

**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
COUNCIL MEETING MINUTES FOR WEDNESDAY MARCH 4TH, 2009
Holiday Inn Airport West, 2520 Portage Ave, Winnipeg, Manitoba 1730hrs.**

Present: Adam Chrobak (late), Earl Slimmon, Gerald Besyk, Barbara Lyons, Harvey Suski, Roberta Mack

Public Representatives: Robert Young, Robert Harvey, Kelly Moist

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

1.) CALL TO ORDER:

- Earl Slimmon (acting Chair till Adam Chrobak arrives) called Council meeting to order at 1738hrs.

2.) APPROVAL OF PREVIOUS MINUTES:

- Previous minutes from January 14th, 2009 meeting were amended and adopted.

3.) APPROVAL OF AGENDA:

- MLA subcommittee update added to agenda under new business. Agenda accepted as amended.

4.) APPROVAL OF 2008 AGM MINUTES: (Adam Chrobak took over as Chair)

- AGM 2008 meeting minutes were amended and adopted as amended.
- AGM 2008 minutes will be sent out with next mailing and posted on CMLTM website.

5.) REVIEW OF PAST ACTIONS:

- Review of past actions dating back to May 2008 were reviewed by Council.

6.) FINANCE REPORT/BANK UPDATE:

- Gerald Besyk explained errors on October financial report. Errors have been corrected.
- **Motion 09-7** by Gerald Besyk that corrected October financial report be adopted, seconded by Robert Harvey. **CARRIED**
- **Motion 09-8** by Gerald Besyk that November financial report be adopted, seconded by Earl Slimmon. **CARRIED.**
- No financial reports for December and January. Helmut will follow up to acquire those reports.

7.) CONSENT AGENDA ITEMS:

- 7.1) Registrar's report Helmut Friesen
- 7.2) Board of Assessor's report David Fotheringham
- 7.3) Continuing Competency Committee Report Linda Schroeder
- 7.4) CIHI Report Gloria Mactavish
- 7.5) Nomination Committee Barbara Lyons, no report submitted
- Dave Fotheringham noted spelling error for Gloria Mactavish's name on his report

- Linda Schroeder asked if Council wanted Continuing Competency forms to be translated and available in French language. Council noted there would be considerable translation costs and therefore would wait till somebody makes this request.
- Continuing Competency (CC) portfolio submission extended to 30 days from date of request.
- Submission of CC portfolio can be by general mail, registered mail or by personal submission.
- **MOTION 09-9** by Robert Young, seconded by Kelly Moist that all consent Agenda reports be adopted as circulated. **CARRIED.**

8.) ADDITION OF FINANCIAL REPORT TO CONSENT AGENDA ITEMS:

- **MOTION 09-10** by Robert Young, seconded by Robert Harvey that Financial Report(s) be added to consent agenda reports. **CARRIED.**

9.) REVIEW EXPENSE ACCOUNT FORMS:

- Adam will acquire CSMLS meal and travel rates and will circulate for review prior to next Council meeting.

10.) PROFESSIONAL MINUTE TAKER:

- After discussion amongst members and present secretary (Harvey Suski), it was decided not to pursue professional minute taker at this time.
- Members requested that meeting minutes be prepared shortly after Council meetings (approximately within one week).
- Meeting minutes sent to Chair first for review and corrections if required. Chair will then circulate to all members.

11) ADOPTING BRIEFING NOTE:

- Members agreed to use briefing note template when requesting discussion points or agenda items to be added to Council Meetings.
- The template item will first be sent to the Chair for consideration and if agreed to, added to the agenda.
- Adam requests if possible to send 2 weeks prior to meeting. In cases when this is not possible later submissions will be given consideration.

12.) AGM 2009:

- AGM will be Saturday September 26th, 2009 at 1200hrs in Winnipeg at the Holiday Inn Airport West, 2520 Portage Avenue.

13.) NEW BUSINESS: MLA subcommittee Report

- Legal Counsel still looking into this matter and has not replied to date.
- No other information at this time.

14.) MEETING ADJOURNED AT 2010HRS.

NEXT MEETING: WEDNESDAY MAY 13TH, 2009 AT 1730HRS AT HOLIDAY INN AIRPORT WEST, 2520 PORTAGE AVENUE, WINNIPEG, MB.