

## Minutes

### CSMLS 80th Annual General Meeting

0800h, Saturday, June 18th, 2016

Prince Edward Island Convention Centre (Sir John A. MacDonald Room),  
4 Queen St, Charlottetown, PE.

The Chair, Chris Hirtle 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 was Lisa Low, Executive Assistant at CSMLS.

The Chief Scrutineer for the meeting was Vice President, Mary Costantino.

The Chair noted the purpose of an Annual General Meeting is for the Board of Directors to report the membership, on the Society's progress this year. CSMLS is also hosting an open forum which will take place on Sunday, June 19<sup>th</sup> at 8:30am.

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 are designated to facilitate the exchange of information and ensure that everyone who attends has the opportunity to be heard. These rules take precedence over any other rules of order; Mr. Hirtle reviewed key points for all in attendance.

#### 1. Call to Order

The Chair called the meeting to order at 0816h with 110 voting members present and an additional 5 voting by proxy for a total of 115. There were 0 non-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: Chris Hirtle, Western Shore, NS

I'd like to take a few minutes to address you, the membership, before we move on with our agenda. I would like to thank you for being here. Your presence today shows us, the Board of Directors that you are committed to the success of the Society.

It also shows us that you are more than an observing bystander in your profession. You take the future of this profession to heart and you are willing to do your part for its success.

The Board of Directors and I understand that our commitment in our volunteer role is not just to the administrative tasks of the Society. We are committed to creating a professional association that our members are proud to belong. We are committed to supporting each medical laboratory professional in their work today and tomorrow.

In the past six months of my Presidential term, the staff and Board have made significant progress on several new initiatives. These initiatives were created through research, consultation with experts and with members input, in order to develop targeted support for the medical laboratory professional.

We examined your concerns and discovered ways that as a professional association, the CSMLS could help. We developed and released a Code of Ethics to help guide the profession. The Mental Health Toolkit was created to help professionals navigate the struggles of their daily work and personal lives. The Mentorship program will assist in the transfer of professional knowledge from our retiring workforce to the new professionals beginning their careers.

In today's proceedings, and over the course of the LABCON conference, you will hear more details about these and other initiatives. We are proud to target and develop programs that are focused on supporting our members in the areas most needed, all while looking to the future and steering the profession in the right direction.

Again, I thank you for being part of today's meeting, and being an active member of your professional community. The more engaged you are in the Society, the more the Society can continue to support you.

#### 4. Minutes of the 79th Annual General Meeting:

The minutes of the AGM held Friday, May 22nd, 2015 at the Fairmont Queen Elizabeth Hotel (Grand Salon), Montreal, Quebec, were approved by the Board of Directors and published on the CSMLS website, as is our practice.

#### 5. Business Arising from the Minutes

At last year's AGM, the membership voted for an amendment to Bylaw Articles 2.0/3.0/and 4.0 to change the membership name from "Active" to "Practising". Other sections in the bylaws that required this change were 3.1 and 4.3. This change was made to align the names used for membership.

## 6. Auditor's Report and Financial Statements

The auditor's report and a condensed version of the financial statements were published in the 2015 Annual Report. A full detailed financial report is available from the CSMLS office upon request and is available to members attending the AGM. There were no questions from the floor.

*"I move that the Auditor's Report be accepted as circulated."*

*(Mary Costantino, Pat Mercuri)*

**CARRIED**

## 7. Annual Report for 2015

In our continuing efforts to 'go green', the CSMLS has published the Annual Report online and it is available at [csmls.org](http://csmls.org). Print copies will be available for order at [info@csmls.org](mailto:info@csmls.org) and a few copies were available at the back table.

The 2015 Annual Report highlighted some of the key milestones for the year including:

- CSMLS launched a new service for practicing medical laboratory technologists who wish to have their education and experience assessed in competencies outside of their original certification in order to expand Professional Liability Insurance coverage. The Competency Assessment for Extended PLI Coverage can be accessed by contacting the CSMLS office.
- Under the guidance of the Professional Standards Council, or PSC, the CSMLS regularly reviews and updates the competency profiles for each of the four medical laboratory disciplines. It is to ensure competencies are appropriate and current in the field. In 2015, we reviewed the medical laboratory assistant (MLA) competency profile. The new draft was approved by the PSC and the CSMLS Board of Directors, and forwarded to the Canadian Medical Association for implementation.
- In October, we held our first Dinner & Dialogue, which brought the lab community together for an evening of learning and connecting through professional development. CSMLS recognizes the importance of in-person functions to help to strengthen this professional community. The Dinner & Dialogue event is the first of more networking opportunities we are planning for our members.
- To enhance our list of professional development offerings, we launched our first on-demand webinars in 2015. The webinars were designed to help members achieve their professional development plans.
- CSMLS also launched an e-newsletter to give members technical, scientific content curated and delivered to their inbox. LabBuzz is filled with medical laboratory news, trends and research articles.

- To assist members in meeting their regulatory college requirements, CSMLS recognized an informal learning opportunity and introduced a new initiative. After reading the scientific articles in the Spring and Fall issues of the Canadian Journal of Medical Laboratory Science, members could complete a short quiz and earn Professional Enhancement Program hours. These quizzes were well received and we plan to continue offering them.
- CSMLS volunteers, staff and members of the Board of Directors headed to Parliament Hill (Ottawa) for the annual Lobby Day to bring our key messages to Members of Parliament. A major focus was the looming shortages of medical laboratory professionals and possible strategies to address them. We met with 35 MPs during the event.
- The 2015 Federal Election gave CSMLS an opportunity to ensure the key issues important to our members were heard by federal decision makers. Our website [medlabmatters.org](http://medlabmatters.org) provides a toolkit for members to become advocates for themselves.

These are just some of the many accomplishments we can be proud of in the past year. I encourage you all to review the annual report publication either here or online at your convenience.

There were no questions from the floor.

## 8. Report from the Board of Directors

The CSMLS has had quite a year to date. The Chair invited Vice-President, Mary Costantino, and Past President, Tania Toffner to help share some highlights from the past six months.

Vice President, Mary Costantino provided the following: CSMLS is a member-centric organization, and so we are pleased to have several new initiatives that will support our members in their professional lives.

After much research and many consultations, the CSMLS has developed a Code of Ethics. This Code serves to define and expand the ethical concepts contained in the CSMLS Code of Professional Conduct, to document expectations of ethical behaviour for all medical laboratory professionals and to provide a framework for professional and personal self-evaluation.

We see this as a valuable resource for our members and for the professional community.

More information about the Code of Ethics is available on the CSMLS website, under the About Us tab. There you can download the Code itself, along with resource documents.

CSMLS is piloting a Mentorship Program. It is designed to pair an experienced professional with an individual new to the profession or new to the country to provide guidance, expertise and advice.

To facilitate the mentor/mentee matching, we are using the MentorCity online matching tool, which allows participants to find a relationship suited to their specific professional needs based on a variety of considerations and we also provide an orientation for mentors.

Each mentoring relationship will last for four months with a minimum of 16 total hours. To date, we have had 80 participants with 21 matches made.

The CSMLS believes that this program will assist in the knowledge transfer of those leaving the industry to new members. It will also help build and grow a stronger professional community.

Mental health is an important aspect of overall health, especially in the workplace. CSMLS has created an online Mental Health Toolkit to provide members and organizations with the means to identify, monitor, and implement change for the benefit of the medical laboratory profession.

The toolkit provides information on mental health issues as well as resources for employers and organizations. A beta version of the toolkit is available to trial at the CSMLS booth in the exhibit hall. We plan to launch the full version to the public in the fall. We encourage you to visit the booth, test out a few of the features of the toolkit and, once released, please share this important resource with your colleagues.

We are proud to bring our members resources and supports, such as these new initiatives, that are timely and valuable in their careers.

Past President, Tania Toffner provided the following information: In the past few months, CSMLS has had several opportunities to strengthen and nurture important relationships with the medical laboratory community.

In April, CSMLS sponsored a one-day forum for members of the laboratory education community to discuss the current and future states of clinical placements and the use of facilitated simulation learning. This was the first such meeting of representatives of medical laboratory programs at a national level.

The forum provided a review of data collected from the CSMLS Clinical Placement and Simulation Survey from 2015 and Recent Graduate Clinical Placement Survey from earlier this year 2016.

CSMLS shared key research in simulation, conducted educator and graduate panel discussions and provided an opportunity to discuss how to enhance the education programs to better fit the needs of a changing health care and medical laboratory science landscape. The outcome of the discussions will be gathered and released as a CSMLS whitepaper and will further support research being conducted on the topic of the use of simulation in medical laboratory science education. The event itself is the first phase of a long-term

commitment to understand and offer solutions to the concern over clinical placement quality and availability. The next phase will look at understanding these concerns from the employers' point of view.

The CSMLS is proud to support the provincial societies in their own advocacy efforts. Part of their support comes from the annual Council on Government and Public Relations meeting.

Held this past April, we welcomed nine individuals from eight provincial societies. Along with an overview of the national advocacy effort from the CSMLS, we discussed the hot button issues and advocacy focus for each province. Coming together to have these discussions is just one way we can continue to facilitate conversations between the provinces. This, in turn, helps us learn from each other, support each other and create a strong network.

In January 2016, the Canadian Medical Association announced it would be divesting itself of responsibility for allied health sciences program accreditation services, after over 70 years of being in the business. The CMA plans to continue operation of its accreditation services until January 31, 2018.

The CSMLS and the Canadian Alliance of Medical Laboratory Professional Regulators recognize that accreditation of medical laboratory technology academic programs is an important piece of a larger accountability and patient safety framework.

We are currently working collaboratively to investigate a viable solution to address the loss of CMA accreditation services. At this point all options are being investigated. This includes a consortium model with multiple partners, such as other allied health care professionals and regulators, a solo model directed and administered by the CSMLS and a third party provider model.

As part of this investigation, we will examine the transition process for programs that are currently accredited or in the process of obtaining the CMA accreditation.

Our goal is to establish a new accreditation framework that meets the needs of our regulators, educational institutes and the larger medical laboratory community.

Strengthening and fostering relationships within the medical laboratory community is an important investment for everyone involved. We will continue to seek out opportunities to support, assist and work together with these key groups.

Vice President, Mary Costantino provided the following information: CSMLS is proud to be an advocate and create awareness on behalf of the medical laboratory profession. There are several activities that occurred in the past few months that will reflect this initiative.

- In March, CEO Christine Nielsen was invited to Queen's Park to speak before the Standing Committee on Finance and Economic Affairs regarding Bill 173, Better Tomorrow for Ontario Act.
- Christine shared CSMLS's key messages regarding the medical laboratory profession's need for clinical placements, sustainable funding for bridging programs and inclusion in loan forgiveness programs as solutions to help with current health human resources challenges in Ontario.

In April, a team of 16 CSMLS staff and volunteers took our message to Ottawa for an annual Lobby Day.

CSMLS recognizes the need to consistently foster our government relations to inform political decision-makers about the profession. Entering 2016, we were faced with lobbying a new government with many new faces on the Hill.

Our focus for the day was to discuss the looming shortage of medical laboratory professionals and the strategies we would support to address the shortages. These strategies include:

- Increasing the number of new graduates by addressing the shortage of clinical placements.
- Better integration of internationally educated lab professionals into the Canadian workforce through long-term and sustainable funding for bridging programs.
- Including MLTs in the existing Canada Student Loan relief program to recruit MLTs to rural and remote communities.

CSMLS remains committed to informing both federal and provincial politicians that will bring our issues to the forefront of the government's agenda.

The projects and initiatives we highlight today are a reflection of the hard work and dedication of the Board of Directors. Moving forward, we will continue to build on these programs, guided by our strategic goals and overall mission.

## 9. Report of the Nominating Committee

Tania Toffner, Past President and Chair of the Nominating Committee, reported the results of the Ballot to the Assembly for election of officers for 2017.

The Nominating Committee is a committee of the CSMLS membership; the Chair thanked the members of the Committee for their service.

For the fourth year, CSMLS has offered electronic voting. CSMLS implemented electronic voting in 2013 to reduce our carbon footprint and to provide members with an easier way to exercise their right to vote. The Society also recognized significant cost savings by moving away from paper-based voting, over \$25,000 annually.

The membership was notified through email and through social media.

1,033 members participated in this year's election. This is slightly below last year's participation rate of 1,061.

Thank you to all those members who did vote. We had 12 nominees for the three open offices.

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

- Darcy Gara
- Keri Huwald
- Joël Rivero
- Rhonda Shea
- Valentin Villatoro

And the winner was: Joël Rivero

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

- Chrystal Allen
- Greg Dobbin
- Doris MacLeod
- Claire Wentzell

and the winner was : Greg Dobbin

For the position of Bilingual Director, the nominations were:

- Sylvie LeBreton
- Danielle McLennan
- Jennifer Roberts

and the winner was : Danielle McLennan

Congratulations to all the incoming Board members.

The Chair of the Nominating Committee thanked all the members who allowed their names to stand on this year's ballot; it takes commitment, courage and tenacity to create your



videos and to put yourself out there. She truly hopes that they will continue to do that in the future when the opportunity arises again, we had some amazing candidates this year.

If you are interested in volunteering or interested in joining the Board of Directors, please visit the Board members at the Exhibit booth, speak to them directly or visit the CSMLS website for more information.

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

*(Tania Toffner, Paula Steeves)*

**CARRIED**

## 10. Appointment of Auditor

The following motion was presented and approved:

*“I move that the firm of Stevenson & Lehocki, Chartered Accountants, be appointed as auditor for the CSMLS for the financial year ending 2016.”*

*(Mary Costantino, Kim Deydey)*

**CARRIED**

## 11. New Business: No Amendments to the Bylaws

No amendments to the CSMLS Bylaws were proposed.

## 12. Further Business

The Chair reminded everyone of the CSMLS Open Forum taking place on Sunday morning. As mentioned earlier, this is a supplement to the AGM. The Open Forum is an opportunity to meet with members of the CSMLS Board of Directors and staff to ask questions or make comments or suggestions about the business of the Society, or simply learn more about your professional society.

This year’s forum, some modifications to the format was made. Following a brief presentation on new member resources, we will get you moving and talking using a chat café format. For those of you unfamiliar with the chat café concept, there will be designated tables throughout the room, where you can discuss various topics relevant to the CSMLS and our members. We will conclude with an open question period.

The purpose of this format is to give members more diverse ways to interact with the CSMLS team and ask their questions in the way they are most comfortable with. If you prefer to ask questions or make comments in a more contained environment, feel free to have those discussions at the tables during the chat café. The open question period will give you an opportunity to ask questions about subjects you did not get the opportunity to discuss or to ask broader questions to any of the CSMLS team.

**In conclusion,**

The Chair thanked all the volunteers for their dedicated work in support of the CSMLS and also thanked the staff for their extra effort and hard work during the past year.

The Chair thanked the Exhibitors and Sponsors who continually support LABCON and add to its success. LABCON could not be the premier conference it is without their generous support.

**13. Adjournment**

There being no further business the Chair declared the meeting adjourned at 0851h.