

Board of Directors

Minutes of Meeting

Thursday, May 21, 2020, 5:00 - 7:00 p.m.

Zoom Meeting

PRESENT:

Mr. J. Chipman (Chair)	P	Mr. M. Evans (Secretary)	P	Ms. M.B. Taylor	P
Mr. D. Mortimer (Vice-Chair)	P	Ms. D. Grantham	R	Dr. K. Juce	P
Mr. V. Warden (Treasurer)	P	Dr. Roberta Woodgate	R	Dr. B. Schacter	P
Ms. Patti Bell	P	Ms. Jan Belanger	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. A. Stenning (CCMF CEO)	P
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Brd Coordinator\Recorder)	P		

Legend: P-attended in Person; V- attended via Video\Audio conference; T-attended via Teleconference; R-Regrets; A-Absent

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

- The Chair called the meeting to order at 5:02 p.m.
- There were no additions to the agenda.
- Ms. Grantham was unable to participate in the meeting due to technical difficulties.

It was MOVED and SECONDED that the Agenda be approved.

All in favour and approved.

2.0 April 16, 2020 Meeting Minutes

It was MOVED and SECONDED that the appended Minutes of the April 16, 2020 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 – This is very important for every meeting. Members were reminded to complete the evaluation following Board meetings. Members are also encouraged to use the Chat feature in Zoom to raise a question or ask to speak to a 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 Operational Review

The Chair introduced this item for presentation by Dr. Navaratnam. Material was included in the meeting package. Dr. Navaratnam provided additional information and there was discussion and next steps were outlined. The full draft document will be sent to the Board members for their review and they were invited to submit questions or comments.

4.0 President's Office

4.1 President's Report

Dr. Navaratnam's written report was included in the meeting package. She provided information\updates on the Visioning Session and Creation of the Roadmap to Cancer Control, Operational Review (addressed under 3.1), Health Transformation, Early Works and Campus Planning, and the COVID-19 Pandemic and Recovery Plan.

Mr. Mortimer commented on the COVID-19 pandemic. The Quality and Patient Safety Committee met in April and May for 2/2.5 hours with the focus solely on the matter of COVID, commenting that CCMB has responded remarkably well to the situation.

5.0 Discussion and/or Resolution

5.1 Financial Statements

The year-end statements of March 31, 2020 are being prepared and the audited financial statements will be submitted for the June 18 Board meeting.

5.2 Nominations and Governance Subcommittee

Mr. Mortimer provided an update on items discussed at the May 14 Executive Committee meeting.

Upcoming Board Renewals/Vacancies

Dr. Karen Juce expressed her desire to remain the Board (first term expires August 30) and Mr. Michael Evans has indicated that he will step down from the Board when his second term expires (October 2). A letter has been sent to the Minister of Health.

Appointments to Board Committees

There was discussion of appointing more Directors to Board Committees and the Chair and Vice-Chair will be following up with individuals.

Executive Committee Terms of Reference

The annual review of the Executive Committee Terms of Reference was done. There were no changes and they were approved as is.

Annual Board Self-Assessment

Mr. Mortimer advised that we will proceed with the annual Board self-assessment. Due to the COVID-19 pandemic, the cover letter and self-assessment document will be sent out via email and can be returned to Ms. Giesbrecht via email or fax. Due date is June 17, 2020. The information will be compiled, reports will be prepared for the Executive Committee for submission to the Board in September or October.

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 May 14 and minutes were included in the Board meeting package.
 - Mr. Mortimer reported on some items under 5.2.
 - The Chair advised that he, along with Dr. Navaratnam, participated in a workshop on Commissioning and Accountability offered by Health Transformation. He will report further on this as it moves forward.

- The Vice-Chair of the **Community Connections Committee** provided a brief report:
 - The Committee met on May 13 and draft minutes were included in the Board meeting package. Minutes of the March 4 meeting were also included in the meeting package.
 - Dr. Neil Watkins has joined the Committee as a management representative.
 - Ms. Mary Beth Taylor provided highlights of the May 13 meeting.

- The Chair of the **Facilities Planning and Development** provided a brief report:
 - The Committee is next meeting on June 4.

- The Chair of the **Quality and Patient Safety Committee** provided a brief report:
 - The Committee met on May 14 and minutes were included in the Board meeting package.
 - Nothing further to add to the comments made under the President's Report.

- The Chair of the **Finance and Audit** provided a brief report:
 - The Committee did not meet in May and will next meet on June 9.

- The Chair of the **Advisory Medical Board** provided a brief report:
 - The AMB will next meet on June 2.

7.0 For Concurrence\Ex-Debate

8.0 Private Sessions – not required.

9.0 Closing Remarks & Adjournment

The Chair reminded Board members to complete the meeting evaluation. The meeting adjourned at 6:53 p.m.