



# Meeting of the Board of Directors

Friday September 20, 2024  
3:00 – 4:00 PM EST



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# Agenda

- |    |   |         |
|----|---|---------|
| 1. | Confirmation of Quorum, Welcome & President's Remarks – S. Snow     | 3:00 PM |
| 2. | Approval of the minutes of the AGM and last Board Meeting – S. Snow | 3:03 PM |
| 3. | Business Arising – S. Snow  | 3:05 PM |
| 4. | Consent Agenda – S. Singh   | 3:08 PM |
|    | - Executive Director's Report                                       |         |
|    | - Resource Launch   |         |
|    | - LCAM  |         |
| 5. | Finance Report – N. Delisle   | 3:15 PM |
| 6. | Discussion Items – All  | 3:25 PM |
|    | I. IT Audit   |         |
|    | II. Human Resources   |         |
|    | III. Budget 2025  |         |
|    | IV. Other   |         |
| 7. | Looking Ahead - Key dates   | 3:55 PM |
| 8. | Adjournment - S. Snow   | 4:00 PM |



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# **Minutes of the AGM and Last Board Meeting**

## **MINUTES of the Annual General Meeting of Lung Cancer Canada (“LCC”) held virtually at 2:00 p.m. EST on June 19, 2024.**

### **PRESENT:**

Dr. Stephanie Snow  
Maria Amaral  
Dr. Cheryl Ho

Dr. Paul Wheatley-Price  
Emi Bossio

Elizabeth Moreau  
Nicolas Delisle

### **ABSENT:**

Dr. Rosalyn Juergens and Scott Lanaway

### **GUEST:**

Shem Singh

#### **1. Welcome**

Dr. Stephanie Snow welcomed everyone to the meeting.

#### **2. Approval of the 2023 Financial Statements**

Nicolas Delisle reviewed the financial statements and report of the auditors for the year ending December 31, 2023.

**Motion:** Nicolas Delisle motioned to approve the financial statements together with the report of the Auditor for the year ending December 31, 2023, and Dr. Wheatley-Price seconded. There were no opposed. Motion Approved.



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### 3. Appointment of Auditors

**Motion:** Nicolas Delisle motioned to appoint the current auditors Pennylegion Chung LLP as auditors of LCC for the fiscal year ending December 31, 2024 and Dr. Snow seconded. There were no opposed. **Motion Approved.**

### 4. Election of Directors

**Motion:** Dr. Snow motioned to approve the current Slate of Directors for 2024 and Nicolas Delisle seconded. There were no opposed. **Motion Approved.**

### 5. Other Business

There was no other business.

### 6. Adjournment

As there was no further business, Dr. Snow adjourned the meeting at 2:21 pm EST.

Emi R. Bossio, Corporate Secretary of the Meeting



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**MINUTES of a Meeting of the Directors of Lung Cancer Canada (“LCC”) held at virtually at 2:21 p.m. (EST) on June 19, 2024.**

**PRESENT:**

Dr. Stephanie Snow  
Maria Amaral  
Dr. Cheryl Ho

Dr. Paul Wheatley-Price  
Emi Bossio

Elizabeth Moreau  
Nicolas Delisle

**ABSENT:**

Dr. Rosalyn Juergens and Scott Lanaway

**GUEST:**

Shem Singh

**1. Welcome**

Dr. Snow welcomed everyone to the meeting.

**2. Election of Officers**

The motion to approve the election of the slate of officers was moved by Dr. Snow and seconded by Maria Amaral. All voted in favour and no one opposed. **Motion Approved**



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### 3. LCC Committees

It was noted that the Human Resources Committee needs to be added to the list of Lung Cancer Canada Committees. The members of that Committee are Nicolas Delisle (Chair), Dr. Stephanie Snow, Maria Amaral, Elizabeth Moreau, Dr. Paul Wheatley-Price and Emi Bossio.

**The Motion to approve the Committees of Lung Cancer Canada was moved by Dr. Snow and seconded by Nicolas Delisle. All voted in favour and no one opposed. Motion Approved**

### 4. Approval of Minutes of the February 14, 2024 Board Meeting

It was noted that the February 14, 2024 minutes indicate that Maria Amaral both motioned and seconded the approval of the minutes of the December 14, 2023 Board meeting. It was agreed that the Corporate Secretary would review the recording of the December 14, 2023 meeting and amend the minutes only to correct the minutes in that regard (the “Amended Minutes”).

**The motion to approve the Amended Minutes was moved by Dr. Snow and seconded by Maria Amaral. All voted in favour and no one opposed. Motion Approved**



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## 5. Consent Agenda

### I. Executive Director's Report (Shem Singh)

Give a Breath was again a success and it is expected to continue to grow. Dr. Wheatley-Price continues to do an excellent job with the podcasts and additional podcasts will be done in French. Patient Guides are close to being available and the website will be launched in July. Airways of Hope will be expanded; LCC has a new social worker. Summits were held in Toronto, Winnipeg and Hamilton with amazing feedback. 2 HTA submissions have already been made but another 10-11 are expected which is a significant amount of work; we are trying to partner with additional organizations. Peter Glazier continues to advance the advocacy strategy for LCC. There has been a significant increase in research dollars being donated.

### II. Finance Report (Shem Singh)

LCC has a positive cash balance and some increases in investment accounts. No major changes to the budget are projected at this time but donations have gone down which is reflective of the economy. Typically, most donations are received in the last two quarters, particularly the last quarter of the year, so time will tell as to overall donations for the year. Nicolas Delisle advised that the investment committee last met in April, 2024; it was determined at that time that there was any need to adjust any of the investments or focus of those investments.



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## **6. Branding Strategy**

The new branding proposal was reviewed and discussed. Many thanks to Scott Lanaway and his team for their excellent pro bono work on the branding strategy. As Scott Lanaway was not available for the meeting, decisions were deferred to the branding sub-committee to report to the Board. The Branding Sub-committee will be comprised of Scott Lanaway (Chair), Shem Singh, Dr. Paul Wheatley-Price, Maria Amaral, Nicolas Delisle and Emi Bossio.

## **7. LCC Year in Review and President's Forecast (Dr. Snow)**

We are seeing continued growth and collaboration. Big projects this year included the new website and patient guides. Podcasts continue to be excellent. LCC continues to do a significant advocacy work. It has also been a great year for lung cancer research as recently seen at ASCO. Two great projects have been funded by the Lung Ambition Awards. Lung Cancer Canada has seen growth in all its major domains.

## **8. Other Business**

There was no other business.

## **9. Adjournment**

As there was no further business, the meeting was adjourned at 3:11 pm EST.

Emi R. Bossio, Corporate Secretary of the Meeting



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

## Resources Launch

### *LungCancerCanada.ca 2.0 & Your Comprehensive Guide to Lung Cancer*

- Successful launch of the new website and lung cancer guide with accompanying communications
  - Social post series, and segmented Email communications to key stakeholder group
- Both resources positively received by the broader lung cancer community
- Website: Ongoing review and revision framework currently being developed to ensure website remains current and relevant
- Guide: Printing of both English and French versions now complete



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## Lung Cancer Awareness Month 2024

- Schedule of core activities confirmed:
  - Faces of Lung Cancer Stakeholder Briefing – Nov 7
  - Policy Forum – Lung Cancer Screening – Nov 14
  - Evening of Hope – Nov 17
  - Lung Cancer Summit – Saskatoon – Nov 20



*Our time to come together as a community to spread hope and raise awareness of the challenges that come with a diagnosis of lung cancer.*

Join us.

## Faces of Lung Cancer Report

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

Highlights:

### 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 Series

- Launch of LCC's new Policy Series confirmed for Lung Cancer Awareness Month
- Fully aligned with LCC's core advocacy priorities
- Solution-driven forums, with recommendations informing ongoing advocacy efforts



### Lung Cancer Canada Policy Series

*Bringing together thought leaders from the public and private sectors to develop creative and actionable solutions for enhancing the healthcare system's approach to lung cancer.*



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## 2024 Policy Forum Schedule

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

Thursday, November 14<sup>th</sup> - 2:00 pm – 3:30 pm EST

Confirmed:

Dr. Christian Finley

Dr. Stephen Lam

Dr. Alain Tremblay

*More to follow*

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

Thursday, December 5<sup>th</sup> – 2:00 pm – 3:30 pm EST

Confirmed:

Dr. Rosalyn Juergens

Dr. Geoffrey Liu

Emi Bossio

Stephen Sundquist – Executive  
Director, 3CTN

*More to follow*



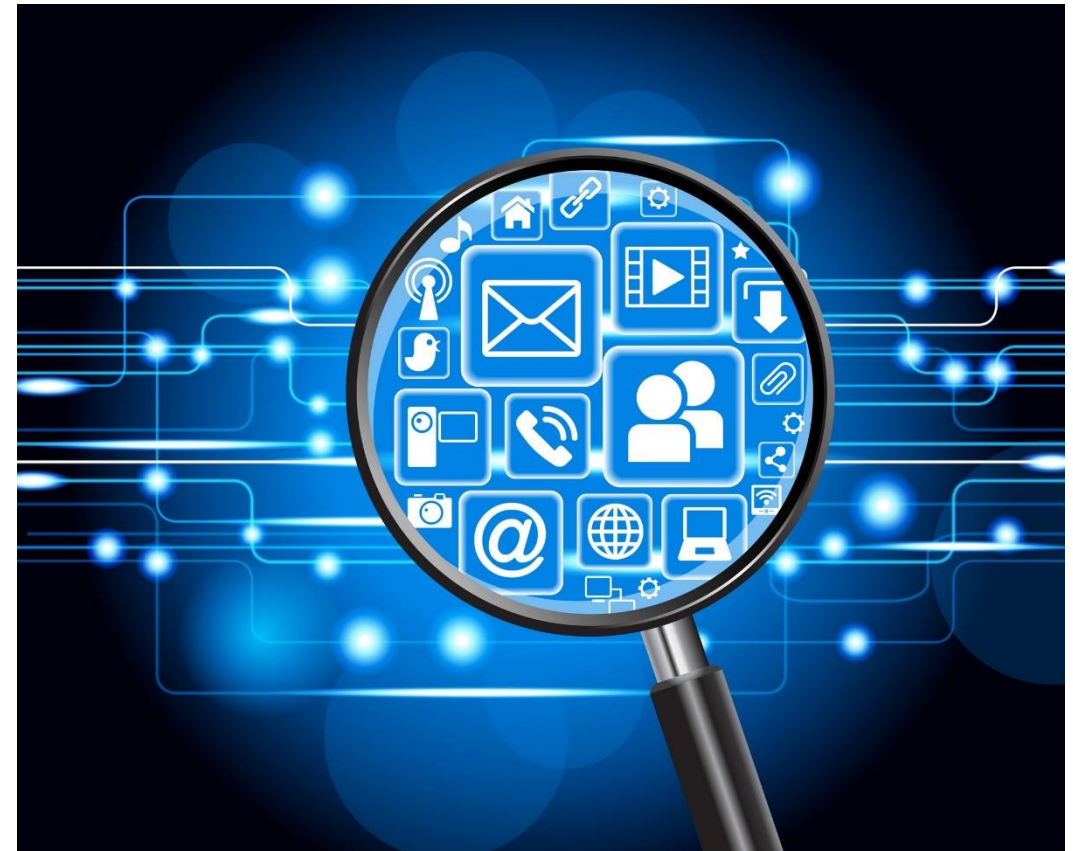
## Medical Advisory Committee

- Q3 meeting held August 15<sup>th</sup>
- Agenda focused on the following:
  - Upcoming HTA submissions
  - Lung Cancer Awareness Month
  - LCC's new Policy Series
  - Opportunities to build awareness and extend the reach of LCC supports and resources
- Next meeting to be scheduled for Q4



## IT Audit

- IT Audit complete
- Meeting to be scheduled with N. Delisle and P. Glazier to review recommendations
- Subsequent focus will be on prioritizing and operationalizing key elements of the audit report



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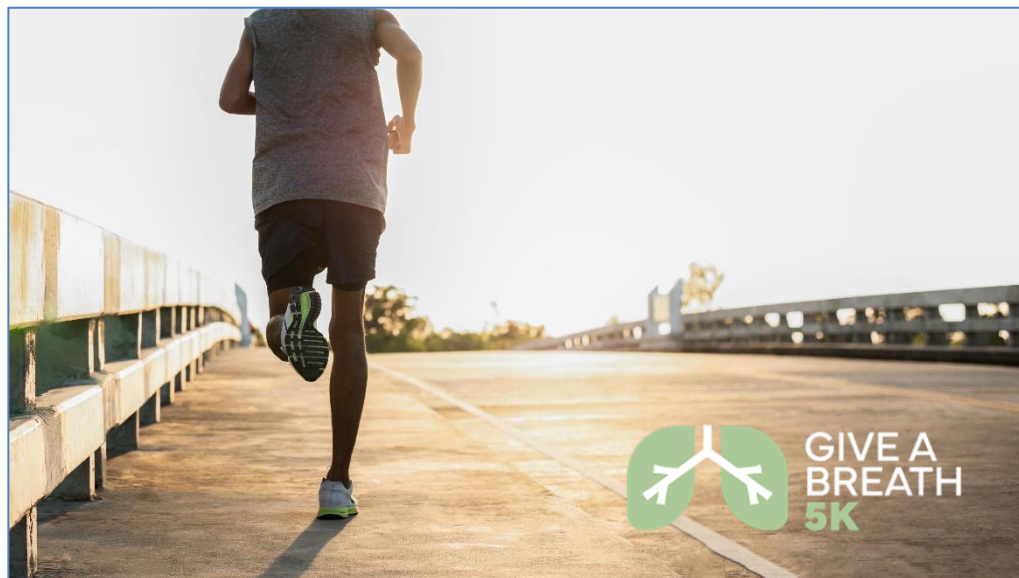
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## Give a Breath

- Details finalized for the new Give a Breath Research Award
  - Focus is on patients with advanced lung cancer, specifically around options after 1<sup>st</sup> line therapy
  - New program will be launched during Lung Cancer Awareness Month with two awards of \$25,000 each
  - From 2025 onwards, will be launched in conjunction with the annual Give a Breath 5K run in early June
- Tim Monds profiled the award and the LCC partnership during a presentation on research advocacy at the recent Evict Radon Conference
- A subsequent presentation is scheduled for the World Conference on Lung cancer



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## Lung Cancer Canada Family Campaign

- New campaign of social posts launched to showcase the member of the LCC family, their affinity with the cause, and their reason for being part of the organization
- People respond to people – whether it's making a donation, advocating or joining a support group
  - That's why there is such value in humanizing the brand by shining a spotlight on the people behind it – LCC's family of volunteers and staff
- Initial phase of the campaign focused on the LCC Board and Medical Advisory co-chairs
- Subsequent phase to feature patient/caregiver advocates and interested members of the Medical Advisory Committee





# Airways of Hope

- Overall requests for support have declined in the Spring, which is an effect that we often see with the onset of warmer weather
- The lack of attendance for the BC support group is likely due to the death of a beloved member just prior to the meeting

Support Groups	Feb	Mar	Apr	May	Jun7	Jul	Aug
National	8	8	6	9	7	7	12
Alberta	13	6	7	5	6	4	5
BC	9	0	4	4	3	8	2
Care Partner	1	3	3	5	4	4	3
One-on-One Support							
Social Worker Sessions	22	19	13	9	18	11	17
New Patients	5	3	1	0	2	3	3
Navigation/Information Support							
Calls	22	14	8	7	7	15	9
Peer-to-Peer							
Requests	1	1	3	0	1	1	1

# Lung Cancer Summit Series

Upcoming schedule:

- Ottawa
  - October 9<sup>th</sup>, 5:00 – 8:00 PM
- St. John's
  - October 29<sup>th</sup>, 5:00 – 8:00 PM
- Saskatoon
  - November 20<sup>th</sup>, 5:00 – 8:00 PM



## HTA Submissions

- Total of 7 HTA submissions were prepared since the last report (CADTH: 4, INESSS: 3)
- Currently Active: 2 upcoming submissions to CADTH, with deadlines through to October 1, and 1 upcoming submission to INESSS, with 2 additional submissions pending
- Lung Cancer Canada, Lung Health Foundation and Canadian Cancer Survivors Network continue to partner on patient input submissions
  - Lung Cancer Canada is will be taking the lead on 2-3 “resource-intensive” drug files
- Clinician inputs continue to be led by Lung Cancer Canada, with leads identified for most submissions due for the remainder of 2024

## Lung Cancer Voices Podcast Series

- 5 English podcasts with Dr. Paul Wheatley-Price were launched since the June update on a wide variety topics
  - 3 episodes are ready for upload, with 4 additional episodes confirmed to be recorded
- 3 French episodes with Dr. Nathalie Daaboul have been recorded and are currently being edited
- 4 recordings to-date, with more scheduled over the summer months
  - Additional recordings are being scheduled for later in the month



## Research

- **Geoffrey Ogram Memorial Research Grant**

- Application process is currently open, with a deadline of September 30<sup>th</sup>
- Strong interest has been expressed since the application process opened

- **Lung Ambition Awards**

- 2024 award recipient announcements were made on August 21<sup>st</sup>
- The 2024-2025 awards represent the third and potentially final year that AstraZeneca has committed to the Awards program
- Discussions will need to take place about the future of the program

- **Pfizer – LCC - Lung Health Foundation – Quebec Lung Association Grant**

- Winners of the 2024 grant competition were selected, with a total investment of \$281,280.29 across the three researchers
  - Dr. Alsayheen (NS)
  - Dr. Lambert (QC)
  - Dr. Vakil (AB)

- **Give a Breath Research Grant**

- The Give A Breath Research Grant is aimed at supporting research programs focused on patients living with advanced (i.e. stage III or IV) lung cancer in Canada, specifically exploring research initiatives beyond first-line therapy.
- For the inaugural 2024 awards cycle, the program will launch in November 2024 with two awards of \$25,000 each. Subsequent announcements and application cycles will coincide with the annual Give A Breath 5k events in early June.

- **Research Committee**

- Christine Qiong Wu has stepped down from the committee as of July 16 due to personal commitments
- A potential candidate list of patient representatives is currently being reviewed



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# Finance Report

Cash balance on September 17, 2024: \$361,140.36

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:

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



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3:13 PM  
09/13/24  
Accrual Basis

## Lung Cancer Canada Profit & Loss Budget Performance August 2024

	Aug 24	Budget	\$ Over Budget	Jan - Aug 24	YTD Budget	\$ Over Budget	Annual Budget
<b>Income</b>							
Total 4600 · Research Funds	0.00	0.00	0.00	153,449.50	180,000.00	-26,550.50	255,000.00
Total 4060 · Government Grants	9,263.00	0.00	9,263.00	9,268.00	5,000.00	4,268.00	0.00
Total 4050 · Foundation Grants	0.00	1,000.00	-1,000.00	3,026.86	5,000.00	-1,973.14	5,000.00
Total 4000 · Grants - Corporate	0.00	51,000.00	-51,000.00	345,837.98	339,000.00	6,837.98	610,000.00
Total 4100 · Donations - General	5,114.74	8,817.16	-3,702.42	88,538.79	86,942.55	1,596.24	150,000.00
Total 4460 · Events	111.75	5,000.00	-4,888.25	107,349.73	110,000.00	-2,650.27	150,000.00
Total 4400 · Fundraising - Promo Items	0.00	0.00	0.00	60.00	0.00	60.00	0.00
Total 4455 · Program Rev. - Patient Guides	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00
Total 4500 · Other Income	13,626.84	0.00	13,626.84	71,182.47	0.00	71,182.47	0.00
<b>Total Income</b>	<b>28,116.33</b>	<b>65,817.16</b>	<b>-37,700.83</b>	<b>778,713.33</b>	<b>725,942.55</b>	<b>52,770.78</b>	<b>1,195,000.00</b>
<b>Gross Profit</b>	<b>28,116.33</b>	<b>65,817.16</b>	<b>-37,700.83</b>	<b>778,713.33</b>	<b>725,942.55</b>	<b>52,770.78</b>	<b>1,195,000.00</b>
<b>Expense</b>							
Total 5600 · Administration	22,164.64	26,527.70	4,363.06	140,824.52	169,378.05	28,553.53	257,132.00
Total 5100 · Program	57,232.91	59,566.46	2,333.55	425,449.62	540,690.91	115,241.29	833,060.00
Total 5200 · Fundraising & Communications	1,233.33	3,266.00	2,032.67	19,225.17	27,344.20	8,119.03	47,458.00
Total 5300 · Research	0.00	0.00	0.00	100,000.00	100,000.00	0.00	250,000.00
<b>Total Expense</b>	<b>80,630.88</b>	<b>89,360.16</b>	<b>-8,729.28</b>	<b>685,499.31</b>	<b>837,413.16</b>	<b>-151,913.85</b>	<b>1,387,650.00</b>
<b>Net Income</b>	<b>-52,514.55</b>	<b>-23,543.00</b>	<b>-28,971.55</b>	<b>93,214.02</b>	<b>-111,470.61</b>	<b>204,684.63</b>	<b>-192,650.00</b>



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3:58 PM  
09/13/24  
Accrual Basis

**Lung Cancer Canada**  
**Balance Sheet**  
As of August 31, 2024

	Aug 31, 24	As of August 31, 2024	
ASSETS			
Current Assets			
1067 · Equity Funds	1,408,020.84		
1049 · Bank Accounts	378,313.88		
1065 · RBC GIC	550,000.00		
Total Chequing/Savings	2,336,334.72		
Other Current Assets			
1110 · GST Rebate (receivable)	20,287.28		
1200 · Rent Deposit	5,753.20		
Total Other Current Assets	26,040.48		
Total Current Assets	2,362,375.20		
TOTAL ASSETS	2,362,375.20		
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Total Accounts Payable	23,152.10	====>	
Other Current Liabilities			
2230 · Deferred Contributions			
2260 · Deferred MikeBossy MemorialFund	30,679.35		
2251 · Deferred LAA Marketing Fund	5,000.00		
2246 · Deferred Kayla's Angel Fund	25,758.29		
2248 · Deferred Elizabeth Dessureault	16,297.67		
2247 · Deferred Donation for Research	241,714.67		
2235 · General Deferred Contributions	119,380.33	====>	
2240 · Deferred Contribution - GOMRF	159,580.65		
2245 · Lindsay Gembicki Memorial Fund	21,430.00		
Total 2230 · Deferred Contributions	619,840.96		
2150 · Accrued Expenses	157.00		
Total Other Current Liabilities	619,997.96		
Total Current Liabilities	643,150.06		
Total Liabilities	643,150.06		
Equity			
32000 · Unrestricted Net Assets	1,626,011.12		
Net Income	93,214.02		
Total Equity	1,719,225.14		
TOTAL LIABILITIES & EQUITY	2,362,375.20		
		Accounts Payable	
		Interlingua Translation Services Inc.	16.95
		Marie-Josée Cyr	1,779.05
		Stripe Fee	65.82
		Wellington Printworks Inc.	17,313.86
		RBC VISA	3,976.42
		Total Accounts Payable	23,152.10
		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 General Deferred Contributions	119,380.33



## REVENUES

Over budget \$52.5K with major variances attributable as follows:

- 7K over budget on Corporate Contributions
- 1.5K over budget on General Donation
- 13.5K over budget on Give a Breath (donations, sponsorships, reg fees)
- 26.5K under budget on Give a Breath (research)
- 2K over budget on Foundation Donations
- 19K over budget on 3rd Party Events
- 71K over budget on Other Income (Interest Income, Unrealized Gains)
- 35K under budget on Policy Forum (timing)

## EXPENSES

Under budget \$152K with major variances attributable as follows

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

- Under budget \$28.5K: savings mainly on meeting expenses, equipment purchases, rent and salaries.

Program *(includes Education, Awareness and Advocacy initiatives)*

- Under budget \$115K: 26.5K over budget on GaB expenses (not budgeted); 12K over budget on consulting fees; 11K over budget on Patient Guide Revision; 50K under budget on program salaries; 114.5K under budget on other programs.

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

- Under budget \$8K: 1K over budget on Website Translation, 9K under budget on other categories.

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

- On budget: Two \$50,000 LAA distributed.





# Looking Ahead – Key Dates

## Dates for Upcoming EVENTS

Lung Cancer Summit – Ottawa – Oct 9<sup>th</sup>  
Lung Cancer Summit – St. John's – Oct 29<sup>th</sup>

Faces of Lung Cancer Stakeholder Briefing – Nov 7<sup>th</sup>  
Policy Forum – Lung Cancer Screening – Nov 14<sup>th</sup>  
Evening of Hope – Nov 17<sup>th</sup>  
Lung Cancer Summit – Saskatoon – Nov 20<sup>th</sup>  
Policy Forum – Clinical Trails– Dec 5<sup>th</sup>  
GaB June 7<sup>th</sup> 2025

## Dates for Upcoming BOARD MEETINGS

LCC Executive Committee  
Board Meeting

December 2024 (TBD)  
December 2024 (Friday Dec 6 or Friday Dec 13)



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