



Board of Directors

Amended Minutes of Meeting

Thursday, October 18, 2018, 5:00-7:00pm

(Dinner at 4:30pm)

Executive Boardroom, ON4017, 675 McDermot Avenue, CancerCare Manitoba

PRESENT:

Board Members:

Mr. J. Chipman (Chair)	P	Mr. M. Evans	R	Mr. Matt Bolley	R
Mr. V. Warden (Sec/Treas)	P	Mr. R. Campbell	R	Ms. Susan Graham	P
Dr. B. Schacter (Med Adv Brd)	P	Mr. J. London	P	Ms. Darlene Grantham	P
Dr. G. Glavin	P	Mr. D. Mortimer	P	Dr. Karen Juce	P
				Ms. Mary Beth Taylor	R

Mr. G. Tallon (Past Chair, by invitation)	P				
Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. V. Giesbrecht (Brd Coordinator)	P
Ms. A. Stenning (CCMF CEO)	P	Ms. K. Peters (Exec Asst)	P	Ms. I. Anderson (Brd Recorder)	P

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

Guest: Ms. Venetia Bourrier, Director, Quality Patient Safety & Risk Department

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
All in favour and approved.**

2.0 September 20, 2018 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the September 20, 2018 Board Meeting be approved as circulated.

All in favour and approved.

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – Members’ 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 Special Presentation

3.1 Accreditation 2019

Ms. Bourrier provided a presentation on the Accreditation cycle and processes. Accreditation Canada’s upcoming site visit to CancerCare Manitoba is scheduled for November 2019. Discussion followed.

4.0 President's Office

4.1 President's Report

Dr. Navaratnam provided a verbal report, highlights of which included:

- CCMB's Annual General Meeting will take place in Brandon on October 25th;
- Health System Transformation
 - Provincial Clinical and Preventive Services Planning;
 - CCMB is engaging with Manitoba Health in an independent review of operational processes;
- Manitoba System Performance Report and Surgical Quality Indicators Report;

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 Chair of the **Finance and Audit Committee** provided a brief report:
 - The Committee received a presentation from the Finance Department on the newly implemented Provincial Sector Accounting Standards, including new formats for statements and standards for reporting of funds to government and the Board.
- The Chair of the **Executive Committee** provided a brief report:
 - A recommendation was made to change the process of providing minutes of all Committees to Board members to improve timeliness and relevance of the information. Members were in agreement with the recommendation.
 - The Committee met with a Health System Transformation consultant regarding consistent dashboard systems between health organizations.
 - The Committee has been reorganized to take on the duties formerly carried out by the Nominations & Governance Committee. The Terms of Reference will be reviewed and revised. The positions of Vice Chair and Secretary on the Board will be addressed and reported on at the next Board meeting.
 - A recommendation was made to post all Board and Committee meeting materials on the Board SharePoint site only and to discontinue e-mailing materials to members. Members agreed with the recommendation.
Transitioning to the new process will take place over the next few months and a tutorial on SharePoint will be provided to Board and Committee members to ensure success with the new process.
- The Chair of the **Communications and Community Engagement Committee** provided a brief report:

- Two Committees have been combined to form one; to be chaired by Judge Rocky Pollack.
- The Chair provided a written report for members, in absentia.
- On behalf of the Chair of the **Facilities Planning and Development Committee**, the Board Chair provided a brief report:
 - An update on the reimaged cancer project was provided.
- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - Today's meeting included items of Accreditation, finalizing the 2018/19 work plan and QPS Reports for 1st and 2nd quarter;
 - Dr. Moltzan provided a full review, report and recommendations on the underdosing issue to the Committee. This information will be provided to the Board members at a future meeting.

5.2 Advisory Medical Board

There was no report.

6.0 Discussion and/or Resolution

6.1 Financial Statements - August 31, 2018

6.1.1 Income Statement

6.1.2 Balance Sheet

The Chair of the Finance and Audit Committee reviewed the Financial Statements as distributed.

It was recommended by the Chair of the Finance and Audit Committee that the Financial Statements for the five-month period ended August 31, 2018, showing a net surplus in the General Fund of \$94,956; a net surplus in the Capital Fund of \$297,028; a net surplus in the Clinical, Basic Research and Special Projects Fund of \$3,467,739; resulting in an overall consolidated net surplus of \$3,859,723 be approved by the Board.

All in favour and approved.

6.2 Board Self-Assessment 2017/18

This was deferred to the next Board meeting.

6.3 Board/Committee Appointments

6.3.1 Re-appointment of Dr. Schacter to CCMB Board

6.3.2 Re-appointment of Dr. Schacter as Chair of the Advisory Medical Board

6.3.3 Appointment of Judge Pollack as Chair of the newly combined Communications and Community Engagement Committee

6.3.4 Appointment of new members to Communications and Community Engagement Committee: Mary Beth Taylor, Susan Graham, Robert Campbell, and volunteer/patient advisor, Bert Dupasquier.

The Board Chair reviewed the reappointments and appointments shown above and moved that these be approved by the Board.

All in favour and approved.

7.0 Matters For Concurrence without Debate

There were no items 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

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