



**Minutes of the Meeting of the Members  
Held Thursday, June 19, 2014, 5:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Dr. S. Ahmed	Ms. J. Baldwin
Ms. E. Bishop	Ms. S. Boulter	Mr. G. Campbell
Dr. J. Foerster	Ms. A. Kennedy	Mr. D. MacDonald
Ms. A. Magnifico	Ms. T. Mrozek	Ms. G. Paziuk

**Management/Staff Members/Invited Guests:**

Management:

Dr. S. Navaratnam	Mr. B. Funk	Ms. V. Wiebe
Dr. D. Turner	Dr. H. Unruh	Ms. A. Stenning
Ms. K. Peters		

**Regrets:**

Ms. D. Heathcote	Dr. G. Glavin	Ms. B. Lillie
Ms. S. Mazur	Ms. W. Rudnick	Ms. D. Samatte
Mr. G. Tallon		

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**1.0 Call to Order/Meeting Overview**

Dr. A. Naimark called the meeting to order at 5:00 p.m.

**2.0 Presentation**

Dr. Donna Turner, Provincial Director of Population Oncology, presented the:  
**“Community Health Assessment Report for 2013”**

During discussion of the presentation the following points were made.

- The report is a key document in the strategic planning cycle for CCMB.
- Various presentations based on the findings have been made to key stakeholders (e.g. Health Senior Leadership Council, Provincial Medical Leadership Council, Manitoba Health, regional health authority staff)
- Regional health authorities are provided with detailed Questions & Answer documents specific to each region. These documents assist with media responses locally.
- The report statistics are organized to reflect the realigned boundaries of the regional health authorities.
- The report when released will be available on the public website for CCMB.

### **3.0 Review & Approval of Agenda**

The agenda was reviewed with the following amendment. Item 5.1 a) Board Meeting Evaluation Results May 15 2014 will be addressed under Item 5.3 a) Chair Report (for discussion). The agenda for the June 19 2014 CancerCare Manitoba Board of Directors meeting was approved as amended.

### **4.0 Minutes of May 15, 2014 Meeting**

The minutes of the May 15, 2014 meeting were distributed for review and approval. It was:

***Moved by George Campbell, seconded by Anna Maria Magnifico that the minutes of the May 15, 2014 meeting be approved as circulated.***

**Motion carried without dissent**

### **5.0 New Business**

#### **5.1 For Information Only**

Various reports were distributed prior to the meeting as listed on the agenda. There were no questions from Board members

#### **5.2 For concurrence without debate**

- a) Medical Staff Appointments

The Board concurred without debate in the appointments and granting of privileges to the medical staff (identified in the accompanying documentation) as approved by the President and CEO, who attested to all policies and procedures pertaining to medical staff appointments having been duly followed.

#### **5.3 For Discussion/Resolution**

- a) Chair's Report

Dr. Naimark addressed a comment on the evaluation form for the May 15 2014 Board meeting inquiring if the scale could be numeric. The format of the Board evaluation has been refined over time and a numeric scale, which was previously used, was found to be not as useful in determining the needs of the Board members as a brief verbal description of a concern and/or suggestions for improvement.

The amount of material to be reviewed by board members was a continuing topic of comment. It was noted that the "highlights" summaries of committee activities are intended to identify areas that that Board members may wish to pay special attention to and not as a substitute for reviewing all of the documentation since that is the basis for decision making by the Board. It was also noted that although management makes every effort to post Board material to the portal in a timely fashion, some items inevitably come

in close to the meeting date. Any material added after the original posting is identified by a "Synch" icon on the Diligent Boardbooks home page.

Dr. Naimark informed the members that he has been asked by the Province to advise the Board that if any member is seeking election to a public office (i.e. City Councilor, School Trustee) they must temporarily step down from their role on the Board until the election has concluded.

b) CEO Report

Dr. Sri Navaratnam gave a slide presentation of a review of the first 6 months since her appointment as President and CEO in which she outlined the progress made on various new initiatives, continued work on projects initiated before her appointment and emerging issues and trends. It was noted that the presentation will be posted on the Diligent Board Books Portal.

c) Finance & Audit Committee Report

Ms. Alyson Kennedy presented on behalf of the Finance & Audit Committee. KPMG, auditors for CCMB conducted a thorough review of the accounting procedures. It was noted that a high level of intensity is a normal accounting practice when there has been a change of staff in the finance department as experienced by CCMB during the 2013-14 fiscal period. Ms. Kennedy commended the audit team and CCMB finance department staff for the extraordinary efforts made to ensure all accounts were reviewed in detail. An outstanding issue related to medical remuneration from prior years requiring reconciliation is being addressed by management.

**It was MOVED by the Finance & Audit Committee that the Board approve the 2013-14 Audited Financial Statements as presented.**

**Motion Carried.**

The issue of investing monies for interest generating purposes in a timely manner was discussed at Finance and Audit with a resultant proposed change in the Policy 01.002: Delegation of Signing Authority Limits. The change allows management to carry out this responsibility and includes direct notification to the Finance & Audit Committee.

**MOVED by Finance & Audit Committee that the Board accept an amendment to Policy 01:002, Delegation of Signing Authority Limits, in the Exceptions to Policy, Item 1.**

**Motion Carried**

d) Nursing Services Annual Report

Ms. Valerie Wiebe, Vice President & Chief Officer, Patient Services presented an overview of the nursing services conducted at CCMB. In addition a briefing note and detailed supplemental information were provided in the meeting package it was noted that the presentation is to be posted to the Board portal. Ms. Wiebe described the vast array of roles played by the nursing professionals employed at CCMB. And the specialty services they provide to patients and their families.

*Recorder: PA*

## 6. Private Session

Prior to commencement of the private session, the Chair thanked all members for their ongoing contributions to the governance of CCMB. He also noted that both Board and Management worked their way successfully through a very busy period of transition and change and have created a positive environment in which CCMB can move forward.

- a) **With CEO – this session was not required**
- b) **Without CEO – this session commenced at 6:50 p.m.**

## 7. Adjournment

The meeting was adjourned at 7:05 p.m.

The Board of Directors and Executive Team members attended a summer reception held in the Atrium of the John Buhler Research Centre (725 McDermot Ave).

**NEXT MEETING: Thursday, September 18, 2014 – 5:00 p.m.**

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<b>Chair</b>	<b>Date</b>
_____	_____
<b>Secretary, Treasurer</b>	<b>Date</b>