

Board of Director Meeting Highlights

Regina, Saskatchewan

October 12, 2011

CEO Report

Jessica Hill, CEO, referred the Board to a hard copy report of the Chief Executive Officer. Items referenced within it included the following:

- **Strategic Planning:** Ms. Hill advised that Caroline Heick had returned to the Canadian Institute for Health Information and recognized her leadership of strategic planning efforts over the last year. She then introduced Andrea Reed, Strategy Lead, and reported that Ms. Reed is now responsible for strategic planning and performance measurement.
- **Health Canada Audit:** Ms. Hill provided an update about Health Canada audit of the Partnership's compliance with the terms and conditions of the funding agreement and reported that the response from Health Canada for the draft report was positive and that no issues were identified.
- **Organizational strengthening:** Ms. Hill reported that the Partnership had issued a number of Request for Proposals (RFPs) for the provision of independent advice on the Partnership's organization structure, compensation framework and a framework for corporate learning and development. She advised the Board that the organization is also conducting a review of its Advisory structures in order to support the next strategic plan. Ms. Hill informed the Board that the findings will help the organization to perform even more effectively and put us in good stead for the new mandate.
- **Update on selected initiatives:** Ms. Hill noted that the 2011 System Performance Report is expected to be released in December. She also provided an update on a potential collaboration with the partners to share new cancer content and materials on cancerview.ca.

Canadian Partnership for Tomorrow Project

Board member Christine Power reported that Canadian Partnership for Tomorrow Project (CPTP) Oversight Committee had recently met and referred the Board to the draft minutes. Ms. Power then introduced Dr. Heather Bryant, VP, Cancer Control. Dr. Bryant provided an update on project recruitment, regional progress and noted that there have been delays in some regions in attaining the recruitment targets. To provide a perspective on the achievements of the CPTP, Dr. Bryant referred the Board to the timeline associated with the building of the UK Biobank, acknowledging that the CPTP has been on a much faster track than other international cohorts and on a comparative basis, a great deal has been achieved with CPTP in a short period of time. Dr. Bryant then reported that she is optimistic that the target recommended by the International Scientific Advisory Committee for 2012-13 can be reached by March 2013.

Strategic Planning

Board Vice-Chair Mel Cappe reported that the Partnership's Strategic Plan 2012-2017 will be used to guide the Partnership's efforts for the next five years and confirmed the final working draft incorporates feedback provided by Board committees. Mr. Cappe then introduced Leanne Kitchen-Clarke, VP, Public Affairs. Ms. Kitchen-Clarke reported that the plan incorporates key themes that were identified from the consultation process with health partners, cancer agencies, charitable groups, patient groups, and government that began in June 2010, integrates the priorities outlined in the Canadian Strategy for Cancer Control and includes the federal priorities outlined in the Partnership's renewal announcement. The Board approved the content of the 2012-2017 Strategic Plan for design and publication and authorized management to submit the plan to Health Canada.

Preliminary Five Year Business Plan

The Board reviewed the preliminary 2012-2017 Business Plan and approved for it to be shared with Health Canada. The Board also requested that further information on the accomplishments to date and future achievements related to continuing initiatives be brought back to the next meeting to help finalize this plan and assist with the development of the 2012-2013 Corporate Plan.

Preliminary Logic Model and Performance Measurement Framework

Leanne Kitchen-Clarke, VP, Public Affairs, presented an updated logic model that was developed building on the logic model from the first mandate (as developed by Health Canada) and the Partnership's 2012-2017 strategic framework. The updated logic model includes the Objectives, Goals, Strategies and Measures (OGSM) performance measurement framework for the Partnership and each of the strategic initiatives. The framework's purpose is to provide information on the role and value of the Partnership's work relative to the broader cancer control community, and to link the current targets to existing measurement tools. The proposed framework outlines the Partnership's objectives, strategic priorities and core enabling functions for the next five years. It will be used to help identify innovative ways to collaborate to further progress in advancing Canada's cancer control strategy and inform the 2012-2017 Strategic Plan and Health Canada Funding Agreement. The Board approved the Preliminary 2012-2017 Logic Model and Preliminary 2012-2017 OGSM performance measurement framework for submission to Health Canada.

2011-2012 Corporate Plan – Risk and Forecast Summary

Board member Chris Clark presented the Risk and Forecast Summary Report to the Board. Aslam Bhatti, Chief Financial and Administrative Officer, then updated the Board on the status of various projects, highlighting those with high risk and the mitigating strategies being implemented by Management. The Board reviewed and accepted the 2011/12 Corporate Plan: Risk and Forecast Summary Report.

2011-2012 Interim Financial Statements – Q1 June 30, 2011

Aslam Bhatti, Chief Financial and Administrative Officer, reviewed the Interim Financial Statements for the three months ended June 30, 2011. Chris Clark reported that the Finance and Audit Committee reviewed the 2011/12 Interim Financial Statements for Q1 and found nothing unusual or different from previous quarters. The Board approved interim financial statements for the six months ended June 30, 2011.

Health Canada Official On Board As Observer

Board member Peter Goodhand, on behalf of the Chair of Governance and Nominating Committee reported that Health Canada has requested that an official from the department be added to the Partnership's Board of Directors as an observer. The inclusion of a Health Canada representative would contribute a national perspective and facilitate an enhanced perspective of the Partnership's work. The Board agreed that it would be beneficial and approved the addition of a senior Health Canada official as an observer on the Board.

Terms of Reference – Governance and Nominating Committee

Board member Peter Goodhand, on behalf of the Chair of the Governance and Nominating Committee, reviewed the proposed changes to the Terms of Reference for the recruitment of new members for the Governance and Nominating Committee. The Board approved the Terms of Reference as presented and rescinded the current terms of reference.

Regular Board Meetings

Board member Peter Goodhand, on behalf of the Chair of the Governance and Nominating Committee presented management's recommendation to the Governance and Nominating Committee to space Board meetings evenly through the year to align with corporate planning and accommodate the Board's involvement in decisions. The Board resolved that 2012 meetings will be scheduled in March, June, September and December. In addition to these regular meetings, the Board Chair may call additional meetings in person or by conference call.