

Board of Directors
Minutes of Meeting
 Thursday, June 17, 2021
 5:00-7:00 p.m.
 Microsoft Teams

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

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|---------------------------------|---|---|---|----------------------------|---|
| Dr. S. Navaratnam (CCMB CEO) | P | Dr. D. Houston (MSA President) | P | Ms. P. Smith (CCMF CEO) | P |
| Dr. R. Koul (Guest) | P | Ms. J. Moyer (Guest) | P | Ms. I. Anderson (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 5:04 p.m.
- 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.
- Item 3.2 will be moved to 6.1.
- Also joining the meeting are Dr. Rashmi Koul, Ms. Jennifer Moyer, and Ms. Ingrid Anderson.

2.0 Consent Agenda

A consent agenda was utilized for the Board meeting. Items on the Consent Agenda included:

- Minutes of the May 20, 2021 Meeting
- Highlights of the Board Meeting
- Board Meeting Evaluation
- Approved Committee Minutes of Current Month’s proceedings (Executive Committee, Community Connections (Forum Planning Committee Minutes), Quality and Patient Safety Committee, Finance and Audit Committee, Facilities Planning and Development Committee and the Advisory Medical Board)

Dr. Schacter also provided a verbal report on the meeting of the Advisory Medical Board and discussion regarding the COVID-19 pandemic and some of the issues and concerns related to this.

The Chair addressed a comment from the last meeting evaluation regarding including a suggestion to include a “Mission Minute” at the beginning of the meeting. There was a positive response to this but also a suggestion to be aware of the time it would take from the meeting. It was also noted that it does not need to necessarily be included for every meeting. The Quality and Patient Safety Committee meeting begins with a patient story and sometimes open it up for anyone to share something. Ms. Smith stated she could bring something from the Foundation but also said that in her experience elsewhere, it was their practice for individuals to take turns to bring stories. The Chair stated this is something that can perhaps be developed.

*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 – 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 Microsoft Teams 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 Radiation Oncology: Rapid Access Clinic – Dr. R. Koul and Ms. J. Moyer

Dr. Navaratnam introduced Dr. Rashmi Koul, Director of the Radiation Oncology Program, and Ms. Jennifer Moyer, Director of Patient Services within the program. They are presenting on the Rapid Access Clinic (RAC) today and touching on NOONA.

Dr. Koul began the presentation by stating the rationale for the clinic and then sharing a patient’s experience to demonstrate the process and resulting benefit for the patient. Since the RAC opened in November 2018 to April 2021, 105 patients have been served through the RAC. Next, they would like to look at what they have learned, determine what they can do better, how to expand and what resources will be required.

Ms. Moyer continued the presentation speaking to NOONA to improving patient engagement. Patients can report real time symptoms and completed questionnaires can be imported into ARIA. The RAC team can review this information and reconcile symptoms reported by the patient and imaging (such as CT and bone scan etc.). Ms. Moyer reported that currently there is an 81% activation rate with 3.6 logins per patient.

The presentation was followed by some discussion.

4.0 President's Office

4.1 President's Report – Dr. S. Navaratnam

The President's Report was included in the Board meeting package along with an information sheet on Key Performance Indicators. She spoke briefly to items included in the President's Report. There was some discussion regarding COVID-19, a recovery plan and advocating for this. It was noted that careful thought needs to be given to this. Dr. Navaratnam is planning to do work in this regard and bring this back to the Board for discussion. The Chair stated, on behalf of the Board, that there is support for Dr. Navaratnam to proceed as planned.

Dr. Navaratnam then presented on Key Performance Indicators at CancerCare Manitoba for the past five years which is what we are reporting on in the Annual Progress Report. There was some discussion on information that is available to staff on the Intranet and what is reported on to the Government and what is planned moving forward.

Dr. Navaratnam ended her presentation with Objectives and Key Results for 2021 and beyond.

5.0 For Information

5.1 Annual FIPPA Report

This was included in the Board meeting package for information only.

5.2 Annual PHIA Report

This was included in the Board meeting package for information only.

6.0 For Discussion and/or Resolution

6.1 Annual Progress Report – Ms. Ingrid Anderson

Ms. Anderson joined the meeting today to present on the concept of Annual Progress Report for 2021. The document will be brought back to the September Board meeting for approval for submission to the Government by September 30, 2021.

In preparation for the presentation, a condensed version of the Manitoba Cancer Plan 2016-2021 was included in the meeting package.

As 2020/2021 is the final year of reporting on the Manitoba Cancer Plan, the report will include a review of the past year's progress, as well as an overall review of highlights of progress over the five-year span. This year's report will focus on Key Performance Indicators with the use of infographics, charts and timelines to tell stories. It will further be developed over the summer.

The Chair stated there was a lot of good information and this was well thought out. There were no concerns expressed.

It was MOVED and SECONDED that the concept for the contents of the Annual Progress Report 2020/21 as presented be accepted for development of the final document.
CARRIED.

6.2 Audited Financial Statements – March 31, 2021 – Chair, F&A

The audited financial statements were included in the Board meeting package.

Mr. Warden stated that the appointed auditing of firm KPMG stated that in their opinion the financial statements present fairly the financial position of CCMB as at March 31, 2021.

Mr. Warden reviewed the financial statements and there were no concerns. He thanked the staff in the Finance Department and management for their assistance and their cooperation was appreciated.

It was MOVED and SECONDED that the draft audited financial statements for the year ended March 31, 2021 be approved as presented.
CARRIED.

6.3 Nominations and Governance – Chair, N&G

Mr. Mortimer provided a brief update on Bill 10.

He thanked Board Members for returning the Annual Board Self-Assessment. These will be compiled over the summer and reported back to the Board in the fall. In addition, the annual attendance letters will be sent to Members late June/early July.

The Committee will be working through the summer with CCMB leadership on finalizing details regarding the new Research Committee and will be bringing some recommendations regarding Committee Membership back to the Board for approval.

7.0 For Concurrence\Ex-Debate

There were no items for concurrence.

8.0 Private Sessions

8.1 With CEO – not required

8.2 Without CEO - required

9.0 Closing Remarks & Adjournment

The meeting adjourned at 7:04 pm with the continuation of a private session without the CEO.

The next Board meeting is September 16, 2021.