



Minutes of the Meeting of the CCMB Board Members

Thursday, March 16, 2017, 5:00-7:00 p.m.

Executive Boardroom, ON4017, 675 McDermot Avenue, CCMB

PRESENT:

Board Members:

Mr. G. Tallon (Chair)	T	Dr. G. Glavin	P	Judge R. Pollack	R
Mr. J. Chipman (Vice Chair)	P	Mr. D. MacDonald	P	Mr. R. Campbell	R
Ms. A. Kennedy (Sec/Treas)	P	Mr. M. Evans	P	Ms. K. Kumedan	P
Dr. A. Naimark	P	Mr. R. Shaffer	P	Mr. J. London	R
Dr. B. Schacter (Med Adv Brd)	P	Mr. R. Dhalla	T	Mr. D. Mortimer	P
Ms. A.M. Magnifico	P	Ms. R. Gage	P	Mr. V. Warden	P
Ms. G. Paziuk	P	Ms. F. Swedlove	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. J. Butler (MSA President)	R	Ms. K. Peters (Exec Asst)	P
		Substitute – Dr. A. Cooke	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

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

- The Vice Chair called the meeting to order at 5:00 p.m.
- New members Mr. Mortimer and Mr. Warden were welcomed to the Board.
- Dr. Schacter requested an addition to the agenda as 5.1 h) Advisory Medical Board;

It was MOVED and SECONDED that the Agenda be approved with addition as noted.

Motion Carried without dissent

2.0 January 19, 2017 Meeting

It was MOVED and SECONDED that the appended Minutes of the January 19, 2017 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 were reminded of the importance of completing the evaluation after each meeting.
- 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 noted the focused efforts of management over the past month towards identifying cost savings and budget planning within the current fiscal constraints in health care.

- External Research Review - Dr. Navaratnam met with researchers and scientists for review of the final report on March 8, 2017. The report will be routed through the Research Advisory Board, chaired by Dr. Naimark, and then to the Board.
- Dr. Navaratnam spoke briefly about the health leadership course at University of Toronto that she is attending, and the Interprovincial Benchmarking Project with Saskatchewan Cancer Agency.
- Manitoba Health's fiscal planning directives given to health care bodies, including CancerCare Manitoba, were reviewed briefly including budget planning and identifying efficiencies due March 31, 2017 and preparation of the Annual Health Plan 2018/19 due June 1, 2017.

4.0 Discussion and/or Resolution

4.1 Financial Statement – January 31, 2017

The Chair of the Finance & Audit Committee provided a review of the financial statements provided. Note was made that the report should read, "Statement of Revenue and Expenses for the Ten Months ending January 31, 2017" (not Nine months).

It was MOVED on behalf of the Finance and Audit Committee that the Financial Statements of January 31st be approved by the Board, with amendment as noted.

Motion Carried without dissent

4.2 Financial Deficit Plan Update

The fiscal year end budget deficit will be reduced by approximately \$3.5M, due to one-time funding received from Manitoba Health.

4.3 Proposed 2017-2018 Budget

The proposed budget approved by the Finance and Audit Committee March 10, 2017 was presented. With the challenging financial outlook, a specific target of savings was identified with a subsequent balanced budget due to government by March 31, 2017. Several revenue assumptions have been included in the final balanced budget presented. Note was made that government's funding letter is received later in the year.

It was recommended by the Finance and Audit Committee that the 2017-2018 Budget as presented be approved by the Board.

Motion Carried without dissent

Discussion continued in camera.

5.0 For Information Only

5.1 Approved Committee Minutes & Highlights

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 **Quality & Patient Safety Committee** reported on agenda items of the recent meeting including revision of the Terms of Reference, a hand hygiene update, and a presentation by Dr. E. Bow on infections in cancer patients as a post-treatment complication.
- Recent updates received by the **Communications Committee** were provided by the Board Chair including the CCMB website overhaul, preparation of the draft Annual Health Plan, and CCMF's communications strategies.
- The Chair of the **Nominations and Governance Committee (NGC)** noted highlights including:
 - 4 Board vacancies remain to be filled by the Minister of Health office;
 - **Recommendation was made for the approval of Dr. Glavin to the NGC;**
Motion Carried without dissent
 - CCMF is reviewing a draft Naming Rights policy as part of the existing CCMB policy;
 - A Governance presentation will be made at the April Board meeting;
- The Chair of the **Facilities Planning & Development Committee** noted meeting highlights including:
 - A report on Safety & Security Projects and Maintenance & Repairs Projects was provided.
 - A report on the Emergency Power Assessment and Upgrade was provided. Risks that had been identified have been mitigated.
 - Capital Project – the Joint CCMB/CCMF Capital Project Strategy Group will meet in the near future for discussion of next steps.
- The Board Chair thanked Mr. Chipman for chairing the meeting, and thanked management and the Finance & Audit Committee for their hard work in preparing the budget.
- Dr. Schacter noted that the re-established Advisory Medical Board will have its first meeting March 17, 2017 with discussion of the Capital Project on the agenda.

5.2 Briefing Note: Community Oncology Program

The Board received the Briefing Note for information. The 2017 Community Cancer Care Education Conference will be held in Winnipeg on October 26 and 27, 2017.

6.0 Matters For Concurrence without Debate

6.1 Terms of Reference – Quality and Patient Safety Committee

The revised Terms of Reference were submitted by the Quality and Patient Safety Committee to the Nominations & Governance Committee for approval. A recommendation was made that the Board adopt the amended Terms of Reference related to the Quality and Patient Safety Committee.

Motion Carried without dissent

7.0 Private Session

7.1 With CEO

Discussion took place.

7.2 Without CEO

Discussion took place.

8.0 Closing Remarks & Adjournment

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