

NewsUPDATE

ENSURING EXCELLENCE IN MEDICAL LABORATORY SCIENCE



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Your feedback, comments, and contributions are always welcome. Please forward to NewsUPDATE editor at:



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2009 ANNUAL GENERAL MEETING AGENDA

**Saturday, September 26, 2009
Marriott at River Cree
Edmonton, AB
09:45 - 11:00**

1. Opening Remarks

- 1.1 Awards Presentation
- 1.2 Greetings
- 1.3 Introduction of 2009 College Council
- 1.4 Introduction of College Office Staff
- 1.5 Appointment of Scrutineers and Validation of the Number of Regulated Voting Members in Attendance (Bylaw Section 5.5.1) to Establish Quorum
- 1.6 Identification of Non-voting College Members in Attendance
- 1.7 Identification of Non-members in Attendance
- 1.8 Introduction of the Parliamentarian and Review of the Annual General Meeting Rules of Order
- 1.9 President's Message

2. Call to Order

3. Adoption of the Agenda (Bylaw Section 5.2)

4. Minutes of the Year 2008 Annual General Meeting held on September 25, 2008, in Calgary, Alberta, and as published in the January/February 2009 issue of *Under the Microscope*.

5. 2008 Annual Report for Information, Question and Answer

- 5.1 President and Executive Director/Registrar
- 5.2 Public Members
- 5.3 Governance and Regulatory
- 5.4 Registration Committee
- 5.5 Continuing Competence Program
- 5.6 Professional Development Certificate Program
- 5.7 Professional Conduct
- 5.8 Other
- 5.9 Finance/Audit

6. New Business

6.1 Nominations Report – Angelika Lichtenfeld, Past President

Reference - Nominations

Bylaws Section 6.2.5

In the event that a nomination for office is not filled, a committee established by the Council shall submit the name of at least one (1) nominee for the office not filled for election at the Annual General Meeting. Notwithstanding the above, any Regulated Member, in good standing, at the Annual General Meeting may also make nominations for the office not filled for election by Regulated Members at the Annual General Meeting.

Bylaws Section 6.2.6

All elections held at the Annual General Meeting shall be by secret ballot, and the ballots counted by three (3) scrutineers appointed by the President.

Bylaws Section 6.2.7

All nominations made either on the nominating slate for the mail ballot, or at the Annual General Meeting must first have the written consent of the nominee.

Bylaws Section 6.2.8

All elections to office shall be decided by simple majority vote.

Bylaws Section 6.2.9

In the event of a tie vote, the President or her designate shall have the deciding vote.

Bylaws Section 6.8.3

The Council may appoint a successor to assume the duties of an office for the remainder of the calendar year in the event of an office becoming vacant.

6.1.1 Councilor – Three-year term: January 1, 2010 – December 31, 2012

6.1.2 Councilor – Three-year term: January 1, 2010 – December 31, 2012

6.1.3 President Elect – Three-year Term Progressing to President and Past President:
January 1, 2010 – December 31, 2012

First call for nominations from the floor
Second call for nominations from the floor
Third call for nominations from the floor

6.2 Preliminary Draft 2010 Budget for Information – Myron Pilip, Finance Liaison

Reference - Finance

College Operational Finance Policy OF-1

To ensure that the College continues to exist and remains financially sound, the ED/R develops a budget based on the Council's mission, its priorities, its policies, and its long term plan.

Budgets must:

- *Show acceptable levels of foresight*
- *Ensure that the College avoids financial jeopardy*

Parameter 5.

Council presents a draft budget, for information only, to the membership at the Annual General Meeting.

6.2.1 2008 Audited Financial Statements – Kasey Kozicky from Yaremchuk and Annicchiarico LLP

6.3 Appointment of Auditors for 2009 – Myron Pilip

Notice of Motion:

Whereas it is necessary for the College to be audited on an annual basis, be it moved that the firm Yaremchuk and Annicchiarico LLP be appointed as auditors for 2009.

Moved by: Myron Pilip

Seconded by:

6.4 LABCON 2010 in Edmonton – Lisa Denesiuk

7. Further Business

Under this item, any member may bring forward concerns or may make recommendations to the College Council.

8. Resolutions

9. Adjournment

	Actual 2008	Budget 2009	Draft Projected 2010
BUDGET SUMMARY			
REVENUE			
MLT dues	862,730	864,187	1,214,475
MLA/Assoc Dues	35,760	21,440	19,200
Membership Dues	2,682		
Total from Annual Dues	901,172	885,627	1,233,675
Initial Registration Admin Fees	20,000	17,500	23,250
Reinstatement Admin Fee	4,355	2,500	2,500
Misc Admin Fees	7,160	5,000	5,500
Total from Fees	31,515	25,000	31,250
Interest Revenue	45,055	45,000	45,000
Other (Advertising etc.)	11,275	10,000	10,000
Convention Recovery	97,283	120,000	10,000
Government Funding	20,250		
Restricted Reserves			
Total from Other Revenue	173,863	175,000	65,000
Grand Total Revenue	1,106,550	1,085,627	1,329,925
EXPENSES			
Bad Debt	6143		
Ad Hoc (MLA Regulation Steering Cmte)	0	3,000	3,000
Communications (Leader & Prog)	36,895	16,200	16,200
Conduct/RMRL	87,788	193,200	193,200
Continuing Competence	10,685	44,500	14,500
Council (Council + Pres + Pres E)	74,360	90,525	85,850
Convention/Conferences	151,121	150,000	40,000
Deputy Registrar	5,300	7,900	5,400
Office Administration	653,077	641,264	686,427
Photocopy/Postage/Courier	31,085	40,000	40,500
Professional Fees	49,672	58,000	58,000
Publications	25,256	12,200	12,300
Retirement Compensation	70,000		
Registrar Budget	53,641	19,300	15,900
Registration	16,775	17,900	19,150
Total Operating Expenses	1,271,798	1,293,989	1,190,427
Capital Budget	28,975	18,000	20,000
Grand Total Operating Expenses	1,300,773	1,311,989	1,210,427
Excess (Expenses) Revenue	(194,223)	(226,362)	119,498

ALBERTA COLLEGE OF MEDICAL LABORATORY TECHNOLOGISTS

BYLAWS

2009 Proposed Amendments

Section	Current Bylaw	Proposed Revision	Comment/ Rationale
5.2 Notice of Annual General Meeting	Notice of the Annual General Meeting of the College, together with the agenda for the meeting, shall be sent to Members at their last known addresses, not less than twenty-one (21) days prior to the date of the Annual General Meeting.	Notice of the Annual General Meeting of the College, together with the agenda for the meeting, shall be sent to Members at their address as shown on the register or record of the registrar , not less than twenty-one (21) days prior to the date of the Annual General Meeting.	
5.3.1 Notice of a Special Meeting	Notice of a Special Meeting, together with the purpose for holding the meeting, shall be sent to the Members at their last known address not less than twenty-one (21) days prior to the date of the Special Meeting. The specific date, time and place for the meeting shall be at the discretion of the Council acting reasonably.	Notice of a Special Meeting, together with the purpose for holding the meeting, shall be sent to the Members at their address as shown on the register or record of the registrar not less than twenty-one (21) days prior to the date of the Special Meeting. The specific date, time and place for the meeting shall be at the discretion of the Council acting reasonably.	
5.8	Mail Votes	Votes	
5.8.1	A matter or resolution may be voted upon by mail if Council, at its discretion, determines that any matter or resolution should be the subject of a mail vote. Council may, at its discretion, determine whether a matter or resolution to be decided by a mail vote will be conducted by a secret ballot.	A matter or resolution may be voted upon by mail or electronic vote if Council, at its discretion, determines that any matter or resolution should be the subject of a vote. Council may, at its discretion, determine whether a matter or resolution to be decided by a vote will be conducted by a secret ballot.	Removed all occurrences of "mail" to make the statement more general and open to other forms of distribution
5.8.2	When Council determines that a matter or resolution shall be the subject of a mail vote, it shall send by ordinary mail to each Regulated Member at her last known address the following: a) the matter or resolution which is the subject of the mail vote, b) such background information as the Council deems appropriate, c) a ballot, d) directions as to voting which the Council deems appropriate, and e) a date and time specified by Council for the closing and receipt of mail votes regarding the subject of the mail vote.	When Council determines that a matter or resolution shall be the subject of a vote, it shall send to each Regulated Member at her address as shown on the register or record of the registrar the following: a) the matter or resolution which is the subject of the vote, b) such background information as the Council deems appropriate, c) a ballot, d) directions as to voting which the Council deems appropriate, and e) a date and time specified by Council for the closing and receipt of votes regarding the subject of the vote.	See comment for 5.8.1

Section	Current Bylaw	Proposed Revision	Comment/ Rationale
5.8.3	Regulated Members whose mail votes are not received at the Registered Office of the College on or before the stated closing date will be deemed spoiled and shall not be counted, notwithstanding delays due to natural disasters, postal disruption, or industrial action.	Regulated Members whose votes are not received at the Registered Office of the College on or before the stated closing date will be deemed spoiled and shall not be counted, notwithstanding delays due to natural disasters, postal disruption, industrial action, or electronic/network malfunction.	See comment for 5.8.1
5.8.4	Immediately following the date specified for the closing of a mail vote, a scrutineer appointed by the College shall count the mail votes and provide the results of the vote to the Council. The Council shall notify the Members in writing of those results within thirty (30) days of the results being provided to the Council.	Immediately following the date specified for the closing of a vote , a scrutineer appointed by the College shall count the votes and provide the results of the vote to the Council. The Council shall notify the Members in writing of those results within thirty (30) days of the results being provided to the Council.	See comment for 5.8.1
6.11.2	<p>Notwithstanding clause 6.11.1, decisions or actions required to ensure public protection or continued functioning of the College during an internal or external disaster may be made by one of the following if time or circumstances do not allow a Council motion:</p> <ul style="list-style-type: none"> • Executive Director/Registrar, alone or in consultation with the President; • When the Executive Director/Registrar is not available, Office Administration Leader, in consultation with the President, Past President if the President is not available, or President-Elect if the President and Past President are not available; • When the Executive Director/Registrar, President, Past President and President-Elect are not available, Office Administration Leader or Office Administration Support II, in consultation with at least one member of Council who has served at least one year on Council. <p>The Executive Director or in her absence, the Office Administration Leader shall ensure that a report is submitted to Council within 30 days of any action taken or decision made under these provisions. The report shall include:</p> <ul style="list-style-type: none"> • The action(s) or decision(s); • The circumstances of the disaster that prompted the action(s) or decision(s), and • A record of any attempts of electronic consultation with Council, or the reasons why electronic consultation was not attempted. 	<p>Notwithstanding clause 6.11.1, decisions or actions required to ensure public protection or continued functioning of the College during an internal or external disaster may be made by one of the following if time or circumstances do not allow a Council motion:</p> <ul style="list-style-type: none"> • Executive Director/Registrar, alone or in consultation with the President; • When the Executive Director/Registrar is not available, the next senior staff member, in consultation with the President, Past President if the President is not available, or President-Elect if the President and Past President are not available; • When the Executive Director/Registrar, President, Past President and President-Elect are not available, the next senior staff member, in consultation with at least one member of Council who has served at least one year on Council. <p>The Executive Director/Registrar or in her absence, the next senior staff member, shall ensure that a report is submitted to Council within 30 days of any action taken or decision made under these provisions. The report shall include:</p> <ul style="list-style-type: none"> • The action(s) or decision(s); • The circumstances of the disaster that prompted the action(s) or decision(s), and • A record of any attempts of electronic consultation with Council, or the reasons why electronic consultation was not attempted. 	Any future changes to job titles will not need to be changed in the bylaws

Congratulations – Sonja Chamberlin

2009 Award of Distinction Recipient

The College Award of Distinction is awarded to a College member who consistently maintains high professional standards as a Medical Laboratory Technologist (MLT), is an exemplary role model, and demonstrates a commitment to the profession, the College, and the health care team. This year's recipient is Sonja Chamberlin as ratified by College Council June 13, 2009.

Sonja has spent her professional MLT career in the education sector as a clinical instructor at the University of

Alberta/University of Alberta Hospital(s) for seven years, and eight years at SAIT, where she is currently the Academic Chair for the Medical Laboratory Assistant (MLA) and Medical Laboratory Technology and Sterile Processing Technician programs. Prior to assuming her current role, Sonja acted as an

Academic Coordinator and instructed in both the MLA and MLT student programs. As the Academic Chair for the MLA and MLT programs at SAIT, Sonja has distinguished herself as a College member who has consistently maintained the highest of professional standards, not only personally, but within the three SAIT programs in her portfolio. Sonja's responsibilities include reporting to the Dean of the School of Health and Public Safety, providing leadership, coordinating programs and industry contacts, and developing strategies to increase student satisfaction and participation in professional activities. Within the last academic year, the MLT program doubled its student intake from 28 to 56. The MLA program also expanded from 56 to 64 students. Sonja has been instrumental in achieving this and works to



redesign the MLA and MLT programs each year to enhance education of the students. Sonja understands the challenges of being an instructor, mentor, and leader in managing diverse interests as well as handling the day-to-day challenges with administrative, financial, and human resource constraints.

Sonja has the highest regard for the core values of the profession: respect, integrity, openness, sustainability, vision and creativity, accountability

and commitment. She is very approachable and has an incredible ability to seek out the thoughts and opinions of management colleagues, faculty, and students alike. She is fair and respectful, and is constantly showing appreciation for the hard work of others. Sonja is always forward thinking, realizing the value of and promoting the College as a

means for positive professional change. She is focused and dedicated to providing the best education to future medical laboratory professionals, while being accountable to our industry partners and a responsible steward of resource management. Sonja keeps abreast of developments in the fields of education and medical laboratory science to ensure her vision for the SAIT programs is current and relevant. She thoroughly enjoys working with students and faculty, and is recognized as a leader who focuses on the "people aspect" to ensure quality in training. Sonja also continues her pursuit of lifelong learning by participating in ongoing professional development and recently received a Leadership Academy Certificate.

Sonja has volunteered her time and expertise for many different professional committees and boards at both the provincial and national level. Her involvement includes: Professional Development Council for the Canadian Society for Medical Laboratory Science (CSMLS), Communications Committee Chair and ASMLT College Council, member of the Scientific Advisory Panel for the Canadian Journal of Medical Laboratory Science (CJMLS), ACMLT President which entails responsibility on both the National Advocacy Council and National Regulatory Council (CSMLS). In addition to her contributions to professional associations, Sonja has chaired various SAIT committees with the mission of ensuring SAIT MLT and MLA training programs address the standards of national and provincial competency profiles, accreditation requirements, and industry needs. Some of these committees include: SAIT MLA and MLT Advisory Committee, NAIT and University of Alberta MLT and MLS Program Advisory Committees, Canadian Medical Association Conjoint Accreditation Services, and the Provincial Med Lab Education Steering Committee. The magnitude and diversity of Sonja's personal and professional relationships reflects her credibility and ability to deal effectively with people at all levels.

Sonja is continually ensuring quality patient care as demonstrated by her contributions to the profession and the workplace. She understands the importance of balancing the welfare of clinical partners with the legislated requirements and advocacy interests of the professional regulatory body (such as retiring MLTs, predicted shortages, and the potential regulation of Medical Laboratory Assistants). Her successes can be attributed to her

ability to listen to all stakeholders, consider the possibilities, and clearly and effectively communicate with both educational and clinical partners. Sonja is cognizant that her professional position and views raise awareness of the challenges facing the profession. She has worked diligently to gain respect personally and professionally which ultimately culminates in her opinions being valued and supported through the action of others. Additionally, Sonja has been instrumental in achieving accreditation for SAIT on two occasions and thus supports quality patient care through delivering quality educational programs.

SAIT faculty describe Sonja as fair, a good listener, articulate communicator, and an approachable advocate. Her team recognizes that she works very long hours, yet maintains a balance of her personal and professional life. Faculty also portray Sonja as compassionate, equitable, and having the ability to explore and implement visions of her team. Sonja treats all of her colleagues and students with compassion and understands that the individuals have lives and commitments outside the workplace. Sonja never forgets that work and education must have an element of fun, and that great leaders lead by example.

In her personal life, Sonja enjoys spending time with her family and friends. In particular she enjoys camping and other sporting events with her husband, Barry, and four children, Cody, Kirsten, Michaela, and Brayden.

Sonja's attitudes and actions personify and ensure excellence in Medical Laboratory Science. Congratulations Sonja!

**Member Fees –
Effective January 1, 2010
(Reference College Bylaws Section 4.8)**

Sept 15 to Oct 31, 2009:	Early Bird Discount \$520.00
Nov 1 to Nov 30, 2009:	Regular Dues \$570.00
Dec 1 to Dec 31, 2009:	Additional Processing Fee \$695.00

Renewals received after midnight December 31, 2009, are subject to a fine of \$500.

DELIVERING RESULTS

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2009 CONVENTION KEYNOTES



Elaine Dembe

Known as the Passion Doctor, Dr. Elaine Dembe is one of Canada's outstanding authorities on stress, longevity, and motivation. She is a sought after public speaker, media personality, best-selling author, and celebrated chiropractor.



Michael Kerr

Michael Kerr is an award winning, Certified Speaking Professional, the author of six books, and a Speaking Hall of Fame member. He is known as one of North America's leading authorities on how to create more productive, less stressful, more creative, and more inspiring workplaces.



Jody Urquhart

Jody is passionate about spreading the message of fun and meaningful work. She is author of the book *All Work & No SAY* and writes a syndicated column called *The Joy of Work*. Her mission is to help individuals and organizations derive more meaning and satisfaction from their work.

***REGISTER EARLY**

Register before August 19th, 2009 and you will be automatically entered for a chance to win one of the most highly sought after video games and game consoles this year, the Nintendo Wii and Wii Fit. ***REGISTER ONLINE AND RECEIVE 5 ADDITIONAL ENTRIES!**