

## Minutes

### CSMLS 83rd Annual General Meeting

**0900h Saturday, May 25, 2019**

Pointe Sainte-Anne A, Fredericton Convention Centre  
670 Queen Street, Fredericton, NB E3B 1C2

The Chair, Maria Klement 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 the 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 Nancy Bergeron, Vice President.

The Chair then delivered the following opening remarks:

*“The purpose of the Annual General Meeting is for the Board of Directors to report to you, the membership, on the Society’s progress this year. Of course, we also want to give you opportunity to provide feedback on these reports and the work of the Society.”*

*In order to do that, CSMLS is hosting the Open Forum on Sunday morning at 0830h in the same room. The Forum replaces the open floor section of past AGMs. It’s an opportunity to ask questions, make comments or suggestions about the business of the Society to both the Board of Directors and the Leadership Team.”*

The Chair reviewed the special rules printed on the Members’ voting cards.

Before beginning the meeting the Chair asked if there were any non-members in the room.

There were seven non-members:

Kelly Lavigne	Celine Desjardins	Annie Gagne
Annette MacLachlan	Natacha Sirois	Marie-Pier Laterreur
Elizabeth Lecoupe.		

The Chair asked if there were any objections to the non-members being in the room. This was asked three times. There were no objections.

#### 1. Call to Order

The Chair called the meeting to order at 0911h, with 131 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: Maria Klement

*"I'd like to take this opportunity to speak to you, our 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 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 as a society can engage in to invest in our collective futures is to take stock of our profession. This includes making a list of what is broken or not working as well as it could be. By doing this, we can make tangible efforts to ensure the longevity of our profession."*

*"The impending health human resource shortage is a real problem that we are all facing, especially in rural and remote communities across the country. As a medical laboratory technologist, I have seen the impact of this shortage in my own health authority in British Columbia."*

*"Some labs have had sporadic closures for the past few years. Medical laboratory assistants and combined lab X-ray technologists have been asked to backfill open positions. With this short supply of professionals, management has very few options to guarantee some level of laboratory service at our remote facilities and even our regional centres. Although the examples I'm providing are from my own experience, I know that many of you sitting here today can relate. We recognize that this problem exists, and now we must work together to take action."*

*"As you know, CSMLS has put out a Call to Action – sounding the alarm. It addresses the health human resource shortage of medical laboratory technologists. With the Call to Action, medical laboratory stakeholders can learn how to initiate the right change."*

*"While I encourage all of us to take up this challenge together, we at CSMLS recognize that we also need the support of institutions and the government, both provincial and federal. I am proud that I am able to participate in initiatives to raise awareness of our profession."*

*"I encourage you to get involved if you can. Find ways that you can voice your concerns, to your employer, your Member of Parliament or provincial government. 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. We will now continue on with the next agenda item."*

### 4. Minutes of the 82nd Annual General Meeting: Brookstreet Hotel, 525 Legget Drive, Kanata, ON

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

### 5. Approval of Changes to the Bylaws

There were four amendments to the Bylaws that were approved at the 2018 AGM. They include:

Articles 2.2/2.3 and 3.3 – Change name of accrediting body to Accreditation Canada

Article 2.2 and 2.2.1 – Removal of the term ‘full time’ on student membership categories

Article 3.11 – Addition of the CSMLS Code of Ethics

And Article 4.1.3 – Addition of a Medical Laboratory Assistant Director on the CSMLS Board of Directors

These approved changes were made, and the revised Bylaws were posted on the CSMLS website and were available in hardcopy at the back of the room as well as on the Eventmobi app. (Conference App)

#### 6. Auditor's Report and Financial Statements

The auditor's report and a condensed version of the financial statements were published in the 2018 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 Eventmobi app.

The Chair then highlighted a few key items:

- CSMLS Total Revenues for 2018 were over \$3.6 million. The majority of revenue comes from membership fees and the certification exams
- Revenue was also generated by the sale of goods and services offered by the organization, such as courses and events
- Total Expenses for the year were just over \$3.4 million. The majority of expenses come from administration of the organization as well as running the certification exam. Other expenses are distributed among the other business units
- There was an end of year surplus of over 200 thousand dollars. Some of the variance can be attributed to unexpected revenue. For example, membership fees, investment revenue, exam fees, PLA and Safety Guidelines revenue being greater than what was projected in the 2018 budget
- CSMLS was also able to save money on expenses across the organization

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:** Lisette Vienneau, **Seconded by:** Claire Hicks

**CARRIED**

#### 7. Annual Report for 2018

The CSMLS published the Annual Report online and it is available on the website, csmls.org. The Chair shared a few key highlights from the year.

- To start, the Content Advisory Committee, made up of members with a diverse range of experiences from across the country, was established to help guide the development of relevant laboratory-related content, like podcasts, videos and knowledge products.

- The Educator Committee had its inaugural meeting. This new forum provides the platform for CSMLS and the educator community to have meaningful conversations and foster knowledge sharing.
- CSMLS received funding from the Ontario Ministry of Citizenship and Immigration for two new projects. One initiative was the Diversity Training Project. Its goal is to help the integration of internationally educated medical laboratory professionals, post-licensure, into the workforce. The second project was to develop a practice test with questions to mirror the high-stakes version of the MLT General certification exam.
- Similarly, CSMLS launched an MLA practice test to help students prepare for the certification exam. Students who took the test got a sense of the types of questions, the length of the exam and how the questions are worded. All competencies were covered.
- In October, The Call to Action was released to the public. It was created to address the national, regional, immediate and long-term efforts required to change the health human resource shortage of medical laboratory technologists within Canada.
- To keep up with new competencies and on-the-job expectations, CSMLS launched the new course, “Introduction to Electrocardiography”.
- In April, we honoured Judy Tran with the David Ball Community Award for her personal contributions to her community. Along with Judy, over 15 members received recognition or funding as part of the CSMLS Grants, Scholarships and Awards programs. Several recipients use this funding to help further their careers through professional development or education.
- CSMLS co-hosted “Uniting Simulation Education” with SIM ONE, an event to map simulation usage to competencies and identify current simulation curricula available to students.
- Last but not least, CSMLS laid the foundation for computer-based testing, also known as CBT. This will bring our examination processes to the forefront of best practices for high-stake exams. CSMLS is now in the midst of implementing CBT for all four certification exams.

There were no questions about the activities from 2018.

#### 8. Report from the Board of Directors

Vice President, Nancy Bergeron, gave a summary of Board activities for the first five months of 2019, with the following highlights:

- In February, we held an online discussion group to gather insight to develop two to three customized diversity training products as part of the Diversity Training project mentioned earlier. We recently hired a Diversity Consultant to customize and pilot test diversity products in select workplace settings.
- CSMLS piloted the first computer-based test with the MLA exam in February. The pilot was successful, and we are continuing the roll out with addition of the MLT General exam in June, then to add the cytology and genetics exam in October this year.
- In March, CSMLS supported the Manitoba Association for Medical Laboratory Sciences when they hosted an Open Forum to discuss the challenges Manitoba medical laboratory professionals are experiencing.
- We also brought learning to multiple areas of the country by hosting Live Learning events in three provinces. Several more are planned for the remainder of the year.

- At the end of March, CSMLS co-hosted The Ontario Phlebotomy Symposium with BD. With 86 in-person and 24 virtual attendees, it was an educational and engaging experience for anyone involved with blood collection. We also supported the BCSLS and BD Phlebotomy Symposium in Surrey and Nanaimo, BC. We are pleased to continue our partnership with BD in future events.
- In April, we had a successful federal Lobby Day which included 37 meetings with Members of Parliament, Senators and senior staff at key Ministries. Our mission was to give decision-makers a better understanding of the work done by MLTs and MLAs and gain support for solutions to the impending MLT shortages.
- Also, in April was National Medical Laboratory Week. As part of this campaign, we provided members with tools and resources to not just celebrate, but to create awareness about the medical laboratory profession. Our members' excitement for the week became even more apparent to us when they placed over 500 orders for Lab Week items – which is the highest number of orders we have received yet.
- As part of Lab Week, a new documentary series was released to highlight the unique aspects of the medical laboratory profession. We partnered with the Canadian Armed Forces, Canadian Blood Services, Dynacare, Listowel Wingham Hospitals Alliance and the Pathology Research Program Laboratory at UHN to create these videos. During the campaign, these videos were viewed over 129,000 times on all our social media channels.
- Also, during Lab Week, we continued our collaboration with Canadian Blood Services with the Adopt-a-Donor Centre program, with 7 adopted centres across the country. Each clinic is hosted by a CSMLS member, giving them an opportunity to interact with the public, telling them how medical lab professionals are part of the donor system. We will continue to be a CBS Partner for Life, and encourage our members to donate blood throughout the year.
- And two weeks ago, we hosted a drop-in luncheon at the Ontario Legislative building to meet with decision-makers across Ontario. We had 12 MPPs, including the Minister of Health, come and speak with us about the impending shortages Ontario labs will face and our proposed solutions.

These are just a few highlights from the year so far. Members were encouraged that if they had any questions about the activities of the Board or the Society to connect with any of the Board or staff members throughout the conference as they would love to tell them even more about the great work the Society is doing.

#### 9. Report of the Nominating Committee

The Nominating Committee is a committee of the CSMLS membership, and Lisette Vienneau, Past President, thanked the members of the Committee for their service.

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, the Canadian Journal of Medical Laboratory Science, email and social media.

There were 931 members who voted in this year's election. Thank you to those who participated and helped shape the future of this Society.

This year, we had 26 nominees for the four open offices. This was the largest slate we have seen in several years. It is exciting to see such interest and commitment from our membership.

For the position of Director, Alberta, Northwest Territories and Nunavut, the candidates were:

Kim Alkalay	Rita Leckie
David Moore	Rick Schulze
Valentin Villatoro	

**The incoming Director is: Kim Alkalay**

For the position of Director, Atlantic, the candidates were:

Chrystal Allen	Lynn Courteau
Christine Goguen	Greg Hardy
Chris Hirtle	Joanne Losier
Danielle McLennan	Allie Shields
Ashley Stevens	

**The incoming Director is: Greg Hardy**

For the position of Director, Bilingual, the candidates were:

Renee-Claude Baril	Lynn Courteau
Michel Duperré	Nancy Lemelin
Melanie Levesque	Danielle McLennan

**The incoming Director is : Lynn Courteau**

For the new position of Director, Medical Laboratory Assistant, the candidates were:

Hansika Deepak	Dianne Forshner
Christine Goguen	Rick Schulze
Allie Shields	Ashley Stevens

**The incoming Director is: Allie Shields**

Congratulations to our new incoming Board members.

#### MOTION

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

**Moved by:** Lisette Vienneau, **Seconded by:** Angie Gatt  
**CARRIED**

L. Vienneau invited those interested in running for a position on the Board of Directors, to visit the CSMLS website under the Volunteer tab for more information. Nominations open in January.

L. Vienneau announced that the incoming Vice President, as elected by the Board of Directors, Joël Rivero. He will serve as Vice President in 2020 and progress to President in 2021.

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 2019.”***

**Moved by:** Nancy Bergeron, **Seconded by:** Christine Bruce  
**CARRIED**

11. New Business: Amendment to the Bylaws

There are proposed amendments to the bylaws.

Articles 1.1 and 1.2 – Eliminate publication of the membership roster

**Current Situation:**

- 1.1. The CSMLS shall maintain a Registry of duly qualified Members by the CSMLS.
- 1.2. The CSMLS shall provide a Roster of names of all CSMLS certified medical laboratory technologists and all CSMLS certified medical laboratory assistants who are currently Members in good standing and who have consented to the publication of their names in the Roster. This may be provided in electronic or print format. The Roster shall be updated at least two (2) times annually.

**Proposed Change:**

- 1.1 The CSMLS shall maintain a Roster of duly qualified Members by the CSMLS.
- 1.2 The CSMLS shall maintain a Roster of names of all CSMLS certified medical laboratory technologists and all CSMLS certified medical laboratory assistants who are currently Members in good standing.

The change would be seen in articles 1.1 and 1.2

**Reason for Change:**

This change is proposed to avoid confusion about regulatory body status versus certification and CSMLS membership status via our published Roster. The public roster was created before regulation and so our member roster is no longer serving its original purpose.

CSMLS will continue to offer the verification of certification and membership status service to members and non-members, as proof of registration. There will be a fee for all services.

MOTION

***“I move that Bylaws Article 1.0. be changed to reflect that the Roster will no longer be made public. The Bylaws shall now state that The CSMLS shall maintain a Roster of names of all CSMLS certified medical laboratory technologists and all CSMLS certified medical laboratory assistants who are currently Members in good standing.”***

**Moved by:** Danielle McLennan, **Seconded by:** Christine Granley  
**CARRIED**

When the Chair asked if there were any questions Karen Matthews, Calgary, Alberta, approached the microphone. She inquired whether the roster could be made available to members only so that they were able to view the Medical Laboratory Assistants as there is currently no way to view the members on a College website as they are not a regulated profession.

C. Nielsen thanked her for her question. Currently verification of exam certification is available through the CSMLS office and this should be the source of employers verifying employee qualifications. This will be taken back to the Board of Directors for discussion and consideration.

**CARRIED**

#### 12. Further Business

The Chair once again invited Members to attend the Open Forum on May 26<sup>th</sup> at 0830h in the Pointe-Sainte Anne A. The forum has replaced the open floor time at the AGM and is the Members' opportunity to ask questions, give feedback or comments to the Board and Leadership Team.

#### 13. Adjournment

There being no further business, the Chair declared the meeting adjourned at 0938h.