

Jan 11, 2023

Present: Bella, Ella, Sam, Vak, Lauren, Fasika, Eddie, Jason, Sowmya, Daria, Evan

Absent:

Regrets:

Minutes

Action Items and Updates

VP Communication

- In the process of onboarding Spiny IT officer and Social media officer

VP Academics

- Course 2:
 - Organized 2 post-midterm exam review dates for Course 2.
 - Successfully advocated for quicker return of Course 2 midterm marks.
- Successfully advocate for greater transparency/communication surrounding which questions are removed on exams
- Attended regular meetings for multiple UME led committees including the Pre-Clerkship Committee (PCC), Clerkship Committee (CC), Student Evaluation Committee (SEC), and the Undergraduate Medical Education Committees (UMEC).
 - Clerkship pass/failure policy change: students who fail two clerkship exams will be able to pass the rotations in question and continue with clerkship if they successfully rewrite both exams. Previously, students could only fail and rewrite one MCQ exam in clerkship with no difference on their transcript or MSPR. With a second failure, students were required to meet with SARC which could potentially require that students restart the clerkship year. With the updated policy, students will now instead have to present before SARC on their third failed MCQ exam
 - Communication attendance: 60% required
- Attended meeting for the Interview Committee for selecting new RIME directors.
- Requested MDCN330 to promote their family med preceptors to join PFSP's P for P program (in progress)
- Attended Academic Round Table with the CFMS which included VP Academics from medical schools across the country.
 - Next meeting this Saturday - let us know if there something you want us to discuss!
- Attended Wellness and Academic Roundtable (WAR)
 - Let us know if you have any questions or concerns!
- Anonymous academic submission form
 - People seem to prefer informal feedback?
- Currently working to appraise the existing UME preclerkship pass/fail policy.
 - Class poll for support?
- Anatomy accommodations issues

VP Finance

- Reimbursements + budget tracking on a continual basis
- Starting to prepare the 2023-2024 spiny lumpsucker budget
- Attending CFMS finance roundtable to discuss CFMS membership fees on Jan 21
- Will be working with director of student groups + VP SAW for Jan-April CMSA student group funding application review
- Working on conference funding application process with VPX's

VP Events

- Winter Formal
 - Occurred January 7th, 2023 from 8pm-2am at Hudson Event Space on 8th Ave
 - Budget for venue: \$13,720
 - Costs: Venue (\$1575), food (\$7528.79), drink ticket (\$603.5), DJ (\$1500), and other costs (coat check, security, SOCAN fees; \$409.62), photobooth (\$834.75) = \$12,451.66
 - **Refund deadline**
- Summer Formal
 - Started contacting venues (Hudson Event Space and Hotel Arts) for Summer Formal in January
- Blood Drive
 - Blood Drive rep is coordinating January Blood Drive - collected Google Form response
- Head Shave
 - Met with Head Shave Reps to discuss Head Shave
 - Date: April 28th 1-4pm
 - Contacted Kids Cancer Care who will supply hairdressers, spokeskid and 98.5 to emcees
 - Looking into securing funding to provide food at the event
- MMI
 - MMI reps are recruiting for MMI video volunteers and volunteers to help with coffeehouse before and after interviews
 - Looking into securing funding for lapel mics and lighting

VP Global Health

- Finalized selection of UME Global Health portfolio candidates as track leads for upcoming RIME curriculum
- Request for clarity on funding disbursement to support community and global health student projects
- Commissioning "Scents of Exile" to be hosted at HSC
- Launched G&C Health newsletter to connect students with opportunities relating to research, volunteering, advocacy, and funding
- Working with ILGH Office and community organizations to facilitate in-person longitudinal community-engaged learning opportunities for students

VP External (Provincial)

VP External (National)

Updates (see Q4, 2022 report for October - December updates)

- **Slide Deck:** “*Getting to Know Your CFMS: Resources and Opportunities for Medical Students*” to be disseminated w/ Class of 2025 by EOW/early next week
 - Provides an overview of cool/useful “things to check out” under each CFMS portfolio
- **Conference Funding Application Process** - held offline discussions with Sr. VPXs and our VPX-P/VPF to talk about “leftover budget” and ways to improve the current process.
 - Will be taking the lead on reviewing/updating the current application form, developing objective application criteria, and looking for ways to broaden funding opportunities and streamline the process w/ support from our VPX-P (Daria) and VPF (Lauren).
 - We will consult the council at large once finalized.
- **Looking to start a CFMS “Digest”**
 - Almost every VP attends CFMS RTs 1x/month. There is currently no internal process to enable cross-talk between VPs about what goes on at these RTs.
 - I propose starting a “CFMS Digest” through which VPs write very brief summaries of items they think are relevant for either the VPX-N or our council to be aware of.
 - Thoughts on platform/process? I was thinking Google Drive could work well, organized with “monthly” documents.
- **Consolidated [External] Awards Document**
 - Currently working with Sr. VPX Provincial to finalize a document with information and application links to external awards (e.g., provided by CMA, AMA, CFMS, etc.)
 - Will loop our VPX-P (Daria) in for support/review
- Was invited to attend the **MAPS** (*Modernizing Alberta’s Primary Care System*) **Innovative Forum** in Edmonton (January 16-17) as student representative for the External Portfolio. MAPS will serve as a great opportunity to discuss current primary care challenges/respective solutions w/ broad group of stakeholders.
 - Council’s thoughts, ideas, concerns?
 - Will seek reimbursement of accommodations/transportation from CMSA
- Will be attending ICAM/CFMS Spring AGM in April 2023 (see President’s notes)
- **Feedback**
 - Council’s feedback on VPX National operations/opportunities for collaboration

Action Items

- Slide Deck: integrate council feedback; disseminate by EOW/early next week
- Conference funding applications: Sam to initiate review process/delegate tasks
- CFMS Digest: Sam to recruit interested VPs for support/delegate tasks

VP SAW

- Holiday Gift Giving Event
 - Occurred January 11th from 12:30 pm-1:30 pm in the HRIC atrium
 - We Care Committee used a random pair generator to match together the 60+ first year students who signed up. Pairs were reassigned if the initial match

- put people together who were in the same small or gore group. Students met to get to know one another and had to learn enough about that person to get them a small <\$10 gift!
 - SAW has donated tea and coffee to the event and is allowing us to use the button maker. 16 pizzas were purchased for student lunch, \$200.
- Forum on Failure
 - Organized a dinner and panel event on November 24th with 3 guest speakers (Dr. Ian Walker, Dr. Jamie Hickey, and Dr. Rebecca Phillips). Options were given for students to come in-person or attend via Zoom
 - Catered Indian food, ice cream and cupcakes was provided to in-person attendees
 - Over 100 medical students in attendance and the feedback form showed that students found this to be an impactful event that they wished to see happen again in the future
- Wellness and Academic Roundtable
 - Hosting the next Wellness and Academic Roundtable on Monday January 16th with the VP Academics and a representative from each Small Group
- PALS dogs
 - The PALS pets (dogs and a cat!) came on December 9th from 12:30-1:30pm for a de-stress after the Spiny Lumpsucker Course 2 final
 - I emailed the PALS people at the beginning of December and twice now in January to organize the next sessions - I will update the team when I hear back with the next dates
- Anatomy Locker Post-It Notes
 - On November 28th We Care Committee made 170+ post-it notes to put on student lockers for encouragement before the big anatomy exam
 - Encouraging messages were made such as "It's going TIBIA okay!" and "Go kick some gluteus maximus!"
- Will be working with director of student groups + VP Finance for Jan-April CMSA student group funding application review

VP EDI

- Coordinating an anti-racism training with an organization that we have used in the past "Future Ancestors"
 - Wanted to get the team's feedback on the timeline (when would be the best time?)
 - Half-day training would 3-5 hours
- Collaborating with the BMSA to organize an event for Black History Month
- Starting to reach out to clubs that fall under the VP EDI portfolio to collaborate and discuss funding - should be finalized by end of January when club applications are done
- Working on the class admission committee representatives for the upcoming interview cycle with Dr. Remo Panaccione: he should be back from vacation this week
- Meet with the Professionalism Committee (recently finalized the team with the most recent election) and discussed how we should move forward with addressing concerns the class has or anything that may come up in the future.

- Upcoming CFMS EDI Roundtable Meeting this weekend with the EDI representatives from medical schools across the country

President

- Started 2023 Q4 report and asked CMSA members to fill in/check their sections.
- Coordinating with Minh Tri Banh (minhtri@fairware.com) from Fairware to set up embroidered Patagonia sales for UCalgary Med.
- Coordinating with Shannon to set up ICAM 2023/CFMS Annual Spring Meeting conference details.
 - Conference held in Quebec City from April 14-15. President, VP Academics, and VP External National will go.
 - Flights, rooms, and registration will be funded by UME.
- Talked with Israr Ilyas at Scotiabank / MD Financial Management
 - What events do we have coming up? This will help with budgeting on MD Financial Management side

Agenda

Previous Meeting Minutes Approval

2 minutes–Sowmya

Mover: Eddie

Second: Jason

Introductions and Housekeeping

5 minutes–Sowmya

- Say your name, your role and a favorite food
- Meetings will occur once a month- agenda will be sent out the previous week and minutes will be uploaded to the website after the following meeting when minutes have been approved.

Q4 Quarterly Report

5 minutes–Sowmya

- Thanks to Eddie for taking the lead on the report.
- Timeline of uploading Q4 report to website
 - Ready whenever we are
 - Can we put in the newsletter- yes.
 - Hope to have it completed by the end of the week
- Next quarterly report is Jan-March- Will send out a google doc so updates can be made as they happen
 - Document will be set by the end of the week
 - Bold the important stuff and dont worry about formatting

CFMS fee increase

5 minutes– Lauren

- Doesn't affect our class
- Affects next year- they will have to pay additional \$15
- Lauren is attending the meeting to talk about this
 - Main reason: CFMS are running deficit for the last 3 years
 - Infographic available with breakdown of costs
<https://cfms.org/what-we-do/finances/infographic>
 - They may be unsure corporate partner support

How to submit reimbursement requests

5 minutes– Lauren

- CMSA website-> clubs-> reimbursement
- Fill out the form. Include budget line if known
- Please include a receipt.
- Good practice to send the form for all purchases.
- If from the same budget line, and done together, can do it with a single form

2023-2024 budget planning

15 minutes– Lauren

- Can we make the February council meeting a budget review meeting? Or hold a second February meeting to approve the budget?
 - Lauren will be sending email with an existing budget- will be helpful to see and send back any changes the respective roles would like.
 - There is space to increase the budget if needed.
 - Budget needs to be approved for March 1st.
- How is the limit of the budget decided?
 - Likely that previous year's excess funding is still in the account and could be used.
 - More details to follow
- Should we hold a budget town hall?
 - Open up a section of our meeting talking about the budget
 - Holding a town hall and recording the meeting
- Question from Eddie: GIC
- Question from Ella: Increasing the SAW budget

ICAM Conference Funding from CMSA

5 minutes– Eddie

- Can CMSA fund food for the ICAM conference?
- UME is funding VP external national, president, VP academics
- Schedule for the meeting
 - <https://icam-cimu.ca/>
 - <https://www.cfms.org/meetings/>

- We are only attending AGM (CFMS Annual Spring General Meeting -Vak)
- Conference funding is usually allocated to VP externals
 - Open to sharing this funding
- Having a fixed amount of money for expenditures like these
 - Have a daily limit
 - Important that money is coming from each conference's allocation
 - Conference funding application is ongoing
 - Will review how many people are going to conferences to make decisions about how funding is allocated.
 - Have a section of the Q4 report for FAQ to ensure people know how to access funding.

Social media for the CMSA/comm

10 minutes– Sowmya

- TikTok and twitter account for the CMSA
 - Making sure that people are viewing this
 - Make sure that people are able to access- people
 - Access issues- make sure that what is posted
 - Instagram is good
 - TikTok and Twitter- functionality is unknown
 - Events perspective- these would be helpful
 - Purpose is unknown
 - CMSA or Spiny Lumpsucker Social Media
 - Get Feedback from Class about what social media
- Phase-wise plan to improve the website

(Time Permitting) Patagonia Merchandise

5 minutes– Eddie

- Multiple colours or one colour?
 - Black only or Black and Heather
 - Vote result: Black

(Time Permitting) GIC Followup

15 minutes– Eddie

- Report from Lauren
 - Point statistics
 - **Lowest monthly balance: \$60,487.75**
 - Highest monthly balance: \$207,732.44
 - Smallest net income: -\$30,933.57
 - Biggest net income: \$129,419.41
 - Other important measures
 - Mean \pm standard deviation: \$139,203.96 \pm \$35,831.062

- **Biggest purchase: \$26,798.52 on Sep. 1, 2021 to The Deane Mouse Ltd for venue payment**
- **Proposal: Allocate \$25,000 for a non-redeemable 1-year GIC for an estimated \$1,000 guaranteed revenue**
 - Given min balance of \$60,487.75 and max purchase of \$26,798.52, we will allocate min balance - (max purchase + 1 standard error over 12 months) to a GIC
 - $60,487.75 - (26,798.52 + 26,798.52 / \text{sqrt}(12)) = \$25,953.16$
 - Let us round down to \$25,000 for the GIC
 - At a rate of 5.20% at 388 days non-redeemable with Scotiabank (current rate) for a \$25,000 investment, we would generate \$1,300 revenue; Cashable at a rate of 3.5% for 1 year (\$875)
 - Dual rate investment account currently at 3.65% ([Dual Rate Investment Account | Scotiabank Canada](#))

MD Financial Management Question

5 minutes– Eddie

- What events do we have coming up? This will help with budgeting on MD Financial Management's side
 - Send list of events to Israr
 - Google spreadsheet of events

VPX National, Operations Update

5 minutes– Sam

- In the process of finalizing "Getting to Know Your CFMS: Resources and Opportunities for Medical Students". To be disseminated with students by next week.
- Undertaking a review of the Conference Funding Application Process
 - Current process is convoluted and needs to be reformed.
 - Process is under review
- Looking to establish a "CFMS Digest" Process
 - Update to council- What's happening with CFMS
- Consolidated [External] Awards Document in the works
- Upcoming Conference Attendance: MAPS (Modernizing Alberta's Primary Care System) on Jan. 16-17 to discuss current primary care challenges/potential solutions
 - Looking for thoughts and feedback from group

Action Items

- Everyone: keep up the good work :)
- Everyone: review your portfolio's budget - will be emailed out by Lauren
- Everyone: Fill out Q4 report [Q42022Report.docx](#)
 - When complete, Eddie will notify Sowmya- done

- Lauren: Sending out past budget to roles- done
- Sowmya: Poll about the February meetings- do we need 2?- done
- Sowmya: Send out Jan-March Q4 template- done
- Sowmya: Get Feedback from Class about what social media they use
- Eddie: Get Excel sheet for events fundings (MD Financial Management)- done