

Minutes

CSMLS 81ST Annual General Meeting

0830h Saturday, May 27, 2017

Kinnear Centre at Banff Centre for Arts & Creativity, 7 Tunnel Mountain Dr, Banff, Alberta

The Chair, Mary Costantino 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 Lindsey McKeane, Executive Assistant at CSMLS.

The Chief Scrutineer for the meeting was Lisette Vienneau.

The Chair then delivered the following opening remarks:

“The purpose of an Annual General Meeting is for the Board of Directors to report the membership, on the Society's progress this year and that CSMLS is also hosting an open forum which will take place tomorrow.

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”

1. Call to Order

The Chair called the meeting to order at 8:50h with 89 voting members present and an additional 2 voting by proxy for a total of 91. There were no 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: Mary Costantino

The President delivered the following:

“I would like to take this opportunity to address the membership. I applaud each of you for being here. Attending the AGM is not only your right as a member of the CSMLS, but an

important part of your engagement as a member of our profession. By being here, you have shown your commitment and dedication to the continued progress of our community.

As you know, continued progress is what has brought us to this point today. In a very different time, in a different era, this Society was brought to life. In 80 years, our colleagues that came before us demonstrated the same commitment and dedication, and for that we should be grateful.

However, now is our time. The only way for us to move forward, toward the future is by coming together and using our united strength for influence. We are the medical laboratory profession.

Regardless of titles, we need to recognize the value our colleagues bring to the workforce, understand how we can learn from each other and trust each other to move toward common goals.

We have a perfect opportunity here to reinforce that team mentality. Here, while we are gathered for LABCON and for this AGM. All around you are equal members of your community. Members who are willing and able to support you on your career journey. Members who are looking for that equal support in their career.

Please take full advantage of this opportunity to learn from each other and to build a connection that will take this Society into the next 80 years.

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

4. Minutes of the 80th Annual General Meeting:

The minutes of the AGM held June 18th at Sir John A. MacDonald Room, 4 Queen Street, Charlottetown, PEI, 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 2016 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 2016 Annual Report. A full detailed financial report is available from the CSMLS office upon request and was made available to members live at AGM.

7. Annual Report for 2016

The Chair delivered the following:

“In our continuing efforts to go green, the CSMLS has published the Annual Report online and it is available on the website, csmls.org.

The 2016 Annual Report highlighted some of the key milestones from the year including:

- The impact of the CMA announcement of its divestment of accreditation services for allied health education programs. CSMLS worked with key stakeholder groups to assist in finding a suitable solution.
- CSMLS hosted the Educator Forum to discuss how simulation can help solve the clinical placement crisis across the country
- The launch of several new supports for members and the professional community, including:
 - The Code of Ethics and additional support
 - The addition of new webinars to Learning Services offerings
 - And The Mental Health Toolkit
- Our advocacy activities which included:
 - Christine Nielsen’s presentation to the Ontario Standing Committee on Finance and Economic Affairs
 - Our contribution to the Western and Northern Health Human Resources Planning Forum
 - A pre-budget submission to the federal government
 - And the two federal Lobby Days held in 2016”

8. Report from the Board of Directors

The Chair invited Vice-President, Lisette Vienneau, and Past President, Chris Hirtle to help share some highlights from the past six months.

Chris Hirtle, Past President and Chair of the Nominating Committee, shared some of the work of the Society and the Board of Directors.

“As you heard in the pre-AGM presentation, we have done extensive research and preparation for our Strategic Plan. We are pleased with the outcome and proud of the hard work of both the Board and staff throughout this process.

Again, as mentioned earlier, we will be announcing the new Strategic Plan in the coming weeks to the entire membership. Work to bring the strategies to reality has already begun. We look forward to sharing the progress as the plan unfolds.

Another initiative that had significant progress was the CSMLS’s focus on addressing the challenges with clinical placements and the use of simulation-based education. On April 29th, we held a one-day forum focused on employers. This was Phase 2 of a long-term project. The forum was an opportunity to gather a national representation of employers to discuss challenges and possible solutions to the bottleneck at the clinical placement stage of medical laboratory education.

In addition to understanding the clinical environment for staff and students, we also set out to determine whether simulation can support employer needs by obtaining competencies before clinical, supporting students to spend less time in clinical on various competencies.

The next phase of this project is the National Simulation Study. The CSMLS will be seeking funding through the federal government in order to support this ambitious project. The study will develop and validate simulation-based curricula which will support student competency, expedite entry to the workforce and increase graduate output.

All of these efforts are in support of creating a national solution to the growing shortages within our profession.

The Past President then asked Vice President Lisette Vienneau to share more project updates. The CSMLS is continually looking for ways to support our members throughout their career path, which includes professional and personal development.

Late in 2016 we launched the Mental Health Toolkit, a free, interactive online resource for any member of the professional community to access. While launched last year, work has continued to maintain our commitment to providing valuable tools for mental wellness. Several Board and staff members have presented the Mental Health Toolkit at speaking engagements, sharing the toolkit with other professional communities.

Moving forward, we will continue to promote and support the well-being of our members within their own workplaces. For example, we are providing grants to members who are creating workplace initiatives to support mental wellness. We understand that nurturing mental health and wellness within the profession is a long term venture; however we are committed to support this initiative.

Tying into the initiative, we looked for new avenues to reach out to members and provide useful resources for their career progression. In February, we launched CSMLS's first podcast – The Objective Lens.

The podcast is available to anyone, but it is tailored to medical laboratory professionals as it focuses on topics, challenges and questions that come from the unique laboratory work environment. The podcast is just another example of how we provide education, outreach and resources for our members. We will continue to explore how technology can help us engage with the community in new and innovative ways. Part of the CSMLS mission is to advance the profession through advocacy. In 2017, we continue to plan and execute advocacy efforts focused on both government and the public.

In April, a team of volunteers and staff headed to Parliament Hill for Lobby Day. The team met with over 40 MPs, Ministers and staffers. During the meetings, we explained the need for government support of our proposed solution to the national professional shortage. Members of parliament were open to learning about the National Simulation Study that Chris mentioned earlier. They were also open to learning more about the profession itself, with over 17 requests for laboratory tours. The day was capped off with a lively reception with over 70 guests.

The other audience we target through advocacy is the public. Our efforts to educate the public about the impact of laboratory medicine on their health care are focused on the National Medical Laboratory Week campaign. This year, we included a web series called 'In the Lab', which took viewers behind closed doors to demonstrate how some commonly ordered tests are performed.

The Past President then introduced a brief video for the audience as a sample of what was created. These videos were shared through social media and together received over 136,000 views on Facebook alone. They also had a Facebook audience reach of over 364,000.

The projects we have highlighted here demonstrate the commitment the Board of Directors have to fulfilling our current strategic goals and the overall mission of the Society. We will continue this work into the latter half of the year with that same commitment.”

The President then returned to Agenda item number 6 and 7 for the official record to read the motion:

There was a question from a member: “Do you have a slide that shows the major points of the Auditor’s Report, because I haven’t seen the report.”

The President advised that there will be a full open forum on Sunday, May 28th. The president asked if the member would like to abstain from voting,

The scrutineers counted 3 abstentions in total

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

(Chris Hirtle, Wendy VandeVoorde)

CARRIED

9. Report of the Nominating Committee

Chris Hirtle in his role as the Chair of the Nominating Committee then provided an update on the Ballot to the Assembly for election of officers for 2018.

“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. We implemented this system in 2013 to reduce our carbon footprint, and to provide members with an easier way to exercise their right to vote. The Society also realizes significant cost savings of over \$25,000 annually, by moving away from paper-based voting. The membership was notified of the election through email and social media. There were 602 votes in this year’s election. Thank you to those members who participated and helped to shape the future of this Society.

We had 6 nominees for the two open offices. For the position of Director, Manitoba & Saskatchewan, the nominees were:

- Ismaila Amusat
- Lisa Kendrick
- Pat Verbeke

And the winner was: Patricia Verbeke

For the position of Director, Quebec, the nominees were:

- Lucie Alain
- Veronica Ferrao
- Lyne Nadeau

And the new Director for 2018 is: Lucie Alain

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. “

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

(Chris Hirtle/ Helene Cabinet)

CARRIED

The President then moved to the next Agenda Item.

10. New Business: Appointment of Auditor

The President advised the members that each year we select an auditor for the upcoming year.

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 2017.”

(Lisette Vienneau / Tom Stow)

CARRIED

11. New Business: Amendment to the Bylaws

There were no proposed amendments to the CSMLS Bylaws.

12. Further Business

The President delivered the following. “For further business, I’d like acknowledge the election of the incoming Vice-President. As you may know, as a result of a bylaw change in 2014 to meet the requirements of the Canada Not for Profit Corporations Act, the position of Vice-President is elected by the Board of Directors. In our Board meeting this week, we have elected Maria Klement to the position of Vice-President, effective in 2018 with succession to the position of President in 2019. Congratulations Maria.

I’d also like to take this opportunity to again invite you to join us for the Open Forum on Sunday morning at 8:30am. This forum has replaced the open floor time at the AGM.

It is your opportunity to ask questions, give feedback or comments to the Board and Leadership team. I hope to see you there.”

The Chair then 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 0914h.