



Board of Directors

Minutes of Meeting

Thursday, November 15, 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. R. Campbell	T	Mr. Matt Bolley	T
Mr. V. Warden (Sec/Treas)	P	Mr. J. London	R	Ms. Darlene Grantham	R
Dr. B. Schacter (Med Adv Brd)	P	Mr. D. Mortimer	R	Dr. Karen Juce	T
Dr. G. Glavin	P	Ms. Susan Graham	R	Ms. Mary Beth Taylor	P
Mr. M. Evans	P				

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

Invited Guests: Ms. Carrie O’Conaill, System Performance Lead, and
Dr. Pamela Hebbard, Surgical Oncologist

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 October 18, 2018 Meeting Minutes

- A correction was noted for 5.1; the report from the Facilities Planning and Development Committee was provided by the Board Chair on behalf of the Committee Chair.

It was MOVED and SECONDED that the appended Minutes of the October 18, 2018 Board Meeting be approved with the correction as noted above.

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 and addressed by the Board Chair and the President and CEO.
- 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 Manitoba System Performance Report

The components and process of creating the Manitoba System Performance Report was presented by Dr. Navaratnam and Ms. Carrie O'Conaill. Dr. Hebbard highlighted the components of the report on Cancer Surgery Quality in Manitoba, focusing on breast cancer. Once completed, the reports will be ready for publication in early 2019. Discussion followed.

4.0 President's Office

4.1 President's Report

Dr. Navaratnam provided highlights of the written President's report. Discussion followed. Dr. Navaratnam and the Board Chair provided an update on the capital project.

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 **Advisory Medical Board** provided a brief report:
 - The next meeting is scheduled for December 13th with a report to the Board to follow in January 2019.
- The Chair of the **Finance and Audit Committee** provided a brief report:
 - The Minutes of the November 5th meeting provided as part of the Board package were noted with no further elaboration.
- The Chair of the **Executive Committee** provided a brief report:
 - The Committee is recommending a half-day planning session for all Board members in the new year, for discussion of Board goals and strategic planning to best support and align with the goals of CancerCare Manitoba. More information to follow.
 - Members were reminded of the deadline to complete the assessment for Board members related to the Accreditation process.
- The report of the **Communications & Community Engagement Committee** was provided by the Board Chair:
 - The Terms of Reference and new name of the Committee will be finalized at the next meeting.
 - Other topics of discussion included the Annual General Meeting, Annual Progress Report, and a presentation from the Foundation on messaging.
- The Chair of the **Facilities Planning and Development Committee** provided a brief report:

- The next meeting is scheduled for December 6th with a report to the Board to follow in January 2019.
- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - The next meeting is scheduled for December 6th with a report to the Board to follow in January 2019.

6.0 Discussion and/or Resolution

6.1 Financial Statements - September 30, 2018

- 6.1.1 Income Statement - Regular Format
- 6.1.2 Income Statement - PSAS Format

The Chair of the Finance and Audit Committee reviewed the Financial Statements in both the regular and new PSAS format. There was discussion of the changes in reporting separately on three funds: General, Capital, and Clinical, Basic Research and Special Projects Funds.

It was moved by the Chair of the Finance and Audit Committee that the Financial Statements for the six month period ended September 30, 2018, showing a surplus in the General Fund of \$294,708, a surplus in the Capital Fund of \$360,714, and a surplus in the Clinical, Basic Research and Special Projects Fund of \$3,094,677 be approved by the Board.
All in favour and approved.

6.2 Appointment of Auditor

It was recommended by the Finance & Audit Committee that KPMG be appointed as auditor for CancerCare Manitoba for the fiscal year ended 2019.

All in favour and approved.

6.3 Board Self-Assessment (Annual)

This report was deferred to the next Board meeting.

7.0 Matters For Concurrence without Debate

7.1 Executive Committee Terms of Reference

The Terms of Reference of the Executive Committee have been revised to include the additional responsibilities and functions previously covered by the Nominations & Governance Committee.

It was moved by the Board Chair that the revised Terms of Reference be accepted.
All in favour and approved.

7.2 Board Appointments

- 7.2.1 Appointment of Mr. D. Mortimer as Vice-Chair

It was recommended by the Executive Committee that Mr. David Mortimer be approved as Vice-Chair of the Board of Directors.
All in favor and approved.

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.

The next Board meeting is scheduled for January 17, 2019.