

December 2003 - Council Highlights

- Ratified the 2003 Strategic Planning Report including prioritized action plans for 2004
- Accepted Version 2 of the 3-Year projected Budget (2004 - 2006) including the key elements of the Strategic Plan priorities for 2004 and program initiatives as mandated by Government
- Reviewed and discussed the Council Self - Evaluation (2003) and recommendations
- Received the tentative Continuing Competency Profile "Member Validation" schedule, with exact room locations to be confirmed once available:
 - January 17, 2004 - Edmonton
 - January 24, 2004 - Lethbridge
 - January 25, 2004 - Calgary
 - February 7, 2004 - Medicine Hat
 - February 21, 2004 - Grande Prairie
 - NEW DATE TBA - Ft. McMurray
 - March 68, 2004 - Red Deer
- Referred the matter of Annual Dues Pro-Rating to Legislation for Bylaws review and recommendations for amendment by the membership at the 2004 AGM
- Authorized the application of a \$30 general administration fee in all circumstances of advised leaves involving the processing of Pro-rated dues
- Received recommendations regarding the potential process for implementing the Substantial Equivalency as a route to registration and regulation and the feedback from CSMLS with regard to their role in the evaluation (E3) process
- Approved the NMLW Handbook, with minor modifications as proposed by the Communications Committee, for the benefit of members in planning NMLW events in their regions
- Appointed a College Privacy Officer as required under up-coming provincial legislation (PIPA)
- Approved the proposed Council meeting schedule for 2004
- Ratified the appointment of Committee Chairpersons for 2004 as follows:

- Denise Stewart - Registration
- Karen Williams - Continuing Education / Professional Development
- Karen Heaton - Communications
- Linda Podlosky - Continuing Competence Steering Committee

October 2003 - Council Highlights

- Reviewed and received as information, the Canmore Convention Committee 2003 summary report.
- Received a request to consider Camrose as a future location for the ACMLT annual Convention and AGM.
- Reviewed and revised, as recommended by the Legislation Committee, the balance of ACMLT Policies in accordance with the policy annual review schedule.
- Approved revisions to the Volunteer Information Package for distribution to interested members.
- Approved a new Council Process Policy - Committee Member Position Description.
- Received and reviewed update reports on:
 - ACMLT Member Video showings and feedback
 - Billboard campaign progress and feedback
- Approved the sharing of the ACMLT Volunteer Handbook with British Columbia Society of Laboratory Science (BCSLS)
- Reviewed the "Public Member Resource List" from Alberta Health and Wellness to provide feedback as requested

Strategic Planning - Special Meeting:

- Members of:
 - ACMLT Council - 2003
 - ACMLT Incoming Councilor's 2004
 - ACMLT Committee Chairpersons and

- Senior Staff

Attended a facilitated and intensive two-day strategic planning session in Edmonton. The Agenda for the two days included:

- An Environmental Scan
- A review of ACMLT Foundations
 - Mission Statement
 - Vision
 - Values
- A Review and Update of the 2002-2005 Strategic Plan and Directions
 - Critical Success Factors
 - Blocks and Challenges
 - Strategies
- A Review of the 2002-2003 Measurable Accomplishments to date
 - Learning's for "Towards Public Recognition and Awareness"
 - Learning's for "Towards Member Pride and Satisfaction"
 - Learning's for "Towards a Better and Clearer Utilization of Resources"
- Identification of Measurable Accomplishments for 2003 - 2004
- Formulation of Action Plans for 2003 - 2004 and Beyond

SEPTEMBER 2003: Annual General Meeting

- 81 voting members, 3 non-voting members, and 9 guests were in attendance for the 2003 AGM in Canmore, in celebration of the 50th anniversary of medical laboratory technology in Alberta.
- Alberta Health and Wellness, the Town of Canmore, and the CSMLS brought special greetings to the membership in honour of ACMLT's 50th anniversary.

- President Pat Eisler reviewed the 2002 Annual Report and presented an power point overview presentation on the:
 - Strategic Plan Progress Report
 - Member Survey Summary Results
- Past-President Lisa Denesiuk presented power point presentations reviewing:
 - The Ad Hoc Emerging Technologies Project Work and outcome
 - The Ad Hoc Member Communications Project work, including the Member Communications Video produced and directed by the Committee
 - The process for Nominations and Election to Council
- Kieran Biggins (Lethbridge) and Joanne Brisbois (Hinton) have been elected to Council commencing January 1, 2004
- Laurie Paul allowed her name to stand and was acclaimed to the position of ACMLT President-Elect commencing January 1, 2004
- **Congratulations Laurie, Kieran and Joanne as you join the ACMLT team in Ensuring Excellence in Medical Laboratory Science!**

JULY 2003

- Council approved the ACMLT Awards Committee recommendations to increase the Student Award Endowments at NAIT, SAIT and the U of A utilizing the earmarked funds returned to the College from the now defunct Edmonton and Yellowhead Academies in addition to an ACMLT contribution. The interest from these invested endowment funds will go towards supporting Students in Medical Laboratory Technology.
- Council endorsed in principal the series of recommendations proposed by the Ad Hoc Emerging Technologies Committee, and referred the development of process and procedure logistics to the Registration and Continuing Education Professional / Development Committees. Letters of communication will be submitted to stakeholders including the CSMLS, Provincial MLT associations, educational institutions, and Alberta Health and Wellness.
- Council endorsed the Communications Billboard Subcommittee recommendations for a promotional and ad campaign to raise public awareness of the Medical Laboratory Profession.
- Council ratified recent appointments to Communications Committee positions as follows:
 - Karen Heaton as Communications Chairperson for the balance of 2003

- Debora Vanlanduyt to the Communications Committee
 - Kathleen Thompson to the Communications Committee
 - Kellar Klein to Liaison Officer for the newly created Region 7
 - Lynn Lyseng to Liaison Officer for the newly created Region 5
- Council endorsed an ACMLT Staff Benefits Program taking advantage of preferred rates through a shared services agreement
 - Feedback on Draft 2 of the CSMLS Degree Entry Document was deferred until the September 13 Council meeting for Council to have adequate time for review and formulation of a response.
 - Revisions to Operating policies were identified for Legislation Committee to review and introduce.
 - Tentative plans for ACMLT Conventions for 2004 and 2005 were identified.

MAY 2003

- Approved a Student Handbook to be utilized at student career information fairs, promoting the profession of medical laboratory technology.
- ACMLT representative to the College of Physicians and Surgeons of Alberta Laboratory Accreditation Committee, Roxanne Bunyan, presented a report to Council. She answered questions about her role on the Committee and her current Committee work toward developing point of care testing (POCT) guidelines for individuals with no laboratory testing training and for testing that occurs outside the accreditation jurisdiction of the CPSA.
- Approved the production of the member communications video as presented by the Ad Hoc Member Communications Committee.
- Approved the 2003 College Annual Report for publication and posting to the College website.
- Accepted the College Member Satisfaction Survey Report as presented by Hank Goertzen of Marcomm Works.
- Accepted the Audited 2002 Financial Report for inclusion in the 2002 College Annual Report.
- Reviewed the 2002 Audit, current quarterly financial reports, the 2003 Budget, financial ratio reports and comparisons, and a preliminary draft of the 2004 Budget, taking into consideration the 3-year College Strategic Plan and recently completed Member Satisfaction Survey to determine the required fee structure to support College operations.

- **Approved the 2004 Annual Fee Structure as follows:**

MLT (Regulated Members) \$300

MLAs and Associates (Non-Regulated Members) \$150

All other administration fees remain the same as for 2003

MARCH 2003

- Reviewed and approved the Communications Committee recommendation for a Member Survey. An external consultant will conduct a member telephone survey that will be completed before the end of June 2003. This survey is in accordance with the ACMLT 3-year Strategic Plan.
- Referred the matter of increased funding support for NMLW 2004 to Budget 2004 deliberations.
- Received a request from BCSLS regarding the possibility of co-hosting a joint conference in Kamloops in 2006 (late September) - a notice will be posted in the Spectrum and on the Website to recruit volunteers to work with BCSLS in the organization and coordination of such an event.
- Approved Legislation Committee recommended Bylaw revisions for referral to the Annual General Meeting 2003 for membership approval.
- Approved Legislation Committee recommended revisions to Council Process Policies.
- Approved Legislation Committee recommended Volunteer Policies (with minor revisions).
- Approved Legislation Committee recommended Volunteer Handbook (with minor revisions).

JANUARY 2003

- Council supported in principle the move to Degree Entry for Medical Laboratory Technologists in Alberta subject to this move being phased in over an adequate period of time ensuring appropriate stakeholder consultation and appropriate implementation, monitoring and evaluation processes
- MLT Continuing Practice Position Statement approved
- On Line Registration deferred pending the outcome of the Continuing competence Program development which will impact systems and software selection investment decisions impacting this area
- Ratified the appointment of ACMLT Volunteers to 17 positions within the ACMLT structure to achieve College goals and objectives and to ensure ongoing member feedback and input into decisions and directions of the College
- Ratified the appointment of Councillors to liaise with ACMLT Regulatory, Standing and Special Committees
- Approved the disbursement of \$1,040 in Bursary Awards to Members

- Approved the format for the 2003 strategic planning session to be held in Edmonton and to include Committee Chairs to broaden member input into the College strategic planning process
- Assigned Councilor's to serve as resource speakers at student information sessions at NAIT and SAIT
- Identified the need for a Student Handbook to be distributed at student career fairs in promotion of the profession as a career choice