

# ALBERTA COLLEGE OF FAMILY PHYSICIANS

## ANNUAL MEETING OF MEMBERS – MINUTES (DRAFT)

**Saturday, March 4, 2023**

**3:30 to 4:30 p.m.**

**Salon A/B**

**Rimrock Resort Hotel**

### 1. WELCOME AND INTRODUCTIONS OF GUESTS

Dr. Sudha Koppula, President of the Alberta College of Family Physicians (ACFP), began with a land acknowledgement.

Dr. Koppula welcomed members of the ACFP and acknowledged special guests from the College of Family Physicians of Canada, Dr. Christie Newton, and Dr. Lawrence Loh, Executive Director, and CEO.

### 2. CALL TO ORDER

The meeting was called to order at 3:40 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. A. Ramaliu. CARRIED. (100% Accepted)

### 4. APPROVAL OF MINUTES

#### 4.1 MINUTES OF THE ANNUAL MEETING OF MEMBERS – MARCH 15, 2022

The minutes of the Annual Meeting of Members (AMM) held on March 15, 2022 were circulated for review.

#### MOTION:

Dr. O. Oladele moved that the Membership of the Alberta College of Family Physicians approves the minutes of the ACFP Annual Meeting of Members held on March 15, 2022, as presented. Seconded by Dr. C. Le. CARRIED. (69% Accepted, 31% Abstain, 0% Against)

### 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 2022 highlighting ACFP's investment in advocacy, leadership, and education:

#### Strategic Framework

- Future of Family Medicine video was shown and was well received

- Based on the current crisis in family medicine, a new vision statement was created “Family medicine is the foundation for a healthy Alberta”
- The focus is on family medicine specifically and deliberately as the ACFP wants to ensure that all resources are aimed at this vision
- Strategic priorities were presented:
  - Family physicians are valued, supported, and inspired
  - Family physicians are highly skilled resource to their communities
  - Alberta has a fully integrated health system with family medicine as the foundation

### 2022 Year in Review

- The Year in Review was available to members in the AMM meeting package and physical copies were available at the conference

### Member Survey – Top 5 clinical areas

- Response from membership last year provided direction and clarity around the need for continuing professional development in multiple clinical areas
- Top clinical areas were identified as:
  - Mental Health
  - Chronic Pain
  - Complex Geriatric
  - Addictions and Diabetes
  - Endocrine

### ACFP Programs and events

- 67<sup>th</sup> Summit was delivered virtually in March 2022
- Continued to deliver high quality virtual programming through our Collaborative Mentorship Network (CMN) and Thursday Webinar Series
- Health Canada funded interdisciplinary CMN for Chronic Pain and Substance Use which gained momentum and membership over 380 members today

### Grant Funding

- Working to find sustainable funding to continue to support team-based capacity in managing complexity in primary care with new focus on advancing and enabling effective team-based care in Alberta’s primary care system

### PEER ACFP Partnership

- After 10 years of a strong working partnership with PEER, to deliver the Practical Evidence for Informed Practice Conference (PEIP), in early 2022 ACFP and PEER made the decision to end the partnership to allow the event to have more flexibility and autonomy and grow into all that the PEER team has envisioned it to be
- The ACFP wishes PEER all the success in the future and continues to support PEER’s Tools for Practice and Primary Care Guideline development through an ongoing annual contribution to CFPC for \$125,000

### Government Relations and Advocacy

- Investing more time and resources in government relations to keep building awareness of the crisis in family medicine and ensure that health policy and resources would be focused on

ways to improve access for Albertans to a family physician and a team in a Patient's Medical Home

- Ramped up our efforts and culminated in a significant investment in 2022 to bring in a government relations consulting firm to work with us on getting in the door to talk to decision makers regarding the crisis and the solutions that would be needed

### Modernization of Primary Care

- As we focus on government relations, we had the fortune of a Health Minister who decided that primary care needed to be modernized and that they wanted to engage in a number of ways with primary care leaders to find ways to do so
- We had in our hands a strong strategic framework that had been built through multiple engagements with members and we had a robust partnership with the Primary Care Alliance (PCA) where we had articulated a vision for 2030 in a white paper called "The Integrated Health Neighbourhood of the Future" which has been immensely valuable in our advocacy work to date

### ACFP MAPS Submission

- Met with Alberta Health (AH) on the Modernization of Alberta's Primary Health Care System (MAPS) a number of times with our Board members, our strategic committee for the Future of Family Medicine and our First Five Years in Family Practice Committee
- Submitted a written set of recommendations focused on every Albertan having access to a family physician and a team through a Patient's Medical Home. Added that critical components of this team-based model of care will require government to:
  - Fund the expansion of family practice teams at the point of care,
  - Create community-based health authorities with engaged leadership, patient-based funding, and accountability for the delivery of preventative care, chronic disease management, and transition of care to all Albertans, and
  - Supply timely information to assist in clinical care, quality improvement (QI), and business decision making.
- And now as we run up to the election, strong working relationships with the UCP and the NDP have been built to ensure that family medicine and primary care investment is front and centre in the political commitments made

### Consultants

- Global Public Affairs will continue to work with the Board, staff and with you the membership, to engage with MLAs and candidates in your own constituencies to ensure that all political leaders are informed of the importance of investing and prioritizing family medicine and primary care in the community
- The next 3 months will be a critical time to engage and be heard

### ACFP Board of Directors

- Dr. Koppula thanked the 2022 Board of Directors of the ACFP for all the support and foresight in the past year. Board liaisons were recognized for their contribution and leadership.

### ACFP Staff

- Dr. Koppula acknowledged and thanked the staff team who have worked tirelessly through 2022 on all initiatives and activities

### Heart of Family Medicine and Family Docs Rock

- Dr. Koppula shared an inspiring message with members reminding them to take the opportunity to take care of themselves, family, and community
- With World Family Doctor Day fast approaching on May 19<sup>th</sup>, 2023, ensure to celebrate with friends and colleagues

## 7. AUDITOR'S REPORT FOR YEAR-END DECEMBER 31, 2022

Dr. D. Tuck, Treasurer, presented the 2022 Auditor's Report and 2023 Budget Plan

Members of the Finance and Audit Committee (FAC) met with auditors RSM Alberta LLP, on February 13<sup>th</sup>, 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, 2022. 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 \$2,283,693 composed of cash, investments, receivables, prepaid expenses, and capital assets
- The total liabilities are \$1,047,553 which include some accounts payable, accrued liabilities, deferred revenue from membership fees and registrations, retired employees defined benefit pension obligation
- Net assets, which is member equity, are \$1,236,140. This includes unrestricted and restricted investments and investment in capital assets
- Included in the cash and cash equivalents of \$1,732,943 is an internally restricted fund in the amount of \$791,244
- The unrestricted fund has decreased from \$647,339 in 2021 to \$427,383 at the end of 2022. This change is due to the excess of expenses over revenues in 2022
- In 2022 some investments were moved into guaranteed investment certificates and corporate tiered savings accounts with rolling maturity dates. This resulted in increased interest earned over prior years as the new investment accounts earn higher interest than the accounts these funds were previously held in
- Proposed a budget for 2022 which contained a small deficit. Finished the year with a larger than budgeted deficit in the amount of \$211,124. The following are some of the variances from the 2022 budget plan to the audited financial outcome:
  - The largest variance was a result of an optimistic revenue accrual reflected in the 2021 year-end for membership fees that were outstanding. Every year, the ACFP finance department prepared an estimate of membership fee revenue that has not been paid by members as of December 31. This estimate is recorded as revenue for the year and reversed in the subsequent year. When revenue is received, the actual amount obtained for the preceding year is then recorded as revenue in the current year. Ideally the estimate would be close to what is actually received in the subsequent year and there would be little variance to the revenue amount reports. However, in 2021 the

- estimate was ~\$125,000 too high resulting in the large excess of revenue over expenditures for that year. This excess was then reversed and had a negative effect
- The ACFP began working with a government relations firm to support strategy and implementation of targeted lobbying and advocacy to ensure the primary care and family medicine crisis was solidly embedded in the party platforms leading up to the election in the Spring of 2023. This work is what members were looking to us to engage in and the cost incurred was ~\$55,000
  - The ACFP Board approved the office lease renewal and renovation. This resulted in unbudgeted expense as it required to be emptied out for the renovation to take place, and the existing furniture be reconfigured to fit the new space. Overall expense incurred for the displacement, space upgrades, and lease renewal was ~\$20,000
  - Overall meeting expenses were less than budgeted as ongoing adaptations in operations due to COVID-19 resulted in a decreased in normal event, travel, administrative, and meeting expenses resulting in a positive variance of ~20,000
  - Total 2022 revenues are \$2,153,238. The revenue received from Health Canada for the CMN offset the program expenses 100% and is invested in direct program benefits to members
  - Total 2022 expenditures are \$2,364,362. Over half of the 2022 budget was invested in human resources to support operations including:
    - Program Delivery
    - Communications
    - Advocacy
    - External Relations
    - Clinical Resource Development
  - Investment in professional fees is primarily for the delivery of the Collaborative Mentorship Network (CMN) for Chronic Pain and Addiction
  - 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.

**Discussion:**

- The decision made regarding the investment on consultants to assist in the renewal of the ACFP's strategic framework and the run up to the election campaign is based on membership's request. We have an opportunity to rewrite the way family medicine is viewed, working with these consultants is helping in changing the narrative through advocacy efforts
- The ACFP has accumulated surplus over the years and is supposed to be used in order to deliver services to the membership
- The ACFP is financially sound, deficits are planned and are using surplus consciously by choice to support the membership better

**MOTION**

Dr. D. Tuck moved that the Membership of the ACFP approves the Auditor's Report for the year ending December 31, 2022, as presented. Seconded by Dr. J. Dickinson. CARRIED. (97% Accepted/2% Against/2% Abstained)

## 8. 2023 BUDGET PLAN

Dr. D. Tuck presented the following highlights of the 2023 Budget approved by the ACFP Board of Directors at their November 18, 2022 meeting.

***Highlights of the budget were presented as follows:***

- The approved budget anticipates a small deficit of \$52,059 as the ACFP remains in a strong financial position due to previously accumulated surpluses of 1,236,140 over the years
- The budgeted CFPC Transfer Fund of \$28,000 that has been received for over 10 years will not be available. This will have an impact on our bottom line and adjustments will need to be made to accommodate this loss of budgeted revenue
- Grant revenues and related expenditures are based on the maximum available contribution from Health Canada for the Collaborative Mentorship Network (CMN) and the resulting professional fees and salaries paid out
- Family Medicine Summit has been an annual trademark event for the ACFP. Each year, the ACFP aims to make the event better while keeping the costs managed and the benefits to members optimized. This year's event is being offered as a hybrid with participants joining virtually and in person. We are working toward having the Summit achieve cost recovery and keep the cost to delegates at a reasonable level
- The ACFP has opted to run virtual or hybrid meetings, this minimizes travel and hosting costs. We will consider in person meetings from time to time as needed for strategic planning purposes. The Board will only meet twice per year in person, and all committees will primarily use virtual means to meet to build programs and services for members
- As requested, the ACFP has invested considerably in government relations and health policy work in the last year and have budgeted to continue this investment in the run up to the election using accumulated surpluses. The hope is to build internal capacity in this area alleviating the need to expend excessive funds to hire external consultants in the future. This investment has been invaluable to date, and hope that the results will support health policy that will improve the family medicine crisis we are experiencing
- Continuing to invest in programs and services based on input from members in surveys and evaluations as well as in response to the environment of primary care
- Based on the survey results, you told us to invest 39% in CPD, 29% in Advocacy Efforts, 24% in Public Awareness and 16% in Member Engagement. We have used this advice in our strategic and budget planning process
- Current regular member dues are \$310 per annum. This rate was established in 2020, and there was no increase in 2021 or 2022 based on the reduced ACFP expenditures and physician financial stress resulting from COVID-19
- The ACFP Board discussed at length whether membership dues should increase in 2023 as inflation continues to impact operational expenses, however we opted to leave the membership fee as is for another year based on family practice viability challenges in Alberta and the decision by the CFPC to not implement an increase this year
- As stated earlier, running a deficit one more year will not put the ACFP in a financially vulnerable position; however, we anticipate that an increase will be necessary in 2024
- On behalf of the ACFP Board of Directors, we confirm that there will be no increase in membership fees for the 2023-2024 membership year
- The ACFP will continue to offer a variety of member programs and services, including:

- Family Medicine Summit
- Collaborative Mentorship Network for Chronic Pain and Addiction
- Training and Resource Development
- Virtual and In-Person Education Outreach
- First Five Years of Family Practice Initiatives
- Medical Student Outreach and Shadowing Program
- Member and public engagement initiatives including the Heart of family Medicine and Family Docs Rock campaigns
- Government relations, lobbying, and advocacy initiatives
- Mainpro+ certification of programs and ethical reviews
- Investment and input into KET Initiative including Tools for Practice and CFPCLearn in partnership with CFPC and several other Chapters (We have sent \$125,000 to CFPC each year for the last 3 years to support this program)

## 9. GOVERNANCE ADVISORY COMMITTEE REPORT

### 9.1 PROPOSED 2023 BOARD SLATE

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 assume the role as Past-President on the Board and will complete her final year in March 2024
  - Dr. Noel DaCunha will assume the role of President for a two-year term ending in March 2025
  - Dr. Douglas Tuck will continue to assume the role as Treasurer for a second three-year term ending in March 2026
  - Dr. Donna Mumert will continue in her second term on the Board until March 2025
  - Dr. Dinesh Witharana will continue his role as Director for a second three-year term ending in March 2026
  - Dr. Everett Zdrill will continue in his first 3-year term ending in March 2024
  - Dr. Anila Ramaliu will continue in her second term ending in March 2024
  - Dr. Melanie Hnatiuk assumed the role as Secretary and will continue her 3-year term until March 2025
  - Dr. Vishal Bhella's role as Past President has come to an end. Dr. Bhella will continue to work with the ACFP serving as the Chair of the Governance Advisory Committee until March 2024
- The Governance Advisory Committee interviewed and reviewed a number of excellent nominations for the vacancy on the ACFP Board and are pleased to recommend Dr. Simon Colgan as the new Board Director
    - Dr. Colgan was born and raised in Northern Ireland, moved to Canada in 2007. Dr. Colgan worked in BC as a family physician until found his passion in palliative care. He is now a full time palliative care physician working in Calgary and a Clinical Assistant Professor in the Dept of Oncology, University of Calgary, and a member of the O'Brien Institute. He has also worked for MSF (Afghanistan) and in Nepal
    - Founded Community Allied Mobile Partnership (CAMPP) in 2016. A low threshold, harm reduction focused, mobile palliative program aimed at structurally vulnerable

- persons experiencing homelessness. CAMPP provides advocacy and navigation to ensure equity of care and to help avoid people ‘slipping through the cracks’
- Was invited to help start a new initiative: ‘Indigenous Cancer Rounds’ at the Tom Baker Cancer Centre. This is a multidisciplinary, indigenous led program tackling inequity in cancer care in indigenous populations
  - Was awarded the Portfolio Lead (HE & SC) - Wealth & Health; Space & Place. This is part of RIME which is the exciting new endeavor to reimagine Undergrad Medical education at the Cumming School of Medicine at the University of Calgary. An endeavor to increase health equity knowledge within the education of new physicians.

At your will, upon acceptance of the recommended Board Slate, Dr. Simon Colgan would assume the role as Director on the Board for a three-year-term ending in March 2026. Dr. Colgan’s formal nomination is included in the attachment.

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

#### MOTION

Dr. V. Bhella moved that the Membership of the ACFP approves the recommended nominees and term ending dates for the 2023 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. H. Cuddihy. CARRIED. (96% Accepted/2% Against/2% Abstained)

## 9.2 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.

## 9.3 ACFP BYLAWS AS OF JANUARY 19, 2023

In 2022, the Governance Advisory Committee conducted a scheduled periodic review of the ACFP Bylaws which resulted in few proposed amendments. These amendments were presented to the Board on January 19, 2023, for review and approval for presentation to and approval by the members. As you know, our Bylaws can only be updated by the membership at our AMM.

The following are the proposed changes to the ACFP Bylaws:

#### ARTICLE FIVE – BOARD OF DIRECTORS

##### Clause 5.4 (pg. 6) read:

“In the event a pre-term vacancy on the Board causes a challenge to the minimum director requirement for a period of time, the Board (with its remaining members, less than 6) shall fill the vacancy by appointment of an individual to serve the unexpired term of their predecessor.”

The GAC felt that this clause did not provide enough detail on the process of appointing an individual to fill the vacant position; therefore, the highlighted section was added to this clause:



“In the event a pre-term vacancy on the Board causes a challenge to the minimum Director requirement for a period of time, the President at the advice of the Governance Advisory Committee and final approval from the remaining Board members, shall fill the vacancy by appointment of an individual to serve the unexpired term of the predecessor and to be approved by the members at the next Annual Meeting of Members.”

#### ARTICLE SEVEN - COMMITTEES

**Pg. 8:** This article’s title has been changed to “Committees of the Board” to be more specific as Committees of the Board, such as the current Governance Advisory and Finance and Audit Committee as well as the ad hoc Future of Family Medicine Strategic Committee are delegated governance tasks by the Board and therefor report directly to the Board. This article speaks directly to those committees.

There are also Operational Committees that are recruited to and approved by through an operational process and do not go through the GAC or Board for Approval. They are not “Committees of the Board” therefore the Bylaws are silent regarding these hands-on working groups that support the delivery of ACFP programs and services (for example, Summit Scientific Planning, Membership Advisory, CPD Advisory and so on). Changes to Operational Committees are periodically presented to the Board for information only.

#### ARTICLE NINE – MEETING OF MEMBERS

##### **Article 9, Rule (g) (pg. 10)**

Currently Reads: “Only those members in attendance at the Annual Meeting of Members will be allowed to vote. Advance voting is not permitted under any circumstances. Voting by proxy is permitted. Votes shall be cast, counted, and tallied during the Annual Meeting of Members.”

The GAC suggested that, as we move to a hybrid Annual Meeting of Members, we need to add that virtual and in-person attendees are able to vote, therefor recommending the following wording:

“Only those Members attending the Annual Meeting of Members virtually and in-person will be allowed to vote. Advance voting is not permitted under any circumstances. Voting by proxy is permitted. Votes shall be cast, counted, and tallied during the Annual Meeting of Members.”

#### MOTION

Dr. V. Bhella moved that the Membership of the Alberta College of Family Physicians approves the changes proposed to the Bylaws as presented and amended by the Governance Advisory Committee and approved by the current Board of Directors. Seconded by Dr. M. Hnatiuk. CARRIED. (97% Accepted/0 Against/3% Abstained)

## 10. GREETINGS FROM THE COLLEGE OF FAMILY PHYSICIANS OF CANADA

Greetings from President, Dr. Christie Newton, and the Executive Director and CEO, Dr. Lawrence Loh were extended to the members of the Alberta College of Family Physicians a Chapter of the College of Family Physicians of Canada.

## 11. INDUCTION OF THE INCOMING PRESIDENT

The installation of the President took place with Dr. Christie Newton, CFPC President, Dr. Sudha Koppula, ACFP President and Dr. Noel DaCunha, President-Elect taking part in the ceremony.

As outgoing President, Dr. Koppula spoke to the environmental, political, and pandemic-related stresses which has changed not only the way family physicians practice but the way they live their lives. The ACFP has been present at various tables to be the voice of Alberta's family physicians and have been collaborating with many stakeholders to elevate family medicine.

Dr. Koppula expressed tremendous gratitude ACFP staff and members for all the support and compassion throughout the challenging times when she lost her father in 2021.

She spoke highly of Dr. DaCunha ensuring members they are all in good hands and that he will fulfill his new role as President successfully.

### INDUCTION CEREMONY

Dr. Newton, as President of the CFPC, conducted the official ceremony of installing the new provincial Chapter President. The Collar of Office and President's Pin were presented to Dr. Noel DaCunha investing her with the official insignia of the Office of the President of the Alberta College of Family Physicians for a two-year term – 2023 to 2025.

In his inauguration address, Dr. DaCunha thanked Dr. Koppula for her hard work over the past number of years as she had described. She stepped in bravely into her role as President and performed with impressive leadership, grace, and diplomacy.

To the ACFP membership, Alberta's family physicians, he remarked that the ACFP is here to work for and represent them. He expressed his gratitude and pride for ACFP members who continue to work faithfully through adversity to treat patients, teach, and adapt to various practices. The ACFP sees family physicians as dedicated, strong, resilient, and what Albertans need.

He thanked Terri Potter, Executive Director, and the ACFP staff for all the work that has been done and continues to be done. He closed by thanking the members for the honour of serving as their ACFP President and how much he looks forward to engaging with members and work together.

## 12. NEW BUSSINES

There was no new business identified when we accepted the agenda.

Before adjourning the AMM, Dr. Sudha Koppula welcomed the Alberta's Minister of Health, the Honourable Jason Copping, and invited him to bring greetings. Members were invited to Salon C for the Board Mixer and Mingle with the Minister after the AMM.

### 13. ADJOURNMENT

#### MOTION

Dr. N. Turner moved that the Membership of the ACFP adjourns the 2023 Annual Meeting of Members. Seconded by Dr. L. Green. CARRIED.

The meeting adjourned at 5:38 PM