



Dr. H. Bliss Murphy Cancer Care Foundation

Board of Directors Meeting Minutes – Wednesday, April 22, 2021 at 6:00pm

In Attendance (via Zoom):

Gary Smith, Janet March, Steve Winter, Matthew Galgay, Fred Chaytor, Gilbert Bennett, Jamie Schwartz, Larry Vodden, Paige London, Andy Turnbull, Victoria Belbin, Debbie Walsh, Lynette Hillier, Emily Geary
Regrets: Jamie Schwartz, Robert Andrews

1. Welcome - Gary Smith
2. Approval of Agenda – Gary Smith The agenda was approved by Paige London. All in Favor.
3. Approval of Minutes – Gary Smith The minutes from the February 17, 2021 Board meeting were approved by Andy Turnbull. All in Favor.
4. Financial Report – Matthew Galgay Matthew presented the Financials for March 2021. He reported that the income statement looks good. We will remain cautious in our spending, and are currently working on re-negotiating bank fees and credit card fees. Deloitte will begin this year's audit very soon.
5. Report from the Executive Director – Lynette Hillier Lynette provided an update on the construction of the chemotherapy unit. Construction has remained on schedule despite COVID shutdowns, for a winter 2022 completion date. She provided an update on virtual Swim for Hope event (May), Polka Dot Trot (October) and Hope Lotto which will be launching later this year. Our last strategic plan has ended, so we will release an RFP in the fall for Strategic Planning Development. Lynette talked about the effect of the COVID-19 pandemic on our Annual Fund, and reduced revenues along with the increased uncertainty that remains. Will pursue grant opportunities as they become available to try to supplement revenue shortfalls.
6. Cancer Care Program Update – Debbie Walsh Debbie provided an update on the Cancer Planning Group taking place. There is work being done within the area of mental health and sexual health survivorship for cancer patients and working groups have been established. She reported on the construction in the chemotherapy unit, as well as the new hospital (and Cancer Centre) for the Western Regional Memorial Hospital. She also reported on staff immunization.
7. Dr. Kim Hong Endowment Fund Terms of Reference Update – Lynette



Dr. H. Bliss Murphy Cancer Care Foundation

Board of Directors Meeting Minutes – Wednesday, April 22, 2021 at 6:00pm

We have had to look at the Terms of Reference for the Dr. Kim Hong Endowment Fund with the death of Dr. Hong. There will need to be changes to the composition of the selection committee.

Lynette and Janet will have a discussion with the Hong family representatives regarding these changes, and will be brought back to the Board for resolution. Wording to be added to the terms will include that the Board of Directors will select the chair of the Endowment Fund Committee.

8. **Research Funding – Centre for Translational Genomics**

A joint request of \$300,000 from the three foundations (Health Care Foundation, Janeway, Cancer Care Foundation) has been made for matching funds needed for ACOA funding for the proposed Centre for Translational Genomics. While a commitment would be needed now, payment of the \$100,000 could be made by each foundation over an 18 month period. Lynette said that the Centre will assist cancer patients by offering genetic sequencing where needed. A motion was made by Andy Turnbull. All in favour. Carried.

9. **Nominations Committee Update**

Two new Board members are being proposed – Jennifer Williams, President/CEO of NL Hydro and Adam Keating – CEO and Co-Founder of CoLab. A motion was made by Paige London to approve the two additions to the Board. All in Favor. Carried.

Lynette mentioned that we are working to add an additional two Board Members in the Fall, to fill the two additional vacancies.

10. **Donor Retention & Stewardship Policy Update**

Emily presented the updated Donor Retention & Stewardship Policy to the Board. Motion was made to accept the policy by Steve Winter.

11. **Adjournment – Gary Smith**

Meeting was adjourned at 8:15pm

Chair – Board of Directors

Recording Secretary

Date