



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

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**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
COUNCIL MEETING**

**Wednesday March 22nd, 2016, 1745hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

Present: Brad Collignon, Barbara Lyons, Sandra Brooks, Erin Martin, Oleksandra Machynia

Public Representatives: Robert Harvey

Guests: Adam Chrobak, Tricia VanDenakker, Linda Schroeder, Bonnie Grahame, Melanie Grafton, Tracey Pronyk-Ward, John Schwandt

Regrets: Marijay Umali, Robert Young

1. Presentation of appreciation to John Schwandt
 - A framed certificate of appreciation of services and a \$100.00 gift card to The Keg were awarded to John Schwandt. A picture was taken to added to CMLTM Facebook and blog.
 2. Call to order Brad Collignon
 - Meeting called to order by Brad Collignon at 1801hrs.
 3. Approval of December 14th, 2016 minutes Brad Collignon
 - The December 14th, 2016 Council meeting minutes as amended.
 4. Approval of Agenda Brad Collignon
 - Agenda has been approved as presented.
 5. Strategic Planning Update (review report) Brad Collignon/Adam Chrobak
 6. Consent Agenda Items:
 - 6.1 Registrar's report Adam Chrobak
 - 6.2 Board of Assessors report Tracey Pronyk-Ward
 - 6.3 Continuing Competency Committee report Linda Schroeder
 - Suggestion that auditing statistics of total audited members since 2012 versus number of people being re-audited be added to the Annual Report.
 - 6.4 Complaints Committee report Melanie Grafton
 - 6.5 Inquiry Committee report Bonnie Grahame
 - 6.6 Q4 Financial report Marijay Umali
 - Adam will enquire to Jordan regarding a \$1400.00 expense under Complaints Committee that he was not sure where it came from.
 - 6.7 Executive Committee report Brad Collignon
- Motion 17:01 Sandra Brooks/Oleksandra Machynia**
Be it moved to approve the Consent Agenda Items as presented.
CARRIED
- The Deputy Registrar, Tricia VanDenakker, brought forth her experience from the CSMLS Board regarding a change to how the Consent Agenda Items are



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reviewed. Suggested that reports are sent out a week ahead of time. Council members are to review them and direct any questions to the author of the report. If questions are not resolved satisfactorily, the Chair is to be notified and the report is to be pulled from the Consent Agenda Items to a new field for discussion at the Council Meeting.

7. Business Requiring Action

8.1 Board performance evaluation Adam Chrobak/Brad Collignon

8.2 Policy Reviews (Policies attached) Brad Collignon

- RC-RR4 has been tabled until the next Council Meeting, to be discussed with the lawyer before being brought to the Council again..
- RC-RR5 has been tabled until the next Council Meeting, to be discussed between the Registrar and the Executive Committee before being brought to the Council again.

Motion 17:02 Sandra Brooks/Barbara Lyons

Be it moved to approve Policies GP-10, GP-11, GP-23, GP-24, GP-25, PR-3, RC-RR1, RC-RR2, and RC-RR3 as amended.

CARRIED

8.3 CMLTM Representative on

RRC MLS Advisory Committee Adam Chrobak

- CMLTM Registrar, Adam Chrobak, is stepping down as the CMLTM representative to the Red River College Medical Laboratory Sciences Advisory Committee as he is also serving on the Professional Standards Committee. He has suggested that the CMLTM Deputy Registrar, Tricia VanDenakker, to be the new CMLTM representative to that committee.

Motion 17:03 Barbara Lyons/Sandra Brooks

Be it moved to appoint the CMLTM Deputy Registrar, Tricia VanDenakker, to the Red River College Medical Laboratory Sciences Advisory Committee.

CARRIED

8.4 Jurisprudence module update and MOU Adam Chrobak

Motion 17:04 Barbara Lyons/Sandra Brooks

Be it moved to approve the Registrar to sign the memo of understanding with the working groups and the contract with iComp for the Jurisprudence Module.

CARRIED

8.5 Future Priorities Brad Collignon

8.5.1 Policy review schedule Brad Collignon

8.5.2 AGM ad hoc planning committee Brad Collignon

- Do we hire a parliamentarian or is a volunteer?
- Committee is determining how to handle opening the floor to questions.
- Location to be decided. The CMLTM Administrative Assistant, Janelle Baril, will contact hotels this week.



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8.5.3 Action items review

Brad Collignon

- Executive Committee to review with the Registrar and Deputy Registrar an updated Contingency Plan.
- Tenants have signed a confidentiality agreement, but a policy will be created for them as well.
- Reports from the Committees for the CMLTM Annual Report should be received no later than May 28th, 2017.

8.5.4 Public representatives

Adam Chrobak

- Adam Chrobak has been in contact with one Public Representative, but communication has been slow.

8.5.5 CMLTM audit

Adam Chrobak

8.5.6 New Grad Award

- Scoring committee will be Melanie Grafton, Erin Martin, Brad Collignon, and Robert Harvey.
- Discussion regarding an issue that was brought up to open the New Grad Award to graduates beyond Red River College.

8.6 Newsletter

Sandy Brooks

Motion 17:05 Erin Martin/Barbara Lyons

Be it moved to approve the CMLTM Spring 2017 Newsletter as presented.

CARRIED

8.7 Education/Training Opportunities

Adam Chrobak/Brad Collignon

8. New Business

9.1 IEMLT registration Proposed Language

Requirement

Tricia VanDenakker

- Tabled to Executive Committee meeting to be brought back to the next Council Meeting for decision.

9. Future Meeting Schedule

Brad Collignon

- Complaints Committee Meeting on Wednesday April 5th, 2017
- Executive Committee Meeting on Wednesday May 17th, 2017
- Continuing Competency Audit has been rescheduled. The date has not yet been decided.
- Council Meeting on Wednesday on June 21st, 2017

10. Future Agenda Items

Council

11. Meeting Review

Brad Collignon

12. Adjournment

- Meeting adjourned by Brad Collignon at 2118hrs.

Approved on June 21st, 2017 by Council