

ISAM Board of Directors' Meeting
Abu Dhabi
October 25, 2017

Present:

G Bunt, President
N el-Guebaly

H Alho
M Galanter

A Baldacchino
R Khan

K Brady
S-G Kim

S Higuchi (guest)

M Dorozio (recorder)

Regrets:

J Reimer

Call to order by G Bunt at 8:45 AM

Acceptance of the agenda and items may be added to New Business.

After review of action items, motion by R Khan, seconded by K Brady to adopt the Minutes of Sept 2017. Carried.

President's Report – G Bunt

- Thank you to BOD for support during term
- Will be introducing K Brady as President at the Annual Meeting
- Will touch on items in the President's Report which was sent with Agenda as items come up

Elections for BOD vacancies

- Henrietta Bowden-Jones was confirmed as BOD member but unable to attend this BOD meeting due to prior commitments
- 4 candidates submitted for the second BOD vacancy with J Reimer stepping down.
- Thank you to be sent by ISAM President to J Reimer for his participation on the BOD
- Decision to seek candidate per role of what is best for ISAM and then who would best fulfill that role. This will be focus for advertising and filling position (not BOD) vacancies going forward.
- Motion A Baldacchino, seconded by H Alho that vacancies on the Board be based on function. Carried.
- Suggestion to create a Task Force to define position roles comprised of: President, President-Elect and Past-President
- Motion by H Alho, seconded by A Baldacchino to revise the BOD positions for committees and roles with a Task Force to present at next BOD teleconference. Carried.
- Identified Roles:
 - President
 - President Elect
 - Past President
 - Treasurer
 - Education & Training Committee
 - Membership & Affiliates Committee
 - Public Relations & IT
 - International Liaison

- Based on above motions, the vacancy position is for International Liaison.
- After reviewing candidates: H AlGhaferi most suitable candidate due to influence in regional, experience, participation in Columbo Plan and what he can bring to ISAM.
- Unanimous agreement of the BOD.
- G Bunt to send emails to other applicants thanking them for the interest

Membership & Affiliate Societies – S Higuchi & S-G Kim

- Encourage to have a session/symposium in program
- Need to write up formal guidelines for Regional representatives – M Galanter offering to do this and to be the Rep for the US
- Discussion on asking LOC's to provide 1 hotel night for Regional Directors
- Regional Directors to set up committees – M Galanter to prepare documents for criteria, etc.
- Regional Reps teleconferences can be set up through ISAM Office. Motion A Baldacchino, seconded by K Brady that a phone system be made accessible. Carried
- Need to identify crucial roles for the Regional Committees
- Current Regional Liaison with Board: N el-Guebaly (and National rep for Canada)
- Regional Directors:
 - Tarek Gawad: Mediterranean and Middle East
 - Susumu Higuchi: Asia and Pacific
 - Henrietta Bowden-Jones and Riaz Khan: Europe
 - Dario Gigena: South America
 - Greg Bunt: North America
- Suggestion to ask LOC to provide 1 night of hotel for Regional Directors so they can attend the Board meeting.
- Suggestion to have ISAM business cards for the BOD and Regional reps – Marilyn will look into this
- Suggestion to identify funds to bring delegates from economically constrained countries as contacts to conference
- South America – needs to be developed
 - Language is a barrier
- Activity in recruiting Affiliate Societies in Asia & Pacific
 - Indonesia – new
 - Vietnam – in discussion
 - Malaysia – trying to connect
 - Philippines – talks in progress (M Briones in attendance to discuss potential regional meeting in Manila)
 - Korean Society – member
 - Japanese Society – member
 - Thailand – initiating contacts for an Institutional Affiliation of the Thai Health Foundation
 - China – contacting Min Jao and Wei Hao from the Mental Health Centre in Shanghai (9150 members). Also possible contact Lin Lu.
 - Australia – P Haber has been contacted. Dan Lubman (Melbourne) is President for Addiction Faculty for PanAsia and is considering hosting an Annual meeting. He is also joining the Fundamentals Training team next year.
 - New Zealand – talks on affiliation

- Looking at possibly dividing the geographic area and having Australia-New Zealand as a separate geographic group and involving Sue Galea and Dan Lubman
- R Khan meeting in Dec/Jan for creation of Pakistani Society which could be affiliated
- Activity in Affiliate Societies in Europe – A Baldacchino
 - 16 Ambassadors in Europe
 - EUFAS – A Baldacchino connecting
 - Dr. Amine Benyamina would like to affiliate the French Addiction Society
 - Zurich is also interested and as well wants to look at potential hosting of an annual meeting
 - EUROPAD (~1000 members) is a new Affiliate
 - Iceland – G Bunt has renewed contact for affiliation. T Tyrfinngsson to connect with A Baldacchino (Dues to be reviewed with R Khan)
 - Application by Coroma – used to be public health funded but government has withdrawn funding. Response to be sent by R Khan.
- Institutional/Organizational Affiliation
 - Need to clarify how to determine dues
 - Minimum threshold of \$100 US and then dependent on number of physician members - \$1 or \$2 each.
 - Regional Rep to make recommendation
 - G Bunt will discuss NRC dues with R Khan and bring recommendation

Annual Meeting Updates by LOC/Hosts

- LOC contract to be reviewed prior to sending for signature
- Suggestion to request Committee time in program

ISAM 2017 Abu Dhabi – H Al Ghaferi and T Gawad

- Up to 749 delegates from 46 countries
- Feel it is very successful

ISAM 2018 Busan

- Presentation by S-G Kim and team
- Plenary speakers – 4 confirmed to date
- Dates Nov 3-6, 2018
- Email isam2018-busan.com – contact Jason Park
- Request to be sent for Workshop and Committee meeting rooms
- Would like 2 BOD to participate as Plenary speakers
- Call for abstracts will open Feb 1
- Anticipating 800 and 96 sessions
- Sessions on Meet the Experts
- Hoping ISAM fellows/Committees will participate by presenting a session

ISAM 2019 Delhi

- Presentation by Drs. R. Lal, R Jain and S Jhanjee
- Email: isam2019delhi.com
- Dates Nov 13-16, 2019

- Venue being looked at: Hotel Ashok but will review as concerns arose.

ISAM 2020 Auckland

- Presentation by S Galea
- Acceptance for 2020

Future potential meetings:

- 2022 – Rome (I Maremmani) jointly with WFTOT and/or Europad
- Paris – Amine Benyamina
- Zurich
- S Higuchi meeting with colleagues from Thailand and will discuss Annual Meeting
- Regional meeting in Manila, Philippines: Dr. Briones from Philippines attending after contact made through G Bunt. Discussion on how could ISAM help their colleagues in Philippines. Suggestion to contact Jun Devi (ASAM) for advice/information.

Education and Training Committee – A Baldacchino

- 1st Fundamentals workshop running today as new ISAM Product
- Potential other areas for development of education: Recent Advances, Online repository, a Webinar for Exam Prep.
- Education Committee meeting will be held during conference
- The committee will present a session in the program

External Funding Committee – H Alho

- First meeting on Saturday 1:15-2:15
- Need to develop clear guidelines for sponsorship or advertising
- Request that the LOC's keep the ISAM Head office and BOD apprised of source of any sponsorship for the annual meetings to avoid optics of inappropriate support
- Essential to maintain transparency and to not compromise obtaining CME credits
- Satellite sessions from Industry could run but not included as program or CME and not during the day program – very clear disclaimer they would not be part of the program
- Unrestricted grants possible but no influence on content
- Need to decide parameters at meeting
- Suggestion to look up ASAM policies

Financial Report

- Goal to get more individual memberships
- Motion by A Baldacchino and seconded by H Alho to retain BDO Dunwoody as the accountants for the 2017 financial statements. Carried.
- Request to ask Accountants to create more sub accounts in Financial report including now those for the Education & Training funds
- ISAM self-sufficient plus has reserve which is increasing
- Need to review all prior motions on finances. Marilyn to compile and sent to R Khan
- Nordea to be set up that Treasurer approval required for anything over \$5000
- Monthly expenses to be sent to Treasurer instead quarterly
- Motion by R Khan, seconded by H Alho to accept the 2016 Financial Statements. Carried.

- Nordea bank statements will continue to be sent to Hannu Alho's address
- Signing authorities for Nordea: Kathleen Brady and Riaz Khan will be added to Marilyn Dorozio (who conducts the bank transactions, ex. transfers and payments).
- Suggestion to review possibility of 'moving' office under umbrella of the NRC which would mean ISAM would lose the Canadian Incorporation but may be under more lenient tax laws.

Certification Examination & Textbook – N el-Guebaly

- Chief examiner, N el-Guebaly presented report and has not yet found a suitable potential replacement
- 2017: between Niagara and Abu Dhabi: 39 sat the exam
- Potential increased interest with new guidelines and criteria for US certification in Addiction Medicine
- M Galanter connecting with ASAM to see if way of solidifying connections for ASAM members to take the exam
- N el-Guebaly will write a blurb and job description to be sent out in the ISAM newsletter for an Associate Examiner.
- Discussion to continue on possibility of opening up exam to Nurse Practitioners as a test of knowledge. **Same** exam with **same** questions - Would this then mean potentially opening to other discipline?
- Suggestion to ask Penny Mills about ASAM's position on this.

Topical Committees

- To be announced at AGM that ISAM is welcoming proposals for topical committees
- Requesting 2 Co-Chairs from two different countries be the leads
- Need to be full members of ISAM
- Need to determine parameters for topics of interest.
- M Galanter to write up Criteria to be placed on webpages

Journal Update – M Galanter and N el-Guebaly

- Chief Editor, M Galanter, Discussed submitted report
- S-G Kim, A Baldacchino and R Khan are new members of the Editorial Board.
- Substance Abuse journal impact has increased to ?_____
- Currently waiting for the LOC for 2017 to submit the 50 abstracts for publication
- The Table of Content from each SA issue is now being sent to ISAM members via email
- Journal Affiliation criteria has been set out and will be subject to review (Marilyn to send out again to BOD)
- New journal from NRC – first issues distributed in delegate bags: *International Addiction Review*
- Wolters Kluwer is also now publisher for the CSAM-SMCA *Canadian Journal on Addiction*
- Hopefully, ISAM will have several affiliated journals
- A Baldacchino has been in touch with Addiction whose impact factor is 5.76
- AMERSA: BOD has to review contract to see if services are needed and being provided
- Will be discussion item at next BOD teleconference on items such as publishing all the conference abstracts. What is cost for doing in SA? *International Addiction Review* offering to do for free.
- No update on Assistant Editor position. 5 have applied including Sue Galea. Adam Gordon involved in selection (?) and final choice would be brought to the BOD for approval.

Date of teleconference: Tuesday, November 28 at **3 PM** MST

ACTION ITEMS

- | | |
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| BOD | Review SA/AMERSA contract
Guidelines for Topical Committees |
| Greg | Contact Jun Devi (ASAM) for information on how to possibly assist colleagues in Philippines
ASAM policies for sponsorship/Industry support
Thank applicants for Board vacancy for their interest |
| Kathleen | Thank you email to Jens Reimer for his participation on the Board |
| Marc | Criteria for Topical Committees
Documents for ISAM Regional Committees |
| Marilyn | Get presentation from T Gawad for NIDA report
Order business cards for the BOD
Send room needs for Committee and Fundamentals to ISAM 2018 LOC
Compile motions related to finances and send to R Khan
Monthly expenses sent now instead of quarterly
Send out Affiliation criteria to BOD
Send out details of current journal contract |
| Nady | Blurb/job description for an Associate Examiner for ISAM newsletter |
| Riaz | Send response to Coroma re affiliate application
5-year Business Plan and Budget |