

NewsUPDATE



College 2010 Annual General Meeting Agenda ----- 2

Budget Summary ----- 5

Proposed Bylaw Amendments ----- 6

College PD Symposium September 25 ----- 7

Member Fees Notification ----- 8

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



301-9426 51 Avenue NW
Edmonton AB T6E 5A6
T: 780-435-5452
F: 780-437-1442
Email: info@acmlt.org



301-9426 51 Avenue NW
Edmonton AB T6E 5A6

Phone: (780) 435-5452
Toll-Free: 1-800-265-9351
Fax: (780) 437-1442
E-mail: info@acmlt.org

2010 ANNUAL GENERAL MEETING AGENDA

**Saturday, September 25, 2010
Sheraton Cavalier
Calgary, AB
11:00 - 12:00**

- 1. Opening Remarks**
 - 1.1 Awards Presentation – no nominees for Award of Distinction or Award of Merit
 - 1.2 Greetings
 - 1.3 Introduction of 2010 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 2009 Annual General Meeting held on September 26, 2009, in Edmonton, Alberta, and as published in the January/February 2010 issue of *Under the Microscope*.**

- 5. 2009 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
 - 5.9.1 2009 Audited Financial Statements – presented by a representative from Yaremchuk and Annicchiarico LLP

6. New Business

6.1 Nominations Report – Christina Dixon, 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, 2011 – December 31, 2013

6.1.2 Councilor

- Three-year term: January 1, 2011 – December 31, 2013

6.1.3 President Elect

- Three-year Term Progressing to President and Past President:
January 1, 2011 – December 31, 2013

6.2 Preliminary Draft 2011 Budget for Information Only – 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.

6.3 Appointment of Auditors for 2010 – Myron Pilip, Finance Liaison

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 2010.

Moved by: Myron Pilip

Seconded by:

6.4 Proposed Bylaw Amendments

Reference - Amending the Bylaws:

Bylaws Section 8.1

These Bylaws shall only be revised or amended by resolution as the need arises, on approval by a simple majority vote by the Regulated members, in good standing, present and voting at an Annual General Meeting or any Special Meeting called for that purpose.

Bylaws Section 8.2

Proposed revisions, approved by the Council, must be circulated to the membership twenty-one (21) days prior to the Annual General Meeting or the Special Meeting called for that purpose.

Bylaws Section 8.3

All Bylaws so amended shall be binding on the Members of the College.

Notice of Motion:

Be it moved that the Bylaw amendments as distributed to the membership in the August 2010 *NewsUPDATE* in accordance with the provisions set out in the Bylaws be accepted as published.

Moved by:

Seconded by:

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 2009	Budget 2010	Draft 2011
BUDGET SUMMARY			
REVENUE			
MLT Dues	900,630	1,252,125	1,271,625
MLA/Assoc Dues	28,960	24,000	24,000
Total from Annual Dues	929,590	1,276,125	1,295,625
Initial Registration Admin Fees	13,750	23,250	23,250
Reinstatement Admin Fees	4,625	2,500	2,500
Misc Admin Fees	54,501	5,500	5,500
Total from Fees	72,876	31,250	31,250
Interest Revenue	27,285	20,000	22,000
Other (Advertising, etc.)	9,600	7,500	7,500
Convention Recovery	101,043	10,000	
Government Funding From Restricted Reserves			
Total from Other Revenue	137,928	37,500	29,500
Grand Total Revenue	1,140,394	1,344,875	1,356,375
EXPENSES			
Ad Hoc (MLA Regulation Committee)	0	3,000	3,000
Communications	3,537	16,500	43,500
Conduct/RMRL	107,359	167,000	180,625
Continuing Competence	45,083	18,000	20,000
Council (includes AGM)	56,323	118,200	123,068
Convention/Conferences	148,612	0	0
Deputy Registrar	5,240	5,850	9,050
Office Administration	623,247	670,497	709,239
Photocopy/Postage/Courier	32,355	40,000	40,930
Professional Fees	40,816	57,500	55,685
Publications	11,223	12,400	12,600
Executive Director/Registrar	11,278	12,500	19,200
Registration	21,195	21,200	23,850
Total Operating Expenses	1,106,268	1,142,647	1,240,747
Capital Budget	13,991	35,000	20,000
Grand Total Operating Expenses	1,120,259	1,177,647	1,260,747
Excess (Expenses) Revenue	20,135	167,228	95,628

Note: Draft 2011 Budget Not Approved by Council

BYLAWS
2010 Proposed Amendments

Section	Current Bylaw	Proposed Revision	Comment/ Rationale
5.5.1 Voting Rights	The eligibility of any Regulated Member to vote at any Annual General Meeting or Special Meeting or by mail ballot shall be in accordance with these Bylaws and the Policies of the College. Each voting Regulated Member shall be entitled to one vote per question.	The eligibility of any Regulated Member to vote at any Annual General Meeting or Special Meeting or by mail or electronic ballot shall be in accordance with these Bylaws and the Policies of the College. Each voting Regulated Member shall be entitled to one vote per question.	To address various mediums
5.5.3 Majority Vote	A majority vote of the Regulated Members in attendance at any meeting of the College or by mail ballot shall prevail except as otherwise specified in these Bylaws or pursuant to Article 5.6.	A majority vote of the Regulated Members in attendance at any meeting of the College or by mail or electronic ballot shall prevail except as otherwise specified in these Bylaws or pursuant to Article 5.6.	To address various mediums
5.7 Failure to Give Notice of Meeting	Action taken at an Annual General Meeting or a Special Meeting will not be invalidated due to: <ul style="list-style-type: none"> a. Accidental omission to give any notice to any Member; b. Any Member not receiving any notice; or c. Any error in any notice that does not affect the meaning of the notice. d. Delays in providing notice due to natural disasters, postal disruption, or industrial action. 	Action taken at an Annual General Meeting or a Special Meeting will not be invalidated due to: <ul style="list-style-type: none"> a. Accidental omission to give any notice to any Member; b. Any Member not receiving any notice; or c. Any error in any notice that does not affect the meaning of the notice. d. Delays in providing notice due to natural disasters, postal disruption, industrial action, or electronic/network malfunction. 	
6.1.4 Duties of President	The President shall: <ul style="list-style-type: none"> a. Preside at all meetings of the Council, the Annual General Meeting, and Special Meetings. b. Be the liaison officer between the College and Canadian Society for Medical Laboratory Science, and, in conjunction with the Executive Director/ Registrar, the Minister of Health and the Health Professions Advisory Board. c. Carry out all other duties assigned by the Council. 	The President shall: <ul style="list-style-type: none"> a. Preside at all meetings of the Council, the Annual General Meeting, and Special Meetings. b. Liaise with the Canadian Society for Medical Laboratory Science, and, in conjunction with the Executive Director/Registrar, the Minister of Health and the Health Professions Advisory Board. c. Carry out all other duties assigned by the Council. 	
6.2.1 Election to Office	Nominations to office, for election by ballot, must be received, stamped, in the Registered Office 120 days prior to the Annual General Meeting, notwithstanding delays due to natural disasters, postal disruption, industrial action or electronic/network malfunction.	Nominations to office, for election by ballot, must be post marked (in the case of mail ballots) or dated (in the case of electronic ballots) in the Registered Office 120 days prior to the Annual General Meeting, notwithstanding delays due to natural disasters, postal disruption, industrial action or electronic/network malfunction.	To address various mediums



ACMLT Professional Development SYMPOSIUM

SEPTEMBER 25, 2010 | CALGARY, AB

This year's one-day Professional Development Symposium will highlight two exciting keynote speakers and the ACMLT Annual General Meeting. Join us to hear exceptional speakers and network with your MLT community as you learn, gather, and share safe MLT practices while completing up to 3 learning objectives for your CCP learning plan.

MEMBERS: FREE
NON-MEMBERS: \$99
STUDENTS: \$49

Free lunch provided to all delegates who attend the AGM.

Register online
at www.acmltsymposium.com

Darci Lang: *Focus on the 90%: One Simple Tool to Change the Way you View your Life*



Darci will ask one simple question throughout her humorous and thought provoking presentation. Where do you focus your life magnifying glass, on the 90% that is positive in your life or the 10% that is not? How do you know where your focus is?

- What do you say about your job on the coffee break and at the end of the day?
- How do you interact with the 90% and the 10% at work? At home?
- How do you feel about yourself?

Each audience member receives their own magnifying glass and a strong reminder that life is short and only they can choose how they live it.

Brian Thwaites: *Train Your Brain*



This provocative and enlightening presentation will give that three-pound organ inside your head an adjustment you'll never forget. It's a memorable and entertaining performance that demonstrates how learning to use your brain better will significantly enhance the way you think, learn and communicate. And it will have an immediate and powerful impact on just about everything you do – both personally and professionally!

**Member Fees –
Effective January 1, 2011**
(Reference College Bylaws Section 4.8)

Sept 15 to Oct 31, 2010: Early Bird Discount \$540.00
Nov 1 to Nov 30, 2010: Regular Dues \$590.00
Dec 1 to Dec 31, 2010: Additional Processing Fee \$715.00

Renewals received after midnight December 31, 2010, are subject to a fine of \$500.



The College has moved!

Our new address is:
301-9426 51 Avenue NW
Edmonton, AB T6E 5A6

All phone numbers and email
addresses remain the same.



Continuing Competence Program

Version 2 is now in effect for the
2011 renewal year!

Be sure to reference the new
CDROM you received last August.



On-Line Access Notice:

In preparation for the renewal season,
members will not have access to their
information on-line between September
1 and 14. Members will be able to
renew starting September 15.