CFMS BOARD 2019/2020 TELECONFERENCE #1
Sunday, October 20, 2019
19h00 EDT - 20h00 EDT

Chair: Stephanie Smith

Present:
Adel Arezki, Stephanie Smith, Henry Li, Clara Long, Achieng Tago, Devon Mitchell, Anson Lee, Helen Teklemariam, Matin Kerachian, Rosemary Conliffe, Rishi Sharma, Sarah Zahabi, Victor Do, Felipe Fajardo, Avrilynn Ding

Call to order/meeting start:

Welcome and meetings process
• Devon will be Vice-Chair. Devon will be working with Chair to chair meetings and implement Robert’s rules
• Victor and Stephanie can vet what topics are appropriate for Board meetings; let them know if you are unsure whether to bring something up

Consent Agenda
• Generally, it’s always a good idea to tell the Chair 72 hours in advance if you want something removed from the consent agenda.
• If you have concerns about the consent agenda, contact Chair to discuss/address your concern

President’s Update
• Usually President’s update will have specific action items attached (to motion on)
• Encourage everyone to reach out to other Board members for help, or contact Victor
• In addition to preparing for FBM:
  ○ With FMEQ President talked to AFMC President and discussed med ed topics, e.g. Portal, unmatched graduates
  ○ In general
    ■ President often meets with CEOs/Presidents of other organizations
    ■ Detailed work happens at the level of organizational working groups, Victor’s reports will provide some info on work happening there
• Canadian Conference on Physician Health: Stephanie was on a Panel on Resilience. Dax was on a panel as well related to medical student wellness.
  ○ Major takeaway: CFMS is a leader on learner wellness
  ○ Hopefully we can be a leader in bringing forward action on physician well being.
• CFMS and FMEQ larger group meeting, attended by Victor and Adel
  ○ Continuing to foster the excellent working relationship with FMEQ.
• Reminder to send post-meeting reports and upload it to the GDrive folder afterwards! Try to submit within 10-14 days. If it is really important stuff, please let Victor know! Required for reimbursement.
• Complete the Strategic Planning worksheet prior to the Fall Board Meeting!
• **250 NOMCOM applications!** Please reach out to select the people and try to involve the people that aren’t being selected for the position, to help in a different way.
Business Agenda

● Communication Process
  ○ Email Adel early when something in your Portfolio is coming up so we can plan for it and follow the timeline
  ○ Draft communication prior to email Adel so he has something to work with
  ○ Must have a strong communications strategy/role in your Portfolio: ideally, assign one person to be in charge of this
  ○ Follow the guide for website communications - if it is a major change that instructions do not address, email IT
  ○ Graphics: email Adel and he will handle them (at least 1 week in advance)
  ○ Communiqué: fill out the form
    ■ Goes out to membership every other Monday
    ■ Deadline is the Friday before
  ○ If anyone has an idea for a Communication project or social media campaign they want to lead, email Adel

● Strategic Initiative Fund Committee Update
  ○ Each Roundtable must appoint 1 member to sit on SIF Taskforce
  ○ Deadline is next Friday Oct 25 (by start of FBM)
  ○ Q: Why does this taskforce have 1 rep per Roundtable?
    ■ A: Decided to structure a broader base. This type of structure is unique to the SIF. In prior SIF-type committees, there were concerns from an optics standpoint that there was not a sufficient broad-base representation deciding on the use of these funds.

Fall Board Meeting Overview

● Agenda Draft
  ○ It is best to submit a topic and obtain feedback on whether it is appropriate for Board-level discussion or not

● Goal of FBM is to flush out strategy of CFMS
● Ensure each discussion leads to action items
● Ask higher level strategic questions
● Preparations for FBM
  ○ Upload powerpoints and pre-reads for Portfolio and Regional presentations
  ○ Read through the FBM folder and put together questions you have about a topic, pre-read, etc.

Meeting Adjourned