

# BCSLS

Annual General Meeting Minutes

September 28, 2007

9am to 11:00am

The Civic Convention Centre, Merritt, BC

**[Minutes approved by the BCSLS Board of Directors on November 22, 2007]**

## 1.0 INTRODUCTIONS

The President, Lynn Simpson, introduced herself, the members of the BCSLS Board of Directors and the Executive Director, Malcolm Ashford. She also introduced Libby Petrie, the Parliamentarian for the AGM. Libby is the Chair of the Hospital Foundation in Merritt. Ms. Simpson announced the name of an Academy Representative [Terry Crucial from the Okanagan], and asked the scrutineers to identify themselves to the members. There were no objections to the presence of two guests, Stephanie Flack from Trail and Ruth Ann Johnson from Langley, and members were reminded that portions of the meeting might be recorded.

## 2.0 PRESIDENT'S ADDRESS

President Lynn Simpson stated that this year has been a very interesting and challenging year for her as President.

At last year's AGM our Executive Director, John Mabbott, announced his resignation and Kim Alves agreed to step in as Acting Executive Director. We welcomed two new Board members, Cheryl McCullough and Fouad Abbassi. As June arrived, we were saying good bye to our Vice President Trent Pennell and welcomed Maria Klement in his place as Interim VP. We struck a hiring committee to interview candidates for the Executive Director position and I am very thankful to say that Malcolm Ashford started in his position as of May 1<sup>st</sup>, 2007. Our Executive Assistant, Renata Sakamoto, is going to be retiring on October 31<sup>st</sup>.

In spite of all this transition, the Society was able to reconvene the Steering Committee for the Joint BCSLS /BCAMRT Regulatory College Research Paper. The completed proposal "***Professional Practice... in the Public Interest***" was submitted to government on July 11<sup>th</sup>. We hope to hear back from the Ministry by Christmas of this year. Copies of the proposal are available at the BCSLS booth or the entire proposal can be viewed on our website at [www.bcsls.net](http://www.bcsls.net)

We continued with our Telehealth broadcasts in 2007 and held our annual MLA Day in May at Douglas College in New Westminster. We will be hosting a live event at the Justice Institute in November.

Through all of this, I have learned a great deal and I am very thankful to the Board for allowing me the opportunity to grow as a leader. Thank You.

### 3.0 CALL TO ORDER

#### 3.1 RULES OF ORDER

Ms. Simpson called the 2007 Annual General Meeting to order, and drew the members' attention to the materials placed on their chairs; the Annual General Meeting Special Rules, Voting Sheets and Ballots. Libby Petrie, the Parliamentarian, reviewed the Special Rules and stated that any issue that is not covered under the Special Rules will be dealt with according to Roberts Rules of Order. 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

Ms. Simpson, BCSLS President, reported 56 voting members present, thus satisfying the quorum requirements of 25 voting members set by Bylaw 9.3.3

### 4.0 ADOPTION OF AGENDA

Ms Simpson asked if there a motion to approve the agenda as circulated? [Agenda is on the seats]

**MOTION:** by member Shelley Sanders, second by Shelby Geisbrecht

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

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

Those opposed .....

**MOTION CARRIED**

### 5.0 2006 AGM MINUTES

**The minutes were published and circulated to members via the BCSLS website in December 2006 and additional copies have been placed on the seats 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 REPORT FROM THE BOARD

#### 6.1 VICE PRESIDENT'S REPORT (Maria Klement, Vice President)

Maria stated that it was a great pleasure to accept the position of Vice President after Trent Pennell resigned last year. Trent moved back to the Maritimes to be closer to home and unfortunately the BCSLS lost another member for 2007.

Maria showed a slide that indicated a continued decline in membership, we now represent approximately one third of the MLTs and MLAs in the province.

She encouraged everyone to maintain their memberships and to encourage co-workers to join the BCSLS. She stated that without adequate membership, the BCSLS will cease to be a voice for the medical laboratory community. We must focus on increasing membership.

Maria said she had only been in the position for 3 months, so her report was pretty short.

## 6.2 MLT DIRECTOR / ACADEMIES (Cheryl McCullough, MLT Director at Large)

Ms. McCullough reported that in 2008 a new MLT program will be running at the College of New Caledonia in Prince George, with 18 students enrolled. Second year intake will be January 2009 hopefully with up to 24 students. Selkirk College has applied to the Ministry of Advanced Education and the Ministry of Health to run a combined Laboratory and X-Ray program for CLXT's. This is still under consideration by the Ministries.

The North West Academy ran an education day on September 22<sup>nd</sup> with 12 Techs attending. They had four speakers speaking on: infection control, occupational therapy, Chiropractic health and dealing with difficult people. The event was sponsored by Abbott and Aboriginal Affairs. We understand that the Okanagan Academy had an Education Day in the spring but I have no details of that event.

Our previous MLT Director, Trent Pennell, was working on developing a support system between the BCSLS and the Academies. We need to continue with this vision but we need your help. There are only three active Academies currently: North West, Okanagan and West Kootenays. We have no Academies in Vancouver, Fraser Valley, Northern Interior, Peace River, North Shore or East Kootenays. If anyone is interested in forming an Academy, we would love to hear from you. Academies are approved by the BCSLS Board and they elect their own officers and conduct their own business. They are governed by the BCSLS by-laws. Academy members must be members in good standing with the BCSLS. Academies can charge their own membership fees and seek corporate sponsorship. They organize accessible and relevant educational events and "not so relevant" social events. Activities are reported to the BCSLS MLT Director. Monies are available to reactivate Academies and help them get the ball rolling. Bursaries and educational grants are also available to Academies.

We really encourage you to be more involved in your Society and your profession. Remember, "never doubt that a small group of committed people can change the world, indeed it is the only thing that ever has!" 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 months that he has been the BCSLS Marketing and Communications Director.

National Med Lab Week took place again in the last week of April 2007. There were activities around the province for example: the members in Prince George ran an infomercial on local radio by taking an ad that was developed in Saskatoon and running it as a PSA on local radio for a week. A similar PSA ran throughout BC as much as we could afford.

Our trade show booth has had a face-lift courtesy of our new Executive Director, Malcolm Ashford. We also have a new banner that you can see at our booth. It is hoped that we can add a couple more banners to really upgrade our image at events such as this.

Mr. Abbasi will be representing the BCSLS at the CSMLS National Meeting of Marketing and Communication Directors in Hamilton on November 2&3.

Our next Congress is in 2008 in Kelowna and it is a joint Congress with CSMLS. The 2009 Congress is in Harrison Hot Springs.

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. Remember the BCSLS motto is “**What can BCSLS do for you?**” Thank you.

#### 6.4 FINANCE ( Erica Meredith, Treasurer )

Ms. Meredith said that she will review the 2006-07 Financial Statements and the approved budget for 2007-08 later in the meeting under the Finance portion of the agenda. She stated that finances continue to be a challenge, but we are hopeful that revenues will improve by increasing membership and education events, our main sources of revenue. Other sources of revenue include our website. Despite our best efforts, the Society will run a slight deficit again this year and the Board is acutely aware that this trend can not continue. The good news is that we are reducing the deficit and we are confident that we can reverse past trends. More details will be provided later in the agenda.

#### 6.5 EDUCATION ( Rene Maier, Director of Professional Development )

Ms Maier stated that it has been another very active year from the education and professional development perspective.

Our Telehealth program continues to be a popular and successful medium. The Telehealth series has become instrumental in providing “closer to home” education for many.

After our last Congress in Cranbrook, Dr. Gillian Lockage presented on genetic variance of iron hemochromatosis. In November, Dr. Jerilynn Prior spoke on osteoporosis. In February, Eric Ching spoke on alternatives to Blood Transfusion. 130 people attended this session and it was very well received. Eric is prepared to speak again and he will be on the Telehealth agenda in January of 2008. In March we were made aware of molecular technologies and their growing application in the clinical environment, with a presentation by Elana Bergstrom a Supervisor of Molecular Diagnostics at MDS. In May we had two events. We had a delightful Telehealth program called “making the most of your Hepatitis testing” by Dr. Luis La Salvia. Never have I associated the word hepatitis and entertainment together. Dr. La Salvia’s engaging manner made his presentation an enjoyable experience as well as an informative evening. 110 people joined in and our Administrative Assistant at the BCSLS office said that she has never received as many positive comments using the word “delightful” after a Telehealth session. We will get Dr. La salvia back on our calendar again in 2008.

Our annual MLA Day was our second event held last May. Grace Hall and her committee put together an informative day for our MLA's.

Finally in June, Dr. Baku Dalal did a Telehealth presentation on Malaria which was very well received.

Telehealth remains a key tool for distance delivery of education with an average of 22 sites participating in 2007.

After this fall's Congress in Merritt we will be hosting another live event at the Justice Institute in New Westminster. This is another in our Crime Scene events titled "Bioterrorism ... Are We Ready?" Our key note speaker, Dr. Steven Jones, is the Head of Immunopathology and Emerging Bacterial Diseases, Special Pathogens Program, at the National Microbiology Lab in Winnipeg. He is one of Canada's foremost experts on Bioterrorism.

The Back to Basics course is still going strong with 34 registrations to date this year.

I am pleased to announce that the Phil Reid Bursary will be presented this year to Teresa Wright for completing her Quality Management Certificate.

Ms. Maier directed members to the website for information on upcoming education events. Thank you.

## 6.6 MLA ISSUES ( Barb Botelho, MLA Director at Large )

Ms Botelho thanked everyone for attending the Congress and AGM and acknowledged that this is one of the best attended AGM s for some time. She also thanked Shelley and her committee for doing an excellent job of organizing Congress 2007 in Merritt.

She said that this has been an exciting year for her in her second year as MLA Director. Probably the most significant accomplishment this year was the finalization of the proposal to government on the Joint Regulatory College. This has to be the most significant and positive initiative for the profession and everyone should be very pleased that it has gone this far. Our new Executive Director has been working diligently on this project since he started and he has done a very commendable job moving the report along. We are looking forward to next steps.

The last MLA Day in May was very successful, although not as well attended as we had hoped. Ms Botelho thanked Grace Hall and her committee for a job well done.

We encourage input and feedback to the committee on making the next MLA Day even better. We also like to see MLAs getting involved and helping the committee organize the day. We are especially encouraged that Prince George is going to be organizing their own MLA Day in the North this coming year.

Ms Botelho has been happy to serve as BCSLS strives to do things in the best interest of all lab professional in BC. Thank you.

## 6.7 STAFF NOTES (Malcolm Ashford, Executive Director)

Mr. Ashford stated that he was delighted to take over as the new Executive Director of the BCSLS on May 1<sup>st</sup> of 2007. He is looking forward to working with the Board and our membership as we try to take the organization to a whole new level.

He said that he has come full circle in that he started his career, after high school, as a Histo-Tech at Royal Jubilee Hospital in Victoria. He brings many years of experience in business, education and training, human resource development and association management to the table and hopefully he can contribute significantly as we move forward as an organization.

He wanted to address a couple of things in his brief report. When he started at BCSLS in May there was a significant learning curve but he also got an “inauguration by fire”, so to speak, as he was thrust into the research project on the Joint BCSLS / BCAMRT Regulatory College. There had been a lot of work done by many people over the last fifteen years but more specifically over the last two years. His role was to pull all of this research together and compile it into a meaningful report that could be submitted to government. The proposal “***Professional Practice ... in the Public Interest***” was submitted to the Ministry of Health on July 11<sup>th</sup>. We anticipate hearing back from the government with next steps before the end of 2008. Mr. Ashford explained a little more about the proposal and advised that copies are available at the BCSLS booth in the lobby of the Convention Centre or on the BCSLS website at [www.bcsls.net](http://www.bcsls.net). He encouraged feedback on the report. He explained that over 400 BCSLS members were consulted as the committee went through the process and 21 stakeholders were also interviewed including employers such as BC Bio and MDS. The unions were also consulted.

The other item he wanted to talk about briefly is the upcoming event at the Justice Institute in New Westminster. The event is part of our annual Crime Scene workshops and is entitled “***Bioterrorism... Are We Ready?***” This one day conference is being held on November 24<sup>th</sup> from 10am till 5pm. Our key note speaker is Dr. Steven Jones who is one of Canada’s foremost experts on Bioterrorism. Cecil Unrau of the Justice Institute will also be presenting and will provide an opportunity to experience simulated BT agents on site. The event is not intended to create paranoia but rather to encourage our members to be prepared in the best way possible should the unthinkable happen. This year’s event will be the first in a series of conferences on this topic as we move towards 2010. Members can register for the conference on the BCSLS website as of October 8<sup>th</sup>.

Mr. Ashford closed by thanking the Board and the members for the opportunity to serve as the Executive Director of BCSLS. He is looking forward to working with the profession in this very exciting time in its evolution.

Thank you.

**7.0 NOMINATING COMMITTEE REPORT, ELECTION OF OFFICERS** (Cynthia Bishop, Past President)

Ms. Bishop stated that normally this is the time that the Past President gives their final speech as they leave the Board. However she will be staying on for one more year as Past President so she will give her speech at next year's AGM.

She has spent five great years on the Board and she recommended that everyone consider running for a Board position, volunteering, and working on behalf of the profession.

She then 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 assemblage.

**Post of Vice President** – the Nomination Committee has received one nomination, **Tanya Kilborn of Mackenzie.**

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

**Post of PD Director:** the Nomination committee has received one nomination, **Heather Sapergia of Prince George**

Ms. Bishop 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 further nominations 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 PD Director, are there any further nominations from the floor?”

Heather Sapergia declined the nomination and in turn nominated Beverley Graham of Quesnel. Beverley Graham accepted the nomination and completed a nomination form that was duly exercised and recorded.

Ms Bishop asked “are there any further nominations from the floor for PD Director?” The question was repeated two more times. There being no further nominations she moved on.

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

Tanya Kilborn was unable to be here and Ms. Bishop spoke on her behalf. She gave a brief overview of Ms. Kilborn's background.

Rene Maier gave a brief overview of her background as did Beverley Graham.

All nominees were thanked for letting their names stand.

## **8.0 FINANCES OF THE SOCIETY**

Erica Meredith took the floor as Treasurer of the BCSLS.

Ms. Meredith stated that she wanted to put forth the BCSLS Financial Statements for the fiscal year ended April 30, 2007 and the Budget for fiscal year 2007-08.

She indicated that both documents were on the chairs for everyone to see.

Regarding the Financial Statements she wanted to point out several things:

On page 3, the Statement of Operations, she pointed out that we had budgeted for a deficit of \$19,000 in 2006-07 but in actuality we had a surplus of \$10,756. This was due to several things:

1. Our Executive Director, John Mabbott, resigned during the year and his budgeted salary was not paid out in full by year end, resulting in a saving.
2. The revenue from Congress 2006 was very helpful in meeting our revenue goals.
3. There were no expense associated with the Telehealth broadcasts this year and that gave us a healthy saving.

These and other smaller savings allowed us to have a surplus rather than a deficit in 2006-07.

She also pointed out that, on Page 4, the Board allocated \$5,000 to a “Contingency Reserve” account to assist with any potential deficits in future years.

The Budget for 2007-08, which has been approved by the Board, was based on last year’s budget and actuals and was also based on the membership fee structure approved by the AGM in 2006.

There is a small deficit, under \$4,000, budgeted for in this year’s operations but we are moving in the right direction. As a result of this projected budget shortfall we are suggesting a small corresponding fee increase for 2009-2010 to stay ahead of the situation.

**MOTION:** Ms. Meredith moved that “the 2006-07 BCSLS Financial Statements be approved as circulated” **Seconded by Maria Klement,**

**MOTION CARRIED.**

**NOTE:** There was no necessity to approve the 2007-08 Budget as it has already been approved by the BCSLS Board, based on membership fees approved at the September, 2006 AGM.

**MOTION:** Ms. Meredith moved that:

“Whereas general membership revenues have not kept pace with rising costs and the society’s membership numbers have not increased sufficiently to overcome a persistent deficit:

Be it resolved that a BCSLS membership fee increase of \$5 per MLT and \$2.50 per MLA and Affiliate member be imposed for the 2009-2010 fiscal year.”

**Seconded by: Maria Klement**

**MOTION CARRIED**

Ms. Meredith thanked the membership for their support.

**9.0 NEW BUSINESS – President Simpson**

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

**10.0 QUESTION PERIOD ( Chaired by President Simpson )**

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. Members are encouraged to submit questions requiring research to the office prior to the AGM.

Shelley Sanders [Merritt] asked if the Board would look at its policy around how the Objective newsletter gets circulated. Electronic mail is only partially effective as not all members have email addresses. A fax blast does not always work either as faxes to hospitals tend to end up in piles of paper on someone’s desk. Is it possible to send perhaps every second copy by direct mail [hard copy] that way everyone gets a copy sooner or later?

Another suggestion was to poll the membership as to how they want to receive their copy of the Objective. Also the membership form should have a place to indicate how they want to receive news: by mail, email fax etc.

Nancy Banks [Nelson] thanked the Board for the Telehealth broadcasts, they are much appreciated and very useful. Other health professionals should be invited and encouraged to sit in, as they are beneficial to others as well.

Shelby Geisbrecht echoed the thanks for Telehealth. Non lab people should definitely be encouraged to attend.

Deb [Mission / Ridge Meadows] asked if it was possible to tape the presentations at the Justice Institute in November [Bioterrorism] for those who are unable to attend or alternatively have

Cecil Unrau or Dr. Jones speak at a Telehealth. It would also be good to have audio tapes available of Telehealth events.

Rene responded that we try to make many things available by tape but sometimes the speakers won't allow it or perhaps it is not appropriate. Where possible we will. We made some presentations available as web-casts on our website but the take up was minimal. We will continue to look at this and do what we can. Good suggestions.

Nancy stated that we need to continually work on increasing our membership, not only for financial reasons, but to bolster the profession. Some MLA's out there don't even know we exist. Val Fenn said we used to have a discount for new members on Telehealth [one-half price] and it seemed to work.

Cheryl responded by saying we also have to address some shortfalls in our membership data base. It is not the most accurate and up to date system and Malcolm is going to be addressing that in the coming months.

## **11.0 ANNOUNCEMENT OF ELECTIONS**

Past President Bishop announced the results of the election for the following Board positions and welcomed the following new members to the 2008 Board of Directors:

Vice President	Tanya Kilborn
Director, MLA	Rene Maier
Director, Professional Development	Beverley Graham

Ms Bishop asked the Vice President to cast one ballot for each of the candidates.

Ms. Bishop indicated that as no further ballots were cast; all were elected by acclamation, no motion to destroy the ballots is required.

## **12.0 PRESENTATION OF AWARDS**

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

**SILVER AWARD to Cheryl Dosen**

**BRONZE AWARDS to Shelley Sanders and Mark Hawkins**

**AWARDS of MERIT to the Congress '07 Core Committee** in recognition of their hard work and dedication in organizing the Congress:

**Shelley Sanders, Chair**

**Gail Bloom, Secretary**

**Sally Brown, Treasurer**

**Barb Zielke, Scientific**

**Astrid Maguire, Scientific**

**Patricia Zumino, Accommodation**

**Deb Conway-Brown, Social/PR**  
**Leanne Mackenzie, Exhibits**  
**Dawn Bergen, Program & Exhibits**  
**Charlene Proznick, Registration**  
**Sharyl Johnson, AV**  
**Anoop Hara, PR**

### **SERVICE AWARDS [Presented by President Simpson]**

This award is presented to retiring Board members.

Maria Klement – Vice President  
Barb Botelho – MLA Director

Ms. Bishop then thanked the scrutineers and the volunteers at the registration desk.

### **13.0 PRESENTATION BY CONGRESS 2008 COMMITTEE**

President Simpson introduced Val Fenn, 2008 Committee Chair.

Ms. Fenn gave a brief presentation on Congress 2008 that will be held in Kelowna next June. The Congress is a joint National Congress in partnership with the CSMLS. She also showed a short video. She invited everyone to attend next year in Kelowna.

### **14.0 RESOLUTIONS**

**MOTION:** Maria Klement moved the following “COURTESY RESOLUTION”

We the members and guests of the 2007 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 2007 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 2007 as speakers, exhibitors, sponsors and donors
5. to all the staff of the hotels and other venues providing accommodation and meals for our members.

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 2007

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

**MOTION: Seconded by Erica Meredith**

**CARRIED UNANIMOUSLY**

## **15.0 NEXT AGM**

President Simpson announced that the next AGM of the BCSLS will be held in the fall of 2008 at a location and date To Be Announced.

The President accepted a motion to adjourn the meeting at 11:00 am.

**END**