

November 15, 2011 from 10-11:30am PT

- I. Agenda Additions. None.
- II. October 11 Minutes Approval. Approved.
- III. Action Items Follow Up: *Note some action items are referred to in other sections based on relevancy.
 - a. Calls to the former SC
 - i. Rita. Rita will finalize when back from CAB III
 - ii. Lesley will speak to Ruby at CAB III
 - b. Incorporation- Done
 - c. NaHSSA- Getting there. Melissa has the paperwork done and is getting ready to file. With thanks to Rita for her time and Juliet who did a massive amount of leg work to get them to this stage.
 - i. MOU to get started on it in December.
 - d. Trademark application- Done. French did indeed need to be a separate application as such, a second application was filed (at additional cost).
 - e. Corporate Seal- Done
 - f. Corporate Insurance- Pending incorporation. Board /Directors liability only. Canadian Society of Association Executives (we need to join), Imagine Canada (join and they offer insurance rates). Alix to do this before our next call.
 - g. Discussions with Pamela Fralick. Both Lesley and Rita will follow up. Lesley will email and then they'll go from there.
 - h. Feasibility Study. Power Point is ready to be shopped out. Someone just needs to do the shopping. Rita has shown in around and they seem to get it. Put the old logo on it just tiny and on each page. Alix has already done this.

Dog and Pony. Rita has appointments lined up (Michael Naufal, Partner Odgers Berndston ... Now scheduled as conference call on Dec 12th at 9am) in Ottawa and he's looking forward to meeting with Rita and John. He is identifying Board names and she's spoken with Amadeo Zottola CFO of Ontario Pharmaceutical and is eager to line up a meeting. Also in touch with Dominique Noelle Williams, Biogen Ident Canada also looking forward to meeting with Rita and John. Also reached out to Sherry Peister Board Chair Green Shield Canada. Down the road wants to look them up for underwriting the CAB IV conference. Lesley mentioned Pfizer. Rita also wants to talk with President of McConnell Foundation. Pfizer is interested in team work, team base care projects. Rita to find contacts and information about Pfizer funding. (Have to write sponsorship and donation guidelines). Alix to do the guidelines draft before our next call. Alix, I will help with this I have many samples. OK?
 - i. MOU between UBC and CIHC. Draft 1 is done. Meeting in early December to discuss details. Call scheduled with Louise November 23 9am PT.

Comment [AEA1]: Please correct spellings and check on names in this section.

IV. CAB III (ready to roll!)

- a. Materials. Done and ready. Most shipped, some will be carried.
- b. Meetings
 - i. Strategic meetings with AIHC (previous action item for John). John still awaiting dates and times for meeting. Issues interested in discussing would be in confirming we have papers of incorporation and we could exchange them (but we won't have ours), ensure that both sides understand that both sides have ex-officio status on Board and how we'll use AIHC in the development of CAB IV. Looking for two reps from AIHC to sit on Executive Committee, and then useful to have a discussion about areas in which they see our interaction with AIHC in matters to do with competencies. Discussion about joint efforts. AIHC wants to clearly show that we're working closely together. The international folks aren't an issue right now (they are a couple of years out). **John will pull this into an agenda, or you can just use this paragraph! :-)**
 - ii. Strategic priorities going into discussions with AIHC (previous action item for John). See above.
- c. The 'take our stuff' campaign (the final letter, previous action item for A&A). Four takers and maybe five.

V. CAB IV:

- a. Meeting with UBC conference planners (previous action item). Done. They're set to plan CAB IV.
- b. Information from Kristina at UBC. Nothing as of right now. We await word and are indicating 'summer 2013' no dates as of yet until we have a sense of which hotels might be available and when.
- c. Roles and responsibilities. Lesley, Rita and John to be actively involved. One of the three should be the Chair of the Planning Committee. Rita to Chair Exec Committee. Program Committee (either Lesley or John to Chair). Board members will also sit on committees. After Christmas we begin the real work. Tabled until post-Christmas.

VI. Research and Evaluation Committee:

- a. Overview of the issues. Big **mess**. Conference call December 8th.
- b. Strategizing before the call. The work they've done is good, the work they're doing is great but we have to transition the idea of research into the new CIHC. We keep them on side and we need them to understand that they are important but they don't get all the resources. **Back from Tucson, we do roles and responsibilities of the committees we're going to have. Consultation with all and Alix will write these.**
- c. General committee issues, planning for some strategic messaging. We need to articulate clearly what the new CIHC will focus on. This will be hard on December 8th. Not sure we can tell them what the new CIHC will look like. The new CIHC is an advocacy organization but we're not funding research projects. They inform but they don't run projects.

Comment [L2]: At what point do our minutes become public documents or are they now? Just wondering if that should influence the level of detail or how we explain things in the minutes.

- d. Face to face with Rita in January 2012 (put this in the calendar).

VII. Canadian Conference on Medical Education 2012, Banff (see email)

- a. Five of Canada's premier healthcare organizations: *The Association of Faculties of Medicine of Canada*, the *Canadian Association for Medical Education*, *The College of Family Physicians of Canada*, the *Medical Council of Canada* and *The Royal College of Physicians and Surgeons of Canada*, are proud to host the 2012 Canadian Conference on Medical Education (CCME 2012) which will take place in Banff, Alberta, April 14-18, 2012.
- b. Is this strategically beneficial. Remember we have NO money so it needs to be important enough for me to significantly reduce my hours so that someone can attend. Lesley is going anyway. Confirming that there will be an interprofessional presence there, once that's confirmed we'll have Lesley there. A useful function that now has an IP component and Lesley will be there to represent IP. We need to be clear on how we address this stuff strategically in future (January discussion). Where is the best bang for our buck and where do we create value vs confusing and diluting. We'll make this part of the January discussion.
- c. CNA annual meeting in Vancouver next year perhaps there's an opportunity to be involved in that one. Andrea and Alix to source this out.

VIII. New Board Members: We agreed to defer this until our post CAB III meeting. This is just a placeholder so that I remember to include it in our next meeting.

- IX. Next call. Earlier in December. Alix is away with no email from December 17- January 2. So the earlier in December we have the meeting, the more time I have to complete the action items that will come up prior to my leaving.
- a. We'll set up time to talk soon but we're looking at early December.
 - b. Alix to compile a list of what inquiry requests we get for January meet.