

Minutes of the Meeting of the Members
Held Thursday, January 15 2015 at 5:00 p.m. in the Executive Boardroom,
CancerCare Manitoba

PRESENT:

Board Members:

Dr. A. Naimark, Chair	Ms. E. Bishop	Mr. J. Chipman
Mr. M. Evans	Dr. G. Glavin	Ms. A. Kennedy (Secretary)
Mr. D. MacDonald	Ms. A. Magnifico	Ms. T. Mrozek
Ms. G. Paziuk	Ms. W. Rudnick	Ms. D. Samatte
Ms. A. Stenning	Mr. G. Tallon (Vice Chair)	

Management/Staff Members:

Dr. S. Navaratnam (President)	Mr. B. Funk	Ms. K. Peters
Ms. P. Aitchison (Recorder)		

Guests:

Dr. B. Schacter

Regrets:

Ms. S. Boulter	Dr. J. Butler	Mr. G. Campbell
Ms. B. Lillie (Treasurer)	Ms. S. Mazur	Ms. V. Wiebe (Staff)

1.0 Call to Order/Meeting Overview

Dr. A. Naimark called the meeting to order at 5:15 p.m.

1.1 Welcome & Introductions

The Chair noted that an Order in Council had been received the week of January 13th reappointing Mr. G. Tallon and Ms. A. Kennedy until November 29, 2017.

1.2 Meeting Overview

The Chair indicated that: the topics under items 2.0 and 4.2 would be presented together by the President and the presentation will be posted on Diligent Boardbooks Cancer Care (DBCC) following the meeting; and, that the private session (item 8.2) may take a significant amount of time.

1.3 Review & Approval of Agenda

The agenda was approved as circulated.

Motion carried without dissent

2.0 Presentation – 2014 Year in Review

Dr. Navaratnam presented a comprehensive overview of her first year as President & CEO of CCMB.

3.1 Board Minutes

It was noted that the minutes of the December 18, 2014 meeting required correction of a few typographical and minor editorial revisions.

Moved by Wendy Rudnick, seconded by Dr. Gary Glavin that the minutes of the December 18, 2014 meeting be approved subject to typographical and editorial revision.

Motion carried without dissent

3.2 Board Meeting Evaluation

The Chair noted that the number of evaluations returned were lower than normal, due to the December meeting being a focused, shortened, business session. The venue used for the December 2014 meeting was not conducive to the conduct of business and it was noted by the Chair that alternative location will be sought if a similar meeting is required for December 2015.

3.3 Business Arising

Any items of business arising from the December 18, 2014 meeting were addressed in later sections of the agenda.

4.0 President's Office

4.1 Notable Events

This report was posted on DBCC. There were no questions or comments.

4.2 CCMB Plan 2016-20 Update

During the discussion pertaining to the preparation of the 2016-20 Plan it was noted that:

- A draft plan will be circulated to Senior Leadership Team in early February and, following the incorporation of that feedback, a draft for review by Board Committees is expected to be available in late February.
- Feedback from the Board Committees will be incorporated and the resulting draft will be circulated to Board for discussion at the April 2015 meeting.
- The final draft will be presented at the May 2015 meeting for approval to meet the Manitoba Health submission date of June 01 2015. The foregoing timeline will be reflected in the President's report posted on DBCC.

5.0 For Information Only

5.1 Approved Committee Minutes and Highlights of Current Month's Proceedings

a) Nominations & Governance

The Chair of Nominations & Governance Committee (NGC) addressed two items currently under discussion:

- Reduction in Number of CCMB Board of Directors meetings

In an effort to increase efficiency at CCMB Board meetings the NGC is looking at ways to reduce the number of meetings from the current 10 per year to 8 (Board year is September – June). Any change would need to incorporate all Board agenda governance items within those 8 monthly meetings. The two monthly meetings being considered for elimination are December and February.

It was recommended by a member that a clear, concise evaluation, to ensure Board business is being conducted, would need to be built into this format. Focused discussion on items such as quality and patient safety need to remain as a priority for the Board and reflected as such on the workplan.

- Open Meeting (June 2015)

NGC is considering the idea of including an open forum session in connection with the Board's June 2015 meeting. Special invitations to the forum will be extended to CCMB staff, partner organizations and other stakeholders. If successful, future annual forum sessions would be open to members of the public.

Workplans for 2015-16 and 2014-15 respectively will reflect the foregoing items.

b) Executive

The Chair noted that all matters addressed by the Executive Committee are reflected in other items on the Board agenda.

c) Planning

The Vice Chair of the Board reported that discussions regarding the second building continue to move forward. All parties are looking to conclude the agreements to meet time lines in order to comply with tax issues and to maximize cost efficiencies throughout the construction period. Environmental issues will be dealt with as part of the remedial plan during excavation phases.

d) Finance & Audit

All items are reflected in the documents posted on DBCC.

e) Quality & Patient Safety

The Chair of Quality & Patient Safety (QPS) informed Board that the QPS meeting schedule will be revised to accommodate out of town committee members. QPS will now meet on the same day as Board at 2:30 p.m. An oral report will be provided at the request of the Chair of the Board.

The January 15 2015 meeting included the following items:

- No new critical incidents were reported. Posting of the learning summaries either directly on the CCMB web or via a link to the Manitoba Health website is being implemented.
- The QPS began its review of the Sinclair Report and recommendations contained therein. The staff management liaison on the Provincial Implementation Committee is the Director of Quality, Patient Safety & Risk.

5.2 2015 Board Performance Training Schedule (Crown Corporations)

The Chair noted the training schedule for Board members as developed through the Crown Corporations Council is posted on DBCC. Interested members should contact the Board Co-ordinator to register for sessions.

6.0 For Concurrence – Ex Debate

No items were presented for the January 15, 2015 meeting.

7.0 For Discussion and/or Resolution

7.1 Financial Statements as at November 30, 2014

The Financial Statements presented to the Board as at November 30, 2014 indicated a projected deficit of \$1.7M which, as previously stated, is to be addressed during the remainder of the fiscal year. Cash flow is meeting current needs of the organization. It was noted that the out of globe funded Provincial Oncology Drug Program is exceeding budgeted funding levels and Manitoba Health is being kept aware of this matter.

It was MOVED by Finance & Audit Committee of the Board that the Financial Statements as at November 30, 2014 for CancerCare Manitoba be accepted as presented.

Motion Carried without dissent

7.2 Governance Update: Strategic Working Plan

The Chair noted that he would file a briefing note for the March 2015 meeting regarding the role of Board members relevant to strategic planning and governance.

7.3 Board Annual Workplan

The Chair of Nominations and Governance noted that management and NGC have reviewed the workplan. It is to be posted on DBCC for all board members review. It was noted by a member that educational presentations on such items as new technological and scientific advances related to cancer and cancer services should be included from time to time in the annual workplan.

8.0 Private Session

Staff and guests were dismissed at 6:35 p.m. to commence the in camera session.

9.0 Adjournment

It was MOVED and Seconded that the meeting adjourn at 7:45 p.m.

Motion Carried

Chair

Date

Secretary, Treasurer

Date