

COUNCIL MEETING May 20, 2008

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

1730 Hours

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

Public Representatives: Robert Young and Robert Harvey

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

Regrets: Kelly Moist

1. CALL TO ORDER:

Adam Chrobak called the Council meeting to order at 5:45 pm.

2. APPROVAL OF PREVIOUS MINUTES

2.1 Meeting Minutes April 3, 2008

Amendments:

- Motion 08-017 must be referred to the AGM as the members will also need vote on it.

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.

- Linda noted that the Minutes should read “Linda will draft a Terms of Reference” and that the Council decided that it would be impractical to use the membership number.
- Change the spelling of Bob Jonuk’s name.
- Please amend Robert Harvey’s statement that he wants the membership fees to be allocated to the year that the money applies to versus when the money was received (as is currently).
- The Financial Statement should divide the membership fees into “Fees for 2007” and “Fees for 2008”. Gerald will take care of it.
- Helmut and Gerald will discuss how to display this on future financial statements. Council agreed that this would be more transparent.
- The minutes were accepted as amended.

3. APPROVAL OF AGENDA

3.1 Agenda May 20, 2008

- Delete Item #9—already done. Replace with the Appointment to National Certification Board by Earl Slimmon.
- Agenda accepted as amended.

4. REVIEW OF PAST ACTIONS

4.1 Compiled Actions 2007-2008

- Noelle reviewed the past actions from September 2007 to April 3, 2008 Council Meetings. See attached file. Most actions were completed. Pending actions are indicated.

5. MOTIONS PASSED PRIOR TO PUBLIC REPRESENTATION

5.1 Compiled Motions 2007

- Adam brought forward the following motions to be revisited and passed:

1. From September 18, 2007

MOTION 07-001

Adam Chrobak/ Harvey Suski

That Helmut Friesen's title of Acting Registrar be Stricken and replaced with Registrar.

MOTION 07-002

Adam Chrobak/ Jocelyne Mabon

That the Agenda of the September 18, 2007 Council meeting be adopted as amended.

MOTION 07-003

Noelle Cater/ Harvey Suski

To appoint Dave Fotheringham as Chair of the Board of Assessors and other members of the existing committee, subject to their acceptance, for another year effective September 1, 2007.

MOTION 07-004

Gerald Besyk/ Jocelyne Mabon

To appoint Linda Schroeder as Chair of the Continuing Competency Committee and other members of the existing committee, subject to their acceptance, for another year effective September 1, 2007.

MOTION 07-005

Gerald Besyk/ Jocelyne Mabon

To accept the financial report as presented

2. From November 20, 2007

MOTION 07-007

Noelle Cater/ Gerald Besyk

That the minutes from September 18, 2007 meeting be approved.

MOTION 07-008

Adam Chrobak/ Harvey Suski

That the Agenda of the November 20, 2007 Council meeting be adopted as amended.

MOTION 07-009

Earl Slimmon / Harvey Suski

That the Financial Reports for September 30, 2007 and October 31, 2007 be accepted as presented.

MOTION 07-011

Gerald Besyk / Harvey Suski

That the College offers Helmut Friesen a contract renewal for one year up to December 31, 2008 at a rate of \$5,000 per month plus expenses with 90 days cancellation notice by either party.

MOTION 07-012

Gerald Besyk / Earl Slimmon

That the College will offer Public Representatives an honorarium of \$60 per meeting, plus expenses, including loss of pay if applicable.

MOTION 07-013

Harvey Suski / Earl Slimmon

To accept the vision statement of:
“Achieving excellence in the Professional Practice of Medical Laboratory Science.”

MOTION 07-014

Noelle Cater / Harvey Suski

To accept the Logo Choice #2 in blue.

MOTION 07-015

Earl Slimmon/ Gerald Besyk

To accept the suggested lease renewal for another year.

- The following motion was put forth in regards to all above motions from 2007:

MOTION 08-026

Adam Chrobak / Robert Young

That the September 18, 2007 motions 07-001 to 07-005 and the November 20, 2007 motions 07-007 to 07-009 and 07-011 to 07-015 inclusive be accepted as circulated.

CARRIED

6. FINANCE REPORT/ APPOINTMENT OF AUDITOR:

6.1 Financial Report, January 31, 2008

6.2 Financial Report, February 29, 2008

6.3 Financial Report, March 31, 2008

6.4 Financial Report, April 30, 2008

- Gerald Besyk reviewed the financial reports.
- Gerald is to check on the line “Discipline- Legal” as it should be already covered under complaints committee.
- Helmut clarified that computer maintenance is anything that is related to the server, computer software and hardware by an outside vendor.

MOTION 08-027

Gerald Besyk / Noelle Cater

That the January 31, 2008, February 29, 2008, March 31, 2008 and the April 30, 2008 Financial Reports be accepted as circulated.

CARRIED

- Auditor has been notified that they were hired.

- Helmut, Robert Young and Gerald have met with Scotiabank and CIBC and have put together an RFP for review by Council. As discussed by Council, they will look at a Credit Union for comparison. They will be discussing investment strategy planning for the future as well.
- Gerald will check with the Auditor to see if returned cheques are necessary or if the electronic copy will suffice. For now, Gerald will ask about having either capability.

7. REGISTRAR'S REPORT :

2.1 Registrar's Report May 20, 2008

- Helmut presented his report.
- There was discussion of late registration penalty fees. It was decided that unless the Registration or Renewal form was postmarked before November 30, 2008, the fee charged would be \$240 including an automatic penalty charge.
- It was suggested that the form should also have a statement emphasizing the Registration Cards can only be received by January 1 if the deadline is met.
- Council recommended that we amend the renewal date to November 15 in order to get the cards out to members by January 1. This will need to be added to the AGM agenda. Adam will ensure it is included.
- Report accepted as presented.

8. BOARD OF ASSESSORS REPORT:

8.1 Board of Assessors Report May 20, 2008

- Dave Fotheringham presented his report.
- Report was accepted as presented.

9. APPOINTMENT TO THE NATIONAL CERTIFICATION BOARD:

- Earl Slimmon discussed the need to appoint someone to the board. Bev Haas has one year remaining on her term.
- After some discussion, the Council decided that the Board representative will be contacted or will be asked to contact us if there are any issues that arise and will be invited to a Council meeting where necessary.
- It was mentioned that the CSMLS asked for the position to be a three year term as it is very involved and they only meet twice per year.

MOTION 08-028

Jocelyne Mabon/ Earl Slimmon

That Bev Haas be appointed as the Representative For the CSMLS Council on National Certification Until December 31, 2008 subject to her acceptance of the position.

CARRIED

- Bev will be asked to report to the Council at the next available meeting after each CSMLS meeting.

10. CONTINUING COMPETENCY REPORT

10.1 Continuing Competency Report, May 20, 2007

- Linda Schroeder reviewed the report. She is requesting volunteers to trial the Continuing Competency process.
- Standardized font was discussed.
- **Report accepted as presented.**

11. CIHI REPORT

5.1 CIHI Report May 20, 2008

- Gloria Mactavish presented the report to the Council.
- Thank-you letter has been received from the CIHI for all the work done up to this point.
- Gloria has the official copy of the Data Dictionary and a booklet on how to do the submissions which should be kept at the College. She will ensure that all paperwork is delivered to the College.
- We have received a report on Health Canada resources based on the other professions that have already been included in the process—this will give us an example of what the result will eventually be.
- As the information required for CIHI input will make the renewal form up to ten pages long, it was suggested that we make a clear statement that the data is required by CIHI and the Federal Government and its purpose.
- There was a suggestion that the Renewal Form be available to submit electronically, but this will not be possible for 2008 renewals.
- Report was accepted as presented.

12. NOMINATION COMMITTEE

12.1 Nomination Form—2008 Election

- Harvey presented the proposed Nomination Form for 2008 which will be sent out this week with self-addressed envelopes.
- The ballots will be sent to a third party for tallying after the July 15 deadline and will be ready for the AGM.

MOTION 08-029

Harvey Suski / Robert Harvey

That the nomination process be accepted as presented.

CARRIED

13. STUDENT FEES

- Noelle presented the issues regarding the absence of a student fee schedule.
- As there were some issues surrounding this subject, Dave and Noelle will put together a proposal for the Council to be discussed at the next meeting.
- Other fee issues raised were rates for Casual employees and Return to Practice.
- A suggestion was made that after September 1, the fee be reduced. Also a suggestion that we waive the \$100 administrative fee instead of the \$200 fee.
- Helmut has been advised that the Council is reviewing the issue. Council will visit the issue at the AGM.

14. LICENSE FEE ADJUSTMENT

- This will be included in the above proposal to be discussed at the next meeting.

15. CMLTM SIGNAGE

- Helmut discussed the College signage. Council has agreed to pay the monthly fee for the permanent sign.

16. NEW BUSINESS

- Noelle brought up that Manitoba Congress for Medical Laboratory Sciences would like the CMLTM to have information sessions. She will e-mail Adam and Helmut the request letter.
- The next meeting will be Wednesday, June 25 at 1730 at the Holiday Inn Airport West.

17. ADJOURNMENT

The meeting was adjourned at 2120.