

NewsUPDATE

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CMLTA

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Professional
Development
Forum & AGM



Saturday, September 28
Marriott at River Cree Resort

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CMLTA COLLEGE OF
MEDICAL LABORATORY
TECHNOLOGISTS
OF ALBERTA

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2013 ANNUAL GENERAL MEETING AGENDA

September 28, 2013 at 11:30
Marriott at River Cree Resort
Edmonton, Alberta

1. **Opening Remarks**
 - 1.1 President's Welcome
 - 1.2 Introduction of 2013 College Council and Staff
2. **Call to Order**
 - 2.1 Declaration of Quorum
 - 2.2 Introduction of Non-Voting College Members
 - 2.3 Introduction of Non-Members and Guests
 - 2.4 Approval of the Agenda and Rules of Order
 - 2.5 Approval of Scrutineers
3. **Minutes of the 2012 Annual General Meeting held on September 29, 2012, in Edmonton, Alberta.**
4. **Awards**
5. **Financial Reports**
 - 5.1 2012 Council Financial Report
 - 5.2 2012 Financial Auditor's Report and Financial Statement as published in the 2012 Annual Report (The full Annual Report is available online at www.cmlta.org or printed copies may be ordered at info@cmlta.org).
6. **New Business**
 - 6.1 Nominations and Elections Reports
 - 6.1.1 Elected Councilors
 - 6.1.2 Nominations from the Floor for President Elect - Three-year Term
Progressing to President and Past President: January 1, 2014 – December 31, 2016
 - 6.2 Appointment of Auditor for 2013
 - 6.3 Canadian Society for Medical Laboratory Science (CSMLS) Presentation
 - 6.4 Bylaw Amendments
7. **Discussion – Question and Answer**
8. **Closing Remarks**
9. **Adjournment**

**2012 ANNUAL GENERAL MEETING
MINUTES**

**September 29, 2012
Edmonton, Alberta**

1. Opening Remarks

1.1 President's Welcome

- 2012 marks the 10th anniversary of the College since coming under the *Health Professions Act* (HPA) in 2002. The anniversary presented an opportunity for Council to change the name and face of the organization to reflect the mandated regulatory role of public protection and patient safety, and not that of membership services, self-promotion, and advocacy which are the roles of a professional association.
- The College's role is explicit in the HPA and member dues/fees are to support the regulatory role of the organization: setting registration and minimum entrance to practice requirements; developing and implementing a Continuing Competence Program; and instituting a formal mechanism for the adjudication of complaints of unprofessional conduct against Medical Laboratory Technologists (MLTs).
- It has taken a decade to restructure and align College programs and services with the sole mandate of regulation. Council has committed to move forward and fulfill only the regulatory government mandated functions of a College and divest of all non-regulatory programs and services; however, the Professional Development Forum and Annual General Meeting (AGM) is one member service Council has retained.
- An AGM is not mandated by legislation, but Council sees the value in engaging the membership at this event and the election of new volunteers to Council is essential for viability of the organization. The specific format and function of future events is up for Council debate.
- Although the CMLTA cannot advocate on behalf of MLTs, Council recognizes the tremendous value in an Alberta professional association for members and encourages members of the profession to connect with the CSMLS.

1.2 Introduction of 2012 College Council and Staff

- Myron Pilip, Past President
- Lisa Denesiuk, President-Elect
- Councilors Leila Kipke, Mik Mousouliotis, Melody Montgomery, Donna Marquardt
 - Absent with Regrets: April Hillman
- Public members Ira Goldman and Harold McBain
 - Absent with Regrets: Ken Gall
- Lori Kmet, Executive Director/Registrar/Complaints Director/Privacy Officer
- Larissa Fadish, Deputy Registrar/Manager of Professional Practice & Competence
- Avaleen Petryk, Executive Assistant – Minute Taker
- Sharon Semeniuk, Finance Manager

2. Call to Order at 11:40

2.1 Declaration of Quorum

- Number of attendees = 178

2.2 Introduction of Non-Voting College Members

- Louise Mosier, Retired MLA Member

2.3 Introduction of Non-Members and Guests

- Pat Knoll, Parliamentarian
- Blair Maxston, College Legal Council
- Melissa Lefebvre, College Auditor
- Avaleen Petryk, College Executive Assistant
- Sharon Semeniuk, College Finance Manager
- Bessie Carydis, CSMLS Representative
- Anh Nguyen, Event Manager

2.4 Approval of the Agenda and Rules of Order

MOTION #1

Be it resolved that the Agenda and the Special Rules of Order be approved.

Moved by: Brent Woitas

Seconded by: John Langley

Carried

2.5 Approval of Scrutineers

MOTION #2

Be it resolved that the following Scrutineers be approved:

1. Lisa Bourgouin
2. Lynda Kowalewich
3. Susan Smith

Moved by: Sandra Low

Seconded by: Salam Saleh

Carried

3. Minutes of the 2011 Annual General Meeting held on September 24, 2011, in Edmonton, Alberta, and as published in the January/February 2012 issue of *Under the Microscope*.

MOTION #3

Be it resolved that the 2011 Annual General Meeting Minutes, as distributed to the membership in the January/February issue of *Under the Microscope* in accordance with the provisions set out in the College Bylaws, be approved.

Moved by: Elizabeth Senyk

Seconded by: Victoria Wolfe

Carried

4. Financial Reports

4.1 Council Financial Report

- The College is in a secure financial position. The College has built up \$750,000 in operational reserves and \$350,000 in the conduct contingency fund. These funds combined, position the College to be well-prepared for any unanticipated expenditures.
- College Council approves the budget and member dues and fees annually in consideration of the upcoming expenditures and the operational needs of the College to fulfill its regulatory mandate. It is unlikely there will be a large increase in dues and fees as in 2009 when the College did not have sufficient reserves to offset additional conduct costs. It is also foreseeable for 2014 there will not be an increase in member dues and fees.

4.2 2011 Financial Auditor's Report and Financial Statement

- Statement of Operations and Statement of Financial Position were reviewed.
- No questions from the floor were received.

MOTION #4

Be it resolved that the Auditor's Report, as provided in the 2011 Annual Report, be approved.

Moved by: Maria Ackney

Seconded by: Christine Choma

Carried

5. New Business

5.1 Nominations and Elections Report

- The College did not receive any nominations for the vacant positions as advertised in *Under the Microscope* and on the College website within the time period provided for in the Bylaws. Therefore, a call for nominations from the floor was requested for the three vacant positions.

5.1.1 Councilor - Three-year term: January 1, 2013 – December 31, 2015

- Darcy Gara nominated Kristen Desraneau from DynaLIFE Dx.
- Trudy Thompson nominated Jodi Luckwell from Alberta Health Services-Central Zone.
- Marlene Cairney nominated Erin Granigan from DynaLIFE Dx.
- Erin Granigan was elected.

5.1.2 Councilor - Three-year term: January 1, 2013 – December 31, 2015

- Darcy Gara nominated Kristen Desraneau from DynaLIFE Dx.
- Trudy Thompson nominated Jodi Luckwell from Alberta Health Services-Central Zone.
- Andy Gee nominated Elizabeth Forestell from Alberta Health Services-Edmonton Zone.
- Elizabeth Forestell was elected.

5.1.3 President Elect - Three-year Term Progressing to President and Past President: January 1, 2013 – December 31, 2015

- No nominations were received.
- This vacant position will be addressed by Council as provided for in the Bylaws.

5.2 Appointment of Auditor for 2012

MOTION #5

Be it resolved that the firm of Yaremchuk and Annicchiarico be appointed as auditors for the 2012 College financial audit.

Moved by: Wendy Hogg
Seconded by: Hilda Gaal
Carried

5.3 Bylaw Amendments

MOTION #6

Be it resolved that the Bylaw amendments, as distributed to the membership in the 2012 August *NewsUPDATE*, be approved.

Moved by: Darcy Gara
Seconded by: Blaine MacIntyre
Carried

6. Awards Presentation

- The 2012 College Award of Distinction recipient is Lina Giordano, NAIT instructor.

7. Discussion – Question & Answer

- The College opened the floor to members to ask questions.
- Faith Jahelka from Red Deer questioned why the College charges a \$125 processing fee for renewals received in December.
 - The escalating dues format and the additional processing fee were instituted by College Council in 2009 to encourage regulated members to renew early and well in advance of the December 31 deadline. The College cannot physically process 2600 renewals in December and ensure members will be in receipt of a new MLT Practice Permit prior to January 1. The fee also offsets overtime required by staff to process renewals. Council endorses early renewal, but all regulated members have the option to renew anytime from September 15 to December 31 of a given renewal year.
- Andy Gee from Edmonton asked if members have any control over the College.
 - As the College is directed by the Alberta Government, specifically the Minister of Health and the *Health Professions Act*, members do not have sole control over the College and its legislated mandate.
 - Members do have a voice and can volunteer with the College as a member of Council or Committees.
- Darcy Gara from Edmonton commented MLTs have the privilege of self-regulation which ensures involvement of regulated members in the profession via College Council and Committees.

- Karen Matthews from Calgary asked if MLTs can advocate and collaborate amongst themselves using social media to network and share knowledge.
 - Yes, as long as members adhere to the College Social Media Practice Advisory Statement, which is located on the College website. The College encourages MLTs to formalize information-sharing and networking groups to enhance professional collaboration.

- Ellen Klontz from Edmonton asked if the College will still provide continuing education.
 - The Continuing Competence Program and its format are directed by legislation. However, the College will still offer the Professional Development Certificate Program to acknowledge those MLTs who go beyond the minimum mandatory education requirements. The College does not provide continuing education, but encourages members to contact NAIT, SAIT, and the CSMLS as they have well-developed continuing education and professional development programs.

- Bessie Carydis, CSMLS representative commented the CSMLS advocates for MLTs and offers free courses to its members.

- Jean Ashdown from Edmonton asked if Council has reconsidered its position from last year regarding new graduates and when the College can issue a Provisional MLT Practice Permit.
 - New applicants who do not have CSMLS certification must submit a completed application along with a copy of the CSMLS *Admission to Examination Notice* which is issued by the CSMLS 4-5 weeks prior to challenging the national certification examination. Individuals are issued a one-year Provisional MLT Practice Permit which affords them the opportunity to work as an MLT prior to obtaining certification. The ability to work without CSMLS certification is a privilege of Alberta applicants as legislation in many provinces does not provide for a Provisional Register. Council has no plans to discuss this item in the future as the current standard supports the College mandate of public protection.

- Audrey Dyke from Stony Plain commented on her long-time affiliation with the Alberta Society of Medical Laboratory Technologists (ASMLT) and the Alberta College of Medical Laboratory Technologists (ACMLT). Both organizations offered annual conventions and events which inspired a sense of pride and camaraderie among MLTs. The regulatory-only focus of the College of Medical Laboratory Technologists of Alberta (CMLTA) does not instill this same pride. CSMLS' LABCON is often too costly for many to travel and attend the event.
 - Members are encouraged to support the CSMLS through membership and inquire about the potential for creating associations at the provincial level.

- Andy Gee from Edmonton asked if the College has budgeted funds for advocacy.
 - No, as the College collects dues/fees as a regulatory-only organization, all funds should be directed to legislatively mandated programs and services. In 2002, when the ASMLT became the ACMLT under the *Health Professions Act* (HPA), the ASMLT did not have reserve funds or surplus revenues and it was the expectation of government that any societal assets be transferred to College assets once a former professional society came under the HPA.

- Melody Banks from Lousana asked if the College will still hold an AGM or a one-day event with speakers in conjunction with the AGM.

- As the AGM is not mandated by the HPA and is very costly to plan and host, College Council has made a commitment to discuss this matter further and will share any decisions with members.
- Moses Ogunkunle from Calgary asked what the College is doing to aid foreign-trained technologists relocating to Alberta.
 - The College supports Internationally Educated MLTs (IEMLTs) and has been working with the government for the past two years as a participant in their Foreign Qualification Recognition (FQR) Program. The College also offers the same student privilege of a one-year Provisional MLT Practice Permit to IEMLTs so they can seek MLT employment prior to obtaining CSMLS certification. The CSMLS is the first point of contact for IEMLTs as they must undergo a Prior Learning Assessment (PLA) which is a formalized assessment of an individual's professional portfolio, including post-secondary education, work experience, and professional development. Once an individual completes a PLA and fulfills any remedial requirements, they are eligible for a Provisional MLT Practice Permit and can commence their career as an Alberta MLT. Additionally, the College has modified its website and provides information specifically directed to IEMLTs.

8. Closing Remarks

- Thanks and appreciation were noted for:
 - All College volunteers for their dedication and unselfish commitment of personal time, resources, and expertise.
 - Families and employers of the College volunteers for supporting their involvement with and service to the College.

MOTION #7

Be it resolved that the ballots used at this Annual General Meeting be retained for 90 days from the date of this meeting by the CMLTA and thereafter be destroyed.

Seconded by: Karen Matthews

Moved by: Johanne Parent

Carried

9. Adjournment at 12:50

BYLAWS
2013 Proposed Amendments

Article	Current Bylaw	Proposed Revision	Comment/ Rationale
2.1		Addition of definition of Legislation Sub-Committee – A sub-committee of Council established to draft, review, and recommend revisions to College Bylaws, Policies, and documents.	Addition reflects College policy and committee structure.
2.1.2	Annual General Meeting	See Article 5.1 and reference to Special Meeting.	See Article 5.1
2.1.17	Register of Members - the Register maintained by Council containing the names and relevant information of the Members of the College.	Register of Members - includes the names and relevant information of the Members of the College maintained by the Registrar, in accordance with the Act and Regulation.	Modified to reflect the <i>Health Professions Act</i> .
5	Meetings of the College	Replaced with Special Meetings of the College.	To align title with revised content.
5.1	The Annual General Meeting	Replaced with Special Meeting (current Article 5.3).	Special Meeting replaces AGM.
5.2	Notice of Annual General Meeting	Replaced with Notice of a Special Meeting (current Article 5.3.1).	Special Meeting replaces AGM.
5.3 – 5.4	Special Meeting and Quorum for Meetings References to Annual General Meeting and Meeting.	Special Meeting and Quorum for Meetings Replace all references with Special Meeting.	
5.5.1	Voting Rights 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 the Bylaws and Policies of the College. Each voting Regulated Member shall be entitled to one vote per question.	Voting Rights The eligibility of any Regulated Member to vote at any Special Meeting, or by mail or electronic ballot on any matter, shall be in accordance with the Bylaws and Policies of the College. Each voting Regulated Member in good standing shall be entitled to one vote per agenda item.	Remove reference to Annual General Meeting and the addition of “good standing”.
5.5.2	Tie Votes In the event of a tie vote at any meeting of the College, the President or her designate shall cast the deciding vote.	Tie Votes In the event of a tie vote at any Special Meeting or any mail or electronic ballot of the College, the President or her designate shall cast the deciding vote.	Add reference to Special Meeting and the inclusion of electronic ballots.
5.5.3 – 5.7	Majority Vote, Parliamentary Authority, and Failure to Give Notice of Meeting References to Meeting and Annual General Meeting.	Majority Vote, Parliamentary Authority, and Failure to Give Notice of Meeting Replace all meeting and Annual General Meeting references with Special Meeting.	
5.8.1	A matter or resolution may be voted upon by mail or electronic vote if Council, at its discretion, determines any matter or resolution should be the subject of a vote. Council may, at its	Any matter or resolution as determined by Council to be the subject of a vote may be cast by mail or electronic ballot.	Modified to simplify grammar, but intent remains the same.

Article	Current Bylaw	Proposed Revision	Comment/ Rationale
	discretion, determine whether a matter or resolution to be decided by a vote will be conducted by a secret ballot.		
6.1.1	<p>Composition of Council Council shall consist of: President, President-Elect, Past President, six Regulated Members, and Public Members pursuant to the Act. The College will appoint a Medical Laboratory Assistant Representative as a non-voting member to Council and will consult with that person on an as-needed basis from time to time.</p>	<p>Composition of Council Council shall consist of: President, President-Elect, Past President, six Regulated Members, and Public Members pursuant to the Act.</p>	Archived the position of MLA Representative on Council as the Minister of Health has denied the College request for MLA regulation.
6.1.4	<p>Duties of President Reference to Annual General Meeting</p>	<p>Duties of President Remove Annual General Meeting</p>	
6.2	<p>Election to Office The offices of President-Elect and Councilor (excluding Public Members) shall be filled by election by the voting members of the College, in good standing. At the discretion of Council, the election will be by either mail or electronic ballot.</p>	<p>Election to Office The offices of President-Elect and Councilor (excluding Public Members) shall be filled by election by the voting members of the College, in good standing. Elections for the offices of President-Elect and Councilor (excluding public members) shall occur once each year and, in any event, on or before September 31 of each year. At the discretion of Council, the election will be by either mail or electronic ballot.</p>	
6.2.1	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 of the College one hundred twenty 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, must be post marked (in the case of mail ballots) or dated (in the case of electronic ballots) prior to the date specified by Council for the close of nominations, notwithstanding delays due to natural disasters, postal disruption, industrial action, or electronic/network malfunction.	
6.2.2	Ballots, in the form prescribed by Council, shall be provided to or be accessible by each Regulated Member, in good standing, at least seventy five days prior to the Annual General Meeting, notwithstanding delays due to natural disasters, postal disruption, industrial action, or electronic/network malfunction.	Ballots, in the form prescribed by Council, shall be provided to or be accessible by each Regulated Member, in good standing, at least seventy-five (75) days prior to the date specified by Council for the vote, notwithstanding delays due to natural disasters, postal disruption, industrial action, or electronic/network malfunction.	
6.2.3	Completed ballots must be received in the Registered Office of the College post marked (in the case of mail ballots)	Completed ballots must be received in the Registered Office of the College post marked (in the case of mail ballots) or	

Article	Current Bylaw	Proposed Revision	Comment/ Rationale
	or dated (in the case of electronic ballots) no later than forty-five days prior to the Annual General Meeting, not withstanding delays due to natural disasters, postal disruption, industrial action, or electronic/network malfunction.	dated (in the case of electronic ballots) no later than the date specified by Council for the receipt of all ballots, not withstanding delays due to natural disasters, postal disruption, industrial action, or electronic/network malfunction.	
6.2.5	In the event a nomination for office is not filled, 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. If no member nomination is submitted from the floor, a Nominations Committee shall present to Council the name of a nominee for the office not filled.	Remove	Article 6.7.3 already outlines process to deal with shortage or vacancy of Regulated Members on Council.
6.2.6	All elections held at the Annual General Meeting shall be by secret ballot, and the ballots counted by three scrutineers appointed by the President.	All elections shall be by secret ballot, and the ballots counted by three scrutineers appointed by the President.	
7.2.2	There must be an audit of the books, accounts, and records of the College at least once each year. A qualified chartered accountant, approved at each Annual General Meeting, must complete the audit.	There must be an audit of the books, accounts, and records of the College at least once each year by a qualified chartered accountant.	An annual financial audit is required by the Minister of Health and must be included in an Annual Report.
7.3	Seal of the College The responsibility for the seal of the College, and its use and procedures to be followed in its use, shall be as determined by Council.	Remove	The College does not use an official seal.
8.1	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 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: (a) at any Special Meeting called for that purpose; or (b) at the discretion of the Council, by an electronic or mail vote on a date specified by the Council.	Any reference to “meeting” or “Annual General Meeting” will be replaced with “Special Meeting” and the addition of electronic or mail vote.
8.2	Proposed revisions, approved by Council, must be circulated to the Membership twenty-one days prior to the Annual General Meeting or the Special Meeting called for that purpose.	Proposed revisions to the Bylaws, approved by Council, must be circulated to the Membership twenty-one (21) days prior to a Special Meeting called for that purpose or twenty-one (21) days prior to the voting date selected by Council pursuant to Article 8.1 (b).	

Renewal Dues and Fees

(Reference College Bylaws Section 4.8)

2014 MLT Registration Dues: \$610.00

Early Bird Discount (September 15 – October 31, 2013): \$560.00

Late Renewal (December 1 - 31, 2013): \$735.00

Renewals received after midnight December 31, 2013
are subject to a \$500 charge.



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

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