



## Minutes of the Meeting of the CCMB Board Members

Thursday, April 16, 2015 at 5:00 pm

Executive Boardroom, CancerCare Manitoba

### PRESENT:

#### Board Members:

Ms. E. Bishop	Ms. S. Boulter	Mr. G. Campbell
Mr. J. Chipman	Mr. M. Evans	Dr. G. Glavin
Ms. A. Kennedy (Secretary)	Ms. B. Lillie (Treasurer)	Ms. A.M. Magnifico
Ms. T. Mrozek	Dr. A. Naimark	Ms. G. Paziuk
Ms. D. Samatte	Ms. A. Stenning	Mr. G. Tallon (Chair)

#### Management/Staff Members:

Dr. S. Navaratnam (President)	Dr. B. Schacter	Dr. H. Unruh
Ms. K. Peters	Ms. V. Giesbrecht	Ms. I. Anderson (Recorder)

#### Guests:

Ms. Venetia Bourrier (Naomi Rey assisting)	Quality Presentation
Ms. Rachel Ganaden	Manitoba Cancer Plan
Ms. Lois Bailey, Ms. Karen Kwong	Finance Plan

#### Regrets:

Mr. D. MacDonald	Ms. W. Rudnick	
Dr. J. Butler	Mr. B. Funk	Dr. R. Kumar

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### 1.0 Call to Order

Mr. Greg Tallon, Chair, called the meeting to order at 5:15pm.

#### 1.1 Welcome & Introductions

The Chair welcomed members to the meeting.

#### 1.2 Meeting Overview

The Chair noted that items 7.3 Manitoba Cancer Plan and 7.4 Financial Plan Deficit Update will be presented earlier in the agenda, to follow 2.0 Special Presentation, in order to accommodate invited guests.

#### 1.3 Review & Approval of Agenda

The Agenda was approved as circulated, noting the change in order of items.

***Motion Carried without dissent***

## **2.0 Special Presentation**

### **2.1 Overview of Quality & Patient Safety Committee of the Board**

The Chair of the Quality Patient Safety (QPS) Committee of the Board provided a video presentation focusing on the importance of effective board governance oversight for quality and patient safety for healthcare organizations. The presentation provided perspectives on the role of Boards in setting quality goals related to high performance and improved patient safety, and development of Quality expertise within the Board.

The Chair noted the responsibility of the CCMB Board for Quality and Patient Safety at CCMB and recommended bolstering Quality expertise within the Board and its subcommittees, especially QPS, as new members are added. An overview of the Quality Committee activities was provided.

## **3.0 March 19, 2015 Meeting**

### **3.1 Minutes of March 19, 2015**

***MOVED and SECONDED that the minutes of the March 19, 2015 meeting be approved as circulated.***

***Motion Carried without dissent***

### **3.2 Highlights of Board Minutes**

No comments.

### **3.3 Board Meeting Evaluation**

Evaluation of the March meeting was not done. A hard copy Evaluation Form for this meeting is available for completion. The possibility of electronic Evaluation Forms available on Diligent will be explored for the May meeting.

### **3.4 Business Arising**

There was no business arising.

## **4.0 President's Office**

### **4.1 Executive Officers' Report – April 2015**

This report was accepted by Board members as posted on DBCC.

## **5.0 For Information Only**

### **5.1 Approved Committee Minutes & Highlights of Current Month's Proceedings**

**a) Nominations & Governance**

All items are reflected in the documents posted on DBCC.

**b) Planning**

The capital project is moving forward and is in the final stages of the municipal approval process.

Mr. Tallon and Dr. Navaratnam met with the Deputy Minister today to discuss matters important to CCMB including the new capital project, funding issues and high incidence of resignations from CCMB Board by government nominees.

**c) Finance & Audit**

All items are reflected in the documents posted on DBCC.

**d) Executive Committee**

All items are reflected in the documents posted on DBCC.

**e) Community Advisory Council**

The Committee met today after a period of dormancy since last June. There was good attendance and discussion with Ms. Paziuk and Ms. Samatte Co-Chairing. Several presentations were made including renaming of the Breast Cancer Centre of Hope, In Sixty, and Accreditation.

**f) Quality & Patient Safety**

The Committee met today and among other things:

- The Committee reviewed the draft Manitoba Cancer Plan;
- No CI's have been reported since October, 2014;
- Possible harmful events are reported through RL6 at a rate of approximately 60 per month.

**g) Volunteer Services Annual Report**

National Volunteer week is celebrated April 13-17, 2015. The Annual Report was posted on DBCC for review. It was noted that Board members and their hours of volunteerism are not shown on the Report. Although the function of Board members is different from CCMB volunteers, the policy on this reporting will be explored.

**6.0 For Concurrence - Ex-Debate**

There were no items for review.

**7.0 For Discussion and/or Resolution**

### **7.1 Financial Statements as at Feb 28, 2015**

The Chair of Finance & Audit presented the financial reports as posted on DBCC. CCMB is working towards a budget that operates within financial constraints. Due to these constraints, programs will need to be regularly reevaluated for risk assessment.

The Director of Finance met with MHLS regarding drug costs and dispensing of oral cancer drugs at CCMB as a significant cost savings to Manitoba Health.

It is important that the Board receive accurate detailed reports on budgets and forecasting to determine cost savings opportunities that may be possible. Monthly reports from Finance on the operations of the organization are advisable in the circumstances.

***The Committee recommended approval of the Financial Statements. MOVED and SECONDED that the Statements be approved.***

***Motion Carried without dissent***

### **7.2 CCMB Board By Law Amendments**

In Mr. McDonald's absence, Dr. Naimark reported about the amendments to the Board By-law which will be brought forward by the Nominations and Governance Committee for approval at the Annual General Meeting including:

- (i) The minimum number of Board meetings per year will be changed from ten to eight although this would not preclude additional meetings should the need arise.
- (ii) The term of officers would begin and end to align with the Board year, from June to June.

### **7.3 MB Cancer Plan 2016-21**

The draft Manitoba Cancer Plan has been provided to Board members for review.

- a) **Overview** – Dr. Navaratnam presented a review of the Manitoba Cancer Plan including development to date, outline and contents, strategic directions and operational strategies and next steps.
- b) **Proposed Action** - As the timeframe for approval of the document is tight, Dr. Naimark developed an executive summary of the Plan which was distributed to members, with a request for members' support for the strategic directions and operational strategies as presented.

Comments from Board members were duly noted.

The Chair reiterated the need for endorsement from Board members to move forward with key elements of the Plan.

***The Board's support for the strategic directions and operational strategies contained in the draft Manitoba Cancer Plan was MOVED and SECONDED.***

***Motion Carried without dissent***

#### **8.0 Private Session**

An in camera session commenced at 7:30 pm.

##### **8.1 With CEO**

##### **8.2 Without CEO**

#### **9.0 Closing Remarks & Adjournment**

***It was MOVED and SECONDED that the meeting be adjourned at 8:00 pm.***

***Motion Carried without dissent***

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**Chair**

**Date**

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**Secretary, Treasurer**

**Date**