



**Minutes of the Meeting of the CCMB Board Members**

Thursday, September 22, 2016 at 5:00 pm

Executive Boardroom, ON4017, 675 McDermot Avenue

CancerCare Manitoba

**ATTENDANCE:**

**Board Members:**

Mr. G. Tallon (Chair)	P	Mr. M. Evans	P	Dr. G. Glavin	P
Mr. J. Chipman (Vice Chair)	T	Mr. R. Shaffer	P	Mr. D. MacDonald	P
Ms. A. Kennedy (Sec/Treas)	P	Mr. R. Dhalla	R	Dr. A. Naimark	P
Dr. B. Schacter (Med Adv Brd)	P	Ms. E. Bishop	P	Ms. R. Gage	P
Ms. A.M. Magnifico	P	Dr. K. Van Ameyde	P	Ms. F. Swedlove	P
Ms. G. Paziuk	R	Dr. S. Barakat	R	Judge Rocky Pollack	P
		Mr. G. Campbell	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. J. Butler (MSA President)	R	Ms. K. Peters (Exec Asst)	R
Ms. A. Stenning (CCMF CEO)	P	Ms. V. Giesbrecht (Brd Coord)	P	Ms. I. Anderson (Brd Recorder)	P

Legend: P-attended in Person; T-attended via Teleconference; R-Regrets sent; A-Absent

Invited Guests: Jane Kidd-Hantscher, CCMF Communications and Judy Edmond, CCMB Communications

**1.0 Call to Order, Welcome, Review & Approval of the Agenda**

- The Chair called the meeting to order at 5:00 p.m. and welcomed members to the first meeting of the new Board year.
- The Chair noted the new sound system for teleconferencing recently installed and working well.

**It was moved and seconded that the Agenda be approved as circulated.**

***Motion Carried without dissent***

**2.0 Special Presentations**

**2.1 Prairie Research Associates Report: Awareness & Understanding of Cancer Charities**

Jane Kidd-Hantscher provided a summary of the PRA Inc. Report on Awareness and Understanding of Cancer Charities, a survey done on behalf of CCMF to better understand the public’s perception and understanding of cancer charities in Manitoba. Results show that overall, CancerCare Manitoba is top of mind for cancer charities. The survey results will provide the basis for messaging in preparation for the Capital Campaign with a focus on building an audience with the younger generation, and promoting CCMB as both a patient care facility and research institute.

**2.2 Annual Progress Report**

Judy Edmond provided an update and timeline on the Annual Progress Report, a copy of which was provided to members. On approval, the APR will be submitted to Manitoba

Health and posted on the CCMB website. Highlights of the APR will be showcased at the Annual General Meeting. The Communications Committee recommends approval of the Report pending a number of revisions to be completed for the final version.

**It was moved and seconded that the Annual Progress Report be approved.**

***Motion carried without dissent***

### **3.0 June 16, 2016 Meeting**

**It was moved and seconded that the appended minutes of the June 16, 2016 meeting be approved.**

***Motion Carried without dissent***

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – members' concerns on the timing of provision of meeting materials was noted. The Chair noted his availability to meet with any member individually as required.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

### **4.0 President's Report to the Board – July/August/September 2016**

- Dr. Navaratnam reviewed the highlights of this monthly report as appended, and noted an additional highlight of the establishment of a Research Chair in Oncology at CCMB made possible through an endowment fund through the CancerCare Manitoba Foundation.

### **5.0 Matters For Information**

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

The Board received the latest approved minutes of meetings of the standing committees and the highlights of more recent meetings of which had not yet been considered and approved (as appended documents).

- The Chair of the **Nominations and Governance Committee (NGC)** recommended the following committee appointments: Mr. Mike Evans as a member of the Capital Project Steering Committee, Ms. Swedlove as a member of the Communications Committee, and Mr. Chipman as Chair of the Facilities Planning & Development Committee.

**It was moved and seconded that the appointments be accepted.**

***Motion Carried without dissent***

Vacancies on the Board are being addressed including government appointments. Some members whose terms expired in June and September will continue until vacancies are filled, as permitted under CCMB By-laws.

- The Chair of the **Facilities Planning & Development Committee** noted highlights including the IT upgrade, Construction Report, and Capital Project. The memo on resolutions concerning the role and operations of the Committee is provided for information and may be useful to other committees.
- The **Board Chair** noted current Board activities:

- Attendance with Dr. Navaratnam at the first joint meeting of CEOs and Board Chairs with the new Minister of Health. New strategies for delivering healthcare are required for sustainability and the growing demands of healthcare.
- Some Board members and CCMB management participated in a Board Governance session providing a review of the important principles of governance and the partnership and relationship between staff and Board.
- Members are asked to identify if they are able to be involved in more committees to assist with the functioning of the Board during this period of vacancies.
- The **Community Engagement Committee** met recently and received updates on CCMB's community engagement activities from Population Oncology, Underserved Populations, and Community Oncology.
- The **Chair of the Quality & Patient Safety Committee** provided highlights including a new external member from Thompson, a new reporting system for critical incidents, and a presentation by guest Dr. Luis Oppenheimer.
- The **Communications Committee** reviewed the Annual Progress Report and is involved in a CCMB branding and tag line development project to reflect the breadth of activities including research, patient care, and community engagement.

#### **5.2 Briefing Note: Workplace Safety and Health Program**

#### **5.3 Briefing Note: Volunteer Services**

The Board received the two Briefing Notes for information. There was no discussion.

#### **5.4 Board Work Plan 2016-17**

There was no discussion of the Board Work Plan.

### **6.0 For Discussion and/or Resolution**

#### **6.1 CCMB Vision, Mission, Values**

The revised Vision, Mission and Values Statements were approved in principle at the June meeting subject to further input. As no further input was received:

**It was moved and seconded that the Statements be approved.**

***Motion carried without dissent***

#### **6.2 Policy & Procedure Pertaining to Governing Documents**

This document was approved in principle at the June meeting. As no further input was received, it is recommended that the document be approved.

**It was moved and seconded that the Policy & Procedure be approved.**

***Motion carried without dissent***

#### **6.3 Board Self-Assessment**

A summary of the Board Self-Assessment Report was provided by the Chair of the Nominations & Governance Committee. The assessment helps to guide and evaluate the governance process and highlight areas for improvement. The Chair noted continued general improvement in overall results.

#### **6.4 Financial Statements – July 31, 2016**

At its September meeting, the Finance and Audit Committee discussed a potential review of CCMB's investment portfolio and policy, and CCMB financial statements. A deficit budget is still projected for year end. Opportunities for efficiencies and savings continue to be pursued.

***It was MOVED on behalf of the Finance and Audit Committee that the Financial Statements of July 31<sup>st</sup> be approved by the Board.***

***Motion Carried without dissent***

#### **6.5 Financial Deficit Plan Update**

Discussion included under Section 6.4.

#### **6.6 Capital Project Update**

The Capital Project is working towards development of the schematic design including development of several Requests for Proposals.

#### **6.7 AGM Planning**

The Annual General Meeting is scheduled for October 20<sup>th</sup> with the monthly Board meeting to occur beforehand. Advertising to a wide public audience, including rural areas, is planned. Presentations will be provided on Underserved Populations, Annual Progress Report, Strategic Direction, and a Capital Project update.

### **7.0 Matters For Concurrence without Debate**

#### **7.1 Granting Privileges**

Dr. Navaratnam recommended the granting of privileges to four physicians: Dr. C. Harlos, medical oncologist; Dr. S. Rathod, radiation oncologist; and Dr. M. Alhrbi and Dr. C. Aktolun, both nuclear medicine physicians involved in the Thyroid Disease Site Group. Based on the appended Attestation:

***It was moved and seconded that the privileges for the four physicians be approved.***

***Motion Carried without dissent***

### **8.0 Private Session**

**8.1 With CEO** – a discussion was held.

**8.2 Without CEO** – none.

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

The meeting was adjourned at 7:15 p.m.