



Board of Directors

Minutes of Meeting

Thursday, November 18, 2021

5:00-7:00 p.m.

Microsoft Teams

Mr. J. Chipman (Chair)	P	Mr. K. McNeill	P	Ms. M.B. Taylor	R
Mr. D. Mortimer (Vice-Chair)	P	Ms. D. Grantham	P	Dr. K. Juce	P
Mr. V. Warden (Treasurer)	P	Ms. Jan Belanger	P	Dr. B. Schacter	P
Ms. P. Bell	P	Dr. E. Renner	P		

Dr. S. Navaratnam (CCMB CEO)	P	Dr. D. Houston (MSA President)	P	Ms. P. Smith (CCMF CEO)	R
Dr. M. Pitz (Guest)	P	Mr. B. Gibson (Guest)	P	Mr. Paul Penner (Guest)	P
Ms. K. Peters (Exec Asst)	P	Ms. V. Giesbrecht (Board Coordinator\Recorder)	P		

Legend: P-Participated; 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 pm.
- The meeting began by acknowledging that between 1871 and 1906, Treaty Commissioners, acting on behalf of the Crown, signed seven Treaties with First Nations leaders in what is now called Manitoba. This land on which we gather is the traditional territory of the Cree, Dakota, Dene, Anishinaabeg, Oji-Cree and Ojibway Peoples, as well as the homeland of the Métis Nation.
- Also joining the meeting are Dr. Marshall Pitz (Chief Medical Information Officer), Mr. Brent Gibson (Chief of Corporate Services and Finance), and Mr. Paul Penner (Chief Clinical Operations).

2.0 Consent Agenda

Items on the Consent Agenda included:

- Minutes of the October 21, 2021 Meeting
- Highlights of the Board Meeting
- Board Meeting Evaluation
- Approved Committee Minutes of Current Month's proceedings (Executive, Community Connections, Quality and Patient Safety Committee, and Finance and Audit Committee)
- Facilities Planning and Development Update

It was MOVED to adopt the Consent Agenda.

SO MOVED

- The appended Board Minutes and highlights to be posted on the CCMB website were noted.
- **Board Meeting Evaluation – Members were reminded to complete the evaluation following Board meetings.**
- 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 Noona – Dr. M. Pitz, Mr. B. Gibson, Mr. P. Penner

Noona is a software application that allows patient interaction using ARIA (the electronic patient record software) which is produced by Varian. This was introduced during COVID-19 to initially offer support with communication and screening of patients.

Dr. Pitz provided additional commentary to the presentation provided in the meeting package.

- CCMB Radiation Therapy was the first to pilot Noona globally.
- This was first developed in Europe with several cancer centres in the US that have implemented this and about 3000 worldwide.
- To date, 702 patients were invited to participate with 570 active patients, with 2800 logins.
- There is potential of patients to use this application in other programs at CCMB.
- Modules CCMB will be using are for Symptom Reporting, Automated Questionnaires, Personal Diary and Secure Messaging but will work on adding others.
- There are several operational advantages using Noona that will also provide savings in human and financial resources.
- There are plans to broaden this service to support underserved and remote patients and ensuring they have access in their home community.
- The target date to roll this out agency wide is the end of January 2022.

The Chair thanked Dr. Pitz, Mr. Gibson and Mr. Penner for the presentation. The Board would welcome a follow up presentation to track the progress.

4.0 President's Office

4.1 President's Report – Dr. S. Navaratnam

The latest Canadian Cancer Statistics report was released on November 3; a summary of the report was provided. The report was developed by the Canadian Cancer Statistics Advisory Committee in collaboration with the Canadian Cancer Society, Statistics Canada and the Public Health Agency of Canada. Cancer data for the development of this report is provided by cancer registries across the country, including the Manitoba Cancer Registry.

This cancer data shows that we are making progress – but we are not there yet.

4.2 Equity, Diversity and Inclusion (EDI) Statement – Dr. S. Navaratnam

Dr. Navaratnam has been developing an EDI Statement for CCMB. A draft was presented to the Executive Leadership, followed by the Executive Committee of the Board.

Dr. Navaratnam welcomed the Board Members' thoughts.

It is recognized that this is not a statement that you develop and say you have completed it, but actions that you implement in clinical care and throughout operations including at the Board level and that EDI is an on-going process. The goal is to have a final approved statement and an implementation training plan done in the next year. It was noted that there are additional human resources required to keep moving this forward.

Dr. Navaratnam is asking the Board to endorse the EDI Statement and the investment of time and funds to implement this at CCMB.

It was MOVED and SECONDED that the Board supports Management moving this forward and that an annual review through the Quality and Patient Safety Committee is done to ensure we are meeting the standard for CCMB and its Board of Directors.

CARRIED

5.0 For Discussion and/or Resolution

5.1 Research Committee Update – Chair, Research

The Research Committee met on October 18, 2021 and draft minutes had been included in the October Board meeting package. The Committee will next meet on January 11 and monthly after that. The January meeting agenda is informed by the external review conducted by Meyers Norris Penny. Discussions are underway between CCMF and CCMB on a Memo of Understanding.

5.2 Annual Public Forum Feedback – Chair, Board

Mr. Chipman provided some feedback on the Annual Public Forum acknowledging it was well organized and that Ms. Jennifer Moore-Rattray did a wonderful job. The focus for next year will be how we can increase participation.

5.3 Financial Statements – September 30, 2021 – Chair, F&A

Mr. Warden reviewed the Statement of Financial Position, Statement of Operations and Accumulated Surplus, Statement of Operations – General, Statement of Operations – Clinical, Basic Research and Special Projects and the new Statement of Operations for the Research Institute (CCMR).

It was MOVED and SECONDED that the Financial Statements for the six-month period ended September 30, 2021 showing an overall net surplus of \$2.8M be approved as presented.

CARRIED.

5.4 Q2 HSLC Financial Indicators, Chair, F&A

Mr. Warden reviewed the HSLC Financial Indicators which currently indicate that we are off track.

5.5 Appointment of Auditors for 2021/22 – Chair, F&A

Mr. Warden brought a recommendation for Auditor for year ending March 31, 2022 forward from the Finance and Audit Committee.

It was MOVED and SECONDED to appoint KPMG as external auditors for the year ending March 31, 2022.

CARRIED

5.6 Nominations and Governance – Chair, N&G

5.6.1 Appointment to the Community Connections Committee

Mr. Mortimer provided an update on the activities of the Nominations and Governance Subcommittee.

Mr. Mortimer advised that the Community Connections Committee is recommending the appointment for Ms. Roberta Pronteau as a community representative to the Committee.

It was MOVED and SECONDED that Ms. Roberta Pronteau be appointed as a community representative to the Community Connections Committee.

CARRIED

5.6.2 Bill 10 update – Chair, Board

Mr. Chipman and Mr. Don MacDonald attended a recent Bill 10 Implementation Advisory Committee; a brief report was provided.

6.0 For Concurrence\Ex-Debate

7.0 Private Sessions

7.1 With CEO – Required

7.2 Without CEO – not required

8.0 Closing Remarks & Adjournment

The meeting adjourned at 6:35 p.m. with the continuation of a Private Session.