



Newfoundland and Labrador College for Medical Laboratory Science
P.O BOX 39057, St. John's, NL A1E5Y7
www.nlcmls.ca

Annual General Meeting
October 14, 2016
Clarenville Inn
1900

1. Meeting called to order at 1910.
2. Approval of Agenda/ Add-ons
 - Approved by Stephanie March, seconded by Melissa Torreville
3. Introduction of Board members and Guests. Moment of silence for past members that have passed away.
4. Presentation of Awards
 - Roche Student Scholarship- Pat McClellan- Deidre Wade
 - Abbott David Ball Scholarship- Terry House- Lacey Hannaford
 - Professional Recognition Award- Marina Kennell had prepared a nomination speech for Kim Voisey the recipient.
5. Approval of Minutes from October 2015
 - Motion to approve by Curtis Martin, seconded by Colin Power.
6. Business arising from minutes
 - None to report.
7. Health Council Update
 - Colin- past year has been busy. Currently have 517 MLT and 20 LHP registered. We are looking into having a Privacy and Confidentiality policy that will be mandatory for members in 2017 and will have a CE credit. Council is working towards self-assessment have to have a quality assurance program.
 - Communications newsletter is still a great way to communicate to members looking at other modes but this is cost effective. The council s always looking for topics so if anyone is interested just let them know.
 - MRT will be licenced shortly and midwives joined in September.
 - No formal allegations or complaints against members to date.
8. Treasurer's Financial report
 - Marina- explained this year's audit report and why there is a large amount set aside in investments and savings. It was mandated by government that the college be self sufficient. Also, it may be needed if we are to face any legal fees or increase in fees.



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- This is Marina's second year as Treasurer and it has been a challenge. She tried an accounting program for the computer but it was very difficult to set up. We need to have an electronic version and it requires a lot of work to set this up. She would like to look into getting an external agency to start this for the Board and to look into better options for investments. The expected cost for going to a bookkeeping agency is about \$3000-\$5000. Barry Blagdon asked if the other colleges in the council have this set up. Colin said some of the groups have an accountant to handle the monies. Some groups have the accounting software set up but they also have people that know how to use that software. Melissa Torreville inquired if we can use the same one as the council, to which Colin responded that we would need to be separated. Bonnie Colburne asked if that if we do switch to an agency can they do the audits that are done every year. Colin said that they would do an internal audit on that account. They would need an external audit to allow transparency to the public. We want to stay in that price range so we will look around for prices. Jerry Mclean was unsure about spending money on something that's looking into our money. Marina responded that there a gross amounts of money that she is responsible for and would give peace of mind to our members as well as herself that someone was also looking into and taking responsibility for this. Jerry said that maybe we would not need a treasurer anymore if we had an external agency. The board replied that a treasurer is still responsible for talking to the agency and making sure they are doing what needs to be done as well as dropping off bills and cheques. The treasurer is also need for symposiums to pay the vendors and on site for registration. Stephanie wanted members to know that they're lots of duties every month that would still require a member to oversee. **Colin made a motion for NLCMLS to look into an external agency to start up accounting software. Seconded by Melissa Torreville/ Sharon Power. AIF.**

9. Report of Nominating Committee and Election of Officers

- President Elect for 2017- Trent Pennell by acclamation
- Central Director- Lisa Napier by acclamation
- Professional Development- Lorna Bradbury by acclamation
- Treasurer- Marina Kennell by acclamation
- Avalon Director- There was a call for nominations. Kim Voisey nominated

Trevor Williams in first call. There was no one else nominated for Avalon Director, Trevor accepted the position and thanked Kim for the nomination.

10. New Business

A. CAMPLR

- We have put the standards of practice on the website.

B. Treasurer Bylaw Change

- This position is only a two year term and Marina suggested that it should be changed to a three year term. It takes a year to become familiar with the position and it is a big task to take on. It will be posted next year 90 days before the AGM and be voted on. Jerry Mclean (former



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treasurer) said this was a good idea because it does take a while to learn and adjust to the position.

C. TechNL/ Feedback from Assessors

- Curtis read the report from the QA assessors. There were members that had used huddles for the CE credits. We need to have CE credits for other things and there is going to be a cap (2 hours) on amount member can use. Also it was noted in the report that a member had to be contacted by phone and from now on we will require an email that is checked. It is the member's responsibility to check if the Council is trying to contact them. Melissa Torreville noted that some people don't have an email and only use the telephone. Curtis replied that the telephone can cause a conflict of interest and there is no documentation of the conversation. Email is the mode that we will use so it's important when renewing registration that you give a valid email address that the member uses ad checks regularly. Continuing Education credits should be lab related and pertain to the area that you work in. Curtis explained the new TechNL chart and each section.

11. Adjournment at 20 10 h.