



**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS
OF MANITOBA**

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**COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS OF MANITOBA
COUNCIL MEETING**

**Saturday June 1st, 2019, 0900 hrs
CMLTM Boardroom - 245 Lilac Street, Winnipeg, MB**

Present: Tannu Sayed, Sandra Brooks, Brad Collignon, Erin Sadler (online)

Public Representatives: Cynthia Rempel-Patrick (conference call)

Guests: Adam Chrobak, Tricia VanDenakker, Heather Mauthe, Janie McBey (online), Tracey Pronyk-Ward

Gallery: Shona Litke

Regrets: Anna Avalos, Sajjid Janjua, Steven Wu, Rajinder Pal Bhullar

1. Call to order *Tannu Sayed*
• Meeting called to order by Tannu Sayed at 0901hrs. Quorum met.

2. Approval of April 13th, 2019, Minutes *Tannu Sayed*

Motion 19:20 Brad Collignon/Sandra Brooks

Be it moved to approve the April 13th, 2019 minutes as presented.

CARRIED

3. Approval of Agenda *Tannu Sayed*

Motion 19:21 Cynthia Rempel-Patrick/Brad Collignon

Be it moved to approve the June 1st, 2019 meeting agenda as presented.

CARRIED

4. Strategic Planning Update *Adam Chrobak*

- Standing item. Any issues Council would like discussed at the Strategic Planning should be brought forward to the executive or the Registrar. The Registrar will arrange a meeting with the Council executive to discuss the strategic planning meeting before the September 20, 2019 Council meeting.

5. Consent Agenda Items:

5.1 Registrar's report

Adam Chrobak

5.2 Board of Assessors report

Tracey Pronyk-Ward

- No report submitted.

5.3 Continuing Competency Committee report

Heather Mauthe

5.4 Complaints Committee report

Janie McBey

5.5 EQual Canada Report

Michele Sykes



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5.6 Inquiry Committee report

- No report submitted.

Vacant Chair Position

5.7 Executive report

- No report submitted.

Tannu Sayed

Motion 19:22 Brad Collignon/Erin Sadler

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

CARRIED

6. Informational items

6.1 Council's Response to Union Letters

Adam Chrobak

- The Registrar, Adam Chrobak, prepared letters on behalf of the Council Chair in response to the Unions that wrote in on behalf of their members regarding the fee increase. The letters were reviewed by the Council prior to being sent out. No responses from the Unions have been received since.

7. Business Requiring Action

7.1 Approval of 2018 Audited financial statements

Brad Collignon

(SurveyMonkey) Motion 19:19 Brad Collignon/Sandra Brooks

Be it moved to approve the 2018 CMLTM audited financial statements and auditors report prepared and presented by MNP.

CARRIED

7.2 Approval of 2018 Annual Report

Brad Collignon

Motion 19:23 Brad Collignon/Cynthia Rempel-Patrick

Be it moved to approve the 2018 Annual Report as amended.

CARRIED

7.3 CMLTM Server Upgrade

Adam Chrobak

- The operating systems of the CMLTM servers will no longer be supported as of January 2020 and are in need of an upgrade as registrant information could be at risk if the servers use is extended past their support period. The Registrar, Adam Chrobak, presented a number of options regarding the difference between physical and cloud-based servers and the costs involved.
- Future rental income will be used to pay down the loan being taken out to replace the servers.

Motion 19:24 Erin Sadler/Brad Collignon

Be it moved to direct the Registrar, Adam Chrobak, to do the server replacement fully on the CMLTM premises. As per line 3, option 1 of the proposal.

CARRIED



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Motion 19:25 Brad Collignon/Cynthia Rempel-Patrick

Be it moved to direct the Registrar, Adam Chrobak, to contact the Bank of Montreal about the demand loan for a maximum amount of \$35,000 to fund the server replacement.

CARRIED

Motion 19:26 Erin Sadler/Brad Collignon

Be it moved to direct the Registrar, Adam Chrobak, to contact the Bank of Montreal to remove the Operating Demand Loan from the BMO Discussion Paper.

CARRIED

7.4 AGM Venue

Adam Chrobak

- Council was presented with the quote requests received by Staff from a number of local hotels in regards to hosting the CMLTM 2019 AGM versus hosting it at the CMLTM office with a webcast.

Motion 19:27 Sandra Brooks/Cynthia Rempel-Patrick

Be it moved to direct the Registrar, Adam Chrobak, to locate a new speaker for the CMLTM 2019 Annual General Meeting; for the AGM to be hosted at the CMLTM Boardroom with a simultaneous webcast with Zoom, from 10:00 AM to 12:00 PM with an included coffee break.

CARRIED

Council took a break from 1020hrs to 1030hrs

7.5 Special Meeting de-brief

Tannu Sayed

- The Registrar, Adam Chrobak, prepared a briefing note to reflect the Special Meeting that took place on Tuesday May 21st, 2019. A transcript of the online chat was also provided.
- Consideration to hold another open webcast forum similar to the Special Meeting to be held prior to the Strategic Planning for what is not addressed at the AGM. The Executive Committee will discuss the possibility of holding another open forum.
- Council meeting summary to registrants from the Council Chair will include details regarding the Special Meeting.

8. Future Priorities

8.1 Sinclair Truth and Reconciliation Recommendations

Adam Chrobak

- Standing item. Working group from Manitoba Alliance of Health Regulatory Colleges (MAHRC) has finalized the survey that will be going out to all the regulatory bodies under the regulated health professions act. The information



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from that survey will determine the direction MAHRC will be taking. CMLTM should be using that survey to help direct how we will deal with this issue.

8.2 AGM Planning

Adam Chrobak

- AGM planning will be started between the Registrar, Adam Chrobak, and the Executive Committee to prepare the AGM script and agenda. A SurveyMonkey poll will be sent out to decide a date before September.

8.3 Policy review schedule

Tannu Sayed

- Approval of EL-8, EL-9, and EL-10 will be deferred to SurveyMonkey after Council has had the chance to review them.
- All other pending policy reviews will be reviewed by Council and questions can be sent to the Registrar, Adam Chrobak.

Motion 19:28 Brad Collignon/Sandra Brooks

Be it moved to approve GP-8 as amended with no change to the expense claim form and GP-25 as presented.

CARRIED

8.4 RHPA regulation review

Adam Chrobak

- On hold. Survey was issued and reviewed by the working group. Once the Deputy Registrar, Tricia VanDenakker, has finished processing the Continuing Competency Portfolio audits, she will be reviewing the results of the working groups with the Registrar, Adam Chrobak.
- An e-mail will be sent out next week to the working group to check in.

8.5 Grant application CAMLPR project

Adam Chrobak

- Canadian Alliance of Medical Laboratory Professional Regulators (CAMPLR)
- Have not heard back of the grant application status.

8.6 Action items review

Tannu Sayed

9. Newsletter

Sandy Brooks

- No new updates. Always accepting new articles or suggestions for articles.
- Consideration to shorten the newsletter and have less articles. The size may be considered daunting for some.
- Will include an article regarding the Sinclair Truth and Reconciliation Recommendations, and information about the Practice Directions.
- The Continuing Competency Committee will consider the possibility of adding CE to the Newsletter via a quiz to promote more readership.

10. Education/Training Opportunities

Adam Chrobak

- The Registrar, Adam Chrobak, forwards to Council any professional development opportunities that he receives from various programs.
- Received proposal from MAMLS to be a vendor sponsor at MAMLS Congress. Council has previously decided that CMLTM will no longer be vendors, but the



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Registrar, Adam Chrobak, suggested having CMLTM there as a speaker.

11. Future Meeting Schedule

Tannu Sayed

- Complaints Committee – Tuesday June 11th, 2019
- Council Meeting – Friday September 20th, 2019
- Annual General Meeting – Saturday September 21st, 2019

12. Future Agenda Items

Council

- Update on the grant application CAMPLR project.

13. Adjournment

Tannu Sayed

- Meeting was adjourned by Tannu Sayed at 1111hrs.

Approved on September 20, 2019 by _____ COUNCIL _____