

South Island Facility Engagement Initiative Society

Annual General Meeting Minutes

November 23, 2021 – meeting began after MSA AGM completed

Attendance

MSA members per meeting attendance, MSA Executive (Dr. Catherine Jenkins, Dr. Fred Voon, Dr. Jennifer Balfour, Dr. John Galbraith, Dr. Maria Kang, Dr. Alicia Power); FEI Staff Erica Kjekstad, Rita Webb, Clara Rubincam and Julia Porter; VMS Staff Lillian Fitterer; MSA Staff Marg Severs

1. Opening Remarks combined with MSA meeting – Dr. Catherine Jenkins
2. Approval of Agenda and 2020 AGM Minutes - Adopted by Dr. Milton Baker and seconded by Dr. Don Milliken
3. Report of the Directors:
 - a. President (Dr. Catherine Jenkins)
 - As per MSA minutes
 - b. Director at Large – Projects (Dr. John Galbraith)
 - Next year, everyone bring a friend! Would like to increase attendance
 - Delighted to have worked in role; happy to pass the torch to Alicia Power
 - Consider joining the SIFEI Working Group – only three intakes per year
 - Words of thanks must go to this year’s Working Group. They have worked tirelessly to ensure the funds are spent in a responsible, transparent, and distributed manner
 - Grateful to note the inclusion of Mr. Doug Enns, Patient Partner, whose insight into the projects has been invaluable. We are appreciative of his support
 - Dr. Jennifer Balfour, Dr. Margaret Bester. Dr. Alicia Power, Dr. Elaine Lam, Dr. John Galbraith, and Mr. Doug Enns are our Core Group Members. They pre-review every proposal for consideration, make the jobs of their Working Group colleagues easier, and lead the way for Engagement and Quality Improvement. Many thanks to them!
 - 215 Engagement and Quality Improvement Projects have been approved to date; currently offer project intakes three times a year
 - Past twelve months, wonderful breadth of project work and thoughtful submissions. High quality, important pieces of work from a mix of new and experienced project leads. Several projects access multiple pots of funding ensuring work is fully supported and broadly inclusive
 - Projects are reported weekly on the webpage, quarterly through Success Stories, included in the Annual Report, and full details are available on the updated website
 - Looking at spread now with funding through Spread Quality Improvement
 - Notable Successes:
 1. Dr. Jason Wale, Dr. Alex Hoechsmann and Dr. Tim Findlay: Suboxone Microdosing in ER (being spread already)
 2. Panel Discussion during Knowledge to Action month: Dr. Rohit Pai, Dr. Brian McArdle, and Dr. Shana Johnston

- c. Treasurer's Report (Dr. Fred Voon)
 - Maycock and Company has served as Society's accountants since inception; have prepared Notice to Reader financial statements for the 2020-21 financial year, and submitted necessary tax obligations on the Society's behalf. Copies of the financial statements are available if you are interested
 - Financial Update/Treasurer's Report – breakdown of revenue and expenses were shared (including Q1 of 2021-22). 75% of expenses went directly to physicians for their engagement with each other and the Health Authority; overhead expenses of 19% is low in comparison to other FE societies

Motion to accept the Treasurer's Report – **Approved**
4. Appointment/Election of Directors - **Approved**
 - a. Co-Presidents - Dr. Catherine Jenkins and Dr. Fred Voon
 - b. Secretary - Dr. Jennifer Balfour
 - c. Director at Large (Projects) – Dr. Alicia Power
 - d. Director at Large – Dr. Alex Hoechsmann
 - e. Vacant – Treasurer and Director at Large
5. Special Business - Allocation of SIFEI Funds to support MSA Director Compensation
 - a. Proposed Motion: Allocate \$40,000 to the South Island Medical Staff Association to enable the proposed compensation for Directors. **Accepted Dr. John Galbraith and Dr. Milton Baker seconded – Approved**
6. Discussion Period/Other Business
 - a. Opportunities to get involved – Facility Engagement funding able to compensate members of the medical staff for work previously done off the side of their desk.
 - Leadership opportunities, with low-time commitment available; the Exec team meets monthly and focuses on issues of importance to the medical staff as a whole
 - Working Group gathers three times a year to discuss FE Funding and to review engagement projects
 - Physician Wellness and Social Committee focuses on the softer side of the medical staff; meetings are every two months and lots of fun
 - IHealth Committee meets on an as-needed basis to help chart our path forwards in the E.H.R. realm
 - “Walk a Doc” is intended to be a one-on-one problem-solving conversation between a member of the Medical Staff and an Island Health representative. While you might not solve the problem in an hour, you'll hopefully have an idea of who can help with your rock-in-shoe problem
 - Interdepartmental funding will support conversations between teams to improve care of shared patients, define best practices, revisit protocols, streamline workflows, or create efficiencies
 - If you have your own idea for an engagement project, consider putting in an application through our website

Meeting adjourned at 19:25