

Minutes

CSMLS 86th Annual General Meeting/ Special Members' Meeting

The CSMLS originally scheduled the AGM on May 14, 2022, 1200h EST; however, was unable to meet quorum for a legally constituted meeting. To respect the time of those in attendance, all information was presented, though voting did not occur. To conclude business, a Special Members' Meeting was scheduled for June 16, 2022.

Honorary Award

At the May 14, 2022, meeting, CSMLS honored Myrna Gunter with an Honorary Membership for her amazing career in Medical Laboratory Science from 1959 -1998. Myrna had been a true leader in the profession, both during her career and into retirement, and had contributed to the growth and development of both CSMLS and the Medical Laboratory Science profession. She also had the opportunity to say a few words.

June 16, 2022 Special Members' Meeting, held virtually, 1900h EST

The Chair, Lucie Alain, welcomed the CSMLS members to CSMLS' third official virtual members meeting. She reviewed how and when to use the virtual platform features during the meeting. The Chair conducted a land acknowledgement for 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 territory of the traditional Algonquin Anishinaabe people, where the Chair was located (Gatineau, QC).

To ensure the platform was responsive, a virtual poll was conducted to recognize regional variations of the audience.

The Chair introduced the CSMLS Board of Directors and the members of the Leadership Team. She 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 meeting to help with the exchange of information. These rules assume 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 1912h, with 49 virtual members present and 30 proxy voting members accounted for (total of 79 voting members). Quorum (50) 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 85th Annual General Meeting:

Held 1200h Saturday, May 29, 2021, 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 at CSMLS.

4. Changes to the Bylaws 2021

There were no Bylaw changes presented at the 2021 AGM.

5. Independent Auditor's Report and Financial Statements

The auditor's report and a condensed version of the financial statements were published in the CSMLS 2021 Annual Report. A full detailed financial report is available upon request.

The Chair highlighted a few key items:

- Total revenue for 2021 was approximately \$3.7 million.
- Most revenue comes from membership fees and certification exams.
- Other revenue was generated by goods and services including, Prior Learning Assessments, course sales, and virtual events.

- Total expenses for the year were just over \$3.5 million.
- Most expenses are for the administration of the organization, as well as providing the national certification exams.
- Other expenses are distributed among other business units.
- The year ended with a surplus of more than \$195,000. This was mostly due to ongoing reduction of travel and live events because of pandemic restrictions, as well as other cost-saving operational decisions. We also saw a higher-than-expected increase in membership revenue.
- This surplus is invested back into the organization to deliver services for members.

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; simply 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: Michele Sykes
Seconded by: Jelili Mustapha
Carried

6. Annual Report for 2021

The Annual Report is available on the [CSMLS website](#). Print copies of the Financial Summary are available at info@csmls.org.

The Chair shared a few key highlights from the year:

- As part of our ongoing involvement with the Organizations for Health Action, HEAL, we were one of 40 healthcare organizations to put out a joint statement recommending mandatory vaccinations for health care workers. CSMLS served on the COVID-19 Taskforce for HEAL. This is just one of many ways we use the voice and influence of medical lab professionals to create change in health care policy.
- In 2021, we held meetings with key stakeholders to discuss medical laboratory assistant (MLA) regulation. Several provinces are supportive, and we continue to move forward in the interest of patient safety.
- After a pause in 2020, we once again held Lobby day meetings with Members of Parliament. Meetings were held virtually which allowed our team of staff and volunteers to meet with over 38 government officials over the week. Discussions were focused on support for addressing the shortages in the MLT workforce.

- The Indigo Lab Coat campaign continued its mission to raise awareness of the profession. In 2021, we partnered with Dr. Hayley Wickenheiser – medical doctor and decorated Olympian, to create her Indigo Lab Coat of Honour, a lab coat covered in Wickenheiser’s praise for medical laboratory professionals’ work, micro-printed onto the coat. This new Indigo Lab Coat of Honour was the centrepiece of a new display, a new web video and bus shelter ads across the country.
- As the pandemic continued, the overarching goal was to get as many qualified exam candidates to exam as possible. Our Certification and PLA team continued to improve and deliver.
- Remote proctored testing, known as RPT, first piloted in June 2020, continued. All MLT regulators now recognize both in-person and RPT test format. We plan to continue to offer RPT, as it improves access to the exam across Canada.
- We also doubled the number of exam sessions, to get as many graduating cohorts as possible to exam.
- In 2021, the CSMLS Learning team took advantage of virtual and digital channels to create and deliver professional development. Registrations for courses and virtual symposia doubled since 2020.
- We ran another full year of the Insights Speaker Series, virtual learning with subject matter experts every month. These events supplemented our free-for-members catalogue, pushing the number of free learning hours for members past 900 hours.

The Chair asked if there were any questions. There were no questions on the activities from 2021.

7. Report from the Board of Directors

The Chair outlined the major areas of focus in the Call to Action:

- Increasing the number and rate of domestic MLT students to the workforce,
- Successful integration of internationally educated medical lab professionals into the Canadian workforce,
- Ensuring the optimal use of medical laboratory assistants, and
- Reducing workload strain

Michele Sykes, Vice President, outlined more advocacy work and provided an update of Board activities since the beginning of the year.

- Conversations continued with provincial partners interested in moving MLA regulation forward.
 - Ongoing discussions in Alberta, Manitoba, Nova Scotia and Ontario, and all are in various stages of the process.

- MLA regulation sends a message to the public about the high standards of professional knowledge and skills MLAs have. With regulation, we can optimize the work of MLAs, complementing the role of MLTs. Making sure the right professional is performing the right task is a key part of addressing staff shortages in the laboratory.
- A key component of our government advocacy is our Lobby Day event, which occurred in May, where several Board and staff met with Members of Parliament (MPs) both in-person and virtually to lobby on your behalf.
- This year, we asked MPs for letters of support of our federal grant application with Employment and Social Development Canada, the ESDC, that was submitted in early March. If successful, this grant of over 2 million dollars will fund several initiatives aimed at improving the recruitment and retention of medical laboratory professionals.
- This is a multi-faceted proposal for a Capacity Building Strategy for Medical Laboratory Science. The funding would back six separate, yet inter-related projects all aimed at increasing the supply of MLTs in Canada and improve retention of those already licensed and employed.
 - Development of mental health resources and counselling to counter workplace burnout and improve retention
 - Creation of a guidance document for educational programs for laddering MLAs to MLTs
 - Continuation of a pilot program to subsidize employers to administer clinical placements for internationally educated MLTs looking for licensure in Canada. Also known as Work Integrated Learning.
- One area of focus was aimed at reducing the workload strain on the lab. The CSMLS has been investing in Lab Wisely to do just that. The recommendations within Lab Wisely help practitioners reduce waste, reduce redundant tests and help free up time and resources for other valuable work.
- The Board recently approved the creation of the Lab Wisely Database Committee. What started as a taskforce to help launch the initiative, has now formed to a committee to support the ongoing updates to the database of recommendations to help improve utilization in the lab.
- The Workplace Integrated Learning Project continued to help integrate internationally educated lab professionals into the Canadian workforce. Their success translates to an increase in qualified professionals in the labour market.
- Supporting quality bridging programs also enabled the international labour market, with its completion helping candidates be more successful in the certification exam.
- The Board of Directors ensures that all of this work is focused and intentional, and follows our Strategic Plan.

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

8. Report of the Nominating Committee

Joël Rivero, Past President and Chair of the Nominating Committee, reported the results of the Ballot to the assembly for election of officers for 2023.

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 (CJMLS), email and social media. The ballot count was 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, Alberta: Valentin Villatoro** (Acclaimed)

For the position of **Director, Bilingual: Marie-France Jémus** (Acclaimed)

For the position of **Director, Medical Laboratory Assistant**, candidates were Hansika Deepak, Allie Shields and Nickole Wlasichuk. The incoming Director is **Allie Shields**.

For the position of **Director, Atlantic, candidates were** Kim Alkalay and Tiffany Clouston. The incoming Director is **Tiffany Clouston**.

J. Rivero also introduced the Vice President for 2023 for the Board of Directors. This position was chosen from within the current Board of Directors and will move to presidency in 2024. The incoming **Vice President** for the Board of Directors is: **Kim Alkalay**.

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: Joël Rivero.

Seconded by: Roberta Martindale

Carried

9. Appointment of Auditor

Each year we select an auditor for the upcoming year. The Financial Committee makes a recommendation to the Board of Directors for selecting our auditor. While we have used the firm of Stevenson & Lehoki for several years, we are confident in their profession's internal and external process of self-regulation and auditing of their work. Through that process, as well as an independent review of the CSMLS files, we have never reported any concerns.

MOTION

“I move that the firm of Stevenson & Lehocki, Chartered Accountants, be appointed as auditor for the CSMLS for the financial year ending 2023.”

Moved by: Michele Sykes.

Seconded by: Terry Akister

Carried

10. New Business: Bylaw Amendments

The following proposed amendments to the Bylaws adjust working timelines and dates in the process for the Board of Directors Election and Voting, as voting is online and auditing is automated.

The proposed changes for Article 5.0 Election of Directors

5.5. – change the working to reflect that the ballot is forwarded to each voting member, no less than 40 days before the AGM

5.6. – change to reflect the vote is via virtual platform, and is open for 10 days

5.8. – change to reflect virtual polls and poll outcomes are communicated by Nomination Committee Chair

5.10. – removed the reference to the mail-in ballot

The proposed changes for Article 9.0 Voting

9.1. – to replace the term ‘written proxy’ with ‘proxy indicated on CSMLS website’

9.2. – to change the notification of membership to at least forty (40) days prior to the AGM, that voting is open

MOTION

“I move that the Bylaw changes are accepted as presented, to take effect in 2023, with changes to the following articles:

- ***5.5.***
- ***5.6.***
- ***5.8.***
- ***5.10.***
- ***9.1.***
- ***9.2.”***

Moved by: Joël Rivero.

Seconded by: Laura Campbell

Carried

11. Adjournment

The Chair thanked members for attending the AGM and declared the meeting adjourned at 1953h.