

WINTER BOARD MEETING MINUTES

(Toronto, Ontario)

DAY 1: SATURDAY, JANUARY 4th, 2020

Welcome

- Motion to adopt the agenda
- Motion Carried

Guest Speaker

- *Dr. Ali Damji, Family Physician & UofT Assistant Professor*

President Update and Midpoint Strategic Plan

- This meeting is important as it is useful for planning between now and SGM
 - SGM: Prepare for motions, CCME
- Goal for WBM:
 - Are we on the right track?
 - Have clear action items between now and SGM
- Update on work plans
 - Use this weekend to adapt that work plan for goals for SGM
 - Tomorrow morning: Portfolio strategic plan and next steps
- Areas of focus for CFMS: How are we doing 3 months in and what are the opportunities for the following 9 months and future
 - Portfolio Focused
 - Operational Focused
 - Initiatives to advance on as an organization that other organizations can't?
- Assessment: Productive and on track, reminder although time flies, still early in the term
 - Opportunities: How do we ensure our impact is long-term (i.e. 3 years from now)
- Plans and "milestones" from now until SGM
 - CaRMS Tour, Match Day, Day of Action are happening from now until SGM, important to consider these windows of time
- Remember Change Management Ideals when considering how to accomplish your goals
 - Iceberg Book & Dr. Ali Damji's presentation
 - Consider: Now that we have an idea, how do we involve other people and make this happen?
- Mid-Strategic Plan Review (2017-2022)
 - Governance Committee will be overseeing the internal review
 - Process includes visiting the different roundtables and committees (some working groups and task forces) to discuss the plan with facilitated engagement and questions to consider

- 15-20 Question survey will need to be filled out by every Board Member
 - Will ask each of us to rate progress on strategic plan objectives
- Results of internal review will be discussed at SBM, prior to AGM
- Also an opportunity to allow for the different roundtables and committees to learn more about the strategic plan and review!

Finance Update and strategy discussion

- Notes documented in the in-camera meeting minutes

Match Strategy

- Discussion on how resources have been consolidated
- Aggregating resources over past few months. Reflected by changes on CFMS website:
 - What we do > Education > sidebar: resources > “residency match”
 - Previously in different domains, now can be found in this one section
 - 3 time points: pre interview, interview, post interview
 - Match stats
 - Interview platform
 - Unmatched supports
- Student Affairs:
 - Put together consolidated list of student resources that are free across country
 - If anyone has other ideas, can be added to list
- Advocacy efforts:
 - Miniature days of action within each province. Federal level often asks “why have you not spoken to the province about this”. Recruit 3-5 medical leaders who are passionate about this to meet with local MPs and ministers
 - CFMS can act as a middle person to connect schools who have had successful campaigns
 - This will help ensure that this issue is tackled both federally and provincially
 - This will take collaboration between Education portfolio, Government Affairs portfolio, and med socs
 - Separation of second iteration (happening in Ontario, Manitoba, Nova Scotia, and possibly Alberta) - a lot of players regulating whether or not this will happen
 - DoA 2 (2nd Day of Action) was a board driven measure. Board organized meeting with MPs in small group in Ottawa to discuss uCMGs (Unmatched Canadian Medical Graduates) specifically, and then debriefed after
 - Has been done for 2 years
 - Board members with relevant experience
 - Backgrounder to inform board members, uCMGs came to present a lived experience
 - 3 asks

- Outcome from 2019: this issue brought to government agenda, but unsure if this has happened because it's a confidential issue; meeting with CIHI (Canadian Institute for Health Information) to facilitate network with CIHI housing supply-demand tool
- No movement to fund more positions, provincial DoAs have been more successful
- Challenge talking to Federal Government was that residency positions are provincially funded, but have a federal resource planning committee to discuss physician resource planning (PRPAC) that pulls together provincial groups to talk about resource planning
- mini-DoA vs DOA2 - ideally both a federal second DoA and a provincial mini DoA
 - mini-DoA would not take over provincial DoA
 - mini-DoA would be more of an informal, small group meeting with MPs to capture attention on uCMG issue
 - Would be lower cost than external DoAs
 - Could be within the same week across the 15 member schools
- Hoping to have external DoAs and internal DoAs at each school each year
- Schools would share resources such as research about unmatched numbers
- The team that is mobilized could be specific to each province, for example Alberta schools could collaborate
- Feel the focus on provincial advocacy is more important than federal

Global Health Strategy Discussion Topics

- Review of action items from FBM: Increasing indigenous representation in the CFMS and medical schools in general
- Collaborative effort with Government Affairs portfolio for advocacy
- Motion approved for exploratory working group
- Checked in with previous national officers of indigenous health, Preliminary meeting to establish structure, timelines and goals for this WG
- Next step for IREWG updates: call for portfolio representation, environmental scan for what other organizations are doing
- Goals for IREWG: increase indigenous representation within the CFMS board and wider CFMS. Determine step that can be taken in the interim
- Timeline is about 6 months
- Indigenous week of action: advocacy will be targeted to UGMEs (Undergraduate Medical Education), CFMS member schools, and Quebec schools
- Position paper from the AFMC on the joint Commission for Indigenous Health
 - Week of advocacy targeted towards UGME with asks taken from those points
 - All 10 action items (found at end of the paper) can be adapted to asks to UGME
 - Unlikely that one day will work for all schools
 - Next step:
 - Meet with Dr. Marcia Anderson. Anything in these 10 points that she feels should be advocated for first?
 - Ways to collaborate with other CFMS portfolios

- Reach out to FMEQ. Receptive to participate.
 - Quebec presidents would also be contacted.
 - How can we phrase this to the UGME, where there is action that comes from this
 - Different schools do things differently
 - Indigenous physician groups, NOIH involved in discussions
 - March 21st press release
 - Week of action vision: place it the week before UN international Day for the elimination of racial discrimination that's on March 21st (will culminate in press release March 21st)
 - Sees it fall under the EDI portfolio for long-term
 - Difficult part will be implementing the changes
 - Question: Reexamining IFMSA exchanges? What are conclusions from the board?
 - Out-going exchanges are down this year
 - Main issue is the variance in quality in exchanges, many want exchanges in European countries, but there's not an infinite pool of choices
 - Can educate and prepare with the pre-departure training but can't control what happens once the exchange starts
 - Important to gage what students gain out of these exchanges
 - Important for CFMS to have a role within the IFMSA
 - IFMSA meeting: expecting these exchanges to be a point of information
 - Lot of work done to make sure that places are safe and sound
 - Recently Queens stopped endorsing IFMSA as a Global Health Initiative and formed their own partnerships abroad (i.e. Australia)
 - Global health offices are no longer endorsing these exchange programs
 - Can talk to local exchanges officers within each school to get feedback
 - Worth exploring what we gain from exchanges as an organization
 - Structure of Global Health portfolio (GHLs)
 - Liaisons meet at the AGM
 - There are some issues with engagement with GHLs
 - During the teleconference, not engaged, not bringing up ideas
 - Lack of clarity on responsibilities
 - Many local officer positions go unfilled
 - Problematic since we rely on those local officers
 - Adapted ToR and brought changes (clarifying points what round table and chair does, edits to clarify the duties of the GHLs)
 - Pre-read of addendum to ToR reviewed
 - 6 portfolios within GH means communication with GH equals with National Officers of all these portfolios
 - Comment/Question:
 - GH ToR overlap with PRT (Presidents Roundtable) and RRT (CFMS Reps Roundtable)
 - Are there discussion topics that are unique to GHL?
 - Having overlap can be good with different overviews but not efficient and ToR too vague?
 - Does the roundtable need to meet as frequently as they do?

- Bi-monthly GHLS meetings. 3 schools at a time give a full update (10 min presentation). Very positive response because people can bounce off ideas after these presentations and bring it back to their school
- Can't force to attend the teleconference but can ask each school to have a representative to be present at each meeting (i.e. UOttawa has not been present at any)
- Follow up with the people who are not present so they can contribute
- Unfiled local officers is a concern right now
- There is a lot of disconnect. GHLS don't understand that they represent all of the portfolios at the meetings.
- Encourage the Med Socs to follow up with the GHLS member and see if maybe there needs to be a replacement

Education Discussion Topics

- Survey
 - Approved survey document, waiting for Governance Comm to approve platform
- National Annual Survey
 - Organizations like RDOC have found benefit from this
 - FBM asked for potential questions from portfolio directors
 - List of survey questions now available
 - Potential to add ad hoc questions, e.g. strategic plan midpoint survey questions
 - Will take time to develop but there is the benefit of having this
 - Timeline: Mid March to late March is ideal time frame
 - Root for this survey is the use as an advocacy tool. Can increase our leverage as an organization. Creates a report that allows us to do more work
 - Question: When would results come out? Which executive is responsible for action items?
 - RDOC's broken down into sections. Similarly break down the survey into portfolio specific areas. Responsibility would fall on that portfolio
 - Ask questions where answers can help form actions that will benefit your portfolio
 - Potentially thinking of splitting survey into pre-clerkship and clerkship
 - This could expand how the research committee functions
 - Question: Is this something that could happen within a year?
 - Answer: To do it well, ideally would be a timeline set for next year and starting the survey next year with the work starting this year
- Motion to approve survey by the end of February 2020
 - Note: committing to not only coming up with questions, but also a good process including advertising and discussing with roundtables
 - Motion carried unanimously
- Research
 - Consideration of CFMS to conduct research

- Last FBM conclusion was that there would be too much work added
- Would provide us with ability to publish material and attend international forums
- Important to be discussing evidence based research and reports
- Process that would take several years. Would need to set foundations to do this well, e.g. expand research committee
- Timeline of 1-2 years of preparation prior to conducting first project
- Questions: What are overall first thoughts on doing academic research? Do your portfolios have research? Potential problems? Is there space in your portfolio to do this work? Do you think this will help your portfolio, e.g. assist in advocacy?
 - There would be a benefit to portfolio and CFMS, but there would need to be a fixed individual to assist in this process such as partnering with a primary researcher - they would get grants and help with REB, whereas us leading it has the fear of past issues
 - A contract with financial incentives built in to have someone as primary advisor
 - Beneficial, but would need quality assurance check, most of us have preceptors in med school research; don't anticipate getting the human resources would be difficult, but setting time lines would be difficult
 - EDI and GA could produce this
 - Recruit individuals to be doing quality assurance work
 - Can get meaningful data out of this but will be a large undertaking that would significantly increase our workload
 - Hesitant to partner with AFMC because we have different goals and ideas
 - Comment: there is a role for the CFMS to be doing academic research, but what that role is is difficult to determine
 - External individual with mandate to explore this further
 - Answer: have thought about this, but do not want to task someone if there are other barriers in achieving research
 - Prior to having someone do an environmental scan, need to remove some of the already existing barriers
 - Currently there is a past motion that says that we do not report data at conferences (outside CCME)
 - We need to have a way to expedite this decision so that the debate does not continue to be passed on from Board to Board
 - This has been an ongoing discussion for many past Boards. Issue has always been the time factor
- Straw poll: if an external individual was to conduct an environmental scan, would you be interested in pursuing further discussion of research?
 - Raise your hand if you think there is a conceivable future where the CFMS would have a hand in research: 7 hands
 - Raise your hand if you do not envision this: 4 hands
 - One abstention

Student Affairs Updates

- National Officer Services responsible for:
 - Electives Database
 - Missing UBC, Toronto, Mac
 - Discounts for our membership
 - Interviews Database
 - Launching Jan 18th
 - General information on the types of questions and the cost of attendance
 - Partnerships
- Services Committee
- NWC (National Wellness Challenge)
 - Jan 20th - 4 week event that is themed
 - Nutritional
 - Mental
 - Physical
 - Social
 - Will use social media to generate interest and momentum
- New chair for WRT (Wellness Roundtable)
 - Peer support
 - Mentoring
- Safe spaces - launching Jan 29th
 - National peer support meeting
 - Chaired by physician or psychologist
 - A school host every two months
- WCTF (Wellness Challenge Taskforce)
 - Working on wellness curriculum
 - Hope to have new updates at next meeting
- “Wellness Wednesday”
 - Launched
- “Chicken Soup for the Soul” initiative
 - Journal entries from students across the country. Long-term idea to create compilation
- CaRMS Tour Video
 - Collaborating with CMA to create short video blog for interview resources
 - Recruiting 5-7 students with regional distribution and representation across disciplines
- Mistreatment Taskforce
 - Annual anti-mistreatment campaign to coincide with National Doctor’s Day on May 1st
 - Submit accolades celebrating residents and preceptors who did nice things
 - Pins as accolades to give to residents/preceptors
- More collaboration with UGME and education portfolios is long-term aspiration of SA

Ontario Regional Update

- Med Soc Meetings
 - Schools to fill out priority sheets for each portfolio
- Priorities
 - SA - student mistreatment
 - GH - improved GH curriculum, GH certificate program, day of education topics (similar to DOA)
 - Ed - improving school-specific curriculums (anatomy, inclusion of underserved populations in clinical practice), implementing CBME (Competency Based Medical Education) in clerkship
 - GA - improving opportunities for advocacy training, longitudinal advocacy training series; municipal DoAs and federal DoA topic
 - Comms - engagement with students across all years; streamlining info: centralize deadlines
- OMSA (Ontario Medical Students Association) Meetings
 - Attended OMSW (Weekend) and OMSA meetings
 - OMSA plans:
 - Services: Piloting mentorship program, 2 at each medical school and partnering with staff/resident
 - Representation: Provincial DoA topic: "Cuts to Public Health"
 - Education: OSMERC (Ontario Student Medical Education Research Conference)
 - Finances: Infographic about spending
 - Communication: HHR (Health Human Resources) booklet
 - Collaboration opportunities:
 - Wellness - proposal targeting culture change
 - Meeting with Deans, COFM (Council of Ontario Faculties of Medicine) Meetings similar to the Western Deans Conference
 - Party at Axe Throwing
- AGM 2020 in London, ON
 - Ontario RDs will be responsible for overseeing AGM and organizing socials
 - Logistics support
 - Liaisons with CFMS

Western Regional Update

- Vision: communication & unity
- Western Regional teleconferences
 - Keep everyone updated on local initiatives to identify opportunities for cross-collaboration and advocacy
 - 1st TC in October, every 2 months
 - Follow-up on WMSAM asks
- Western Medical Schools Annual Meeting

- Disseminated WMSAM asks and policy positions directly to western medical students
- Plan for remaining year
 - Continue to follow-up to make sure MedSoc presidents and Deans are meeting regularly
 - Asked MedSoc presidents to update spreadsheet about progress on asks
 - Will formulate strategy for 2020 follow up once this is complete
- For next year
 - Increase student involvement in WMSAM planning
 - Incorporate other student leaders such as VP Academics, GHs, etc.
 - Plan out WMSAM student topics prior to AGM 2020 so that they can maximize time
- External groups
 - Regional Advisory Committee
 - Input by medical students was well-received
 - Work with other RDs and Board to better coordinate RAC activities
 - Alberta Medical Student Conference & Retreat
 - Decision was made by Western Presidents not to incorporate other schools into AMSCAR, no students from other schools attending 2020
 - Interested in creating a separate social event vs expanding Ice Bowl
 - Consultation with student bodies ongoing, deadline January

Atlantic Regional Update

- Main goals
 - Continue to establish lasting relationships between Atlantic schools
 - Direct interaction with students
 - Google form to facilitate direct communication
 - Platform for collaboration
 - Increase CFMS visibility at schools
 - Continuing teleconferences
 - Atlantic Teleconference
 - CoAMS (Conference of Atlantic Medical Students)
 - More direct interaction with students & regional advocacy
- Regional advocacy
 - Meeting with local GAACs (Government Affairs and Advocacy Committee) to discuss possibilities of regional collaboration
 - Meeting with CMA Advocacy Training Team
 - Individual schools will coordinate their own training
 - Individual schools will finalize their provincial DoA topics
 - Approach for collaboration will be informed by topics chosen
 - CMA can facilitate a teleconference to discuss bringing a regional perspective to advocacy work

- Atlantic Task Force
 - Abortion services, especially as it relates to clinic 554
 - How would this project with effort already being done by existing student advocacy groups
 - Similar theme to national DoA
 - Rural medicine
 - Medical training for telemedicine
 - Physician retention
 - Report in collaboration with provincial health authorities evaluating strategies for retention from a medical student perspective

Quebec Regional Update

- Corinne is our new Quebec RD per January 1st
- Transition went smoothly, Adel & Sarah did a great job ad interim
- Corinne leading Bilingualism Committee
- Corinne will be attending FMEQ GC meetings in future

Brainstorming Discussion

- Portfolio Strategic Planning
 - Time tomorrow for exercises
 - Each portfolio will present their long-term strategic objectives
- Dyad Time
 - To work on work plans and board reports
- Review of each portfolio plan with the Director and Dyad in preparation for SGM
- “If you had unlimited resources, what are things that you would want to do?”
 - Consider this question
 - Opportunities for us to bring in funding and change the face of medicine?
 - How do we collaborate with all learner organizations to benefit students?
 - E.g. OMSA, FMEQ, CFMS, student sections of CFPC, other organizations, collaborate to propose ideas to leverage these funds
- Make the consideration of the above question in regards to your portfolio
- Questions:
 - 1. How do you see opportunities like these connecting to your portfolios?
 - 2. How do you see CFMS take leadership in these opportunities?
- Consider the following: When thinking of strategic plans and goals, what are things within your portfolio that could use large amount of funds?

DAY 2: SUNDAY, JANUARY 5th, 2020

Communications Strategy Discussion

- Increase in the number of subscribers to communicate
- RRT Communique Survey
 - Sent out to the RRT, 7 respondents at this moment
 - Formalize previous conversations on how survey content is being distributed at the individual schools
 - Post on medsoc website
 - Post on FB pages
 - Direct email/medsoc weekly
 - 100% of respondents said Communique good way to reach membership
- There are difficulties in getting students to subscribe directly in particular given most med socs send out the communique directly to their members
 - Students currently subscribe to communique in 1st year
- Question: Is there any way to get emails at orientation immediately?
 - That is now the plan
- Comment: Even though Reps are responsible for forwarding Communique, there is variability in whether that is consistently done. So it is still important to ensure we can email Communiques directly to our membership
- GSuite Transition
 - Lots of perks, e.g. Google Hangouts can save money from the teleconferences
 - Still have TigerTech but currently just for the website (technicality)
- CFMS Website
 - Most of the website is now updated
 - Communications Committee will consult Reps Roundtable to determine how to make the website easier to navigate
 - Will need to update Justin Schellenberg's Contract (FireNet Designs)
- CFMS Representatives Roundtable
 - Two issues: Annual Review, CFMS Clipboards
 - Annual Review: Reps would like to go digital or reduce the number of copies we print out
 - CFMS Clipboards: number of clipboards each school wants to have varies so they would like to submit a number to order
- CFMS App Working Group
 - Has been working on types of communications by CFMS
 - Got a sample from RRT/PRT (15 students)
 - They are overall satisfied with CFMS, follow Facebook
 - Majority of respondents want CFMS to showcase their work (e.g. advocacy efforts) via Social Media
- CFMS Showcase Thursday
 - Post things such as outstanding individual achievements, member project achievements, member school achievements etc
- CFMS Website Survey
 - Key features our members go to our website for: learn more about the CFMS
 - Resources members like

- Matchbook
 - Electives Database
 - Discounts
- Other forms of communication
 - Possibly something like “Slack” (couple of respondents)
- Want to design an app that will provide improved communication to members
 - Working Group: Adel Arezki, Clara Long, Victor Do, Sam Shah
 - Goal is to see whether it is a good idea, for now it has not been approved
 - Working on an accurate estimate of cost
 - Features of the app
 - Discounts
 - Elective database
 - Matchbook
 - Can be used to conduct the National Wellness Challenge
- Question: “Do you approve of the general directions of the working group to continue surveying the RT and to get to a proposal for the app that they can bring to the Board”
 - If create a strong proposal, can look for funding via other means
 - Shouldn’t create an app because there are weaknesses in our other channels of communication; rather strengthen existing ways to reach out to membership
 - Use other avenues to communicate to students first
 - Unclear “what problem does this app solve?” and the uptake this app will have
 - Important for us to see what our students want, not connected to the app
 - Benefits to the app such as tying login to the app, or push-notifications
 - Human resources necessary to keep the website AND an app updated
 - Must revisit how many National Officers, IT personnel we have
 - Deadline for making a decision on the app should be set after we’ve optimized current communication methods (e.g. website)
- Continue with this workgroup, but not solely looking at the app
 - Will try to get information ready for SBM
- Summary: should focus on optimizing our current communication methods. Overall the Board is not opposed to exploring the idea of an app so work can be done on it in the meanwhile.

Day of Action Update

- Access to contraception is the topic
- Training will take place on Feb 22-23; actual meeting will be 24th
- Involvement:
 - 5 board members + 3 NOs
 - 6 travel award winners
 - 4 students from each school
 - Staff + OMSA rep
- Feb 9th backgrounder will be finalized
- Collaborations and promotions:

- Week of education: partnership with GH to promote event week prior, events will be school-dependent
- Topical pocket cards: GH advocates developing pocket cards
 - Will be distributed to MPs on NDoA
- Promo video in partnership with CMA
- Next steps
 - Speakers: invitations to be sent out this week
 - Avoid bringing from Toronto; choose local in the Greater Ottawa Region
 - Backgrounder
 - Follow-up strategy to be developed

Governance Committee Update

- Terms of Reference presented will be accountable to the board
- Update: 52 policies and terms of references available
- SGM Goals
 - Check to see if there are any outstanding policies/TOR in each portfolio
 - Guidelines to be made for determining ineligibility for applying to CFMS positions
 - To be passed through GA (general assembly) because it affects them the most
 - Determine necessity to have both Working Groups and Task Forces
 - If so, then we need to clarify differences to GA
- AGM Goals
 - Guidelines for new members holding positions
 - Continue to develop feedback mechanisms for NO/Board members for continuing professional development
- Policies must pass through Governance before going to the board
 - **Q:** Why do we have GC approve policies before the Board?
 - **A:** GC's area of expertise is policy, and can make suggestions. Board makes the final decision, so policy would be implemented afterwards.

Midpoint Strategic Plan: Closing Thoughts/Discussion

- Considering motion to move forward with a National Annual Survey. Will include a section of questions regarding the midpoint strategic plan evaluation
 - General Check in
 - Mid-strategic plan review

Meeting Adjourned