

Cowichan District Medical Society - Guideline 5: Virtual Meetings

Virtual meetings are a convenient way of supporting ongoing engagement and administrative work, especially in a time where physical distancing and limitations on group sizes exist. Here are some guidelines to follow when considering virtual meetings for CDMS work:

Zoom Account

The CDMS has a Zoom account, which is available for all MSA members' use. It accommodates up to 100 participants for unlimited meeting duration. To book your meeting time, please contact rsimmons@cowichandoctors.ca.

Participating Virtually

Participants are encouraged to join meetings by video conference, as a way of connecting more personally with colleagues. Dial-in options are also available.

Two options exist for using Zoom on Island Health computers:

Option 1: Zoom software can be installed to your workstation, following the standard IM/IT software request process.

Option 2: Zoom meetings can be accessed through Google Chrome from any Island Health workstation:

- Click on the **Start Menu**; Click on **Google Chrome**.
- Obtain a link to the Zoom meeting (typically sent via email) and **copy** the link.
- **Paste** the link to the Google Chrome address bar.
- Use the link labeled **join from your browser** and the Zoom meeting will begin.

Meeting Catering

It is often convenient to hold meetings over mealtimes, both for scheduling and networking purposes. CDMS funds may be used to reimburse physicians for dine-in meal options (in lieu of an in-person catered or restaurant meeting), with the following guidelines:

- Meetings eligible for meal reimbursement must be authorized and communicated to participants by the Project Lead.
- The meeting must be longer than 1.5 hours in duration.
- Meals may be for the meeting participant only, may not include alcoholic beverages, and may be reimbursed up to a maximum (taxes, tip, delivery fees included) of:
 - \$35 for a breakfast or lunch meeting
 - \$75 for a dinner meeting
 - For in person group meals or events, the combined charges may exceed this amount, but would be part of the pre-approved budget
- Receipts must be submitted through FEMS for reimbursement, within 90 days of the expense occurring, and cannot be processed past the fiscal year end (March 31) by more than one month.
- Groceries for a home-made meal are not eligible for reimbursement.
- For Engagement projects, meals will be paid for out of the project budget.

Approved: CDMS Executive

Date: Feb. 6, 2023