

Board of Directors

Minutes of Meeting

Thursday, March 26, 2020, 5:00-6:15 p.m.

CCMB and Microsoft Teams

PRESENT:

Board Members:

Mr. J. Chipman (Chair)	V	Mr. M. Evans (Secretary)	V	Ms. M.B. Taylor	V
Mr. D. Mortimer (Vice-Chair)	R	Ms. D. Grantham	V	Dr. K. Juce	V
Mr. V. Warden (Treasurer)	V	Dr. Roberta Woodgate	R	Dr. B. Schacter	V

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	V	Ms. A. Stenning (CCMF CEO)	V
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Brd Coordinator\Recorder)	P		
Mr. Alvin Catamisan (Guest)	P	Ms. R. Barcelo (Guest)	P		

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

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

- After a delay due to new technology for the meeting and getting Board members online, the Chair called the meeting to order at 5:20 p.m.
- Due to the COVID-19 situation, today's meeting will focus on COVID-19 and budget items.

It was MOVED and SECONDED that the Agenda be approved.

All in favour and approved.

2.0 January 16, 2020 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the January 16, 2020 Board Meeting 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 President's Office

3.1 President's Report

Dr. Navaratnam thanked the Board for being able to postpone the March meeting by one week and to adjust the agenda to allow for an update regarding COVID-19 and answer questions people may have. Earlier for March the plan was to include other items in the President's report but Dr. Navaratnam is putting this aside for this very important and critical development.

In February, pre-pandemic planning was initiated with Mr. Paul Penner appointed Incident Commander. On March 11, 2020 when the World Health Organization declared the pandemic, CCMB initiated pandemic planning.

CCMB is working within the Shared Health and Public Health guidelines but, because there is not a lot of evidence of how COVID-19 affects people with cancer, CCMB is stepping up the guidelines.

Staff have been working hard looking at how to reduce risk, reducing volume and putting screening in place. Dr. Navaratnam provided some details of what has been put in place to date and what the next steps are.

There is regular communication and updates are available on the website for patients, staff, and health care providers.

It is priority to maintain the values of our organization and Dr. Navaratnam stated she has seen that lived out by the clinic staff during this crisis.

4.0 Discussion and/or Resolution

4.1 Financial Statements for January 2020

The Finance Committee met on March 3, 2020. The minutes were distributed with the meeting package and can be referenced for details. Mr. Warden gave a brief summary of the financial position and operations and accumulated surplus for the 10-month period ending January 31, 2020.

4.1.1 Statement of Financial Position

4.1.2 Statement of Operations and Accumulated Surplus

It was moved and seconded that the Financial Statements for the ten period ending January 31, 2020, showing an adjusted net deficit of \$1.6M be approved.

All in favour and approved.

4.2 Proposed Budget 2020-21

The presentation and proposed budget were distributed with the meeting package which Mr. Warden reviewed. There was some discussion and questions were addressed.

It was moved and seconded that the preliminary Budget for 2020/21 be approved as follows:

- 1) A balanced budget for Operations (General) with total projected expenditures of \$176.7 million including a provision for anticipated additional revenue and/or reduction of expenses of \$2.441 million;**
- 2) A Capital budget of \$5.8 million with a projected net deficit of \$1.5 million; and**
- 3) A balanced budget for Clinical, Basic Research & Special Projects with total projected expenditures of \$13.9 million.**

All in favour and approved.

Mr. Chipman, Dr. Navaratnam and Mr. Warden expressed their thanks to Mr. Alvin Catamisan and Ms. Riza Barcelo and their team for all their hard work.

5.0 For Information Only

5.1 Approved Committee Minutes of Current Month's Proceedings:

The Board received the latest approved minutes of meetings of the standing committees.

- The Chair of the **Executive Committee** provided a brief report:
 - The Committee met on March 12.
 - Minutes were distributed with the meeting package.
 - Since that meeting, we have received confirmation from the Government regarding Board membership and Mr. Chipman provided details.
- **Community Connections Committee:**
 - The Committee met on March 4.
 - Minutes are pending.
- The Chair of the **Facilities Planning and Development** provided a brief report:
 - The Committee met on March 5.
 - Minutes were distributed with the meeting package.
- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - Mr. Mortimer was unable to connect to this meeting due to technical difficulties.
 - The Committee met on March 12.
 - Minutes were distributed with the meeting package.

- The Chair of the **Advisory Medical Board** provided a brief report:
 - The AMB has not met since the last Board meeting. The meeting of March 3 was postponed to June because of the COVID-19 pandemic.

- The Chair of the **Finance and Audit** provided a brief report:
 - The Committee met on March 3. See Item 4.1. The minutes were distributed with the meeting package.

6.0 Closing Remarks & Adjournment

The next meeting of the Board is April 16. The Chair reminder everyone to complete the meeting evaluation especially in light of the new technology used for this meeting. He expressed full support and commendation to Dr. Navaratnam and the staff during this crisis encouraging her to reach out of the Board if there is anything they can do to assist during this time.

The meeting adjourned at 6:50 p.m.