



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS  
OF MANITOBA**

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

**Saturday December 7<sup>th</sup>, 2019, 0900 hrs  
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

**Present:** Tannu Sayed, Sajjid Janjua, Sandra Brooks, Brad Collignon, Erin Sadler (online), Kamran Bashir (phone)

**Public Representatives:** Rajinder Pal Bhullar, Cynthia Rempel-Patrick

**Guests:** Adam Chrobak, Tricia VanDenakker, Heather Mauthe (online)

**Gallery:** None

**Regrets:** Anna Avalos, Tracey Pronyk-Ward, Janie McBey, Steven Wu

1. Call to order *Tannu Sayed*
  - Meeting called to order by Tannu Sayed at 0908hrs. Quorum met.
  
2. Approval of October 25<sup>th</sup> & 26<sup>th</sup>, 2019, Minutes *Tannu Sayed*
  - Correction to attendance. Tracey Pronyk-Ward added to “Guests” on the minutes for October 25<sup>th</sup>, 2019.
  - Correction to attendance. Correction to Erin Sadler’s last name on the minutes for October 26<sup>th</sup>, 2019.

**Motion 19:67** Brad Collignon/Cynthia Rempel-Patrick  
Be it moved to approve the October 25<sup>th</sup> and 26<sup>th</sup>, 2019 minutes as amended.  
**CARRIED**
  
3. Approval of Agenda *Tannu Sayed*

**Motion 19:68** Brad Collignon/Sajjid Janjua  
Be it moved to approve the December 7<sup>th</sup>, 2019 agenda as presented.  
**CARRIED**
  
4. Strategic Planning Update *Adam Chrobak*
  - Standing item.
  - Review of the 2019 Strategic Planning will be addressed later in the meeting.
  
5. Consent Agenda Items:
  - 5.1 Registrar’s report *Adam Chrobak*
  - 5.2 Board of Assessors report *Tracey Pronyk-Ward*
  - 5.3 Continuing Competency Committee report *Heather Mauthe*
  - 5.4 Complaints Committee report *Janie McBey*
    - No report received. Waiting on the response to the results of the complaint.



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5.5 Inquiry Committee report

*Brad Collignon*

- No report received as new Committee Chair, Brad Collignon, has not had a chance to hold a meeting yet.

5.6 Executive report

*Tannu Sayed*

- No report received. The Executive Committee did not meet.

**Motion 19:69** Brad Collignon/Cynthia Rempel-Patrick

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

**CARRIED**

6. Informational items

6.1 Post 2019 Strategic Planning survey results

*Tricia VanDenakker*

- Due to technical difficulties, Tricia read the results out verbally. They will be emailed out after the meeting.

7. Business Requiring Action

7.1 Approval of 2019-2020 Strategic Plan

*Tannu Sayed*

- Staff will post the Strategic Planning report to the website to facilitate transparency with the Public and our registrants.

**Motion 19:70** Cynthia Rempel-Patrick/Erin Sadler

Be it moved to approve the 2019-2020 Strategic Plan as presented and to post on the CMLTM website.

**CARRIED**

7.2 Appointment of BOA Chair

*Tannu Sayed*

**Motion 19:71** Brad Collignon/Sandra Brooks

Be it moved to approve Tracey Pronyk-Ward as Chair of the Board of Assessors for the term starting January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2020.

**CARRIED**

7.3 Approval of Committee Members

*Tannu Sayed*

- Terms for Committee Chairs and members is 6 years. All Board of Assessors members are currently well past these terms. They can be approved for one more year to allow for continuation of knowledge from new members.

**Motion 19:72** Rajinder Pal Bhullar/Sajjid Janjua

Be it moved to approve Joyce MacDonald, Wendy Leduc, and Julie Burgoyne as members of the Continuing Competency Committee; Gloria Mactavish and Trevor Kotowich as members of the Board of Assessors; Erin Sadler and Sharon Lytwyn as members of the Complaints Committee; Tracey Pearson as a member of the Inquiry Committee for the term starting January 1<sup>st</sup>, 2020 to December 31<sup>st</sup>, 2020.

**CARRIED**



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### 7.4 2020 Strategic planning meeting

*Adam Chrobak*

- Registrar sent out a request for proposal to five (5) Strategic Planning Facilitators. Four (4) responses were received. Two (2) were included in the briefing note as two (2) were received after the deadline.

#### **Motion 19:73** Brad Collignon/Sandra Brooks

Be it moved to direct the Registrar, Adam Chrobak, to accept the proposal from Health In Common to facilitate the Strategic Planning meeting for October 2020.

**CARRIED**

### 7.5 Approval of 2020 Budget

*Adam Chrobak*

- The Registrar, Adam Chrobak, prepared the 2020 budget and sent to Council for review.
- The IT network plan has slightly changed since the creation of the budget. The most physically responsible way would be servers. IT forgot to include the price of SharePoint (\$16,000/year). CMLTM was unable to get non-profit status through Microsoft/TechSoup. Hosting our database on our servers is almost the exact same in price as hosting on the iMIS cloud. No longer makes sense for CMLTM to have servers with life expectancies. When on their cloud, they do continuous updates and automatic security patches. CMLTM will no longer have to worry about the database aside from creating reports when needed. To move to the cloud would require updating to the most current version. First quote was between \$25,000-\$50,000. Wanted to spend 8-10 hours to analyze the database to quote (\$2,000 to do). Adam reviewed the reports for them. To reduce upgrade costs, iMIS will train Adam and Janelle to set up the staff site. Quote was supposed to have been received yesterday, but has not been received yet. Hoping for less than \$10,000. Including the upgrade cost, it will still be less than buying the server. The office staff's office suite for e-mail, etc will be changed to the Microsoft 365 cloud. \$16.00/month per e-mail access. Database has a module called "Communities" and mimics what Sharepoint does. When we upgrade the database, we will rebuild Communities to use instead of Sharepoint. Instead of everyone having a CMLTM e-mail account, you will have an account to get into the database to log-in and access Communities – one for Council, Committees, etc. Only Council/Committee Chairs would require a CMLTM email address. The netbooks won't change, but any new netbooks for new Council/Committee Chairs will be loaded with Office 365 for while they are volunteering. They can keep the netbook and would need to take over the subscription. Budget has been adjusted to reflect this despite the lack of a quote at this point in time. Accounts have been rearranged to make it easier for IT to track.

#### **Motion 19:74** Brad Collignon/Sajjid Janjua

Be it moved to approve the 2020 Proposed Budget as presented.



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## CARRIED

### 8. Future Priorities

#### 8.1 Sinclair Truth and Reconciliation Recommendations *Adam Chrobak*

- Standing item and future priority. Need to develop the statement at the beginning of every meeting. Need the training before the statement to understand *why* the statement is needed. Training to be arranged for the February meeting. Might be beneficial to have a Council meeting at the Indigenous Education Center as part of our education.
- Adam will look for the webinar information and send to the Council.

#### 8.2 Strategic Planning *Adam Chrobak*

- Standing item.

#### 8.3 Review 2020 Budget *Adam Chrobak*

- Standing item. Ongoing oversight.

#### 8.4 Policy review schedule *Tannu Sayed*

- Tricia VanDenakker, Deputy Registrar, will forward to the Council Chair of what policies are coming up for review in 2020.

#### 8.5 RHPA regulation review *Adam Chrobak*

- Next step is to try and connect the competencies to the education program and where they're being taught. Once more of the applications are done, Adam will call a meeting of the working group. We have all the acts that we will be applying for.

#### 8.6 Grant application CAMLPR project *Adam Chrobak*

- Tricia attended the meeting in Adam's stead. Application was put forward by the Registrars of NSCMLT and SSMLT but have not heard back in regards to the results of the application.

#### 8.7 BC Cayton Report Consultation

##### Health Profession Regulation Transformation *Adam Chrobak*

- May have an impact on us. Unsure if the MB government will do anything with this report, but BC and Ontario are seriously looking into the recommendations of this report. Report suggests and amalgamation of smaller Colleges into an umbrella College.
- Adam has filled out the survey. Suggests that Council also fills it out. Doesn't see a huge issue with creating larger umbrella Colleges. But you may lose your voice for smaller professions in some of the issues.



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## 8.8 Action items review

*Tannu Sayed*

- Will be updated and emailed out to Council.

## 9. Newsletter

*Sandy Brooks*

- Report regarding registration statistics over the last 5 years to be included.
- Always accepting suggestions for articles.
- Article regarding revision of the Mission, Vision, Values.
- Article notifying the Strategic Planning information included on the website.
- Announcement of the Social Media Learning Module.
- Thank you to outgoing Council and Committee members.

## 10. Education/Training Opportunities

*Adam Chrobak*

- Adam will continue to mail out opportunities that he is made aware of.

## 11. New Business

- None.

## 12. Future Meeting Schedule

*Tannu Sayed*

- Next Council meeting will be Saturday February 8<sup>th</sup>, 2020.
- Committee meeting dates to be decided.
- Send out a poll about changing the June and October (Strategic Planning) dates because of LabCon and conflicts with Cynthia's schedule.
- Send out survey to determine if Saturday morning meetings are still viable or we can change to evening weekday meetings (5:30pm to 8:30pm)

## 13. Future Agenda Items

*Council*

- None

## 14. Adjournment

*Tannu Sayed*

- Erin Sadler's last meeting as her term on Council has ended. We have appreciated her support and input and her presence on Council will be missed.
- Brad Collignon's last meeting as a member of Council. He will continue as the Chair of the Inquiry Committee.
- Meeting was adjourned by Tannu Sayed at 1103hrs.

Approved on February 8, 2020 by COUNCIL