**ISAM BOARD OF DIRECTORS MEETING**

**Montreal Canada**

**Oct 19, 2016**

**Present:**

H Alho A Baldacchino K Brady G Bunt M Galanter N el-Guebaly

S Higuchi R Khan M Dorozio (recorder)

**Absent:** J Reimer

**Call to Order:** 8;45 by President G. Bunt

* Thanks expressed to N el-Guebaly for work with exam
* Thanks expressed to N el-Guebaly and Marilyn for work on the conference
* T Gawad will not be coming due to surgery – flowers and card to be sent
* Apologies for lateness of final agenda going out due to number of changes in items and in the order of discussion – important to adhere to final agenda sent one week prior for each Board member to be able to review and prepare

**President’s Report** – G Bunt

* With S Higuchi finishing his term at the end of this conference there will be a need to elect a new Board member.
* In response to concern that the Board is too small and due to the importance of maintaining continuity – a proposal to count the Regional Representatives as the second tier of the Board. More discussion on this later but this might be an answer to keeping members who have worked hard for ISAM involved. Details will have to be defined. Suggestions to have the Regional Reps receive complementary registration to the annual meeting. Regional Reps would be the liaison between the Board of Directors and the network of National representative following a model like the European Federation.
* The creation of this second tier would necessitate a change in the Bylaws once details are determined (ex. Number of reps, manner of liaising with Board, scope and breadth of duties.
* First step to announce intention of going in this direction at the AGM so it can proceed.

**Review of Last Minutes.** Motion H Alho, seconded by M Galanter to accept. Carried.

**Matters on Positions:**

* S Higuchi will remain Regional Rep for Asia-Pacific. He will continue as the Committee Chair of the Membership Committee, with the new Board member as the liaison between the Membership Committee and the BOD.
* The Board will elect a new Board member at his meeting to be announced at the AGM. Seven candidates have applied (Drs. H Bowden-Jones, S Galea, R Hajela, Y Kaminer, S-G Kim, CM Prasad, WK Tang)
* President-elect position will need to be filled next year when the change in President occurs.
* Question arose if the position of past-President is needed or if it needs to have distinct added duties to be a functional position. Suggestions that the President elect and the Past President work together to look as possible assigned duties to the positions.
* Ex-officio positions need to be address in view of the Bylaws indicating the terms end this meeting

Motion by H Alho, seconded by A Baldacchino:

1. that the current number of the BOD remain the same
2. that the President-Elect and the Past President work on the list of duties for the mentioned positions and on financial planning
3. and that the Regional Reps constitute a second tier of the Board of Directors. Carried

**New Board of Director election:**

* Acknowledgement of very good qualified applicants
* The seven applications were reviewed against the eligibility criteria
* A short list of three was then reviewed: (H Bowden-Jones, S Galea and S-G Kim)
* Concern about perceived conflict of interest with relationship with industry to be addressed
* The BOD has agreed to appoint Sung-Gon Kim from Korea as the new member of the ISAM Board of Directors. This will be announced to members at the AGM and on the webpages.
* The President will communicate results to each applicant and invite all to participate in committees

**Election of President-Elect:**

* A Baldacchino elected unanimously

**Ex-officio positions – Chief Examiner and Chief Editor:**

* Acknowledgement that the position of Chief Examiner is the only one generating funds for the society through the work done to develop viable ISAM products: Textbook and the Certification Examination
* Question of the need for Substance Abuse as the ISAM Journal and for the position of Chief Editor.
  + Currently $2000 (down from $3000 is being paid for the publication of 50 annual meeting abstracts)
  + Some years abstracts published two years late
  + As well SA receives ~1500 to ~$1800 per year to send online access to 130 individual ISAM members
  + Survey done of membership had low interest in receiving SA
  + Need to determine what implications are of NOT having the position
* Concern with the need to adhere to the fact that the ex-officio positions may have voice at the direction of the President but no vote. Following this through – those in the ex-officio position require an invitation to BOD meetings and to teleconferences, and it is not an expectation by right.
* G Bunt expressed that during his presidency, an open invitation was made for ex-officios to participate at all teleconferences and Board meetings.
* After discussion - Motion by A Baldacchino, seconded by H Alho proposing a formal change in the current Bylaws related to the ex-officio positions of Chief Examiner and Chief Editor who will be expected to produce a report on a yearly basis that will include a Business Plan and an Action Plan to be presented to the ISAM Board of Directors with a view to reconsider the position for a maximum of 5 years. It is expected that within the first year an associate will be identified for eventual taking over of the position. Attendance at any teleconference of BOD meeting will be on an ad hoc basis. Carried.
* Expectation is that each identify by ISAM 2017 Abu Dhabi someone to take over.
* G Bunt, K Brady and A Baldachino to determine the role of the ex-officio in BOD meetings and teleconferences.
* Concerns raised by ex-officio:
  + That it is not realistic to identify an Associate within one year. Many factors could contribute to this.
  + That it is detrimental to communication if not allowed to be present at meeting to know about activities and what is going on.

Agenda interrupted for presentations by ISAM meeting hosts:

**Annual meetings:**

2016 Montreal:

* Acknowledgement of the amount of work involved to set up an ISAM meeting in 9 months
* Appreciation will be expressed to CSAM-SMCA for accepting to have a joint meeting
* To date ~500 with exhibitors and speakers
* 32 countries with 6 continents represented
* 26 sitting the ISAM certification examination
* Marriott Chateau Champlain has been very accommodating
* Anticipating ~$20,000 profit for each society

2017 Abu Dhabi – Oct 26-29

* Presentation by Dr. Ahmed Elkashef and opening of the ISAM 2017 Abu Dhabi webpages ([www.isam2017abudhabi.ae](http://www.isam2017abudhabi.ae)) by H.E. Dr. Hamad Al Ghaferi.
* Workshops for Oct 24 & 25 being proposed. Suggestion of a Review Course pre-conference.
* Confirmed key Speakers: T.om McClelland, Kieth Humphreys, John Strang, Susumu Higuchi, H.E. Hamad Al Ghaferi, and Vladimir Poznyak. Unconfirmed: Nora Volkow
* Interactive sessions and expert panels to lead group discussions will be offered in the tracks
* A Public Forum is planned for community service allied health professionals such as Police, Social workers, etc.
* Assistance offered on webpages for visa procurement. The visa will have to be procured prior to accepting registration. Discussion that there may be problems with Israeli citizens and visa.
* A tour of Dhubai will be offered among the social tours available

2018 Busan – Nov 3-6

* Presentation by S-G Kim
* Webpages will be up and running by mid-2017
* Hotel and venue selected with several hotels at different rates located nearby
* Shuttles from airport available
* Multi track program planned

2019 New Delhi – Nov 13-16

* Dr. Sudhir Khandalwal presented.
* Website being build: isam2019delhi.com
* Anticipated attendance 650
* E.Visa information: <https://indianvisaonline.gov.in/visa/tvoa.html>
* LOC lead by AIIMS management team and working on selectin of a theme and sorting out CME accreditation

2020 -2022 proposals

2020 Auckland, New Zealand:

* Proposal by Dr. S. Galea with the Health Board and the University of Auckland
* Suggestion of working with group in Australia for a joint or regional meeting
* Outline proposal to be circulated after the BOD meeting to all BOD members

2021/2022 Beijing, China:

* J Khalsa would require initial approval from the Board to then make contact with his connections and start the process. Suggestion to work with Wei Hao.

2021/2022 (Post-meeting) Belgrade, Serbia:

* Dr. G. Surak proposing a meeting in Belgrade, Serbia
* A Baldacchino will connect with him to obtain further details
* Comments of a good way to bring back to Europe after several years in the Asia-Pacific region

After lunch – reconvening of Board meeting back to item on ex-officio position

After discussion, Motion by K Brady, seconded by Riaz Khan to rescind prior motion related to ex-officio positions. Carried with 1 abstention.

Agreement by the Board to table this matter till the next teleconference. K Brady will oversee process.

After further discussion,

1. Motion by A Baldacchino, seconded by R Khan for a temporary amendment to the current Bylaws, that the ex-officio positions, Chief Examiner and Chief Editor, be renewed for five years, which will be a transition term. Both will be present at the face-to-face annual Board of Directors’ meeting and present on an ad hoc basis for the teleconference meeting of the ISAM BOD and will work towards mentoring a replacement during this term. Carried with 1 abstention.
2. Agreement to clarify the roles and responsibilities of the ex-officio members re: financial transactions

**Committee Reports:**

**Membership Committee:**

* Membership Committee will be able to add the Sudanese, the Indonesia, the Iranian, the Israeli and the Indian Societies as an affiliate members once the guidelines for the new fee structure are finalized.
* Suggestion is to base on a per physician rate, ex $1-$2/ member
* Need to decide on maximum. Ex. ASAM pays $2500/yr even with a recent significant increase in their membership
* R Khan to make initial assessment and then discuss with the appropriate Regional Representative.
* Motion by H Alho, seconded by A Bladacchino that Affiliate Societies be welcomed and encouraged to become Category I Affiliates based on the number of paying members they have and on their place in the World Bank economic categories of countries with $2 charged per member for World Bank Category A and B and with $1 per member for the World Bank Category C and D countries to a maximum fee which can be negotiated with the Board of Directors. Carried.
* R Khan will evaluate the current Affiliate Societies and their dues with assistance from S Higuchi.
* Individual dues were raised last year and should be revisited at a minimum of every 5 years.
* Suggestions to look into the establishment of a category for organizations such as EUROPAD and EUFAS

**Webpages & Promotion Committee**

* Tabled due to absence of J Reimer
* K Mellor who is doing the CSAM-SMCA webpages will be working on updating the look of the ISAM webpages and also on troubleshooting problems with the membership registration.
* Marilyn will continue to put on simple change of data to keep costs down
* J Reimer’s secretary who was paid to do this is now on leave.

**Education Committee:**

* Presented by A Baldacchino
* Proposals which were sent with agenda discussed for a (1) ‘Recent Advances in Addiction Medicine’ Course and a (2) ‘Training the Trainers’ fundamental 1-day course.
* The Committee will meet during the conference to examine these and bring back to the BOD with a view to trying to get at least one underway for ISAM 2017 Abu Dhabi. **Post meeting addendum: The Training the Trainers course will be prepared for ISAM Abu Dhabi 2017. Proposed date is October 29th, 2017. Recent Advances in Fundamentals will be organized for ISAM 2018 Busan.**

**ISAM Certification Exam**:

* Presented by N el-Guebaly
* 26 sitting the exam for 2016
* Exam Review Board met in Banff, Canada in Sept to redo the questions. Very productive and fruitful endeavor.
* New questions are being tested at this exam sitting
* Suggestion to raise exam fees which have not change since inception.
* Motion by A Baldacchino, seconded by H Alho and Carried to raise ISAM dues:
  + From $700 to $800 US for non-ISAM or non-Affiliate members
  + From $625 to $725 US for Affiliate Society members
  + From $600 to $700 for ISAM members
* Anticipated increase in those wanting to sit the ISAM exam after the move of the ABAM exam to ABPM (American Board of Preventive Medicine) and the changes which will result in a decrease in those eligible to take that exam.
* Estimate 800/3900 will not be eligible and the ISAM certification exam may be abl4e to fill the gap
* Need to start promoting and advertising
* M Galanter has already been discussing with the ASAM Board regarding these 800 who may be ineligible
* It is a time for delicate discussion and negotiations
* If ASAM were to include ISAM as a valid path for certification it would lend great credibility for the ISAM exam
* Question if it was possible to somehow survey those 800 that are not eligible.

**International Textbook:**

* Thinking ahead to 2nd edition using funds from the Textbook and from the Certification Exam
* Springer is willing to give 8000 Euro for the second edition.
* Money is in the e.textbook with ~17,000 versus the sale of actual hardcopies
* In order to be able to follow-up with a second edition, N el-Guebaly would need a commitment of funds as upon retirement he would look his admin support.
* Motion by A Baldacchino, seconded by H Alho that upon leaving his university position and losing his administrative support, that up to $25,000/year for two years be made available to N el-Guebaly for work on the 2nd Edition of the International textbook. Funds to be taken from the Certification Exam account.

**Financial Issues:**

* Review of the Notice to Reader provided for 2015.
* Motion by H Alho and seconded by R Khan to accept the 2015 Financial Statement as presented. Carried.
* Motion by R Khan, seconded by A Baldacchino to retain the accounting firm of BDO Dunwoody for 2016. Carried.
* Office budget presented – still running under the $55,000 US. Quarterly expenses/revenue presented. Motion by A Baldacchino, seconded by R Khan to accept budget and quarterly report. Carried.
* Questions arose about signing authorities on the accounts which is two signatures: N el-Guebaly and M Dorozio
* A Baldacchino will look into the correctness of this set-up from a legal standpoint as neither of the signing authorities are full Board members
* Also of concern is that the Nordea account is tied to H Alho who is stepping down from the Board next year.
* R Khan will look into proposed scenarios to correct this, ex. one virtual account associated with a University/Board member.

**ISAM Journal:**

* Presented by M Galanter
* Substance Abuse has increased their impact factor
* There is still an opening for an Associate Editor from the ISAM membership
* This will be announced at the ISAM AGM on Friday, Oct 21st
* Email to be sent to ISAM members encouraging submission to SA – M Galanter will provide the wording to Marilyn who will send out once received
* A Baldacchino and H Alho both reported problems being able to download the online issue that was sent to members
* The 50 abstracts from Montreal will be published in next issue
* Question of cost per abstract ($3000-$3500 for 50 abstracts) being higher than cost for publishing ALL the abstracts in 2014 ($10,000 for 300 abstracts). Why not publish all? M Galanter will look into the cost of publishing all the abstracts.

**Review of Agenda for AGM**

* ISAM AGM will be held Friday October 21st from 5:30 – 6:30 in the Viger room
* The process for regional representative will be presented
* Invitation to any interested to contact the office.
* Due to time-constraints the Travel awardees certificates will be given out at the Gala dinner
* The ISAM Fellows recognition certificates will also be given at the Gala dinner
* ISAM’s first Distinguished Scientist award will be presented to Nora Volkow during the Gala dinner
* Introduction of Dr. S-G Kim as the new Board member will be made

**ISAM Fellows:**

* Based on the criteria for recognition of support from individual members through the years
* The criteria is not for those who have been members sole through an Affiliate societies
* 43 ISAM members were identified and ~19 will be present at the 2016 Annual meeting and have been invited to the Gala dinner where the presentation of their certificate will be made.

**Travel Awardees:**

* This year there were no WHO travel awards
* With the reduction of the NIDA grant only two NIDA travel awards were given out: Igam Bagra (India) and Beatrice Mwagomba (Malawi)
* The last of the funds given by Reckitt Benckiser for travel awards were used to bring four young investigators: Abidemi Bello (Nigeria), Pratap Kumar Jena (India), Karren-Lee Raymond (Australia) and Herman Tavares (Brazil)
* Important going forward that the President-Elect be part of the Selection Committee for Travel awardees.

**Next meeting:**

The next ISAM BOD teleconference will be Wednesday, January 18th at 2 PM MST

**ACTION ITEMS**

* President-Elect and the Past President to work on the list of duties for their positions
* G Bunt to thank each of the applicants for the vacant Board position
* G Bunt to announce the proposed second tier of the Board comprised of Regional Representatives.
* A Baldacchino – contact G Surak for information on possible proposal for an ISAM meeting in Belgrade, Serbia
* A Baldacchino and K Brady to look at possible assigned scope of duties for the positons of President-Elect and Past President
* Marilyn – arrange for card and flowers for T. Gawad
* Marilyn will mail out other ISAM Fellows certificates
* G Bunt, K Brady and A Baldachino to determine the role of the ex-officio in BOD meetings and teleconferences
* R Khan to correspond with the proposed affiliate societies about dues
* R Khan and S Higuchi to re-evaluate the current Affiliate Societies and their dues.
* R Khan to have access to financial transactions and be presented with a quarterly breakdown
* M Galanter to provide wording for email to ISAM membership regarding welcoming submissions for SA
* M Galanter to look into cost of publishing ALL the annual meeting abstracts
* M Galanter to recruit Associate Editor from ISAM for SA