

**Meeting Minutes  
2014 Annual General Meeting of the  
Alberta College of Medical Diagnostic and Therapeutic Technologists  
Saturday, April 26, 2014 at 11:00 a.m.  
Holiday Inn & Suites, Red Deer AB**

**1. Call to Order**

President Read called the 2014 Annual General Meeting of the Alberta College of Medical Diagnostic and Therapeutic Technologists to order at 11:05 a.m.

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

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

Wendy Read, MRT(T), President  
Julie Ritchie, MRT(NM), Vice-President  
Nancy Belley, MRT(MR), Council Member  
David Buehler, MRT(T), Council Member  
Valerie Cambridge, ENP, Council Member  
Jeff Christenson, MRT(R), Council Member  
Cindy Humphries, MRT(R), Council Member  
Kelly Sampson, MRT(T), Council Member  
David Rolfe, Public Member  
Colleen Wilson, Public Member  
Wendy Martin-Gutjahr, MRT(R), CAMRT Alberta Director

Kathy Hilsenteger, CEO/Registrar

President Read introduced the following guests:

Mr. Tom Gee, CA, ACMDDTT Auditor  
Ms. Sylvia Laarhuis, Parliamentarian

**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**

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

**4. Adoption of Agenda**

There being no objection, the agenda is adopted as presented.

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

The minutes of the April 6, 2013 AGM were made available to the membership on the website as well as at the meeting. There being no corrections to the minutes, without objection, the minutes were approved.

## 6. Reports from Officers

### 6.1 President and CEO/Registrar Report

President Read thanked the Council members that will be leaving the board as of June 30, 2014.

President Read thanked College staff for their hard work in planning the event.

President Read gave an overview of the highlights of the College in 2013:

- The Council continues to educate themselves in policy governance and they do this through board education during the year. They participated in extensive education in governance, strategic planning and stakeholder linkage.
- The College continues to identify and foster stakeholder relationships with many organizations including the CAMRT, Alberta Federation of Regulated Health Professions, and the Alliance of Medical Radiation Technologists Regulators of Canada.
- Five new programs authorizing additional restricted activities were approved this year. These enhanced skill sets promote efficiency in healthcare and enables professionals to provide services using their full scope of practice.
- Diagnostic Medical Sonographers (DMS) have been approved to come under the College umbrella. K. Hilsenteger will expand on this in her report.

K. Hilsenteger, CEO reported on some highlights of the College's initiatives in 2013:

#### Diagnostic Medical Sonography

- The inclusion of DMS under our regulatory umbrella has been approved by the Minister of Health and the College is very pleased to broaden its umbrella to include our diagnostic imaging colleagues. ACMDTT is a natural fit based on the consistencies and parallels already present with the MRT and ENP specialties. From the perspective of public protection, it just makes good sense. We anticipate that there will be no negative effect on MRT and ENP. Inclusion of this new group of additional members (approximately 800) will likely balance the additional costs associated with regulating another register of practitioners and collaborating with their national association. We are the beginning stages of a long process- working to establish the required regulation amendments, and all the supporting policy related to registration, continuing competence, protected titles, restricted activities and professional conduct. We anticipate that this process will take 18 months to two years to complete.

#### Fee collection

- There were changes to our fee collection process, whereby members renewed their registration with the college and renewed their national association membership directly with the CAMRT. This decision was a joint decision between the College and the CAMRT. As separate and independent legal entities, it was felt that it appropriate to separate the renewal process. Having members process their CAMRT membership renewal through the CAMRT portal facilitates their direct relationship with the association. This provides transparency and clarity of the licensing process, versus the membership process.

#### Website and newsletter

The College has undertaken a new look and feel to the College website and to provide some improvements for navigation. Additionally, the College newsletter has undergone a complete make-over. A member contest provided the College with a new newsletter name "Internal Matters" and the new electronic format makes it convenient for members to view online or print as they choose.

K. Hilsenteger, Registrar provided an overview of some of the key College's activities in 2013:

#### Continuing Competence Program

- The Continuing Competence Program is a mandatory component of registration and the program has now been in effect for five full years. In early April, a review and evaluation has been undertaken by the Continuing Competence Committee. They have made recommendations for some modifications to the program and have created a wish list of process enhancements to make recording and submission process user friendly and convenient. College staff is currently in the process of investigating electronic options for consideration.

#### Standards of Practice Project

- The project to review, update and validate our Standards of Practice has been completed. This was major undertaking and the College looks forward to releasing them very shortly.

#### 6.2 Complaints Director

In 2013, the College managed two complaints that alleged unprofessional conduct.

- One was a continuation of a complaint received in 2012 and was resolved through mutual consent of both parties.
- The second complaint was received from a past student of the profession alleging unprofessional conduct by five regulated members. This complaint was dismissed on the basis that there was insufficient evidence to indicate the conduct constituted unprofessional conduct in the circumstance. The complainant then applied for review of the dismissal.

The Complaint Review Committee (CRC), who is made up of a panel of regulated members, undertook a review of the dismissal decision. They had three options:

- a) Refer it to a hearing
- b) Direct the Complaint Director to conduct further investigation
- c) Confirm that the complaint be dismissed

The CRC confirmed that the complaint be dismissed.

## 7. New Business

- 7.1 Presentation of the audit report on the financial statements for the year ended September 30, 2013.

The audited financial statements for the year ended September 30, 2013, were provided in the 2013 Annual Report. A presentation of the statement was provided by the College auditor, Tom Gee, CA. He gave a detailed review on the College's financial position stating it was very sound and operationally it had been a good year.

**Motion by Val Cambridge, of Sherwood Park: that the audit report on the financial statements for the year ended September 30, 2013 as just read, be adopted.**

**Seconded  
Motion Carried**

- 7.2 Appointment of Auditor for the year ending September 30, 2014

**Motion by Val Cambridge, of Sherwood Park: that Mr. Tom Gee, CA, be appointed the auditor of the College for the year ending September 30, 2014.**

**Seconded  
Motion Carried**

7.3 Presentation of the Budget for the Fiscal Year commencing October 1, 2014.

K. Hilsenteger presented the budget for the fiscal year commencing October 1, 2014 that was based on the supporting financial planning report approved by Council at the February 2014 meeting. She noted that there would be no increase to membership fees. There were no questions.

7.4 Announcement of Election Results for Council

Wendy Read explained that voting for Council positions was done online and the polls closed on April 20, 2014.

Kevin Kelley, Nominations Committee Chair, was called to announce the elected Council members.

Kevin Kelley made the following declarations:

- I declare Pamela Paterson, MRT(T), is elected as a member of Council for a three year term.
- I declare Aaron Tkachuk, MRT(R), is elected as a member of Council for a three year term.

Wendy Read explained that as per the bylaws when there were no nominations received for a Council position in the required specialty, Council would appoint a member to this position. She announced that William Gene, ENP, had been appointed by Council to sit as a member of Council for a three year term.

Congratulations were made to Pamela, Aaron, and William as the new members of Council effective July 1, 2014.

**Motion by Kevin Kelley, of Calgary: that the ballots be destroyed.**

**Seconded  
Motion Carried**

7.5 Consideration of proposed bylaw changes

Section 23.3 of the bylaws provides that bylaw amendments require a 2/3 vote of those present and voting. Vice-President, J. Ritchie presented the proposed bylaw changes (attached in Appendix A) which include changes to remove the Alberta CAMRT Director position from Council, to change the required amount of regulated members elected to the Complaint Review Committee, and remove the renewal date of December 1. Members were advised to ask questions or seek clarification if needed.

**Motion by Julie Ritchie, of Edmonton. I move to adopt the following amendments of the bylaws as presented in the bylaw document;**

**Amendments and renumbering to articles 2, 5, 6, 13 and the deleting of Article 20**

**Seconded  
Motion Carried**

**Motion by Julie Ritchie, of Edmonton. I move to adopt the following amendments to articles 35.2 and 36.1 to read:**

**35.2 Council shall appoint no fewer than two (2) Regulated Members to a Complaint Review Committee from the Membership List established in Article 34. The terms of the appointment shall be determined by Council.**

**36.1 Council shall appoint no fewer than two (2) Regulated Members to a Hearing Tribunal from the Membership established in Article 34. The terms of the appointment shall be determined by Council.**

**Seconded  
Motion Carried**

**Motion by Julie Ritchie, of Edmonton. I move to amend the current 10 by removing December 1st to read:**

**A Regulated Member or Non-Regulated Member, who has not completed their annual registration and payment of fees by the renewal date, shall be subject to an administration fee; the renewal date and fee amount to be determined by Council.**

**Seconded  
Motion Carried**

**8. Any other Business**

There was no other business.

**9. Adjournment**

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

The meeting was adjourned at 12:10 p.m.

**Signatures:**

**President/Chair** \_\_\_\_\_ **Secretary** \_\_\_\_\_

## Appendix A

<b>2. Definitions</b>	
<p><b>Current:</b>          2(d) "CAMRT" means Canadian Association of Medical Radiation Technologists</p>	<p><b>Proposed:</b>  <b>MOTION: Amend Article 2 by deleting (d) and renumbering.</b></p>
<b>5. Regulated Members</b>	
<p><b>Current:</b>          5.2 Regulated Member has the following rights and privileges to:</p> <ul style="list-style-type: none"> <li>(a) attend and vote at Annual or Special General Meetings, and Branch Meetings;</li> <li>(b) be elected to Council;</li> <li>(c) be eligible for membership on all Committees;</li> <li>(d) be eligible for appointment as the Alberta Director of CAMRT;</li> <li>(e) be eligible for membership in the CAMRT for the MRT profession; and</li> <li>(f) receive the College newsletter and member access to the College website.</li> </ul>	<p><b>Proposed:</b>  <b>MOTION: Amend article 5.2 by inserting the words <i>in good standing</i>, after the word <i>member</i> and before the word <i>has</i></b></p> <p><b>MOTION: Amend Article 5.2 by deleting (d) and (e) and relettering (f) to (d) to read:</b></p> <p><b>5.2 A Regulated Member in good standing has the following rights and privileges to:</b></p> <ul style="list-style-type: none"> <li>(a) attend and vote at Annual or Special General Meetings, and Branch Meetings;</li> <li>(b) be elected to Council;</li> <li>(c) be eligible for membership on all Committees;</li> <li>(d) receive the College newsletter and member access to the College website.</li> </ul>
<b>6. Non-Regulated Members</b>	
<p><b>Current:</b>          6.2 A Non-Regulated Member has the following rights and privileges to:</p> <ul style="list-style-type: none"> <li>(a) attend as a non-voting member at Annual and Special General Meetings, and Branch Meetings;</li> <li>(b) be eligible for membership on those Committees that are not a requirement of the HPA or the College Regulations;</li> <li>(c) be eligible for membership in the CAMRT for the MRT profession;</li> <li>(d) receive the College newsletter and member access to the College website.</li> </ul>	<p><b>Proposed:</b>  <b>MOTION: Amend Article 6.2 by deleting (c) and renumbering (d) to (c) to read:</b></p> <p><b>A Non-Regulated Member has the following rights and privileges to:</b></p> <ul style="list-style-type: none"> <li>(a) attend as a non-voting member at Annual and Special General Meetings, and Branch Meetings;</li> <li>(b) be eligible for membership on those Committees that are not a requirement of the HPA or the College Regulations;</li> <li>(c) receive the College newsletter and member access to the College website.</li> </ul>
<b>13. Council</b>	
<p><b>Current:</b>          13.2.1 Members of the Council shall be:</p> <ul style="list-style-type: none"> <li>(a) eight (8) Regulated Members, including at least one (1) Regulated Member from each speciality, elected in accordance with Article 18 of the bylaws;</li> <li>(b) three (3) Public Members; and</li> <li>(c) the Alberta Director of CAMRT as a non-voting member.</li> </ul>	<p><b>Proposed</b>  <b>MOTION: Amend by deleting (c) to read:</b></p> <p><b>13.2.1 Members of the Council shall be:</b></p> <ul style="list-style-type: none"> <li>(a) eight (8) Regulated Members, including at least one (1) Regulated Member from each speciality, elected in accordance with Article 18 of the bylaws; an</li> <li>(b) three (3) Public Members;</li> </ul>

<b>20. Appointment and Term of Alberta Director of CAMRT</b>	
<p><b>Current:</b></p> <p>20.1 Council shall appoint a Regulated MRT Member who is a CAMRT Member as the Alberta Director of the CAMRT.</p> <p>20.2 The appointment shall be for a three (3) year term.</p> <p>20.3 A Director may be re-appointed for one more term</p>	<p><b>Proposed:</b></p> <p><b>MOTION: Amend by deleting article 20 and renumber rest of the articles in the bylaws</b></p>
<p><b>Current:</b></p> <p>10 Administration fee            A Regulated Member or Non-Regulated Member, who has not completed their annual registration, and payment of fees by the renewal date of <b>December 1st</b>, shall be subject to an administration fee, in an amount to be determined by Council from time to time.</p>	<p><b>Proposed:</b></p> <p><b>Motion: Amend the current 10 by removing December 1<sup>st</sup> to read:</b></p> <p><b>10 Administration fee            A Regulated Member or Non-Regulated Member, who has not completed their annual registration and payment of fees by the renewal date, shall be subject to an administration fee; the renewal date and fee amount to be determined by Council.</b></p>
<b>35. Complaint Review Committee</b>	
<p><b>Current:</b></p> <p>35.2 Council shall appoint no fewer than <b>four (4)</b> Regulated Members to a Complaint Review Committee from the Membership List established in Article 34. The terms of the appointment shall be determined by Council.</p>	<p><b>Proposed:</b></p> <p><b>MOTION: Amend the current 35.2 by replacing the words four (4) with the words two (2) to read:</b></p> <p><b>35.2 Council shall appoint no fewer than two (2) Regulated Members to a Complaint Review Committee from the Membership List established in Article 34. The terms of the appointment shall be determined by Council.</b></p>
<b>36. Hearing Tribunal</b>	
<p><b>Current:</b></p> <p>36.1 Council shall appoint no fewer than <b>four (4)</b> Regulated Members to a Hearing Tribunal from the Membership established in Article 34. The terms of the appointment shall be determined by Council.</p>	<p><b>Proposed:</b></p> <p><b>MOTION: Amend the current 36.1 by replacing the words four(4) with the words two(2) to read:</b></p> <p><b>36.1 Council shall appoint no fewer than two (2) Regulated Members to a Hearing Tribunal from the Membership established in Article 34. The terms of the appointment shall be determined by Council.</b></p>