



4.0 ALBERTA COLLEGE OF FAMILY PHYSICIANS ANNUAL GENERAL MEETING

Friday, February 28, 2014 8:45am to 9:47am

Rimrock Resort Hotel, Banff, AB

Salon A/B

MINUTES - *Draft*

#	AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
1.0	WELCOME AND INTRODUCTIONS OF GUESTS		
		Dr. Cathy Scrimshaw welcomed members of the Alberta College of Family Physicians (ACFP), registrants of the 59 th ASA, and special guests: Dr. Kathy Lawrence, President, College of Family Physicians of Canada Dr. Francine Lemire, CEO, College of Family Physicians of Canada Dr. Allan Garbutt, President, Alberta Medical Association Dr. Randall Sargent, President, Council Executive, College of Physicians & Surgeons of AB Dr. Trevor Theman, Registrar, College of Physicians & Surgeons of AB	Dr. C. Scrimshaw
2.0	CALL TO ORDER		
		The meeting was called to order at 8:45am.	Dr. C. Scrimshaw
3.0	APPROVAL OF AGENDA		
		MOTION: Dr. Fred Janke MOVED that the agenda be accepted as presented. SECONDED by Dr. Ernst Snyman. CARRIED	Dr. C. Scrimshaw
4.0	MINUTES OF THE ANNUAL GENERAL MEETING – FEBRUARY 24, 2012		
		The minutes of the Annual General Meeting (AGM) held on March 1, 2013 were circulated	Dr. C.

#	AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
		for review. MOTION: Dr. Fred Janke MOVED that the minutes of the ACFP Annual General Meeting held on March 1, 2013 is accepted as presented. SECONDED by Dr. John Chmelicek. CARRIED	Scrimshaw
5.0	BUSINESS ARISING FROM THE MINUTES		
		There was no business arising from the Minutes of the AGM held on March 1, 2013.	Dr. C. Scrimshaw
6.0	2014 OPERATING AND CAPITAL BUDGET PLAN		
		<p>Dr. Scrimshaw called upon Dr. Fred Janke, Honorary Treasurer of the ACFP to present and review the ACFP 2014 Operating and Capital Budget Plan.</p> <p>Dr. Janke reported that the 2014 Operating Budget and Capital Plan was reviewed and approved by the ACFP Board at its meeting on February 26, 2014, and that the 2014 Operating Budget is balanced.</p> <p>The ACFP Accounts were audited by an independent auditor, Annichairicco and Yaremico as assigned at the AGM in 2013. The auditor's opinion, as stated in the auditor's report, found the financial statements present fairly, the financial position of the ACFP as of December 31, 2013.</p> <p>Dr. Janke met with the auditor to discuss the audit and there were no issues or concerns.</p> <p>Highlights of the 2013 Operating and Capital Budget Plan included:</p> <ul style="list-style-type: none"> ○ In 2012, there was a \$9,274 excess of funds and previously accumulated funds. There were no significant changes and there was excess revenue over expenses in the amount of \$8,809 in 2013. ○ 2013 marked a year of sustainable growth and maturity. The ACFP moved into a larger customized space. New staff has been put in place. Streamlined administrative processes are being refined and formalized. New programs and services are being implemented and investigated for future member benefits. <p>2013 Revenues:</p>	Dr. F. Janke

#		AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
			<ul style="list-style-type: none"> ○ Total revenues increased from 2012. The largest share of revenues is from membership fees, followed by conference registrations. Some revenue comes from accreditation of CPD programs and small grants. ○ Revenue increases were primarily due to increases in numbers of members and an increase in membership fees based on inflation. ○ Other revenue sources are registration fees, sponsorships and exhibitor fees for events and Mainpro reviews. <p>2013 Expenses:</p> <ul style="list-style-type: none"> ○ Expenses increased slightly in 2013 based on recruitment of new staff to support programs and service offerings. New events added to ACFP suite of programs also are reflected in the expenses. ○ There was an increase in Board and Staff travel due to the proximity of our Board members and increased committee engagement and activity in the Evolution of Primary Care lending to our mandate to collaborate to ensure the advancement of excellence in family medicine. <p>2014 Board approved Budget</p> <ul style="list-style-type: none"> ○ For 2014, the approved Budget highlights some of the priorities that have been identified. The addition of staff support to the Evidence and CPD Program and investments are being made in offering conferences and CPD events for members. New online resources are being developed to improve access to resources and efficiency in Mainpro reporting. ○ Based on our drive to improve services for our membership, we approved an increase in Alberta Chapter membership fees to \$267 annually. The increase in membership dues will be used for new strategies. ○ Efforts are being made to increase revenue streams for the ACFP in the form of grants, sponsorships and marketable products and services for members and associates. ○ We received a \$20,000 grant from CFPC to support the development of GoMainPro and a \$55,000 grant from TOP as a joint agreement in the development of Knowledge Transfer in Cardiovascular Disease Risk and Lipid Simplified Pathway. 	

#		AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
			<p>A question was asked regarding the 10% membership fee increase. Is there any contradiction in increasing the membership fees when there is a large surplus?</p> <p>Dr. Janke responded that there is an increase in programs to support the membership's needs and an increase in the membership relates to the large surplus.</p> <p>A member asked how ACFP membership fees compare to the other provinces in Canada.</p> <p>Dr. Scrimshaw advised that there may be an accumulated surplus but it goes towards 1-off programs / projects and can't be used for day to day costs to run the ACFP. There won't be a membership increase for the next 2 years. If we, as an organization, are looking at advocacy, we need to ensure we can support initiatives that relate to advocacy. Alberta has the highest membership fee.</p> <p>Dr. Janke further commented that the ACFP is one of the more active chapter across Canada in relation to member services including CPD and advocacy.</p> <p>Questions on the 2014 Operating and Capital Budget Plan can be directed to the ACFP Office to the attention of Terri Potter, Executive Director or Roxane Fast, Financial Consultant.</p> <p>MOTION: Dr. Brad Bahler MOVED to accept the Treasurer's Report as presented. SECONDED by Dr. Ernst Snyman. CARRIED</p>	
7.0		AUDITOR'S REPORT FOR THE YEAR ENDED DECEMBER 31, 2013		
			<p>The ACFP's Audited Financial Report, prepared by Yaremchuk and Annicchiarico LLP, Chartered Accountants, for the year ending December 31, 2013 was accepted by the Board at its meeting on February 26, 2014.</p> <p>Dr. Janke noted that the audit firm of Yaremchuk and Annicchiarico implemented the following procedure to ensure Board members are fully aware of the audit and its findings:</p> <ul style="list-style-type: none"> ○ Prior to the audit – a letter was sent to all Board members outlining 	Dr. F. Janke

#	AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
		<p>the audit process and deliverables.</p> <ul style="list-style-type: none"> ○ Following the audit – a letter was sent to all Board members disclosing any concerns or issues raised during the audit process. <p>Dr. Janke reported that there were no issues brought forward by the auditors, and noted that copies of the audited report were available at the conference registration desk, or following the conference the report could be obtained by contacting the ACFP office. Members were invited to direct their questions regarding the report to the ACFP office.</p>	
8.0	APPOINTMENT OF AUDITOR FOR THE YEAR 2014		
		<p>The Chartered Accountants firm of Yaremchuk and Annicchiarico LLP prepared the audited financial Statements for the year ended December 31, 2013.</p> <p>Dr. Janke noted that the ACFP Board approved the firm of Yaremchuk & Annicchiarico LLP, Chartered Accountants to conduct the audit for the year ending December 31, 2013. The board did suggest changing firms for audit and this recommendation was tabled for discussion in the upcoming year. New auditors will be chosen for 2015.</p> <p>MOTION: Dr. John Chmelicek MOVED that the members of the Alberta College of Family Physicians (ACFP) approve the appointment of the firm Yaremchuk & Annicchiarico LLP, Chartered Accountants of Edmonton, Alberta to audit the financial statements of the ACFP for the year ending December 31, 2014. SECONDED BY Dr. Allan Garbutt. CARRIED</p>	Dr. F. Janke
9.0	NOMINATING & AWARDS COMMITTEE REPORT		
		<p>Dr. Humphries delivered the report from the Nominating & Awards Committee.</p> <p>Notice of the AGM was circulated to the membership and posted on the ACFP website in January 2014, as per the ACFP Bylaws. The 2014 ACFP Committee Slate, along with the nomination paper for Dr. John Chmelicek for the position of President Elect was also circulated and posted on the ACFP website for review & information. The 2014 Committee Slate was included as an attachment in the AGM package which was distributed. All nominations were reviewed by the Nominating and Awards Committee, and recommendations forwarded to the Executive and Board for their review and approval.</p>	Dr. P. Humphries / Dr. C. Scrimshaw

#	AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE																		
		<p>Dr. Humphries explained that the Executive Committee Slate of Officers is presented at the AGM for approval, and presented the names and positions of the 2014 Executive Committee Slate as follows:</p> <p>EXECUTIVE COMMITTEE SLATE INCLUDING OFFICERS <i>*denotes elected Slate of Officers</i></p> <table data-bbox="716 418 1650 626"> <tr> <td>President</td> <td>Dr. Patricia Smith</td> <td>Calgary</td> </tr> <tr> <td>*President Elect</td> <td>Dr. John Chmelicek</td> <td>Edmonton</td> </tr> <tr> <td>Past President</td> <td>Dr. Cathy Scrimshaw</td> <td>Pincher Creek</td> </tr> <tr> <td>*Honorary Treasurer</td> <td>Dr. Fred Janke</td> <td>Sylvan Lake</td> </tr> <tr> <td>*Secretary</td> <td>Dr. Khurram Jahangir</td> <td>Edmonton</td> </tr> <tr> <td>*Member-at-Large:</td> <td>Dr. Ernest Snyman</td> <td>Bittern Lake</td> </tr> </table> <p>A request for nominations from the floor was made. <i>None received.</i></p> <p>MOTION: Dr. Fred Janke MOVED that the 2014 Executive Committee Slate of the Alberta College of Family Physicians, elected by acclamation, be accepted as presented. SECONDED BY Dr. Nigel Flook. CARRIED</p> <p>It was further noted that it is the recommendation of the ACFP Nominating & Awards Committee that the President and Past President or President Elect serve as the two National CFPC Board of Directors on behalf of the ACFP in order to provide continuity for initiatives of the CFPC and ACFP.</p> <p>Based on the changes to the CFPC Bylaws that were discussed at the May 10th, 2013 CFPC Board meeting and ratified in November of 2013, Chapters shall now elect national board directors for three year terms with start and end dates that coincide with the CFPC's AGM, typically in November. In order to provide continuity, the following motions are suggested:</p> <p>Motion to transition Cathy: Be it resolved that Dr. Cathy Scrimshaw continue to serve as a</p>	President	Dr. Patricia Smith	Calgary	*President Elect	Dr. John Chmelicek	Edmonton	Past President	Dr. Cathy Scrimshaw	Pincher Creek	*Honorary Treasurer	Dr. Fred Janke	Sylvan Lake	*Secretary	Dr. Khurram Jahangir	Edmonton	*Member-at-Large:	Dr. Ernest Snyman	Bittern Lake	
President	Dr. Patricia Smith	Calgary																			
*President Elect	Dr. John Chmelicek	Edmonton																			
Past President	Dr. Cathy Scrimshaw	Pincher Creek																			
*Honorary Treasurer	Dr. Fred Janke	Sylvan Lake																			
*Secretary	Dr. Khurram Jahangir	Edmonton																			
*Member-at-Large:	Dr. Ernest Snyman	Bittern Lake																			

#		AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
			<p>CFPC Board Director from the time of the 2014 ACFP Annual Meeting until the time of the 2014 CFPC Annual Meeting.</p> <p>Dr. Dave Wildobeur MOVED that Dr. Cathy Scrimshaw continue to serve as a CFPC Board Director from the time of the 2014 ACFP Annual Meeting until the time of the 2014 CFPC Annual Meeting. SECONDED BY Dr. Wendy Tink. PASSED.</p> <p>and</p> <p>Motion to transition Dr. Smith: Be it resolved that Dr. Patricia Smith continue to serve as a CFPC Board Director from the time of the 2013 ACFP Annual Meeting until the time of the 2015 CFPC Annual Meeting.</p> <p>Dr. Wendy Tink MOVED that Dr. Patricia Smith continue to serve as a CFPC Board Director from the time of the 2013 ACFP Annual Meeting until the time of the 2015 CFPC Annual Meeting. SECONDED BY Dr. John Chmelicek. PASSED.</p> <p>and</p> <p>Motion to elect Dr. John Chmelicek: Be it resolved that Dr. John Chmelicek serve as a CFPC Board Director from the 2014 CFPC Annual Meeting until the time of the 2017 CFPC Annual Meeting.</p> <p>Dr. Pat Smith MOVED that Dr. John Chmelicek serve as a CFPC Board Director from the 2014 CFPC Annual Meeting until the time of the 2017 CFPC Annual Meeting. SECONDED BY Dr. Doug Klein. PASSED.</p> <p>There are 3 outgoing ACFP members who have participated on ACFP Committees that we'd like to thank for their time and efforts :</p> <ul style="list-style-type: none"> • Dr. Stefan Link – U of C Student Representative on the ACFP Board • Dr. Peggy Allan – Member-at-large on the CPD Committee • Dr. Peter Keeglar – Member-at-large on the ASA Planning Committee 	
10.0			GREETINGS FROM THE ALBERTA MEDICAL ASSOCIATION (AMA)	
			<p>Dr. Scrimshaw introduced Dr. Alan Garbutt, President of the Alberta Medical Association. Dr. Garbutt's report included the following highlights:</p> <ul style="list-style-type: none"> • The AMA has signed an agreement with the government and included are 	Dr. A. Garbut

#		AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
			<p>sub-agreements. The three areas are:</p> <ul style="list-style-type: none"> ○ PC Network (PCN 2.0 or Evolution) ○ Physician Compensation ○ EMR Strategy <ul style="list-style-type: none"> ● The target of our planning and discussions is the improvement of patient care. ● There is a need to avoid duplication of health services and reduce the workload of physicians. ● PCN 2.0 will continue to build on the strengths that exist in the PCNs. ● A lengthy report went to the minister as requested by the end of December. A request to meet with the minister to talk about the report has been sent. ● The physician compensation committee: <ul style="list-style-type: none"> ○ 1st issue PCC update. Update joint committee, AMA and AH to update what PCC has done. ○ 1st ratifying allocator – new code to track time with patients ○ New rates – ARPs increase same percent as section increase ○ Changes to programs for rural remote northern ○ Changes to business cost program ○ Ratified province wide - \$170/hr – regular hours / \$200/hr out of standard hours ● Provincial Election Records end March 31. ● POSP is ending – AMA tried to convince AH not to end the program. ● AMA – stop gap support program – new program to ensure records will communicate with old records 	
11.0			GREETINGS FROM THE COLLEGE OF PHYSICIANS AND SURGEONS OF ALBERTA (CPSA)	
			<p>Dr. Randall Sargent, President of the Executive Council, College of Physicians & Surgeons of AB was introduced and brought greetings on behalf of the CPSA along with Dr. Trevor Theman, Registrar.</p> <p>Dr. Sargent provided the following highlights of his report:</p> <ul style="list-style-type: none"> ● There continues to be a crossover between ACFP and CPSA as both have goals geared towards patient care. 	Dr. R. Sargent / Dr. T. Theman

#		AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
			<ul style="list-style-type: none"> • Currently the College has been developing and looking at licensure for new physicians. The Health Professions Act has input on it. It's important that all medical professions continue to communicate with each other to bring forward ideas in common regarding patients. <p>Dr. Theman provided the following comments:</p> <ul style="list-style-type: none"> • Council of the CPSA meets next week. It's an open meeting and anyone can attend and the agenda will be accessible online. The council is doing more work on Standards of practice on Insured Services. They are also introducing standardization for the use of cannabis because of Health Canada's changes to their regulations. There are no obligations to physicians to provide cannabis to their patients. Lastly, they are working on the Practice Readiness Assessment. • Council always needs representation and if anyone is interested, consider joining in the fall election. 	
12.0		GREETINGS FROM THE COLLEGE OF FAMILY PHYSICIANS OF CANADA (CFPC)		
			<p>Dr. Scrimshaw introduced Dr. Kathy Lawrence, President, College of Family Physicians of Canada and Dr. Francine Lemire, Executive Director and CEO, College of Family Physicians of Canada.</p> <p>Dr. Lawrence thanked the ACFP for the opportunity to speak to the membership in attendance on behalf of the College of Family Physicians of Canada (CFPC). She advised that she attended the ACFP Board meeting on Wednesday, February 26, 2014 and was excited to find out all the amazing things the Alberta chapter is doing.</p> <p>Dr. Lawrence and Dr. Lemire provided the following highlights of the work being done by the CFPC:</p> <ul style="list-style-type: none"> • The Patient's Medical Homes (PMH) – CFPC is finalizing the new website which will provide a variety of resources for physicians such as a self-evaluation tool. • Recently released a report card to the Federal government. <ul style="list-style-type: none"> ○ The report card included statements on where the Federal government should be involved in patient care. ○ Establish a Primary Care Research Fund. 	Dr. K. Lawrence / Dr. F. Lemire

#	AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
		<ul style="list-style-type: none"> ○ The hope would be for the government to consider the report card at the 2015 Federal Election. ● Longitudinal Evaluation <ul style="list-style-type: none"> ○ Review of curriculum to include more rural education. ● MAINPRO <ul style="list-style-type: none"> ○ Presentation at the ASA regarding Mainpro + ○ There is a need to look at maintenance and enhancement of competence ○ Develop a tool to use as accountability ○ Primary goal is to train Family Physicians 	
13.0	REPORT FROM THE PRESIDENT – DR. CATHY SCRIMSHAW		
		<p>Dr. Scrimshaw referred to the 2013 Year in Review document that was placed on the tables throughout the meeting room. Some highlights that were addressed:</p> <ul style="list-style-type: none"> ● Member survey showed that family doctors want the ACFP to focus on Advocacy. It's important to develop some alliances with the AMA, Primary Care Network leads and AMA Rural President ● PCN 2.0 used the Patient Medical Home model as it's imbedded in its model. We need to move the PCN 2.0 agenda forward as a group. ● Need to develop SCN Primary Care. AMA and AH have a partnership and receive input from the Primary Care Alliance. ● Research in Primary Care – we should look at designing our own research and evidence. ● Advocacy – we need to turn up the volume. We can't stop because we get frustrated with alliances or the government. Need to continue to promote our profession. <p>T. Potter presented Dr. Scrimshaw with a pottery bird house and feeder totem for her home in recognition of her dedication and as a symbol of her passion to nature, service to others, and connection to our first nations people and home.</p>	
14.0	INDUCTION OF ACFP PRESIDENT		
		The installation of the president took place. Dr. Scrimshaw, Dr. Smith and Dr. Lawrence took part in the ceremony.	

#	AGENDA ITEM	DISCUSSION/ACTION	LEAD ROLE
		<p>Dr. Lawrence, as President of the CFPC, conducted the official ceremony of installing the new provincial Chapter President. The Collar of Office was presented to Dr. Patricia Smith investing her with the official insignia of the Office of the President of the Alberta College of Family Physicians for a one-year term – 2014 to 2015.</p> <p>Dr. Smith thanked the membership for the honour and privilege of serving the ACFP as President.</p>	
14.0	NEW BUSINESS		
		<p>T. Potter presented 2 ACFP staff Long Service Awards.</p> <ul style="list-style-type: none"> • Lorraine Dubois – 15 year award recipient • Wendy Steele – 5 year award recipient <p>Congratulations Lorraine and Wendy and thank you for your dedication to the ACFP.</p>	
15.0	ADJOURNMENT		
		The meeting was adjourned at 9:47 am.	