



MINUTES

<b>Meeting Title:</b>	<b>MIPS BOARD MEETING</b>		
<b>Date:</b>	<b>July 6, 2017</b>	<b>Time:</b>	<b>1000 hrs – 1200 hrs</b>
<b>Location:</b>	<b>MIPS Boardroom</b>		
<b>Present:</b>	Jan Currie Connie Gretsinger Adam Chrobak Deb Elias Susan Lessard-Friesen Anna Maria Magnifico Kristine Hannah Joy Tetlock Ron Van Dennaker Laurie Thompson (staff)		
<b>Regrets:</b>	Brie DeMone		
<b>Guests:</b>	Angela Bachynski, Manitoba Health, Seniors and Active Living.		
<b>Agenda Item:</b>			
Welcome and introductions – new directors			
1.0 Adoption of Minutes/Agenda			
	1.1	Move that the minutes of May 4, 2017 be approved as circulated.  Moved: Anna Maria Magnifico Seconded: Deb Elias Carried	
	1.2	Approved agenda of July 6, 2017 as circulated.	
2.0 Board Education			
	2.1	Angela Bachynski, Manitoba Health, Seniors and Active Living. Critical Incident reporting in Manitoba.	
3.0 Directors – Declaration of Conflict of Interest, Comments, Suggestions			
4.0 Executive Director Report			
		Report pre-circulated for information. Laurie Thompson to circulate policy and procedure for the League of Champions.	
5.0 In-camera Session			
6.0 Committee Reports			
6.1 Executive Committee – J. Currie			
	6.11	Executive Committee minutes, May 18, 2017 were circulated with the board package.	
	6.12	Executive Director Performance Evaluation Laurie Thompson left and moved in camera to	



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		review report from Executive Committee. Moved out of camera and Laurie Thompson returned to the meeting. A letter and the comments will be shared with Laurie Thompson.
7.0 Business Arising		
7.1 Ministerial appointments		
	7.11	The Ministerial appointments are in process.
7.2 Board meeting evaluation results, May 4, 2017		
	7.21	Reviewed results from last meeting evaluation. Raised the potential for developing a mentoring system for new board members. Will consider requiring new directors to attend board education through, for example, United Way and Volunteer Manitoba.
8.0 New Business		
8.1 Appointment of Vice-Chair and Committee Members		
	8.11	Vice Chair Appointment – motion required  Move that Adam Chrobak be appointed as Vice-Chair of MIPS.  Moved: Anna Maria Magnifico Seconded: Deb Elias Carried
	8.12	Appointment of Board Secretary and Treasurer – motion required  Move that Laurie Thompson be appointed at Secretary of MIPS.  Moved: Anna Maria Magnifico Seconded: Connie Gretsinger Carried  Move that Adam Chrobak be appointed as Treasurer of MIPS.  Moved: Susan Lessard-Friesen Seconded: Anna Maria Magnifico Carried
	8.13	Committee Membership Appointments



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		<p>Move that the appointments as per the attached be approved.</p> <p>Moved: Ron Van Denakker Seconded: Deb Elias Carried</p> <p>Executive Committee – will be made up of the Chairs, Audit, Finance and the Board Chair.</p>
8.2 Internet pharmacy article regarding counterfeit drugs.		<p>Anna Maria raised the article. No further action required.</p> <p>No further action as College of Pharmacy is ensuring follow-up of the issue.</p>
8.3 Strategic Planning		
	8.31	<p>Reviewed deliverables for the call for proposals. Agreed that the Executive Committee will make the final decision on the hire.</p>
8.4 Legislative Proposals		
	8.41	<p>Decision to inform government of our progress regarding the CI reporting committee.</p>
8.5 Board Policy Review		
	8.41	<p>GP-19 In-Camera Session</p> <p>Move that the board approve board policy GP – 19 with no changes.</p> <p>Moved: Anna Maria Magnifico Seconded: Deb Elias Carried</p>
8.6 2018 AGM date		
	8.51	<p>Agreed to June 6, 2018 as the date of the 2018 AGM.</p>
8.7 Declaration – Conflict of Interest Form Update		
	8.61	<p>Directors asked to complete and return to Lori Alcorn, <a href="mailto:lalcorn@mips.ca">lalcorn@mips.ca</a>.</p>
8.8 Director Information Form Update		
	8.71	<p>Directors asked to review and update, return to Lori Alcorn, <a href="mailto:lalcorn@mips.ca">lalcorn@mips.ca</a>.</p>
8.9 Website bio updates		
	8.81	<p>Directors asked to review online bios and send</p>



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		revisions to Lori Alcorn, <a href="mailto:lalcorn@mips.ca">lalcorn@mips.ca</a> . New Directors – please submit photo.
8.10 CRA form – for election to stop CPP contributions		
	8.91	Directors asked to review and submit as required to address noted on back of form.
8.11 Volunteers attending September 7, 2017 board meeting		
	8.10.1	Agreed to ask the volunteers for comments on the existing goals for the volunteer program, due for board review November 2017, and to discuss ideas for their involvement in the strategic planning process.
8.12 Board meeting dates		
	8.11.1	Confirmed first Thursday of every second month, 0800- 1200 hrs.
9.0 Events		
		Canadian Patient Safety Week – October 30 – November 3, 2017.
10.0 Next Meetings		
		Time 0800 hrs – 1200 hrs (except where noted otherwise).  September 7, 2017 – Meeting in basement meeting room, 155 Carlton. Volunteers join at 1100 hrs and lunch for board and volunteers at 1200 hrs.  November 2, 2017 – Meeting in basement of 155 Carlton - strategic planning – 0745 – breakfast, meeting start at 0800 – 1600 hrs.  January 4, 2018 March 1, 2018 May 3, 2018 July 5, 2018
Adjournment		Move to adjourn the meeting at 1200 hrs.  Moved: Adam Chrobak Seconded: Connie Gretsinger Carried

**Manitoba Institute for Patient Safety  
Committee Membership as approved by the Board**



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Jan Currie, Chair  
Adam Chrobak, Vice Chair  
Adam Chrobak, (Chair, Finance; Treasurer)  
Deb Elias, (Chair, Audit)  
Laurie Thompson, ex officio

**Finance Committee** (3+ directors)

Adam Chrobak - Chair (to be confirmed)  
Connie Gretsinger  
Ron Van Dennaker  
Laurie Thompson, ex officio

**Audit Committee** (3+ directors)

Deb Elias - Chair  
Anna Maria Magnifico  
Ron Van Dennaker  
Laurie Thompson, ex officio

**Patient Safety Initiatives Committee** (3+ directors)

Anna Maria Magnifico – Chair  
Joy Tetlock  
Brie DeMone  
\*Dr. Mike Routledge  
\*Dr. Wayne Manishen  
Denise Widmeyer, ex officio

**Membership Committee** (3+ directors)

**To be determined** – Chair  
Brie DeMone  
Kristine Hannah  
**VACANCY – awaiting Ministerial Appointment**  
\*Ronald Guse  
\*Pete Chackowsky  
Laurie Thompson, ex officio

**Board Development Committee** (4 directors)

Susan Lessard-Friesen – Chair  
Brie DeMone  
Kristine Hannah  
Deb Elias  
Brenda Dawyduk – previous director  
Laurie Thompson, ex officio

Jan Currie, ex officio on all committees

\*Public representative or Member organization representative