

ALBERTA COLLEGE OF FAMILY PHYSICIANS ANNUAL MEETING OF MEMBERS – MINUTES (DRAFT)

Tuesday, March 15, 2022
7:00 to 8:00 p.m.

Held Via Zoom

1. WELCOME AND INTRODUCTIONS OF GUESTS

Dr. Sudha Koppula, President of the ACFP, began by welcoming all members and advised that the meeting will be recorded and would be destroyed once minutes are approved. A video was shown to recognize the importance of the First Nations that belong to the territories in which we currently live.

Dr. Koppula welcomed members of the Alberta College of Family Physicians (ACFP) and acknowledged special guests from the College of Family Physicians of Canada, Dr. Christie Newton, President Elect attending on behalf of Dr. Brady Bouchard, President, and Dr. Francine Lemire, Executive Director, and CEO.

2. CALL TO ORDER

The meeting was called to order at 7:06 p.m. A membership quorum was confirmed.

3. APPROVAL OF AGENDA

MOTION:

Dr. H. Cuddihy moved that the Membership of the Alberta College of Family Physicians accepts the agenda as presented. Seconded by Dr. M. Ovueni. CARRIED.

4. APPROVAL OF MINUTES

4.1 MINUTES OF THE ANNUAL MEETING OF MEMBERS – MARCH 25, 2021

The minutes of the Annual Meeting of Members (AMM) held on March 25, 2021 were circulated for review.

MOTION:

Dr. R. Vit moved that the Membership of the Alberta College of Family Physicians approves the minutes of the ACFP Annual Meeting of Members held on March 25, 2021, as presented. Seconded by Dr. J. Welke. CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

No business arising from the minutes.

6. REPORT FROM THE PRESIDENT

Dr. S. Koppula provided an overview of the work done in 2021 highlighting ACFP's investment in advocacy, leadership, and education:

- Insisted after asking members, that 80% of family physicians were prepared to be a part of the workforce to get the population vaccinated as well as sent letters to Ministers, MLAs and

partners resulting in including family physicians as part of the “hands on deck” approach to vaccine distribution and hesitancy

- Lobbying priorities in 2021:
 - The need for health system reform and integrate health and social systems.
 - Virtual care should be enabled for use in the context of PMH.
 - Cautioned government against the corporatization of health care.
 - Pointed to the escalation of the drug poisoning crisis and asked for government and health authority to increase, improve, and reinstate harm reduction services.
 - Insisted that government and the health authority needed to engage with family physicians in system planning and design.
 - Continued to ask for more dedicated resources and policy to support the implementation of the PMH in Alberta.
- After learning about the discovery of Indigenous children’s graves, we committed to ramp up our efforts and more aggressively work on the actions outlined in the Truth and Reconciliation Commission report.

ACFP Programs and Events

- Held the first ever virtual Family Medicine Summit (Summit) in March 2021.
- The Practical Evidence for Informed Practice (PEIP) Conference was hosted in October as a hybrid event and had a record number of virtual participants from around the province, our nation and other part of the world.
- Given COVID-19 we could not reignite our Medical Student Shadowing Program, therefore we found innovative ways to engage and provide opportunities for new medical students to meet some of the best family physicians in the province.
- The ACFP staff and I attended the University of Alberta Medical Student Orientation which provided the opportunity to meet new medical students face to face and tell them about student opportunities within ACFP.
- Continue to be committed to building family medicine tools and resources designed by family physicians and supported by the best evidence, to that end, we continue to support the PEER team through ongoing funding through the CFPC to fund the Knowledge, Experts and Tools (KET) Initiative along with an annual grant to support their growing network of evidence experts.
- The ACFP Research Programs has been developed and assigned staff resources to remove barriers and tie primary care and family medicine research resources together in Alberta.
- Continue to work with the Provincial CPD Network to advance Quality Improvement initiative and competency within family medicine.

Marketing and Communications

- Launched the ACFP Online Store to sell the sought-after Family Docs Rock and Heart of Family Medicine (HoFM) merchandise.
- Celebrated the Heart of Family Medicine and Family Doctor Day with a concentrated effort to share with the public, through multimedia options – the value of family medicine, using the successful “I Stand” video and physician/patient stories.

Strategic Initiatives and Stakeholder Relations

- Worked with partners to design, promote, and deliver several COVID-19 Talks with Docs.

- Lobbied about the timing and support need in primary care for moving to Living with COVID-19.
- Supported our members through the worst spike of COVID-19 cases since the pandemic started, witnessed a crippled health care system and many preventable deaths.
- CMN reached 300 members including physicians, pharmacists, nurses, social workers, and others who work to care for those struggling with chronic pain and those who use substances.
- Worked with our partners on the Primary Care Alliance on the White Paper: The Integrated Health Care System of the Future.
- Continue to work with the Alberta's Strategic Clinical Networks as active members of the Alberta Pain Strategy, and other pan SCN projects under the Alberta Surgical Initiative as well as engaging in the work of the Primary Health Care Integration Network that has been primarily focused on COVID-19 response.

In closing, Dr. Koppula remarked that the ACFP is a small and mighty organization working relentlessly to advance excellence in family practice and create a better future of its members. Looking forward into 2022, the ACFP will work in rebuilding and re-energizing in preparation for a future where family medicine will grow and thrive. Dr. Koppula encouraged members to continue to engage in the Future of Family Medicine Initiative by either participating in forums, surveys and/or reaching out directly.

Dr. Koppula introduced and thanked the Board of Directors, Family Medicine Residents, Medical Student Board Liaisons and the ACFP staff team for all the efforts.

7. AUDITOR'S REPORT FOR YEAR-END DECEMBER 31, 2021

Dr. D. Tuck, Treasurer, presented the 2021 Auditor's Report, 2022 Budget Plan, an update on Membership Fees for 2022- 2023, and the appointment of the auditor for the year-end December 31, 2022.

Members of the Finance and Audit Committee (FAC) met with auditors RSM Alberta LLP, on February 15th, 2022, to discuss the audit outcome. RSM found the financial statements presented fairly, in all material respects, the financial position of the College as of December 31, 2021. the auditor stated that the results of its operations and its cash flows for the year ended are in accordance with Canadian accounting standards for not-for-profit organizations.

Highlights of the audit were presented as follows:

- Total assets are \$2,407,922 composed of cash, investments, receivables, prepaid expenses, and capital assets.
- The liabilities include some accounts payable, accrued liabilities, deferred revenue from membership fees and registrations, retired employees defined benefit pension obligation and our net assets which include our unrestricted and restricted investments and investment in capital assets.
- Included in the cash and cash equivalents of \$1,718,722, is an internally restricted fund in the amount of \$777,914.
- Unrestricted operation fund has increased from \$479,640 in 2020 to \$647,339 at the end of 2021 based on the excess of revenues over expenses in 2021.

- Under the advice of FAC and Board, some of the investments have been moved into guaranteed investment certificates and corporate tiered savings accounts with the hope to earn some interest on the restricted and unrestricted reserves which over the years have become capable of building interest that could be used in times of crisis, programs and/or services.
- Finished out the year with a net income in the amount of \$167,169. Some of the variances from our 2021 budget plan to our audited financial outcome were due to the following:
 - It is still difficult for us to predictably budget the membership revenue sent from CFPC since the change over to the fixed annual billing cycle. In 2021 it was more than budgeted by approximately \$177,000. Numbers will become much more predictable or normalized from a budgeting perspective once we settle into the new cycle.
 - Received an unbudgeted transfer payment from the CFPC of \$11,000 that was shared with Chapters from a past FMF surplus.
 - 2021 Summit revenue was slightly lower than budgeted due to lower numbers of registrants than predicted.
 - Incoming grants were less than budgeted due to the timing of reporting, as Health Canada has a March 31 year-end. However, expenditures related to the grants were also less than budgeted by a similar amount.
 - Overall expenses were less than budgeted due to COVID-19 resulted in a decrease in in-person events, travel, administrative, and meeting expenses resulting in a positive variance of about \$187,000.
 - In addition to regular programs and services, some of the funds were spent on additional investment in a TV ad campaign for the “I Stand for Family Doctors” leading up to Family Doctor Day in May of 2021, and other video production for public facing advocacy throughout the year.
- Total 2021 revenues are \$2,471,304. The revenue from Health Canada for the Mentorship Network (CMN) offset the program expenses 100% and is invested in direct program benefits to members. ACFP’s sustainable revenue comes primarily from membership dues, program, and event registration fees.
- Total expenditures are \$2,304,135. Half of the 2021 budget is invested in human resources to support operations including program delivery, communications, advocacy, external relations, and clinical resource development.
- Professional fees are primarily for the delivery of the CMN for Chronic Pain and Addiction.
- A large expense is member event costs which are defrayed by event registration fees.
- Expenses associated with the Boards and Committees do not represent payment for their time, much of the representation, leadership and advocacy is achieved through volunteer hours.

MOTION

Dr. D. Tuck moved that the Membership of the ACFP approves the Auditor’s Report for the year ending December 31, 2021, as presented. Seconded by Dr. H. Cuddihy. CARRIED. (30 Accepted/0 Against/0 Abstained)

8. 2022 BUDGET PLAN

Dr. D. Tuck presented the following highlights of the 2022 Budget approved by the ACFP Board of Directors at their September 24, 2021 meeting.

Highlights of the budget were presented as follows:

- The budget anticipates a small deficit of \$16,700.
- Grant revenue and related expenditures are based on the maximum available contribution from Health Canada for the CMN and the resulting professional fees and salaries paid out.
- Budgeted for travel and in-person Board and committee engagement.
- Current regular member dues are \$310 per annum. This rate was established in 2020 and there was no increase in 2021 due to reduced ACFP expenditures and physician financial stress resulting from COVID-19.
- In 2022, ACFP expenditures are expected to increase as some events and meetings will be held in person again rather than virtually, and as overall costs increase due to inflation (presently over 4% per annum).
- There is an accumulated surplus from the last 3 years; therefore, the Board is recommending running a small deficit in 2022, and to use a portion of the surplus to cover the deficit.
- Given the continuing stressful situation physicians find themselves in, this seems like an appropriate time to use the “rainy day fund”.
- On behalf of the ACFP Board of Directors, we confirm that there will be no increase in membership fees for the 2022-2023 membership year.
- The ACFP will continue to offer a variety of member programs and services, including:
 - 67th Family Medicine Summit in March 2022.
 - Practical Evidence for Informed Practice (PEIP) conference in October 2022.
 - Investment and input into KET Initiative including Tools for Practice and CFPCLearn in partnership with CFPC and several other Chapters.
 - Training and Resource Development.
 - Virtual and In-Person Education Outreach.
 - First Five Years of Family Practice Initiatives.
 - Mainpro+ certification of programs and ethical reviews.
 - Collaborative Mentorship Network for Chronic Pain and Addiction.
 - Member and public engagement initiatives including the Heart of family Medicine and Family Docs Rock campaigns.
 - Government relations and advocacy initiatives.

Members suggested to invest some funds on political advocacy given that an election is fast approaching. Dr. D. Tuck stated members of the Board are already discussing this topic and will be working to elevate the voice of Family Physicians. Dr. J. O’Connor asked if the ACFP could endorse UNDRIP in light of the current conversations around EDI and racism in this part of the province.

Action:

T. Potter, Executive Director, stated that endorsing UNDRIP will be brought forward to the Board of Directors for consideration to see if it aligns with our current initiatives and principles.

9. APPOINTMENT OF AUDITOR FOR YEARS 2021 TO 2023

At the 2020 AMM, the Membership approved RSM Canada as the ACFP audit firm for the years 2021 to 2023, subject to review and ratification each year. Their services continue to be satisfactory and recommend retaining RSM Canada for the 2022 fiscal year.

MOTION

Dr. D. Tuck moved that the Membership of the ACFP approves the continuation of the contract with RSM Canada for 2021 through 2023 fiscal years confirming that annual audit for the year ending December 31, 2022, will be completed by RSM Canada. Seconded by Dr. R. Ameen.

CARRIED. (32 Accepted/0 Against/0 Abstained)

10. GOVERNANCE ADVISORY COMMITTEE REPORT

Dr. V. Bhella, Chair, Governance Advisory Committee (GAC), presented the Nominations report. Board members noted in the proposed slate were recognized and introduced as follows:

- Dr. Sudha Koppula will continue her term on the Board as President to March 2023 and will complete her final year as Past President in March 2024.
- Dr. Noel DaCunha will assume the role of President-Elect for a one-year term in March 2022. Dr. DaCunha's formal nomination as President-Elect is included in the Attachment.
- Dr. Douglas Tuck will continue to assume the role as Treasurer to March 2023 with first three-year term ending in March 2023.
- Dr. Donna Mumert will continue in her second term on the Board until March 2023.
- Dr. Dinesh Witharana will continue in his first 3-year term that ends in March 2023.
- Dr. Everett Zdrill will continue in his first 3-year term that ends in March 2024.
- Dr. Anila Ramaliu will continue in her second term that ends in March 2024.
- Dr. Melanie Hnatiuk will assume the role as Director of the ACFP Board for a 3-year term in March 2022. Dr. Melanie Hnatiuk's formal nomination is included in the Attachment.
- Dr. Vishal Bhella will continue in my current Past President's term as recommended for a 1-year extension.

On behalf of the Board and the Governance Advisory Committee, Dr. V. Bhella recommended Dr. Noel DaCunha, Westlock, as the President-Elect for a one-year term, Dr. Melanie Hnatiuk, Calgary, as a new Board member for a 3-year term and the extension of the current Past President's position for a one-year term.

There were no questions from the Membership regarding the Proposed 2022-2023 Board Slate.

MOTION

Dr. R. Vit moved that the Membership of the ACFP approves the recommended nominees and term ending dates for the 2022 ACFP Board of Directors as determined through due process and assessment by the Governance Advisory Committee and approved by the current Board of Directors. Seconded by Dr. C. Svrcek. CARRIED. (32 Accepted/0 Against/2 Abstained)

10.2 ACFP COMMITTEES SLATE

Dr. Bhella took the opportunity to personally thank all members who have volunteered on the ACFP working groups, task force, and governance and operational committees, both past and present. Your

input is so valuable and ensures that the work done by the ACFP effectively represents and serves its members.

10.3 ACFP BYLAWS AS OF JANUARY 18, 2021

There have been no recent amendments to the ACFP Bylaws since January 18, 2021.

11. GREETINGS FROM THE COLLEGE OF FAMILY PHYSICIANS OF CANADA

Greetings from President, Dr. Brady Bouchard, and the Executive Director and CEO, Dr. Francine Lemire were extended to the members of the Alberta College of Family Physicians a Chapter of the College of Family Physicians of Canada.

Dr. Brady Bouchard expressed kinship and appreciation to the ACFP. Alberta Chapter is a valued partner and thanked for the support, collaboration, and work to advocate for members on Alberta issues. Thanked the elective leadership and the ACFP staff for all the efforts in serving the members of the public.

Dr. Francine Lemire thanked the ACFP for all adjustments made during the pandemic to best meet the needs of Albertans and for the advocacy efforts and collaborations with others including CFPC. Family medicine is at crossroads and there are multiple challenges facing our profession, at the same time we have had the opportunity to be deliberate and enhance the training of future family physicians to help them prepare for complex care and address emerging competencies such as virtual care and cultural safety. The educational transformation will be accompanied by robust advocacy for health system transformation which will include the need to support family physicians to practice in interdisciplinary team-based work arrangements to be able to provide the best care, get home on time on most days and take a holiday. The next phase of this work is to look for opportunities to collaborate with ACFP, Departments of Family Medicine Residency training in Alberta and engage with others such as Provincial Medical Associations and the government to move this forward. Congratulations to the ACFP for an excellent Family Medicine Summit. CFPC Family Medicine Forum will take place in Toronto from November 9 to 12 this year as well as a virtual FMF which will be offered between November 16 and 19 of this year. Committed to offering first-class CPD while also creating in-person opportunities to network and celebrate the achievements of our members. Planning to return to Family Medicine and Emergency Medicine examinations with all their components, oral examinations will be done virtually. Working with a marketing firm, Halmyre, to elevate our game in marketing and communications and looking forward to having ACFP contribute to this work. This is the last AMM as will be ending my 10 years at the CFPC at the end of June 2022. Thank you all for your support and collaboration over the past years.

12. NEW BUSINESS

Dr. S. Koppula thanked Dr. Francine Lemire for representing the National College all these years, will be missed greatly.

13. ADJOURNMENT

Before adjourning the meeting, Dr. Koppula invited members to remain online to chat.



MOTION

Dr. V. Bhella moved that the Membership of the ACFP adjourns the 2022 Annual Meeting of Members. Seconded by Dr. C. Svrcek. CARRIED.

The meeting adjourned at 8:11 PM