

CFMS BOARD 2019/2020 TELECONFERENCE #7

Sunday, 3 May, 2020
20h00 EST - 21h00 EST

Chair: Stephanie Smith

Present: Victor Do, Stephanie Smith, Sarah Zahabi, Achieng Tago, Rishi Sharma, Corinne Cecyre-Chartrand, Adel Arezki, Clara Long, Anson Lee, Rosemary Conliffe, Helen Teklemariam, Henry Li, Felipe Fajardo, Devon Mitchell

Business Agenda

Motion to go in-camera (all minutes to be in-camera)
Seconded, Abstentions: None, **Motion Carried**

In-camera minutes are not made available through our website
Agenda was focused on financial discussions

Meeting adjourned

CFMS BOARD 2019/2020 TELECONFERENCE #8

Sunday, 14 June, 2020
19h00 EST - 21h00 EST

Chair: Stephanie Smith

Present: Victor Do, Stephanie Smith, Sarah Zahabi, Achieng Tago, Rishi Sharma, Avrilynn Ding, Corinne Cecyre-Chartrand, Adel Arezki, Clara Long, Rosemary Conliffe, Helen Teklemariam, Henry Li, Felipe Fajardo, Devon Mitchell

Business Agenda

President Update

- Education/AFMC (Association of Faculties of Medicine of Canada)
 - AFMC Board to ratify decision re: Class 2021 visiting electives, announcements will follow officially in the coming week.
 - Two major subcommittees
 - Application Review: Director Education sits on this group to address how CaRMS (Canadian Resident Matching Service) application will work
 - Virtual Interviews & Program Promotion: co-chaired by CFMS President, addresses how applicants will interview and learn about programs given no electives
 - Aware of return to clerkship timelines at each school:
 - Many schools started this/next week
 - Five Ontario schools, UBC and MUN to return in July

- Pre-clerkship going smoothly Discussions in future on how to facilitate virtual programming for students (e.g. OSCEs (objective structured clinical examination), clinical skills)
- Changes to Class 2022 entering clerkship
 - Many schools delaying entry to Clerkship due to capacity issues
 - Adjustments to match timeline need to be discussed
- MINC (Medical Identification Number for Canada)
 - CaRMS made mandatory field
 - All learner organizations have been against this (for many years)
 - Many concerns since it is personal, identifying information. If a learner opts in to share information with AFMC, MINC is one of the fields that are shared. Further discussion in near future around addressing this change.
- Anti-Racism work
 - Statement from CFMS released early June
 - EDI (Equity, Diversity, and Inclusivity) Task force and Summer Book Club work continuing
 - Utilizing RRT (Representatives Round Table) to centralize work done around Anti-Racism
 - relevant as need to engage external groups (e.g. BMSAC (Black Medical Students Association of Canada))
 - CFMS needs to be proactive at this time in leading anti-racism initiatives
- Drafts of Budgets
 - Submit initial draft by June 20th
 - Collaborate with incoming portfolio Directors/VPs
 - Take COVID changes/initiatives into consideration
- AGM in-person vs virtual
 - Board encouraged to decide on virtual AGM
 - Reminder we also need to do resolutions, sponsorship will be more difficult
- Remark: Consider having other medical student associations replace us on committees that are more appropriate for them
- Remark: Underrepresented population in medicine committee, similar to Governance committee, to bring together other associations through CFMS

MCC strategy discussion

- The board held a strategy discussion regarding the ongoing MCCQE I issues and how to approach advocacy on the MCC more broadly. Member memos were shared to detail our direction of advocacy work agreed upon following the meeting

Nominations Committee Update

- Thank you for hard work with Spring Call
- Update: 206 applications for this cycle
- Roundtables hard at work with marking. Should be wrapped up. Interviews being wrapped up
- Need to notify applicants of status
- Update personal sheet to make sure to have an updated list of all National Officers
- Reach out for feedback or ideas on how to go about this
- Remark: Student affairs lot of applicants. Difficult to get members to help with markings. Assigned Board Member had to do a lot of the work which took a lot of time. More help from WRT (Wellness roundtable) at a meeting last week
 - To add to next board TC when portfolio has a lot of applicants

- Remark: Look into where to get more volunteers to work on certain activities. Ways to increase engagement and commitment through the round tables. Expectations and responsibilities need to be clarified. Perhaps actual nominations committee who review files
- Remark: Happens very often. Not solved by round tables. More of a commitment might be helpful. This has gone on over the years
- Look for other ways to alleviate the responsibility from the board

CMA Funding (In-Camera)

- Notes documented in the in-camera meeting minutes
- Although all Board meeting minutes are available to members on the CFMS website, in-camera meeting minutes are not

Budgeting Cycle 2020-2021 & Reimbursements

- Deadline for first draft of budget is June 20th
- Every board member has been sent an excel sheet with last year's actuals, this year's budget, and this year's actual to date
- Use these numbers and consider expected impacts of COVID-19 to formulate the first draft of budget
- Engage dyad/attaché (for portfolio VP/Dir), 2020-2021 elects (who will be inheriting the budget), and your FAHR (Finance, Audit and Human Resources) committee member (there to help)
- Reimbursement requests for 2019-2020 fiscal year due June 20th
 - Please submit any outstanding expenses
 - Cash any outstanding cheques
- If have outstanding credits, need to keep track of that
 - incurred financial credit e.g. for flight to SGM in Vancouver
- Fill in Board task list to be used in informing a volunteer strategy
 - Know portfolio best
 - Want to be able to engage our membership as effectively as possible

Outreach to incoming 2024s/2023s

- Incoming classes will start virtually for the first few months
 - virtual orientations
- Some schools telling students they may not have to move
- CFMS has opportunity to help fill that void
 - Feeling connected to a national group
 - Minimize/ negate imposter syndrome
 - Students may not know others in their class
- Create one central national Facebook group for all incoming students
 - CFMS Reps supportive of this
- Student affairs had success with "CFMS Staying Connected During Covid"
 - Would be great to get as many first years on that as possible
- Programming, thoughts, information
 - Zoom webinars as a welcome to medical school and things to think about to help people engage
 - Might help people to sign up for accounts early

- Summer before medical school people super keen and might be more interested
 - Ways to optimize the sign up process
 - Tell us what they are interested in when they come into medicine
 - Facilitate connections with interest groups
 - CFMS Introduction presentations will not be done in person
 - Shifting those presentations to virtual over zoom
 - Shifting the pizza money to prize money for contests for incoming students
 - Talked about regional directors travelling to schools
 - Can't happen now but it is easier for them to be present
 - Virtual town halls can be done
- Additional ideas for ways to engage these groups, to try to bring them onto CFMS?
 - What to do with the RDOC clipboards? The money is there. Will the schools go back in January? Send them out at that time? Don't want to lose the clipboards for this year.
 - Students may come together for physical exam, small groups with physical distancing
 - Action item: Determine plan for distribution of RDOC funded clipboards

Meeting Adjourned