



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS  
OF MANITOBA**

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

**Saturday February 9<sup>th</sup>, 2019, 0900 hrs  
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

**Present:** Tannu Sayed, Sajjid Janjua, Sandra Brooks, Erin Sadler

**Public Representatives:** Rajinder Pal Bhullar, Steven Wu, Cynthia Rempel Patrick

**Guests:** Adam Chrobak Tricia VanDenakker, Janie McBey, Heather Mauthe

**Regrets:** Tracey Pronyk-Ward, Anna Avalos, Brad Collignon

1. Call to order *Tannu Sayed*

- Meeting called to order by Tannu Sayed at 0914hrs. Quorum met.

2. Approval of December 15<sup>th</sup>, 2018, Minutes *Tannu Sayed*

**Motion 19:01** Cynthia Rempel Patrick/Erin Sadler

Be it moved to approve the December 15<sup>th</sup>, 2018 minutes as amended.

**CARRIED**

3. Approval of Agenda *Tannu Sayed*

**Motion 19:02** Cynthia Rempel Patrick/Rajinder Pal Bhullar

Be it moved to approve the February 9<sup>th</sup>, 2019 meeting agenda as amended.

**CARRIED**

4. Strategic Planning Update *Adam Chrobak*

- Update provided regarding leasing office space. Those interested were not happy with the proposed rent and backed out. MIPS is interested and will be coming to examine the available space. Proposed 2019 budget does not include rental income in projections.
- Still looking in to how CMLTM will deal with the servers needing to be updated. The Registrar, Adam Chrobak, is looking into the costs of a physical server vs cloud server and maintenance required.

5. Consent Agenda Items:

- |  |                                |
|--|--------------------------------|
| 5.1 Registrar's report                     | <i>Adam Chrobak</i>            |
| 5.2 Board of Assessors report              | <i>Tracey Pronyk-Ward</i>      |
| 5.3 2018 Q4 Financial report               | <i>Brad Collignon</i>          |
| 5.4 Continuing Competency Committee report | <i>Heather Mauthe</i>          |
| 5.5 Complaints Committee report            | <i>Janie McBey</i>             |
| 5.6 Inquiry Committee report               | <i>Chair – Position Vacant</i> |
| 5.7 Executive report                       | <i>Tannu Sayed</i>             |

**Motion 19:03** Steven Wu/Sandra Brooks

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

**CARRIED**



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## 6. CMLTM By-laws and Board (Council) Governance

*Adam Chrobak*

- Vera Chernecki, the AGM Parliamentarian, had some recommendations regarding amending our By-Laws. The Deputy Registrar, Tricia VanDenakker, reviewed the Med Lab Technologists Act and how it speaks to By-Law amendments.

### **Motion 19:04 Sajjid Janjua/Sandra Brooks**

Be it moved to bring to the Annual General Meeting (AGM) the By-Law changes recommended by the AGM Parliamentarian, Vera Chernecki.

**CARRIED**

## 7. Business Requiring Action

### 7.1 2019 Budget items clarification

*Adam Chrobak*

- The Registrar, Adam Chrobak, provided additional information and required clarification for moving forward with purchasing equipment for video conferencing to reduce the amount of face-to-face Council or Committee meetings (especially in regards to rural Council members travelling in poor weather conditions). Could also move towards having a fully virtual Annual General Meeting. In the long term, this could halve the budget for Council meetings and the AGM.
- Council confirmed their decision from the previous meeting to move forward with looking into options.
- Council is aware that there is an application fee for a line of credit.

### 7.2 Approval of Committee members

*Tannu Sayed*

### **Motion 19:05 Erin Sadler/Cynthia Rempel Patrick**

Be it moved to appoint Wendy Leduc as a member of the Continuing Competency Committee.

**CARRIED**

### 7.3 Policy reviews

*Tannu Sayed*

- No policies to review.

### 7.4 Registrar/CEO annual performance and compensation review (in-camera)

*Tannu Sayed*

- The Council Meeting went *In Camera* at 1000hrs to 1035hrs. No decisions were made. Compensation review has been deferred to the Executive Committee. Decision to be made at the next Council meeting.

### 7.5 Review of Council performance evaluation

*Tannu Sayed*

- 2018 Council Chair, Brad Collignon, has reviewed the performance evaluations received from the 2018 Council. He will be getting in touch with those that might require any further work.

### 7.6 Development of new office space

*Adam Chrobak*

- The Registrar, Adam Chrobak, presented his breakdown of the rent that he would be



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charging to any potential renters. Development of the new office space was dependent upon having committed renters. Adam did give a breakdown of how he plans to build them.

**Motion 19:06 Cynthia Rempel Patrick/Rajinder Pal Bhullar**

Be it moved to wait until renters have been found to move forward with the renovations of the office space for them.

**CARRIED**

8. Future Priorities

8.1 Policy review schedule

*Tannu Sayed*

- Next policies available for the review are Executive Limitations policies. Will be reviewed by Executive Committee.

8.2 Communication plan for fee increase

*Tannu Sayed*

- Brainstorm on what additional information to include in the newsletter and notification e-mail with the projected increases and levies.

*Steven Wu excused himself from the meeting at 1116hrs. Quorum still met.*

8.3 CCP review

*Adam Chrobak*

8.4 RHPA regulation review

*Adam Chrobak*

- Working group met in January to review the results of the survey that had been sent out. Broke into subgroups to review the regulations CMLTM would like to apply for and to contact registrants for some clarification of their requirements.

8.5 SSMLT project

*Adam Chrobak*

- Project is regarding Language Standards (last reviewed/set in 2008-09) and includes a grant application for a CAMPLR project regarding IEMLT's not have practical experience within the last five years or more. Employers are having concerns with IEMLT's and their competencies in the work place. SSMLT/CAMPLR project is to push for a clinical assessment for IEMLT's or re-entry to practice registrants. Could be used for the Complaints Committee process.

8.6 Action items review

*Tannu Sayed*

10. Newsletter

*Sandra Brooks*

- Call for newsletter articles from any and all Council members.
- If registrants have read an interesting article or have a topic they would like to see expanded upon, they are welcome to contact the CMLTM office with that information.

11. Education/Training Opportunities

*Adam Chrobak*

- Crown Corp and CLEAR education opportunities were sent out to Council members. Those interested can contact the Registrar, Adam Chrobak, about registering. One video has been acquired that will be presented at the next Council meeting.



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12. New Business

- None identified.

13. Future Meeting Schedule

*Tannu Sayed*

- March 27<sup>th</sup>, 2019 – Complaints Committee
- April 13<sup>th</sup>, 2019 – Council Meeting

14. Future Agenda Items

*Council*

- Registrar's compensation review was deferred until next Council meeting.

15. Adjournment

- Meeting was adjourned by Tannu Sayed at 1147hrs.

Approved on April 13, 2019 by COUNCIL