

**MINUTES (Draft)**  
**CFPC ANNUAL MEETING OF MEMBERS (AMM)**  
November 9<sup>th</sup>, 2017  
Palais des Congrès de Montréal, Montréal, QC

**Dr. David White, President, presiding**

**1. Call to Order**

Dr. David White, President, called the Annual Meeting to order and welcomed College members. He highlighted the agenda for the meeting and asked if there were any additions or edits. Ninety-seven (97) members identified a proxy for this meeting. All were added to the attendance list.

**2. Recognition of Past-Presidents**

Dr. White asked all of CFPC's Past-Presidents attending the meeting to rise and be recognized.

**3. 2016-17 Memorial Roll of CFPC Members**

Dr. Jennifer Hall, Past-President, requested all to observe a moment of reflection in honour of members who died between October 10, 2016 and October 4, 2017. Their names were included in the meeting material.

**4. Minutes of the last Annual Meeting**

**Moved and seconded by Drs. Claudette Chase and Ruth Wilson:**

**MINUTES**

**THAT** the Minutes of the CFPC Annual Meeting of Members held in Vancouver, British Columbia on November 10<sup>th</sup>, 2016 be approved.

**PROCÈS-VERBAL**

**QUE** le procès-verbal de l'Assemblée annuelle des membres du CMFC, qui a eu lieu à Vancouver (Colombie-Britannique) le 10 novembre 2016, soit approuvé.

**CARRIED.**

**5. By-law amendments**

**Moved and seconded by Drs. Stephen Hawrylyshyn and Reg Perkin:**

**BY-LAW AMENDMENTS**

**BE IT RESOLVED:**

**THAT** the amendments to the CFPC By-laws be approved.

**MODIFICATIONS AU RÈGLEMENT ADMINISTRATIF**

**IL EST RÉSOLU :**

**QUE** les modifications au Règlement administratif du CMFC soient approuvées.

**Context:** Dr. White outlined the proposed amendments as addressing two directions adopted during the year and minor revisions to keep the content current.

- a) An electronic election process for electing Board Directors was introduced as a pilot in 2016, with the goal of engaging more members. The result was that 2,053 Members voted, compared to 182 voters in 2015. Member feedback was sought on whether to continue with the electronic voting or not and the feedback was overwhelmingly supportive. The Board subsequently approved CFPC's election process being conducted electronically and that direction guided the 2017 process. Members were asked to officially confirm this direction through approval of the related by-law amendments.
- b) CFPC is developing a formal audit process for Mainpro+ as a way of ensuring integrity of the credit system. Much of the Mainpro+ credit submission process is based on the honour system; Mainpro+ participants are asked to retain proof of participation for all certified activities for at least 6 years. The proposed bylaw amendment includes content about Mainpro+ activity audit. In an activity audit, Mainpro+ users will be required to provide proof of participation for all certified activities. If proof cannot be provided or is insufficient, the CFPC staff may remove the undocumented credits from the user's Mainpro+ account. This revised by-law will also apply in cases when Provincial Licensing Bodies request detailed compliance information on CFPC physicians.

**Discussion:** none

**CARRIED.**

## **6. Report of the President**

Dr. White referred to the 2016 – 2017 Annual Report and encouraged members to attend the State of the College address the next day.

Drs. Jennifer Hall and Cathy Faulds were acknowledged as completing their terms as Board Directors.

## **7. Nominating Committee Report**

Dr. Kathy Lawrence, Chair of the Nominating Committee, summarized that the Nominating Committee had four vacancies to address – the President-Elect, Honorary Secretary-Treasurer (both 1 year positions) and two Director-at-Large positions (both three year positions). The call for interest in the Director-at-Large positions emphasized need for family physicians who are community-based; focus their practice on a particular subset of the patient population; practise outside of Central Canada.

Fifteen members indicated an interest in being considered for a Director-at-Large position. The Nominating Committee reviewed all candidates, short-listed them and conducted interviews focused on recommending the strongest collective Board in terms of skills, experiences and demographics. Members who indicated an interest and were not recommended for a 2017 position will be reviewed for future vacancies.

Based on member feedback from the 2016 election pilot, the Nominating Committee circulated its recommendations – one individual per vacancy. Bios, photos and self-made videos were provided. Members were given a month to review the recommendations and provide feedback, including indicating if they wished to be on the final list of Director-at-Large candidates that members would vote on. There were no additional candidates suggested during this review stage so the four vacancies and four individuals recommended for those vacancies were circulated for members to confirm. 1,797 members voted (compared with 2,053 in 2016 and 182 in 2015 in attendance at the Annual Meeting and able to vote). This represents approximately 5.2% of voting members.

#### Results: 2017-18 Board of Directors

- Dr Brady Bouchard, Director-at-Large (in his first five years of practice, newly elected)
- Dr Guillaume Charbonneau, President (acclaimed)
- Dr Satpal Dhillon, Director-at-Large (in his first five years of practice, continuing his term)
- Dr Namta Gupta, Director-at-Large (continuing her term)
- Dr Yordan Karaivanov, Director-at-Large (continuing his term)
- Dr Nadia Knarr, Director-at-Large (continuing her term)
- Dr John Maxted, Director-at-Large (continuing his term)
- Dr David May, Director-at-Large (newly elected)
- Dr Paul Sawchuk, President-Elect (newly elected)
- Dr Shirley Schipper, Honorary Secretary-Treasurer (newly elected)
- Dr David White, Past President (acclaimed)

#### Discussion:

- Concern expressed about the gender composition of the board and the importance of nurturing women in leadership positions (for 2017-18, 3 of 11 directors are female). Dr. Lawrence confirmed that this is a priority for the Nominating Committee. Of the 15 members who indicated an interest in being considered for a Director-at-Large position, 2 were women and shared the same attributes as current Board Directors.
- Discussion about the current Board evaluation process and whether anything needs to be done differently to influence the recruitment of women.

### 8. Report of the Executive Director and Chief Executive Officer (ED/CEO)

Dr. Francine Lemire shared highlights in three themes: leadership, lifelong learning and innovation in service.

- 2017-2022 strategic plan launched after engagement with members: The plan underscores the importance of comprehensiveness and continuity of care at the individual, practice, community and system levels; commitment to providing quality family medicine education and resources, further enhancements in continuing professional development, and advocacy for Indigenous populations as well as other marginalized populations.

- Governance: Positive feedback two years post restructuring the Board and introducing an Annual Forum and other interactive opportunities for the Board to connect with constituent leaders.
- Family Medicine Professional Profile: The Profile is intended to communicate the collective capabilities and commitments of family physicians in the health care system and will guide residency training - linking it to health service delivery. Important dimensions include “community adaptiveness” and being accountable to each other as we consider how we meet the needs of the patients in our practice and community. The Profile is for member feedback.
- Rural Road Map: Launched in collaboration with the Society of Rural Physicians of Canada to enhance equitable access to health care in rural and remote communities.
- Mainpro+: Launched in June 2016. Feedback from members has been heard and is being acted on to enhance the functionality.
- Canadian Residency Accreditation Consortium: In collaboration with the Royal College of Physicians and Surgeons of Canada and the Collège des médecins du Québec, residency training accreditation changes are being made.
- Certificates of Added Competence (CAC): Awarded to date in five domains of practice – Care of the Elderly, Sport and Exercise Medicine, Palliative Care, Family Practice Anesthesia, and Emergency Medicine. Two additional domains of practice being developed – Addiction Medicine and Enhanced Surgical Skills. CFPC will now pause and assess the impact that CACs have had on the members and patient care to inform future directions related to CACs.
- Challenges: Acknowledgement of challenges, for instance in Nova Scotia with a serious shortage of doctors, in Quebec where government requirements are being enforced, and in Ontario where they have been without a physician services agreement for four years. The CFPC continues to advocate for high standards of practice and the importance of working together to address these and other issues.
- Patient’s Medical Home: CFPC’s vision for patient-centred care that is compassionate, comprehensive and delivered by interprofessional teams serving the community is now focussing on how to help family practices meet the needs of Canadian communities.
- Focus on practice improvement: Focusing on ways to increase Quality Improvement (QI) and research capacity to help improve practices and patient care.
- Programs and Practice Support: Dedicated to supporting family physicians in their clinical practices.
- Besroul Centre: Focused on building capacity in other countries to teach family medicine and assess their own continuing education activities, as examples.

Dr. Lemire thanked the dedicated committee and section members, staff and elected leaders in the Chapters, 2016-2017 Board Directors, staff and members.

## 9. Recognition of Outgoing Committee Chairs

Dr. Jennifer Hall, Past President, recognized the outgoing Committee/Section Chairs. Each received bookends and reflections from peer committee members, in recognition of their commitment to the CFPC.

- Dr. Sandy Buchman, Chair Social Accountability Working Group (2012-2017)
- Dr. Thomas Crichton, Chair Working Group on the Certification Process (2011-2017)
- Dr. Ruth Dubin, Chair Chronic Pain Program Committee (2011-2016)
- Dr. Chris Frank, Chair Health Care of the Elderly Program Committee (2011-2017)
- Dr. Liz Grier, Chair Developmental Disabilities Program Committee (2011-2017)
- Ms. Yang Guo, Co-chair Section of Medical Students (2015-2017)
- Dr. Brent Kvern, Chair Editorial Advisory Board, *Canadian Family Physician* (2011-2017)
- Dr. Kathy Lawrence, Chair Nominating Committee (2014-2017)
- Dr. Mireille Lecours, Chair Palliative Care Program Committee (2014-2017)
- Dr. Kyle MacDonald, Chair Section of Residents (2016-2017)
- Dr. Ruth Martin, Chair Prison Health Program Committee (2011-2017)
- Dr. Christie Newton, Chair Collaborator Role Working Group (2013-2017)
- Dr. Wendy Norman, Chair Section of Researchers (2014-2017)
- Dr. Ian Scott, Chair Section of Teachers (2014-2017)
- Dr. Jeff Sisler, Chair Cancer Care Program Committee (2014-2017)
- Dr. William Sullivan, Chair Ethics Committee (2010-2017)
- Dr. Allyn Walsh, Chair Faculty Development Working Group (2012-2017)
- Dr. Ruth Wilson, Co-chair Advancing Rural Family Medicine: The Collaborative Taskforce (2014-2017)

## 10. Report of the Honorary Treasurer

The meeting package circulated to members contained proposed 2018-19 member fees and the financial statements that were subsequently accepted by the Board of Directors October 10th. Dr. Paul Sawchuk, Honorary Treasurer, presented the Treasurer's report.

### a) 2016-17 Financial Statements:

- The financial statement for the fiscal period of June 1, 2016 to May 31, 2017 shows revenues of \$40,586,637 and expenditures of \$38,028,945. A surplus of approximately \$2.5M resulted from many unpredictable matters, most of which were the result of timing differences of program/project start times that will be reflected in the 2017/18 fiscal year. The Board of Directors will transfer surpluses to appropriate reserves, in accordance with our reserve policy, which will provide funding for one-time expenditures that would not otherwise be supported by our annual operating budget, and provide for contingency reserves to weather potential fluctuations in the timing and amount of revenues received.
- Clean audits received for both the CFPC and the Employee's Pension Plan.

### b) 2018-19 Member fees

**Moved and seconded by Drs. Paul Sawchuk and Martin Fortin:**

**2018-19 Member Fees**

**THAT** the Membership Fees for each class of member be increased as of 1 June 2018 by forecasted inflation of 2%.

**Droits d'adhésion pour 2018-19**

**QUE** les droits d'adhésion des diverses catégories de membres soient haussés de 2 % à compter du 1<sup>er</sup> juin 2018 en raison de l'inflation prévue.

**Context:** The proposed fee for all membership classes holds member fees at forecasted inflation of 2%. For the active member class, the proposed fee effective June 1<sup>st</sup>, 2018 is \$839 representing an increase of \$16 over the current fee.

Dr. Sawchuk addressed comments received from some members prior to the meeting, about why the Board was recommending a 2% increase when there was a surplus in 2016-17. The surplus was mainly due to timing in the launch of Mainpro+ and some staffing vacancies. There is less ad revenue available to support *Canadian Family Physician*. There are several exciting initiatives, many outlined in Dr. Lemire's report above and particularly related to quality improvement and evaluation and research, that require investment. 2017 has been a difficult time for many family physicians financially, and the Board has considered this in its recommendation, understanding that there may be difficult times in different provinces at different times and that a national organization must continue to be fiscally responsible and support advancements in its work. It was a difficult deliberation for the Board but it believes in maintaining funds to support the work of the College and doing this with regular increases equal to inflation, as not to fall behind. Dr. Sawchuk finished by indicating that no matter the outcome of the vote, the Board wants the members to unite behind the decision.

**Discussion:**

Dr. Stephen Hawrylyshyn from Ontario spoke against the motion. He recognized all members in attendance at the meeting and shared concern that many of our members were not in attendance and not engaged with the work of the College. He reached out prior to the meeting, to members on the First Five Years in Practice Facebook page. The following points were shared:

- Concern that there is not full understanding among many members of why the recommended increase is needed when there has been a surplus.
- Hope that the CFPC will support its members when other physician organizations are not seen to be supportive.
- Reference to comments at the 2016 Annual Meeting of Members where an increase in member fees equal to inflation was also recommended and questioned by some members. Concern that the Board had committed to look at this again for 2017.
- The CFPC staff have found efficiencies and reduced the expenses so concern why an increase in fees is required.
- The College has been experiencing growth in membership and should be investing back in its membership and searching for economies of scale.

Dr. Stephen Cashman also spoke against the motion. He reached out to fellow members through the Rural listserv in advance of the meeting and felt that there was general opposition for the recommendation. Many were not aware of the proposed recommendation and he requested a better way for members not in attendance at the Annual Meeting to be able to vote.

Sixty-nine members named Dr. Hawrylyshyn as their proxy; 20 members named Dr. Cashman as their proxy.

Clarification was sought on what the CFPC is doing to engage young members. Dr. Sawchuk referenced many of the initiatives in Dr. Lemire's report, particularly the quality improvement and research and evaluation work that will help give a greater voice and support advocacy for the discipline of family medicine as a whole.

Comment about whether the proposed increase in fees related to future desired initiatives or current needs.

Comment about needing to better communicate with members when changes in fees are proposed.

Comment that the recommended inflation rate is a means of staying with the value of the dollar and is not really an increase.

Request for future information shared with members to include the amount we have in reserves.

Request for confirmation that the Board had reflected on the issue, taken all the pros and cons of its recommendation into account, and stood by its recommendation.

A show of hands vote supported forcing the question and calling the vote on the motion.

**Including proxies, 109 approved and 113 rejected the motion. The motion was NOT CARRIED and fees for 2018-19 will remain the same as for 2017-18.** Due to the closeness in the vote, a show of hands was not sufficient and members were asked to stand and move in order to be carefully counted.

Dr. Sawchuk shared his appreciation for the engagement of members in this discussion and the potential for this to lead to even greater member engagement.

#### **ACTIONS:**

- a) Explore ways of enhancing communications with members about proposed increases in membership fees.**
- b) Explore the proxy process.**

- c) Include information about reserves funds when sharing financial information with members.
- d) Auditors

**Moved and seconded by Drs. Paul Sawchuk and Volker Rininsland:**

**EXTERNAL AUDITORS**

**THAT** Deloitte LLP be re-appointed as the external auditors for the College of Family Physicians of Canada (CFPC) and the CFPC Employees' Pension Plan for a period of 3 fiscal years 2017/18, 2018/19 and 2019/20, for a fee not exceeding the amount laid out in the proposal submitted by Deloitte, with an option to further extend for a period of 2 years beyond 2019/20;

**FURTHER THAT** members be informed annually of who our auditors are for the relevant fiscal year.

**VÉRIFICATEURS EXTERNES**

**QUE** Deloitte s.r.l. soit nommé de nouveau comme vérificateurs externes pour le Collège des médecins de famille du Canada (CMFC) et pour le Régime de retraite des employés du CMFC pour une période de 3 exercices financiers, soit 2017/18, 2018/19 et 2019/20, en contrepartie d'honoraires ne dépassant pas le montant présenté dans la proposition soumise par Deloitte, et l'option de prolonger pour 2 exercices après 2019/20 ;

**ET QUE** les membres soient informés annuellement des vérificateurs pour l'exercice fiscal visé.

**Context:** An RFP process was undertaken during the fiscal year to recommend an external auditor for a 3-year term beginning fiscal year 2017-18, with a further extension of 2 years, if required. Deloitte was unanimously ranked first by the evaluating committee, with agreement from both the Finance and Audit Committee and the Board of Directors.

**Discussion:** none

**CARRIED.**

**ADJOURNED.**

**NEXT MEETING - will take place during FMF 2018 – November 14-17, 2018 in Toronto, Ontario.**