



Board of Directors

Minutes of Meeting

Thursday, March 21, 2019, 5:00-7:00pm

Executive Boardroom, ON4017, 675 McDermot Avenue, CancerCare Manitoba

PRESENT:

Board Members:

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

Mr. G. Tallon (Past Chair, by invitation)	P	Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P
Ms. A. Stenning (CCMF CEO)	P	Ms. K. Peters (Exec Asst)	R	Ms. I. Anderson (Recorder)	R
Ms. V. Giesbrecht (Brd Coordinator\Recorder)	P	Mr. D. MacDonald (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 5:05 p.m.
The Agenda was reviewed and no revisions were made.

It was MOVED and SECONDED that the Agenda be approved

All in favour and approved.

2.0 January 17 and February 21, 2019 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the January 17 and February 21, 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 Governance

Mr. Don MacDonald was invited to the Board meeting to provide a presentation on Governance. He presented on 1) the need for good governance and its continuing evolution,

2) the Regional Health Authorities Amendment Act (Health System Governance and Accountability Act – currently in first reading), and 3) Accreditation Canada. Discussion followed and an update will be provided to the Board when available.

4.0 President's Office

4.1 President's Report to the Board

Dr. Navaratnam provided a written report, providing an update on the initiative working "Toward Improved Care for Underserved Populations", one of the Strategic Directions of the Manitoba Cancer Plan 2016-2021, *Delivering Excellence*.

Mr. Rob Campbell provided some feedback on a community site visit in which he participated.

Dr. Navaratnam provided an update on preparations for Accreditation 2019.

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 these were included in the Board meeting package.

- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - The Committee did not meet in March. In Mr. Mortimer's absence, Mr. Chipman advised the Board that the Committee is looking at changing the day of the meeting, moving it to earlier in the month.
- The Chair of the **Advisory Medical Board** provided a brief report:
 - The AMB received a presentation from Dr. Pamela Hebbard on *Cancer Surgery Quality in Manitoba: Breast Cancer*. This was similar to the presentation previously provided to the Board but more in depth. Dr. Schacter stated how this demonstrated the provincial reach of CancerCare Manitoba.
- The Chair of the **Finance and Audit Committee** provided a brief report:
 - No report given as items will be covered in 6.1 and 6.2.
- The Chair of the **Executive Committee** provided a brief report:
 - The Nominations and Governance subcommittee of the Executive Committee will be reviewing Terms of Reference of all committees ensuring consistency.
- The report of the **Communications & Community Engagement Committee** was provided by the Board Chair:
 - No report received. The Committee is next meeting in April.

- The Chair of the **Facilities Planning and Development Committee** provided a brief report:
 - The Committee received an update on the capital project.
 - The Committee reviewed its Terms of Reference and forward to the Executive Committee for review and input.

6.0 Discussion and/or Resolution

6.1 Financial Statements – January 31, 2019

- 6.1.1 Income Statement
- 6.1.2 Balance Sheet

The Chair of the Finance and Audit Committee reviewed the Financial Statements. There was some discussion.

It was moved by the Chair of the Finance and Audit Committee that the Financial Statements for the ten-month period ended January 31, 2019, showing a deficit in the General Fund of \$379,006; a deficit in the Capital Fund of \$3,859,809; and a net surplus in the Clinical, Basic Research and Special Projects Fund of \$622,705 be approved by the Board.
All in favour and approved.

6.2 2019-2020 Proposed Budget

Board members received a presentation on the Preliminary Budget for 2019/20 with the Board meeting package. Mr. Warden reviewed the budget and provided some commentary. There was some discussion.

It was MOVED and SECONDED that the Preliminary Budget for 2019/20 showing an overall net deficit of \$3,897,000 attributable to a shortfall in capital revenue versus expense, and including a provision of \$3,633,532 for projected additional revenue and/or further reduction of expenses, be approved.
All in favour and approved.

6.3 Board Self-Assessment

The Annual Board Self-Assessment was conducted in June 2018. The results were provided to Board members for the October 2018 meeting but because of time constraints review was deferred. Mr. Tallon provided commentary at this meeting.

6.4 Nominations and Governance

- 6.4.1 **Name Change – Community Connections Committee**

The Communications Committee and Community Engagement Committee were combined to form one committee. They met and request to change the name of the combined committees to “Community Connections”.

**It was MOVED and SECONDED that the name change to Community Connections be approved.
All in favour and approved.**

6.4.2 Policy Review

The Chair advised that a review of the CCMB Board policies is being conducted and is being led by Mr. Mortimer as Chair of the Nominations and Governance Subcommittee. The Board will be advised of the progress, with any policies undergoing major changes coming to the Board for approval.

7.0 Matters For Concurrence without Debate

7.1 Granting Privileges

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

- Dr. Jeffrey Graham, Associate Category, Department of Medical Oncology\Hematology

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

8.0 Private Session

8.1 With CEO – not required

8.2 Without CEO – not required

9.0 Closing Remarks & Adjournment

The meeting adjourned at 7:30 p.m.