

Minutes

CSMLS 87th Annual General Meeting

1015h (Pacific Time) Friday May 26th, 2023

Meeting held in hybrid format (Whistler, BC during LABCON 2023 in-person, as well as via Zoom video conference platform).

Special Mention

Proceeding the AGM, Chair Michele Sykes honoured the passing of long-time community member Valerie Booth, who served as the CSMLS Executive Director from 1980 until her retirement in 1999. Her contribution to the profession will live on in the EV Booth Scholarship Award, which helps CSMLS members complete university-level education.

The Chair, Michele Sykes, introduced the 2023 CSMLS Board of Directors, along with the CSMLS Leadership Team, AGM Parliamentarian and former President – Susan Atkinson, and Secretary for the meeting, Sierra Paprocki, Executive Assistant at CSMLS.

Chief Scrutineer was Vice President, Kim Alkalay, assisted by CSMLS Marketing and Events Associate Laura Hurst, who monitored the virtual stream.

The Chair conducted a land acknowledgment which stated CSMLS' awareness of past and present harms, as well as contributions of diverse Indigenous ways of knowing and being. The Chair welcomed those present to reflect on their personal and professional actions towards truth and reconciliation.

CSMLS will provide an Open Forum on Saturday. Details of the event were shared and members were encouraged to attend, along with the virtual Open Forums hosted quarterly.

The Chair reviewed the Special Rules for the AGM to help with the exchange of information. These rules take precedence over any other rule of order and were provided both in the EventMobi mobile conference app, in the virtual forum chat and hard copies available in the room.

- *All Voting members in the room should have an AGM ticket. This will act as your voting card. We ask that you hold it up when a vote is called, and when a recorded count is required.*
- *Keep it raised until your section scrutineer indicates that they have finished counting. We will tell you when this is required. If you need to leave the room, give up your voting card to the staff member at the exit and reclaim it upon your return.*
- *There are copies of the AGM Special Rules on your table. You'll see the protocol for a member to speak to an item, as listed in special rules 2-7. I would draw your attention to item number six, which defines how many times you can speak to an item.*

This also applies to Board members who present a motion. We do not wish to limit freedom of speech, but we need to conduct business in an orderly fashion to allow as many people as possible to be heard.

- *When you approach the microphone, please wait to be recognized by – me – the Chair. The first time you speak to an item please state your name and place of residence, to help our secretary in recording the official proceedings of our meeting. We also ask that you put your name and member number on an index card available on your table, and hand it to the scrutineer in your area, so we can correctly identify you in the minutes.*
- *Our Parliamentarian will be keeping watch over time as we carry on our business. She will notify me should we use up our allocated time for an item, at which time the assembly will need to consent to carry on discussion on a topic.*

For those joining us virtually:

- *On your Zoom screen, we recommend you select “speaker view” to see the presentation clearly.*
- *For those who would like to view the French version of this presentation, you can download it from the virtual chat now.*
- *We have muted your microphone function. This is to avoid background noise and feedback. Please remain on mute.*
- *We will be using the chat feature for questions. If you have a question, please type it into the chat box and select the “Everyone” option for the recipient so your question can be seen by the group. Please also state your name, if different from the online ID, and your place of residence as per the special rules. There are set times I will stop for questions, and they will be read aloud.*
- *To place your vote on Zoom, please answer each poll as they come up on your screen. Your votes will be added to those in the room.*

The Chair called for any non-members in attendance. Four non-members were present in-person. Non-members were Elysia Mechevske-Hazboun, Yves Quenneville, Purva Dave and Andrei Torres. Membership present and online approved the non-members to attend.

1. Call to Order

The Chair called the meeting to order at 1037h PT, with 132 members present, 6 virtual and 2 proxy voting members accounted for. Quorum for the meeting was met.

2. Approval of Agenda

With no further changes or additions to the agenda, the Chair declared the agenda adopted as circulated.

The Chair took a moment to address the membership:

- *I want to congratulate you all for being here. It says something about your investment into your profession and your society. Being here, listening to the work and progress we are making on your behalf, tells the Board and staff that you also have a stake in your professional community.*
- *One of the most valuable activities that we can engage in to invest in our collective professional interest is to foster this amazing community we have built over the last 86 years! By doing this, we can make tangible efforts to ensure the longevity of our profession.*
- *This includes, of course, being here today at our AGM – thank you again. But there is so much more of your membership to lean into and take advantage of.*
- *You have access to more than 990 hours of free learning. That’s all at your fingertips in the Learning Centre.*
- *You have a print journal delivered straight to your mailbox. I encourage you to read every issue and think about contributing.*
- *Apply to volunteer with us, you might be surprised at how rewarding it is. We rely on our amazing volunteers, and our volunteer positions are created to help you learn and make new connections while giving back to your society.*
- *Simply follow one of our social media channels to stay on top of CSMLS opportunities through the year and connect with your peers online.*
- *So much of what I just listed can happen at the click of a button, and that’s not a coincidence. We strive to provide each of you with resources that are easy to use – and that you can apply to your career immediately.*
- *But some things simply can’t happen that way. They take more time, commitment and effort. I’m proud of CSMLS’s progress on our long-term goal of MLA regulation in all jurisdictions in Canada. We now have multiple provinces making real movement towards regulation, and that’s key to the HHR (health human resources) shortage affecting so many of us.*

- *Years of meetings, correspondence and work, both provincially and federally, went into this progress. I'm proud to participate in advocacy initiatives that solidify the future of our profession. Because regulation means the right professionals are performing the appropriate tasks accurately and safely for Canadians.*
- *I encourage you to get involved. Find ways to participate in this community. Find ways to get involved with the CSMLS. Volunteer your time and expertise so that together we can make this a strong medical laboratory profession for you right now and for the future. Thank you.*

3. Minutes of the 86th Annual General Meeting/Special Members Meeting:

The 86th AGM was first held virtually on May 14th, 2022, at 1200h EST; however, it did not meet quorum. A Special Members Meeting was then held virtually on June 16th, 2022, at 1900h EST and quorum was met.

The minutes were approved by the Board of Directors and published on the CSMLS website. This is the way.

4. Changes to the Bylaws 2022

Bylaw changes approved at the 2022 AGM/Special Members Meeting were made, and the revised Bylaws were posted to CSMLS website in French and English. Changes made include: amendments to accommodate virtual polls and virtual platforms, changes to the voting timeline and addition of proxy forms available on the website. The revised Bylaws are as follows:

*Bylaw Article 5.5, 5.6, 5.8 and 5.10
Bylaw Articles 9.1 and 9.2.*

5. Independent Auditor's Report and Financial Statements

The auditor's report and a summary version of the financial statements were published in the 2022 Annual Report. Copies of the full financial report were available in the meeting room as well as in the virtual chat. The summary was also on the EventMobi mobile conference app.

The Chair highlighted a few key items:

- *Total Revenues for 2022 were over \$4.2 million. The majority of revenue comes from membership fees and the certification exams.*
- *Other revenue is generated by the goods and services offered by the organization, such as courses and events.*
- *Our Total Expenses for the year were just over \$4 million. The majority of expenses come from administration of the organization as well as running the*

certification exam in four disciplines. Other expenses are distributed among the other business units.

- *This left us at the end of the year with a surplus of under 150 thousand dollars. Most of this variance can be attributed to unexpected revenue.*
- *For example, we saw a greater number of Prior Learning Assessment submissions than projected. We also saw a financial change with LABCON, as we were unsure of the attendance at our first live event following the peak of the global pandemic.*

The Chair asked for any questions, and after hearing none, called for the following motion.

MOTION

“I move that the Auditor’s Report and Financial Statements be accepted as published.”

Moved by: Brian Tozer

Seconded by: Vanessa Briand

Carried by majority vote in-person and virtually.

6. Annual Report for 2022

The Annual Report is available at [CSMLS.org](https://www.csmls.org). Print copies of the Financial Summary will be available for order at info@csmls.org.

The Chair shared a few key highlights from the year:

- *Lobby Week saw CSMLS volunteers and staff head to Ottawa to bring your concerns to Parliament Hill. As a result of the pandemic, political leaders are more aware of your work, and we leveraged this shift to lobby for greater financial support for these initiatives, all aimed at improving the HHR crisis:*

- 1. Increasing the supply of MLTs in Canada*
- 2. Integrating internationally trained MLTs into the workforce*
- 3. Improving retention of those already licensed and employed*

We relayed your concerns to more than 30 MPs and other federal officials, including Senator Margaret Anderson.

- *National Medical Laboratory Week kept the public’s attention on the lab with new advocacy tools, all branded with the Indigo Lab Coat. We also launched a five-part video series capturing true stories from medical laboratory professionals on how you deliver direct patient care every day.*

Health care organizations and partners also came together to celebrate you in a variety of ways. Thank you to everyone who participated for making it another great Lab Week!

- *CSMLS celebrated our 85th anniversary last year. We'd like to thank volunteer Michele Perry and local artist Lester Coloma for helping us complete a special mural, in Hamilton, Ontario, to mark this milestone anniversary. I encourage each of you to explore the digital mural on the CSMLS website. Or if you are ever in Hamilton, see it for yourself.*
- *The Work Integrated Learning project, or WIL, which was funded by Employment and Social Development Canada (the ESDC), has concluded. Its goal was to help the integration of internationally educated medical laboratory professionals into the workforce. We worked with employers, regulators and members to create a clinical placement experience, leading to labour market attachment. And thanks to post-project analysis, it's also given us a framework for future initiatives like this one.*
- *We brought your work out from under the microscope in a new public awareness campaign. In September, CSMLS opened the Unseen Exhibit in Toronto, featuring 4 pieces of original art created by artist Dahae Song.*

The digital exhibit went live in November, reaching MLPs and patients all across the country, along with transit shelter ads in 20 locations across Canada and a YouTube advertisement.

The exhibit remains online, and thanks to members who have volunteered to host the exhibit, it will be touring the country soon, too!

- *Volunteers and staff completed an extensive audit of our Lab Wisely database, which contains best practice recommendations for processes and procedures relevant to medical laboratory science. Recommendations can now be further refined by designation, speciality or focus, and more.*

A full-time Lab Wisely Committee was also assembled, and now meets quarterly to ensure the database evolves with the profession. Thank you to our Lab Wisely volunteers.

- *Based on a joint research project, we released a statement on mental health with Sonography Canada and the Canadian Association of Medical Radiation Technologists.*

We're now working on new methods to help you address mental health issues, including:

- *The Beyond Silence app, a partner project with McMaster University*
 - *A Peer Mental Health Support Program, led by registered psychotherapist and LABCON keynote speaker Dr. Rosina Mete*
 - *And we'll continue our data analysis on the Organizations for Health Action (HEAL) HHR Survey to guide further projects relevant to MLPs*
- *2022 was the year of learning, thanks to LABCON and other events!*

For online learning, registrations for courses and virtual symposia doubled since 2020. And we are so proud to report that we compiled more than 990 hours of free learning by the end of the year.

- *The CSMLS Certification and PLA department strived to help as many eligible candidates as possible enter the workforce in another year of MLT shortages.*

We expanded the 2022 Exams from single-day events to multi-day sessions, now with 6 testing days in each.

The PLA team also processed an influx of PLA applications from internationally educated medical laboratory technologists (IEMLTs) looking to become certified: a 67% increase from 2021.

The Chair asked for any questions. There were no questions on the 2022 Annual Report.

7. Report from the Board of Directors

The Chair welcomed Vice-President, Kim Alkalay and Bilingual Director, Marie-France Jémus to provide a summary of the previous five months of 2023.

The following are highlights of activities guided by the Strategic Plan:

- *Government advocacy activities had begun and would continue throughout the year.*
- *To aid in lab shortages, efforts with regulators and provincial officials toward MLA regulation in Nova Scotia, Ontario, Alberta and British Columbia were underway.*
- *Two provincial “Lobby Days” at Ontario and British Columbia legislatures where discussion on MLA regulation was had with respective Ministers of Health.*
- *The formal application for MLA regulation in Nova Scotia was submitted for review.*
- *The Insight Speaker Series continued this year once a month with both virtual and hybrid events.*
- *More than 20 free and on-demand webinars were added to the learning catalogue, bringing the total to almost 1000 hours of free learning.*
- *April 9-15th was National Lab Week. There were a record number of swag orders to help spread the “Do You See Us?” campaign, gaining international buzz. There was also a record number of Lab Week lights across Canada (almost 30).*
- *CSMLS had begun the planned analysis of the CSMLS Competency Profiles, which are the standard competency levels expected of an entry-level professional. Our third-party vendor is analysing the competency profiles for use for the next 5-10 years in two ways:*
 - *Compiling a set of Core Competencies common to all 4 MLP designations*

- *Reviewing the unique technical skills for each designation and investigating whether any of those competencies require updating.*

The Chair called for questions. There were no questions on the floor or online.

8. Report of the Nominating Committee

Lucie Alain, Past President and Chair of the Nominating Committee, reported the results of the Ballot to the Assembly for election of officers for 2024.

Voting in the Board of Directors election was done through a secure electronic voting system. The membership was notified of the election through the website, email and social media. The ballot count was completed by the auditor, and results presented to the Chair of the Nominating Committee.

The following were this year's candidates.

For the position of **Director, Québec: Hélène Lanigan** (Acclaimed)

For the position of **Director, Manitoba/ Saskatchewan**, candidates were Lisa Forsberg and Madison Sielski. The incoming Director is **Madison Sielski**.

All information on the positions available for the Board of Directors can be found under the Volunteer tab on the CSMLS website. Nominations open in January.

The Chair asked for any questions on the floor. Hearing none, the following motion was presented:

MOTION

"I move that the Report of the Nominating Committee be accepted as presented."

Moved by: Jason Tilling

Seconded by: Angela Bueckert

Carried by majority vote in-person and virtually.

L. Alain also introduced the Vice President for 2024 for the Board of Directors. This position is chosen from within the current Board of Directors, and will move to President in 2025.

The incoming Vice President for the Board of Directors is: Allie Shields

The Chair welcomed the new Board members.

9. Appointment of Auditor

Each year an auditor is selected to review the CSMLS finances for the upcoming year. We have used the firm of Stevenson & Lehocki for several years, and we are confident in their internal and external process of self-regulation and auditing of their work.

For these reasons, the Board was comfortable accepting the recommendation for auditor. The Chair asked for any questions. Hearing none, the follow motion was presented.

MOTION

“I move that the firm of Stevenson & Lehocki, Chartered Accountants, be appointed as auditor for the CSMLS for the financial year ending 2024.”

Moved by: Nicole Leyte

Seconded by: Brady Rose

Carried by majority vote in-person and virtually.

10. New Business: Bylaw Amendments

The following Bylaw amendments were presented to the membership. Copies of the proposed Bylaw changes were available on the tables, online and in the chat. These changes would allow the Board of Directors Nominations Committee more time to recruit members for the board ballot. There was also a change to Board of Directors start date.

First, the Board of Directors propose that new Board members begin their term on July 1st of their election year, instead of January 1st of the following year, to decrease the time between election and their start.

The proposed changes will be made to Article 4.0: Board of Directors.

Under that, it will affect the following article:

4.2.1 - change the commencement of duties to the first day of July of election year

The Chair called for questions, and after hearing none, presented the following motion.

MOTION

“I move that the Bylaw changes to item 4.2.1. are accepted as presented, to take effect in 2024.”

Moved by: Greg Hardy

Seconded by: Dannielle Caruk

Carried by majority vote in-person and virtually.

Next, there is a recommendation to adjust the timelines and dates of the Board of Directors Election and Voting to increase the time available to submit nomination ballots. The Board is adopting more inclusive language by removing “his/her” from the nominee description.

The proposed changes will be made to Article 5.0: Election of Directors.

Under that, it will affect the following article:

5.3 – nominations to reach the Chair of the Nominating Committee at least 80 days before the AGM

The Chair called for questions, and after hearing none, presented the following motion.

MOTION

“I move that the Bylaw changes to item 5.3. are accepted as presented, to take effect in 2024.”

Moved by: Megan Callaghan

Seconded by: Heather Sewell

Carried by majority vote in-person and virtually.

Finally, the Board propose we notify members of the AGM invitation and agenda a bit earlier.

The proposed changes will be made to Article 8.0: Members’ Meetings.

Under that, it will affect article 8.2 – notice of the AGM will be sent to members and posted to the website not less than 40 days prior to the meeting.

The Chair called for questions, and after hearing none, presented the following motion.

MOTION

“I move that the Bylaw changes to item 8.2. are accepted as presented, to take effect in 2024.”

Moved by: Vanessa Briand

Seconded by: Rachel Colpitts

Carried by majority vote in-person and virtually.

11. Adjournment

The Chair took a moment to remind the membership of the following day’s Open Forum, for in-person only, as well as those scheduled throughout the year.

The Chair thanked all those in attendance for the hybrid AGM and declared the meeting adjourned at 1110h PT.