



Meeting of the Board of Directors

December 13, 2024
2:00 – 3:00 PM EST



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AWARENESS. SUPPORT. EDUCATION.

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Agenda

- | | | |
|----|---|---------|
| 1. | Confirmation of Quorum, Welcome & President's Remarks – S. Snow | 2:00 PM |
| 2. | Approval of the minutes of the last Board Meeting – S. Snow | 2:03 PM |
| 3. | Business Arising – S. Snow | 2:05 PM |
| 4. | Consent Agenda – S. Singh
- Executive Director's Report | 2:08 PM |
| 5. | Finance Report – N. Delisle | 2:12 PM |
| 6. | 2025 Budget – S. Singh | 2:20 PM |
| 7. | Discussion Items – All | 2:40 PM |
| | I. Branding | |
| | II. IT Audit | |
| | III. Human Resources (In Camera) | |
| | IV. LHF/Volunteers (In Camera) | |
| | V. Other | |
| 8. | Looking Ahead - Key dates | 2:55 PM |
| 9. | Adjournment - S. Snow | 3:00 PM |



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Minutes of the Last Board Meeting

Lung Cancer Canada

MINUTES of a Meeting of the Directors of Lung Cancer Canada (“LCC”) held at virtually at 3:00 p.m. (EST) on September 20, 2024.

PRESENT:

Dr. Stefanie Snow	Maria Amaral	Dr. Rosalyn Juergens
Scott Lanaway	Nicolas Delisle	Dr. Cheryl Ho
Elizabeth Moreau		

GUESTS:

Shem Singh

Absent:

Dr. Paul Wheatley-Price	Emi Bossio
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1. Welcome
Dr. Snow welcomed everyone to the meeting.
2. Approval of Minutes of the June 19, 2024 Board Meeting

The motion to approve the Minutes was moved by Maria Amaral and seconded by Dr. Juergens. All voted in favour and no one opposed.
Motion Approved.
3. Business Arising
There was no business arising.
4. Consent Agenda (Shem Singh)
The Executive Director reported that Lung Cancer Canada has launched a new website and a comprehensive guide to lung cancer. Feedback on the website has been positive and it will continue to be updated as new concepts and ideas arise. 6000 units of the patient guide will be distributed, and a campaign will be initiated to inform industry and partners.

Action Item: Shem Singh will draft a letter for Drs. Snow and Juergens signature to distribute the patient guides through industry partners.



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5. Finance Report: (Nicolas Delisle and Shem Singh)

Lung Cancer Canada is slightly ahead of budget, despite some revenue shortfalls. Salaries and program costs are under budget due to staffing changes and delayed program expansion. The "Give a Breath" event generated \$117,000, slightly below the estimated \$150,000. However, this is still considered a very positive outcome. The external auditor recommended a focus on controllership, although no significant risks were identified.

6. Discussion Items

IT Audit: A detailed IT audit was conducted to assess Lung Cancer Canada's infrastructure. Recommendations include updates to insurance policies, antivirus, firewall, and a potential move to cloud-based platforms. The first phase of the audit report has been received. A budget of approximately \$20,000 is estimated for the first year of implementation.

HR: An in-camera discussion about HR strategy was held.

Budget 2025: As some key items still require decisions and quantification, the preparation and discussion of the 2025 budget was deferred.

7. Looking Ahead Key Dates:

Lung Cancer Summits: Scheduled for Ottawa (October 9) and St. John's (October 29) and Saskatoon.

Faces of Lung Cancer Stakeholder Briefing: November 7.

Evening of Hope: November 17.

Clinical Trials Policy Forum Webinar: December 5.

8. Adjournment

As there was no further business, the meeting was adjourned at 3:45 pm EST.

Emi Bossio



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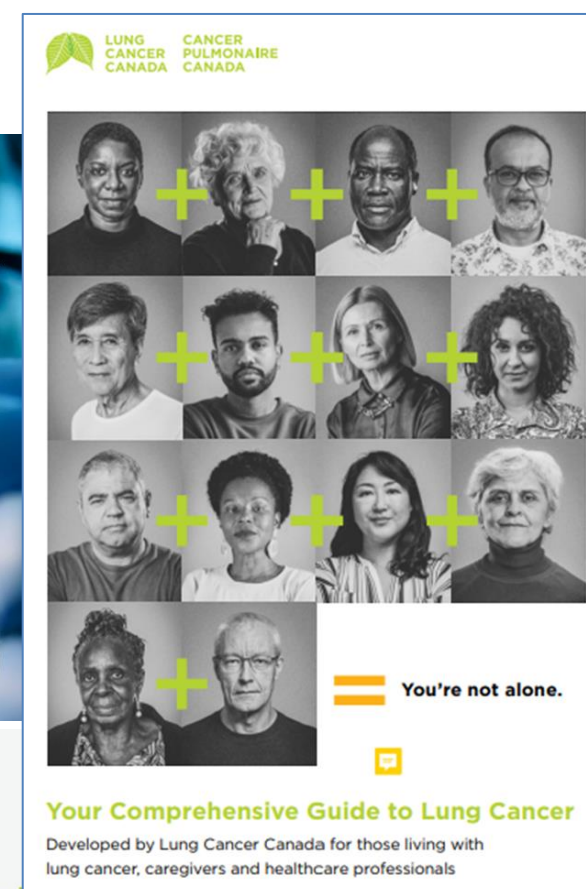
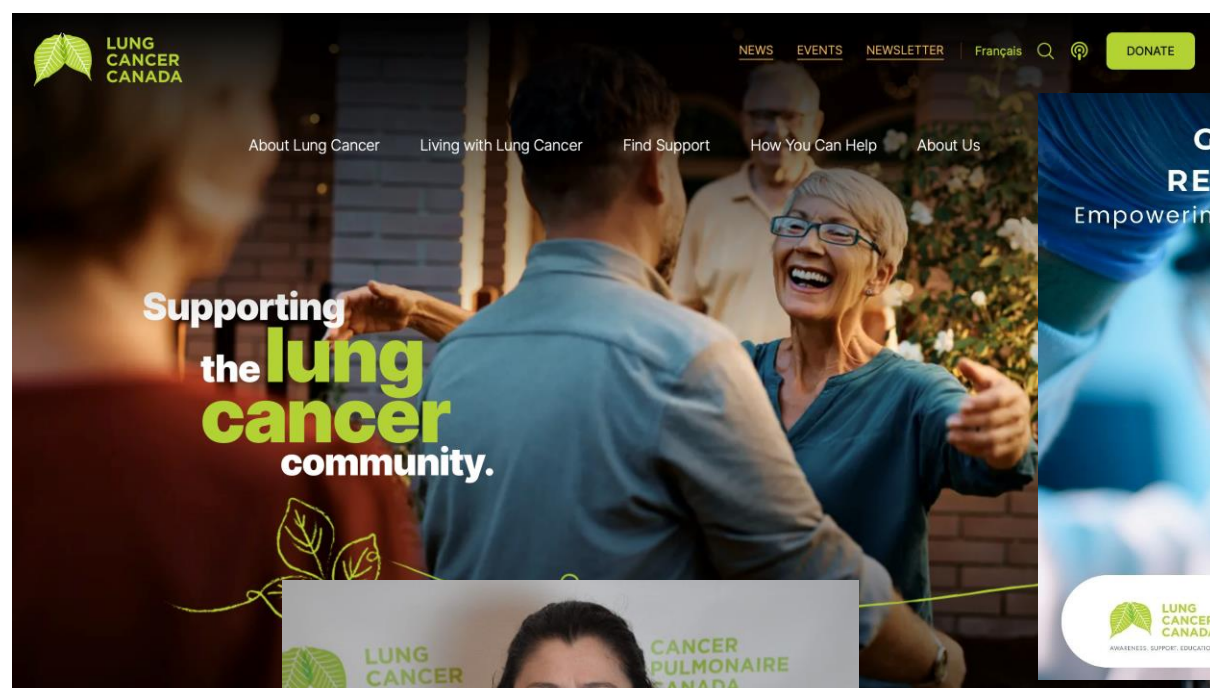


Executive Director's Report **(For Information Only)**



2024 - A Milestone Year for LCC

This year was a landmark for our organization and the lung cancer community. Alongside record-breaking HTA submissions and our ongoing support for those impacted by lung cancer, we launched a dynamic new *LCC Website* and unveiled *Your Comprehensive Guide to Lung Cancer*, delivering essential resources to empower those impacted by the disease. We strengthened our commitment to research with increased investments, introduced a new bursary to cultivate the next generation of lung cancer advocates, and relaunched the Lung Nurses Network. A bold new advocacy strategy with targeted focus areas was also introduced, driving meaningful change. **And the year culminated in our most impactful Lung Cancer Awareness Month ever, uniting voices nationwide to raise awareness, inspire action, and amplify hope.**



Lung Cancer Canada Policy Series



LCAM

Lung Cancer Awareness Month



Lung Cancer Awareness Month 2024

Our time to come together as a community.

- ❖ Faces of Lung Cancer Stakeholder Briefing – Nov 7
- ❖ Policy Forum – Lung Cancer Screening – Nov 14
- ❖ Evening of Hope – Nov 17
- ❖ Alberta Advocacy Reception – Nov 19
- ❖ Lung Cancer Summit – Saskatoon – Nov 20
- ❖ Research Webinar – Lung Ambition Awards 2024 – Nov 22
- ❖ Policy Forum – Clinical Trails – Dec 5

LCAM

Lung Cancer Awareness Month

Faces of Lung Cancer Report & Briefing

Raising Voices. Advancing Equity. Changing Lives.



- Interviews and writing of the report taken in-house
- Development of a central theme (equity) to connect the pieces, with calls-to-action throughout

State of Lung Cancer in Canada

- Advances and Challenges in Lung Cancer Screening & Early Detection – Dr. Christian Finley
- The Promise of New and Emerging Treatments: Accelerating Access to Advanced Care - Dr. Dave Stewart
- Clinical Trials: Opportunities & Challenges – Dr. Rosalyn Juergens
- Building Hope for the Future: Recent Advances in Lung Cancer Research – Dr. Stephen Lam; Dr. Geoffrey Liu

Voices of Hope and Resilience

Stories of Those with Lived Experience

- Caregiver and Clinician Advocacy: A Collaborative Effort - Tanya Bossy and Dr. Kevin Jao
- The Power of Support - Bev Moir and Ron Foreman
- The Transformative Power of Precision Medicine - Katie Huan



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Lung Cancer Canada Policy Forum

Next Steps for Lung Cancer Screening: Building a More Equitable Program

**LUNG
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POLICY
FORUM**

**Next Steps for
Lung Cancer
Screening:
Building a More
Equitable
Program**

November 14th
2:00 PM - 3:30 PM EST

Dr. Christian Finley - Thoracic Surgeon, St. Joseph's Healthcare
Expert Lead, Canadian Partnership Against Cancer
Clinical Lead, Ontario Lung Cancer Screening Program

Dr. Stephen Lam - Respiriologist, BC Cancer Agency

Dr. Geoffrey Liu - Senior Scientist, Princess Margaret Cancer Centre

Dr. Simon Martel - Respiriologist, Quebec Heart and Lung Institute
Chair of the Quebec Lung Cancer Screening Committee

Dr. Alain Tremblay - Respiriologist, Alberta Health Sciences Centre
Medical Director - Alberta Lung Cancer Screening Program



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**It's Time to Get Serious About
Lung Cancer.**

- The inaugural forum in Lung Cancer Canada's new Policy Series brought together top thought leaders to tackle the most pressing issues in lung cancer care
- Moderated by Dr. Christian Finley, the well-received forum featured experts from across Canada, including:
 - Dr. Stephen Lam – BC Cancer Agency
 - Dr. Geoffrey Liu – Princess Margaret Cancer Centre
 - Dr. Simon Martel – Quebec Heart and Lung Institute
 - Dr. Alain Tremblay – Alberta Health Sciences Centre
- Together, the participants examined the lung cancer screening landscape, exploring ways of making screening more accessible and inclusive for all Canadians
- A key output of the forum will be a position paper highlighting key takeaways and recommendations that will inform LCC's approach to the issue
- As part of the overall advocacy strategy, the two 2024 policy forums generated \$105,000 from 4 industry partners



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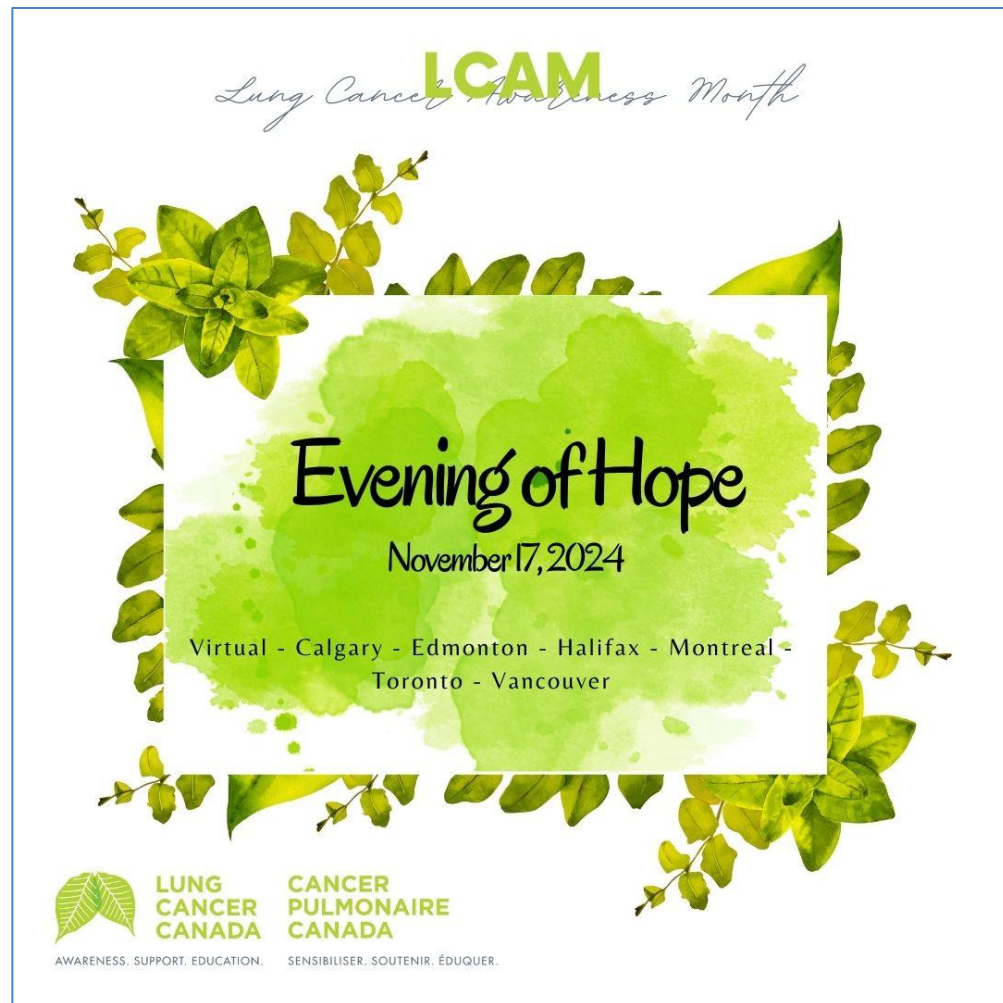
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LCAM

Lung Cancer Awareness Month

Evening of Hope

A Celebration of Survivorship & Community



- Our community grew as we expanded our in-person sites across Canada thanks to the support and generosity of our volunteer hosts
 - Calgary
 - Edmonton
 - Halifax
 - Montreal
 - Toronto
 - Vancouver
- Hosted by Laura Floyd
- Featured speakers: Emi Bossio & Jan Pezarro
- Programme designed to foster connection – bringing us together, raising awareness, and sparking conversations
 - Mosaic of HOPE
 - Art project
 - Host videos

LCAM

Lung Cancer Awareness Month

Right2Survive Advocacy Reception - Alberta



- Supported the **Right2Survive** coalition in urging Alberta's political leaders to take action in providing better access to screening
 - Provided strategic guidance by crafting clear, impactful messaging to emphasize the importance of expanding the Alberta Lung Cancer Screening Program (ALCSP)
 - Collaborated to secure attendance from key stakeholders, including elected officials, health leaders, and advocacy partners, ensuring diverse representation at the reception

RIGHT  **SURVIVE**



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Lung Cancer Awareness Month

Lung Cancer Summit - Saskatoon

Learn. Connect. Inspire.



Saskatoon Lung Cancer Summit

Wednesday November 20, 2024
5:00PM- 8:00PM CT

Royal University Hospital
20 Campus Dr, Saskatoon, SK

Session Topics:

- Risks of Radon
- Screening Programs
- New Treatments in Lung Cancer
- Smoking Cessation
- Living with Lung Cancer

- LCC's first-ever summit in Saskatchewan!
- Held in partnership with Royal University Hospital
- New Treatments
Dr. Sunil Yadav, MD, FRCPC
Saskatchewan Cancer Agency
- Radon
Effie Kosmas, MPH
Lung Saskatchewan
- Living with Lung Cancer
Shane Lalonde
- Smoking Cessation
Effie Kosmas, MPH
Lung Saskatchewan
- Living with Lung Cancer
Allen Clemandia



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Lung Cancer Awareness Month

Research Webinar

Lung Ambition Awards 2024



Join Us Live Webinar
November 22 - 12:00 - 1:00 PM EST

Lung Ambition Awards 2024
Hosted by Dr. Paul Wheatley-Price

Hear directly from the investigators whose ground breaking studies are being fueled by Lung Cancer Canada and the Lung Ambition Alliance.

[> REGISTER NOW](#)

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The LungAmbition Alliance 

- Well-received webinar showcasing the recipients of the 2024 Lung Ambition Awards, and highlighting LCC's commitment to research
- Hosted by Dr. Paul Wheatley-Price
- Dr. Fei Geng - McMaster University
 - Leading efforts to develop a new blood-based test for cost-effective lung cancer screening that could detect lung cancer earlier and save lives
- Dr. Natasha Leighl - Princess Margaret Cancer Centre
 - Incorporating liquid biopsies into care for patients with advanced lung cancer, helping doctors personalize treatment faster and more accurately



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Lung Cancer Awareness Month

Lung Cancer Canada Policy Forum

Clinical Trials: Towards a More Patient-Centric Model

**LUNG
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POLICY
FORUM**

**Clinical Trials:
Towards a More
Patient-Centric
Model**

December 5th
2:00 PM - 3:30 PM EST

Dr. Rosalyn Juergens
Medical Oncologist – Juravinski Cancer Centre

Dr. Geoffrey Liu
Senior Scientist – Princess Margaret Cancer Centre

Emi Bossio
Advocate Living with Lung Cancer

Stephen Sundquist
Executive Director – Canadian Cancer Clinical Trials Network (SCTN)

Dr. Lacey Pitre
Medical Oncologist – Health Sciences North

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**It's Time to Get Serious About
Lung Cancer**

- Moderated by Dr. Rosalyn Juergens, the second well-received forum in Lung Cancer Canada's new Policy Series featured experts from across Canada, including:
 - Emi Bossio
 - Dr. Geoffrey Liu – Princess Margaret Cancer Centre
 - Dr. Lacey Pitre – Health Sciences North
 - Stephen Sundquist – Canadian Cancer Clinical Trials Network
- Together, the participants explored innovative strategies to improve patient participation and retention in lung cancer clinical trials.
- A key output of the forum will be a position paper highlighting key takeaways and recommendations that will inform LCC's approach to the issue



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Finance Report

Cash balance on December 12, 2024: \$503,417.43

GIC 1 \$300,000.00 1 yr NR GIC at 5.05% mat Jan 17, 2025

GIC 2 \$250,000.00 1 yr NR GIC at 5.05% mat Jan 17, 2025

Investment account market value at:

November 30, 2024	\$1,458,652.59
October 31, 2024	\$1,429,399.38
September 30, 2023	\$1,443,660.80
August 31, 2024	\$1,408,020.84
July 31, 2024	\$1,395,672.61
June 30, 2024	\$1,350,441.74
May 31, 2024	\$1,354,987.85
April 30, 2024	\$1,321,397.61
March 31, 2024	\$1,339,919.70
February 29, 2024	\$1,313,423.36
January 31, 2024	\$1,328,624.73
December 31, 2023	\$1,349,420.46
November 30, 2023	\$1,310,075.64
October 31, 2023	\$1,235,669.80
September 30, 2023	\$1,261,686.94
August 31, 2023	\$1,320,146.23

Further details will be provided by LCC Treasurer, Nicolas Delisle

5:53 PM
12/09/24
Accrual Basis

Lung Cancer Canada
Profit & Loss Budget Performance
November 2024

	Nov 24	Budget	\$ Over Budget	% of Budget	Jan - Nov 24	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income									
Total 4600 · Research Funds	0.00	0.00	0.00	0.0%	153,449.50	180,000.00	-26,550.50	85.25%	255,000.00
4060 · Government Grants	0.00	0.00	0.00	0.0%	9,268.00	0.00	9,268.00	100.0%	
4050 · Foundation Grants	0.00	0.00	0.00	0.0%	3,026.86	5,000.00	-1,973.14	60.54%	5,000.00
Total 4000 · Grants - Corporate	80,000.00	60,000.00	20,000.00	133.33%	460,981.98	563,000.00	-102,018.02	81.88%	610,000.00
Total 4100 · Donations - General	16,323.76	8,952.93	7,370.83	182.33%	238,566.88	117,593.10	120,973.78	202.88%	150,000.00
Total 4460 · Events	615.00	15,000.00	-14,385.00	4.1%	108,589.73	145,000.00	-36,410.27	74.89%	150,000.00
Total 4400 · Fundraising - Promo Items	0.00	0.00	0.00	0.0%	60.00	0.00	60.00	100.0%	
4455 · Program Rev. - Patient Guides	0.00	2,500.00	-2,500.00	0.0%	0.00	22,500.00	-22,500.00	0.0%	25,000.00
Total 4500 · Other Income	0.00	0.00	0.00	0.0%	95,872.90	0.00	95,872.90	100.0%	0.00
Total Income	96,938.76	86,452.93	10,485.83	112.13%	1,069,815.85	1,033,093.10	36,722.75	103.56%	1,195,000.00
Gross Profit	96,938.76	86,452.93	10,485.83	112.13%	1,069,815.85	1,033,093.10	36,722.75	103.56%	1,195,000.00
Expense									
Total 5600 · Administration	12,477.06	18,188.25	5,711.19	68.6%	180,368.27	226,422.37	46,054.10	79.66%	257,132.00
Total 5100 · Program	43,608.12	64,666.48	21,058.36	67.44%	569,442.66	764,970.54	195,527.88	74.44%	833,060.00
Total 5200 · Fundraising & Communications	5,464.58	12,066.00	6,601.42	45.29%	28,142.88	45,142.20	16,999.32	62.34%	47,458.00
Total 5300 · Research	0.00	150,000.00	150,000.00	0.0%	100,000.00	250,000.00	150,000.00	40.0%	250,000.00
Total Expense	61,549.76	244,920.73	-183,370.97	25.13%	877,953.81	1,286,535.11	-408,581.30	68.24%	1,387,650.00
Net Income	<u>35,389.00</u>	<u>-158,467.80</u>	<u>193,856.80</u>	<u>-22.33%</u>	<u>191,862.04</u>	<u>-253,442.01</u>	<u>445,304.05</u>	<u>-75.7%</u>	<u>-192,650.00</u>

5:54 PM
12/09/24
Accrual Basis

Lung Cancer Canada Balance Sheet As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Chequing/Savings	
1067 - Equity Funds	1,429,399.38
1070 - Paypal	2,686.44
1049 - Bank Accounts	478,326.98
1065 - RBC GIC	550,000.00
Total Chequing/Savings	2,460,412.80
Other Current Assets	
1110 - GST Rebate (receivable)	27,946.43
1200 - Rent Deposit	5,753.20
Total Other Current Assets	33,699.63
Total Current Assets	2,494,112.43
TOTAL ASSETS	2,494,112.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2162 - RBC VISA 4492	4,633.53
Total Credit Cards	4,633.53
Other Current Liabilities	
2230 - Deferred Contributions	671,448.74
2150 - Accrued Expenses	157.00
Total Other Current Liabilities	671,605.74
Total Current Liabilities	676,239.27
Total Liabilities	676,239.27
Equity	
32000 - Unrestricted Net Assets	1,626,011.12
Net Income	191,862.04
Total Equity	1,817,873.16
TOTAL LIABILITIES & EQUITY	2,494,112.43

2230 - Deferred Contributions

2260 - Deferred MikeBossy MemorialFund	46,382.70
2251 - Deferred LAA Marketing Fund	5,000.00
2246 - Deferred Kayla's Angel Fund	25,912.79
2248 - Deferred Elizabeth Dessureault	16,374.92
2247 - Deferred Donation for Research	251,413.35
2235 - General Deferred Contributions	119,380.33
2240 - Deferred Contribution - GOMRF	185,404.65
2245 - Lindsay Gembicki Memorial Fund	21,580.00
Total 2230 - Deferred Contributions	671,448.74

2235 - General Deferred Contributions

Roche - Digital Patient Guide	22,771.80
Eli Lilly Canada	20,500.00
Jazz Pharma Canada Inc.	30,706.62
Amgen (HopeAmy)	25,041.91
Convoy of Hope	20,360.00
Total 2235 - General Deferred Contributions	119,380.33

REVENUES

Over budget \$36.5K with major variances attributable as follows:

- 102K under budget on Corporate Contributions
- 26.5K under budget on GaB research
- 22.5K under Budget on Patient Guides Sales
- 65K under budget on Policy Forum (* NOTE \$105K has been confirmed to be received)
- 121K over budget on general donation
- 48K over budget on merchandise sales and investment dividend and interest
- 48K over budget on unrealized investment income
- 14.5K over budget on 3rd party donations
- 14K over budget on Give a Breath donation, Registration and Sponsorship
- 7K over budget on Government and Foundation Donations

EXPENSES

Under budget \$408K with major variances attributable as follows

Administration (includes all office and non-program, non-fundraising expenses)

- Under budget \$46K: savings mainly on IT audit, software, meeting expenses, equipment purchases and rent.

Program (includes Education, Awareness and Advocacy initiatives)

- Under budget \$195.5K: 27.5K over budget on GaB expenses (not budgeted); 9K over budget on consulting fees; 8K over budget on Patient Guide Revision; 14K over budget on Website Redesign (not budgeted); 98K under budget on program salaries; 156K under budget on other programs.

Fundraising & Communications (includes Charity Runs, Evening of Hope and Merchandise Sales)

- Under budget \$17K: 6.5K under budget on Marketing and Media; 6.5K under budget on Toronto EOH; 4K under budget on other programs.

Research (includes GaB, Pfizer, Lung Ambition, Mike Bossy Memorial Fund, GOMRG Research Fund and LCC Research grant)

- Under budget \$150K: Two \$50,000 LAA distributed. Two x \$25,000 GOMRF Grants will be distributed in December (\$50K related revenue will be recognized). GaB will not be \$75,000 in 2024 rather 2x25k (Feb 25) and 1x25k (Nov 25).

A hand is pointing towards a digital interface. The interface features several interlocking gears. The central gear is the largest and contains the text 'OPERATIONS MANAGEMENT'. Other gears contain icons: a document with a bar chart, a target with a cursor, a person presenting a bar chart, and a bar chart with an upward arrow. In the background, there are faint, semi-transparent elements including a list with 'Reputation', 'CRM', and 'Quality', and a world map.

OPERATIONS
MANAGEMENT

Administration

IT Audit

- In late Fall 2023, LCC issued a RFP to conduct an external IT technology success review to assess the organization's digital infrastructure and identify opportunities for improvement, with a focus on cybersecurity, password management, file protection, and online platform efficiency
- After a thorough evaluation process, JIG Technologies was selected for the project based on their expertise and proposed approach
- Upon completion, JIG Technologies provided LCC with a comprehensive report outlining the strengths and weaknesses of the current IT ecosystem, alongside recommendations to enhance the network's reliability, security, and manageability
- In September, Nicholas Delisle, Shem Singh, and Peter Glazier met to review the audit and discuss next steps
- The scope of the discussion expanded to include additional organizational policies requiring Board approval, such as a Health Information Privacy Policy; Confidentiality Policy; Proprietary Information Policy; Conflict of Interest Policy; and a Protocol for Privacy Breaches
- Other policies to be developed include: Acceptable Use Policy; User and Internet Access Policy; Email and Communications Policy (CASL); Privacy Policy; and Social Media Policy
- LCC is currently collaborating with its existing vendor, IT Pilots, on a mitigation work plan and budget
- Policy development will begin in January, with the goal of presenting a complete slate of organizational policies for Board approval by the end of Q1



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BRAND

Brand Scorecard



Looking Ahead – Key Dates

Dates for Upcoming Board Meetings

LCC Executive Committee Board Meeting	Early January 2024 (TBD) February 2024 (TBD)
LCC Executive Committee Board Meeting & AGM	June 2024 (TBD) June 2024 (TBD)
LCC Executive Committee Board Meeting	September 2024 (TBD) September 2024 (TBD)
LCC Executive Committee Board Meeting	December 2024 (TBD) December 2024 (TBD)



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