



**Minutes of the Meeting of the Members
Held Thursday, September 18, 2014, 5:00 p.m. – Executive Boardroom - CCMB**

PRESENT:

Board Members:

Dr. A. Naimark, Chair	Ms. J. Baldwin	Ms. S. Boulter
Mr. G. Campbell	Mr. J. Chipman	Ms. A. Kennedy
Ms. B. Lillie	Mr. D. MacDonald	Ms. A. Magnifico
Ms. T. Mrozek	Ms. W. Rudnick	Ms. D. Samatte

Management/Staff Members/Invited Guests:

Management:

Dr. S. Navaratnam	Mr. B. Funk	Ms. V. Wiebe
Dr. D. Turner	Ms. A. Stenning	Ms. J. Shymanski

Regrets:

Dr. S. Ahmed	Ms. E. Bishop	Dr. J. Foerster
Dr. G. Glavin	Ms. D. Heathcote	Ms. S. Mazur
Mr. G. Tallon	Ms. G. Paziuk	

1.0 Call to Order/Meeting Overview

Dr. A. Naimark called the meeting to order at 5:10 p.m.

The Chair introduced Mr. Jeoff Chipman, Minister of Health appointee to the Board. Mr. Chipman's brief bio is to be posted to Diligent for information.

2.0 Presentation – CCMB Annual Progress Report 2013-14

Ms. Shymanski, Director of Communications and Public Relations presented the CCMB Annual Progress Report 2013-14. The report is still in draft form awaiting inclusion of certain details but is substantially complete and will be finalized in time to meet the Province of Manitoba's deadline of September 30 2014. Dr. Navaratnam noted the report reflects the agency's work during the end of Dr. Dhaliwal's term and the beginning of Dr. Navaratnam's term as CEO.

Board members were canvassed for input and/or comments on the report with the majority noting that while the report is more 'content heavy' than in prior years it was comprehensive in telling the story of what progress is being made in caring for cancer patients in Manitoba. The Chair commended the staff and members of the Communications and Partner Relations Committee who undertook this project.

It was confirmed that the distribution of this report in its final form will be through the agency's internet site with an electronic submission to the Province and copies shared

with national and provincial partners in cancer care. It was noted that some organizations use the Annual Progress Report as a basis for updating the public and partners on specific areas by creating modules within the report which contain in depth details on that specific issue.

Moved by Anna Maria Magnifico and Seconded by Don MacDonald THAT the CancerCare Manitoba Annual Progress Report for 2013-14 be approved subject to final editing with the final edited report to be submitted to Manitoba Health, Administration and Finance Management Services by September 30 2014.

Motion Carried without dissent

3.0 Review & Approval of Agenda

The agenda was approved as circulated.

4.0 Minutes of June 19, 2014 Meeting

The minutes of the June 19, 2014 meeting were distributed for review and approval. It was:

Moved by Susan Boulter, seconded by Anna Maria Magnifico that the minutes of the June 19, 2014 meeting be approved as circulated.

Motion carried without dissent

4.1 Business Arising

a) Agreement to Establish the Research Institute in Oncology and Hematology

The Chair reported that substantive agreement regarding the Institute has been reached. There are nuances, for example regarding the allocation of proceeds from intellectual property commercialization that are in the process of being resolved. Final review by legal counsel will follow with execution of the agreement anticipated in time for implementation to begin before the end of 2014.

5.0 New Business

5.1 For Information Only

a) Board Meeting Evaluation Results from June 19 2014

The Chair responded to comments requesting a written posted report from the Chair. He noted that since any business reported on by the Chair arises from discussion at the Executive Committee and would be reflected on the Board agenda as such. When the Chair has something to report on in addition to what is reported through the Executive Committee he prepares a report on the matter in the form of a memorandum to the Board. In addition it was noted that presentations to the Board should be kept to within a

reasonable time limit so as to inform the Board and yet not be onerous of their time. Management was asked to be mindful of this Board member generated comment.

b) Highlights of the June 19 2014 Board Meeting

The Chair noted that this function would now be fulfilled by the Secretary of the Board, Alyson Kennedy. The purpose of the highlights is for posting on the web site of CCMB for public information. The Chair agreed to create the June highlights as a template for use by the Secretary for future highlights.

5.2 Matters For concurrence without debate

None.

5.3 Matters For Discussion/Resolution

a) Financial Statements as at July 31 2014

Barb Lillie, Chair of Finance & Audit presented the above noted statements for the Board members review. It was noted by the Chair of the Board that the Financial Statement Review was moved from the Board agenda category of *concurrence without debate* to the *for discussion* category which is more appropriate given the importance of financial stewardship.

MOVED by the Finance & Audit Committee that the Operating Statements for the period ending July 31 2014 be approved as circulated.

Motion Carried without dissent

b) Other Financial Matters

The Chair and CEO reported that at a meeting with the Deputy Minister held after the Finance & Audit Committee's September meeting, they were advised that the provincial funding envelope for CCMB would be announced shortly and was in fact received within a day or so. The COO provided a very brief identification of a few of the main items in the funding directive and the Board was advised that the Finance and Audit Committee would review management's analysis along with updates on matters related to Medical Remuneration and Physician Staff Complement at its October meeting.

c) Forthcoming significant events

I. The Board of Directors update session will take place on October 16 2014 under the aegis of the Nominations & Governance Committee. The session is intended to elicit questions or clarification of questions related to Board members may have and to identify any gaps in governance mechanisms, policies and procedures that ought to be addressed. The Nominations & Governance Committee will use the content of Accreditation Canada Standards for Governance as well as the 2013 self-assessment by members as platforms for discussion;

I li Strategic Forum

Recorder: PA

The Forum is a management driven initiative involving staff, key stakeholders and care partners in determining the direction and content of the next strategic plan (2016-20) to be held on November 7 – 8, 2014. It will bring together representatives from external organizations as well as key clinical and organizational staff to discuss pillars of knowledge identified through the recently published Community Health Assessment (i.e. prevention, research, process redefinition for efficiency, etc.). Representatives of the Board will be invited to take part in this event and interested parties are asked to contact either Dr. Naimark, or Don MacDonald of Nominations & Governance.

d) The Capital Project Update was addressed in the Senior Officers' Reports

6. Senior Officers Reports

Dr. Navaratnam and her team of Valerie Wiebe, VP & Chief Officer, Patient Services, and Bill Funk, Interim Chief Operating Officer addressed a number of initiatives. It was requested that the powerpoint presentation be posted to Diligent for members reference.

Highlights of the presentation included:

Strategic Forum

This was addressed in the Chair's comments above. Dr. Navaratnam also extended an open invitation for all Board members to join with staff on Thursday November 6 2014 in Theatre A of the Basic Sciences Building, Bannatyne Campus of University of Manitoba for opening remarks on the November event and to celebrate Long Service Recognition of staff with 30 years of service and beyond.

Nursing

Funds have been reallocated to place more front line staff in clinics with a supporting management structure of multidisciplinary teams involving physicians, nursing and administrative staff, all with the aim of increasing efficiencies and improving quality of patient flow.

Support Service Expansion

A proposal is being considered to expand the scope of information and support programming currently in operation from the Breast Centre of Hope to include other female identified cancers (eg.gynecological).

Radiation Equipment Replacement – Master Plan

The Province is supportive of the above noted initiative pending the development and acceptance of an internal business plan for presentation to Treasury Board. Talks continue with in house and industry experts. It was noted that due to the time required to commission a linear accelerator (used in radiation therapy) specific consideration will be given to the Western Manitoba Cancer Centre where only one machine is currently in operation.

Recorder: PA

7. Private Session

This was not required for the September 19 2014 meeting.

7. Adjournment

The meeting was adjourned at 7:20 p.m.

NEXT MEETING: Thursday, October 16, 2014 – 4:00 p.m. (Governance Session to commence at 4:00 p.m.)

_____	_____
Chair	Date
_____	_____
Secretary, Treasurer	Date