

COUNCIL MEETING APRIL 3, 2008

Holiday Inn Airport West, 2520 Portage Avenue, WINNIPEG, MANITOBA

1700 Hours

Present: **Earl Slimmon – Chair**, Harvey Suski,
Gerald Besyk, Noelle Cater and Jocelyne Mabon

Public Representatives: Robert Young, Kelly Moist and Robert Harvey

Guests: Linda Schroeder, Dave Fotheringham, Gloria Mactavish, Helmut Friesen

Regrets: Adam Chrobak

1. CALL TO ORDER:

Earl Slimmon called the Council meeting to order at 5:09 pm.

2. APPROVAL OF PREVIOUS MINUTES

2.1 Meeting Minutes March 5, 2008

- The minutes were accepted as presented.

3. APPROVAL OF AGENDA

3.1 Agenda April 3, 2008

- Added to the Agenda 13.1 Manitoba Institute for Patient Safety (Linda Schroeder).
- Agenda accepted as amended.

4. FINANCE REPORT/ APPOINTMENT OF AUDITOR:

4.1 Financial Report, December 31, 2007

- Gerald Besyk reviewed the financial reports. Regarding questions raised at the previous meeting:
 - 1) Expenses included in the Other category reported as \$2,897.71 are:
 - \$2,025.00 for office support
 - \$ 666.22 copying of the Act and Regulations for distribution at the Congress for Medical Laboratory Science in 2007
 - \$ 84.75 for convalescent gift for Bob Januk
 - \$ 110.44 Signs Now
 - \$ 11.30 Modern Earth

MOTION 08-014

Gerald Besyk / Robert Young

That the December 31, 2007 Financial Report be accepted as presented.

CARRIED

- 2) Council members asked for a break down of the \$ 2,403.15 bank charges:
 - \$1,538.47 Merchant fee for credit card and debit payments and debit machine.
 - \$ 335.95 Cheque Printing-- Davis and Henderson
 - \$ 50.00 for 10 NSF cheques

\$ 31.79 for service charges (note: these go down with increased business)
\$ 226.94 Deposit fee
\$ 110.00 for account fees
\$ 110.00 for other fees

*Gerald noted that the \$ 110.00 fees occur monthly and appear in duplicate. He will investigate if this is an error.

- Robert Young suggested that a subcommittee be formed to develop guidelines for the handling of College funds. He and Gerald will do this and Gerald will look into why no interest has been accrued to date.
 - Robert Harvey asked if our Financial Reports could assign membership fees to the year in which they were received. Helmut will investigate how this can be accomplished for future reports.
- 3) Regarding new quotes from the auditors due to services in non-peak times:
- PKBW quote is the same as before. \$3,500 plus disbursements and taxes.
 - Meyers Norris Penny \$3,000 to \$5,000 which has changed from their original statement that it would be reduced to \$3,000 for the first year. No reduction for non-peak audits.
 - It was noted that choice of auditor was limited to the above companies by a motion at the 2007 AGM.

MOTION 08-015

Gerald Besyk / Robert Young

That PKBW be appointed as the auditors for the 2007/ 2008 year for the CMLTM.

CARRIED

- It was noted that the College needed two new signing officers.

MOTION 08-016

Gerald Besyk / Robert Young

That the Treasurer and the Chair be the signing officers for the College.

CARRIED

5. REGISTRAR'S REPORT :

2.1 Registrar's Report April 3, 2008

- Helmut will look into 2 locations for the AGM.
- Promotional items for the AGM were discussed and suggestions were made.
- Helmut requested input from the Council regarding hiring strategies for the necessary full time Office Assistant. He will update the Council as needed.
- A job description will be developed with the assistance of Kelly Moist and Robert Young. Once this is accomplished the position can be advertised.
- The budget will have to be modified next year to account for the increase in salary needed to hire this position. Previous budget only allows for \$30,000 per year.

6. BOARD OF ASSESSORS REPORT:

6.1 Board of Assessors Report April 3, 2008

- Dave Fotheringham presented his report.
- The question was raised whether or not the committee needs to have a Public Representative as it might be rather tedious as it requires quite a working knowledge of Medical Laboratory Technology.
- The By-Laws require that a Public Representative be assigned to the committee. This was discussed and the Council decided that the requirement should be removed.
- Report accepted as presented.

MOTION 08-017

Robert Young/ Harvey Suski

That we strike the section regarding Public Representation for the Board of Assessors—
Article VIII: 1.14 from the By-Laws.

CARRIED

7. PLA/ INTERNATIONALLY TRAINED TECHNOLOGISTS:

7.1 Prior Learning Assessment/ Internationally Trained Applicant Policy, September 2007

- Dave Fotheringham reviewed the paper presented to the Council in September 2007.
- It was noted that the 14 month period allowed for passing the CSMLS examination can be extended under special circumstances at the discretion of the Board of Assessors.
- This document can now be accessed on the Website.

MOTION 08-018

Noelle Cater / Harvey Suski

That the PLA/ Internationally Trained Applicants Recommendations by the Board of Assessors be accepted into the policy of the Council.

CARRIED

8. CONTINUING COMPETENCY REPORT:

8.1 Continuing Competency Report, April 3, 2007

8.2 Draft of the Continuing Education Self Assessment Tool

- Note that we need to change the Code of Conduct to Code of Ethics as it is called in the Act.
- Linda Schroeder reviewed the report and her Self Assessment Draft submitted to the Council for approval at the next meeting.

MOTION 08-019

Jocelyne Mabon / Kelly Moist

To table the review of the Continuing Education Self Assessment Tool until the members have a chance to review it for the next meeting.

CARRIED

- It was clarified that College members need to be compliant by June 2012. Thus when applying for Renewal in 2013, members need to have all documentation of CE credits available starting from June 2007. It was noted that the Website should strongly emphasize this point.
- Linda will look up some Terms of Reference and submit them to Council to assist in creating our own.
- When submitting members for auditing, it would be best if the membership number were referenced rather than name in order to protect the member from any biases.
- Report is accepted as presented.

9. CIHI REPORT

5.1 CIHI Report April 3, 2008

- Gloria Mactavish presented the report to the Council.
- Discussion was held regarding how the necessary CIHI requirements are being incorporated into the new database.
- Gloria and Helmut will meet to review the queries that have come up from CIHI.
- Report was accepted as presented.

10. NOMINATION COMMITTEE

- Three Two Year Terms for the Nomination Form will be put on the form. Two Winnipeg and one rural will be leaving the Council this year.
- It was agreed that the Council wishes to keep both rural and urban representation for subsequent years. This will be added to the Nomination Form.

11. APPOINTMENTS TO THE STANDING COMMITTEES

- Jocelyne Mabon brought forward a list of members willing to be part of a committee.
- Bill Younger and Guy Mullen have agreed to be a part of the Complaints Committee.
- Darlene Dean has agreed to be Chair of the Inquiry Committee.

MOTION 08-020

Gerald Besyk / Robert Young

That we appoint Bill Younger, Guy Mullen and, as Public Representative, Donna Pacholok to the Complaints Committee.

CARRIED

MOTION 08-021

Jocelyne Mabon / Gerald Besyk

To appoint Bill Younger as Chair of the Complaints Committee.

CARRIED

MOTION 08-022

Jocelyne Mabon / Robert Harvey

That we appoint Darlene Dean and, as Public Representative, Leanne Matthes to the Inquiry Committee.

CARRIED

MOTION 08-023

Gerald Besyk / Jocelyne Mabon

That we appoint Darlene Dean as Chair to the Inquiry Committee.

CARRIED

MOTION 08-024

Jocelyne Mabon / Harvey Suski

That we appoint Gloria Mactavish to the Inquiry Committee.

CARRIED

- A suggestion was made that members of the above committees should be sent on courses to assist them in their new roles.
- Helmut will get the legal department to create a Confidentiality Form for all existing Council members and Committee members to sign. Once term is completed all documents including Meeting Minutes are to be returned to the College.

12. APPOINTMENT TO THE NATIONAL CERTIFICATION BODY

- Currently Bev Haas holds this position originally appointed by the MSMLT for a 3 year term. As the College will now be in charge of appointing someone, we need to look into when it will be necessary to do so.

13. NEW BUSINESS

- Manitoba Institute for Patient Safety—Linda will send the documents to all Council members for review and discussion.
- Need to review the past actions to compile all that has not been reviewed—Noelle will do this and have it added to the Agenda for a future meeting.
- College of Physicians and Surgeons—have specifically advised their Clinical Directors that they need a Medical Laboratory Technologist overseeing all of the laboratory testing done in any facility.
- All motions passed prior to Public Representation at the Council meetings need to be reviewed. Noelle will compile these into one form and attach it to the Minutes.
- The next meeting will be Tuesday, May 20 at 1730 at the Holiday Inn Airport West.

14. ADJOURNMENT

The meeting was adjourned at 2055.

MOTION 08-025

Robert Young/ Kelly Moist

That the meeting be adjourned.

CARRIED