

BCSLS

Annual General Meeting Minutes
October 1, 2010 – 8:30am to 10:30am
Mary Winspear Centre,
Sidney, BC

Approved by the BCSLS Board of Directors on November 30, 2010.

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

Good morning, I'm Tanya Kilborn and for the past two years I have had the pleasure of serving as the President of the BCSLS.

On behalf of the Board of Directors of the BCSLS, I would like to welcome you to the 2010 BCSLS Annual General Meeting. [AGM]

The past two years have been one of the best professional experiences of my career so far. There is nothing that can compare to it in terms of personal and professional development. I would encourage anyone who is thinking of getting more involved with the BCSLS to run for a position on the Board of Directors. You will enjoy it.

This last year we have been working our way through the BCSLS Long Range Strategic Plan and we have accomplished a lot. The new Board, some of whom will be elected today, will come together in early 2011 to review that Strategic Plan and create a new plan for the next five years moving forward.

We are almost half way through Congress 2010 here in Sidney and I really hope you are enjoying what I think is one of the best Congresses ever. I hope you will continue to visit the exhibitors in the trade show and show them how much we support our sponsors and suppliers.

In closing, I would like to thank the Board and particularly Malcolm and Angie for a very successful year. You'll be hearing more about it from individual Directors later in the agenda. I also want to thank the Board and our 1,200 members across BC for their continued support during the year.

Thank you!

Tanya Kilborn,
President, BCSLS.

3.0 CALL TO ORDER

3.1 RULES OF ORDER

Ms. Kilborn called the 2010 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 68 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 2009 AGM MINUTES

The minutes were published and circulated to members via the BCSLS website in December 2009 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 (Cheryl McCullough, Vice President)

Cheryl stated that she is delighted to be back on the Board, this time in the Presidential Chain. She will assume the position of President in January 2011. This is a very exciting time for BCSLS, although not without its challenges. Our membership numbers are staying fairly steady [see below]

- Paid Members in 2008-09 [Sept. 30/08]

MLT's = 944

MLA's = 295

Total = 1239

- Paid Members in 2009-10 [Sept. 15/09]
MLTs = 971
MLAs= 306
Total = 1277
- Paid Members in 2010- 11 [Sept. 15/10]
MLTs = 940
MLAs = 275
Total = 1215

We may however see a slow decrease due to demographics and things like lab consolidation so we need to be vigilant and ensure we attract new graduating students and new members to keep our organization strong. We also need to plan accordingly.

Cheryl is looking forward to working with all members in the next two years.

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

Terry talked about the following:

- BCIT – 90 Students, CNC [Prince George] – 24 Students
- Interior Health Auth. “*Spring Symposium*” in Kelowna
- BCSLS / HSA - 2nd successful partnership , 2010 Congress brochures mailed to 2400 members
- Congress 2010 in Sidney = 41 non- member MLTs, 7 non-member MLAs and 10 students
- Proposed CSMLS *Travelling Road Show* in 2011 to Vancouver, Victoria and Interior

I look forward to my third year on the Board as your new Vice President. Thank you.

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

Fouad talked about the following:

- Strategic Plan 2008-2012 to be revised Jan. , 2011
- NMLW – 2009 –
 - Provincial Press Release to all media
 - CSMLS commercial on the Weather Channel
 - low participation nationally
 - Communications
 - Email contact list
 - Services
 - HSA mailer
 - Surveys
- Congress 2011, Castlegar, Sept 30, 2011
- The Year of Science – MAE 2011

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 2009-10 Financial Statements and the approved budget for 2010-2011 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 four consecutive surpluses.

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 our programs.

Bev talked specifically about:

- Phil Reid Bursary [\$300] will be awarded to Bernice Melney of Delta for taking a Quality Management Program at UBC.
- Telehealth – October to June 2011, once a month. A new series starting in October 2010 through to next summer.
- The Real CSI again next Spring, 2011
- An expanded number of MLA Education Days in 2011.
- Revised Back to Basics to be complete by early 2011.
- Congress 2011 in Castlegar

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

Rene explained that the bulk of her time has been spent on revisions to the MLA Syllabus, now referred to as the MLA Competency Guidelines. Also she addressed:

- MLA Days in Prince George and Vancouver in 2010
- MLA Employer Survey conducted and summarized
- New MLA Competency Profile –ready for Dec. 31, 2010
- New policy guidelines for MLA Programs in the province.
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6.7 **STAFF REPORT** (Malcolm Ashford, Executive Director)

Malcolm talked about what BCSLS has done this past year and what to look forward to next year:

- Regulatory College update

- Back to the Basics [thanks to CSMLS for their support]
- Congresses 2011 and on
- CSMLS Travelling Road Show
- Year of Science
- Telehealth ideas [suggestion box at BCSLS booth]
- BCIT Program Advisory Committee
- Congress 2012 site to be decided soon.

He thanked members for their continued support and answered questions from members.

6.8 SUMMARY & CLOSING [Cheryl McCullough, Vice President]

Vice President Cheryl summarized this portion of the meeting by telling attendees how much she has enjoyed her years 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 4 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, **Terry Krushel**, of Kelowna

Post of Treasurer – the Nomination Committee has received one nomination, **Jan Betts**, of Penticton

Post of Director, Marketing and Communications - the Nomination committee has received one nomination, **Fouad Abbassi**, of Vancouver

Post of MLT Director – the Nomination Committee has received one nomination, **Judie McCrindle**, of Maple Ridge

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 **Treasurer**, 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 **Director, Marketing and Communications** 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 **MLT 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 Judie McCrindle could not be here today and read a letter that Judie had sent.

The other candidates gave an overview of their backgrounds and stated why they are running for the Board.

All nominees were thanked for letting their names stand.

ANNOUNCEMENT OF ELECTIONS

Past President Simpson then announced the results of the election [by acclamation] for the following Board positions and welcomed the following new members to the 2011 Board of Directors:

- | | |
|--|-----------------|
| • Vice President | Terry Krushel |
| • Treasurer | Jan Betts |
| • Director, Marketing & Communications | Fouad Abbassi |
| • MLT Director | Judie McCrindle |

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, 2010 and the Budget for the fiscal year 2010/11. 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 surplus of \$11,119 at the end of 2009/10. We have a formal BCSLS Board motion to utilize some of this surplus for the upgrading of our Back to Basics course. We have also put another \$10,000 aside as a

contingency reserve in the event it is needed for unexpected expenses. The Board also reallocated \$5,840 from the Academy Reserve to the Back to Basics Fund.

The budget for 2010/11 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 2009 AGM as well as on last year's budget and actual figures. The budget is balanced and does not reflect a profit.

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

It is necessary to approve membership fee increases two years prior to the increase. The Board discussed the fee structure for 2012-2013. Due to the imposition of the HST the Board agreed unanimously not to increase membership dues for 2012-2013.

That said Ms Betts moved the following:

MOTION: Ms. Betts moved that “the 2009-010 BCSLS Financial Statements be approved as circulated” **Seconded by Terry Krushel,**

MOTION CARRIED.

NOTE: There was no necessity to approve the 2010-11 Budget as it has already been approved by the BCSLS Board, based on membership fees approved at the 2009 AGM.

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 – Eleanor McCaughey

BRONZE AWARDS – None

AWARDS of MERIT to the **Congress 2010 Core Committee** in recognition of their hard work and dedication in organizing such a successful Congress: Val Wood, Richard Thomas, Mandy DeFields, Diana Nagy, Kathy Sawyer, Sian Nuttall, Carole Pellow, Debi Glover, Wendy McKay, Laura Anderson, Jennifer Annand, Brad Palin, and Rene Maier.

SERVICE AWARD - This award is presented to retiring Board member Lynn Simpson for years of dedicated service to BCSLS.

12.0 PRESENTATION BY CONGRESS 2011 COMMITTEE

President Kilborn introduced Shelby Giesbrecht, 2011 Congress Committee Co-Chair.

Shelby gave a brief presentation on Congress 2011 that will be held in Castlegar next September 29, 30, and October 1. She invited everyone to attend.

13.0 RESOLUTIONS

MOTION: Cheryl McCullough moved the following “COURTESY RESOLUTION”

We the members and guests of the 2010 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 2010 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 academics or on individual projects
4. to all those who contributed to the success of Congress 2010 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 2010

Many thanks and congratulations to all of you! A special thank you 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 in Castlegar, BC on Friday morning, September 30th, 2011.

The President accepted a motion to adjourn the meeting at 10:20 am.

END