



Minutes of the Meeting of the CCMB Board Members

Thursday, June 16, 2016 at 5:00 pm

Executive Boardroom, ON4017, 675 McDermot Avenue

CancerCare Manitoba

PRESENT:

Board Members:

Mr. G. Tallon (Chair)	P	Mr. M. Evans	P	Dr. G. Glavin	P
Mr. J. Chipman (Vice Chair)	R	Mr. R. Shaffer	R	Mr. D. MacDonald	P
Ms. A. Kennedy (Sec/Treas)	P	Mr. R. Dhalla	R	Dr. A. Naimark	P
Dr. B. Schacter (Med Adv Brd)	P	Ms. E. Bishop	P	Ms. R. Gage	P
Ms. A.M. Magnifico	P	Dr. K. Van Ameyde	P	Ms. F. Swedlove	P
Ms. G. Paziuk	P	Dr. S. Barakat	P	Judge Rocky Pollack	P
Ms. S. Boulter	R	Mr. G. Campbell	R		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. J. Butler (MSA President)	P	Ms. K. Peters (Exec Asst)	P
Ms. A. Stenning (CCMF CEO)	P	Ms. V. Giesbrecht (Brd Coord)	R	Ms. I. Anderson (Brd Recorder)	P

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

Invited CCMB Guests: Venetia Bourrier, Paul Penner, Bill Funk, Nardia Maharaj, Judy Edmond

1.0 Call to Order, Welcome, Review & Approval of the Agenda

- The Chair called the meeting to order at 5:00 p.m. and welcomed members to this final board meeting of the year.

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

Motion Carried without dissent

2.0 Special Presentation – Quality Improvement Plan

Venetia Bourrier, Director of Quality, Patient Safety and Risk, provided a comprehensive review of the Quality Improvement Plan. The Plan was developed as a requirement for Accreditation Canada. Discussion and questions followed. Members voiced appreciation for development of the Plan.

3.0 May 19, 2016 Meeting

It was MOVED and SECONDED that the appended minutes of the May 19, 2016 meeting be approved.

Motion Carried without dissent

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.
- Members were reminded of the importance of completing the Board meeting evaluation after each meeting.

4.0 President's Report and Executive Team Report

- Dr. Navaratnam reviewed the highlights of the President's Report which focused on the recent site visit to Princess Margaret Cancer Centre related to the Capital Project.
- The Executive Team Report was also provided this month and was reviewed.
- The recent visit to CancerCare Manitoba by the Premier and Health Minister was noted. The purpose of the visit was to announce increased funding of \$4 million for cancer drugs. Follow-up questions from the media focused on the new CCMB facility.

5.0 Matters For Information

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

The Board received the latest approved minutes of meetings of the standing committees and the highlights of more recent meetings of which had not yet been considered and approved (as appended documents).

- The Chair of the **Nominations and Governance Committee (NGC)** noted the following points:
 - Filling Board vacancies is in process and will continue over the summer to ensure completion by September. A representative for the Brandon region would be of benefit; members are asked to submit names of suitable candidates they may know.
 - The Annual General Meeting will take place October 20th. This year's meeting will be open to the public and will be planned by a Board/management working group.
 - Members traveling through Brandon are encouraged to visit the Western Manitoba Cancer Centre; this can be coordinated through the Executive Office. This year's CCPN Conference will be held in Brandon and a tour of the WMCC facility will be arranged for members who are in attendance.
- The Board Chair made special mention of Mr. MacDonald's completion of term as Chair of the NGC and noted appreciation for his commitment to the Board and CCMB over many years. He will remain active as a member of the NGC.
- The **Facilities Planning & Development Committee** meeting highlights were provided by the Board Chair. Discussion of the Committee's roles and processes was assisted with a document provided by Dr. Naimark. This proved to be a useful summary of functions, roles and responsibilities of Committees.
Action: The document will be circulated to all Committees for review.
- The Board Chair made special mention of Ms. Boulter's completion of term as Chair of the Facilities Planning & Development Committee and extended thanks for her hard work on the Committee and as a Board member. She will remain active as a member of the Committee.
- The Chair of the **Community Engagement Committee** provided highlights of the June meeting which included an update on CCMB's Community Engagement focus group.

- The Chair of the **Quality & Patient Safety Committee** reported on the committee meeting held earlier in the day.
- The **Communications Committee** is continuing to work with management on the Annual Progress Report.
- The Board Chair reported on current activities of the **Executive Committee** including:
 - A reminder to Members to submit their completed Self-Assessment Questionnaire
 - New audiovisual equipment will be in place for the fall;
 - A combined Board/management governance seminar will be arranged for the fall when new Board members will be in place;
 - Highlights of the very successful Challenge for Life 2.0 event which took place June 11th were provided by Annitta Stenning.

5.2 Briefing Notes

The Board received the **Annual Construction Report** as a Briefing Note for information. The draft Board Work Plan 2016-17 was not available for the June meeting and will be included in the September meeting package.

There was no discussion.

6.0 For Discussion and/or Resolution

6.1 Annual Progress Report

Judy Edmond, Communications Specialist, provided an update on the status of the Annual Progress Report. Board members approved the content as proposed and will review the final version for approval in September.

6.2 CCMB Vision, Mission, Values

In follow-up of the last Board meeting, members' feedback has been provided as an addendum to the draft statements. The Nominations & Governance Committee will continue to work on the document; further input can still be provided. Discussion included:

- The Patient Advisory Group of the Cancer Patient Journey Initiative developed a well-written 'Code of Conduct' for healthcare providers based on their experiences.
Action: Dr. Navaratnam will send this to the Board Chair and Dr. Naimark for consideration related to CCMB's Vision, Mission and Values statements.
Action: Dr. Navaratnam will coordinate review of the CCMB statements by the Patient Advisory Group.
- It was pointed out that 'blood disorders' should be included as part of the statements.

6.3 Risk Management Report

Mr. Bill Funk, Disaster Management Coordinator, presented the highlights of the annual Risk Management Report. Discussion and questions followed.

6.4 Financial Statement – March 31, 2016

The Chair of the Finance & Audit Committee reported on the very favorable annual audit review and report received by the Committee from the external auditors.

It was MOVED on behalf of the Finance and Audit Committee that the Financial Statements be approved by the Board.

Motion Carried without dissent

6.5 Financial Deficit Plan Update

No report required at this time.

6.6 Policy and Procedure Pertaining to Governing Documents

This document has undergone further review as appended.

A motion was made to approve the policy in principle, dependent on development and implementation of procedures.

Motion Carried without dissent

The Policy will be brought back to the Board in the fall for final approval.

7.0 Matters For Concurrence without Debate

8.0 Private Session

8.1 With CEO

8.2 Without CEO

9.0 Closing Remarks & Adjournment

The Chair thanked the Board members for their commitment over the past year.

The meeting was adjourned at 7:15 p.m.