



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Fax: 204-489-7300
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

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

**Friday October 20th, 1745hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

Present: Brad Collignon, Barbara Lyons, Oleksandra Machynia, Erin Martin, Sandra Brooks, Marijay Umali, Tannu Sayed, Sajjid Janjua

Public Representatives: Robert Harvey, Robert Young, Leanne Matthes

Guests: Adam Chrobak, Linda Schroeder, Tracey Pronyk-Ward, Melanie Grafton, Bonnie Grahame

Regrets: Tricia VanDenakker

1. Call to order *Brad Collignon*
 - Meeting called to order by Brad Collignon at 1800hrs.

2. Introduction of new 2018 Council Members
 - Tannu Sayed (Division 1) • Sajjid Janjua (Division 2)

3. Approval of September 22nd, 2017 minutes *Brad Collignon*

Motion 17:35 Barbara Lyons/Erin Martin
Be it moved to approve the September 22nd, 2017 Council Meeting minutes as presented.
CARRIED

4. Approval of September 23rd, 2017 AGM minutes *Brad Collignon*

Motion 17:36 Sandra Brooks/Erin Martin
Be it moved to approve the September 23rd, 2017 AGM minutes as amended.
CARRIED

5. Approval of Agenda *Brad Collignon*
 - The Agenda was adopted as amended.

6. Strategic Planning Update *Brad Collignon and
Adam Chrobak*
 - The Strategic Planning meeting will happen Saturday October 21st from 8:30am to 4:00pm. If necessary, it will extend into the evening.

7. Consent Agenda Items:
 - 6.1 Registrar's report *Adam Chrobak*
 - 6.2 Board of Assessors report *Tracey Pronyk-Ward*



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Fax: 204-489-7300
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

- | | |
|--|---|
| 6.3 Continuing Competency Committee report | <i>Linda Schroeder</i> |
| 6.4 Complaints Committee report | <i>Melanie Grafton</i> |
| 6.5 Inquiry Committee report | <i>Bonnie Grahame</i> |
| 6.6 Q3 Financial report | <i>Marijay Umali</i> |
| 6.7 Executive report | <i>Brad Collignon</i> |
| 6.8 AGM Committee report | <i>Linda Schroeder and
Adam Chrobak</i> |

Motion 17:37 Robert Young/Sandra Brooks

Be it moved to approve the Consent Agenda Items as presented.

CARRIED

8. Business Requiring Action

- | | |
|--|--|
| 8.1 Board performance evaluation | <i>Adam Chrobak and
Brad Collignon</i> |
| 8.2 Policy Reviews (Policies attached) | <i>Brad Collignon</i> |

Robert Young excused himself from the meeting at 1852hrs.

Motion 17:38 Erin Martin/Leanne Matthes

Be it moved to table GP-17 until the next Council meeting on December 13th, 2017.

CARRIED

Motion 17:39 Marijay Umali/Barbara Lyons

Be it moved to approve BOA-2, BOA-3, BOA-4, BOA-9, BOA-12, BOA-15, GP-24, and RC-RR-4 as amended.

CARRIED

- | | |
|---|-----------------------|
| 8.3 Honorarium for Council | <i>Brad Collignon</i> |
| <ul style="list-style-type: none">• An Issue Statement regarding giving the Council members an Honorarium was sent out by Adam Chrobak earlier in the week. Council discussed the issue of remuneration/honorariums for Council members (other than Public representatives). Council decided not to change the current policy and elected Council Members will not be receiving an honorarium for their service on Council. | |

- | | |
|--------------------------------------|-----------------------|
| 8.4 Appointment of Council Executive | <i>Brad Collignon</i> |
|--------------------------------------|-----------------------|

Motion 17:40 Barbara Lyons/Oleksandra Machynia

Be it moved to appoint Brad Collignon as Council Chair, Marijay Umali as Vice Chair, Leanne Matthes as Treasurer, Sandra Brooks as Secretary, for the 2018 CMLTM Council.

CARRIED



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Fax: 204-489-7300
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

8.5 Appointment of Committee Chairs

Brad Collignon

Motion 17:41 Barbara Lyons/Erin Martin

Be it moved to approve the appointment of Linda Schroeder as the Chair for the Continuing Competency Committee, Bonnie Grahame as Chair for the Inquiry Committee, Oleksandra Machynia as Chair for the Nominations Committee, and Tracey Pronyk-Ward as Chair for the Board of Assessors for 2018.

CARRIED

8.6 Future Priorities

Brad Collignon

8.6.1 Policy review schedule

Brad Collignon

- The CMLTM staff will do an assessment of the policies to determine how often the policy should be reviewed. The assessment will be presented to the Executive Committee before being brought to Council for approval. Policies will need to be edited to include the review schedule.

8.6.2 Jurisprudence module next steps

Adam Chrobak

- Frequency of the jurisprudence module to be decided upon the completion of the beta test. Thirteen volunteers (plus Council members) will be beta testers.

8.6.3 Annual fees

Brad Collignon

Motion 17:42 Barbara Lyons/Sandra Brooks

Be it moved that a fee increase is discussed and decided on by the December Council Meeting of each year.

CARRIED (1 opposed)

Motion 17:43 Barbara Lyons/Oleksandra Machynia

Be it moved that a fee increase of \$15.00 be put into place for the 2019 practice year for “Active” and “Conditional” members.

CARRIED (1 opposed)

8.6.4 Use of MLT title

Brad Collignon

- An Issue Statement regarding a proposed By-law change that would not allow a member on the Inactive roster to use the title MLT was distributed before the Council meeting.

Motion 17:44 Leanne Matthes/Barbara Lyons

Be it moved that the By-laws Section II. Inactive Members (2.2) be amended to include the following: “2.2 - Are not eligible to practice Medical Laboratory Technology, including the use of the MLT title.”



COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Fax: 204-489-7300
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

CARRIED

- Decision made due to the potential liability towards the CMLTM. Approved by Council but will need to go to the 2018 AGM to be confirmed. If the item is not approved by membership, the Council can pass the motion again and bring it back to the next AGM.

8.6.5 CCP audit

Tricia VanDenakker

- Tabled until the Strategic Planning meeting on Saturday October 21st, 2017 during the morning session.

8.6.6 CCP review

Adam Chrobak

- Tabled until the Strategic Planning meeting on Saturday October 21st, 2017 during the morning session.

8.6.7 Action items review

Brad Collignon

8.6.8 Public representatives

Adam Chrobak

- Correspondence with the government regarding the appointment of new Public Representatives is still slow.

Marijaly Umali excused herself from the meeting at 2044hrs.

8.7 Newsletter

Sandra Brooks

- Request for idea or articles for the Spring 2018 Newsletter.

8.8 Education/Training Opportunities

Adam Chrobak and

Brad Collignon

- A few e-mails were sent out this week to Council and Committee members regarding Professional Development Opportunities available.

8.9 Budget Draft for 2018

Adam Chrobak

- Tabled until the Strategic Planning meeting on Saturday October 21st, 2017.

8.10 AGM Motion 17:33 (Attached)

Brad Collignon

- Has been forwarded to the Continuing Competency Committee (meeting on Wednesday October 25th, 2017) to be discussed and considered. They will bring to Council for decision during the December 13th, 2017 Council meeting.

8.11 AGM Motion 17:34 (Attached)

Brad Collignon

- Tabled until the December 13th, 2017 Council meeting.



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
Winnipeg, MB R3M 2S2
www.cmltm.ca

Phone: 204-231-0311
Fax: 204-489-7300
Toll Free: 877-331-0311
E-mail: cmltm@cmltm.ca

9. New Business

9.1. Complaints Committee Chair

Brad Collignon

- CMLTM is still looking for a Chair for the Complaints Committee. The Registrar will continue recruitment efforts.

10. Future Meeting Schedule

Brad Collignon

- Strategic Planning Meeting – October 21st, 2017
- Council Meeting – December 13th, 2017

11. Future Agenda Items

Council

- Approval of 2018 Committee Members
- Approval of GP-17
- Policy Review Assessment
- AGM Motion 17:33 (to be discussed and considered).

12. Meeting Review

Brad Collignon

13. Adjournment

- Brad Collignon adjourned the meeting at 2100hrs.

Approved on December 13, 2017 by Council