



**Minutes of the Meeting of the Members
held Thursday, December 20, 2012, 5:00 p.m. – Executive Boardroom - CCMB**

PRESENT:

Board Members:

Dr. A. Naimark, Chair	Ms. S. Boulter	Mr. D. MacDonald
Mr. G. Tallon, Vice-Chair	Mr. G. Campbell	Ms. A.M. Magnifico
Mr. L. DeJaeger, Past Chair	Ms. V. Derenchuk (phone)	Ms. T. Mrozek (5:10)
Mr. D. Popke, Secretary	Dr. G. Glavin	Ms. G. Paziuk
Ms. B. Lillie, Treasurer	Ms. B. Hoffer-Steiman	Dr. F. Shore
Dr. S. Ahmed	Ms. A. Kennedy	Ms. A. Stenning
Dr. T. Magsino Barnabe	Mr. B. Lee	

Management/Staff Members:

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

Regrets:

Dr. J. Foerster	Ms. G. Guiboche	Ms. D. Samatte
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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 5:00 p.m. A quorum was achieved.

A welcome was extended to Ms. T. Mrozek who has replaced Ms. J. Cox as the Minister of Health's appointee to the CCMB Board.

The agenda was distributed for review and approval.

RESOLVED that the agenda be approved.

2.0 Minutes of November 15, 2012 for Approval

The minutes of the November 15, 2012 meeting were distributed for review and approval.

RESOLVED that the minutes of the November 15, 2012 meeting be approved as circulated.

Moved, Seconded and Carried

3.0 New Business

3.1 Items for Concurrence Without Debate

3.1.1 Granting of Privileges

RESOLVED that Board approve the granting of privileges as presented.

Moved, Seconded and Carried

3.2 Items for Ratification/Approval

3.2.1 October 31, 2012 Operating Statements

RESOLVED that Board approve the Financial Statements at October 31, 2012.

Moved, Seconded and Carried

3.2.2 Revised 2012/13 Operating Budget

RESOLVED that Board approve the revised 2012/13 operating budget which reflects the annual approved funding of \$3.1 million for Neupogen.

Moved, Seconded and Carried

3.2.3 Capital Project

At its meeting of December 13, 2012 the Executive Committee recommended a formal motion from the Board in support of the new building development.

Given that there is an urgent need for a new building to allow for expansion of CancerCare Manitoba at its McDermot Avenue site and that said need has been recognized, and a funding commitment made to a new building development, by the Government of Manitoba, it is hereby resolved that the Board of Directors of CCMB:

(a) confirms its unanimous and unqualified support of the new building development and,

(b) reiterates its expectation that sustained and intensive efforts will continue to be made by management to expedite the completion of all actions necessary to prepare for construction of the new building including, as a first step, the early completion of the expanded 700 McDermot Avenue/59 Pearl Street site feasibility assessment called for by the Board at its meeting of October 18, 2012.

Moved, Seconded and Carried Unanimously

The above motion will be shared with the Minister of Health and WRHA Steering Committee.

3.3 Items for Discussion

3.3.1 Chair

3.3.1.1 Discussion re Review of Code of Conduct

The Nominations & Governance Committee will present to Board in the New Year on the Code of Conduct.

3.3.1.2 Status of CCMB NEWBUILD Project

Circulated with the Board agenda package was a memorandum from the Chair updating Board on the status of the CCMB NEWBUILD Project. As noted, the target date for start of construction of the CCMB NEWBUILD is 2015. Government has acknowledged that there are no Government or Ministry decisions precluding a 2015 start date.

3.3.1.3 Chair Comments Cancer Strategy Press Conference November 20, 2012

Circulated with the Board agenda package were the Chair's speaking notes from a November 20, 2012 press conference on Manitoba's Cancer Strategy as organized by the Premier of Manitoba and Minister of Health.

3.3.1.4 Risk Management Annual Report Update

The Risk Management Annual Report is a work in progress. A preliminary draft was shared with the Executive Committee on December 13, 2012. In the New Year the Chair will work with management on refining this document, seeking feedback from Committee Chairs, then committees as a whole, with Board seeing a final product at its March 21, 2013 meeting.

3.3.1.5 Board Meeting Evaluation Results November 15, 2012 Meeting

Evaluation results from the November 15, 2012 Board meeting were circulated with the Board agenda package. Regarding the format of responding with a yes or no to the various options, it was clarified that a yes response means that there is nothing to raise; while a no response is to be accompanied by an explanation in the comment section as to what a member may not be satisfied with.

3.3.2 President and CEO – no report.

3.3.3 Finance & Audit Committee December 11, 2012

The Finance & Audit Committee met on December 11, 2012. The Chair's report was circulated with the Board agenda.

3.3.4 Executive Committee December 13, 2012

The Executive Committee met on December 13, 2012. Items from this meeting were reported elsewhere.

3.3.5 Communications & Partners Relations Committee December 11, 2012

The Communications & Partners Relations Committee met on December 11, 2012, and discussion took place concerning the need for a Board policy on communications. Such a policy will be presented at a future Board meeting. As well, Board members who have not already signed up for the electronic cancer news as sent out from the Communications department three times a week are encouraged to do so.

3.3.6 Quality and Patient Safety Committee December 18, 2012

A written report on the December 18, 2012 Quality & Patient Safety Committee meeting was posted on the Board portal today.

Board asked that its appreciation be extended to Ms. P. Johnston for all of her efforts since taking over the position of Director of Quality, Patient Safety & Risk close to a year ago.

3.3.7 Nominations & Governance Committee December 3, 2012

The Nominations & Governance Committee met on December 3, 2012. It has determined that Board should be provided with a PHIA orientation program at its January 17, 2012 meeting, and all Board members asked to sign a pledge of confidentiality.

3.3.8 Planning Committee

CCMB continues to work with the other parties including the WRHA and Cadham Lab to finalize the scope of the feasibility study prior to the start of construction of the CCMB NEWBUILD in 2015.

4.0 Matters for Information

4.1 President and CEO: Cancer System Performance Presentation

The Canadian Partnership Against Cancer (CPAC) released its 2012 Cancer System Performance Report on December 17, 2012. The full report may be found at <http://www.partnershipagainstcancer.ca/wp-content/uploads/The-2012-Cancer-System-Performance-Report.pdf>. Dr. D. Turner, Director of Population Oncology, was invited to present to Board on "Measuring System Performance: A New Standard for Cancer System Management", which is used at many different levels, including local, national, and international. The measurement of system performance is essential to identify/monitor trends, regional disparities, and gaps in order to inform priorities for action.

4.2 Board Committees

4.2.1 Finance & Audit Committee Minutes November 6, 2012

The minutes of the November 6, 2012 Finance & Audit Committee meeting were provided for information.

4.2.2 Executive Committee Minutes November 8, 2012

The minutes of the November 8, 2012 Executive Committee meeting were provided for information.

4.2.3 Quality & Patient Safety Committee Minutes November 13, 2012

The minutes of the November 13, 2012 Quality & Patient Safety Committee meeting were provided for information.

4.2.4 Community Advisory Council Minutes October 25, 2012

The minutes of the October 25, 2012 Community Advisory Council meeting were provided for information.

4.3 Program or Service Unit Reports

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

- 4.3.1 Patient Representative Annual Report
- 4.3.2 Community Oncology Program
- 4.3.3 Medical Physics
- 4.3.4 Health Information Services – Health Records
- 4.3.5 Health Information Services – Electronic Oncology Record

Regarding the last report, it was noted that CCMB has been in discussion with Manitoba eHealth regarding a joint partnership arrangement to assist CCMB in moving more quickly towards a full electronic medical system versus the current parallel system of paper and electronic records.

4.4 Other

4.4.1 Highlights of November 15, 2012 Board Meeting

Highlights of the November 15, 2012 CCMB Board of Directors meeting were circulated with today's agenda package and will be posted on the CCMB Website alongside the November 15, 2012 Board minutes.

5.0 Private Meeting

5.1 Board and President & CEO

The Board and President & CEO went into an in camera session at 6:03 p.m.

5.2 Board Only

Board went into an in camera session at 6:14 p.m.

6.0 Conclusion

The meeting was adjourned at 6:18 p.m.

NEXT MEETING: Thursday, January 17, 2013 – 5:00 p.m.

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Chair	Date
_____	_____
Secretary, Treasurer	Date