



Minutes of the Meeting of the CCMB Board Members

Thursday, October 20, 2016 at **2:15-3:45 pm**

Executive Boardroom, ON4017, 675 McDermot Avenue, CCMB;
and

CCMB Annual General Meeting at 4:00-5:30 pm

Theatre A, Basic Medical Sciences Building

PRESENT:

Board Members:

Mr. G. Tallon (Chair)	P	Mr. M. Evans	P	Dr. G. Glavin	P
Mr. J. Chipman (Vice Chair)	P	Mr. R. Shaffer	P	Mr. D. MacDonald	P
Ms. A. Kennedy (Sec/Treas)	R	Mr. R. Dhalla	T	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	R	Ms. F. Swedlove	P
Ms. G. Paziuk	P	Dr. S. Barakat	T	Judge Rocky Pollack	P

Dr. S. Navaratnam (CCMB CEO)	P	Dr. J. Butler (MSA President)	P	Ms. K. Peters (Exec Asst)	P
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

CCMB Board Members meeting

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

- The Chair called the meeting to order at 2:15 p.m. and noted the second Annual General Meeting to take place following the Board meeting.

It was MOVED and SECONDED that the Agenda be approved as circulated.

Motion Carried without dissent

2.0 September 22, 2016 Meeting

It was MOVED and SECONDED that the appended minutes of the September 22, 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 comments were noted.
- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

3.0 President's Report to the Board

- Dr. Navaratnam provided a verbal report on the main activities during October:
 - The Capital Project is progressing with considerable time dedicated to these efforts;
 - Research Institute Update - an External Review will occur in the first week of November led by Dr. Terry Sullivan. Recruitment of the Director of Research has been expanded with engagement of a head hunter.

- EDGE Update – a joint initiative between CCMB and Health Sciences Centre with respect to a linac machine using advanced technology in radiation treatment has an anticipated start date of November, 2016.

4.0 Matters For Information

4.1 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)** reported on current activities, primarily focusing on filling Board vacancies, with government appointments to the Board.
- The Chair of the **Facilities Planning & Development Committee** noted highlights of recent meetings:
 - Commended Mr. Bill Funk and the IT team on the significant undertaking on IT improvements, with work on schedule and continuing;
 - Capital project update – the current focus is on development of Lean and Architectural/Engineering RFPs.
 - The Chair noted the need for balancing the ratio of board and public members. This will be reviewed with the Nominations & Governance Committee.
- The **Community Engagement Committee** - at its last meeting, Committee members were invited by staff to join them at a community activity to see how CCMB works at them. Recent participation included the Manitoba Metis Federation Annual General Assembly where CCMB's Underserved Populations Program was involved. CCMB is working with a Committee member to organize an upcoming event for individuals of African languages.
- The Chair of the **Quality & Patient Safety Committee** provided highlights of the meeting held earlier in the day.
- The **Communications Committee** is involved in a branding and tagline project with CCMB management.
 - The annual Community Cancer Care education conference was held in Brandon September 29th and 30th, planned in partnership with Prairie Mountain Health. Members will be provided with any highlight materials when available for review.

4.2 Briefing Note: Department of Nursing

Dr. Navaratnam noted the current challenges in the Department of Nursing including recruitment and retention, work/life balance, and job clarity and CCMB's efforts to address these challenges.

4.3 Briefing Note: Radiation Oncology Program

The current situation within the Radiation Oncology Program, including Medical Physics and the Radiation Protection Program, were noted with issues related to radiation equipment replacement, sustainability of the program, and staffing.

5.0 For Discussion and/or Resolution

5.1 Financial Statement – August 31, 2016

5.2 Financial Deficit Plan Update

These items were deferred to the November meeting.

6.0 Matters For Concurrence without Debate

There were no items for discussion.

7.0 Private Session

7.1 With CEO

There were no items for discussion.

7.2 Without CEO

There were no items for discussion.

The Closed Portion of the CCMB Board Members Meeting was adjourned at 3:30 pm.

Annual General Meeting - Open to Staff, Stakeholders, and the Public

8.0 Call to Order, Welcome & Introductions, Meeting Overview

The Board Chair welcomed attendees to CCMB's second Annual General Meeting and provided introductions of Board members. The agenda for the AGM was reviewed.

9.0 Special Presentations

9.1 Reaching Out

Ms. Kali Leary, Director of the Underserved Populations Program at CCMB, provided a report on the activities of this program over the past year.

9.2 Inspired by Progress and Guided by Knowledge

Dr. Sri Navaratnam, President and CEO, CancerCare Manitoba, provided a report of CCMB's activities over the past year and introduced the 2015/16 Annual Progress Report.

9.3 Capital Project Update

Mr. Greg Tallon, Chair of the Board of Directors, provided an update on the Capital Project.

10.0 Question & Answer Period

A question and answer period followed.

11.0 Closing Remarks and Adjournment

The Board Chair thanked those in attendance for their participation. The meeting was adjourned at 5:00 pm, followed by a light reception in the vestibule outside the theatre.