



**Minutes of the Meeting of the Members  
Held Thursday, March 20, 2014, 5:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Ms. S. Boulter	Ms. S. Mazur
Mr. G. Tallon, Vice-Chair	Mr. G. Campbell	Ms. G. Paziuk (call in)
Ms. A. Kennedy, Secretary	Ms. D. Samatte	Ms. J. Baldwin
Mr. D. MacDonald	Ms. E. Bishop	Ms. A.M. Magnifico
Ms. W. Rudnick	Ms. T. Mrozek	Dr. S. Ahmed

**Management/Staff Members/Invited Guests:**

Management:

Dr. S. Navaratnam	Mr. B. Funk	Ms. V. Wiebe
Ms. Jackie Shymanski		

Manitoba Institute of Cell Biology Senior Investigators:

Dr. Jeff Bews	Dr. Spencer Gibson	Dr. Leigh Murphy
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CancerCare Manitoba Foundation:

Ms. A. Stenning	Mr. B. Jones
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**Regrets:**

Ms. B. Lillie, Treasurer	Dr. G. Glavin
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**1.0 Call to Order/Meeting Overview**

Dr. A. Naimark called the meeting to order at 5:05 p.m.

**2.0 Presentation: “Enhancing CancerCare Manitoba’s Academic Enterprise”**

Dr. Naimark welcomed guests invited to attend the above noted presentation. Dr. Naimark’s presentation provided the Board with the background and rationale for amending the Subsidiary Agreement between the University of Manitoba and CancerCare Manitoba with regard to the Manitoba Institute of Cell Biology (MICB). He described the main features of a draft amended agreement and noted that they are aimed at broadening the scope of the MICB and at the adoption of a new name for the Institute that would be conducive to advancing the public’s recognition of and support for the Institute’s role.

**3.0 Review & Approval of Agenda**

The agenda was reviewed, and (with no matters added and the order of the agenda left unchanged) approved as circulated

#### **4.0 Minutes of February 20, 2014**

The minutes of the February 20, 2014 meeting were distributed for review and approval. It was:

***Moved by Don MacDonald, seconded by Anna Maria Magnifico that the minutes of the February 20, 2014 meeting be approved as circulated***

**Motion carried without dissent**

#### **5.0 New Business**

##### **5.1 For Information Only**

Attention was drawn to items provided for the information of the Board, namely: results of the Board's evaluation of the February meeting; approved minutes of Committee meetings; and, highlights of proceedings of Board committee meetings held after the February Board meeting and before the minutes of those committee meetings were approved.

##### **5.2 For concurrence without debate**

The Financial Statements for the month ending January 31 2014 were approved without dissent on a motion presented on behalf of the Finance and Audit Committee

##### **5.3 For Discussion/Resolution**

###### **a) Risk Management Report – Progress**

Mr. Bill Funk, Chief Operating Officer outlined the process of updating the Risk Management Report and indicated that a draft of the 2013 report was distributed to all departments for review and comment. A quick reference guide was circulated with the March agenda package for all Board members. The final report on Risk Management for CCMB will be presented at the May 2014 meeting.

###### **b) Appointment of Chair, Community Advisory Council**

Don MacDonald, Chair of Nominations and Governance Committee, reported that discussions are underway to fill the positions of Chair, Community Advisory Council (currently vacant) as well as Chair, Communications & Partner Relations Committee (currently filled by an Interim Chair).

###### **c) Recommendation from the Executive Committee on Amending the CCMB/UM MICB Agreement**

The Committee, having reviewed a memorandum from Dr. Naimark on the topic of amending the subject Agreement (in which he proposed a recommendation for a resolution of support by the Board) moved, and it was unanimously resolved, that;

***The CCMB Board supports the purposes embodied in the proposed revisions to the current Subsidiary-Agreement between CancerCare Manitoba and the University of Manitoba pertaining to the Manitoba Institute of Cell Biology, whereby the scope and mission of the Institute are broadened and it is continued under a new name; designated tentatively, as the "Manitoba Institute for Studies in Cancer and Blood Disorders.***

d) Prevention Initiatives Report

Dr. Donna Turner, Provincial Director of Population Oncology addressed information contained within the Briefing Note on Prevention Initiatives described in the March CCMB Board meeting package related to established risk factors. Dr. Turner noted that long-term analysis of trends will be required to continue to inform CCMB's position on cancer prevention, and the contribution of risk factor prevalence to the number of new cases diagnosed in Manitoba in the future.

The issue of the need for a "Prevention Office" at CCMB attracted considerable discussion about the role of CCMB in cancer prevention. It was noted that a variety of efforts are underway to draw attention to the need for chronic disease prevention by many partners including the Alliance for the Prevention of Chronic Diseases, the Province of Manitoba (Healthy Living and Seniors Department) and the Partners in Planning for Healthy Living.

Dr. Naimark advised Board members to consider the topic of CCMB's role in cancer prevention in relation to all aspects of its mission and the limitations in our knowledge of how to prevent cancer. There was considerable support in the Board for discussing CCMB's role in prevention at future meetings.

e) Human Resources Report

Ms. Valerie Wiebe presented a report on the Strategic Priorities and Key Performance Indicators for the Human Resource Department. The report highlighted areas of Performance Management Evaluations, Recruitment & Selection, and Employee Labor Relations. The Board commended Human Resources on the positive results indicated in the low absenteeism rates. Ms. Wiebe commented that this was resolved through staff education and monitoring/management of "away" times.

## **6. Senior Officers Reports**

a) Chair

Dr. Naimark addressed comments and concerns raised by Board members regarding the ambiguous wording of Accreditation Canada's Governance online survey recently completed by CCMB members.

Ms. Wiebe noted that these same concerns have been relayed to the CCMB point person as assigned by Accreditation Canada.

b) President

Dr. Navaratnam presented 2 versions of the updated CCMB organization chart as at March 2014. The version to be posted on the Internet (external site) will contain only the position titles. The version to be posted on the Intranet (internal site) will contain the names, photos and contact information of the Senior Leadership Team as indicated on the chart.

Dr. Naimark requested that, for ease of reference by Board members, the version of the organization chart containing contact information be posted to the Diligent Boardbooks portal.

**7. Private Session (commenced at 7:15 p.m.)**

Dr. Navaratnam briefed the Board on two sensitive personnel matters and reported that all relevant policies and procedures were followed in dealing with the issues involved.

**8. Adjournment**

The meeting was adjourned at 7:45 p.m.

**NEXT MEETING: Thursday, April 17, 2014 – 5:00 p.m.**

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**Chair**

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**Date**

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**Secretary, Treasurer**

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**Date**