

## 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, Avri Lynn 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 medical 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**