



**Board of Directors**

**Minutes of Meeting**

Thursday, May 17, 2018, 5:00-7:00pm

(Dinner at 4:30pm)

Executive Boardroom, ON4017, 675 McDermot Avenue, CCMB

**PRESENT:**

**Board Members:**

Mr. G. Tallon (Chair)	P	Mr. M. Evans	P	Mr. Matt Bolley	P
Mr. J. Chipman (Vice Chair)	P	Mr. R. Shaffer	P	Ms. Susan Graham	R
Mr. V. Warden (Sec/Treas)	P	Ms. R. Gage	P	Ms. Darlene Grantham	P
Dr. B. Schacter (Med Adv Brd)	P	Mr. R. Campbell	R	Dr. Karen Juce	P
Ms. A.M. Magnifico	R	Ms. K. Kumedan	P	Ms. Nimmi Ramgotra	P
Judge R. Pollack	P	Mr. J. London	P	Ms. Mary Beth Taylor	P
Dr. G. Glavin	R	Mr. D. Mortimer	P		

Dr. S. Navaratnam (CCMB CEO)	T	Dr. D. Houston (MSA President)	P	Ms. K. Peters (Exec Asst)	R
Ms. A. Stenning (CCMF CEO)	P	Ms. A. Saj (Brd Coord)	R	Ms. I. Anderson (Brd Recorder)	P

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

Guest: Mr. Don MacDonald, Nominations & Governance Committee (NGC)

**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 distributed.**

***Motion Carried without dissent***

**2.0 Special Presentation**

**2.1 Annual Health Plan 2018-2019**

Dr. Navaratnam presented the 2018-2019 Annual Health Plan. A discussion followed.

**It was MOVED and SECONDED that the 2018-2019 Annual Health Plan be approved.**

***Motion Carried without dissent***

**2.2 Governance**

Mr. Don MacDonald provided the Governance presentation focusing on two items:

- Bill 10 and its impact on composition of the Board and Board Committees due to a decrease in the numbers of members of the Board;
  - Members were asked to provide input to the Board Chair on restructuring of committees as well as names of persons who may be interested in participating as an external member of a Board Committee. Further work will be done by the NGC and brought forward to the Board.

- The Accreditation process in general and more specifically the Governance components.

### 3.0 April 19, 2018 Meeting Minutes

**It was MOVED and SECONDED that the appended Minutes of the April 19, 2018 Board Meeting be approved as circulated.  
*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.

### 4.0 President's Office

#### 4.1 President's Report

Dr. Navaratnam provided a brief summary of her written report.  
Discussion followed.

### 5.0 For Information Only

#### 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 Board Chair provided a report on the **Community Engagement Committee**:
  - The Committee received a report from Dr. Turner on a national survey of the Canadian Partnership Against Cancer (CPAC) on Living with Cancer and the Patient Experience;
  - Dr. Naimark is continuing to work on enhancing information on the new CCMB website for improved Community Engagement;
  - Ruth Loewen provided updates on Community Engagement efforts including a review of activity at the CPP Hubs and enhanced use of the rural sites.
- The Chair of the **Facilities Planning and Development Committee** reported:
  - The Committee received updates on the Health Infrastructure Program, Facility Assessment, and the Safety & Security, Specialized Equipment and Major Lease components of the Annual Health Plan;
  - Capital Project updates include preparation of a construction cost analysis and value for money evaluation, as well as a needs assessment and short term requirements for the current facility.
- The Chair of the **Communications Committee** reported:

- The Committee received reports on cancer screening and social networking and is monitoring the progress of the Annual Progress Report, the System Performance Report, and the discussions re French Language Services at CCMB.
- The Committee is planning for the Annual General Meeting in the fall of 2018;
- The Committee thanked Ms. Randi Gage for her commitment to the committee.
  
- The Chair of the **Quality and Patient Safety Committee** reported:
  - The Committee received a presentation on Radiation Protection from Dr. Ingvar Fife and an Accreditation update on all CCMB sites from Venetia Bourrier.
  - The Annual Work Plan will be reviewed at the next meeting.
  - Past Chair of the Quality Committee, Ms. Anna Maria Magnifico will continue in her role as member of the Board of the Manitoba Institute for Patient Safety.
  - The Committee thanked Ms. Randi Gage for her commitment to the committee.
  
- The Chair of the **Nominations & Governance Committee** reported:
  - The Committee is focusing its discussions on Bill 10 and its impact on the Board and Board Committees and any restructuring of committees that may be required.
  
- The Chair of the **Finance and Audit Committee** reported:
  - The Committee reviewed the Annual Health Plan, and received its annual presentation from CIBC on current investments. The current Investment Policy will be reviewed.
  
- There was no additional report from the **Executive Committee**.

## 5.2 Advisory Medical Board

Dr. Schacter provided highlights of the Shared Health Services presentation by Dr. Brock Wright from the March meeting of the Advisory Medical Board.

## 5.3 Briefing Note:

### 5.3.1 Nursing

### 5.3.2 Infection and Prevention Control

The Board received the above Briefing Notes for information. A question was raised with regard to aligning Board Briefing Note submissions with Board Committee work plans to allow for review by the Committee prior to coming to the Board.

## 6.0 Discussion and/or Resolution

### 6.1 Financial Statements – March 31, 2018

#### 6.1.1 Income Statement

#### 6.1.2 Balance Sheet

The Chair of the Finance and Audit Committee reviewed the preliminary Financial Statements for fiscal year end, March 31 2018, showing a projected surplus of \$905K. No significant changes are anticipated upon completion of the external audit, currently underway by the external auditors.

**The Finance and Audit Committee recommends approval of the preliminary financial statements to March 31 2018.**  
***Motion Carried without dissent***

#### **6.2 Revised 2018/19 Annual Interim Operating Budget**

The Interim Operating Budget presented at the March meeting projecting a deficit of \$4.9M has been revised and reduced to a projected deficit of \$3.557M. This will be finalized and brought back to the Board in September due to changes in accounting principles to be implemented as mandated by government.

**The Finance and Audit Committee recommends approval of the revised 2018/19 Annual Interim Operating Budget with a projected deficit of \$3.557M.**  
***Motion Carried without dissent***

#### **6.3 Annual Self-Assessment**

Members were provided with the annual Self-Assessment and are asked to return the completed assessments at the June Board meeting.

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

There were no matters for discussion.

#### **8.0 Private Session**

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

There was no discussion.

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

There was no discussion.

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

As Ms. Randi Gage's term on the Board is about to expire, the Chair thanked her for her years of service and commitment to the Board and its Committees.

The meeting was adjourned at 7:00 p.m.