

Board Meeting Minutes

Date and time	Sept. 25, 2019 12:45 – 4:15 p.m. ET Sept 26, 2019 8:30 – 11:59 a.m. ET	Session type	Closed
Chair	Mel Cappe	Recording secretary	Ashley Haugh
Attendees	<p>Board: Kelly Butt; Craig Knight; David Lehberg; Anne McFarlane; Lorraine Muskwa; Dr. Brian Postl, Dunbar Russel; Dr. Jeff Scott; Judy Steele, Glenda Yeates; Victor Young</p> <p>Executive Management Team: Dr. Graham Sher (Chief Executive Officer); Jean-Paul Bédard (Vice-President, Plasma Operations), Judie Leach Bennett (Vice-President, General Counsel and Corporate Secretary); Dr. Christian Choquet (Vice-President, Quality and Regulatory Affairs); Dr. Isra Levy (Vice-President, Medical Affairs and Innovation); Ralph Michaelis (Chief Information Officer); Andrew Pateman (Vice-President, People, Culture and Performance); Pauline Port (Chief Financial Officer and Vice-President, Corporate Services) Rick Prinzen (Chief Supply Chain Officer and Vice-President, Donor Relations); Ron Vezina (Vice-President, Public Affairs)</p>		
Guests	Steve Aiston, Suzanne Bergeron, Claude Guimont, Ann Lagrandeur, Moira MacIntosh, Lindy McIntyre, Ellis Westwood		
Regrets	Bob Adkins		

1. Approval of agenda (M. Cappe)

After review, **ON MOTION** duly made and seconded, the agenda for the meeting was approved.

2. Declaration of conflict of interest (M. Cappe)

There were no conflicts of interest declared.

3. Consent agenda (M. Cappe)

After review, **ON MOTION** duly made and seconded, the consent agenda was approved.

3.1 Approval of minutes

IT WAS RESOLVED THAT the board approves the minutes of the June 20, 2019 open board meeting.

3.2 Approval of the minutes

IT WAS RESOLVED THAT the board approves the minutes of the June 21, 2019 closed meeting.

3.3 Quarterly cybersecurity report

The board received the Q1 cybersecurity report, highlighting the key initiatives and outcomes to advance and mature the posture of cybersecurity at Canadian Blood Services.

3.4 National Facilities Redevelopment Program (NFRP) report

The board received an information update on the status of the National Facilities Redevelopment Program.

3.5 Approval of CBSI/E proxy authorization

IT WAS RESOLVED THAT the board approves:

- 1. The CEO of Canadian Blood Services, being Graham Sher, is hereby authorized and empowered to act on behalf of the shareholder, Canadian Blood Services, at the Annual General Meeting of CBS Insurance Company Limited (CBSI) for the purposes of the CBSI Annual General Meeting, including the election of directors, and to deal with other matters as such may arise.*
- 2. The CEO of Canadian Blood Services, being Graham Sher, is hereby authorized and empowered to act on behalf of the shareholder, Canadian Blood Services, at the Annual General Meeting of Canadian Blood Services Captive Insurance Company Limited (CBSE) for the purposes of the CBSE Annual General Meeting, including the election of directors and to deal with other matters as such may arise.*

4. Patient story

Canadian Blood Services' commitment to patients is a primary focus for the board. The board reinforces this commitment by having a patient story at each board meeting; in-person or by video. The board viewed the trailer for the film *Her Last Project*.

Her Last Project is the extraordinary story of Dr. Shelly Sarwal, a physician from Halifax, Nova Scotia. Diagnosed with Multiple System Atrophy (MSA), an incurable disease, Shelly chose to undergo Medical Assistance in Dying (MAiD) and become an organ donor. As the first person in Nova Scotia to undergo this complicated medical journey, she dedicated the short time she had left to educate health professionals and the public about being in control of your death and creating a meaningful legacy through organ donation.

Working with a number of organizations and associations, Canadian Blood Services led the development of national guidelines: Organ and Tissue Donation for Medical Assistance in Dying and Other Conscious Competent Patients: Expert Guidance for Policy.

5. Stakeholder engagement strategy refresh (R. Vezina, L. McIntyre, E. Westwood)

Prior to the board meeting, the board met with the National Liaison Committee (NLC). One of the agenda topics was the evolution of stakeholder engagement at Canadian Blood Services. The board discussed next steps for stakeholder engagement at Canadian Blood Services:

- The board and management are committed to ongoing stakeholder consultation at the regional and national level.
- The NLC and open board meetings have been a good source of stakeholder consultation and interaction. They have also been important vehicles for building trust in the organization, especially when it was first created.
- In view of the new brand, new strategy, and constantly changing stakeholder environment, it is an opportune time to take a critical look the practices that have been in place for 20 years.
- Management will continue to explore opportunities to enhance stakeholder consultations in an open and transparent manner.

6. Report of the Chair (M. Cappe)

M. Cappe, Chair, updated the board on meetings and activities:

- Met with the new PEI Minister of Health, James Aylward. PEI is the lead province right now for Canadian Blood Services.
- Met with the new Alberta Minister of Health, Tyler Shandro.

7. Operations, Strategy and Risk Reporting (G. Sher, J. Leach Bennet, A. Pateman)

The board received the quarterly operations, strategy and risk reports. The reports have been reformatted and ongoing feedback from the board is welcomed.

8. Performance reports: Operations and Strategy

The board received the Q1 2019-2020 performance reports for operations and strategy.

The operations report provides an overview of key operational measures in Blood for Life; Plasma for Life; Stem Cells for Life; and Organs & Tissues for Life.

The strategy report provides an overview of progress related to the five key focus areas in the strategic plan:

- Meet changing patient needs by providing lifesaving products and services.
- Build and deepen relationships with the donors of the future.
- Ensure a secure supply of Canadian plasma for immune globulin.
- Create an engaging and empowering employee experience.
- Achieve organizational excellence.

8.1 Quarterly corporate risk report

The board received the Q1 quarterly corporate risk report which provides an overview of organizational risks and the status of mitigation measures related to all the enterprise risks included in the corporate risk profile.

Discussion regarding the quarterly operations, strategy and risk reports included:

- Ensuring products aren't outdated is an important part of inventory management. Products are moved around to prevent outdateding.
- There has been an increase in the number of transplants in Canada, but there are still people who die waiting for a transplant. Canadian Blood Services, transplant programs, and provincial organ donation organizations continue to work to increase organ donation rates and awareness.
- Work underway to enhance the plasma protein product (PPP) formulary management includes collaborating with CADTH on a new selection process; PPP formulary product refresh; PPP utilization management; etc.
- The Governance committee is reviewing the enterprise risk management program. A refreshed enterprise risk management policy and corporate risk profile will be brought to the Governance committee at the December 2019 meeting.

8.2 Contingency funding policy (J. Leach Bennett)

The board reviewed updates to the contingency funding policy. Discussion included:

- The policy governs the use and maintenance of contingency funding which provides Canadian Blood Services with access to funds for emergency safety responses not covered in the Corporate Plan / budget approved by the provinces and territories.
- Updates to the policy include references to:
 - the most recent modelling report confirming a target funding amount;
 - the foundations for the policy in the MOU and National Accountability Agreement (NAA); and
 - more specific reporting obligations introduced by the NAA.
- The section requiring notification to members will be further updated to clarify that Canadian Blood Services will update the lead province if either the Cash Contingency Fund or the Contingency Risk Insurance Policy is accessed.

*After review and discussion, **ON MOTION**, duly made, seconded and carried, **IT WAS RESOLVED THAT** the board approves the revised version of POL063 Contingency Funding Policy as amended.*

9. Workplace of the future (P. Port, S. Aiston, S. Bergeron, C. Guimont, A. Lagrandeur, M. MacIntosh)

The board received a tour of the pilot workplace of the future office space at head office. The tour highlighted:

- The objective of the workplace of the future is to retain the current workforce and attract the future workforce while increasing collaboration.
- How the brand is represented in the workplace of the future – e.g., stories of patients and donors on the wall; the look and feel of the space; the mission, values, pillars, etc. on the wall; etc.
- Employee experience is an important part of workplace of the future. Employees have provided feedback that the physical space is an important element to them.
- A variety of desk configurations are being trialed in the pilot space; feedback is being sought before, during and after staff spend time in the pilot space. Feedback has been very positive.
- Sites will be modernized using the workplace of the future standards as they are due for renovations or moves.

***ON MOTION** duly made and seconded, it was agreed to adjourn the meeting.*

The meeting adjourned at 11:59 a.m. ET on Sept. 26, 2019

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