

**CFMS BOARD 2020/2021 TELECONFERENCE #1**  
**MEETING MINUTES**  
**Sunday, October 18, 2020**  
**19h00 EDT - 20h00 EDT**

**Chair:** Victor Do

**Present:**

All Board Members and Rosemary present for whole meeting

*Agenda Discussion:*

**Welcome, process & why have meetings?**

- Monthly board virtual meetings
- Topics that should come to board meetings:
  - Big picture strategic things
  - To start a whole new initiative
- Before meetings will be asked if anything to bring forward at meetings
- Board meetings are usually 2 hours. First one just an hour
- Lots of virtual discussions over the coming weeks to get to know each other

**Consent Agenda (what is this?)**

- Items on consent agenda:
  - Reports from external meetings
  - Governance committee, e.g. approved terms of references need to go to board for final approval
- Expected that consent agenda items have documents for pre reading
- Certain amount of items on consent agenda
- Anyone may ask to remove something from the consent agenda to discuss first. Then vote
- When vote on consent agenda, usually pass everything to make things quicker
  - Non controversial items
  - Read the documents beforehand

**In-Camera and Meeting Robert's Rules (what is this?)**

- Some meetings or a portion of a meeting are “in-camera”, e.g. finance sessions go “in-camera” to discuss anything finance related. Same goes for anything more controversial.
  - Meeting minutes are reviewed and posted on CFMS website.
  - Anything that for the time being should be confidential will be discussed “in-camera” and will be moved to a separate “in-camera” meeting minutes document for future reference
- Roberts rules: every chair interprets this a little differently.
  - Board will use a modified version of Robert's rules
- Board etiquette, procedure:
  - Communication: different methods of communication. Can be difficult to know how to use and navigate them

- If something has to go to the whole board, let Past-President know. Will include it in the “Board Weekly”.
    - Can send more than one board weekly to the board a week if it’s urgent
  - Reason for all communications to come from one person is so it’s known what needs to be sent out. Past-President can triage, and figure out what is urgent and what’s not
  - Whatsapp is for social stuff. Please try to avoid that for formal questions. Not an official CFMS way to communicate.
  - Review email every 24-48 hours.
  - If just a thing for one or two people, ask (Past-)President who the communication should go to if not sure
- Question: If we want to ask casual questions, where do you recommend discussing this? Or when we want to flag major news/updates to everyone as an FYI
  - Answer: News updates go through the Past-President, through board weeklys. If very urgent which sometimes happens, send an email to the board

### **President’s Update**

- For now until fall board meeting, get settled into roles. Afterwards hit ground running
- Fall Board Meeting:
  - Meeting next weekend. Bit shorter
  - Dr. Johny Van Aerde, Great speaker. Good insight into what it means to be physician leader
  - Will have time with MD financial
  - Communications lead at CMA
  - Lots of leadership opportunities to help us understand and to help us know where we fit as a board (e.g. working board vs policy board.). To reduce some zoom fatigue.
- Fall call:
  - Pushed and got 380 applications. Last year's record was 260. Every year the amount goes up. Testament to the hard work being done. Membership sees value of CFMS
  - Regional Directors have done great job facilitating the marking
  - Hope is that each person will sign on as volunteer
    - Been done variably in the past
    - Ensure that everyone who comes on understands what their purpose is. How they fit into CFMS
      - Can inform as go through work this year
      - Check in throughout the year
      - Make sure reaching their (personal) goals
      - Anything else we can do to make the experience better. Then they’ll tell their friends about their positive CFMS experience. That’s the intention of focusing on volunteer onboarding.
- Med Ed updates
  - AFMC (Association of Faculties of Medicine of Canada):

- Speed at which things are changing is fast because of COVID. Slowing down since July. Still have lots of meetings. Main focus is on 2021 and 2022 R1 matches
  - R1 matches advertised. Only virtual interviews. No visiting electives
  - How do we ensure that students learn about programs and engage in program promotion?
    - Want to make informed decisions on where to apply. Work with AFMC to push this forward.
    - Going to be a portal that comes out in November. Around times CARMS portal opens.
    - Program descriptions, Q and As in the meantime. Worked to make band aid solution. National web calendar of events.
    - Everyone needs equal access to opportunities, but every class gets different information. Want to make sure that everyone has access to all the opportunities. For program promotion.
- Collaborated on program promotion handbook, with regards to program promotion. General principals.
  - Making sure that people see content, even if they can't go to the event
  - Trying to avoid personal connections allows students to do what they wouldn't normally be able to, like electives
- Virtual interviews
  - Developing handbooks to support applicants and programs.
- 2021 Match. AFMC learner news. Advocacy
  - A number of proposed changes to application requirements. CFMS was part of consultation and advocacy
- Visiting electives:
  - No visiting electives for 2022s at this time.
  - Decision will keep being revisited throughout year
  - Not that people don't want visiting electives. Everyone wants them.
    - Difficulty is self isolation. Logistically hard
  - Much is going to be based on public health guidelines
- MCC (Medical Council of Canada)
  - QE1 (Qualifying Examination) written past summer had tech issues and writing issues
    - Applicants got disconnected many times
    - Significant burden on applicants and writers
  - Advocating with MCC
    - CFMS as well as other 3 learner organizations FMEQ (Fédération Médicale Étudiante du Québec), FMRQ (Fédération des médecins résidents du Québec) and RDOC (Resident Doctors of Canada)
    - Engage in conversations with them
    - Moving slowly, but hopefully will see some improvement made
  - A discussion on changes to MCC council re: removal of learners was undertaken.
- Dr. Anderson and Dr. Moineau strategic priorities:
  - Unmatched CMGs (Canadian Medical Graduates)

- Health Human Resources
  - EDI (Equity, Diversity, and Inclusivity):
    - How to make changes so that there is safety and equity
  - Will follow up at AFMC board
- Met with learner organizations like RDOC to set tone for year ahead, to identify opportunities for collaboration
- Loop President into any emails to external organizations: collaborations, CMA and MD Financial
- Question: For the class of 2022 CaRMS, is CFMS advocating for a later timeline or the same timeline?
  - Answer: As close of a timeline as possible to match. Some member schools 2022 cohorts have still been delayed. Trying to max career explanation time.
- Question: Given new issues with residents exam, and continued issues with exam, where would MCC fall on priority list? Might be a good opportunity to point out that change needs to happen?
  - Answer: Suggest to board that rest of MCC related questions go to Fall board meeting for further discussion
  - Answer: Balance obligations to membership. Advocate for them strongly. What other things do we have on agenda?
    - Right now for MCC
      - Continue to have these meetings with them
    - Steps moving forward
      - Want to incorporate learner voice
      - Accountability to students. Where do we fit in?
      - Long term aspect has to do with a culture shift in med ed
      - How do we better prepare for exams?
      - How do we address the cultural aspect issue of MCC?

## Communications

- Communications outline
  - General
    - Most portfolios will have been assigned a communications coordinator
      - Will do a lot of communications work
  - Communique
    - Link to google form for submissions
    - Specific start date, end date, how many times do you want it to be included
    - Deadline Friday, goes out every 2nd Monday
  - Social media
    - Portfolio communications coordinator for social media posts
    - Email VP Communications to schedule them for now
    - Need to have translations. Email Bilingualism Committee for translations
    - Graphic designer will help with graphics
    - Try to submit social media posts at least 1 week before publish date
      - if want post on certain day, submit at least 1 week before

- Website
  - Each portfolio to do own website updates
    - Trained on cloud cannon
    - Update text on website
  - More complex website features go through IT officer
  - Updating CFMS webpages in the near future
    - Emphasize: to standardize portfolio pages
    - Directors, RDs (Regional Directors) and NOs (National Officers) will have their photo, biography, name and email on the website
      - Google form being sent to everyone
      - Google doc for information to have more standardized way of developing bios
- Question: Would prefer a section for TFs (Task Forces) and other groups. Can we work that into the template?
  - Answer: Current google form is for NO bios. Will send another for TFs and committee members
- Question: Concerning standardizing webpages, should we be thinking about what to move into the “resources” section? Or is that section going to be taken away?
  - Answer: standardizing mainly team update pages for now. Will discuss standardizing website at Fall board meeting
- Question: To clarify, do we need to have our materials translated before we submit a tweet? Is there any way these 2 things can be integrated in one form?
  - Answer: For social media that’s done through the communications coordinator. Not necessarily a form for social media posts. Can consider that for Communique though

### **In-Camera**

- **Motion to go “in-camera”**
  - **Seconded, motion carried**

### **FBM (Fall Board Meeting)**

- Leadership workshop. 12pm EST to 3pm EST each day
- Saturday: MD financial as well
- Sunday: Jean Nelson, Executive Vice-President, Legal and Governance & CPO, CMA
- 7-9pm EST: going to be broken up in small groups. Ice breaker type of activities and games to get to know each other better
- Saturday from 10 am to 6pm EST and Sunday from 10am to 4pm EST
- Pre Readings to be sent before Wednesday, what you want people to know before discussing topic
- Start planning when to do your presentation
- Also time for regional discussions. Will send email about that in particular

### **Intro to CMA Funding**

- COVID funding
  - \$~ to support students

- \$~ went to community COVID initiatives
- \$~ to IT
- \$~ remains to be dispersed
- Wellness funding \$~ per year over next 4 years
  - Need to have strategy of how to use it by April 1
  - Big focus in first 5-6 months of our board
  - Director Student Affairs and team are exploring ways to support students through CFMS
  - President looking at AFMC and medical culture initiative. Will discuss at FBM.

**Meeting adjourned**