

Minutes

CSMLS 85th Annual General Meeting

1200h (Eastern Time) Saturday, May 29, 2021

Virtual meeting held via Zoom video conference platform

The Chair, Joël Rivero, welcomed the CSMLS members to CSMLS' second Virtual Annual General meeting, respecting the restrictions on in-person gatherings due to COVID-19. He reviewed how and when to use the virtual platform features during the meeting. The Chair conducted a land acknowledgement acknowledged the traditional territory of the Haudenosaunee and Anishnaabeg land on which the CSMLS office stands in Hamilton, ON, as well as respecting the histories, languages, and cultures of First Peoples in Treaty 6 Territory where the Chair was currently located (Edmonton, AB).

A virtual poll was conducted to recognize provincial representation in the audience and test run the polling function.

The Chair introduced the Board of Directors and the members of the CSMLS Leadership Team. He introduced the Parliamentarian for the meeting, former CSMLS President Susan Atkinson and the Secretary for the meeting Sierra Paprocki, Executive Assistant at CSMLS.

The Chief Scrutineer for the meeting was Joe Davies, Chief Financial Officer, monitoring virtual polling and reporting on proxy votes supplied in advance of the meeting.

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.

- We ask that all voting members participate in the polls when they are displayed on your screen. Any member may ask questions or speak to an item. To do this, please type your question into the chat box and await recognition from the Presiding Officer, myself. I will recognize members in the order in which their question is posed in the chat box.
- To respect time and order, please only ask questions pertaining to the agenda item at hand and only when requested.
- A member may speak only twice to a motion for a maximum of two (2) minutes. This also applies to Board members who present a motion. While we do not wish to limit freedom of speech, we also recognize that we need to conduct business in an orderly fashion and allow as many people as possible to be heard.
- A motion may be debated for no more than 15 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.

Before beginning the meeting, the Chair asked if there were any non-members in the room. There were 0 (zero) non-members in attendance.

1. Call to Order

The Chair called the meeting to order at 1212h, with 59 virtual and 4 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.

3. Minutes of the 84th Annual General Meeting:

Held 1200h Saturday, May 9, 2020, Virtual from CSMLS Hamilton office.
The minutes of the AGM held were approved by the Board of Directors and published on the website, as is the practice.

4. Changes to the Bylaws 2020

Bylaw changes approved at the 2020 AGM were made, and the revised bylaws were posted to CSMLS website. Changes made include: language to reflect current practices, to ensure flexibility and accountability (i.e. allow for virtual members meetings). The revised bylaws are as follows:

Bylaws Articles 3.7 and 3.8

Bylaws Article 4.1.2

Bylaws Article 5.1

Bylaws Articles 5.4, 5.6, 5.7 and 5.9

Bylaws Articles 8.1 and 8.5

Bylaws Articles 9.1, 9.3 and 9.6

5. Independent Auditor's Report and Financial Statements

The auditor's report and a condensed version of the financial statements are published in the CSMLS 2020 Annual Report. A full detailed financial report is available upon request.

The Chair highlighted a few key items:

- Total revenue for 2020 was approximately \$3.6 million
- Most revenue comes from membership fees and certification exams
- Postponement of LABCON2020 impacted revenue for 2020

- Other revenue was generated by goods and services (Prior Learning Assessments, course sales, virtual events)
- Total expenses for the year were approximately \$3.3 million
- Most expenses are for the administration of the organization and running certification exams
- Other expenses were distributed among other business units
- An operating surplus was achieved of over \$217,000
- The surplus can be traced back to reduced expenses due to cancelling all travel and in person events after March 2020. This surplus was invested back into the organization to deliver services for members and plan for the future events.

The Chair noted that the summary financial reports should not be a substitute for reading the fully audited financial reports and members are welcome to a full copy at any time. They need only request them from CSMLS.

The Chair asked if there were any questions. There being no questions, the following motion was put forward.

MOTION

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

Moved by: Lucie Alain. Seconded by: Marie Grabowski
Carried

6. Annual Report for 2020

The Annual Report is available on the [CSMLS website](#). 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:

- Along with ongoing advocacy efforts, including conversations with provincial and federal governments, the media attention garnered from the COVID-19 pandemic was a golden opportunity. Never before has our profession been so well recognized for our valuable contributions to public health. The CSMLS took full advantage of this, through media interviews and ongoing conversations with key stakeholders. We became the 'go-to' place for accurate and reliable information about medical laboratory professionals, the testing being conducted and the challenges arising from the work.
- The CSMLS ensured our professional voice was heard in the right place at the right time. For example, our participation on the Organizations for Health Action group, HEAL for short, continues to meet regularly with the federal health minister, providing input on COVID-19 on behalf of health care practitioners.

- Continuing to leverage the publicity from our role in the pandemic response, the CSMLS launched the Indigo Lab Coat campaign in the fall of 2020. At a time when attention was starting to wane, this campaign captured the eye of prominent Canadian influencers - including Dr. Tam and Dr. Strang, as well as the Canadian public via transit shelter ads. The first of its kind for CSMLS, this was an ambitious public relations campaign that resonated with members. While the symbol of the coat was meaningful, it was also a catchy hook to grab attention as the fabric was microprinted with the names of some of the lab tests you do every day.
- We were very pleased with the results of this initiative and will be continuing to use the Indigo Lab Coat as a symbol throughout ongoing public campaigns.
- While we may all be tired of hearing the word 'pivot' - our staff was living it over the past year. Quick decisions had to be made – status quo was not possible. Once such reinvention was the launch of the Remote Proctored Testing as a pilot project for the certification exams - years ahead of schedule. With in-person testing suspended or greatly limited, we quickly realized that RPT would be our biggest pandemic pivot. We could not stand in the way of graduates getting certified. While RPT was considered as a future enhancement, 2020 allowed us to expedite the process to continue to bring a stream of newly certified professionals into the field when we needed them most.
- The Leadership and Certification teams worked diligently to bring this program online, while remaining true to our respected gold standard in certification testing. In-person testing still existed, but the capacity was constantly changing, and on-going communication was needed, as the situation seemed to change daily. Because of the staff commitment, there were 1,053 successful exam candidates.
- We also pivoted our live learning events. While we all missed LABCON in 2020, we filled our learning needs with first-class virtual events. We created the monthly Insights Speaker Series, which are free for members. To home in on specific intense learning, we added several multi-day virtual symposiums. These elevated our digital event presence and allowed even more members to take advantage of the learning we offer. Virtual events have removed some barriers for attendance and have exposed more people to the benefits of CSMLS membership.
- Some things actually went according to plan in 2020. As scheduled, the official launch of Lab Wisely happened in September with a live webinar with Q&A session, website release, press release and promotions. The Lab Wisely initiative was born out of the Choosing Wisely Canada health recommendations. Together, with the University of Alberta, we collaborated to create lab specific recommendations to help make effective decisions regarding lab testing. This initiative is ongoing, as members will see discussions about Lab Wisely and lab utilization in upcoming events and journal content.

The Chair asked if there were any questions. There were no questions on the activities from 2020.

7. Report from the Board of Directors

Lucie Alain, Vice President provided an update of Board activities since the beginning of the year.

- National Medical Laboratory Week was a fully virtual event this year. Members were encouraged to use social media to celebrate and promote the profession. There were over 290 pictures added to the Virtual photobooth, bringing our community together in an online space. There were also 18 landmark lightings across Canada, shining a light on the work done in the lab. We noticed more brands and influencers participating in Lab Week this year, which speaks to our ongoing awareness efforts.
- Our annual Lobby Day was also virtual this year. Stretched over the full week of May 3rd, staff and Board members met with 38 MPs, Senators and Ministers in the federal government. This was a great opportunity to keep the needs of the medical laboratory profession front and centre in the federal agenda. Many of the meetings ended with a positive response and greater understanding of the challenges we are currently facing if the MLT shortages are not addressed. The pandemic definitely raised awareness of the importance and value of laboratory testing, as many MPs and their constituents found themselves waiting on COVID-19 results.
- The Certification team continued to work through the challenges of the stay at home orders and reduced in-person exam seating. Like 2020, we added more exam sessions to give candidates even more date options. We also added Virtual student presentations, where every month, any student can attend a session to get answers about the exam and learn more about the society.
- We've hosted monthly virtual events, free for members and available on-demand which we had over 340 registrants. For more targeted learning, we hosted two symposia with over 380 registrants. The convenience, coupled with quality content, have made these events essential for members' learning and continuous professional development plans.
- In April, we announced the launch of a new *Workplace Integrated Learning Pilot for IEMLTs*. The project's aim is to create increased opportunities for Internationally Educated Medical Laboratory Technologists to access clinical placements, resulting in positive employment outcomes. The project is funded by the Government of Canada's Foreign Credential Recognition Program. The pilot collaborates with employers, regulators and the CSMLS to

develop a model, methodology and costing for integrating skilled immigrants into the workforce. The value of the project is half a million dollars.

- The Board of Directors continued their commitment to refresh the Strategic Plan. Through several virtual workshops, facilitated by a consultant, the Board and Leadership Team worked to validate the focus of the current plan, especially considering the many challenges and opportunities occurring in the medical laboratory science landscape. The new Strategic Plan will be released this summer.
- We continued our advocacy efforts in support of regulation for medical laboratory assistants. Since 2012, the CSMLS has had a Position Statement on the value of regulation for MLAs. MLAs have a clearly defined scope and responsibility and their contribution to patient outcomes cannot be overlooked. Certified, licensed MLAs play an important role in the laboratory system and can alleviate the workload pressure that stems from the ongoing shortage of MLTs across Canada. Much like our support of self-regulation of MLTs, we know MLA regulation is in the best interests of patient safety. We will continue our support and pursuit of regulation for MLAs across Canada, with stakeholder support.

The Chair called for questions. There were no questions on the report from the Board of Directors.

8. Report of the Nominating Committee

Nancy Bergeron, Past President and Chair of the Nominating Committee, reported the results of the Ballot to the assembly for election of officers for 2022.

Voting in the Board of Directors election was done through a secure electronic voting system. The membership was notified of the election through the CSMLS website, the Canadian Journal of Medical Laboratory Science, email and social media. The ballot count is 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, British Columbia and Yukon:**

Ivan Aditya

Emily Chen

Ivan Miller

Larissa Nygaard

Dennet Pritchard

Nickole Wlasichuk

Jackson Wu

The incoming Director is: Dennet Pritchard

For the position of **Director, Ontario:**

Kwabena Boateng
Lisa Mantifel

Haniska Deepak
Karen Moffat

The incoming Director is: Karen Moffat

N. Bergeron also introduced the Vice President for 2022 for the Board of Directors. This position is chosen from within the current Board of Directors, and will move to presidency in 2023.

The incoming Vice President for the Board of Directors is: Michele Sykes

The Chair congratulated the new Board members and thanked all the candidates who put forth their name for election, encouraging all CSMLS members to continue to seek out volunteer opportunities with the Society.

MOTION

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

Moved by: Nancy Bergeron. Seconded by: Tiffany Clouston
Carried

9. Appointment of Auditor

Each year the Assembly selects an auditor for the upcoming year. Following the question at last year's AGM regarding the need to change auditors regularly, CSMLS consulted with the auditor and were informed that Chartered Professional Accountants are audited every four years, and the team at Stevenson Lehocki rotates their internal auditors so files are not kept with the same auditor for an extended period of time. The CSMLS was also reviewed independently as part of an audit of the firm and no concerns were raised. The Board of Directors and Leadership Team are comfortable with the current process for selecting our auditor. A motion was put forward.

MOTION

“I move that the firm of Stevenson & Lehocki, Chartered Accountants, be appointed as auditor for the CSMLS for the financial year ending 2021.”

Moved by: Lucie Alain. Seconded by: Goldie Fagan
Carried

10. New Business: Bylaw Amendments

There was no new bylaw amendments and no new business to report.

11. Adjournment

The Chair thanked the members for attending the AGM and declared the meeting adjourned at 1247h.