

CMLTM COUNCIL MEETING JANUARY 14TH, 2009
HOLIDAY INN AIRPORT WEST, 2520 PORTAGE AVE. WINNIPEG, MANITOBA

Present: **Adam Chrobak-Chair**, Roberta Mack, Earl Slimmon,
Harvey Suski, Gerald Besyk, Barbara Lyons

Public Representatives: Robert Young, Robert Harvey

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

Regrets: Kelly Moist

1.) Call to order:

- Adam Chrobak called Council meeting to order at 1830hrs.

2.) Approval of previous minutes.

2.1) Meeting minutes from November 5th, 2008

• **Amendments.**

Linda Schroeder clarified November 5th Council meeting item #15 (new business) that intended CC credits were for Bylaws, Regulation Course sponsored by MSMLT.

- The minutes were adopted as amended.

3.) Approval of Agenda:

3.1) Agenda January 14th, 2009

- The agenda items were amended as follows:

10.) Spending policy for Registrar.

11.) Federal/Provincial Agreement on Internal Trade.

12.) NCIT Survey.

13.) Executive Council members for 2009.

14.) New business.

15.) Adjournment.

- Agenda accepted as amended.

4.) Approval of 2008 AGM Minutes:

- It was noted more changes need to be made. Please submit all changes as soon as possible. Adam, Helmut and Noelle to meet to prepare final version.

5.) Review of past actions:

- This will have to be reviewed and a new list prepared.

6.) Finance Report/Bank Update:

- Gerald Besyk presented financial reports for periods ending October 31, 2008 and November 30th, 2008.
- Errors in October financial statement were noted. Gerry will contact Juniper Accounting to revise errors. Financial statement deferred.
- Gerry informed Council audit needs to be performed within 6 months of fiscal year.
- Discussion took place on putting CMLTM money (\$200,000) into higher interest account. Gerry informed Council this has been done.

7.) Consent Agenda Items:

- 7.1) Registrar's Report circulated by Helmut Friesen.
- 7.2) Board of Assessor's Report circulated by Dave Fotheringham
- 7.3) Continuing Competency Report circulated by Linda Schroeder.
- 7.4) CIHI Report circulated by Gloria Mactavish.
- 7.5) Nomination Committee Report. No report due to absence of activity.
 - Discussion about getting CMLTM membership cards to members by deadline. Helmut will try to meet January 31, 2009 deadline.
 - Discussion about deadline for CC guidelines for members. Linda informed Council these are being worked on and will be out in near future.
 - Helmut informed Council CIHI database submission sent.

MOTION 09-01

Robert Young/Roberta Mack

That the consent agenda items be adopted as circulated.

CARRIED

8.) Appointment of new member to Board of Assessors

- Discussion with appointments took place for the following committees.
 - 8.1) Board of Assessors Committee:
Motion 09-02 by Earl Slimmon, seconded by Barbara Lyons that Tracey Pronyk-Ward be accepted as new member for Board of Assessors.
The appointees for Board of Assessors for 2009 shall be Dave Fotheringham (Chair), Theresa Wiwchar, Gloria Mactavish, and Tracey Pronyk-Ward.

.CARRIED

8.2) CE Committee:

Appointees to the CE Committee 2009 will be Linda Schroeder (Chair), Joyce Agar, Danielle Bernier, Jocelyn Mabon, Nadine Sharpe, Denise Sitter, Marijay Umali.

Motion 09-03 by Gerald Besyk, seconded by Earl Slimmon to adopt committee.

CARRIED

8.3) Complaints and Inquiry Committees 2009:

As these committees were appointed in 2008, no change is required. The committees will be notified.

Motion 09-4 by Roberta Mack, seconded by Gerald Besyk that the existing committees be appointed for 2009. **CARRIED.**

8.4) Nomination Committee:

Barbara Lyons has agreed to chair this committee

Motion 09-05 by Gerald Besyk to appoint Barbara Lyons as chair. Seconded by Robert Young. **CARRIED**

9.) MLA ISSUE:

- MLA subcommittee met with legal counsel who advised Council to take a look at amending regulations to define roles of MLA.
- Lawyers still receiving information regarding this issue.

10.) Spending policy for Registrar:

- Council decision to grant Registrar a \$5000.00 spending limit without Council approval.
- Amount greater than \$5000.00 requires approval of Chair and Treasurer.
- Amount greater than \$5000.00 will be reported to Council
Motion 09-06 by Robert Young that above policy be adopted. Seconded by Robert Harvey.

CARRIED

11.) Federal/Provincial Internal Trade Agreement:

- Council reviewed and approved Legitimate Objective documents prepared by Registrar Helmut Friesen.
- Helmut will submit documents.

12.) National Certified Investigator/Inspector Training:

- This course is recommended for the CMLTM Chair and for the chairpersons of the Inquiry and Complaints committees.
- Helmut to look at CLEAR workshop and for possible participation by above mentioned persons in the next workshop.

13.) Executive Council Members for 2009.

- Adam Chrobak- Chair
- Earl Slimmon- Vice Chair
- Gerald Besyk- Treasurer
- Harvey Suski- Secretary

Motion 09-6 by Robert Young, seconded by Barbara Lyons that Council adopt above mentioned 2009 Executive Council members.

CARRIED

- Roberta Mack and Barbara Lyons were both elected to Council and will act as Members at large.

14.) New Business:

- AGM to take place in Winnipeg with recommended tentative dates Sept. 19, or Sept. 26th, 2009. Date will be finalized to accommodate a 2 week period between Manitoba Congress of Medical Laboratory Sciences (MCMLS) and the CMLTM AGM.
- Linda Schroeder has requested a Certificate of participation for members of the CE Committee. Helmut will look into certificate samples for volunteerism for Council and committee members.
- Discussion took place on the need to find replacements for departures for both Council and committee members in 2009.
- Job description is needed for Registrar.
- Discussion on the need to appoint a subcommittee when selecting a new Registrar.
- Discussion on the need to put present office assistant on salary.
- Discussion on the need to advertise for a office executive assistant in the near future.
- Subcommittee to be chosen at next meeting.

15.) Adjournment:

- Meeting adjourned at 2053hrs.

**NEXT COUNCIL MEETING WEDNESDAY MARCH 4TH, 2009 at 1730 HOURS
LOCATION: HOLIDAY INN AIRPORT WEST**