

# Board Meeting Minutes

<b>Date</b>	March 2, 2023	<b>Session type</b>	Closed
<b>Chair</b>	Dr. Brian Postl	<b>Recording secretary</b>	Ashley Haugh
<b>Attendees</b>	<p><b>Board:</b> Bob Adkins; Marilyn Barrett; Kelly Butt; Bobby Kwon; David Lehberg; Anne McFarlane; David Morhart; Gertie Mai Muise; Glenda Yeates; Donnie Wing</p> <p><b>Executive Management Team:</b> Dr. Graham Sher (Chief Executive Officer); Judie Leach Bennett (Vice-President, General Counsel and Chief Risk Officer); Jennifer Camelon (Chief Financial Officer and Vice-President, Corporate Services); Dr. Christian Choquet (Vice-President, Quality and Regulatory Affairs); Dr. Isra Levy (Vice President, Medical Affairs and Innovation); Andrew Pateman (Vice-President, People, Culture and Performance); Rick Prinzen (Chief Supply Chain Officer and Vice-President, Donor Relations); Dr. Yasmin Razack (Chief Diversity Officer); Richard Smith; (Chief Information Officer); Ron Vezina (Vice-President, Public Affairs);</p>		
<b>Guests</b>	Laura Blackadar, Dr. Sylvain Grenier, Tracy Smith, Tony Steed		
<b>Regrets</b>	Judy Steele		

## 1. Call to order and land acknowledgement (B. Postl)

B. Postl, Chair, called the meeting to order and made a land acknowledgement.

## 2. Approval of agenda (B. Postl)

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

### **Declaration of conflict of interest (B. Postl)**

There were no conflicts of interest declared.

### **3. Patient story (G. Sher)**

Black people make up fewer than two per cent of prospective donors on the Canadian Blood Services Stem Cell Registry. The board heard the story of how two predominantly Black organizations in Toronto, ON., are striving to change that. Delta Sigma Theta Sorority, Inc. (GTA Alumnae Chapter) - known informally as the "Toronto Deltas" - and the Lambda Mu Mu Chapter of Omega Psi Phi Fraternity, Inc., have rallied Black people in the Toronto area to donate blood and join the stem cell registry.

### **4. Chair's opening remarks (B. Postl)**

The chair provided the following update:

- The board welcomed two new board directors, Marilyn Barrett and Gertie Mai Muise, who were appointed at the Annual General Meeting. A third new director is expected to be appointed in the near future.
- The Special Meeting of Members is taking place on March 8, 2023 where the budget for 2023-2024 is expected to be approved.

### **5. Consent agenda (B. Postl)**

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

#### **5.1 Approval of the minutes**

***IT WAS RESOLVED THAT** the board approves the minutes of the Nov. 30, 2022 closed meeting.*

#### **5.2 Approval of the minutes**

***IT WAS RESOLVED THAT** the board approves the minutes of the Dec. 1, 2022 open meeting.*

### 5.3 Enterprise risk management

The board received the quarterly corporate risk report. The quarterly report provides a summary of the status of the key risks to the organization's strategic and business objectives.

### 5.4 Quarterly information technology update

The board received an update on IT operations, key enterprise projects, risks and emerging issues, information security, and other items of interests.

### 5.5 Financial summary

The board received an overview of the organization's financial position and results.

### 5.6 National Facilities Redevelopment Program (NFRP) report

The board received an update on the status of NFRP Phase IIa.

### 5.7 Director, officer and specific appointments

#### Director appointments

***WHEREAS** the Members appointed two new directors at Canadian Blood Services' Annual General Meeting held on Nov. 9, 2022 (effective Dec. 12, 2022),*

***THEREFORE, BE IT RESOLVED THAT:***

*The directors of the corporation are confirmed as follows, with the Board Chair and the Vice-Chair also serving as officers of the corporation:*

1. *Dr. Brian Postl (Board Chair)*
2. *Glenda Yeates (Vice-Chair)*
3. *Robert (Bob) Adkins*
4. *Marilyn Barrett*
5. *Catherine (Kelly) Butt*
6. *Bobby Kwon*

7. *David Lehberg*
8. *Anne McFarlane*
9. *David Morhart*
10. *Gertie Mai Muise*
11. *Judy Steele*
12. *Donnie Wing*

### **Specific Appointments**

**WHEREAS** the above-noted changes in the slate of directors of the corporation gave rise to a vacancy on the following Canadian Blood Services pension committee: *Pension Plan for Executive Employees*;

**THEREFORE, BE IT RESOLVED THAT:**

*The director vacancy for the Pension Plan for Executive Employees be filled by Bobby Kwon.*

**6. Donor recruitment – current state** (R. Prinzen, R. Vezina, L. Blackadar, T. Smith, T. Steed)

The board received an update on the current state of donor recruitment and retention, including an overview of:

- Planning lifecycle
- Collections supply plan
- Donor base - snapshot and opportunity; potential; composition; behaviour; experience and performance
- Recruitment and retention planning
- Brand
- Donor motivations and barriers
- Recruitment and retention - key focus areas; activities; growth
- Pandemic impacts – donor base and behaviour; collection performance

- Donor base forecasts

Discussion included:

- A wide variety of information, data, and statistics are studied regarding where collection centres are located or may be located. Information from Statistics Canada, Canadian Blood Services own polling data, etc.
- Young people (17-25) are more likely to donate if they know someone who has received blood or blood products, people sharing their stories is important.
- There is ongoing work to build partnerships, relationships, and trust with diverse communities – getting to know the communities and people, working with local champions and influencers, etc.
- Even with a decline in the donor base during the pandemic, Canadian Blood Services was able to maintain a stable supply of products for patients due to high retention rates and donor frequency. However, this stability cannot be maintained long term unless the donor base continues to grow.
- Canadian Blood Services has a successful rare blood program. As precision medicine grows, there will likely be increased donor blood type testing to ensure the best outcome for patients.

## **7. Plasma protein and related products formulary program update (I. Levy, S. Grenier, L. McIntyre)**

The board received an update regarding the PPRP formulary, including an overview of:

- Status of the program
- Product selection process
- Special authorization process
- Other projects – distribution modernization; pharmacists in hemophilia treatment centres

Discussion included:

- Recognition of progress made in all elements of the formulary modernization approach over the last few years, and successes achieved in stakeholder and funder confidence.
- The distribution modernization pilot (one product, in Alberta) will not change the funding model, or patient experience but instead of going to the hospital to pick up their

products, it will be delivered to them from specialized pharmacies. If successful, benefits will include potential to more accurately understand and influence prescribing and utilization at the individual patient level, and hence optimized outcomes and costs. Further, if successful the pilot can be expanded to other PPRPs and across the country.

- The successful pilot of having Canadian Blood Services funded pharmacists in hemophilia treatment centres (HTCs) will be expanded to all HTCs in summer 2023.
- Findings from projects are documented, including, where possible, any assumed system savings.

## **8. Committee reports**

### **8.1 Finance and Audit (D. Wing)**

D. Wing, Vice Chair of the Finance and Audit committee, provided an update on committee activities, including that the committee:

- Reviewed the financial results for the nine months ended Dec. 31, 2022 and the 2022-2023 forecast.
- Received and approved the external audit planning report.
- Reviewed the internal audit report.
- Reviewed the quarterly Defined Benefit Pension Plan meeting highlights and the summary report on Defined Contribution and Executive Pension Plans for the nine months ended September 30, 2022.
- Reviewed the committee risk report.

### **8.2 Safety, Research, and Ethics (A. McFarlane)**

A. McFarlane, Chair of the Safety, Research, and Ethics committee, provided an update on committee activities, including that the committee:

- Conducted an orientation session for new members.
- Received a report regarding the future of stem cell transplantation and CAR-T therapy.
- Received quarterly reports regarding supply chain and donor relations; safety initiatives; quality and compliance; innovation and portfolio management; and Link: strengthening our quality management system and culture.

- Reviewed the committee risk report.

### **8.3 Talent Management (D. Lehberg)**

D. Lehberg, Vice Chair of the Talent Management committee, provided an update on committee activities, including that the committee:

- Conducted an orientation session for the new member.
- Received an update on employee turnover.
- Received quarterly reports on occupational health and safety, and labour relations.
- Reviewed the committee risk report.
- Met with the CEO for his quarterly performance update.
- Approved the CEO's performance goals for 2023-2024.

### **8.4 Governance (D. Morhart)**

D. Morhart, Chair of the Governance committee, provided an update on committee activities, including that the committee:

- Conducted an orientation session for the new member.
- Received an overview of board education activities that took place in 2022-2023 (individual and education sessions at board meetings).
- Approved for recommendation to the board, the revised Corporate Risk Profile (8.0).

*After review and discussion, **ON MOTION**, duly made, seconded and carried, **IT WAS RESOLVED THAT** the Board approves Corporate Risk Profile 8.0.*

- Reviewed proposed IT reporting to the board (updated quarterly reporting) and committee oversight (sequence of topics) over the next year
- Received an update regarding cybersecurity.
- Received an update on board retreat planning.
- Discussed the format, timing, size of board evaluation surveys.

- Following the approval to move to a retainer for Canadian Blood Services directors (taking effect on April 1, 2023), approved the CBSI/E compensation also moving to a retainer system.
- Received regular reporting regarding safe reporting activity; feedback on the previous board meeting; governance practices, policies, and documents.
- Received the Public Affairs report.
- Reviewed the committee risk report.

### **8.5 Consumer directors** (B. Adkins, D. Lehberg)

D. Adkins and D. Lehberg, consumer directors, provided an update on issues of importance to stakeholders, in particular to organizations representing patients that use products or services provided by Canadian Blood Services:

- Provided an update on the December 2022 Patient Engagement Forum meetings (blood session, joint session).
- Feedback on the new Patient Engagement Forum meetings continues to be positive.

### **8.6 Canadian Blood Services Insurance Company Ltd (CBSI) and Canadian Blood Services Captive Insurance Company Ltd (CBSE)** (G. Yeates)

G. Yeates, Chair of CBSI/CBSE, provided an update on recent activities:

#### CBSI

- Received regular business reports, including financial statements and investment reports. Key CBSI performance metrics were reviewed and there were no areas of concern noted.
- Approved updates to the Audit Plan, Contingency Risk Insurance policy, Premium Net Asst policy, Investment policy statement.
- Reviewed and confirmed the premium approach for each of the insurance policies.
- Received an update on the performance of the investment portfolio.
- Approved a revised investment policy statement for inclusion of Environmental, Social and Governance (ESG) considerations.





- Received an update on claims.

#### CBSE

- Received regular business reports, including financial statements and investment reports.
- Approved the Audit Plan and CBSE Excess Blood Risk Liability policy.

The board received the quarterly CBSI report which describes the performance and activities in investment matters, financial position, regulatory compliance, underwriting, claims, and governance.

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

The meeting adjourned at 3:39 p.m. ET on March 2, 2023.

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