



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

245 Lilac Street
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**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
COUNCIL MEETING**

**Friday October 19th, 2018, 1730 hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

Present: Brad Collignon, Sandra Brooks, Tannu Sayed, Sajjid Janjua, Erin Martin

Public Representatives: Robert Harvey, Robert Young, Leanne Matthes, Rajinder Pal Bhullar, Steven Wu

Guests: Adam Chrobak, Tricia VanDenakker, Bonnie Grahame, Janie McBey, Tracey Pronyk-Ward, Linda Schroeder, Oleksandra Machynia

Regrets: Marijay Umali

1. Call to order *Brad Collignon*
 - Meeting called to order by Brad Collignon at 1730hrs. Quorum met.

2. Approval of September 21st, 2018 minutes *Brad Collignon*

Motion 18:35 Robert Young/Leanne Matthes
Be it moved to approve the September 21st, 2018 minutes as amended.
CARRIED

3. Approval of September 22nd, 2018 AGM minutes *Brad Collignon*

Motion 18:36 Leanne Matthes/Sandra Brooks
Be it moved to approve the AGM September 22nd, 2018 minutes as amended.
CARRIED

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

5. Strategic Planning Update *Brad Collignon and Adam Chrobak*

6. Consent Agenda Items:
 - 6.1 Registrar's report *Adam Chrobak*
 - 6.2 Financial report (Q3) *Leanne Matthes*
 - 6.3 Board of Assessors report *Tracey Pronyk-Ward*
 - 6.4 Continuing Competency Committee report *Linda Schroeder*
 - 6.5 Complaints Committee report *Janie McBey*
 - 6.6 Inquiry Committee report *Bonnie Grahame*
 - 6.7 Executive report *Brad Collignon*

No Committee (Board of Assessors, Continuing Competency, Complaints, Inquiry, or Executive) reports were submitted as there were no meetings since the last Council meeting in September.

Motion 18:37 Tannu Sayed/Robert Young

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

CARRIED



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7. Informational items

7.1 RRC Medical Laboratory Science Program

Update

Tricia VanDenakker

- No updates. Next RRC advisor meeting is scheduled for November 16, 2018.

8. Business Requiring Action

8.1 Appointment of Council Executive

Brad Collignon

Motion 18:38 Robert Young/Tannu Sayed

Be it moved to extend Sandra Brooks term on Council by one year.

CARRIED

Motion 18:39 Leanne Matthes/Robert Young

Be it moved to approve Tannu Sayed as Council Chair, Sajjid Janjua as Council Vice-Chair, Brad Collignon as Council Treasurer, and Sandra Brooks as Council Secretary.

CARRIED

8.2 Appointment of Committee Chairs

Brad Collignon

Bonnie Grahame has informed Council that she will not allow her name to stand as the Inquiry Committee Chair for 2019. Linda Schroder has informed Council that she will be asking one of her committee members to assume the position of Continuing Competency Committee Chair for 2019. The appointment of the Continuing Competency Committee and the Inquiry Committee chairs will be deferred until the December 14, 2018 Council meeting.

Motion 18:40 Sandra Brooks/Sajjid Janjua

Be it moved to appoint Tracey Pronyk-Ward as Chair of the Board of Assessors and Janie McBey as Chair of the Complaints Committee.

CARRIED

8.3 Approval of Committee members

Brad Collignon

- Approval of committee members to be deferred until December 14, 2018 Council meeting.
- Must recruit member volunteer for Inquiry Committee (Chair) and Complaints Committee (committee member).
- Linda Schroeder (current CCC Chair) and Tracey Pronyk-Ward (BOA Chair) will be meeting with their committees and will inform Council the composition of the committees at the December 14, 2018 Council meeting.

8.4 Policy reviews (GP 9, 18, 20, 21,
RR 5, EL 1-7)

Brad Collignon

Motion 18:41 Erin Martin/Robert Young

Be it moved to approve policies EL-1 to EL-7 as presented.

CARRIED

Motion 18:42 Robert Young/Sandra Brooks

Be it moved to approve policies GP-9, GP-18, GP-20, and GP-21 as amended.

CARRIED



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Motion 18:43 Robert Harvey/Sandra Brooks

Be it moved to approve policy RC-RR 5 as presented.

CARRIED

8.5 Future Priorities

8.5.1 Policy review schedule

Council Chair to review policies

Brad Collignon

8.5.2 CCP review

Council will review the performance of staff directed audit process to determine next steps. CCC will continue to develop the policies required to govern the Continuing Competency Program (CCP). Council to evaluate the CCP following the approval of the policies

Adam Chrobak

8.5.3 RHPA regulation review

Brad Collignon

- RHPA working group will distribute a survey to CMLTM members regarding the Reserved Acts currently performed.
- Leanne Matthes will be remaining as a liaison for the RHPA Working Group to assist them in its development.

8.5.4 SSMLT project

Briefing note to be presented at the next Canadian Alliance of Medical Laboratory Professions Regulators (CAMLPR) meeting to obtain Pan-Canadian support and participation.

Adam Chrobak

8.5.5 Action items review

Brad Collignon

8.6 Newsletter

Sandra Brooks

8.7 Education/Training Opportunities

Adam Chrobak and Brad Collignon

9. New Business

9.1 AGM Survey- CMLTM registrants appreciated the opportunity to participate in the AGM online. This will be continued for future meetings. Full survey results will be provided in the spring newsletter.

Tricia VanDenakker

9.2 MB Hydro boiler replacement grant will not be submitted as potential grant is less than the resources (building heat loss assessment by engineer) required by the application.

Adam Chrobak

9.3 Outgoing Council Member Appreciation

Brad Collignon

10. Future Meeting Schedule

Brad Collignon

- October 20th, 2018 – Strategic Planning
- November 28th, 2018 – Complaints Committee
- December 15th, 2018 – Council Meeting

11. Future Agenda Items



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- Appointing Chair of the Inquiry Committee, Continuing Competency Committee, and the Nominations Committee.
 - Need to confirm if Nominations is a standing committee in the by-laws or not.
- Appoint Board of Assessors and Continuing Competency committee members

12. Meeting Review

Brad Collignon

13. Adjournment

- The meeting was adjourned by Brad Collignon at 1912hrs.

Approved on _____ December 15, 2018 _____ by _____ Council _____