

Board of Directors

Minutes of Meeting

Thursday, April 16, 2020, 5:00-6:15 p.m.

Zoom Meeting

PRESENT:

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

Legend: P-attended in Person; V- attended via Video\Audio conference; T-attended via Teleconference; R-Regrets; 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.
- He welcomed two new Board members; Ms. Jan Belanger and Ms. Patti Bell.

It was MOVED and SECONDED that the Agenda be approved.

All in favour and approved.

2.0 March 26, 2020 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the March 26, 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 – This is very important for every meeting. Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to use the Chat feature in Zoom to raise a question or ask to speak to a 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 provided a special report focused on COVID-19. Highlights were provided in the meeting package.

Dr. Navaratnam provided context for COVID-19 within cancer. She advised the Board of the various leadership teams and that CCMB continues to take a leadership role in ensuring that cancer patients continue to receive care, and also in research, provincially and nationally.

Dr. Navaratnam reviewed the current activity in response to the pandemic, specifically addressing the operational management structure during the COVID-19 pandemic, changes in operations, challenges in human resources, clinical leadership, challenges in research and COVID-19 dashboards that have been developed and are under development.

Communication is important during this time and is ongoing. There is information available on the CCMB website.

Dr. Navaratnam thanked Ms. Annitta Stenning, President and CEO of the CancerCare Manitoba Foundation, stating "We at CCMB are profoundly grateful to the Foundation. The spirit of giving is thriving at the Foundation. Thank you to Annitta and her Team for their true giving, positive attitude and for always finding solutions."

Dr. Mortimer advised the Board that the Quality and Patient Safety Committee has been receiving updates regarding the COVID-19 response. Although the President's report was excellent, it is not reflective of the amount of work and he congratulated Dr. Navaratnam for all the efforts.

The Chair recognized how demanding the COVID-19 response has been but also acknowledged that the regular work of the President and CCMB is continuing as much as possible.

Dr. Navaratnam provided brief updates on Health Transformation, the Operational Review and Early Works.

In closing, Dr. Navaratnam stated that currently there has been no compromise to cancer services. We are in a tight balance and we are functioning, but it is a strained system.

4.0 Discussion and/or Resolution

4.1 Financial Statements for February 29, 2020

The Finance Committee met on April 7, 2020.

Dr. Navaratnam reported that COVID-19 expenses are being charged to a new expense line for tracking purposes. There are no funds allocated to the line.

4.1.1 **Statement of Financial Position**

Mr. Warden advised that this report compares our position at February 29, 2020 with the previous year and provided a summary of the report.

4.1.2 **Statement of Operations and Accumulated Surplus**

Mr. Warden reviewed the statement for the eleven-month period.

It was moved and seconded that the Financial Statements for the eleven-month period ending February 29, 2020, showing an adjusted net deficit of 1.7M be approved. All in favour and approved.

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 and the highlights of more recent meetings of which had not yet been considered and approved (as appended documents).

- The Chair of the **Executive Committee** provided a brief report:
 - The Committee met on April 9 and the minutes are included in the Board meeting package.
 - The main focus of the meeting was to ensure the Executive/Board is aware of what's happening in response to COVID-19, but also to keep in touch with some day-to-day activities.
 - Mr. Chipman advised that the CEO evaluation process which started in January 2020 has been put on hold during the COVID-19 crisis. This will continue at a more appropriate time.
 - Mr. Chipman attended the Crown Services Secretariat Workshop on "The Role of the Chair" which was well done. Training sessions are offered throughout the year and he encouraged Board members to attend sessions that are of interest to them. (Viola will see if sessions are currently being offered.)
 - Regarding the Nominations and Governance Subcommittee of which Mr. Mortimer is the Chair, we are happy to report that we have two Board members. There are a few re-appointments coming up and the subcommittee will be working on this.

- **Community Connections Committee:**
 - The committee is next meeting on May 13 and has not met since the last Board Meeting.
 - Ms. Taylor, the Vice Chair, had nothing further to report.

- Dr. Navaratnam reported that there has been a lot of communication work done by staff regarding COVID-19. She stated that communication is very important during this crisis and we have been able to step up with existing resources. Board members were encouraged to go to the CCMB Website to see some of the communications that have been made available.
- Work is continuing on the Roadmap to Cancer Control, the Annual Strategic and Operational Plan, and the Annual Progress Report.
- The Chair of the **Facilities Planning and Development** provided a brief report:
 - The Committee is next meeting on June 4 and the Committee has not met since that last Board meeting.
 - Dr. Navaratnam had already briefly touched on the Early Works.
 - Mr. Evans has nothing further to report.
- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - The Committee met on April 9 and minutes were included in the Board meeting package.
 - Dr. Donna Turner reported on the COVID-19 response and other regular items were deferred.
- The Chair of the **Finance and Audit** provided a brief report:
 - The Committee met April 7. See Item 4.1. The minutes were included in the Board meeting package.
- The Chair of the **Advisory Medical Board** provided a brief report:
 - The AMB is next scheduled to meet on June 2.

6.0 For Concurrence\Ex-Debate

6.1 Privileges

Dr. Navaratnam provided information on Dr. Chantalle Menard who has applied for privileges. Dr. Navaratnam recommended the appointment of Dr. Chantalle Menard in the Associate Category.

**It was moved and seconded to approve Associate Category privileges for Dr. C. Menard.
All in favour and approved.**

7.0 Private Sessions – not required.

8.0 Closing Remarks & Adjournment

The Chair reminded Board members to complete the meeting evaluation. The meeting adjourned at 6:30 p.m.