



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

146-2025 Corydon Ave.
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**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
COUNCIL MEETING**

**Wednesday December 11th, 2013, 1730hrs
CMLTM Boardroom 146-2025 Corydon Avenue Winnipeg, MB**

Present: Noelle Cater, Jumir Encarnacion, Jackie Tower, Matthew Klassen

Public Representatives: John Schwandt, Robert Harvey

Guests: Adam Chrobak, Gloria Mactavish, Linda Schroeder, Melanie Grafton

Regrets: Tiana Baskin, Esther Blenkhorn, Odarka Demchenko, Robert Young, Bonnie Grahame (left after presentation).

1. *Financial training by Crown Corporations Council's Jennifer Gustafson.*

2. Call to order Noelle Cater

Meeting called to order by Noelle Cater at 2013hrs.

3. Approval of October 16th, 2013 minutes Noelle Cater

Motion 13:54 Jackie Tower/Matthew Klassen

Be it moved that the October 16th, 2013 minutes be approved as circulated.

Carried

4. Approval of Agenda Noelle Cater

Motion 13:55 Matthew Klassen/Jackie Tower

Be it moved that the agenda be approved as amended.

Carried

5. Strategic Planning Update Noelle Cater/Adam Chrobak

6. Business Requiring Action

5.1 Approval of Committee Members

Motion 13:56 John Schwandt/Jumir Encarnacion

Be it moved to approve the Continuing Competency Committee Members as follows:

Daniele Bernier, Procelita Tulio, Tammy Toutant, and Henri Beaubien.

CARRIED

Motion 13:57 Jumir Encarnacion/Robert Harvey

Be it moved to approve the Complaints Committee Members as follows: Matthew Klassen, Erin Martin, Rose Nienhuis.

CARRIED



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5.2 Future Priorities

Noelle Cater

5.2.1 Subcommittee (Code of Ethics, Standards of Practice, Practice Directions)

5.2.2 Spread sheet for action items

5.3 Affirmation of Motions from Strategic Planning

Noelle Cater

Motion 13:58 Jackie Tower/Jumir Encarnacion

Be it moved that motions 13:41 to 13:53 excluding 13:47 and 13:48 be affirmed as approved at the Strategic Planning session on October 25th to the 27th, 2013. Motions will be to follow.

- Motion 13:41
Be it moved that CMLTM advocate for the regulation of MLAs.
- Motion 13:42
Be it moved to investigate the process that the pharmacists took in regulating the pharmacy assistants to assist in the process of regulating MLAs.
- Motion 13:43
Be it moved to develop a position paper on regulating MLAs under CMLTM.
- Motion 13:44
Be it moved that CMLTM develop a Lobby package for the regulation of MLAs. (Adam and Linda to help).
- Motion 13:45
Be it moved that we review the policy to see if clarification is require to aid committee chairs in their understanding of their role during Council meetings. (Ad Hoc committee).
- Motion 13:46
Be it moved that Council will provide to Committee Chairs a checklist of reporting deliverables for each Committee to assist in the oversight process and will be reported on at each Council meeting. (Ad Hoc committee.)
- Motion 13:49
Be it moved to create a Committee Chair job description for the standing committees to be referred to the ad-hoc committee on Committee Chairs



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Succession Planning/Continuity Planning. (March 2014).

- Motion 13:50
Be it moved to direct the CEO/Registrar to create a detailed job description with written procedures to accompany them, with priority to the most critical functions for Contingency Planning.
- Motion 13:51
Be it moved that each member of Council develop written procedures for each task assigned in their job descriptions. To be completed by March 2014 Council meeting.
- Motion 13:52
Be it moved to direct the CEO to begin the process of creating baselines for indicators of success by collecting current information available by January 2014.
- Motion 13:53
Be it moved for the CEO to arrange a workshop for success indicators after collection of current information by April 2014 to assist in assessment and continuity planning.

CARRIED

5.4 Affirmation of Position Statement Noelle Cater

Motion 13:59 Jumir Encarnacion/Jackie Tower

Be it moved to affirm the MLA Position Statement as approved on Survey Monkey.

CARRIED

5.5 Approval of AGM Minutes Noelle Cater

 Tabled until next week for Survey Monkey.

5.6 Terms of Reference Noelle Cater

Motion 13:60 John Schwandt/Jackie Tower

Be it moved to approve the Public Representative Terms of Reference as amended.

CARRIED

5.7 Newsletter Tiana Baskin/Odarka Demchenko

5.8 Education/Training Opportunities Adam Chrobak/Noelle Cater

7. Consent Agenda Items:

6.1 Registrar's report Adam Chrobak



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| 6.2 Financial Statement | Jackie Tower |
| 6.3 Board of Assessors report | Gloria Mactavish |
| 6.4 Continuing Competency Committee report | Linda Schroeder |
| 6.5 Complaints Committee report | Melanie Grafton |

Motion 13:61 Jackie Tower/Jumir Encarnacion

Be it moved to approve the consent agenda items as presented.

CARRIED

- | | |
|----------------------------|--------------|
| 8. Future Meeting Schedule | Noelle Cater |
| 9. Future Agenda Items | Council |
| 10. Meeting Review (Pass) | Noelle Cater |
| 11. Adjournment | |

Meeting adjourned by Noelle Cater at 2125hrs.

Approved on _____, 2014 by _____