



**Board of Directors**

**Minutes of Meeting**

Thursday, May 16, 2019, 5:00-7:00pm

Executive Boardroom, ON4017, 675 McDermot Avenue

**PRESENT:**

**Board Members:**

Mr. J. Chipman (Chair)	P	Mr. R. Campbell	R	Mr. M. Bolley	P
Mr. D. Mortimer (Vice-Chair)	P	Mr. J. London	R	Ms. D. Grantham	R
Mr. V. Warden (Treasurer)	P	Dr. Roberta Woodgate	R	Dr. K. Juce	P
Mr. M. Evans (Secretary)	P	Ms. S. Graham	T	Ms. M.B. Taylor	R
Dr. B. Schacter (Med Adv Brd)	R				

Mr. G. Tallon (Past Chair, by invitation)	P	Dr. D. Houston (MSA President)	P	Dr. S. Navaratnam (CCMB CEO)	P
Ms. A. Stenning (CCMF CEO)	P	Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Brd Coordinator\Recorder)	P
Mr. John Ioculano (Guest)	P				

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

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

- The Chair called the meeting to order at 5:00 p.m.  
The Agenda was reviewed and there were no changes.

**It was MOVED and SECONDED that the Agenda be approved  
*All in favour and approved.***

**2.0 April 18, 2019 Meeting Minutes**

**It was MOVED and SECONDED that the appended Minutes of the April 18, 2019 Board Meetings be approved.**

***All in favour and approved.***

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to provide comments during the meeting, for discussion.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

**3.0 Special Presentation**

**3.1 Annual Strategic and Operational Plan 2020\21**

This agenda item was discussed in camera.

#### 4.0 President's Office

##### 4.1 President's Report to the Board

Dr. Navaratnam provided a verbal report to complement the President's Report. She spoke to the CancerCare Manitoba Dashboard and CCMB Scorecard giving a brief overview of the documents. A more detailed presentation will be given in the future. She also provided an update on the Operational Review.

#### 5.0 For Information Only

##### 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 **Quality and Patient Safety Committee** provided a brief report:
  - The Committee met just prior to the Board meeting of today, May 16.
  - The Chair reports that work is on plan regarding preparations for accreditation.
  - The Chair advised that an action item for accreditation is a requirement that the Board have a more routine opportunity to hear from patients. In September the committee will discuss further and perhaps invite a patient to the October Board meeting. Going forward we would provide this opportunity on a quarterly basis.
  
- The Chair of the **Advisory Medical Board** provided a brief report:
  - No meeting to report on.
  
- The Chair of the **Finance and Audit Committee** provided a brief report:
  - The Committee met on May 13.
  - The Committee reviewed three policies along with Terms of Reference.
  - Coming out of that meeting is a motion to the Board.

**Motion and seconded that the following officers of CCMB be authorized to sign the CIBC Wood Gundy (Hobson Chahal) Client Profile and associated documents so as to facilitate the conducting of all transactions necessary to meet the stated objectives of CCMB's Investment Policy: Dr. Sri Navaratnam, Dr. Donna Turner, Karen Kwong, Paul Penner, Dr. Piotr Czaykowski.**

*All in favour and approved.*
  
- The Chair of the **Executive Committee** provided a brief report:
  - The Minutes of May 9, 2019 were included in the meeting package.
  - The Executive Committee is doing work on Nominations and Governance tasks with the N&G Subcommittee.

- The report of the **Community Connections Committee** was provided by the Board Chair:
  - A meeting was scheduled but unable to be held due to unforeseen circumstances. The committee will meet on May 22, 2019.
- The Chair of the **Facilities Planning and Development Committee** provided a brief report:
  - The Committee is meeting on June 6, 2019.
  - The Chair had expressed the need to find a replacement for a member who is stepping down at the end of June. He reported that a name is being brought forward at the meeting on June 6 and the plan is for the Executive Committee to bring forward for approval at the June meeting of the Board.

## **5.2 Annual Construction Report**

The Annual Construction Report was received for information only as the report will be brought to the June 6 meeting of Facilities Planning and Development. If anyone has questions or concerns regarding the report, please send them to Mr. Evans who can take them to the June 6 Facilities Planning and Development Committee meeting.

## **6.0 Discussion and/or Resolution**

### **6.1 Financial Statements – No report – year end.**

Year-end statements will be received at the June Board meeting. The Chair of Finance and Audit reported that CCMB is on track for a balanced budget.

### **6.2 Nominations and Governance**

#### **6.2.1 Board Self-Assessment 2018/19**

Mr. Mortimer advised that all appointed Board Members present received a package with a cover letter and self-assessment questionnaire. This package will be emailed to those Members unable to attend the meeting in person and those who sent regrets.

He asked that all Members take the time to complete this questionnaire as this is good governance practice. Please return it to Ms. Giesbrecht's attention no later than June 20, 2019 (emailed, mailed or returned at the June 20<sup>th</sup> Board meeting).

## **7.0 Matters For Concurrence without Debate**

### **7.1 Privileges**

Dr. Navaratnam recommended the granting of privileges at CancerCare Manitoba:

- Ms. Kailee Neal, Physician Assistant, Department of Surgical Oncology
- Dr. Biniam Kidane, Department of Surgical Oncology
- Dr. Gordon Buduhan, Department of Surgical Oncology

- Dr. Brett Houston, Department of Medical Oncology and Hematology

***It was MOVED and SECONDED that the privileges be approved.  
All in favor and approved.***

## **8.0 Private Session**

### **8.1 With CEO**

There was no discussion.

### **8.2 Without CEO**

There was no discussion.

## **9.0 Closing Remarks & Adjournment**

The meeting adjourned at 7:30 p.m.