



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
Winnipeg, MB R3M 2S2
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**College of Medical Laboratory Technologists of Manitoba
9th Annual General Meeting on Saturday September 26th, 2015 at 1300hrs**
Holiday Inn Winnipeg Airport Polo Park – 1740 Ellice Avenue Winnipeg, Manitoba

- 1. Presentation by Dr. Hana Weingartl, “Laboratory Response to Ebola Outbreak in West Africa”.**
(1 hour CE credit toward CMLTM Continuing Competency Program)

- 2. Call to order.**
 - Matthew Klassen (Chair) called the 2015 Annual General Meeting to order at 1242hrs.

- 3. Introductions:**
 - **2015 Council Members**
 - Matthew Klassen (Chair)
 - Brad Collignon (Vice-Chair)
 - Jumir Encarnacion (Treasurer)
 - Sandra Brooks (Secretary)
 - Marijay Umali (Member at large)
 - Barbara Lyons (Member at large)
 - **Committee Chairs**
 - Gloria Mactavish (Board of Assessors)
 - Linda Schroeder (Continuing Competency Committee)
 - Bonnie Grahame (Inquiry Committee)
 - Melanie Grafton (Complaints Committee)
 - **Public Representatives**
 - Robert Young
 - Robert Harvey
 - John Schwandt
 - **Guests**
 - Dr. Hana Weingartl
 - Robert Jonuk (Honorary Member)
 - **Students**
 - (none present)



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4. **Introduction of Parliamentarian**
 - Lisa Kendrick will act as 2015 AGM Parliamentarian.

5. **Introduction of Scrutineers**
 - Robert Young, Robert Harvey, and John Schwandt will carry out the scrutineer's duties.
 - A CMLTM member count as determined by the registration table recognized 99 voting members in attendance. Quorum has been met.

6. **Chair's Address**
 - Matthew Klassen (Chair) addressed the membership.

7. **2014 Annual General Meeting Minutes (previously approved by Council)**
 - 2014 AGM minutes presented for comments/questions.

8. **Questions regarding 2014 Annual Report (previous approved by Council)**

Motion 15:34 Kenneth Lee/Marcia Tait

 - Be it moved that the 2014 Annual Report be accepted as circulated.
CARRIED

9. **Questions regarding 2016 Budget (previous approved by Council)**
 - Jumir Encarnacion (Treasurer) reported and presented the 2016 CMLTM budget for approval.
 - **Sharleen Barker** (Question) – Will the new Deputy Registrar be a paid position? Does the amount listed cover for it? And what does the total office expenses cover? Total professional fees? Professional development fees?
Jumir Encarnacion – Yes. It is a part time position that we will be hiring for next year.
The professional development fees also includes Council as we also attend PD seminars to help us further serve the membership.
Adam Chrobak – Total office expenses covers the expenses to run the office including; Registrar's expenses to attend meetings, office insurance, office equipment, printing and office supplies. Professional fees are related to our lawyer, accounting firm or any other consultants required. Council feels that it's very important that we have continuing education for our staff. There has always been a line in our budget for



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professional development to be used by the Registrar and Janelle (Administrative Assistant) throughout the year.

Motion 15:35 D. Aleita Bernshine/Vetrina Elumba

- Be it moved that the Proposed 2016 CMLTM Budget be approved as circulated.

In Favour 85

Opposed 11

Abstained 3

CARRIED

10. Appointment of Auditor

Motion 15:36 Debra Kiel/Beverley Wynne

- Be it moved that the PKBW Group Chartered Accountants & Business Advisors be appointed as the auditor for the 2015 CMLTM financial audit.

CARRIED

11. Nomination Committee Report

- Barbara Lyons announced that the Council has received only one nomination for Division One and no nominations for Division Two. The new members are as follows:
 - Oleksandra Synova – Division 1
 - Erin Martin – Division 2
 - Barbara Lyons – Division 2

Motion 15:37 Ronald Monahan/Sandra Crowson

- Be it moved that the Nomination report and election results be accepted as presented.

CARRIED

12. Legislation Changes – The Regulated Health Professions Act (Update)

- Adam Chrobak reported the update on The Regulated Health Professions Act and that CMLTM will be part of the next phase of regulation review.
- Adam Chrobak spoke about the new Mentorship Program and how it is intended for anyone requiring assistance with preparing for the CSMLS Exams or adjusting to professional practice.
- Adam Chrobak spoke about the need to regulate Medical Laboratory Assistants (MLAs). An information session for the regulation of MLAs will



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be held on October 14th at the CMLTM office at 245 Lilac Street. Further information can be requested from Jumir Encarnacion (Vice-Chair).

13. Further Business

At this time, items may be brought forth for future consideration by Council.

- **Prashant John** – Regarding the deadlines for the MBA registration that Adam Chrobak (Registrar) is taking.
Adam Chrobak – The MBA was started last year, but he has taken a temporary break from studies. Adam has up to 5 years to complete the degree.
- **Susan Gribben** – Further to the MBA. The College is paying for it. Is there anything in your contract that says you have to pay CMLTM back should you leave as soon as you're finished?
Adam Chrobak – Yes. There is a return of service agreement which is equivalent to 3 years of service once the degree has been completed.
- **Susan Gribben** – With the increase in fees and now the addition of the Records Checks. Will CMLTM's rates be increasing again soon because of the MLT shortage with the numbers that are passing the exam? As well, how much did we pay for the building?
Adam Chrobak – The Records Checks are not CMLTM requirements, however are part of the requirements under the RHPA. Every profession under the RHPA will be required to collect the checks. In terms of the fees, Council always tries to maintain a fee that will sustain the CMLTM budget but not break our Members' budgets. The Government and CMLTM are both aware of the shortage in MLTs. CMLTM continues to inform the Government of the ongoing shortage of MLTs. Red River College has now expanded their MLS program and slightly increased the number of students. Employers have been recruiting MLTs from other provinces. Part of the Mentorship Program is dedicated to addressing the shortage by helping Internationally Educated MLTs (IEMLT) on their journey to having their credentials recognized in Canada.
The new building (245 Lilac Street) cost CMLTM \$615k to purchase. The purchase of the building on the surface may look like it will be a financial burden for CMLTM. However, in the long term it shall put CMLTM in a much better financial position.



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Barbara Lyons – The PD line in the budget doesn't cover only the Registrar's MBA but also covers the professional development/training for members of CMLTM Council and Committees.

- **Ronald Monahan** – Regarding the Records Checks, what do you do if something comes up in the records check or if someone doesn't submit one?
Adam Chrobak – If we do not get your records check, you will not receive your Certificate to Practice card. If something comes up on your check; we did recently pass a policy that the Board of Assessors will review the charge and how it impacts your ability to practice.
- **Beverley Wynne** – What is the valid time frame for the records checks?
Adam Chrobak – Since this is the first time CMLTM is requiring the record checks, CMLTM will accept record checks dated in 2015. Exceptions have been made on a case by case basis determined by the Registrar. In the future, the window will be six months prior to submission.
- **Patricia Walsh** – Do you need to submit the original copies?
Adam Chrobak – Since we're going electronic, we have scanned all our files. We would prefer if you submit scanned PDF copies, otherwise originals would need to be picked up at the office once the documents have been scanned by CMLTM. CMLTM will not return original document by mail to members. You may scan the documents as a PDF and upload during online renewals. You may scan as a PDF and submit via e-mail. We will also accept submissions by fax.
- **Barbara Thompson** – When can we start renewing?
Adam Chrobak – We'll be sending the renewal forms in the next few weeks and running the billing next week. Prior to that, online renewal will not be available.
- **Billy Senior** – Regarding the Records Checks. Can we claim the fees for those on our income tax?
Adam Chrobak – I cannot answer that. You will need to ask your personal accountant.
- **Gillian Rimmer** – Records Checks are for whom?
Adam Chrobak – Practicing members. If you are upgrading from Inactive, you will need to submit the Records Checks before you can start practicing again.



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- **Connie Boudreau** – If you submit your portfolio online, it gets printed at the office. Will this be changing soon?
Adam Chrobak– We are moving more towards full electronic audits. For the moment, we are still printing as always. CMLTM is exploring the possibility for CMLTM staff to conduct electronic professional portfolio audits continuously throughout the year.
- **Maurice Bernardino** – Since the Records Checks will be uploaded online, do we have to monitor reminders ourselves or will the software remind us?
Adam Chrobak – Yes, the system is built so that it will give us notice of who will need to resubmit. We will send those people email notices in advance of when they will need to resubmit their Records Checks.
- Ten random draws were made for CMLTM Infuser Water Bottles and CMLTM Portable Cell Phone Chargers.
- Vetrina Elumba won the free Renewal Registration for 2016.

14. **Adjournment**

- The CMLTM 2015 AGM was adjourned at 1335hrs by Matthew Klassen (Chair).

Approved on _October 17, 2015_ by _Council_____