In Attendance: Maggie MacFarlane, Lisa Kendrick, Charlie Cacapit, Angela Bueckert, Sana Chaudhry, Tom Walus, Noelle Cater, Melanie Couture, Daphne Steenden, Uchenna Nnadi, Virginia Leifso

Regrets: Darrell Nazar, Kamran Bashir

1. Call to Order

Meeting was called to order 12:13 pm

1. Introductions:
   1. Guests – Few guests in room – no objections
   2. Board of Directors

President – Lisa Kendrick

Vice President – Noelle Cater

Past President – Melanie Couture

Executive Assistant – Charlie Cacapit

Treasurer – Tom Walus

Marketing & Communication – Uchenna Nnadi

Professional Development – Sana Chaudhry

President, Capitol Region Academy – Darrell Nazar

President, Prairie West Academy – Katherine Nicholson

President, Valley Plains Academy – Daphne Steenden

President, NorMLS Academy – Virginia Leifso

* 1. Scrutineers – Charlie Cacapit (Head Scrutineer), Uchenna Nnadi
  2. Parliamentarian – Bill Younger
  3. Secretary – Maggie MacFarlane

1. Approval of Agenda

Approved

Moved by William Younger; Seconded by Leanne Radford

1. President’s Address – Lisa Kendrick

I would like to welcome everyone to this year’s Annual General Meeting. Your presence demonstrates your continued support of MAMLS. It is also so important for us to have an opportunity to connect with our colleagues and review the past year.

I was going to start with the quote “it is the best of times, it is the worst of times” but I’m not sure I can honestly say the first part. I think we all recognize that 2019 has been challenging year for medical laboratory professionals. We face pressures on our time, finances and expertise. Health care reform has resulted in changes to our hospitals, workflow and workforce. And yet with all these pressures, we continue to provide high quality service and results for quality patient care.

I think we need to remember:

* We are resilient. We managed the transition from DSM to Shared Health and now a larger Shared Health organization.
* We are professional. The work we perform and the results we produce are of the highest quality. We represent our profession in all we do.
* We are experts in our field. We obtain quality samples, produce the quality results and collaborate with other medical professionals to improve patient management.

It is important for us to value these qualities as sometimes it may feel that no one else does. We need to remind each other of our importance and find ways to celebrate our achievements.

Together we are strong and this strength and some tears and some laughter will help us overcome any challenge placed in front of us.

I look forward to the next year and hope there is less change.

1. Approval of 2018 Annual General Meeting Minutes

Approved as circulated – Moved by William Younger; Seconded by Leanne Radford

1. Business Arising from the Minutes

* No Business from Minutes

1. Presentation of Awards

2019 ANC Delaat Memorial Award for Professional Distinction

**Given to a member (active or retired) in recognition of a member’s outstanding contributions to the field of medical laboratory science. Adrian Delaat worked as a laboratory technologist, teacher, writer, safety officer, and served with the MSMLT and CSLT for 35 years.**

**This year’s recipient is Maura Myers.**

Maura graduated in 1985 from Red River Community College as a Medical Laboratory Technologist. She began her career at the Brandon Clinic Lab where she worked for 4 years, and began working at Westman Lab in January of 1989. She became Senior Technologist for Hematology and Transfusion Medicine departments in 1998, and the Charge Technologist of Transfusion Medicine in 2012. Maura has become a valued resource for Westman Lab, taking an active role in the implementation of the new Transfusion Medicine computer information system, collaborating on new TM policies with CBS, and training for all Manitoba sites. She has also actively contributed to developing the Platelet redistribution program for the province, and the implementation of the MTP protocol at BRHA, assisting with education of staff and process review to ensure its success. She has always been a student preceptor and has contributed to the RRC program renewal process. Maura is an active participant in our Med Lab profession, and has been a CSMLS and MAMLS member for 37 years. She is also a member of the CSTM and AABB, and has regularly attended provincial, national and international conferences to keep her knowledge in the profession current. She has also actively participated in the PWA and co-chaired MCMLS committees when hosted in Brandon.

The staff at WL considered Maura to be an excellent employee and boss. She arrives to work early and often stays late. She is always willing to put her tasks on hold to help others out. Maura frequently checks in with staff enquiring about their health and personal lives. The staff feels that she truly cares for them. She always takes time to appreciate staff, participating in get togethers and organizing collections for fellow coworkers in the department during a time of need or for special events. In addition to her staff, Maura cares deeply for patients and the care they receive. She is very diligent in ensuring the highest quality of patient care is provided. The staff would also like to express their great appreciation of Maura’s role during WML’s contract issues in 2017. She committed many hours of her time to drafting fact sheets to highlight the importance of WML to quality care in the region, and to spotlight the struggles and negative impacts of the current situation on the staff.

She continues to go out of her way to do things in other areas but does so out of the kindness of her heart. Maura is dedicated to her profession but does have time to enjoy activities outside of work. She has acted as the Leader and Head Leader for the local 4H club. She enjoys curling and volunteers at the curling club.

Maura has and continues to demonstrate the qualities that this award embodies and is truly deserving of this honor.

1. 2020 Proposed Budget – Information only Tom Walus/Noelle Cater

2020 Proposed Budget was presented to the members. Questions arose regarding the MCMLS surplus and were addressed.

1. 2018 Annual Report – Melanie Couture

Melanie presented the 2018 annual report as circulated.

1. Report from the Board of Directors – Melanie Couture

Two thousand and eighteen was a tumultuous year for health care professionals. Our provincial government pushed ever forward with their plans for health care reform, which directly affected many of us, including myself, and it left many more in a state of uncertainty. But through all of this, MAMLS worked hard to promote and celebrate our profession.

* MAMLS welcomed four new board members: Lisa Kendrick (Vice President), Sana Chaudhry (Director of Professional Development), Tom Walus (Treasurer), and Charlie Cacapit (Executive Assistant).
* In June I participated in the Council of Government & Public Relations meeting. It is an annual event hosted by CSMLS to help the provincial associations develop and enhance their lobbying, government, and media relation skills.
* MAMLS was able to send Denise Fudge (Director of Marketing & Communication) and Charlie Cacapit to LabCon 2018 in Ottawa, Ontario. They both had a wonderful time at their first LabCon cultivating new relationships as well as a better understanding of our profession at the local and national level.
* Denise also coordinated MAMLS participation in a number of events including: the Rotary Career Symposium, the Manitoba Schools Science Symposium, Project Pulse, CAPS Career Café, and a social event with the Winnipeg Blue Bombers at the Banjo Bowl.

• Prairie West Academy had a very creative and successful time celebrating National Med Lab Week. They were also able to offer their members a number of CE opportunities as well as social events throughout the year.

• Sana, Charlie, and I met with three prospective website design companies; and after careful consideration chose to hire Verda Design, a local company that will help us completely rebuild the MAMLS website so we can better serve our members in the future.

• MAMLS also participated in a number of other events that included: Red River College’s Student Graduation, Spring Fling, and MCMLS 2018 hosted by Capitol Region Academy in Winnipeg.

I would like to thank the Board of Directors for their support and encouragement. I will always be thankful for the dedication of my colleagues and the rewarding relationships I have forged through my time with MAMLS.

1. Report from the Elections Committee – Melanie Couture

Be it moved that the elections for 2019:

* Maggie MacFarlane be elected to the MAMLS BOD through acclimation as Finance Director
* Andrew Hartel be appointed to the MAMLS BOD as Sectretary

Be it further moved that the current MAMLS BOD be ratified.

Moved by Roseanna Southcombe; Seconded by Michele Sykes

Motion passed.

Treasurer – Maggie MacFarlane

Secretary – Andrew Hartel

Professional Director – open position not filled

Vice President – open position not filled

1. New Business:
   1. Change to MAMLS fees – a decrease in fees to encourage greater participation was presented to the membership.
   2. Adoption of the 2018 Auditors Report – Tom Walus

2018 Auditors Report incomplete at this time. There were issues with the Quickbooks program and the current laptop. Paper copies of financial receipts have been submitted to the Auditors for manual entry, but this will take time to input. Adoption of 2018 Auditors report to be tabled until the next meeting. An email will be sent to members once complete. Anticipated completion date is December 2019.

Some discussion about specific items on the Financial statements, pertaining to advertising and promotion, 2018 AGM budgeting and actual costs, and a large increase in Development costs. This was attributed to development of the new website. Some discussion about a deficit for the budget. This has been attributed to decreased membership fees and some increased costs.

Membership concerns will be brought to the next Board meeting for discussion.

* 1. Appointment of the 2019 Auditor

Haworth and Company were selected as the 2019 Auditor

Moved by Roseanna Southcombe; Seconded by Michele Sykes

Motion passed.

* 1. MAMLS By-Laws
     1. New and proposed changes

Be it moved that the following changes to by-law 6.1 be accepted.

Current 6.1: The board of directors shall consist of seven (7) elected officers to include the Past President, President, President-Elect, Vice President, Treasurer, Marketing and Communication Director, and Professional Development Director. In addition there will be four (4) academy directors; one to be appointed by each academy

Proposed 6.1: The board of directors shall consist of eight (8) elected officers to include the Past President, President, Vice President, Executive Assistant, MLA Representative, Treasurer, Marketing and Communication Director, and Professional Development Director. In addition there will be four (4) Academy Directors: one to be appointed by each Academy.

Moved by Melanie Couture; Seconded by Roseanna Southcombe

Motion passed.

Be it moved that the following change to bylaw 6.2.2 be accepted.

Current 6.2.2: The office of Marketing & Communication Director shall be elected during even numbered years for a two (2) year term commencing the year after election

Proposed 6.2.2: The office of Marketing & Communication Director and Executive Assistant shall be elected during even numbered years for a two (2) year term commencing the year after election.

Moved by Melanie Couture; Seconded by Roseanna Southcombe

Motion passed.

Be it moved that by-law 8.4 be added to the MAMLS By-Laws:

8.4 The board of directors has the right to restrict physical attendance to face to face meetings for officers or officials whose travel costs would be financially and fiscally prohibitive. The board will always ensure that all officers and officials are able to access or attend said meetings via teleconference.

Moved by Melanie Couture; Seconded by Noelle Cater

Motion passed.

Be it moved that by-law 9.6 be added to the Manitoba Association for Medical Laboratory Science By-Laws.

9.6 Board of Directors shall be given a position specific Gmail account that they will be required to maintain and check regularly to ensure the memberships needs and concerns are being addressed in a timely fashion.

Moved by Melanie Couture; Seconded by Noelle Cater

Motion passed.

Be it moved that the changes to by-law 12.3 be accepted

Current 12.3: A special meeting shall be a general meeting of the members of the Association which may be called at any time by the President of the Association with the approval of the Board, or upon request, by written notice signed by twenty five (25) voting members of the Association, for the purpose of considering a specific and urgent matter of business which cannot be delayed until the next Annual General Meeting.

Proposed 12.3: A special meeting shall be a general meeting of the members of the Association which may be called at any time by the President of the Association with the approval of the Board, or upon request by written notice signed by twenty (20) voting members of the Association, for the purpose of considering a specific and urgent matter of business which cannot be delayed until the next annual general meeting.

Moved by Melanie Couture; Seconded by William Younger

Motion passed.

Be it moved that the changes to by-law 12.5 be accepted

Current 12.5: Thirty (30) voting members shall constitute a quorum for any meeting

Proposed 12.5: Twenty (20) voting members shall constitute a quorum for any meeting

Moved by Melanie Couture; Seconded by William Younger

Motion passed.

1. Further Business

Daphne Steenden– 2020 LabCon will be in Winnipeg in June. The issue of when to hold the AGM will arise again. If anyone has any suggestions or ideas from the membership, please bring it forward to the Board for discussion.

Working Groups:

* Advocacy group still working with CMLTM. To be discussed at the next BOD meeting. Noelle Cater has asked if anyone is willing to volunteer and to let the Board know.
* Looking for further information about current advocacy issues. Hoping to give an update after the next committee meeting.

Regulation group – no updates at this time.

Michele Sykes – Thanks for the opportunity to speak. Has been working with CSMLS. Will speak of the government advocacy group. What do we need to do our job better? Burnout, stress, increase testing volume, mental health, don’t have the resources. Micheal Grant/Christine Neilson are going to help us with CSMLS government group. They will develop clear guidelines and information to bring to our government partners. They will emphasize the message that we need more MLTs in Manitoba. Our next step is setting up meetings with government officials to bring our message forward,

A member asked for an update on the Regulation piece about out of scope practices. No update at this time, but will be part of the advocacy message. Supporting the MLT in these positions – or get MLT in these positions due to shortages in rural areas. Scope of practice for MLT with xray cross-training (MLTx) versus MRT (Medical Radiology Technologist) with lab cross-training (MRTx) discussed. MRTx is not a regulated profession.

Any licensing questions need to be submitted to the CMTLM.

Membership numbers decreasing – money only goes so far, and members are contemplating whether they will spend money on MAMLS membership fees or on CMLTM licensing fees. The worry is that if MAMLS was to dissolve, the large negative impact would be felt by the entire profession. MAMLS and the Academies cover a lot of roles. Website will continue to develop and promote what MAMLS does which includes promotion and advocacy for all Med lab professionals.

As there was no volunteer for the Vice President position by the end of the AGM, the current Presidential chain will remain in place for next year (2020).

1. Resolutions
   1. Whereas the members of the Board of Directors of MAMLS and all the Academies dedicate many hours of their time as a commitment to keeping the Association functioning smoothly through these changing times;

Be it resolved that the AGM express its sincere thanks to all outgoing Board members for their services, and officially welcome all new Board members to the MAMLS and the Academies.

* 1. Be it resolved that the AGM recognize the excellent efforts of the MCMLS 2019 Congress Committee, and all the volunteers and the Academy for attempting to host the 2019 MCLMS Congress.

Be it further resolved that the AGM recognize the efforts of the Valley Plains Academy, and all the volunteers for arranging this Education Day on short notice, and for offering the members an excellent opportunity for continuing education.

1. Adjournment

Meeting Adjourned at 13:17