



Board of Directors

Minutes of Meeting

Thursday, January 17, 2019, 5:00-7:00pm

Executive Boardroom, ON4017, 675 McDermot Avenue, CancerCare Manitoba

PRESENT:

Board Members:

Mr. J. Chipman (Chair)	P	Mr. R. Campbell	P	Mr. Matt Bolley	P
Mr. V. Warden (Sec/Treas)	P	Mr. J. London	T	Ms. Darlene Grantham	P
Dr. B. Schacter (Med Adv Brd)	P	Mr. D. Mortimer	P	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. Venetia Bourrier and Gisele Sarbacher; Quality, Patient Safety & Risk Department

1.0 Call to Order, Welcome, Review & Approval of the Agenda

- The Chair called the meeting to order at 4:57 p.m.
The Agenda was reviewed and no revisions were made.

**It was MOVED and SECONDED that the Agenda be approved
*All in favour and approved.***

2.0 November 15, 2018 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the November 15, 2018 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 Presentation

3.1 Accreditation

Venetia Bourrier provided a presentation of the process and activities leading up to the Accreditation Canada site visit scheduled for November 2019. Discussion followed including

the Governance Functioning Tool survey that Board members will complete, and the 4 community sites that will be part of the CCMB accreditation site visit. A further plan regarding these sites will be developed and presented to the Board when available.

4.0 President's Office

4.1 President's Report to the Board

Dr. Navaratnam provided a verbal report to complement the President's Report, including an update on the capital project and the external operational review. 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 Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - At its last meeting, the Committee received a final report of the underdosing issue which included the formation of a new multidisciplinary systemic therapy program at CCMB.
 - With the combining of Health Records and Information Services into the Department of Cancer Clinical Information Management, reporting of activities will be to this Committee related to the electronic chart, and to the Facilities Planning and Development Committee related to infrastructure/capital/equipment.
- The Chair of the **Advisory Medical Board** provided a brief report:
 - At its last meeting, the Advisory Medical Board received a presentation from Jim Slater, provincial lead, health support services and COO, Shared Health, on a number of issues including new tests available related to cancers that will become available in the new year.
- The Chair of the **Finance and Audit Committee** provided a brief report:
 - The Committee has completed its search for a new investment advisory service.
 - The Committee recommends that CIBC Wood Gundy, Calgary Branch, be appointed as the new investment advisor for CCMB effective February 1st 2019.
 - **It was MOVED and SECONDED that the Recommendation be approved**
 - *All in favour and approved.*
- The Chair of the **Executive Committee** provided a brief report:
 - The Committee is inviting all Board members to a Board planning session to be held in February at CCMB. This will be an opportunity for a more focused discussion on accreditation, capital project, and shared health/transformation.

- The report of the **Communications & Community Engagement Committee** was provided by the Board Chair:
 - The Committee has reached consensus on a new name going forward, being the Community Connections Committee.
 - The Annual General Meeting held in Brandon in October 2018 was discussed. Based on its success, it is recommended the AGM be held outside of Winnipeg every two years. Planning for the 2019 AGM in Winnipeg will begin soon.
- The Chair of the **Facilities Planning and Development Committee** provided a brief report:
 - The Committee has received an update on the capital project and will be reviewing its Terms of Reference related to the formation of the Department of Cancer Clinical Information Management.

6.0 Discussion and/or Resolution

6.1 Financial Statements - October 31, 2018

- 6.1.1 Income Statement
- 6.1.2 Balance Sheet

The Chair of the Finance and Audit Committee reviewed the Financial Statements. A projected deficit of approximately \$2M for the fiscal year is anticipated.

It was moved by the Chair of the Finance and Audit Committee that the Financial Statements for the seven-month period ended October 31, 2018, showing a deficit in the General Fund of \$29,748; a deficit in the Capital Fund of \$2,611,903; and a surplus in the Clinical, Basic Research and Special Projects Fund of \$2,181,997 be approved by the Board.
All in favour and approved.

7.0 Matters For Concurrence without Debate

7.1 Board/Committee Appointments

- 7.1.1 Ms. Pam King, Comm/CEC
- 7.1.2 Dr. Marilyn Singer, Comm/CEC

The Board Chair recommended the appointment of two new members (community representatives) as noted above to the Community Connections Committee.

It was MOVED and SECONDED that the appointments be accepted.
All in favour and approved.

7.2 Granting Privileges

Dr. Navaratnam recommended the granting of privileges at CancerCare Manitoba:

- Three individuals approved previously for temporary privileges pending completion of application:

- Dr. Ashley Chopek to the Department of Pediatric Oncology,
- Dr. Adetunji Fatoye to the Department of Primary Care Oncology,
- Dr. Julie Kickbush to the Department of Surgical Oncology,
- Seven individuals not previously approved:
 - Dr. Sabeer Rehsia, Department of Surgical Oncology (Urologic Oncology)
 - Dr. Lawrence Gillman, Department of Surgical Oncology
 - Dr. Susan Green, Medical Oncologist, Dept of Medical Oncology and Hematology
 - Sung Kim, Physician Assistant
 - Eden Dupont, Physician Assistant
 - Dr. Cameron Norrie, Dentist, Department of Radiation Oncology
 - Dr. Veena Agrawal, Endocrinologist, reporting to the CMO;

***It was MOVED and SECONDED that the privileges be approved.
All in favour and approved.***

8.0 Private Session

8.1 With CEO

There was discussion.

8.2 Without CEO

There was no discussion.

9.0 Closing Remarks & Adjournment

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