



**Board of Directors
Minutes of Meeting**

Thursday, June 18, 2020, 5:00-7:00 p.m.

Zoom Meeting

PRESENT:

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

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|---------------------------------|---|---|---|-------------------------------|---|
| Dr. S. Navaratnam (CCMB CEO) | P | Dr. D. Houston (MSA President) | P | Ms. A. Stenning (CCMF CEO) | P |
| Ms. K. Peters (Exec Asst) | P | Ms. V. Giesbrecht (Brd Coordinator\Recorder) | P | Mr. Doug Harvey (Guest) | P |
| Dr. Neil Watkins (Guest) | P | Mr. Brent Gibson (Guest) | 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 - Chair

- The Chair called the meeting to order at 5:00 p.m.
- There were no additions to the agenda.
- Mr. Doug Harvey, Chair of the CancerCare Manitoba Foundation attended the first part of the meeting.

It was MOVED and SECONDED that the Agenda be approved.

All in favour and approved.

2.0 May 21, 2020 Meeting Minutes - Chair

It was MOVED and SECONDED that the appended Minutes of the May 21, 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

3.1.1 Gratitude to CancerCare Manitoba Foundation and Mr. Doug Harvey, Chair of CCMF

Dr. Navaratnam welcomed Mr. Doug Harvey to the meeting. The President's Report this month focused on the CancerCare Manitoba Foundation. This was also an opportunity to also thank Mr. Harvey who is stepping down as Chair of the CCMF Board.

This year marks the 20th anniversary of CancerCare Manitoba Foundation and Dr. Navaratnam expressed a heartfelt gratitude to the Foundation for their substantial contribution to CancerCare Manitoba. She thanked Ms. Annitta Stenning, President and CEO of the Foundation for her leadership. She thanked Mr. Harvey for his part over the last 15, almost 16, years. His efforts have made a difference in the lives of Manitobans and people with cancer.

Mr. Chipman, on behalf of the CCMB Board, also thanked Mr. Harvey for his remarkable contribution to CCMF and his excellent leadership.

3.1.2 Dashboard

Three dashboards were included in the Board meeting package for information. They were the CCMB Wait Times for April 2020, CCMB COVID-19 Daily Indicators, and the CancerCare Manitoba Dashboard. There were no questions or concerns.

4.0 Special Presentation

4.1 Research at CancerCare Manitoba: Year in Review and Moving Forward – Dr. Neil Watkins

The Chair welcomed Dr. Neil Watkins, Chief of Research at CCMB and Director of the Research Institute in Oncology and Hematology.

Dr. Watkins provided a presentation on Research at CancerCare Manitoba: Year in Review and Moving Forward. He spoke to why research is so important and why CCMB has been so successful and where to go from here. The presentation was included with the meeting package.

- A document reporting on CCMB and research is under preparation. It was suggested that it would be helpful to include a section on the economic impact.
- It was noted that CCMB has a provincial leadership role in the area of cancer research and our partnerships are important.

The Chair thanked Dr. Watkin's for his presentation.

5.0 Discussion and/or Resolution

5.1 Roadmap to Cancer Control in Manitoba – Dr. Navaratnam

This item was first brought to the Board in the fall of 2019, followed by a visioning session in January 2020. Dr. Navaratnam spoke to the uniqueness of this year's document in that it will help inform the provincial Clinical and Preventive Services Plan related to cancer services.

The roadmap document includes six priorities, each with stated objectives. Dr. Navaratnam was seeking feedback and approval of the priorities. This was followed by discussion.

It was moved and seconded to approve the six priorities in the Roadmap to Cancer Control in Manitoba with the addition of language added to address equity in other populations (those underserved) and increase the presence of research.
Carried.

5.2 Annual Strategic and Operational Plan - Mr. Brent Gibson

The Chair welcomed Mr. Brent Gibson, newly appointed Chief of Corporate Operations and Finance, who presented the Annual Strategic and Operational Plan. This discussion was held in camera.

5.3 Operational Review and Next Steps – CEO and Chair

Dr. Navaratnam and the Chair provided an update on the operational review and next steps which was followed by some discussion.

5.4 Audited Financial Statements – March 31, 2020 – Mr. Vince Warden

The Chair of the Finance and Audit Committee stated that due to COVID-19 the entire audit was conducted remotely with no major difficulties encountered. He thanked the Finance staff for their work and outstanding cooperation.

Mr. Warden highlighted some of the comments from KPMG and reviewed the draft Audited Financial Statements as at March 31, 2020.

It was MOVED and SECONDED to approve the Financial Statements as presented for the year ended March 31, 2020.
Carried.

5.5 Nominations and Governance Subcommittee – Mr. David Mortimer

5.5.1 Annual Board Self-Assessment

Mr. Mortimer thanked those who had already returned their self-assessments. The report will be prepared and shared with Board in due course.

6.0 For Information Only

6.1 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 June 11 and minutes were included in the Board meeting package.

- **Community Connections Committee:**
 - The Chair of the Community Connections Committee, Judge Rocky Pollack, joined the meeting as a guest.
 - He spoke to the mandate of the committee and provided some background information about the Committee.
 - He reported that AGM planning is underway.
 - The Committee is adjourned until September but can reconvene as required.
 - Judge Pollack left the meeting after giving his report.

- The Chair of the **Facilities Planning and Development** provided a brief report:
 - The Committee met on June 4 and minutes and presentation given at that meeting were included in the Board meeting package.
 - The Chair reported on the status of two RFPs.

- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - The Committee met on June 11 and minutes were included in the Board meeting package.
 - The committee continues to defer a number of matters to spend most of the time on having Dr. Turner report on COVID-19 but did receive the QPSR 4th Quarter Statistical (deferred from April meeting), and was able to conduct some business.
 - The Committee was happy to have Ms. Jan Belanger join as a guest.

- The Chair of the **Finance and Audit** provided a brief report:
 - The Committee met on June 9 and the minutes are included in the Board meeting package.
 - The agenda included the usual items but also discussion of the Annual Strategic and Operational Plan and Operational Review.

- The Chair of the **Advisory Medical Board** provided a brief report:

- The AMB met on June 2 and the minutes were included in the Board meeting package.
- The Chair highlighted the presentation given by Dr. A. Altman.

6.2 Briefing Notes

6.2.1 Annual FIPPA Report

This report was included in the meeting package for information. There is nothing of concern in the report.

6.2.2 Annual PHIA Report

This report was included in the meeting package for information. There is nothing of concern in the report.

7.0 For Concurrence\Ex-Debate

8.0 Private Sessions – not required

9.0 Closing Remarks & Adjournment

The Chair thanked the Board members for attending the meeting which ran late. He reminded members to complete the meeting evaluation. The meeting adjourned at 7:50 p.m.