

Meeting Minutes
2012 Annual General Meeting of the
Alberta College of Medical Diagnostic & Therapeutic Technologists
Deerfoot Inn & Casino, Calgary, Alberta
Saturday, April 14, 2012

1. Call to Order

President Humphries called the 2012 Annual General Meeting of the Alberta College of Medical Diagnostic & Therapeutic Technologists to order at 7:40 a.m.

1.1 Welcome and Introduction of Special Guests and Members of Council.

President Humphries introduced the members of Council, who were present, as well as the CEO/Registrar:

Cindy Humphries, MRT(R), President
Valerie Cambridge, ENP, Council Member
David Buehler, MRT(T), Council Member
Jeff Christenson, MRT(R), Council Member
Kevin Kelley, MRT(MR), MRT(NM), Council Member
Lynda Napen, MRT(NM), Council Member
Wendy Read, MRT(T), Council Member
David Rolfe, Public Member
Colleen Wilson, Public Member
Ignacio Casupang, MRT(R), Council Member (absent)
Wendy Martin-Gutjahr, MRT(R), CAMRT Alberta Director (absent)
Wendy Ainsworth, Public Member (absent)

Kathy Hilsenteger, CEO/Registrar

President Humphries introduced the following guests:

Mr. Tom Gee, CA, ACMDDTT Auditor
Mr. Chuck Shields, CEO of the CAMRT
Ms. Shirley Bague, Past President of the CAMRT
Ms. Margaret Ethier, Parliamentarian

Appointed scrutineers were announced as:

David Rolfe, Public Member
Colleen Wilson, Public Member

2. Credentials Report – Quorum

As there were more than 25 voting members present at the beginning of the meeting, indicating quorum, the President declared that the meeting was duly and properly constituted for the transaction of business.

3. Adoption of Rules of Order

Motion by General Consent: The Rules of Order are adopted as presented.

There being no objection, the standing rules were approved as presented.

4. Adoption of Agenda

Motion by General Consent: The agenda is adopted as presented.

5. Reading and Approval of the Minutes of the Last Meeting

The minutes of the April 16, 2011 AGM were made available to the membership on the website as well as at the meeting.

Motion by General Consent: The minutes are approved.

6. Reports from Officers

6.1 President and CEO/Registrar Report

President Humphries gave an overview of the highlights of the College in 2011:

- One of the key highlights was the development and launch of three eLearning courses which is a first for the organization. These courses provide members with a cost-effective and valuable learning tool.
- The Annual General Conference in Edmonton was a great success. This also supported continuing education needs as well as providing opportunities for networking.
- The College completed the entry-to practice competency profile validation project. This initiative provided assurance that the College's standards are up-to-date with the current practices in Alberta.
- Council met five times this year and welcomed 2 new Public Members around the table, Wendy Ainsworth and Colleen Wilson, who bring a wealth of new experience and perspective to council.
- There was a re-structuring of College staff to better meet the goal of providing efficient management of our operational obligations.

K. Hilsenteger, CEO gave an overview of the College's initiatives in 2011:

- Completed a review and validation of the Entry-to-Practice Competency Profiles for the five specialties to ensure they are reflective of current practice in Alberta. The Electroneurophysiology (ENP) profile was validated nationally and endorsed as the national profile for Canadian Association of Electroneurophysiology Technologists.
- Released a position statement regarding MRI Technologists interpreting orbit x-rays to provide clarity in practice.
- Applied for funding to research the different opportunities and programs, formal and informal, didactic and experiential, available to international applicants in preparation for the Canadian Association of Medical Radiation Technologists (CAMRT) certification exam.
- Alliance of Medical Radiation Technologists Regulators of Canada was newly formed, and the College joined as a member. It is made up of MRT regulators who have come together to ensure public protection by further advancing medical radiation technologist (MRT) regulation and standards, regulatory issues and patient care.
- Collaborated with Alberta Health & Wellness and Advanced Education to explore alternate education options for radiation therapist training in Alberta.
- Actively collaborated with CAMRT on the branding campaign to raise public awareness of medical radiation technologists (MRTs).
- Assisted CAMRT in the development of national competency standards for advanced practice in radiation therapy.
- Collaborated with branches to offer members education and networking opportunities to support their continuing education goals.

- Participated as a member of the steering committee of a national initiative by the Association of Canadian Colleges to develop and promote a pan-Canadian approach to increasing the supply of allied health care graduates.

K. Hilsenteger, Registrar gave an overview of the College's activities in 2011:

- Fielded 37 inquiries from prospective internationally educated applicants.
- The Registration Committee met four times and completed 11 assessments of internationally educated applicants to determine eligibility for registration and reviewed two renewal applications.
- The number of members of the College increased from 2007 members as of Dec. 30, 2010 to 2182 members as of Dec. 30, 2011.

6.2 Complaints Director

K. Hilsenteger indicated that the college received six complaints in 2011. One of these complaints is still under investigation, one has been referred to a hearing, one was resolved through an undertaking and the other three were closed with no further action being taken.

7. New Business

- 7.1 Presentation of the audit report on the financial statements for the year ended September 30, 2011.

The audited financial statements for the year ended September 30, 2011, were provided in the 2011 Annual Report. A presentation of the statement was provided by the ACMDTT auditor, Tom Gee, CA. He gave a detailed review on the College's financial position stating that the College's financial condition is very strong and the College had a surplus this year.

Tom Gee, CA answered a few questions from members arising from the presentation and the written report.

Motion by Wendy Read, of Edmonton: that the audit report on the financial statements for the year ended September 30, 2011 as just read, be adopted.

**Seconded
 Motion Carried**

- 7.2 Appointment of Auditor for the year ending September 30, 2012

Motion by Kevin Kelley, of Calgary: that Mr. Tom Gee, CA, be appointed the auditor of the College for the year ending September 30, 2012.

**Seconded
 Motion Carried**

- 7.3 Presentation of the Budget for the Fiscal Year commencing October 1, 2012.

K. Hilsenteger presented the budget for the fiscal year commencing October 1, 2012. She stated that there were not a lot of significant changes to the budget from the previous year. Professional conduct budget is a hard line to predict as it all depends on the amount of complaints received by the College. It was stated that Council carefully reviewed and approved the financial planning report at the February 2012 Council meeting.

- 7.4 Announcement of Election Results for Council

Cindy Humphries, President, explained that voting for Council positions was done online this year and the polls closed on April 9, 2012. She named the candidates who had put their names forward for nomination: Julie Ritchie and Donovan Watters.

Rhea Garraway made the following declaration for Council positions:

I declare Julie Ritchie is elected as a member of Council for a three year term.

Congratulations to Julie Ritchie, as a new member of Council.

Motion by Jeff Christenson, of Red Deer. I move that the ballots be destroyed.

Vice-President Valerie Cambridge will be stepping down from her position as of June 30, 2012 and Council has elected Wendy Read as the in-coming Vice-President.

7.5 Consideration of proposed by-law changes of the Alberta College of Medical Diagnostic & Therapeutic Technologists

Vice-President, Valerie Cambridge presented the articles of the new proposed by-laws that had minor changes to Council terms and branches. Members were advised to ask questions or seek clarification if needed.

Motion by Valerie Cambridge, of Calgary: I move to amend Article 18.1.2 of the bylaws to read: In 2013 and 2014 and every three (3) years thereafter, three (3) Council Members shall be elected; and in 2015 and every three (3) years thereafter two (2) Council Members will be elected.

Seconded

Motion Carried

Motion by Valerie Cambridge, of Calgary: I move to adopt the following amendments to section 25 of the bylaws as presented in the bylaw document. (Appendix A)

- addition of new 25.2 and new 25.5
- delete 25.5
- amended wording and renumbering of current 25.2, 25.3, 25.4, 25.7

Seconded

Motion Carried

8. Any other Business

There was no other business.

9. CAMRT Business

9.1 CAMRT Report

Chuck Shields, CEO of the CAMRT and Shirley Bague, Past-President of the CAMRT provided reports on the activities of the CAMRT in the past year.

10. Adjournment

President Humphries thanked all conference attendees for their attendance, and active participation with the AGM.

The meeting was adjourned at 8:50 a.m.

Signatures:

President/Chair _____

Secretary _____

APPENDIX A

2012 Proposed Bylaw Amendments- CHANGES IN BLUE

18. Election and Term of Council Members	
<p>CURRENT</p> <p>18.1.2 Three (3) Council Members shall be elected in the years ending in even numbers. Two (2) Council Members shall be elected in the years ending in uneven numbers.</p>	<p>1. MOTION: Amend 18.1.2. by deleting the current wording and replacing with the following:</p> <p>In 2013 and 2014 and every three (3) years thereafter, three (3) Council Members shall be elected; and in 2015 and every three (3) years thereafter two (2) Council Members will be elected.</p>
<p>Rationale:</p> <p>This is a housekeeping item. In 2010, new bylaws were approved by the membership. Clause 18.1.2 that detailed the election and terms for the Council Members was drafted in what was determined to be language that was easier to understand. In 2012, Council realized that in fact the wording <u>does not</u> provide an accurate description of the terms coming up for election. The revised wording being presented will ensure accurate turnover of council members consistent with the 3 year length of terms.</p>	
25. Branches	
	<p>2. MOTION: Amend Article 25 by adding a new 25.2 to read:</p> <p>Branches exist for the purposes of furthering the Ends of the College as stated by Council in its Ends Policies.</p> <p>And renumber the current 25.2 to 25.3</p>
<p>CURRENT</p> <p>25.2 The object of such Branches is to provide members with a forum for discussion, professional development, and networking.</p>	<p>3. MOTION: Amend 25.2 by adding the words consistent with the Council stated Ends Policies to read:</p> <p>The object of such Branches is to provide members with a forum for discussion, professional development, and networking consistent with the Council stated Ends Policies</p>
<p>CURRENT</p> <p>25.3 Council shall determine the terms of reference of the Branches, and may approve financial assistance to the Branches.</p>	<p>4. MOTION: Amend the current 25.3 by deleting the words and replacing with the following:</p> <p>The CEO of the College shall provide financial assistance to the branches according to council policy based on a standard set of requirements. The Branches are required by September 15th of each year to submit to the CEO a business plan which includes a financial statements ,and a satisfactory budget, that outlines what the branch plans to accomplish over the next 12 months.</p>

	And renumbering to 25.4
	5. MOTION: Amend by adding a new 25.5 to read All Branches shall operate according to College policies.
CURRENT 25.4 Branches shall not borrow money without prior approval from Council.	6. MOTION: Amend the current 25.4 by renumbering to 25.6, and by deleting the word "Council" and replacing with the words "the CEO of the College" to read: Branches shall not borrow money without prior approval from the CEO of the College .
CURRENT 25.5 Council will require that each Branch report its financial status including but not limited to financial statements and annual budget. 25.6 Branches may be dissolved by decision of the majority of members of the Branch, or decision of Council with cause.	7. MOTION: Amend by deleting the current 25.5 and renumbering the remaining articles to 25.7 and 25.8.
CURRENT: 25.7 Upon dissolution of a Branch, all debts and assets shall revert to ACMDTT.	8. MOTION: Amend 25.7 by deleting "ACMDTT" and replacing with the word "College" to read: Upon dissolution of a Branch, all debts and assets shall revert to College.
<p>Rationale:</p> <p>The Council of the college is responsible to provide strategic leadership in creating the future for their organization. The council utilises a policy governance model that sets the overall direction of the college through the use of "policies" which may include specific goals and objectives. The CEO is delegated authority to <u>achieve</u> objectives that are established by the council. As branches are a means to achieving those objectives, the bylaws should clearly reflect the relationship between the CEO and branches as they work together to achieve objectives related to member access to cost-effective professional benefits.</p> <p>Together, the staff and branch chairs have developed and implemented a manual to clarify the roles and guide the processes. The bylaw changes being brought forward for amendment will reflect this clarity and align the bylaws with the governance model.</p>	