



**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
Wednesday December 14th, 2016, 1745hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

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

Public Representatives: Robert Harvey, Robert Young, John Schwandt

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

Regrets: Marijay Umali

- 1. Call to order Brad Collignon
 - Meeting called to order by Brad Collignon at 1745hrs.
- 2. Approval of October 21st, 2016 minutes Brad Collignon
Motion 16:34 Robert Harvey/Erin Martin
 Be it moved to approve the October 21st, 2016 minutes as presented.
CARRIED
- 3. Approval of October 22nd and 23rd, 2016 minutes Brad Collignon
Motion 16:35 Robert Young/Sandra Brooks
 Be it moved to approve the October 22nd and 23rd, 2016 minutes as presented.
CARRIED
- 4. Approval of 2016 AGM minutes Brad Collignon
Motion 16:36 John Schwandt/Barbara Lyons
 Be it moved to approve the concise 2016 AGM minutes as presented.
CARRIED
- 5. Approval of Agenda Brad Collignon
 - Agenda has been approved as presented.
- 6. Strategic Planning Update (review report) Brad Collignon/Adam Chrobak

Break for dinner from 1808hr to 1828hrs.

- 7. Consent Agenda Items:
 - 7.1 Registrar's report Adam Chrobak
 - 7.2 Board of Assessors report Tracey Pronyk-Ward
 - 7.3 Continuing Competency Committee report Linda Schroeder
 - 7.4 Complaints Committee report Melanie Grafton
 - 7.5 Inquiry Committee Bonnie Grahame
 - 7.6 Q3 Financial report Marijay Umali
 - 7.7 Executive Committee report Brad Collignon
- Motion 16:37 John Schwandt/Barbara Lyons**



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Be it moved to approve the Consent Agenda items as amended.

CARRIED

8. Business Requiring Action

8.1 Board performance evaluation Adam Chrobak/Brad Collignon

- Deferred to Exec. committee

8.2 Policy Reviews (Policies attached) Brad Collignon

- GP-10, GP-11, GP-23, GP-24 and GP-25 have been tabled until the Executive Meeting for further discussion.

Motion 16:38 Robert Young/Erin Martin

Be it moved to approve GP-12, GP-13, GP-14, GP-15, GP-19, GP-22, and PR-4 as amended and presented.

CARRIED

8.3 In-Camera: Registrar performance evaluation Brad Collignon

- Discussion In-Camera at 1949hrs to 1954hrs.

Motion 16:39 John Schwandt/Barbara Lyons

Be it moved that the Registrar be given a compensation increase to the level agreed to during the in-camera discussion, effective as per his anniversary date.

CARRIED

8.4 Proposed By-Law changes Brad Collignon

8.5 CMLTM Vision Brad Collignon

Motion 16:40 Robert Young/John Schwandt

Be it moved to approve the CMLTM Vision Statement; "Excellence in medical laboratory diagnostics and patient safety through the regulation of Medical Laboratory Technologists."

CARRIED

8.6 Appointment of Committee Chairs Brad Collignon

Motion 16:41 Barbara Lyons/Sandra Brooks

Be it moved that Linda Schroeder continue as Chair of the Continuing Competency Committee, Tracey Pronyk-Ward continue as Chair of the Board of Assessors, Bonnie Grahame continue as Chair of the Inquiry Committee and Melanie Grafton continue as Chair of the Complaints Committee.

CARRIED

8.7 Approval of Committee members Brad Collignon

Motion 16:42 Sandra Brooks/Barbara Lyons

Be it moved that Daniele Bernier, Tammy Toutant, and Henri Beaubien continue as members of the Continuing Competency Committee; Gloria Mactavish, Camille Harrop, and Trevor Kotowich continue as members of the Board of Assessors; Tracey Pearson continue as a member of the Inquiry Committee; and Rose Nienhuis and Erin Martin continue as members of the Complaints Committee.

CARRIED

8.8 Future Priorities



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- 8.8.1 Policy review schedule Brad Collignon
Updated policy spreadsheet to be forwarded to executive for review
- 8.8.2 Jurisprudence module Brad Collignon
- Council has given approval to the Registrar and Deputy Registrar to proceed with the development of a collaborative Jurisprudence module via iComp.
 - Communication to members on Jurisprudence will begin in the next newsletter.
- 8.8.3 AGM ad hoc planning committee Brad Collignon
- Committee has not yet met
- 8.8.4 Action items review Brad Collignon
Updated action item tracking spreadsheet to be forwarded to executive for review
- 8.8.5 Volunteer appreciation Brad Collignon
Registrar to investigate appropriate gifts for CMLTM volunteers
- 8.9 Newsletter Sandra Brooks
- Oleksandra has volunteered to assist.
- 8.10 Education/Training Opportunities Adam Chrobak/Brad Collignon
Information to be forwarded to Council/Committees as it becomes available
9. New Business
- The Continuing Competency Committee Chair brought forward a discussion regarding a member who was appealing their audit results. Council discussed recommendations on how to handle a situation regarding life experiences being counted as CE credits. Council agreed that Category 5 (Non-Work Related Activities) is meant for *volunteer* work. Council agreed with the results of the original audit. A re-submitted portfolio will be due 6 months from the date of correspondence.
 - CMLTM Survey Results Tricia VanDenakker
Results of the August survey were presented. Responses to open-ended questions 6 and 7 were categorized and shared with Council. Executive Committee will review survey results to formulate a communication strategy focused on answering these comments. Create newsletter article in a Q&A style from the survey comments. Executive Committee members to attend at least one meeting of Council committees to just see how things are going.
10. Future Meeting Schedule Brad Collignon
- Complaints Committee on January 4th, 2017
 - Executive Committee on February 22nd, 2017
 - Council Meeting on March 22nd, 2017
11. Future Agenda Items Council
12. Meeting Review (Pass) Brad Collignon



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- John Schwandt announced that his public representative appointment to the CMLTM Council will end December 31, 2016. John Schwandt expressed his appreciation for the opportunity to serve on the CMLTM Council and wishes all the best to CMLTM and the Council. CMLTM Council expressed their appreciation to John Schwandt for his dedication and service on the CMLTM Council.

13. Adjournment

- Meeting adjourned by Brad Collignon at 2106hrs.

Approved on March 22, 2017 by _____ Council _____