

## Minutes

### CSMLS 82<sup>nd</sup> Annual General Meeting

0900h Saturday, May 26, 2018  
Brookstreet Hotel, 525 Legget Drive, Kanata, ON

The Chair, Lisette Vienneau welcomed the CSMLS members to the AGM. She introduced the Board of Directors and the members of the CSMLS Leadership Team. The Chair introduced the Parliamentarian for our meeting, former CSMLS President Susan Atkinson, and the Secretary for the meeting Miriam Gracey, Executive Assistant at CSMLS. The Chief Scrutineer for the meeting was Maria Klement, Vice President.

The Chair then delivered the following opening remarks:

“The purpose of an Annual General Meeting is for the Board of Directors to report to the membership, on the Society's progress this year and that CSMLS is also hosting an Open Forum which will take place on May 27th. The Open Forum is the opportunity for the membership to ask questions, make comments or suggestions about the business of the Society to both the Board of Directors and the senior staff.

This forum, serves as a complement to the AGM, it is an opportunity to meet with the CSMLS Board of Directors and senior staff in a less formal setting. At that time, members will have an opportunity to ask questions, make comments or suggestions about the business of the Society. The forum replaces the open floor section of past AGMs.”

The Special Rules for the AGM were reviewed by the Chair. The rules help with the exchange of information. These rules take precedence over any other rule of order. They were printed on the back of the voting card that each voting member received as they entered the room. Members were instructed to raise this card when a vote was called. The card was to be kept raised until they were counted by section scrutineer. Members would be informed when a vote was required. Should a member need to leave the room, the card would be given to a staff member at exit and returned when the member returned to the room.

The special Rules were reviewed in detail with the membership.

Prior to the start of the AGM, the Chair indicated that she must ask permission of the assembly for non-members to attend. Non-members were asked to identify themselves.

The following non-members were identified:

Manuel Geraldo	Annie St. Pierre
Jim Gauthier	Leah Skoworodko
Janice Nolan	Jigna Rana
Tanya Hermann	Michelle Gagnor
Ping Jin	Wendy Wong

The assembly was asked if there was anyone opposed to the non-members attending the CSMLS AGM. Hearing no opposition, the non-members were welcomed to the AGM.

#### 1. Call to Order

The Chair called the meeting to order at 0926h, with 126 voting members present.

#### 2. Approval of Agenda

As there were no further changes or additions, the Chair declared the agenda adopted as circulated.

#### 3. President's Address: Lisette Vienneau

"I would like to take this opportunity to address the membership. I want to first congratulate you all for being here. Not just coming to LABCON, as that's a very important part of your professional development, but for attending the AGM. It says something about your investment into your profession and your society. By being here, listening to the work and progress we are doing on your behalf, tells the Board and staff that you also have a stake in your professional community.

One of the most valuable tools we have as a society is our Strategic Plan. This is our guiding force when we are looking to the future. It is also our litmus test when looking at developing, researching and implementing new or improved products.

The newly developed Strategic Plan began to come to life in 2018. The staff has put in extensive amount of work to make headway in several of the plan's tactic. You will hear more about this work later on. What you should understand about the Strategic Plan is that it looks at big picture ideas and small details as well. We are looking at the impact we can have on each and every member's careers right now and into the future.

For example, the Mental Health Toolkit is one way that CSMLS is supporting individual members. We want to provide a safe space that understands your unique work environment and how it can affect your health and wellbeing.

The award-winning website is accessible to anyone but is tailored to medical laboratory professionals. Our hope is that the information in the toolkit can help someone, today and every day, who may be struggling.

We are also invested in the future of the profession as a whole. Our work on simulation education in medical laboratory programs is our proactive approach to solve an impending crisis. Increasing the use of simulation, in a standard understanding of its use, would help alleviate the pressure of clinical placement bottleneck we are currently seeing.

These two examples are just a fraction of what we, not as a Society, but as a profession, are capable of doing. I believe we are a very strong community when we come together. Our strategic Plan can guide us, but we look to you to help make real change.

Earlier this year, a member in PEI was interviewed by her local newspaper about the concern of the shortages in the laboratory labour market in the area. Her concerns were loud and clear and she got noticed. I applaud this member for taking the risk to raise her voice. For voicing her concerns publicly. We can all take a lesson from her. She has ignited the flame and it's our job to carry it on.

So, while I commend you for being here and having an interest in the workings of your professional society, I want to encourage you to take the next step.

Raise your voice and be part of something bigger than yourself. Help make change happen for you now and for the future of our profession.

Thank you. We will now continue on with the next agenda item.”

4. Minutes of the 81st Annual General Meeting: Kinnear Centre at Banff Centre for Arts & Creativity, 7 Tunnel Mountain Dr., Banff, AB

The minutes of the AGM held were approved by the Board of Directors and published on the CSMLS website.

5. Business Arising from the Minutes

There was no business arising from the Minutes of the 2017 Annual General Meeting.

6. Auditor's Report and Financial Statements

The auditor's report and a condensed version of the financial statements were published in the 2017 Annual Report. Copies of the summary as well as the full financial report were available on the tables. The summary version of the report was also available on the LABCON app (available at Labcon2018 only).

The Chair directed member's attention to a few details. The total revenues for 2017 were in excess of \$3.6 million. The majority of revenues comes from membership fees and the certification exams. Other revenues are generated by the goods and services offered by the organization.

The total expenses for the year were just over \$3.5 million. The majority of expenses come from administration of the organization, as well as the running of the certification exam. Other expenses are distributed among the business units.

At the end of the year there was a surplus of \$130,010. Some of the variance was attributed to unexpected revenue. For example, there was an increase in MLT membership. There were 240 more MLT members in 2017 than were budgeted for.

As well, our affinity partner, TD Meloche Monnex, adjusted the royalty plan, resulting in increased revenue. Additionally, money was saved by emailing renewal forms rather than doing a full membership mail out.

Again, this is just a high-level overview. Neither this, nor the summary financial reports, should be a substitute for reading the fully audited financial reports. The assembly was asked if they had any questions. There were no questions put forth. The following motion was made.

MOTION

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

*(Maria Klement, S. Irene Kiritikoploulos)*

CARRIED

## 7. Annual Report for 2017

As part of CSMLS's continuing efforts to 'Go Green', the annual report was published online and is available on the website, [csmls.org](http://csmls.org). The 2017 Annual Report highlighted some of the key milestones from 2017 including:

- The Society's 80<sup>th</sup> anniversary. CSMLS marked the occasion with a champagne reception at LABCON. We also offered specialty anniversary items for sale through the online store.
- In 2017, CSMLS launched its first podcast season – The Objective Lens. It featured topics relevant to members and the larger medical lab community. The podcast had over 8,000 listens in the first 10 episodes.
- CSMLS published a new version of the Laboratory Safety Guidelines, ensuring the safety recommendations were up to date.
- Work on the Simulation and Clinical Placements agenda continued. CSMLS met with key stakeholders during a national forum.
- There was continued advocacy to support more research specific to medical laboratory simulation. This included securing support for a grant application to launch a national simulation survey.
- An online student portal was created to ensure a more efficient and timely release of exam results.
- The Board released a new Position Statement on Clinical Simulation and updated five previously released statements. Statements provide insight and opinions on industry trends and issues. CSMLS believes they are useful to members as a guiding resource for their careers. The Position Statements are available on the website under the About Us tab.
- Working closely with the regulator community and other allied health care professionals, CSMLS concluded the search for a new accrediting body for medical laboratory programs. At the end of 2017, Accreditation Canada agreed to provide this service, taking over from the Canadian Medical Association.
- The Board was proud to release a new Strategic Plan. This will help guide the organization for the next three years.
- CSMLS is pleased to have a new partnership with BD Canada. This partnership will enable CSMLS to offer members new learning opportunities and new scholarships, including two that opened in 2018: The BD Quality Assurance Award and the BD Young Leaders Scholarship.

The Chair asked if there were any questions about the activities from 2017. There were no questions.

## 8. Report from the Board of Directors

Vice President, Maria Klement, gave a summary of Board activities for the first five months of 2018. She gave the following highlights:

- Early in the year, the Board received notification of grant funds from the Ontario provincial government to help support two projects. One is the development of a practice test for the MLT general certification exam; this was a \$330,000 grant. The other project is to help increase diversity training specific to laboratory medicine in rural and remote areas; this was a \$225,000 grant. Work is well underway for both of these projects.

- Work is underway on computer-based testing (CBT). CSMLS is working with vendor Prometric. CBT will be piloted with the MLA exam in February 2019 and rolled out to all candidates, both MLA and MLT, in June 2019.
- The new partnership with BD Canada led to the creation of the Ontario Phlebotomy Symposium, the first of its kind for CSMLS. There will be continued development of learning opportunities with this partnership.
- CSMLS continued hosting Dinner and Dialogue events. They have run in two provinces so far with more planned for the remainder of 2018.
- A successful Lobby Day was held in April, with over 40 meetings with Members of Parliament and Senators. The mission was to give decision-makers a better understanding of the work done by MLTs and MLAs and gain their support for increased simulation education in training programs.
- National Medical Laboratory Week was also held in April. As part of this campaign, CSMLS provided members with tools and resources to not just celebrate, but to create awareness about the medical laboratory profession and how they help “complete the health care picture”. The interactive website taught visitors about the role of the lab in health care. The website had over 6,400 visits during the campaign.
- Three new “In the Lab” videos were released showing behind-the-scenes of working labs. These videos feature Mass Spectrometry, Histology and Genetics. Each video featured interviews with medical laboratory professionals from LifeLabs. The videos had a total viewership of over 32,000 and reached an audience of over 68,000 on Facebook alone.
- A new initiative launched during Lab Week was the Adopt-a-Clinic with Canadian Blood Services (CBS). This new partnership let our members be hosts at clinics across the country during Lab Week. This was a great opportunity to interact with the public, telling them how medical lab professionals are part of the blood donor system. CSMLS will continue to be a CBS Partner for Life and encourage our members to donate blood throughout the year.

These are just a few highlights from 2018 to date. Members were invited to connect with Board or staff members to share any comments or questions about activities to date or planned activities for the remainder of 2018.

#### 9. Report of the Nominating Committee

Mary Costantino, Chair of the Nominating Committee, provided an update on the Ballot to the Assembly for election of officers for 2019.

“The Nominating Committee is a committee of the CSMLS membership, and I would like to thank the members of the Committee for their service. CSMLS election is done through a secure electronic voting system. The membership was notified of the election through email and social media. There were 899 votes in this year’s election. Thank you to those members who participated and helped to shape the future of this Society.

We had 8 nominees for the two open offices.

For the position of Director, British Columbia & Yukon, the nominees were:

Shelby Giesbrecht

Julien Pho

Angela Lee

Kalwinder (Kal) Randhawa

**The new Director BC & Yukon for 2019 is: Kal Randhawa**

For the position of Director, Ontario, the nominees were:  
Nancy Bergeron  
Judy Tran

Andrea Tjahja  
Krista Urchenko

**The new Director, Ontario for 2019 is: Krista Urchenko**

Congratulations to our incoming Board members. If you are interested in running for a position on the Board of Directors, please visit the CSMLS website for more information. “

MOTION

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

*(Mary Costantino, Christine Bruce)*

CARRIED

Mary Constantino announced the incoming Vice President, as elected by the Board of Directors. Nancy Bergeron will take on the Vice President role in 2019 and progress to President in 2020.

10. New Business: Appointment of Auditor

Each year the Assembly selects an auditor for the upcoming year. 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 2018.”***

*(Maria Klement, Jennie McCulloch)*

CARRIED

11. New Business: Amendment to the Bylaws

There are proposed amendments to the bylaws.

Articles 2.2, 2.7 and 3.3 – update the bylaws to reflect the current accrediting body to Accreditation Canada. There were no concerns with the proposed change. Member Veronique Poirier noted that there was an error in the proposed amendments. Note was made to change the acronym from **CA** to **AC**. The error was noted to be corrected and no further discussion occurred.

MOTION

***“I move that the Bylaws 2.2, 2.7, and 3.3 be changed to incorporate the new education accreditation body – Accreditation Canada (AC)”***

*(Patricia Verbeke, Rosalie Richard)*

CARRIED

The next amendment is Article 2.2, the removal of the term “full time” on student membership categories. The reason for the change is that education programs do not have to be full time for students to take the CSMLS certification exam. There were no questions or discussion. A motion was put on the floor:

MOTION

***“I move that the Bylaw 2.2 be revised to remove full-time.”***

(Krista Patriquin, Cheri Burant)  
Carried

The next proposed amendment is to add Article 3.11 – CSMLS Code of Ethics. The reason for the addition is to clarify the responsibility of members using the resources provided by the Society. There were no questions or discussion. A motion was put on the floor:

MOTION

***“I move that Bylaw 3.11 be revised with the addition of the CSMLS Code of Ethics”***

(Lucie Alain, Kim Larson)  
Carried

The last proposed amendment is the addition of Article 4.1.3. – The addition of a Medical Laboratory Assistant Director on the CSMLS Board of Directors. The reason for the change is to ensure and accurate representation of the CSMLS membership at the Board level. While MLA members are able to run for all director offices, this will ensure a consistent voice year after year.

At the Chair’s call for questions or discussion, member Denise Evanovich indicated agreement with diversification but questioned how members could ensure a balance in the future and wondered how to ensure that MLTs continued to have a voice moving forward. CSMLS CEO Christine Nielsen indicated that the work of the Nominating Committee involves putting forth a balanced ballot that would allow for choice by members. Additionally, any member can self-nominate with the collection of ten supporting member signatures. Each member has the right to put their name forward. It would then be up to the voting membership to determine the composition of the Board of Directors. With no further questions or discussions, a motion was put on the floor:

MOTION

***“I move that Bylaw 4.1.3 be added so that the Board of Directors will now include an elected Medical Laboratory Assistant Director”***

(Christine Bruce, Robin McAvoy)  
Carried

## 12. Further Business

Lisette Vienneau took the opportunity to once again extend the invitation to the Assembly to join the Board of Directors and senior staff of CSMLS for the Open Forum, Sunday, May 27<sup>th</sup> at 0830h. The forum replaced the previous open floor time at the AGM. Open Forum is the opportunity for members to ask questions, give feedback or comments to the Board and the Leadership Team.

## 13. Adjournment

There being no further business, the Chair declared the meeting adjourned at 0958h.