**PAAC Meeting**

Tuesday September 11, 2018

**NOTES – Meeting Summary**

**Attendees:** Bryan Abankwah, Bernice Baumgart, Paula Nixon, Savannah Clancey, Pavi Chandrasegaram, Natalie Gomes, Catherine Wong, Tess Weber, Caroline Brooks, Dragana Markovic, Shannon Spencer, Maureen Morris, Loreta Muharuma, Ayetheda Walker, Nelson Cabral

**Teleconference:** Taryn McGregor-Van Hoorn

**Regrets:**

**Welcome**

* The committee welcomed Shannon Spencer from the PGME and Nelson Cabral, LMP Business Manager

**Review of Previous Minutes**

* Approved

**Business Arising from Last Meeting**

* Bryan is checking with all members to determine if they still wish to sit on the committee
* Nelson Cabral is the new Business Manager representative with Brenda Bui acting as his back up
* Laura Leigh Murgaski will send the PGME’s generic job description template to committee members for review

**Standing Items**

## Subcommittee Updates

1. **PAAC Award/Appreciation Event**
* Lisa Bevacqua informed the committee that the feedback from the Appreciation Event was positive. The respondents felt that there was a good mixture of PGME items covered and fun activities
* The committee needs to ensure that all PAAC members receive the invitation to next year’s event. Lisa Bevacqua will update the listserv
1. **Communication Group**
* The subcommittee needs to discuss what tool/system will be used Quercus, Wiki) and what items are to be included in the tool

**New Business/Open Forum**

**a) Information Series**

* Lisa Bevacqua presented the topics for the 2018/2019 Information Series and schedule
	+ PGME overview, CPSO, PARO, Touchstone, visa registration, electives, accreditation, CBD/CBME, RCPSC credentials, CaRMs, Adobe, CAMEO, Appreciation Event, time management, taking care of yourself
	+ The committee asked that the CaRMs, CPSO, Touchstone, and RCPSC credentials be moved up in the schedule to match external timelines
	+ The committee asked that a post-ICRE meeting be added

**b) Pilot Session for New Admins**

* The PGME will be offering a PGME overview session every four months for new administrators. Topics will include:
	+ FOM overview, PGME, PGME website, registrations, VISA trainees, fellows, OATS, sponsored trainees, PASS, POWER, payroll and call stipends, electives, accreditation, Quercus, info series overview, PAAC
	+ Each topic will be given 10-15 minutes each
1. **Appreciation Event Awards process**
* Lisa Bevacqua introduced the ‘Judgify” application system
* The system will accept applications and allow the judges to review and rank applications
* The executive committee will test the system
* The system will be in place by the All PDs meeting on December 14
* Applications will be due at least 2 months prior to the event to allow for the judges to review and rank the applicants in a timely manner
	+ Applications will be accepted until the end of January
	+ The judges will have all of February to review applications and rank
	+ The winner will be notified 2-3 weeks prior to the event
* Amy Widdifield will present the system at the next meeting
1. **Saudi sponsored trainees**
* Maureen Morris reminded everyone that programs can interview Saudi sponsored trainees but offers are not to be made yet
* The PGME, along with its colleagues across the country, is still working on a resolution with the Saudi Cultural Bureau

The meeting was adjourned at 1:30pm.