



**Minutes of the Meeting of the Members  
Held Thursday, October 16, 2014, 4:00 p.m. – Executive Boardroom - CCMB**

**PRESENT:**

**Board Members:**

Dr. A. Naimark, Chair	Ms. J. Baldwin	Ms. A. Bishop
Mr. S. Boulter	Dr. J. Butler	Mr. J. Chipman
Mr. M. Evans	Dr. G. Glavin	Ms. S. Mazur
Ms. A. Kennedy (17:15 hrs)	Ms. B. Lillie	Ms. T. Mrozek
Mr. D. MacDonald(via teleconference 16:00 – 17:30 hrs)	Ms. D. Samatte	Ms. G. Paziuk
Ms. W. Rudnick		Mr. G. Tallon

**Management/Staff Members/Invited Guests:**

Management:

Dr. S. Navaratnam	Mr. B. Funk	Ms. A. Stenning
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**Regrets:**

Mr. G. Campbell	Ms. A. Magnifico
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**1.0 Call to Order/Meeting Overview**

Dr. A. Naimark called the meeting to order at a special time of 4:00 p.m. The Board meeting time was moved forward to commence at 4:00 p.m. for the October meeting to accommodate an education session for Board members with regard to Guidelines for Good Governance Practices presented by Nominations & Governance.

**2.0 Presentation – Guidelines for Good Governance Practices (G3P)**

Mr. Don MacDonald, Chair of Nominations & Governance presented an outline for discussion regarding Good Governance Practices for the CancerCare Manitoba Board of Directors. The presentation will be posted to Diligent Boardbooks post session. Dr. Naimark (on site) facilitated the session and Mr. MacDonald presented (via teleconference) principles based on the Carver Model of governance and applicable situations which were used to generate discussion. Roundtable discussion indicated members present felt this to be a worthwhile exercise. The Chair indicated he would review comments from this education session and follow up at subsequent Board meetings.

**3.0 Review & Approval of Agenda**

Business Session was called to order at 5:30 p.m. The updated agenda was approved as posted to Diligent as at October 16 2014.

The Chair welcomed Mr. Mike Evans, Corporation Appointee, whose brief bio is available on Diligent.

The Chair announced the resignation of Ms. Deanne Heathcote, Ministerial Appointee effective October 16 2014. The Chair also announced that Dr. John Foerster has advised he is stepping down from his appointment as Chair, Medical Advisory Board (MAB). Although the MAB has not been active in the recent months it plays a key role in providing advice on matters pertaining to the maintenance of high professional standards. The MAB is an essential element of CCMB under the CancerCare Manitoba Act.

#### **4.0 Minutes of September 18, 2014 Meeting**

The minutes of the September 18, 2014 meeting were reviewed and it was:

***Moved by Dr. Gary Glavin, seconded by Wendy Rudnick that the minutes of the September 18, 2014 meeting be approved with the amendment to add Ms. G. Paziuk's name to the regret list.***

**Motion carried without dissent**

#### **4.1 Business Arising**

##### **a) Capital Project Update**

It was noted that the process of acquiring the land for construction of CCMB's Second Building is nearing its final stages. The preparation of the land for building construction is scheduled to begin in April, 2015. The CEO indicated that while the Functional Plan had been reviewed prior to January 2014 it will need to be updated to reflect emerging trends and strategic directions.

##### **b) CCMB Strategic Forum: Board of Directors Invitation**

An outline of the CCMB Strategic Forum: Cancer Care for the Next Decade was posted to Diligent Boardbooks for the members review and consideration. The Chair advised that members of the Board are invited to attend any of the sessions (November 6 – 8, 2014). Those who plan to attend were asked to notify the Board office. The Forum agenda outlined the topics to be discussed. It was noted that the input from the knowledge exchange at the Forum will form part of the content of CCMB's Strategic Plan 2016-20.

##### **c) CCMB/U of M Institute Agreement**

The Chair advised members that this agreement continues to move forward and is currently under review by legal experts. The agreement timeline for conclusion is December 2014 with implementation of the new agreement to commence in early 2015.

#### **5.0 New Business**

##### **5.1 For Information Only**

##### **a) Board Meeting Evaluation Results from September 18 2014**

The Chair responded to comments requesting written posted reports from the President & Senior Officers prior to the meeting. The Chair indicated that Senior Officers reports were categorized as: a) reports dealing with a specific item that required the Board's discussion and/or resolution

to move forward; and, b) reports listing ongoing issues and updates (e.g., special events, staff recognition, etc.). Category b is to be posted in advance of the meeting and steps are being taken by management to ensure this occurs. The Senior Officer reports for the October Board meeting were omitted due to the time constraints arising from the Governance Update.

## **5.2 Matters For concurrence without debate**

None.

## **5.3 Matters For Discussion/Resolution**

### **a) Information Technology Status Report**

The Interim COO spoke to a report circulated on Diligent Boardbooks addressing the recent reorganization of the Information Services (IS) Department due to human resource realignment. These significant staff changes have resulted in the establishment of a Steering Committee comprised of the Interim Chief Operating Officer, Chief Medical Information Officer and the Administration Director for Clinical Informatics, and Interim Director of Operations for IS (individual seconded from Manitoba eHealth). Together this group will oversee ongoing initiatives including, but not limited to;

- Migration of CCMB email system to Microsoft Outlook (October 17 – 20 2014)
- Upgrade from Varian 10 to Varian 11 (operating platform for clinical databases)
- Electronic Oncology Record (EOR)

These very intricate initiatives continue to move forward during a time of reappointment within the IS department. Manitoba eHealth was acknowledged for its support on all levels as CCMB works through these transition periods which impact all facets of business and clinical support at CCMB.

### **b) Finance**

The Chair outlined the sequence of events regarding the current interim operating budget. The letter of financial commitment from the Province of Manitoba was received in mid-September, post Finance & Audit Committee, not allowing that committee time to conduct due diligence with regard to impact on the interim operating budget which was approved in April 2014. The funding letter and resultant impact on the interim operating budget is currently being analyzed and the findings will be discussed at the November 10<sup>th</sup> Finance & Audit Committee ( F & A). The Chair of F & A advised members that at the November Board meeting there will be a 2 part presentation: a) an overview of the financial operations of the agency, and; b) presentation of a budget incorporating the funding directive of the Province for discussion and resolution. The Chair of F & A further reminded members that the initial interim budget was developed based on a 3% assumption (historically based) and the provincial funding directive did not reflect this.

The CEO reported that the funding directive is the main topic of discussion at the regularly scheduled Deputy Minister meeting scheduled for later in October 2014.

### **c) Approval of Financial Statements as at August 31 2014**

The Chair of Finance & Audit presented the statements as at August 31 2014 for resolution by the Board and provided the following caveats:

*Recorder: PA*

- The current budget is operating in deficit mode
- No variance analysis is available due to the current challenges resulting from the Provincial funding directive
- Revenues stated are based on 3% projected increase in funding levels

**MOVED by the Finance & Audit Committee of the Board that the Operating Statements for the period ending August 31 2014 be approved as circulated.**

**Motion Carried Without Dissent**

## **6. Senior Officers Reports**

Deferred.

## **7. Private Session**

Commenced at 6:25 p.m.

## **7. Adjournment**

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

**NEXT MEETING: Thursday, November 20, 2014 – 5:00 p.m.**

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**Chair**

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**Date**

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**Secretary, Treasurer**

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**Date**