

Minutes of the Meeting of the CCMB Board Members

Thursday, September 17, 2015 at 9:00-10:00am

Executive Boardroom, CancerCare Manitoba

PRESENT:

Board Members:

Ms. E. Bishop	P	Ms. S. Boulter	P	Mr. G. Campbell	P
Mr. J. Chipman	P	Mr. M. Evans	P	Dr. G. Glavin	P
Ms. A. Kennedy (Secretary)	P	Ms. B. Lillie (Treasurer)	P	Mr. D. MacDonald	P
Ms. A.M. Magnifico	P	Ms. T. Mrozek	P	Dr. A. Naimark	P
Ms. G. Paziuk	P	Ms. W. Rudnick	R	Ms. D. Samatte	P
Ms. A. Stenning	P	Mr. G. Tallon (Chair)	P	Ms. Randi Gage	P
				Ms. Fern Swedlove	P

Management/Staff Members:

Dr. S. Navaratnam (President)	P	Dr. J. Butler (President MSA)	P	Ms. K. Peters (Exec Asst)	P
Dr. B. Schacter (Med Adv Brd)	R	Mr. B. Funk (Interim COO)	P	Ms. V. Giesbrecht (Brd Coordinator)	P
				Ms. I. Anderson (Brd Recorder)	P

Legend: P-attended in Person; T-attended via Teleconference; R-Regrets sent; A-Absent

Closed Portion of CCMB Members Meeting

1.0 Call to Order

The Chair called the meeting to order at 9:00am.

1.1 Welcome & Introductions

The Chair welcomed all members and introduced Ms. Fern Swedlove as a new government appointed Board member. The Chair reported that a Board Orientation for newer members was held in August and was well received. He will look into arranging a similar tour for all Board members in the near future.

1.2 Meeting Overview

The Chair reviewed the day's outline beginning with a shortened Board meeting, media announcement, and followed by the first Special Presentation of the Board open to employees and external invitees. It is anticipated the open meeting will become an annual event.

1.3 Review & Approval of Agenda

It was MOVED and SECONDED that the Agenda be approved as circulated.

Motion Carried without dissent

2.0 June 18, 2015 Meeting

2.1 Minutes of June 18, 2015

An amendment was noted for 5.0, item f) to read, "... **successful** candidacy for appointment to the Board of the **Manitoba** Institute for Patient Safety."

It was MOVED and SECONDED that the minutes of the June 18, 2015 meeting be approved with amendments as noted.

Motion Carried without dissent

2.2 Highlights of Board Minutes

There was no discussion.

2.3 Board Meeting Evaluation

The evaluation remains open on Diligent for one week following the Board meeting.

Members are encouraged to take the time to complete the evaluation for greater feedback.

2.4 Business Arising

There was no business arising.

3.0 President's Office

3.1 President and CEO's Report

Dr. Navaratnam reviewed her report which was provided in a new format addressing the strategic priorities of the Manitoba Cancer Plan 2016-2021.

4.0 For Information Only

4.1 Approved Committee Minutes & Highlights of Current Month's Proceedings

All items for each Committee are reflected in the documents posted on DBCC.

a) Nominations & Governance

- i) The Committee recommends the appointments of Randi Gage to the Quality & Patient Safety Committee and to the Community Advisory Council, and Drew Cringan as an external member to the Communications Committee.

It was MOVED and SECONDED that the appointments be approved.

Motion Carried without dissent

- ii) The Committee will be engaged in reviewing eligible appointees for replacement of members whose terms will be completed this year.

- iii) The June Board Survey was completed by 11 members. A second Board Survey will be carried out prior to Accreditation; members are encouraged to participate to achieve 100% participation.

b) Facilities Planning & Development

No additional report.

c) Finance & Audit

No additional report.

d) Executive Committee

- i) The Chair reported on committee work that continued over the summer including Board Orientation, planning of the Special Presentation to be held today, expectations of the Board in preparing for Accreditation, and continuing senior management recruitment efforts at CCMB.
- ii) Several Board members will attend the annual CCPN conference scheduled for the end of October.
- iii) A high level cost estimate was received from Government for the Capital Project, at an amount as anticipated.

e) Community Advisory Council

Efforts continue with the assistance of the Board Chair and Past Board Chair to focus the purpose and direction, and increase membership and activity of this Committee. Increased interconnections between CCMB and the community at large will benefit all stakeholders. It is anticipated that one way membership can be expanded is through the CCP hubs located throughout the province.

f) Quality & Patient Safety

The Chair briefly reviewed items on the agenda for this Committee's meeting later today.

g) Communications & Partner Relations

No additional report.

4.2 Patient & Family Support Services Briefing Note

These documents are posted on DBCC.

4.2.1 PFSS Annual Report/Stats

4.3 Surgical Oncology Briefing Note

This document is posted on DBCC.

4.4 Radiation Oncology Program Briefing Note

This document is posted on DBCC. Note was taken of the Briefing Note's mention of the dire need for replacement of outdated equipment. The Chair will discuss this with the CEO.

5.0 For Concurrence - Ex-Debate

There were no items for review.

6.0 For Discussion and/or Resolution

6.1 Financial Statements (July 2015)

The Financial Statements are as posted on DBCC. The Finance & Audit Committee recommended Board approval of the July 2015 statements.

It was MOVED and SECONDED that the Financial Statements be approved by the Board.

Motion Carried without dissent

6.2 Financial Plan Deficit Update

Work continues to identify potential savings towards reducing the budget deficit.

6.3 Approval of Final 2015/16 Budget

The Finance & Audit Committee recommended Board approval of the 2015/16 Budget.

It was MOVED and SECONDED that the Final 2015/16 Budget be approved by the Board.

Motion Carried without dissent

6.4 Appointment of External Auditors for 2015/16

The Finance & Audit Committee recommended reappointment of KPMG as external auditors for 2015/16.

It was MOVED and SECONDED that this be approved by the Board.

Motion Carried without dissent

6.5 Annual Progress Report

Dr. Navaratnam reviewed the contents of the Annual Progress Report as posted on DBCC. A number of required revisions were noted by members. These will be followed up.

It was MOVED and SECONDED that the Report be approved by the Board, pending final revisions.

Motion Carried without dissent

7.0 Private Session

7.1 With CEO

7.2 Without CEO

The Closed Portion of the CCMB Members Meeting was adjourned at 10:00am.

Open Portion of Meeting – Special Presentation – 12:00-1:30pm, Theatre A, Basic Sciences Bldg

8.0 Call to Order

8.1 Welcome and Introductions

The Board Chair welcomed attendees to the first Special Presentation of the Board and provided introductions of Board members.

8.2 Meeting Overview

The Agenda for this portion of the meeting was reviewed with attendees.

9.0 President's Report (Cancer Patient Journey)

Dr. Navaratnam provided an update on the Cancer Patient Journey Initiative, In Sixty, including plans going forward.

10.0 Special Presentation – Research Institute in Oncology & Hematology (RIOH)

Dr. Arnold Naimark, Chair of the RIOH Advisory Board, provided a presentation on research at CCMB, past, present and future.

11.0 Board Chair's Report (Capital Project)

Mr. Tallon provided a presentation on the Capital Project, being the anticipated construction of a new building for CCMB.

12.0 Question Period

A question and answer period followed the presentations.

13.0 Closing Remarks & Adjournment

The Board Chair thanked everyone in attendance for their participation. The meeting was adjourned at 1:30pm. A light lunch followed in the vestibule outside the theatre.