



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

146-2025 Corydon Ave.
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**College of Medical Laboratory Technologists of Manitoba
8th Annual General Meeting on Saturday September 27th, 2014 at 1200hrs
Delta Winnipeg Hotel – 350 St. Mary Avenue Winnipeg, Manitoba**

- 1. Presentation by Dr. John Wade “Patient Safety”.
(1 hour CE credit toward CMLTM Continuing Competency Program)**
- 2. Call to order**
 - Matthew Klassen (Vice-Chair) called the 2014 Annual General Meeting to order at 1242hrs.
- 3. Introductions:**
 - **2014 Council members**
 - Jumir Encarnacion (Chair) (regrets)
 - Matthew Klassen (Vice-Chair)
 - Jackie Tower (Treasurer)
 - Odarka Demchenko (Secretary) (regrets)
 - Noelle Cater (Member at large)
 - Barbara Lyons (Member at large)
 - **Committee Chairs**
 - Gloria Mactavish
 - Linda Schroeder
 - Bonnie Grahame
 - Melanie Grafton (regrets)
 - **Public Representatives**
 - Robert Young
 - Robert Harvey
 - John Schwandt
 - **Guests**
 - Dr. John Wade
 - **Students**
 - (none present)
- 4. Introduction of Parliamentarian**
 - William Younger will act as 2014 AGM Parliamentarian.
- 5. Introduction of Scrutineers**
 - Robert Harvey, Robert Young, and John Schwandt will carry out the scrutineer's duties.
 - A CMLTM member count conducted by the scrutineers at 1248hrs recognized 100 voting members in attendance. Quorum has been met.



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6. **Chair's Address**
 - Matthew Klassen (Vice-Chair) addressed the membership.
7. **2013 Annual General Meeting Minutes (previously approved by Council)**
 - 2013 AGM minutes presented for comments/questions.
 - Amendment made to the spelling of Luis Martinez's name.
8. **Questions regarding 2013 Annual Report (previously approved by Council)**

Motion 14:44 Jackie Tower/Nora Wiltshire

 - Be it moved that the 2013 CMLTM annual report be accepted as circulated.
CARRIED
9. **Consideration of 2015 Budget (attachment)**
 - Jackie Tower (Treasurer) reported and presented the 2015 CMLTM budget for approval.
Motion 14:45 Jackie Tower/Tammy Toutant
 - Be it moved that the proposed 2015 CMLTM budget be approved as circulated.
CARRIED
10. **Appointment of Auditor**

Motion 14:46 Noelle Cater/Erin Martin

 - Be it moved that the PKBW Group Chartered Accountants & Business Advisors Inc. be appointed as the auditor for the 2014 CMTLM financial audit.
CARRIED
11. **Nomination Committee Report**
 - Barbara Lyons announced that the Council has received nominations for the vacant positions. Ballots were sent out and 25% of the membership voted. The new members are as follows:
 - Brad Collignon – Division 1
 - Marijay Umali – Division 1
 - Sandra Brooks – Division 2 (appointed by Council)

Motion 14:47 Barb Lyons/Jackie Tower

 - Be it moved that Nomination report and election results be accepted as presented. Further be it moved that the ballots from the 2014 election be destroyed.
CARRIED
12. **Legislation Changes - The Regulated Health Professions Act (Update)**
 - Adam Chrobak reported the update on The Regulated Health Professions Act.
 - Charissa Todd – Cost of paper fees – printing of online submitted portfolios.



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Adam Chrobak explained the process of currently printing in office while we are phasing into only electronic communication.

- Charissa Todd – Have the glitches with the online submission forms been fixed?
Adam Chrobak said that all glitches have been fixed to his knowledge. The problems with the self-assessment were affected during an upgrade and the report has since been fixed.

- Noelle Cater – What is the percentage of people submitting Professional Portfolios online?

Adam Chrobak explained that we ask for roughly 70-75 people to submit their portfolio for audit, approximately 2-3 people submit their portfolio online.

- Dr. Paul Conyette – Elaborate on notion of the college owning its own building, renting to other colleges, and minimum square footage.

Adam Chrobak explained that Council felt that it was time to reinvest in our own mortgage instead of paying rent for office space. Current office space is insufficient for CMLTM's needs. Currently CMLTM is looking for a building between 3,000-5,000 square feet with a plan to rent out extra space to other health profession regulators. Meeting rooms would be shared between all tenants based on a schedule.

- Tricia VanDenakker – College of Physicians and Surgeons no longer own their own building and have moved to renting again. Do you know why?

Adam Chrobak does not have that information.

- Beverley Wynne (Stonewall) – Agrees with that CMLTM should own its own building. Would like an overview on the medical laboratory assistants (MLAs) becoming regulated. When and what are their requirements? What will be the process? When they join us, will the fees go down for CMLTM? Will they pay as much as we do?

Adam Chrobak explained that it will take some work to have the MLAs regulated and whether or not they will be included under CMLTM. It will be up to the MLAs if and how they will be regulated (starting their own college or being part of CMLTM). No one is in charge of the MLAs. It is currently just their employers. We are trying to figure out how to explain to MLAs that it is in their best interest to be regulated. Their qualifications would be determined if/when they are regulated. Council feels that MLA regulation requirements should mimic MLT regulations (education, certification exams and continuing competency). The fees for MLAs would need to be determined later and Council does not feel that CMLTM fees would decrease if MLAs were under CMLTM.

- Dhruvishaben Patel – As you are going to increase fees in 2016, can we get benefits for Continuing Education (CE) from the College?

Adam explained that CE activities are a part of associations like CSMLS and MAMLS. CMLTM is about regulating our profession. It would almost



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be a conflict of interest if we provided courses for members to take. It is not in our mandate to offer them.

- Charissa Todd – I found that in my personal experience, there were minor errors that I made that were either disqualified or moved to other categories. Any mistakes could not be easily corrected and documents that could have been used for future audits have been pulled instead. Communication with the Auditors was very difficult with discussing the corrections.

Linda Schroeder answered and explained the process.

- Laura Campbell – Since we're going to be required to do the four checks, will you be giving us that information of where to get them?

Adam Chrobak answered and said that information will be in the newsletter and available on the CMLTM website.

- Barb Lyons – Comment regarding the Auditing process.
- Maurice Bernardino – Regarding the increase in fees. How did Council decide on the fee increase? What about the increase of other CMLTM member fees?

Adam Chrobak explained based on determining the cost of another staff member. He explained the other increases available in the September 17th Council minutes.

- Marlene Rebizant – How much are all the checks going to cost us?

Adam Chrobak said that it would be roughly \$70 and will need to be resubmitted every 5 years.

13. Further Business:

- At this time items may be brought forth for future consideration by Council.
- Tricia VanDenakker – In regards to the cross trained LABX people, my suggestion is to bring them under the CMLTM with a restricted license to practice.

Adam explained that Council has considered including them while getting MLAs regulated but that issue is larger to tackle. Council has decided to focus on MLAs at first because they will be "easier" to handle first. Cross trained LABX will be dealt with when possible.

- The winner of the free CMLTM registration was Ma Juvinilda Salazar.

14. Adjournment

- The CMLTM 2014 AGM was adjourned at 1356hrs by Matthew Klassen (Vice-Chair).

Approved on October 25, 2014 By Council_____