CHLNet Board Meeting
April 23rd, 2026 – 1:00 to 2:30 Eastern Time
Minutes

Board Members:
Scott Malcolm (Chair)
Maria Judd (Past Chair)
Valerie Grdisa
Carolyn Pullen
Tiffany Boyd
Zaina Asfour (note-taker, on maternity leave)
Katherine Chubbs

Regrets:
Jean-Louis Denis
Yvonne Mburu

Invited Guests:
Deanne (Dee) Taylor (Senior Research Advisor, CHLNet)
Kelly Grimes (Chief Executive Officer, CHLNet)
Stephen Samis (Senior Policy, Advisor CHLNet)

1. Call to Order & Consent Agenda

The meeting was called to order at 13:00 by Scott Malcolm Chair.

1.1 Declaration of Conflict of Interest

No conflicts of interest were declared.

1.2 Consent Agenda Highlights (for information)

The following items were received for information:

- **Financial Statements & Notice to Readers (HW Financials)**
    - Equity remains at approximately $60K, a decrease of ~$15K from the previous year.
    - Not-for-profit status noted; surplus management remains appropriate.
- **March Financial Statements (Income & Balance Sheet)**
    - Cash position reported at approximately $143K.
    - Three partners withdrew in January due to budget constraints.
    - New partners include AC/HSO; discussions ongoing with additional organizations.
    - Investment challenges noted due to reduced GIC rates and banking service limitations.
- **Directors & Officers Insurance**
    - Premium increased by ~$300 this year.
    - Increase attributed to inclusion of Employment Practices Liability (EPL) coverage within the policy.
- **2026 Budget Overview**
    - Forecasted small surplus under current assumptions.
    - Includes:
        - CEO recruitment costs (~$20K for Executive Recruiter firm)
        - Interim CEO/leadership coverage (reduced capacity over summer)
        - One-month maternity leave coverage for Zaina Asfour

1.3 Approval of Previous Minutes

- *Motion: To approve the February 2026 Board Meeting Minutes as presented. Moved by Maria Judd. Seconded by Valerie Grdisa and carried.*

2. Board Structure and Governance

2.1 Board Succession Planning
The Board reviewed five nominees for three vacant positions (two 3-year terms and one 2-year term).

- Diversity matrix and candidate responses were reviewed.
- Consensus reached on prioritization:
  - Two 3-year terms: Dawn Thomas and Melissa Braithwaite
  - One 2-year term: Tina Edmonds
- Follow-up communication to remaining candidates to maintain engagement in future committees/initiatives.

Resolutions:

- *Motion: To appoint Dawn Thomas and Melissa Braithwaite to 3-year terms on CHLNet's Board. Moved by Maria Judd. Seconded by Carolyn Pullen and carried.*
- *Motion: To appoint Tina to a 2-year term on CHLNet's Board. Moved by Carolyn Pullen. Seconded by Valerie Grdisa and carried.*

2.2 Officers of the Corporation

- Chair, Past Chair, and Vice Chair roles were discussed.
- Vice Chair position remains under consideration.
- Final confirmation deferred but will be affirmed at the May 1st Annual General Meeting.

2.3 CEO Succession Planning

- Executive recruiter candidates reviewed against defined criteria.
- *Motion: Carolyn Pullen moved, Valerie seconded that Mullen Leadership Recruitment be selected as CHLNet's recruiter for a new Executive Director.*
- Structure of CEO role (employee vs contractor) discussed, including HR implications (CPP, EI).

Actions noted:

- Establish Board subcommittee comprised of Scott Malcolm (Chair), Valerie Grdisa and Maria Judd.
- Review Job Description and employment structure with recruitment firm.
- Update bylaws and policies if transitioning from ED to CEO model in the Fall.
- Submit required filings to Corporations Canada if changes proceed.

3. Leadership Engagement & Dialogue

3.1 Upcoming Executive Roundtable (May 1)

- Planning confirmed for Executive Roundtable, Leadership Dialogue and Network Partner sessions.
- Breakout group facilitators confirmed.
- Speaker preparation session and communications mailout scheduled.

3.2 Awards Update

- Four strong nominees identified for MacNaught & Taillon Awards.
- Awards Committee meeting scheduled for May 6.
- E-Health conference bursary ($1,500) confirmed for emerging or patient leader participation.

3.3 KPMG / JP Centre Lunch & Learns

- First webinar on AI and health leadership completed successfully. Due to KPMG policy, CHLNet is unable to share recordings however KPMG did prepare an Executive Briefing circulated to all those who attended and CHLNet Network Partners.
- A poll of the AI webinar showed:
  - 75% of participants agreed/strongly agreed the session improved knowledge
  - 88% agreed knowledge is applicable to their work
- Next session topic: AI governance frameworks in the Fall.
- Request raised for clearer pre-session knowledge expectations when advertising.

4. Research, Evidence & Knowledge Development

4.1 Canadian Learning Collaborative for Health Leadership (Hub)

- Transition toward integrated hub-and-spoke model across three collaborative nodes.
- Research and Evaluation Committee and Hub merged in March 2026.
- Co-chairs remain as Anurag Saxena and Deanne Taylor. At year end, Anurag will reassess his ability to further commit.
- Joint meeting of the Hub and Health Leadership Exchange and Acceleration Working Groups scheduled for early June to review research projects to date and integrate into a workplan.

4.2 Benchmarking Study 2026 Final Report

- Final infographic/visual summary in development with Canadian Medical Association as an in-kind contribution to support the final report and will be shared at the May 1st Network Partner Roundtable.
- Translation discussed and at this time only infographic is in English and French. Board noted DeepL (AI tool) followed by a human review works well.

4.3 Indigenous Health Leadership Toolkit & Final Report

- Presentation scheduled for May 1 Network Partner Roundtable.
- Positive engagement from external stakeholders:
  - Interest from First Nations Managers Association CEO in pilot testing
  - Through Healthcare Excellence Canada (HEC), a Nunavut partner is interested in exploring the toolkit using Inuit lens review and Inuktitut translation.
  - As well, HEC has a Quebec-based site identified for potential pilot
- Intention is that the toolkit be broadened beyond recruitment and retention to other pieces of the talent management process.

5. In Camera Session

No in camera discussion required.
The Board expressed formal thanks to Katherine Chubbs and appreciation for her contributions as she ends her term on the Board.

6. Next Meetings & Adjournment

- Board Meetings:
  - July 16, 2026

- October 8, 2026
- Network Partner Roundtables:
  - May 1, 2026
  - November 6, 2026

Meeting adjourned at 14:30 EST.