



Minutes of the Meeting of the CCMB Board Members

Thursday, November 17, 2016 at 5:00-7:00 p.m.

Executive Boardroom, ON4017, 675 McDermot Avenue, CCMB

PRESENT:

Board Members:

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

Invited Guests: Dr. Helmut Unruh, Head of Surgical Oncology, for Special Presentation 2.1

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

- The Chair called the meeting to order at 5:00 p.m.

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

Motion Carried without dissent

2.0 Special Presentation

2.1 Surgical Oncology

Dr. Unruh provided a presentation on ‘Surgical Oncology Quality in Manitoba’, providing updates on assessment of cancer surgery in Manitoba, the Provincial Surgical Oncology Program and its current challenges, improvements realized, and future plans. There was a time for questions and answers following the presentation.

3.0 October 20, 2016 Meeting & AGM

It was MOVED and SECONDED that the appended minutes of the October 20, 2016 Meeting & AGM be approved.

Motion Carried without dissent

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – The Board Chair encouraged greater participation in the post-meeting evaluation. Rearrangement of agenda order for Committee reports will be implemented so that the same Committee reports are not always early in the order.
- 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

- Dr. Navaratnam provided a presentation on her recent site visit, with Dr. Rajat Kumar, to the new cancer centre at Guy's Hospital in London UK, as part of planning for the new cancer facility. Also included in the Report were highlights of the recent AGM and Staff Appreciation Event.

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)** reported on:
 - Changes made to RHA Boards by government will result in loss of Elaine Bishop as the WRHA representative on the CCMB Board. She will remain on the Quality Patient Safety Committee as an external member. The Board Chair has written a letter to the WRHA's new Board Chair regarding a replacement on the CCMB Board. Mr. Chipman has joined the N&G Committee and will step down from the Finance Committee. Ms. Gage has moved from the Community Engagement to the Communications Committee. Additional new appointees are in process. Currently, most Committees are understaffed due to vacancies of the Board.
 - A Governance presentation will be made to the Board once existing vacancies are filled.
 - The recent AGM was reviewed with the goal of planning for next year's AGM and improving attendance.
- The Chair of the **Facilities Planning & Development Committee** reported on:
 - The Library Renovation is complete and will be used for Research Institute administration offices;
 - Capital and Facility Projects are lined up and awaiting approval of funding from government before moving ahead.
- The Chair of the **Finance & Audit Committee** will provide a report at item 6.0.
- The **Board Chair** commented on activities of the **Executive Committee**:
 - Members are encouraged to attend a mandatory Health Authority Board Orientation for all Board members on December 8th from 8:30am to 4:30pm. The Board Chair has inquired as to an alternative date for those members not available on the scheduled date. Members inquired as to remuneration for attendance at the mandatory orientation.
- The next meeting of the **Community Engagement Committee** has been scheduled for January 2017.

- The Chair of the **Quality & Patient Safety Committee** reported on agenda items of the meeting held earlier today, including an excellent video of a patient's story.

- The **Communications Committee** meeting included discussion of these items:
 - The recent AGM and related communications strategies including alternate methods of providing public notice of the meeting and ways to enhance and improve the event for the future;
 - The CCMB branding and tag line development project is continuing with public focus groups currently in session;
 - CCMF videos for warming up the Capital campaign for the new building were reviewed;
 - One member noted involvement in a rural cancer workshop where the difficulties of wayfinding on the current CCMB website were experienced.
Action Item: *A briefing note of this experience was requested from the member to be submitted to the Board Chair and Dr. Navaratnam.*
 - Management is aware of the current challenges and a plan is in place to redevelop the website. Both the Community Engagement and Communications Committees will be involved in the project. Members recommended exploration of other social media strategies to be used to full potential.

5.2 Briefing Note: Patient Relations

Note was made of the current workload and staffing needs expressed in this document.

5.3 Briefing Note: Hematology Lab

6.0 For Discussion and/or Resolution

6.1 Financial Statement – August 31, 2016 and September 30, 2016

It was MOVED on behalf of the Finance and Audit Committee that the Financial Statements of August and September be approved by the Board.

Motion Carried without dissent

6.2 Appointment of Auditor

It was MOVED on behalf of the Finance & Audit Committee that KPMG be reappointed as auditor for 2017, and approved by the Board.

Motion Carried without dissent

6.3 Financial Deficit Plan Update

Although currently showing only a modest deficit, the fiscal year end budget deficit is tracking as projected.

6.4 Capital Project Update

In camera discussion.

7.0 Matters For Concurrence without Debate

7.1 Medical Advisory Board Membership

The membership roster of the Medical Advisory Board was provided to members. For future development, the Board's Terms of Reference will be reviewed by Nominations & Governance with regard to length of appointment of members, and balance of internal vs. external members.

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

Motion Carried without dissent

7.2 Policies

7.2.1 Policy and Procedures Pertaining to Regular Review of Travel and Other Expenses Incurred by the CEO on CCMB Business

This policy has been reviewed and updated by Nominations & Governance with input from management and the auditor, KPMG. Approval of the revised policy is recommended.

7.2.2 Purchasing

CCMB will be adopting the WRHA Purchasing policy to complement the current CCMB Purchasing policy. Approval of the new policy in principle subject to necessary revisions by CCMB management is recommended.

7.2.3 Selection of Consultant Services

7.2.4 Bidding and Award of Construction Tenders

CCMB will be adopting these two Manitoba Health policies, 7.2.3 and 7.2.4, to fulfill current expectations of Manitoba Health. Approval of both policies in principle subject to necessary revisions by CCMB Board Executive and by management is recommended.

It was MOVED and SECONDED that the four Policies be approved as per the recommendations noted above.

Motion Carried without dissent

8.0 Private Session

8.1 With CEO

No discussion.

8.2 Without CEO

No discussion.

9.0 Closing Remarks & Adjournment

The meeting was adjourned at 7:30 p.m.