 15, 2019	Royal College Regional Advisory Committee 2	Winnipeg, MB	Henry
Nov 16, 2019	Royal College Regional Advisory Committee 1	Vancouver, BC	Devon
Nov 18, 2019	Governance Committee Workplanning w/ Stephanie Smith (Past-President) & Victor Do (President)	Teleconference	Henry

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Nov 21, 2019	Executive Core Meeting #3	Call	Devon
Nov 23, 2019	Strategic Innovation Fund Task Force TC #1	Teleconference	Henry
Nov 24, 2019	Regional Directors TC #1	Teleconference	Both
Nov 24, 2019	CFMS Board TC #2	Teleconference	Both
Nov 24, 2019	Government Affairs and Advocacy Roundtable #2	Teleconference	Devon
Nov 30, 2019	Executive Core Meeting #4	Call	Devon
Dec 1, 2019	Presidents Roundtable TC #2	Teleconference	Henry
Dec 2, 2019	Finance Portfolio Strategy Planning #1	Call	Henry
Dec 5, 2019	Government Affairs Exec Meeting	Vancouver, BC	Devon
Dec 5, 2019	AGM 2020 Bid Committee Meeting	Teleconference	Henry
Dec 5, 2019	Government Affairs File Lead Meeting	Teleconference	Devon
Dec 10, 2019	Governance Committee TC #1	Teleconference	Henry
Dec 10, 2019	Executive Core Meeting #5	Call	Devon
Dec 12, 2019	Finance Portfolio Strategy Planning #2	Call	Henry
Dec 14, 2019	Western TC #2	Teleconference	Both
Dec 15, 2019	Pulse Check w/ Victor Do (CFMS President)	Call	Devon
Dec 15, 2019	Pulse Check w/ Victor Do (CFMS President)	Call	Henry
Dec 15, 2019	CFMS Board TC #3	Teleconference	Both
Dec 18, 2019	UBC VPX Meeting	Call	Devon
Dec 18, 2019	Governance Committee Workplanning w/ Stephanie Smith (Past-President)	Call	Henry
Dec 18, 2019	Executive Core Meeting #6	Call	Devon
Jan 3, 2020	Governance Committee Workplanning w/ Stephanie Smith (Past-President)	Call	Henry
Jan 4-5, 2020	CFMS Winter Board Meeting	Toronto, ON	Both
Jan 7, 2020	Finance, Audit, and Human Resources Committee TC #2	Teleconference	Henry
Jan 8, 2020	Strategic Innovation Fund Task Force TC #2	Teleconference	Henry
Jan 12, 2020	Government Affairs Roundtable	Teleconference	Devon
Jan 12, 2020	Executive Core Meeting #7	Teleconference	Devon
Jan 15, 2020	Governance Committee TC #2	Teleconference	Henry
Jan 20, 2020	Presidents Roundtable TC #3	Teleconference	Henry

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Jan 22, 2020	MNP Sponsorship Call w/ Anson Lee (CFMS VP Finance)	Teleconference	Henry
Jan 31, 2020	Rural Road Map Implementation Committee Meeting	Mississauga, ON	Henry
Feb 10th, 2020	Return of Service Policy Meeting	Teleconference	Devon
Feb 11th, 2020	Executive Core Meeting #8	Teleconference	Devon
Feb 12, 2020	Governance Committee TC #3	Teleconference	Henry
Feb 16, 2020	CFMS Board TC #4	Teleconference	Both
Feb 18, 2020	Royal College Advisory Meeting	Vancouver, BC	Devon
Feb 19, 2020	Finance, Audit, and Human Resources Committee TC #3	Teleconference	Henry
Feb 19, 2020	Executive Core Meeting #9	Teleconference	Devon
Feb 21-24th	National Day of Action	Ottawa, ON	Devon
Feb 24, 2020	CMA Regional Member Forums	Saskatoon, SK	Henry
Feb 26, 2020	SGM Planning Meeting	Teleconference	Devon
Feb 28, 2020	Western TC #3	Teleconference	Both
Feb 29, 2020	Presidents Roundtable TC #4	Teleconference	Henry
Mar. 2, 2020	CMA Regional Member Forums	Vancouver, BC	Devon
Mar. 2, 2020	SGM Elections Governance Call w/ Stephanie Smith (CFMS Past-President)	Call	Henry
Mar. 3, 2020	CFMS-CFHI Partnership Call	Call	Henry
Mar 12, 2020	Governance Committee SGM Team 3 TC	Teleconference	Henry
Mar 14, 2020	Board Mid-Year Assessment w/ Stephanie Smith (Past-President)	Call	Henry
Mar 15, 2020	Board Mid-Year Assessment w/ Stephanie Smith (Past-President)	Call	Devon
Mar 15, 2020	Executive Core Meeting #10	Teleconference	Devon
Mar 15, 2020	CFMS Board TC #5	Teleconference	Both
Mar 16, 2020	Governance Committee TC #4	Teleconference	Henry
Mar 19, 2020	Finance Portfolio Workplanning w/ Anson Lee (CFMS VP Finance)	Call	Henry
Mar 21. 2020	Presidents Roundtable COVID-19 TC #1	Teleconference	Henry
Mar 21. 2020	Governance Committee Workplanning w/ Stephanie	Call	Henry

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	Smith (Past-President)		
Apr 2, 2020	Strategic Innovation Fund Task Force TC #3	Teleconference	Henry
Apr 4, 2020	Presidents Roundtable COVID-19 TC #2	Teleconference	Henry
Apr 5, 2020	Executive Core Meeting #11	Teleconference	Devon
Apr 5, 2020	Pulse Check w/ Victor Do (CFMS President)	Call	Devon
Apr 5, 2020	CFMS Board TC #6	Teleconference	Both
Apr 6, 2020	Pulse Check w/ Victor Do (CFMS President)	Call	Henry

III. ACTIVITIES OF THE WESTERN REGIONAL DIRECTORS

1. Western Medical Schools' Annual Meeting (WMSAM)

- Coordinated the research, writing and distribution of policy asks in four main areas: visiting clerk wellness, absence policies, unmatched CMGs and the AFMC portal
- Coordinated the delegations from each school and provided advocacy and content training on the day before the conference
- Pioneered a novel approach to our presentation with the Deans, switching from a presentation to a rotating small group format
- Progress from each school is being continuously tracked and utilized to further local conversations

2. Western Regional Teleconferences

- Calls occur bimonthly with the presidents of the MedSocs at each school represented by the region, and serve as a forum for discussions on each school's individual concerns as well as for regional collaboration and communication from the board
- Calls are being facilitated more frequently during the COVID-19 Pandemic to allow for rapid discussions and responses

3. Royal College Regional Advisory Committee for Western Region (RAC 1 and 2)

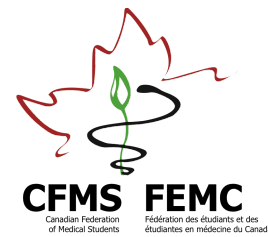
- Devon Mitchell represents Alberta and British Columbia medical students at the Royal College's Regional Advisory Committee 1.
- Henry Li represents Manitoba and Saskatchewan medical students at the Royal College's Regional Advisory Committee 2.

4. Region Wide Social Event

- Consultations took place at the Western Medical Schools to determine whether there is a desire to have additional opportunities to engage socially across the region. Overall the appetite was deemed to not be there, with potential to revisit this idea in future years.

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IV. ACTIVITIES OF THE FINANCE ATTACHE

1. Finance, Audit and Human Resources Portfolio Strategic Plan 2019-2022

- a. Currently collaborating with Anson Lee, CFMS VP Finance to prepare the CFMS FAHR Portfolio Strategic Plan 2019-2022.
- b. Facilitated consultations with the Presidents Roundtable.

2. Volunteer & Human Resources Strategy

- a. Currently collaborating with Victor Do, CFMS President to engage in consultations at various levels to inform the creation of a CFMS Volunteer & Human Resources Strategy.

3. Finance, Audit, and Human Resources Committee

a. Nominations Committee

- i. Facilitated marking of FAHRcom applications by the Presidents Roundtable.
- ii. Interviewed candidates for FAHRcom in conjunction with Anson Lee, CFMS VP Finance.

b. CFMS Sponsorships

- i. Leading the revamping of CFMS sponsorship efforts to explore program/initiative-specific sponsorships.
- ii. Engaged in consultations with the CFMS Board to determine appropriate initiatives within individual portfolios.

c. Human Resources

- i. Co-led development of a General HR Policy.

4. Presidents Roundtable Chair

- a. Chaired monthly teleconferences with the Presidents of the Medical Student Associations that comprise the CFMS' organizational members.
- b. Facilitated discussions on important issues at the local and national level.
- c. Facilitated consultations of the PRT on numerous issues.
- d. Responsively adapted meeting schedule to better address COVID-19 pandemic concerns.

5. AGM 2020 Bid Committee Chair

- a. Chaired the AGM 2020 Bid Committee and oversaw bid adjudication process.
- b. Updated AGM Bid documents and promoted the bid opportunity on social media, in the Communique, and at the Presidents Roundtable.
- c. Continued to provide support to the AGM 2020 planning process during and after the bid adjudication, including facilitating budgetary changes, bid winner announcement, and webpage creation.
- d. The host of the CFMS AGM 2020 will be Western University in London, ON!

6. Student Initiative Grants Program Co-coordinator

- a. Co-coordinator of the SIG Program with Felipe Fajardo (Ontario Regional Director).
- b. Reviewed and updated the SIG guidelines and application form.
- c. Amalgamated current and past SIG program administration sheets into a single document to facilitate easier management of the administrative aspects of the SIG program.

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- d. Followed up on status of previous winners to ensure continued compliance of SIG program post-funding requirements.
 - e. Advertised the SIG program application period on social media, in the communique, and on the website.
 - f. Facilitated marking of SIG applications and promotion of SIG winners.
- 7. Governance Committee Vice-Chair**
- a. Facilitated the selection of Governance Committee members-at-large.
 - b. Collaborated with Stephanie Smith, CFMS Past-President, Board Chair, and Governance Committee Chair to set the priorities for and prepare the work plan of the Governance Committee.
 - c. Consolidated and organized all Terms of Reference and Policies passed by the Board of Directors for upload to the website.
 - d. Developed CFMS document review mechanism.
 - e. Leading review of CFMS functional groups and developing criteria to guide creation of Task Forces.
- 8. Other Activities**
- a. Regional Advisory Committee Coordination
 - i. Liaising with FMEQ and other Regional Directors to coordinate advocacy approaches at Royal College Regional Advisory Committee meetings across the country.
 - b. National Healthcare Partnerships
 - i. Working to develop partnerships with multiple national healthcare organizations.

V. ACTIVITIES OF THE GOVERNMENT AFFAIRS ATTACHE

- 1. Government Affairs and Advocacy Committee Roundtable Chair**
- a. Organize monthly meetings to facilitate communication between initiatives at various schools
 - b. Launching of an advocacy database in conjunction with Helen Teklemariam, Director of Government Affairs and Advocacy, and Felipe Fajardo, Ontario Regional Director, to record current and previous advocacy activities
 - c. Assisted in the launch of a longitudinal advocacy elective based at the University of Toronto, in conjunction with Helen Teklemariam, Director of Government Affairs and Advocacy
- 2. National Day of Action**
- a. Ongoing planning for NDoA, including participating in the research committee and aiding with logistics, in conjunction with Helen Teklemariam, Director of Government Affairs and Advocacy

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3. National Day of Action 2

- a. Ongoing planning for NDoA 2 centred of unmatched CMGs, in conjunction with Helen Teklemariam, Director of Government Affairs and Advocacy
- b. Working in conjunction with Anson Lee, Vice President Finance, to develop a funding plan for provincial days of action to accompany the national work
- c. Coordinating provincial groups, in conjunction with Rishi Sharma, Director of Education, to unify advocacy efforts across provinces

4. Nomination Committee

- a. Coordinated the marking of applications for Fall Call, where we received over 70 applications to our portfolio
- b. Interviewed candidates for leadership positions in conjunction with Helen Teklemariam, Director of Government Affairs and Advocacy

5. External Communications

- a. Work in conjunction with Helen Teklemariam, Director of Government Affairs and Advocacy and Adel Arezki, Director of Communications, to draft member communications regarding Government Affairs and Advocacy topics

VI. FUTURE PLANS & ACTION ITEMS

COVID-19 Implications: The onset of the COVID-19 pandemic has had far reaching implications for the member schools represented by the Western Regional Directors. Our policy priorities remain unchanged, however our focus has shifted as we move to focus on supporting students during this challenging time. As such, we will convert our bimonthly teleconferences with our MedSoc Presidents to focus on COVID-19 topics. In addition, we will continue to support efforts across the entire board to combat this global pandemic.

Future Plans: Our vision for the region is a continued focus of enhancing communication with the students we represent and advancing our policy interests with the faculties of medicine. We plan to remain in close contact with our local presidents, are working with them to further our policy objectives and will endeavour to complete the majority of WMSAM 2020 preparations prior to handing over to our successors. We hope to set a strong foundation for the WMSAM that can be repeated for years to come to ensure that our region has a united and effective approach to advocating for our concerns.

VII. REFLECTIONS AND CONCLUSIONS

Our portfolio continues to be busy and productive, with ongoing progress on advocacy initiatives within the Western Region and increasing unity across the schools involved. We have worked diligently to

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ensure our advocacy is effective and sustainable, by innovating our presentation of asks and rolling out direct communications with member school student populations. Outside of the Western Region, we continue to represent the CFMS board in various forums, including the Royal College and in our dyad roles. Increasing activity in our dyad roles will provide additional opportunities for growth and contribution throughout the rest of our term. It has been a pleasure serving as your 2019-2020 Western Regional Directors and we are excited to continue the important work of the board.

Henry Li, B.Sc.

M.D. Class of 2021, Max Rady College of Medicine, University of Manitoba
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Canadian Federation of Medical Students || Fédération des étudiants et des étudiantes en médecine du Canada
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Devon Mitchell, B.Sc.

M.D. Class of 2020, Faculty of Medicine, University of British Columbia
Western Regional Director || Directeur Régionale de l'Ouest
Vice-Chair of the Board || Vice-President du conseil d'administration
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