



MINUTES

Meeting Title:	MIPS BOARD MEETING		
Date:	September 5, 2019	Time:	8:00 am – 12:00 pm
Location:	MIPS office 102-175 Carlton Street Winnipeg, Manitoba		
Present: Jeanette Edwards (chair), Adam Chrobak, Deb Elias, Susan Lessard-Friesen, Kristine Hannah, Joy Tetlock (phone), Laurie Thompson (staff)			
Regrets: Ron Van Denakker, Anna Maria Magnifico			
Agenda Item:			
1.0 Adoption of Minutes/Agenda			
	1.1	Minutes from July 4, 2019 with the change to 6.22 of correction of board meeting date to September 5, 2019 Moved by Susan Lessard Friesen Seconded by Adam Chrobak Carried	
	1.2	Adopted as circulated of Agenda for September 5, 2019 (attached)	
2.0 Board Education			
	2.1	Sydney Earpwiebe, Practicum Student, Master of Public Health program, UBC provided an overview of her MIPS experience and projects. MIPS staff joined for the presentation The Board formally thanked Sydney and the staff for their work.	
3.0 Directors - Declaration of conflict of interest, comments, suggestions			
4.0 Executive Director Report – Laurie Thompson			
	4.1	Reviewed for information	
5.0 In-camera Session			
No in-camera session held			
6.0 Committee Reports			
6.1 Executive Committee – Jeanette Edwards			
	6.11	Minutes of August 28, 2019 shared for information. Action items will be addressed further in this agenda.	
6.2 Board Development Committee – Susan Lessard-Friesen			



MINUTES

	6.21	Recommendations from risk registry analysis – 2 priority risk issues, reputational and relevance - defer to November 2019 board meeting
6.3 Membership Committee - Kristine Hannah		
	6.31	The Manitoba Association of Optometrists have completed their paperwork and are now a member in good standing.
6.4 Patient Safety Initiatives – Anna Maria Magnifico		
	6.41	Dr. John Wade PS Initiatives Grant issued with response due date November 4, 2019.
6.5 Finance Committee – Adam Chrobak		
	6.51	Moved to approve Quarter 2 projections as circulated. Moved: Adam Chrobak Seconded: Kristine Hannah Carried
	6.52	Lease is under development by Morguard.
	6.53	U of M Scholarship (marking MIPS 15 th Anniversary) Moved that MIPS proceed with a one-time financial commitment in this fiscal year of 7,500.00 to create a 3 year patient safety scholarship marking MIPS 15 th anniversary. Moved: Adam Chrobak Seconded :Joy Tetlock Carried Moved that the name of the scholarship be “The Manitoba Institute for Patient Safety Crystal Scholarship” Moved: Susan Lessard-Friesen Seconded: Kristine Hannah Carried Kristine Hannah and Susan Lessard-Friesen volunteered to participate with Laurie Thompson to work with the University of



MINUTES

		Manitoba to develop the criteria for the scholarship.
6.6 Patient Safety Reporting and Learning Committee – Susan Lessard-Friesen		
	6.61	Susan Lessard-Friesen provided an update of the meeting held September 4, 2019. The project terms of reference will be shared with the board for information once completed. Committee terms of reference will be reviewed by the board at the next meeting with committee recommendations.
7.0 Board Strategic Plan – monitoring report end of Quarter 2, 2019-2020 – Jeanette Edwards		
	7.11	Laurie Thompson will update the document for review next meeting.
8.0 Business Arising		
8.1 Board performance evaluation – Jeanette Edwards		
	8.11	<p>Guest – Sydney Earpwiebe. Reviewed Logic Model and recommended documentation.</p> <p>The board thanked Sydney for her leadership in working with the staff to develop the logic model and associated documentation.</p> <p>Moved that the board adopt the logic model and approve the associated indicators for monitoring board performance, with acceptance of removing the set of indicators as suggested by Laurie Thompson.</p> <p>Moved by Deb Elias Seconded by: Susan Lessard-Friesen</p> <p>Moved to approve the proposed reporting template, which applies to quarterly and annual reporting, to also include a status indicator in the template.</p>



MINUTES

		Moved by Kristine Hannah Seconded by Deb Elias Carried
8.2 AGM and 15 th Anniversary MIPS – Laurie Thompson		
	8.21	Update provided. Minister will be invited as a Member of Class A. Laurie Thompson will ask Ronald Guse to bring greetings at the AGM.
8.3 Video Conferencing – Laurie Thompson		
	8.31	Laurie Thompson is working with staff to look at options for video conferencing platforms.
8.4 Board nominations – Laurie Thompson		
	8.41	For information, reviewed letter in general and process for nominations to be issued, received, revised, approved and communicated to Members.
8.5 Board committees - Jeanette Edwards		
	8.51	Committee structures will be reviewed at the November 2019 board meeting
9.0 New Business		
9.1 Board policy review - Jeanette Edwards		
	9.11	Policy review schedule GP-17 – Participation in Conferences, External Committees Moved that the policy be approved with edits as noted to item 1 as follows: “Should the anticipated expenses exceed the approved budget, discussion will occur with the Finance Committee for review and resolution” Moved by Kristine Hannah Seconded by Susan Lessard-Friesen Carried EE – 7 – Ethics and Research



MINUTES

	<p>Moved that the policy be approved with edits as follows:</p> <p>Introductory paragraph – remove “develop and implement policies and procedures to ensure”</p> <p>Point 2 – revise to read Ensure that research projects (solely or partly funded by Manitoba Institute for Patient Safety where MIPS provides services in kind, or where a staff person, a volunteer and/or a director participate, have completed an ethics review in accordance with accepted Manitoba ethics research practices and received ethics approval, and where a service delivery organizations is engaged, also received approval from that organization</p> <p>Point 3 – correct name of PHIA legislation.</p> <p>Moved: Kristine Hannah Seconded: Adam Chrobak Carried</p> <p>GP – 11 - Board Member and Board Committee Compensation/Expenses</p> <p>Moved that the following be added to the policy: Directors will not be eligible for stipends if they are being reimbursed for their time by their sponsoring organization or employer.</p> <p>Moved: Susan Lessard-Friesen Seconded by Deb Elias Carried</p> <p>EE-10 Donations, Endowments, Bequests, Grants, Sponsorship, Gifts</p> <p>Moved that the policy be accepted with no changes</p>
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MINUTES

		Moved: Adam Chrobak Seconded: Joy Tetlock Carried
9.2 Next Meeting with Volunteers – Laurie Thompson		
	9.21	Our volunteers will be joining us November 7, 2019 at 11:00 am– 12:00 pm and for lunch following the board meeting.
9.3 AGM 2020 – Laurie Thompson		
	9.31	Choose date and venue June date try to align with potential governor and leadership education dates.
9.0 Events		CPSW “Fall through the Cracks – Greg’s Story” – film and group discussion November 1, 2019 St. Boniface Hospital Research Centre – Sam Cohen Auditorium (streaming to Basic Medical Sciences Bldg – Theatre C and streaming available to sites other than these sites)
10.0 Next Meetings		
		AGM November 6, 2019 –with reception - 4:30 pm to 7:30 pm Board meeting November 7, 2019– 0830 – 1:00 pm with lunch <ul style="list-style-type: none">• Volunteers joining 11 – 12 and staying for volunteer/board lunch