

CIHC Board update December 2011:

Next Meeting:

1. The week of January 9th for the next meeting? Of the schedules I have received the only available days are the 10th, and 11th (with some flexibility for timing). I think we should defer a face to face since we can't really afford it without funding (which I know is coming but we don't have it just yet) and since January 9th is coming up fast. Add to this that it's a lot to plan and schedules are packed and I just don't think we have time to meet face to face so early on in January.
2. Propose a call the week of the 9th and plan for a face to face towards the end of the month (if that works with schedules).

Action Item Follow Up:

1. **Calls to the SC.** Last update from Rita was that she still had this on her list. Understandably, funding and other issues have been of top priority! Rita, when you can it's great to do, but my sense is that this shouldn't be a top priority. Lesley my understanding was you would be chatting with Ruby while at CAB. Anything to report?
2. **NaHSSA.** They have gathered paperwork and in doing so made a slight change to their name, to National Health Science Students' Association (it's the apostrophe that's new in the new name). Restoration of a society is expensive for them (around 700.00). Given they have a new name they will incorporate as a new society with the new name and existing constitution and bylaws (with a cost of about 150.00). They have had some pro-bono legal advice (Steven Hoffman also gave advice in addition to other legal folks) and Juliet has solicited advice from pro-bono legal services and through the BC Registry who all advise of this path (in fact Juliet has done a massive amount of work to help them through this). Melissa Brooks will have paperwork ready early next week and Juliet will file for them.
3. **Corporate Insurance.** I have contacted numerous local companies and only one has had the decency to be in touch with me and answer my questions, so they may win ☺ (Co-operators Insurance). I have ballpark quotes right now because they need a bit more detail. And, thanks to Rita for help with the forms that will allow me to get more specific quotes for you all over the next few days.
 - a. Commercial General Liability limit of \$2 million: \$600 - \$900
 - b. Director's & Officer's Liability limit of \$2 million: \$900 – \$1,250

My understanding is that we only need option 'b' but I thought I would present 'a' as well. Note; these are approximate annual, minimum costs. As soon as they review the detailed forms Rita helped me fill out, they can give me a more precise quote.

4. **MOU between UBC and CHD.** As I understand it Rita, we're still too early for this so we'll hold off a bit. John/Rita please advise based on your conversation with Louise on the 23rd.
5. **Governance and structure.** Rita is going to send Alix some documentation that can be used as a basis for committee roles, governance etc. I'll await these and will adjust and send out for

review. In turn I've sent Rita some initial structure and process type documents that we may be able to modify and use as we go forward.

6. **CAB IV.** Awaiting word from Kristina at UBC regarding June venues (John has contacted her as well, thanks John. She managed to respond to that while ignoring my email for a couple of weeks now.... nice). Various interested parties have emailed and I'm holding on to these email and resumes. I anticipate come January planning can commence in a bigger way. Recommend we outline a plan for moving forward at our next meeting in January.
7. **CAB III follow up.** In a conversation with Rita, we talked about sending a message to all Canadian participants thanking them for their involvement and inviting them to stay up to date with CIHC etc. A few items have come to my attention on this one that I wanted to get feedback on before moving ahead with this:
 - a. The CAB III group has done several mail outs. One just today (the 6th) was a list of poster award winners (all winners also received certificates as I understand it).
 - b. The CIHC monthly blast to members (which includes of course many CAB attendees) included a 'thanks from CIHC, glad you got a chance to meet our new Board Chair and Board members' (all of you were named), and a 'looking forward to CAB IV' in Vancouver note.
 - c. My sense is that the CIHC sending another letter to the Canadian participants is overkill. People hate being inundated with email and we would only be rehashing what's been sent.
 - d. We always have a January member blast to say a few additional words should we want to.
 - e. Thoughts/ideas on this? I'll happily be wrong and will craft a letter.
8. **Pamela Fralick:** As far as I know this is still outstanding. The idea is Lesley will facilitate the call and participate as a way to introduce Pam to Rita.
9. **Jacquie call:** There were a couple of options I heard out of this.
 - a. Short-term funds in either 25K or 10K increment (we await word from Jacquie on which amount is best) that could be used to canvas the country regarding regional organizations (i.e our dog and pony show put in a more fundable way). There is a very good chance these can be put through easily. My sense is the intent is to get this done within the next 10 days or so.
 - b. A larger 200k 'ask' for a new Contribution Agreement. This is a business case type proposal, no hurry on getting it done like perhaps February, March. This is a shot in the dark. But the consensus is that we try. Document would need to include letters of support and highlights of CAB IV.
10. **I'll be gone December 17- January 2nd, with no access to email. I'll get done what I can before I go and will pick up the rest when I return. I will consider this funding proposal to Health Canada my top priority between now and my leaving.**

Outstanding Items (tabled for January meeting):

1. New Board members.
2. Rita/John/Lesley travel (see item 9 above)

3. AIHC meeting.
4. I suspect we'll have some more to talk about with respect to the Health Canada funding proposal such as the larger Business Plan for new Contribution Agreement funding.
5. CAB IV scoping out work and what needs to be done.
6. Follow up on corporate insurance so we can decide what to purchase.
7. Governance and structure process documents (some samples created and in varying stages of done that we can review).
8. Budget.

Questions:

1. Lesley raised a question about when these minutes might become public documents. Thoughts?
2. On a related note, shall I go ahead and archive the Steering Committee pages and replace them with Board pages on the website? Any problem doing this while we're under Contribution Agreement? If not, I can get started on this. They'll take time to populate but I can at least create the proper structures for this.