



**Meeting Minutes of the  
2018 Annual General Meeting  
Alberta College of Medical Diagnostic and Therapeutic Technologists  
Saturday, April 28, 2018 at 12:50 p.m.  
DoubleTree by Hilton West Edmonton, Edmonton, AB**

**1. Call to Order**

President Sampson called the 2018 Annual General Meeting of the Alberta College of Medical Diagnostic and Therapeutic Technologists to order at 12:56 p.m.

1.1. Welcome and introduction of guests and members of Council.

President Sampson introduced the members of Council, who were present, noted those absent, and introduced the CEO/Registrar (interim):

Kelly Sampson, MRT(T), President  
Jennifer DiNucci, MRT(MR), Vice-President  
Gail Astle, MRT(R), Council Member  
Jessica Cherwick, ENP, Council Member  
Omer Hussein, MRT(R), Council Member  
Wendy Read, MRT(T), Council Member  
Cris van Schagen, MRT(R), Council Member  
John Jossa, Public Member  
Wilma Slenders, Public Member  
Terry Bunce, Public Member

Absent is Laurie Walline, MRT(NM), Council Member

Pree Tyagi, CEO/Registrar (interim)

President Sampson introduced the following guest:  
Mr. Tom Gee, CA, ACMDTT Auditor

**2. Credentials Report – Quorum**

The chair asked Credential Committee representative Adrienne Hislop to provide the credentials report.

There are 292 regulated members registered for this conference.

**MOVED by Jennifer DiNucci, seconded, to adopt the credentials report.**

**ADOPTED**

President Sampson asked all Council members and all regulated members to raise their voting cards. As there were more than 25 voting members present at the beginning of the meeting including a majority of elected Council members, the President declared that a quorum was present and that the meeting was properly constituted for the transaction of business.

### 3. Standing Rules of Order

**MOVED by Omer Hussein, seconded, that the standing rules for this meeting be:**

1. Except as specified in these Standing Rules, or the bylaws of the ACMDTT, the rules of procedure at the meeting shall be governed by the current edition of *Robert's Rules of Order*.
2. Only registered regulated members are entitled to vote.
3. No person shall speak until recognized by the Chair. After recognition, the person shall speak into the microphone and state his/her name.
4. All motions shall be in writing and given to the Chair prior to the member speaking to the motion.
5. A member may second a motion by simply raising his/her voting card (it is not necessary to record the name of the seconder).
6. Members shall speak in debate no longer than two minutes, unless they obtain the consent of the assembly.
7. No member shall speak more than twice to a debatable motion, and can not speak a second time if there is any member seeking recognition who has not yet spoken.
8. Debate on all original main motions shall be limited to ten minutes. The Chair will advise when there is two minutes remaining on the motion. Motions to extend debate shall be made before the ten minutes has expired.
9. The assembly is reminded that members who wish to move the previous question, which is the motion to close debate and vote on the pending motion must be recognized by the Chair prior to making this motion and requires a 2/3 vote for adoption.
10. Mobile phones and pagers shall be silenced during the meetings. Video cameras and recording equipment, other than that approved by the Chair, shall not be permitted in the assembly hall.
11. The Chair shall appoint all committees and individuals in the conduct of the Annual General Meeting.

**ADOPTED**

### 4. Appointments

The Chair appointed Adrienne Hislop as recording secretary, Diana Bacon as parliamentarian for the meeting and Council as Minutes Approval Committee.

### 5. Agenda

**MOVED by Jessica Cherwick, seconded, to adopt the agenda as circulated.**

**ADOPTED**

## 6. Approval of the Minutes of the Last Meeting

The minutes of the April 8, 2017 AGM were approved by the appointed Minutes Approval Committee, being Council.

## 7. Reports from Officers

### 7.1. President's Report

President Sampson gave a verbal overview of the highlights of the College in 2017.

#### 7.1.1. Report on Conference 2017 (Follow-up from 2017 AGM)

President Sampson reported that the 2017 conference revenue generated from registration fees, sponsorship and vendors was \$166 higher than the conference expenses. Conference expenses include venue rental, food and beverage, audio/visual, planning consultant, among other items. In order to plan an effective conference that meets the needs for all attendees, registration fees must remain constant to stay within budget.

### 7.2. Chief Executive Officer and Registrar Report

### 7.3. Complaints Director's Report

P. Tyagi, interim CEO/Registrar presented the reports of the Chief Executive Officer, Registrar and Complaints Director.

### 7.4. Public Members' Report

John Jossa, Public Member on Council provided the Public Member report.

## 8. Special Orders

### 8.1. Presentation of the Auditor's Report on the financial statements for the year ended September 30, 2017

Mr. Gee presented the Auditor's Report on the financial statements for the year ended September 30, 2017, as provided in the 2017 Annual Report.

#### Statement of Financial Position:

Key observations:

- The overall financial position of the College is very strong. The accepted ratio for net assets to liabilities is 2:1 and the College is comfortably at 4.02:1.
- In 2017 the College increased its long-term investments.
- Accounts receivable in 2017 increased and this is due to fines/penalties collected as a result of disciplinary hearings. Similarly, accounts payable and accrued liabilities increased in 2017 to account for legal fees relating to conduct issues.
- The decreased net assets, unrestricted, is largely due to the College transferring funds *into* internally restricted.

#### Statement of Operations:

Key observations:

- 2017 shows a deficit of \$27,208 which is lower than budgeted during the previous year when Council authorized the release of \$155,000 from restricted. This shows that through many cost-saving measures by the College, the anticipated deficit of \$155,000 was reduced by \$127,792.

- With regard to revenue, member dues were consistent with the previous year and investment income decreased due to the College's investment strategy.
- Human resources increased due to many factors including the work to onboard sonographers and the hiring of additional staff.
- Provincial and national affiliation member dues have increased.
- Overall, the \$27,208 deficit can be considered break-even.

Statement of Changes in Net Assets:

Key observations:

- Unrestricted shows a deficit due to the College transferring *into* restricted (professional conduct and stabilization funds).

Statement of Cash Flows:

Key observations:

- The decrease in cash is due to the College moving funds into investments and restricted cash.
- Overall opinion on the financial position of the College is very good.

8.2. Appointment of the Auditor for the year ending September 30, 2018

Council, as provided within the bylaws and financial policies, has recommended the re-appointment of Collins Barrow Edmonton LLP as the ACMDTT auditor for the upcoming year ending September 30, 2018.

Accordingly Collins Barrow Edmonton LLP is appointed the auditor of the College for the year ending September 30, 2018.

8.3. 2017/2018 Council approved budget

John Jossa, Public Member on Council and Chair of the Finance and Audit Workgroup presented the 2017/2018 Council approved budget.

8.4. Proposed Bylaw changes

Cris van Schagen, Chair of the Governance Workgroup spoke to the proposed Bylaw amendments. Amendments were verbally clarified to assure membership that at least one membership meeting will take place annually and that adequate notice will be given. Timing for this meeting will continue to be in the second quarter as that is when the financial reports will be complete and the annual report published.

**MOVED and seconded by committee to adopt the bylaw changes as circulated and supplied to members.**

**ADOPTED  
4 opposed**

8.5. Announcement of Election Results for Council

President Sampson explained that voting for Council positions was done online and the polls closed midnight on April 13, 2018.

Wendy Read, MRT(T), Council Member and Chair of the Nominating Committee read the Council election results:

Number of votes cast: 364

Candidate names and # of votes  
Amélie Lamontagne, MRT(T) received 123 votes  
Michael Piva, MRT(T) received 241 votes

President Sampson declared that the new Council member as of July 1, 2018 is Michael Piva, MRT(T). This is a three-year term.

President Sampson shared that Council met before the AGM and voted to extend her Council term for one year, ending June 30, 2019.

As per the bylaws, in the event the term of the President or the Vice-President extends beyond their Council term, the term may be extended to the completion of the Officers' term.

### **9. Unfinished Business**

No unfinished business was discussed.

### **10. New Business**

No new business was brought forward.

### **11. Adjournment**

The meeting was adjourned at 1:45 p.m.

**Approved by the Minutes Approval Committee (Council) on (date) July 13, 2018.**