



Board of Directors

Amended Minutes of Meeting

Thursday, November 14, 2019, 5:00-7:00pm

Executive Boardroom, ON4017, 675 McDermot Avenue and Teleconference

PRESENT:

Board Members:

Mr. J. Chipman (Chair)	P	Dr. B. Schacter (Med Adv Brd)	P	Mr. M. Bolley	T
Mr. D. Mortimer (Vice-Chair)	P	Mr. R. Campbell	P	Ms. D. Grantham	T
Mr. V. Warden (Treasurer)	P	Mr. J. London	T	Dr. K. Juce	T
Mr. M. Evans (Secretary)	P	Dr. Roberta Woodgate	P	Ms. M.B. Taylor	P

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	R	Ms. A. Stenning (CCMF CEO)	P
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Brd Coordinator\Recorder)	P		
Ms. V. Bourrier (Guest)	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 Chair called the meeting to order at 5:00 p.m.
- He spoke to the challenges of those attending the meetings by teleconference and indicated that we are looking into a different system that will hopefully be in place for the new year.
- The agenda has been revised to move the items that need approval and more discussion to earlier in the meeting.

It was MOVED and SECONDED that the Agenda be approved.

All in favour and approved.

2.0 October 17, 2019 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the October 17, 2019 Board Meeting be approved.

All in favour and approved.

- The appended Highlights of Board Minutes to be posted on the CCMB website were noted.
- Board Meeting Evaluation – Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to provide comments during the meeting, for discussion.

- There were no matters of business arising from the minutes, other than those dealt with in other parts of the Agenda.

3.0 Special Presentations

3.1 Accreditation Question and Answer

The Chair acknowledged the amount of work and effort that goes into preparing for accreditation and thanked Ms. Bourrier and her team for their effort.

Ms. Bourrier reported that documents for the surveyors have been uploaded to the portal and binders contain supplementary information. Dr. Navaratnam and Ms. Bourrier will meet with the surveyors on Sunday afternoon. On Monday morning the surveyors will be together for meetings and after that they will attend meetings separately. Each surveyor has been assigned a buddy to accompany them for the week.

A question and answer document was circulated to Board Members along with the Action Plan. Ms. Bourrier asked that Members familiarize themselves with the documents. She encouraged Members to be engaged in the discussion. Two Members plan to join by teleconference and they were encouraged to join in the discussion.

Ms. Bourrier attended today's meeting to answer any outstanding questions Board Members have regarding accreditation and some time was spent on this.

Dr. Navaratnam also thanked Board Members for their review of and comments on the draft corporate ethics framework the previous week. She thanked those who provided feedback. This does not require Board approval but she wanted Members to be aware and familiar with it.

3.2 Introduction to Cancer Strategy – Dr. Navaratnam

This will be reported on in the President's Report.

4.0 President's Office

4.1 President's Report to the Board

Dr. Navaratnam provided a high level report of the activity of the past year and what the plans are for the coming year. She spoke to five priorities for the coming year and there was some discussion.

5.0 Discussion and/or Resolution

5.1 Financial Statements for September 30, 2019

The finance committee met on November 5, 2019. Because the statement ending September 30 represents six months, they took a closer look to see where we were heading. At the meeting they also discussed the findings of a review they had undertaken to look at

increased expenses over the last five years and Mr. Warden reported that expenses are well managed at CCMB.

5.1.1 Statement of Operations & Expenses by Object

Mr. Warden advised the Board that a footnote has been introduced to the document to accurately reflect the actual surplus.

5.1.2 Statement of Financial Position

It was moved and seconded that the Financial Statements for the six-month period ending September 30, 2109, showing an adjusted net deficit of \$1.3 Million, be approved.

All in favour and approved.

5.2 Revised Budget 2019/2020

A revised budget is brought to the Board for approval. There were two significant changes. One was the funding letter received from Manitoba Health. The second was the transfer associated with Information Services which has no impact on the bottom line.

It was moved and seconded that the revised budget for 2019/20 showing an overall net deficit of \$3.9 Million attributable to capital amortization, and including a provision of \$2.1 Million for projected additional revenue and/or reduction of expense, be approved.

All in favour and approved.

5.3 Key Performance Indicators – Chair, F&A

This discussion is deferred to the January Board meeting.

5.4 Appointment of Auditors (KPMG) – Chair, F&A

It was moved and seconded that KPMG be appointed as auditor for CancerCare Manitoba for the fiscal year ending 2020.

All in favour and approved.

5.5 Nominations and Governance Subcommittee – Vice Chair

Mr. Mortimer reported that the N&G Subcommittee is working through items discussed at the meeting held on October 30. Policies and governing documents have been reviewed and updated and are available on SharePoint.

6.0 For Information Only

6.1 Approved Committee Minutes 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 **Executive Committee** provided a brief report:
 - The Committee met on November 7 and minutes are included in the Board meeting package.

- Ms. Mary Beth Taylor spoke to the highlights of the **Community Connections Committee**:
 - The Committee met on November 6 and highlights of the meeting were included in the Board meeting package. Complete minutes will follow.
 - The Chair, Mr. Chipman, announced that Ms. Mary Beth Taylor has agreed to be appointed as Vice-Chair of the CCC and will be able to report to the Board on the Committee's activities.
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- The Chair of the **Facilities Planning and Development** provided a brief report:
 - The Committee is next meeting on December 5 but the Chair reported that there has been activity and provided some details. They are looking for approval to move forward.

**It was moved and seconded that the CCMB Executive, in consultation with the FP&D Committee, continues discussions and negotiations with Shared Health Capital Planning to advance the Part 1 - early works and planning for Part 2 - stabilizing and strengthening of cancer services to the year 2025.
All in favour and approved.**

- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - The Committee is meeting with the surveyors on Monday, November 18, 2019.

- The Chair of the **Advisory Medical Board** provided a brief report:
 - The AMB met on November 7, 2019. The minutes were included in the Board meeting package and Dr. Schacter provided some comment.
 - Spoke to the presentation by Dr. Gordon Buduhan and Ms. Taylor expressed interest in this presentation being given to the Community Connections Committee.

- The Chair of the **Finance and Audit** provided a brief report:
 - The Committee met on November 5. The minutes will be included in the January Board meeting package.

7.0 For Concurrence/Ex-Debate

7.1 Privileges

Dr. Navaratnam recommended the extension of Dr. Brett Houston's Locum Privileges to December 31, 2020.

**It was moved and seconded that the privileges be approved.
All in favour and approved.**

8.0 Private Session

8.1 With CEO – not required

8.2 Without CEO – not required

9.0 Closing Remarks & Adjournment

Mr. Matt Bolley term on the Board expired earlier this year and he agreed to remain on the Board until the end of the year. As there is no meeting in December this was his last meeting. The Chair thanked Mr. Bolley for serving on the Board of CancerCare Manitoba.

The meeting adjourned at 7:00 p.m.