**NORTHERN ONTARIO SCHOOL OF MEDICINE**  
/École de médecine du Nord de l’Ontario

**MINUTES OF**  
BOARD OF DIRECTORS RETREAT  
May 7, 2005  
9:00 a.m. to 2:00 p.m.  
In Sioux Lookout

**Present:**  
Adams, Richard  
Anawati, Jean  
Augustine, John  
Carrier-Fraser, Mariette  
Chrysler, Ron  
Cromarty, Helen  
Dougall, Elizabeth  
Falter, Hermann  
Gilbert, Fred (Chair)  
Hutten-Czapski, Peter  
Kakegamic, Goyce  
Lacroix, Maureen  
McLeod, Neil  
McLoughlin, Dermot  
McMullen, Bill  
Nahwegahbow, Leona  
Strasser, Roger  
Walmark, Brian  
Whitfield, John  
Woodsworth, Judith  
Young, Ian

**And by invitation:**  
Hunt, Dan  
Lipinski, Joe  
Needham, Kathryn  
Wright, Dorothy

**Absent with Regrets:**  
Beauchamp, Liliane  
Genier, Donald  
Gordon, Jim  
Govender, Geraldine  
Hardy, Sheila  
Lipscombe, Debbie  
Lougheed, Gerry  
Miyata, Kenji  
Nelson, Ron  
Paivalainen, Seppo  
Peterson, Lynn  
White, Carl  
Williams, Sarah  
Spencer, Adam

**Recording Secretary:**  
Diane Moncion, Secretary to the Board of Directors

**Chair and Secretary:**  
Fred Gilbert - Chair.  
Roger Strasser - Secretary

**Present/Apologies**  
Fred Gilbert welcomed everyone to the meeting.

**1.0 Call to Order**
1.1 Adoption of Agenda  
The Agenda timetable was revised in order to conclude the meeting by 1:00 p.m.

MOTION 2005-23  
MOVED BY: Herman Falter  
SECONDED BY: Brian Walmark  
Be it resolved that the Agenda be adopted as revised.  
CARRIED

1.2 Declaration of Conflict  
No conflicts were declared.

2.0 Approval of Minutes

2.1 Minutes of March 9, 2005  
Minutes were approved as noted.

MOTION 2005-24  
MOVED BY: Mariette Carrier-Fraser  
SECONDED BY: Ian Young  
Be it resolved that the Minutes be approved as a true record.  
CARRIED

2.2 Business Arising from Minutes  
None

3.0 Strategic Directions

3.1 Strategic Goals and Directions 2004/05  
Roger Strasser reported on the progress report for the NOSM Strategic Directions and Goals for the Organization, which was included in the package.

General discussion items included:
- Hospital funding issues; the major item of concern was sufficient funding levels for hospitals.
- Financial aid for students.
- Student Awards are to be introduced at a later time.
- A draft Policy on Distribution of Bursary Funds is to be brought to the Finance and Audit Committee and the Board Executive Committee.

MOTION 2005-25  
MOVED BY: Ian Young  
SECONDED BY: Brian Walmark  
Be it resolved that the Strategic Goals and Direction progress report be approved.  
CARRIED

3.2 Strategic Goals 2005 / 06  
The Strategic Goals were reviewed and recommendations for change included:
- Recommend that the Executive committee will assign this to the appropriate sub committee to bring recommendations to the Board
- Recommend to change the last Goal to <Develop a workforce that reflects the diversity of Northern Communities>

The members were encouraged to review the Goals and forward any changes or additions.

There was consensus among the Board members to have the Goals revised by one of the sub-committees that will then bring forward to the Board. The Executive Committee will assign this task to the appropriate sub-committee.

3.3 **Board Goals**
The Board Goals 04-06 were reviewed and comments were as follows:
- to have the Building and Acquisition referenced within the document

3.4 **Indicators of Success**
Consensus was that the indicators of success of the Medical School, for the next 12 months, be presented as a draft to the Executive Committee and then brought forward to the Board for approval.

4.0 **Financial Viability**

4.1 **Report from Finance & Audit Committee**
Ron Chrysler spoke to the Finance & Audit Committee report which was included for review. There were three main items of discussion:
- Financial Statements
- Designation of NOSM Investment Income for Student Bursary Fund
- Budget for Fiscal Year 2005-2006

4.2 **Financial Report Period Ended March 31, 2005**

**MOTION**

2005-26

**MOVED BY:** Ron Chrysler  
**SECONDED BY:** Neil McLeod  
Be it resolved that the Financial Report be accepted.  
**CARRIED**

**MOTION**

2005-27

**MOVED BY:** Ron Chrysler  
**SECONDED BY:** Bill McMullen  
Be it resolved that the Board of Directors hereby approves the extension of the designation of NOSM investment income for student bursaries for the 2005-2006 fiscal year, as recommended by the Finance and Audit Committee.  
**CARRIED**

Discussons included:

*Fund Disbursement*
There were some concerns on how the funds would be disbursed. It was noted that this policy is currently being developed with the office of the Associate Dean of Admissions and Student Affairs. The fund disbursement process will be determined through this office. Members felt strongly that no funds are to be disbursed until the policy has been brought forward to the Board for review. This
will be an item for discussion at the next Executive Committee meeting.

Scholarship / Awards
It was noted that well established processes or measures for scholarship and awards disbursements, are currently in place at other institutions and that a standardized approach should be established for disbursements of funds.

It was suggested that the Board consider giving allocation within the Budget for scholarship support as part of the overall support package going to students.

MOVED 2005-28
MOVED BY: Hermann Falter
SECONDED BY: Ian Young
Be it resolved that the Finance and Audit Committee be provided with information of the proposed disbursement of aid support to the incoming students. Recommendations from the Finance Committee will then be presented to the Executive Committee, which will act on behalf of the Board.

This resolution is specific to the First Year class.

CARRIED

4.3 2005 / 06 Proposed Budget
Ron Chrysler reviewed the proposed budget for 2005/06 that was distributed to the Board for review. The proposed budget for the fiscal Year May 1, 2005 through April 30, 2006 was in the amount of $21,204,000 in total expenditures.

MOVED 2005-29
MOVED BY: Ron Chrysler
SECONDED BY: Bill McMullen
Be it resolved that the Board of Directors hereby approves the budget for the fiscal year 2005-2006, as recommended by the Finance and Audit Committee.

CARRIED

There were some questions around having an allocation for scholarships within next year’s budget.

5.0 Quality and Effectiveness of Organization

5.1 Report from Quality Assurance Committee
Roger reported on behalf of Liliane Beauchamp

MOVED 2005-30
MOVED BY: Roger Strasser
SECONDED BY: Mariette Carrier-Fraser
Be it resolved that the quality Assurance Committee report be approved.

CARRIED

MOVED 2005-31
MOVED BY: Roger Strasser
SECONDED BY: Mariette Carrier-Fraser
Be it resolved that the membership of Board Committees be Reviewed in order to allow for the appointment of non Board members on Board Committees.

CARRIED
The general consensus was that these non Board members would be voting members.

6.0 Board Effectiveness

6.1 Building & Acquisitions Committee Report
John reported on the Building and Acquisitions Committee report. The East campus is proceeding towards substantial completion scheduled for August 2, 2005. The Project Manager is expecting the project to be completed on-time and within budget. At the West Campus, the construction is progressing steadily. The target date of the contract is June 17, 2005.

MOVED
2005-32
MOVED BY: John Augustine
SECONDED BY: Richard Adams
Be it resolved that the Building & Acquisitions Committee report be approved.
CARRIED

MOVED
2005-33
MOVED BY: Maureen Lacroix
SECONDED BY: Richard Adams
Be it resolved that the Inaugural Year Special Events Working Group report be approved.
CARRIED

6.2 Executive Committee Report
Judith Woodsworth gave an oral report on the meeting of the Executive Committee, which took place on May 6th 2005.
- Compensation for CAO – no motion required.
- Inaugural Year – list of invitees to include the Prime Minister, Premier, Lieutenant Governor and the Governor General.
- A Lease Agreement for the West Campus has been signed and a similar agreement will be made for the East Campus.
- Dean’s performance review to be carried out in September.

MOVED
2005-34
MOVED BY: Judith Woodsworth
SECONDED BY: Neil McLeod
Be it resolved that the Executive Committee report be approved.
CARRIED

6.3 Fundraising Committee Report
Elizabeth Dougall gave an oral report on the meeting of the Fundraising Committee which took place on May 6th 2005.
- East and West Fundraising Campaigns doing well
- Terms of Reference were reviewed
- It was suggested that this committee become a full committee of the Board and that their duties be expanded
- It was suggested that some rules of membership be applied to this committee as for every other committee
- It was agreed that the membership of the committee remains the same
for the next year
- Donations can be made to specific campuses.

MOTION
2005-35
MOVED BY: Elizabeth Dougall
SECONDED BY: Neil McLeod
Be it resolved that the Fundraising Committee report be approved.
CARRIED

6.4 Governance Committee Report
Roger Strasser reported on behalf of Seppo Paivalainen. The main item of discussion was the review of membership for each of the committees to the Board. All members of the Board will be asked to review the committee lists and identify their preferences for committees they would like to sit on. Diane will send out a notification to the group within the next few weeks.

MOTION
2005-36
MOVED BY: Maureen Lacroix
SECONDED BY: Jean Anawati
Be it resolved that the Governance Committee report be approved.
CARRIED

6.5 Health Research & Innovation Committee
Herman Falter spoke to the report on behalf of Jim Gordon. The report identified the timelines up until delivery of the report. Richard Adams added that he had attended the first meeting this past month and it was extremely well attended. Input collected was valuable in terms of current research with emphasis to build on and attract new projects from all around Northern Ontario. Second meeting will be held in early June.

MOTION
2005-37
MOVED BY: Jean Anawati
SECONDED BY: Neil McLeod
Be it resolved that the Health Research & Innovation Committee report be approved.
CARRIED

6.6 Nominating Committee Report
Hermann Falter gave an oral report of the Nominating Committee meeting. The Committee is to revise the Terms of Reference in accordance with the recommendations from the previous Board meeting. The amended Terms of Reference will be presented to the Board at the next meeting.
A second item was that of the review of membership for each of the committees to the Board. As previously discussed in the Governance report, all members of the Board will be asked to review the committee lists and identify their preferences for committees they would like to sit on. Diane will send out a notification to the group within the next few weeks.

MOTION
2005-38
MOVED BY: Hermann Falter
SECONDED BY: Ian Young
Be it resolved that the Nominating Committee report be approved.
CARRIED
7.0 Build Relationships

7.1 Affiliation Agreement
Dorothy Wright reported on the status of the Affiliation Agreements.
- HRSRH / Thunder Bay Regional Health Science Centre / St. Joseph’s Care Group - complete
- Sault Area Hospital – to be completed within a week
- North Bay General and Northeastern Mental Health Centre – currently with legal counsel, recommendations being considered
- Timmins & District Hospital – meeting on May 21, 2005
- Sioux Lookout Meno-Ya-Win Health Centre – waiting for reply to initial contact.

The intent is to have a formal agreement with all sites, big or small, which are looking at taking in our students.

8.0 Items for Information Purposes

8.1 Interim Academic Council Report
Dr. Strasser reported that all major items requiring consideration by Senates have been approved.

The membership list for the newly elected Academic Council was distributed. It was noted that the student membership would be identified once our students begin.

The first meeting will be held by videoconference with multiple sites, on Thursday, May 19, 2005 from 2pm to 6pm.

8.2 Reference Groups and Working Groups

8.2.1 Aboriginal Reference Group
A report on this Group was included for information.

8.2.2 Archives Working Group
A report on this Group was included for information.

8.2.3 Francophone Reference Group
A report on this Group was included for information.

8.2.4 Inaugural Year Special Events Working Group
Maureen Lacroix, Chair of the Inaugural Year Special Events Working Group, gave an oral report. Several meetings have occurred to date and in addition to collecting items for a time capsule, plans for two events are currently in motion:
- Inaugural Year – Opening Ceremony Sept 13th East and West campuses simultaneous. All invitations will come from the Dean’s Office.
- Student Welcome
- West Campus August 29th 2005
- East Campus September 1st 2005 (evening event)

The Board members were urged to forward any suggestions on ideas for events to celebrate the Inaugural Year of the School. Please forward these suggestions to Diane Moncion at diane.moncion@normed.ca.

9.0 Other Business

Dr. Strasser highlighted the dates for the upcoming events for the Inaugural Year.

- Opening Ceremonies: Tuesday September 13, (simultaneous at both campuses)
- Invitations to date were sent out to the Prime Minister and to the Depute Minister

Suggestions of names or organizations to be included on the invitation would be greatly appreciated. Please email any suggestions to Diane Moncion.

9.1 Meeting Calendar

The proposed schedule of meetings for 2005-2006 was distributed for review. It was requested that the location for the next Retreat, in May 2006, be within a North Eastern Francophone community.

MOTION

2005-39

MOVED BY: Roger Strasser
SECONDED BY: Maureen Lacroix

Be it resolved that the proposed meeting schedule be approved.

CARRIED

9.2 Media Release

Yonaniko Grenon reviewed the media release and, after modifications by the Board, it was approved for release.

MOTION

2005-40

MOVED BY: Ian Young
SECONDED BY: Jean Anawati

Be it resolved that the media release be approved.

CARRIED

9.3 Meeting Evaluation Forms

Board Members were encouraged to complete the evaluation form included in the package and return them to Diane Moncion.

10.0 Next Meeting

The next Board meeting is scheduled for September 21, 2005 from 4:00pm to 6:00pm, via two-site videoconference, with teleconference.

11.0 Adjournment

Dr. Strasser thanked everyone involved in making this retreat a success. There being no further business, the meeting was adjourned at 11:50am.
MOTION
2005-41

MOVED BY: Ian Young
SECONDED BY: Mariette Carrier-Fraser

Be it resolved that the meeting be adjourned.

CARRIED

___________________________________      __________________________________
Dr. Fred Gilbert, Chair                                  Dr. Roger Strasser, Secretary

Approved on September 21, 2005