

CCTCC Executive Committee– Meeting Minutes

Wednesday, March 14, 2018 – 1:30 to 3:00 pm EST

Teleconference Number: 1-647-478-7145; Access Code: 382550

Executive Committee	Dr. Shurjeel Choudhri (Chair) Dr. Michelle Peel Dr. Duncan Stewart (By Phone)
Support Staff	Ms. Colleen Galasso
Guests	Ms. Connie Côté
Staff	Ms. Kathryn Nijssen (Secretariat)

1. Consent Agenda:
 - a. Approval of the Minutes from January 29, 2018 – The minutes were approved as is.
 - b. Review of Action Items:
 - i. Update from February 22 CIHR meeting – There has been an initial discussion with the core working group at CIHR, there was a range of opinions and a subsequent discussion with the VPs of Research and Business Development is anticipated. A more substantial update will be available after that meeting.
 - c. Report of CCTCC Current Activities
 - d. REB WG publication notification:
 - i. The draft document for publication was provided to the executive committee as a courtesy by the authors who were previously members of the REB WG. The discussion of the document was removed from the consent agenda.
 - e. Financial Update – the financial statements from February were provided.
2. HCCC Update:
 - a. There was a meeting with Sharon Baxter to discuss the transition of the professional services from HCCC to CHPCA – a full review of the items that need to be transitioned is underway. The contract between IMC and CHPCA for professional services is underway – this will mirror the previous contract that HCCC with IMC. Nothing will change in the budget line. Other contracts are also being redeveloped to transition them from HCCC to CHPCA including the employee contract with the Initiatives Manager. Once the IMC contract is place, the conversation with CIHR will also be completed to transfer the remaining grant funds.
3. CCTCC Future:
 - a. The 2018 Budget was presented and approved by the executive.
 - i. For the metrics projects – a proposal will be developed and sent to IMC and CIHR regarding the collection of additional metrics
 - b. Business Case Development
 - i. The budget notwithstanding, there is one proposal which seems more comprehensive and better thought out. If you look at the proposal from Optimus several of the items they are proposing have already been done through the strategic planning undertaken in 2017. The documents from this work can be provided. As such, there is the possibility that we could negotiate with the consultants to narrow the scope and reduce the proposed budget.
 - ii. Action Item: Follow up with Optimus and arrange meeting to discuss proposal.
4. REB WG members letter – Supports our development of a business case. The publication was felt to be worthwhile and well written. This will be communicated to the authors.
5. The in-camera session took place