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Meeting Title:	MIPS BOARD MEETING		
Date:	July 4, 2019	Time:	8:00 am – 12:00 pm
Location:	<p>MIPS office 102-175 Carlton Breakfast at 7:45 am Regrets or joining by teleconference - please call Lori Alcorn at lalcorn@mips.ca or 204-927-6472 or through response to your Outlook calendar.</p>		
Present:	Jeanette Edwards, Chair, Adam Chrobak, Anna Maria Magnifico (0900 hrs), Susan Lessard-Friesen, Deb Elias, Ron Van Denakker, Joy Tetlock (phone), Kristine Hannah, Laurie Thompson (staff)		
Agenda Item:			
1.0 Adoption of Minutes/Agenda			
	1.1	Moved that the minutes from May 2, 2019 be adopted as circulated. Moved by Kristine Hannah Seconded by Susan Lessard-Friesen Carried	
	1.2	Agenda for July 4, 2019 adopted as circulated.	
2.0 Board Education			
	2.1	Deb Elias, College of Registered Nurses of Manitoba, presented “Collaborative Care Competencies”. Staff joined for the presentation. Laurie Thompson will circulate slides.	
3.0 Directors - Declaration of conflict of interest, comments, suggestions		No conflicts of interest identified	
4.0 Executive Director Report – Laurie Thompson			
	4.1	Reviewed for information. Updates provided since document drafted.	
5.0 In-camera Session			
	5.1	Moved agenda item 8.6 to the in camera session – Performance Evaluation for Laurie Thompson Moved that the board go in camera. Moved by Adam Chrobak Seconded by Ron Van Denakker Carried Moved that the board go out of camera	



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		<p>Moved by Adam Chrobak Seconded by Ron Van Denakker Carried</p> <p>Moved that the board approved a .75% salary increase for Laurie Thompson for 2019-2020. This increase is in line with the provincial increases guideline. If there are any changes (increases) this will be adjusted. The increase is effective April 1, 2019. Moved by Adam Chrobak Seconded by Ron Van Denakker Carried</p>
6.0 Committee Reports		
6.1 Executive Committee – Jeanette Edwards		
	6.11	<p>Updates We have not had confirmation of a meeting with the Deputy Minister. We have not had a meeting set for the 2019-2020 Service Purchase Agreement and funding. Jeanette Edwards will continue as chair until notified otherwise by the Minister.</p>
6.2 Board Development Committee – Susan Lessard-Friesen		
	6.21	<p>Reviewed the results from the board performance evaluation. The following documents were pre-circulated.</p> <ul style="list-style-type: none">• BDC minutes May 30, 2019• 2019 results <p>See detailed analysis in May 30, 2019 Board Development Committee minutes.</p> <p>In the 2020 evaluation, board members will be asked to provide comments to explain ratings of 3 (needs improvement) or less.</p> <p>Reviewed highlights of actions related to documentation of quality of work life.</p>



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	6.22	<p>Board education schedule</p> <p>September - Laurie Thompson will ask Sydney Earpwiebe (MIPS practicum student) to present her work at MIPS during the education session for the September 5, 2019 board meeting.</p> <p>November 2019 - education at the AGM. January 2020 - auditor.</p> <p>We will fit in education on governance with a focus on change management . . Anna Maria Magnifico will investigate opportunities for a speaker in this area.</p>
6.3 Membership Committee - Kristine Hannah		
	6.31	<p>Manitoba Association of Optometrists – update</p> <p>Moved to return uncashed membership fee cheque with the blank member commitment forms, with an explanation for returning the cheque, and offer to meet in person.</p> <p>Moved by Kristine Hannah Seconded by Joy Tetlock Carried</p>
6.4 Patient Safety Initiatives Committee – Anna Maria Magnifico		
	6.41	<p>6.411 Patient Safety Champions Award recipients were contacted.</p> <p>Recipients are Sarah Painter, Flight Nurse with Shock Trauma Air Rescue Service (STARS) and the team of Heather Purvis and Barbara Kitzen from CancerCare Manitoba.</p> <p>The recipients will recognized in person for their award at the Annual General Meeting.</p> <p>6.412 Dr. John Wade Patient Safety Initiatives Grant</p>



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		Ideas explored to raise and sustain funds for the grant. The Patient Safety Initiatives Committee will further explore ideas and will contact Dr. Wade to discuss.
6.5 Finance Committee – Adam Chrobak		
	6.51	Final budget 2019-2020 Note – liabilities will be revised pending lease signing Moved that the May 3, 2019 budget be approved as presented. Moved by Adam Chrobak Seconded by Anna Maria Magnifico Carried
	6.52	Office lease Waiting for final lease documentation from Morguard.
7.0 Business Arising		
7.1 Board performance evaluation – Jeanette Edwards		
	7.11	Draft template, board report from operations -deferred
	7.12	Indicators, objectives, goals, mission, vision <i>(attached article What is Measurement and Evaluation? The Importance of Anchoring Evidence Generation in Your Theory of Change).</i> Agreed that Jeanette Edwards, Kristine Hannah, Ron Van Denakker, and Laurie Thompson meet to take the next steps to apply the logic model.
7.2 AGM and 15 th Anniversary MIPS – Laurie Thompson		
	7.21	7.111 Scholarship/bursary Agreed that Laurie Thompson will meet with the University Donor Relations to further explore the potential for a studentship to mark MIPS 15 th anniversary.



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		<p>7.112 Reviewed proposed agenda Agreed that the agenda will be lengthened by 30 minutes as follows: Registration 430 – 530 Guest Speaker – 530 – 600 Meeting and Wade Grant presentations – 6:00 – 7:30</p> <p>Committee reports will be written rather than verbal.</p>
7.3 Annual Report – Laurie Thompson		
	7.31	<p>Review/approve draft 2</p> <p>Directors asked to forward comments/revisions by July 15, 2019</p>
7.4 Board policy review – Jeanette Edwards		
	7.41	<p>Policy review Moved that the following policies be approved. Moved by Adam Chrobak Seconded by Kristine Hannah Carried</p> <p>GP-19 – In-Camera Sessions EE-2 - Spending Authority and Tendering EE-9 - Financial Condition EE-11- Investment policy with changes B-ED – 1 Delegation of Authority to the Executive Director (FC)</p> <p>EE-7 - Ethics and Research - deferred</p>
8.0 New Business		
8.1 Board Meeting Evaluation		
	8.11	<p>Reviewed the evaluation results from the May 2, 2019 board meeting. No further action required.</p>
8.2 Appointment to Committee Membership		



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	8.21	Discussion of breadth of board committees. Defer to September 2019 meeting
	8.22	Vice Chair Appointment -deferred to November 2019 AGM. Directors asked to submit suggestions to Jeanette Edwards for consideration.
	8.23	Appointment of Board Secretary Moved that Laurie Thompson be appointed to the position of board secretary. Moved by Anna Maria Magnifico Seconded by Deb Elias Carried Appointment of Board Treasurer - deferred
	8.24	Committee Membership Appointments – motions required - deferred Committee Membership Appointments 1. Finance 2. Audit 3. Patient Safety Initiatives 4. Membership Committee 5. Board Development 6. Patient Safety Reporting and Learning <i>Executive Committee – includes chairs of board, audit, finance/treasurer, vice-chair – will be confirmed once these positions are determined</i> Committee meetings required prior to September 2019 board meeting: Finance Committee Executive Committee Board Development Committee
8.3 Director Update Forms		
	8.31	Declaration – Conflict of Interest Form Complete and return to L Alcorn by July 15, 2019 lalcorn@mips.ca
	8.32	Director Information Form Update Review and update, return to L Alcorn by



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		July 15, 2019 lalcorn@mips.ca
	8.33	Website bio updates Review online and send revisions to L Alcorn by July 15, 2019 lalcorn@mips.ca
	8.34	CRA form – for election to stop CPP contributions (attached and handout) Review and submit as required Please provide a copy to MIPS
	8.35	Cheque signing. Approve individuals to sign cheques – deferred to November. Current signatories will remain in effect until this item is brought forward.
8.4 Board Meeting Method – Laurie Thompson		
	8.41	Discuss move to teleconference meetings. Discussion that some meetings are designated as teleconference and others in-person – e.g. 50% of each, with video conferences in November and January. Laurie Thompson to explore options for video-conferencing.
8.5 Board Nominations – Laurie Thompson		
	8.51	Review draft call for nomination letter at the September board meeting as well as the schedule for notices.
8.6 Executive Director Performance Review – Jeanette Edwards		
	8.61	See item 5.1
8.7 Board Strategic Plan – monitoring report end of Quarter 1, 2019-2020 – Jeanette Edwards		
	8.71	Reviewed for information.
9.0 Events		CPSW “Fall through the Cracks – Greg’s Story” – film and group discussion November 1, 2019 St. Boniface Research Centre and satellite site Basic Sciences Building and across Manitoba.
10.0 Next Meetings		



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		<p>September 5, 2019– 0745 – 12 noon November 6, 2019 AGM –4:30 reception. See item 7.112 November 7, 2019 – 0830 – 1:00 pm (NOTE late start) with lunch</p> <ul style="list-style-type: none">• Volunteers joining 11 – 12 and staying for volunteer/board lunch
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