



**Minutes of the Meeting of the Members
held Thursday, November 15, 2012, 5:00 p.m. – Executive Boardroom - CCMB**

PRESENT:

Board Members:

Dr. A. Naimark, Chair	Ms. J. Cox (to 6:00)	Ms. A.M. Magnifico
Mr. G. Tallon, Vice-Chair	Ms. V. Derenchuk	Ms. G. Paziuk
Mr. L. DeJaeger, Past Chair	Ms. B. Hoffer-Steiman	Ms. D. Samatte
Mr. D. Popke, Secretary	Ms. A. Kennedy	Dr. F. Shore
Ms. B. Lillie, Treasurer	Mr. B. Lee	Ms. A. Stenning
Ms. S. Boulter	Mr. D. MacDonald	Dr. S. Ahmed
Mr. G. Campbell		

Management/Staff Members:

Dr. D. Dhaliwal	Ms. P. Aitchison
Mr. J. Peitsch	Ms. B. Smith, Recorder

Regrets:

Dr. T. Magsino Barnabe	Dr. G. Glavin
Dr. J. Foerster	Ms. G. Guiboche

1.0 Welcome/Call to Order/Determination of Quorum/Approval of Agenda

1.1 Opening Remarks by Board Chair

The Chair called the meeting to order at 5:10 p.m. A quorum was achieved.

A welcome was extended to Dr. S. Ahmed, the new President of the Medical Staff Association who is now an ex officio representative to the Board.

The agenda was distributed for review and approval.

RESOLVED that the agenda be approved.

Moved, Seconded and Carried

2.0 Presentations

2.1 Clinical Trials

Ms. K. Dyck, Manager, Clinical Investigations Office, presented to Board on the role of the Clinical Investigations Office (CIO) at CCMB. The CIO is directed by CCMB physicians within the sixteen Disease Site Groups (DSGs), and provides the infrastructure for clinical trials research at CCMB. Clinical trials help to provide access to state-of-the-art care and new cancer therapies; attract and retain clinicians who gain knowledge and experience; raise the profile of CCMB as a national and international contributor; and provide cost savings for drugs, radiation therapy and time spent in the chemotherapy treatment room.

Patients treated in hospitals that support clinical trials have been known to have better outcomes.

2.2 Basics of Epidemiology

Dr. Donna Turner, Provincial Director, Population Oncology, presented to Board on the "Hitchhiker's Guide to Epidemiology – Epi Basics". Cancer epidemiology is the study of the distribution and determinants of disease frequency in human populations. While cancer numbers are going up (~2% per year), the rates are actually fairly stable (0.1% per year for men, 0.3% per year for women). Cancer is on the rise in Manitoba, mostly because the population is aging, and risk factors are still quite high. Manitoba has a wealth of data and data experts to understand cancer and cancer management.

3.0 Minutes of October 18, 2012 for Approval

The minutes of the October 18, 2012 meeting were distributed for review and approval.

RESOLVED that the minutes of the October 18, 2012 meeting be approved as circulated.

Moved, Seconded and Carried

4.0 New Business

4.1 Items for Ratification/Approval

4.1.1 September 30, 2012 Operating Statements

RESOLVED that Board approve the Financial Statements at September 30, 2012.

Moved, Seconded and Carried

4.1.2 Nominations & Governance Committee November 5, 2012

4.1.2.1 Committee Appointments for Ratification

RESOLVED that Ms. D. Samatte and Ms. G. Paziuk be appointed as members of the Community Advisory Council.

Moved, Seconded and Carried

4.2 Items for Discussion

4.2.1 Chair

- the Chair advised that he will bring proposals to the December 20, 2012 Board meeting respecting the review of certain Board policies and procedures, including the Code of Conduct and professionalism

4.2.2 President and CEO

- the President & CEO advised that the current Orthovoltage treatment unit, installed in 1995 and housed in the Radiation Therapy area, has been removed from service as of October 2012 due to major equipment failure; a replacement is required, the cost of which goes beyond his signing authority; a plan for patient treatment continuation on linear accelerators was in place and has been implemented for the short term

RESOLVED that Board approve the purchase of an Orthovoltage Unit and supportive costs (i.e. bunker renovations and education for technical support staff in maintenance and quality assurance) to a maximum amount of \$520,000.

Moved, Seconded and Carried

4.2.3 Finance & Audit Committee November 6, 2012

The Finance & Audit Committee met on November 6, 2012. The Chair's report was circulated with the Board agenda.

4.2.4 Executive Committee November 8, 2012

The Executive Committee met on November 8, 2012. The Chair's report was e-mailed to Board and posted on the Board portal.

4.2.5 Quality and Patient Safety Committee November 13, 2012

A written report on the November 13, 2012 Quality & Patient Safety Committee meeting was posted on the Board portal today with hard copies being provided at the meeting. During discussion of critical incident learning summaries, the Quality & Patient Safety Committee recommended that communication become an area of focus on its work plan as well as a standing item on the monthly meeting agenda on a go-forward basis.

RESOLVED that Board endorse the direction that the Quality & Patient Safety Committee is moving towards by including within its Quality Framework a focus on the issue of communication between health care providers and patients to attempt to reduce occasions where referrals, appointments, and follow-ups fail to take place in a timely and effective manner.

Moved, Seconded and Carried

Board will receive a briefing on the Quality Framework at a future meeting.

5.0 Matters for Information

5.1 President and CEO Monthly Report

The President & CEO's monthly report was posted on the Board portal.

5.2 Board Committees

5.2.1 Finance & Audit Committee Minutes October 9, 2012

The minutes of the October 9, 2012 Finance & Audit Committee meeting were provided for information.

5.2.2 Executive Committee Minutes October 11, 2012

The minutes of the October 11, 2012 Executive Committee meeting were provided for information.

5.2.3 Quality & Patient Safety Committee Minutes October 16, 2012

The minutes of the October 16, 2012 Quality & Patient Safety Committee meeting were provided for information.

5.2.4 Community Advisory Council Key Messages October 25, 2012

Key messages from the October 25, 2012 Community Advisory Council meeting were provided for information.

5.2.5 Communications & Partners Relations Committee Minutes November 7, 2012

The minutes of the November 7, 2012 Communications & Partners Relations Committee meeting were posted on the Board portal for information.

5.3 Program or Service Unit Reports

Program or service unit reports circulated as per the Board Annual Work Plan included:

- 5.3.1 Patient Navigation Report
- 5.3.2 Surgical Oncology Program Report

5.4 Other

5.4.1 Highlights of October 18, 2012 Board Meeting

Highlights of the October 18, 2012 CCMB Board of Directors meeting were circulated with today's agenda package and will be posted on the CCMB Website alongside the October 18, 2012 Board minutes.

5.4.2 Board Meeting Evaluation Results October 18, 2012

Dr. Naimark reported that the one filled in evaluation form from the last Board meeting with written comments suggested that Board discuss its oversight role, and review what it feels is important to have on Board agendas.

6.0 Private Meeting

6.1 Board and President & CEO

The Board and President & CEO went into an in camera session at 6:54 p.m.

6.2 Board Only

Board went into an in camera session following the earlier meeting with the President & CEO.

7.0 Conclusion

The meeting was adjourned following the in camera sessions.

NEXT MEETING: Thursday, December 20, 2012 – 5:00 p.m.

Chair

Date

Secretary, Treasurer

Date