

# **BCSLS**

Annual General Meeting Minutes

October 2, 2009 - 9am to 11am

Harrison Hot Springs Hotel,

Harrison Hot Springs, BC

*Approved by the BCSLS Board of Directors on Dec. 2<sup>nd</sup>, 2009.*

## **1.0 INTRODUCTIONS**

The President, Tanya Kilborn, introduced herself, the members of the BCSLS Board of Directors. She also introduced the Executive Director, Malcolm Ashford and the Executive Assistant, Angie Bender. Tanya asked the scrutineers to identify themselves to the members. There were no objections to the presence of guests. Members were reminded that portions of the meeting might be recorded.

## **2.0 PRESIDENT'S ADDRESS**

President Tanya indicated that her comments will be very brief.

This is my first year as BCSLS President and I have thoroughly enjoyed being on the Board along with some very dedicated people who have served BCSLS for my years. I will also be serving another year as President as we did not have a Vice President in the 3 year Presidential Chain. That will all change next year.

It has been a very productive year for BCSLS. We are in the second year of implementation of our Long Range Strategic Plan and I am pleased to report that great progress has been made. I remind you that the Plan can be seen on our website at [www.bcsls.net](http://www.bcsls.net)

We have seen a slight increase in membership this past year for the first time in several years. We had an overall increase of 38 members, both MLTs and MLAs.

We also had a positive financial performance this year with a small surplus of revenue. This surplus will allow us to redo the Back to Basics training program which needs some upgrading. It will also allow us to carry forward a small contingency for a rainy day.

I had the pleasure of attending the CSMLS National Congress in Newfoundland on your behalf. It was a great learning experience for me and an opportunity to meet Med Lab Professionals from across Canada. I also attended the NAC / NRC Meetings in Hamilton early in my tenure.

I'm pleased to announce that the BCSLS Congress 2011 will be held in the Nelson / Castlegar area and the local organizing committee will be chaired by Shelby Giesbrecht.

I would like to thank all the Board members, as well as Malcolm and Angie, for such a successful year.

Tanya Kilborn,  
President BCSLS.

### **3.0 CALL TO ORDER**

#### **3.1 RULES OF ORDER**

Ms. Kilborn called the 2009 Annual General Meeting to order, and drew the members' attention to the materials placed on their tables; the Annual General Meeting Special Rules, Voting Sheets and Ballots. She reminded the guests that they were not entitled to vote. There was no objection to proceeding with the meeting using the Special Rules.

#### **3.2 QUORUM**

Lynn Simpson, BCSLS Past President, reported 49 voting members present, thus satisfying the quorum requirements of 25 voting members set by Bylaw 9.3.3

### **4.0 ADOPTION OF AGENDA**

Ms Kilborn asked if there was a motion to approve the agenda as circulated. [Agenda is on the tables]

**MOTION:** by member Rene Maier, second by Jan Betts

**“To accept the agenda as circulated to all members.”**

Kilborn: those in favour of the motion to approve the agenda as circulated please raise your green voting sheets ....

Those opposed .....

**MOTION CARRIED**

### **5.0 2008 AGM MINUTES**

**The minutes were published and circulated to members via the BCSLS website in December 2008 and additional copies have been placed on the tables today. These minutes have been adopted by the BCSLS Board of Directors earlier in the year. Are there any questions? There were no questions.**

### **6.0 REPORTS FROM THE BOARD**

#### **6.1 VICE PRESIDENT'S REPORT (Eleanor Hooley, Vice President)**

Eleanor said she was really excited to be attending her first AGM as a Board member. I have been going through a learning process about the BCSLS and I have enjoyed every minute of this experience. I have been serving as Vice President as an appointee of the Board for one year and I will not be continuing on the Board after this term is over. You will have a new Vice President after this meeting and hopefully that person will be entering the 3 year Presidential Chain of Office.” Eleanor encouraged anyone to consider running for office and serving on the

Board. It is a great learning opportunity and the ability to contribute to the profession is something everyone should think about doing. You will not regret it. I thank you for the opportunity to be part of the Board for a year and to be part of this organization. I wish you all success in future years.

## 6.2 **MLT DIRECTOR / ACADEMIES** (Terry Krushel, MLT Director at Large)

As a new member to the Board, I have had a great year of learning about the BCSLS and the work it does for you and I as members.

Our Society provided provincial representation with our government with the goal of establishing a Regulatory College in BC. This document “Professional Practice in the Public Interest” was submitted to the government and can be viewed in its entirety on our website. The BCSLS also provides representation at a national level with the CSMLS. As well our society provides continuing education to members across BC.

The MLT program at BCIT currently has 92 students registered. Approximately 20 students are enrolled at the College of New Caledonia in Prince George. Kelowna General Hospital held its 3<sup>rd</sup> annual Fall Symposium last October and planning is underway for a March 2010 event.

If your workplace has held an educational event, the Board would love to hear from you.

This is the first year that we have had a formal partnership with HSA as a sponsor for Congress and as a result we had our Congress 2009 brochure mailed out to 2,400 HSA members across the province. We are certain that some of the 40 non-BCSLS members attending this Congress in Harrison are here because of this and encourage all of you to become BCSLS members. We anticipate another successful partnership with HSA and other unions next year.

I look forward to my second year as MLT Director in 2010. Thank you.

## 6.3 **MARKETING & COMMUNICATIONS** (Fouad Abbassi, Director of Marketing & Communications)

Mr. Abbassi said that he wanted to report on several activities that have occurred over the last year that he has been the BCSLS Marketing and Communications Director.

We continue to do a lot of work around our whole corporate image including continuous improvements to our website and incorporating our new event and membership registration system on-line. This new package, called Gifttool has replaced the old Sporg system that went out of business. It will give us a lot of new capabilities that we did not have before. Gifttool was utilized to register everyone for this Congress, including delegates, exhibitors and sponsors. Generally speaking it has worked very well and we continue to learn of ways to make it more effective and efficient.

National Med Lab Week [NMLW] took place again in April, 2009. The BCSLS produced a 30 second radio commercial and distributed it around the province to air on over 70 radio stations as a PSA. We also sent a provincial press release to all media around the province. We

partnered with CSMLS and put our logo beside theirs on a television commercial that aired on the Weather Channel. We did receive some coverage as a result of these activities. Some labs did their own thing in their cities or towns as well. In fact, BC had the second largest take-up of CSMLS promotional material in the country. Over 60 orders were placed with CSMLS for NMLW packages. We did not have anyone enter the CSMLS contest for NMLW promotions. You can win \$500 for the best promotion. Labs should be aware of this for next year.

He will be attending the National meeting of the CSMLS Marketing and Communications group. The meeting will be in Hamilton in November. We will be talking about what things we can do around the country to promote our profession.

One of the challenges we had as BCSLS was communicating with our members, particularly by email. At one point we only had approximately 50% of our members email addresses. He is pleased to report that we have now increased that number to over 80% as a result of some arm twisting and awareness through the membership. This will allow us to do a better job of communicating with our 1300 members.

Finally, another thing that we are doing is constantly talking to the Ministry of Health about our joint proposal to establish a Regulatory College in BC. This is an ongoing activity and hopefully we will hear something positive very soon.

Our next Congress is in Sidney by the Sea [Victoria] in the first week of October 2010.

There is a lot that still needs to be done in BC to promote our organization and our profession and we need your help and ideas. We would really like to hear from you. Thank you.

#### 6.4 **FINANCE** ( Jan Betts, Treasurer )

Ms. Betts said that the Financial Report is an important part of the AGM, but it may be less interesting to some so she will keep her comments brief.

Ms. Betts said that she will review the 2008-09 Financial Statements and the approved budget for 2009-2010 later in the meeting under the Finance portion [8.0] of the agenda. She stated that she was happy to report that after several years of deficit budgets, we have finally been able to run three consecutive surpluses.

Also of note on this year's financial statement is the \$22,148 we received as our share of the profit [25%] from a very successful joint Congress with CSMLS in Kelowna last June. This certainly helped our financial position immensely.

More details on finances and the budget will be provided later in the agenda.

#### 6.5 **EDUCATION** ( Bev Graham, Director of Professional Development )

We have had a successful and enjoyable year bringing continuing education to our colleagues in BC

Many thanks to Malcolm, Executive Director and Angie, Executive Assistant for organizing and delivering programs such as:

- The Real CSI Event
- Back to Basics Training program
- Telehealth Video Broadcast Seminars

The Real CSI event held at the Justice Institute was arranged by the Centre for Forensic Science at SFU and its Director Dr. Anderson. In a full-day event scientists shared their fascinating work in Forensic and Science; the event attracted 110 attendees. We will be offering another CSI event in Feb/Mar 2010

The Back to Basics Program had:

- 62 registrants
- Malcolm will provide us an update on revisions to the program

Our Telehealth Series involved seven broadcasts; broadcast to 30 sites province-wide and more than 400 participants. The 2009/10 Telehealth series has been set for the fall with three intriguing speakers. Our first speaker on Oct 29 is Dr. Bruce Verchere who is presenting Islet Pathology & Disease Pathogenesis in Type 1 & Type 2 Diabetes

Stay tuned for the continuation of the Telehealth Series in the New Year. [Four programs; Jan to April]

Coming soon is our ad campaign on the BCSLS website for the Michener Institute which has a wide variety of courses for MLTs.

The Phil Reid Bursary: we received no applications this year to date; if anyone is considering this bursary please apply before the end of the year.

## 6.6 **MLA REPORT** ( Rene Maier, MLA Director at Large )

She said that this has been an exciting year for her as MLA Director.

She was proud to become a member of the joint steering committee for the Regulatory College Proposal. There is a lot of work to do in our quest to form a College.

Congratulations to Grace Hall, Nita Dosanjh and Cindy Dyal for working on yet another very successful MLA Day in 2009. It was held in April of this past year and a record number of MLAs attended. Topics included workplace dynamics between different demographic groups, how to deal with children in a lab setting and the always popular ECG session. We look forward to the next MLA Day in April 2010. There is also talk of an MLA Day North in Prince George next year.

This year we have undertaken a major initiative to review and revise the MLA Syllabus that is the foundation for approved MLA Education Programs in BC.

We also will review our policies and procedures around program approval and delivery. We went out to a committee of 12 people around the province to provide feedback on the Syllabus. We then took that feedback to a smaller committee of four who validated the feedback so that it can be incorporated into a new MLA Competency Profile. This new profile will be compared to similar profiles from the CSMLS and the OSMT to ensure consistency across Canada. We hope to have this work finished by early 2010. Once the new profiles are complete all existing MLA Training Programs in BC will be required to update their curriculum accordingly. Our thanks to all those who participated.

## 6.7 **STAFF REPORT** (Malcolm Ashford, Executive Director)

I have been in this position for over two years now, I started in May 2007. I am having so much fun working with a great group of people.

Firstly, I can't say enough about Judy McCrindle, the 2009 Congress Chair. She is to be congratulated for all the hard work and the superb job that the local 2009 Organizing Committee have done in putting on such a memorable event here in Harrison. The Scientific program is incredible, the trade show is sold out, sponsorships are over-budget and the turnout is great considering the economic times in BC.

Congress 2010 also promises to be lots of fun in Victoria. We have formed a local organizing committee with some talented people on board and plans are now underway for that event too. You will hear more today and Saturday.

I am particularly excited about the new Long Range Strategic Plan 2008-2013. We are now one year into the plan. It gives us a pretty clear sense of direction as to where we want to go as an organization over the next four to five years and beyond. The plan is on our website and we encourage feedback from all of you. Please let us know if you have any thoughts. The plan is a living and dynamic document that will continue to evolve and change over time.

The Gifttool package, linked to our website, which Fouad referred to should give us some exciting new capabilities that we have never had before. Not only will it do a great job of Congress and event registration and membership renewals, but it will allow us to do things like member surveys and information tracking. We also hope to add a member's only section to our website that will give you as members more value added service for your membership fees.

We are undertaking two additional major projects this year. The MLA Syllabus and Policy Review that Rene has already talked about and the Back to Basics update. There is no need to talk more about the Syllabus and the Back to Basics review will be exciting. This program has been one of our most successful programs but it needs updating and made current. We will be redoing all 14 DVDs and repackaging them for marketing to prospective clients. We anticipate this to be complete in the New Year.

Bev has already talked about the Fall Telehealth Series which promises to be really excellent. We are now working on lining up the 2010 Telehealth Series which will begin in January and run through till May or June.

Several Directors have referenced the Proposal for a Joint Regulatory College. This proposal has been before government since July of 2007. We finally have a meeting date [Oct. 27<sup>th</sup>] set with the new Minister of Health, Kevin Falcon and we are hopeful that this initiative will start to move forward sometime soon. Stay tuned.

My goal is to make the BCSLS a better, more effective organization and one that will meet your needs as members. I have enjoyed working with you over the last year and I look forward to many more years of exciting and productive work on your behalf. Thank you.

#### 6.8 SUMMARY & CLOSING [Eleanor Hooley, Vice President]

Vice President Hooley summarized this portion of the meeting by telling attendees how much she has enjoyed her last year on the Board of the BCSLS. It is a really good experience and she would recommend that anyone consider serving their professional association as a Board member.

#### 7.0 NOMINATING COMMITTEE REPORT, ELECTION OF OFFICERS (Lynn Simpson, Past President)

Lynn said that she would move right into the Nominating Committee Report and the Election of Officers. This year there are 3 positions open for nominations:

If there is to be a vote for any/all of these positions, the CHAIR would ask the scrutineers to count the number of members present for the vote – and report it to the assembly.

**Post of Vice President** – the Nomination Committee has received one nomination, **Cheryl McCullough of Vancouver.**

**Post of MLA Director** – the Nomination Committee has received one nomination, **Rene Maier of Victoria**

**Post of Professional Development Director**- the Nomination committee has received one nomination, **Bev Graham of Quesnel.**

Ms. Simpson continued. “For the position of **Vice President**, are there any further nominations from the floor?” The question was repeated two more times. There being no nominations at all she moved on.

“For the position of **MLA Director**, are there any further nominations from the floor?” The question was repeated two more times. There being no further nominations she moved on.

“For the position of **Professional Development Director** are there any further nominations from the floor?” The question was repeated two more times. There being no further nominations she moved on.

Past President Simpson gave an over view of the Vice President's role and explained the Presidential Chain.

Ms. Simpson stated that each candidate for office had two minutes to speak on their own behalf.

She stated that unfortunately Cheryl McCullough could not be here today and read a letter that Cheryl had sent.

Rene Maier gave an overview of her background and stated why she is running for the Board. Bev Graham also spoke briefly.

All nominees were thanked for letting their names stand.

### **ANNOUNCEMENT OF ELECTIONS**

Past President Simpson then announced the results of the election for the following Board positions and welcomed the following new members to the 2010 Board of Directors:

- |                                      |                   |
|--------------------------------------|-------------------|
| • Vice President                     | Cheryl McCullough |
| • Director, MLA                      | Rene Maier        |
| • Director, Professional Development | Bev Graham        |

Ms. Simpson indicated that as no further nominations were received all were elected by acclamation. No motion to destroy the ballots is required.

## **8.0 FINANCES OF THE SOCIETY**

Jan Betts, BCSLS Treasurer, stated that she would like to put forth the BCSLS Financial Statements for the fiscal year ended April 30, 2009 and the Budget for the fiscal year 2009/10. There are at the tables for perusal.

On the Financial Statement, I would like to bring your attention to page one, Financial Position, which shows us to be in a better financial position than the previous year.

On the next page, Statement of Operations, you will see a larger surplus than at the end of 2008. We have a formal BCSLS Board motion to utilize \$10,000 of this surplus for the upgrading of our Back to Basics course. We have also put \$5,000 aside as a contingency reserve in the event it is needed for unexpected expenses.

The budget for 2009/10 has been approved by the Board and copies are also on your tables. The budget income amounts are based on membership fees approved at the September 2008 AGM as well as on last year's budget and actual figures. The budget is balanced and does not reflect a profit at this time due in part to decreased interest rates on our term deposits.

The financial statements and budget are available on the BCSLS website.

Request for increased member fees for 2011/12:

It is necessary to approve fee increases two years prior to the increase. Some background information:

CSMLS sends out membership dues notices in October or November. We must have our fees set and paperwork sent to CSMLS prior to this in order to be included in this mail out. As our AGM is held within weeks of this, we don't have time to print and send our paperwork to them in time for the 2010 CSMLS' fee notice. Fee increases voted on today will be included in next year's CSMLS' membership fee notice which is for their 2011 year and will be in our 2011/12 budget.

That said, I move the following:

**MOTION:** Ms. Betts moved that "the 2008-09 BCSLS Financial Statements be approved as circulated" **Seconded by Fouad Abbassi,**

**MOTION CARRIED.**

**NOTE:** There was no necessity to approve the 2009-10 Budget as it has already been approved by the BCSLS Board, based on membership fees approved at the 2008 AGM.

**MOTION:** Ms. Betts moved that:

"Whereas general membership revenues have not kept pace with rising costs and the society's membership numbers have not increased sufficiently to facilitate and ensure sustainability:

Be it resolved that a BCSLS membership fee increase of \$10 per MLT and \$5.00 per MLA and Affiliate member be imposed for the 2011-2012 fiscal year."

**Seconded by: Fouad Abbassi**

**MOTION CARRIED [Unanimously]**

Ms. Betts thanked the membership for their support.

## **9.0 NEW BUSINESS – President Kilborn**

There being no further new business we will proceed to the next agenda item, Question Period.

## 10.0 QUESTION PERIOD ( Chaired by President Kilborn )

NOTE: Under this agenda item any member may bring forward a question or concern, or make a recommendation to the board of directors. It is intended for this part of the meeting to be informal to encourage input from the membership to the officers. You do not need to make a formal motion in order to speak. *There were no questions from the membership.*

## 11.0 PRESENTATION OF AWARDS

Past President Simpson presented special awards for outstanding service to the Society:

**GOLD AWARD - None**

**SILVER AWARD -None**

**BRONZE AWARDS – Judie McCrindle, Chair 2009 Congress Committee**

**AWARDS of MERIT** to the **Congress '09 Core Committee** in recognition of their hard work and dedication in organizing such a successful Congress:

Janet Tunnicliffe, Darlene Mueller, Marie Millen, Debra Cornwell, Karen Chaulk, Rod Mudie, Cathy Chong, Minnie Downey, Pauline Ormesher, Bev Brown, Pat Wrigley, Lucia Wojtyniak.

**SERVICE AWARD** - This award is presented to retiring Board member Eleanor Hooley.

## 12.0 PRESENTATION BY CONGRESS 2010 COMMITTEE

President Kilborn introduced Val Wood, 2010 Congress Committee Co-Chair.

Val and her fellow committee members gave a brief presentation on Congress 2010 that will be held in Sidney by the Sea next September 30, October 1, and 2. She invited everyone to attend.

## 13.0 RESOLUTIONS

**MOTION:** Eleanor Hooley moved the following “COURTESY RESOLUTION”

We the members and guests of the 2009 Annual General Meeting of the British Columbia Society of Laboratory Science extend our THANKS to the following people:

1. to all members of the Congress 2009 Committee and volunteers
2. to all members of the BCSLS board, those finishing their terms and those newly elected
3. to all volunteers contributing to BCSLS work on committees, with academies or on individual projects
4. to all those who contributed to the success of Congress 2009 as speakers, exhibitors, sponsors and donors

We add our congratulations to members of the profession with significant achievements during the past year:

1. BCSLS members successful in their pursuit of advanced certificates, degrees and continuing education courses
2. BCSLS award winners in 2009

Many thanks and congratulations to all of you, especially to those who saw a need and filled it.

**MOTION: Seconded by Jan Betts CARRIED UNANIMOUSLY**

#### **14.0 NEXT AGM**

President Kilborn announced that the next AGM of the BCSLS will be held at The Mary Winspear Centre, Sidney, BC on Friday morning, October 1<sup>nd</sup>, 2010.

The President accepted a motion to adjourn the meeting at 10:55 am.

**END**