



MINUTES

Meeting Title:	MIPS BOARD MEETING		
Date:	July 5, 2018	Time:	0800 hrs – 1200 hrs
Location:	MIPS Boardroom		
Present:	Jan Currie (chaired meeting), Jeanette Edwards, Susan Lessard-Friesen, Deb Elias, Ron Van Denakker, Kristine Hannah, Anna Maria Magnifico, Joy Tetlock (phone), Adam Chrobak (phone – left meeting 0930 – 1000), Laurie Thompson (ED)		
Guest: Susan Black, 8:00 – 8:30 AM			
Agenda Item:			
Jan Currie welcomed Jeanette Edwards as the incoming board chair of MIPS effective June 27, 2018.			
1.0 Adoption of Minutes/Agenda			
	1.1	Minutes of May 3, 2018 Moved that the minutes of May 3, 2018 be approved with the correction of 8.4 Ron Van Denakker reporting for the Finance Committee. Moved by Ron Van Denakker Seconded by Deb Elias Carried	
	1.2	Agenda of July 5, 2018 accepted as circulated.	
2.0 Board Education			
	2.1	Susan Black, F.H. Black 8:05 AM – 8:39 AM Presented on not-for-profit fundraising, citing experience with fundraising efforts, challenges, and tips. Jeanette Edwards, Shared Health Presentation 0915 – 1020 with discussion. Quality, Safety and Accreditation Project is being initiated with three main components: 1) Review of current state 2) Quality and PS Framework 3) Target state. MIPS will participate in consultations.	
3.0 Directors			
	3.1	Declaration of conflict of interest, comments, suggestions. No conflict of interest issues identified.	



MINUTES

4.0 Executive Director Report – Laurie Thompson		
	4.1	Reviewed for information.
5.0 In-camera Session		In camera session held as per 6.12
6.0 Committee Reports		
6.1 Executive Committee – Jan Currie		
	6.11	Minutes, Executive Committee meeting, June 28, 2018 circulated for information.
	6.12	Executive Director Performance Evaluation Collated survey results and 2017-2018 year end operational report were circulated with the board package. Laurie Thompson left the meeting for discussion of her performance review. Jan Currie will follow-up with a letter to Laurie Thompson.
6.2 Board Development Committee – Susan Lessard-Friesen -		
	6.21	Monitoring Board Strategic Plan. Susan Lessard-Friesen presented the draft monitoring template for the board strategic plan. The board agreed that the template will be reviewed at each board meeting to track progress on strategic priorities.
	6.22	Facilitated session in September to discuss options for relationship with Shared Health. BDC reported that they would further consider the session with information from Jeanette Edwards following her presentation on Shared Health. Following presentation from Jeanette Edwards, the board agreed that: <ul style="list-style-type: none">• The board will continue with facilitated session for September 6, 2018



MINUTES

		<ul style="list-style-type: none"> • Board Development Committee will plan the day and will include Jeanette Edwards and Health in Common facilitators • MIPS staff to identify potential dates for BDC meeting before September board meeting and invite Jeanette Edwards and Health in Common staff <p>Regarding the Shared Health project on Quality, Safety and Accreditation:</p> <p>Moved that MIPS participate in the Shared Health Quality, Safety and Accreditation project.</p> <p>Moved by Kristine Hannah Seconded by Anna Maria Magnifico Carried</p>
7.0 Business Arising		
7.1 Board Meeting Evaluation		
	7.21	Evaluation of board meeting May 3, 2018 reviewed. No further action required.
8.0 New Business		
8.1 Board Committee membership appointments		
	8.11	<p>Vice-Chair Appointment Moved that Adam Chrobak serve as Vice-Chair of the board.</p> <p>Moved by Ron Van Denakker Seconded by Susan Lessard-Friesen Carried</p>
	8.12	<p>Moved that Laurie Thompson be appointed as board secretary and Adam Chrobak be appointed as Treasurer.</p> <p>Moved by Anna Maria Magnifico Seconded by Deb Elias Carried.</p>



MINUTES

		<p>Committee Membership Appointments</p> <p>Committee membership and committee chairs will remain as currently constituted as of July 5, 2018 with the exception of Chair of the Executive Committee - Jeanette Edwards</p> <p>Patient Safety Initiatives Committee – Anna Maria and Joy Tetlock to discuss whether PSI will continue. Bring forward for discussion at the board meeting September 6, 2018.</p>
8.2 Operational Plan		
	8.31	<p>Reviewed board approved plan, identifying additions as follow-up to the approval of the strategic plan, and as suggested by staff as they continue to work on the operational plan. Areas identified that will require further discussion and decision, initially with Finance Committee – hiring a fundraiser, purchasing a server/contact management system.</p>
	8.32	<p>Quarterly reports – Quarter 1 to be distributed July 15, 2018.</p> <p>Proposed distribution - same schedule as quarterly financial projections 2018 - July 15, October 15 2019 - January 15, April 15</p>
8.3 Board policies – Jan Currie		
	8.31	<p>GP-13 – Public Access to the Board of Directors Moved that the revised policy GP – 13 be approved as circulated.</p> <p>Moved Ron Van Denakker Seconded Anna Maria Magnifico Carried</p>



MINUTES

		<p>B-ED-2 – Evaluation of the Executive Director – reviewed by BDC Moved that the policy B-ED-2 be approved with no revisions.</p> <p>Moved Deb Elias Seconded Kristine Hannah Carried</p>
8.4 2019 AGM date		
	8.41	Approved the 2019 AGM date as June 5, 2019 Suggested the same location as 2018.
8.5 Declaration – Conflict of Interest Form Update		
	8.51	Directors asked to complete the form and return it to L Alcorn, lalcorn@mips.ca
8.6 Director Information Form Update		
	8.61	Directors asked to review the form and submit revisions to L Alcorn
8.7 Website bio updates		
	8.71	Directors asked to review their mips.ca bio and send revisions to Lori Alcorn
8.8 CRA form – for election to stop CPP contributions		
	8.81	Forms are available for directors as requested. Directors asked to submit as required to address noted on back of form And provide a copy to MIPS.
8.9 Volunteer joining next Board meeting		
	8.10.1	Confirmed volunteers will join the board meeting September 6, 2018 at 11 am for 1 hour and then join board for lunch at 12 noon.
8.10 Cheque signing		
	8.11.1	Moved that the following individuals be approved to sign cheques on behalf of the corporation: Laurie Thompson Adam Chrobak Susan Lessard-Friesent



MINUTES

		Jordan Blahnik (FH Black) – up to and including \$3,000.00. Moved by Anna Maria Magnifico Seconded by Ron Van Denakker Carried
9.0 Events		
		Canadian Patient Safety Week – October 29 – November 2, 2018
10.0 Next Meetings		
		September 6, 2018 NOTE MEETING ONE HOUR LONGER AND VENUE CHANGED Volunteers join at 1100 hrs and lunch for board and volunteers at 1200 hrs. Room 17 Main Floor. RBC Convention Centre November 1, 2018 January 3, 2019 March 7, 2019 May 2, 2019 June – AGM July 4, 2019