

Minutes of **Executive Management** meeting held **7 June 2006** at 9:00 am Conference Room "A" - Corporate Office, St. John's.

Present:

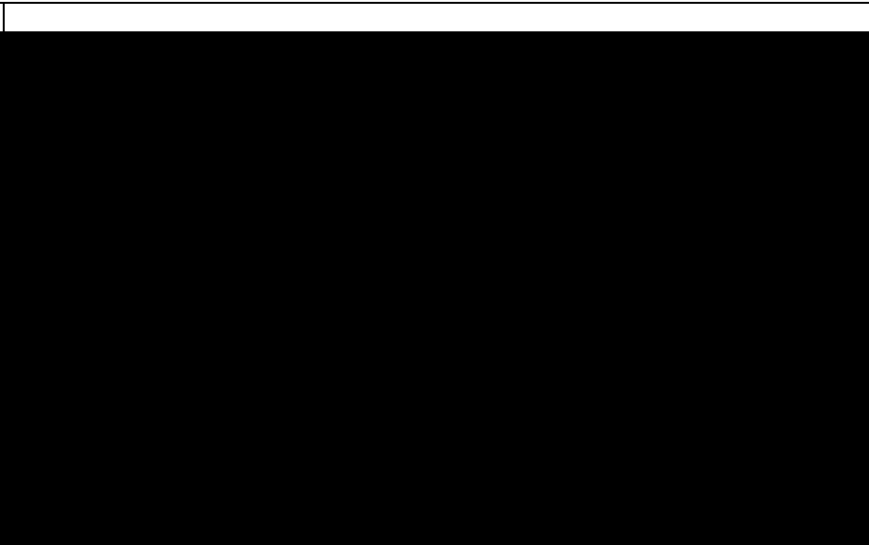
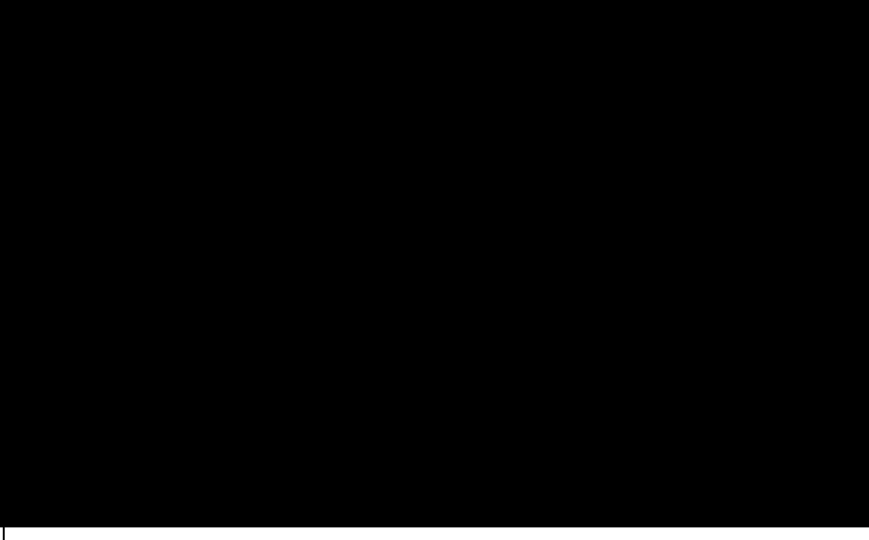
- George Tilley, Chief Executive Officer – Chairperson
- George Butt, Vice President
- Beverley Clarke, Chief Operating Officer
- Pat Coish-Snow, Chief Operating Officer (via conference call – Clarenville)
- Stephen Dodge, Vice President
- Louise Jones, Chief Operating Officer
- Wayne Miller, Senior Director
- Pat Pilgrim, Chief Operating Officer
- Dr. Robert Williams, Vice President

Joyce Penney, Executive Assistant

Regrets:

- Susan Bonnell, Director Corporate Communications
- Alice Kennedy, Chief Operating Officer
- Fay Matthews, Chief Operating Officer

1.		Action	Time Frame
2.			
2.1			
		Miller	21 Jun 06

			
<p>4.5</p>			
			
<p>4.7</p>	<p>Guidelines for External Briefing Notes /Confidentiality</p>		
	<p>For clarification purposes, Louise Jones advised that guidelines for “external” briefing notes should be defined. An Ethics consultation on briefing notes and the content of information was requested and placed on hold. Forwarding such a document outside the organization has serious confidentiality issues.</p> <p>It was also noted that Briefing Notes to the Minister that go to Cabinet are protected. However, briefing notes sent directly to Minister are not. All documents forwarded to the department must have “confidential” watermark. Any documents forwarded externally must go through the Director level first prior to release and in some cases, where necessary through the Executive.</p>		

4.8	[REDACTED]	Miller	
4.9			
4.10			
		Jones Clarke	
4.11		Recruitment - VP Quality, Diagnostic Medical Services	
	A candidate has been approached and offered the position. No decision yet.	Tilley	
4.12	[REDACTED]		
		Kennedy Kennedy	
5.1	[REDACTED]		