



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

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

**Saturday April 21st, 0900 hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

Present: Brad Collignon, Marijay Umali, Sandra Brooks, Tannu Sayed, Sajjid Janjua

Public Representatives: Robert Harvey, Robert Young, Leanne Matthes

Guests: Adam Chrobak, Tricia VanDenakker, Bonnie Grahame, Janie McBey, Linda Schroeder

Regrets: Tracey Pronyk-Ward, Erin Martin

1. Call to order *Brad Collignon*
• Meeting called to order by Brad Collignon at 0903hrs.

2. Approval of February 10th, 2018 minutes *Brad Collignon*

Motion 18:08 Marijay Umali/Robert Young

Be it moved to approve the February 10th, 2018 minutes as presented.

CARRIED

3. Approval of Agenda *Brad Collignon*
• The agenda was adopted as amended.

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

5. Consent Agenda Items:
5.1 Registrar's report *Adam Chrobak*
5.2 Q1 Financial statements *Leanne Matthes*
5.3 Board of Assessors report *Tracey Pronyk-Ward*
5.4 Continuing Competency Committee report *Linda Schroeder*
5.5 Complaints Committee report *Janie McBey*
5.6 Inquiry Committee report *Bonnie Grahame*
5.7 Executive report *Brad Collignon*

Motion 18:09 Tannu Sayed/Sandra Brooks

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

CARRIED

6. Informational items
6.1 MIEMLT Bridging Program Update *Tricia VanDenakker*
6.2 RRC Medical Laboratory Science Program
Update *Tricia VanDenakker*



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7. Business Requiring Action

7.1 Policy Reviews (Policies attached)

Brad Collignon

Motion 18:10 Robert Young/Sandra Brooks

Be it moved to approve TOR-2 as presented.

CARRIED

Motion 18:11 Sandra Brooks/Tannu Sayed

Be it moved to approve TOR-3 as presented.

CARRIED

7.2 Executive Committee meetings

Brad Collignon

7.3 On-line vote results

Brad Collignon

Motion Via Survey Monkey 18:12 Leanne Matthes/Sajjid Janjua

Be it moved to approve updated BOA-17 as presented.

CARRIED

Motion Via Survey Monkey 18:13 Tannu Sayed/Leanne Matthes

Be it moved to approve the Spring 2018 Newsletter as presented.

CARRIED

Motion Via Survey Monkey 18:14 Leanne Matthes/Sandra Brooks

Be it moved that as of April 14th, 2018 the CMLTM Continuing Competency Program (CCP) annual auditing of member professional portfolios will be managed and conducted by the CMLTM staff. Initially 25% of the audited portfolios will be reviewed for QC/QA by the CCC before the result letters are released. Council will review the performance of the audit process at the end of 2018. At that time Council may determine the effectiveness of the new process and reserve the right to modify the process as required including the adjustment of the percentage required for QC/QA review. Council directs the CCC to develop the policies that govern the CCP, some of which include the audit selection process, the criteria for each CE category, the requirements for compliance (number of CE hours, require categories, limitations, etc), and the self-assessment process.

CARRIED

7.4 Future Priorities

Brad Collignon

7.4.1 Policy review schedule

Brad Collignon

- Need to create a priority system for the policies as a two year cycle is too ambitious an undertaking. Some can potentially go to five year cycles and some remain on the two year cycle.

7.4.2 CCP review

Adam Chrobak

- New process has been implemented for the Saturday April 28th, 2018 audit where the Deputy Registrar processes the portfolios prior to the audit date.

7.4.3 Ad hoc committees

Brad Collignon

7.4.4 Action items review

Brad Collignon



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- 7.4.5 Public representatives
- 7.5 Newsletter
- 7.6 Education/Training Opportunities

*Adam Chrobak
Sandra Brooks
Adam Chrobak and
Brad Collignon*

8. New Business

- 8.1 MNP Auditor's Statement

Adam Chrobak

Motion 18:15 Sandra Brooks/Marijay Umali

Be it moved to approve the Draft Audited Financial Statements from MNP as presented.

CARRIED

9. Future Meeting Schedule

Brad Collignon

- Wednesday May 16th, 2018 – Complaints Committee Meeting
- Saturday June 9th, 2018 – Council Meeting

10. Meeting Review

Brad Collignon

11. Adjournment

- Meeting was adjourned by Brad Collignon at 1030hrs.

Approved on June 9th, 2018 by Council