

# Cardiology Technologist Association of Nova Scotia Annual General Meeting Minutes

**May 4, 2014 South Shore Regional - Bridgewater, NS**

- Members in attendance: 35
- Meeting called to order at 9:10 am by Tonya Morrell

## **1.0 Introduction of Executive Board**

**2.0 Proxies:** Proxies were handed out by Tonya Morrell for voting purposes. There were 13 proxies.

## **3.0 Approval of Agenda**

### MOTION

- Jennifer MacDonald motioned to approve the Agenda.
- Lisa Ball seconded.
- Motion carried.

## **4.0 2013 AGM Minutes – Review and Approval**

### MOTION

- Jennifer MacDonald motioned to accept the minutes as amended.
- Seconded by Mike Roach.
- Motion Carried.

## **5.0 Business arising from 2013 minutes**

### **5.1 2013 proxies:**

#### MOTION

- Carolyn Ayotte motioned to approve the destroying of the 2013 proxies.
- Seconded by Brenda Wall.
- Motion Carried.

## **6.0 Reports**

### **6.1 President's Report:**

- Tonya attended three Board of Directors meetings during the last year. June in Halifax, October in Montreal and February in Ottawa where they discussed finances, the NOCP and dealt with complaints.
- She also attended three CTANS executive meeting during the past year in August, December, and March.
- Tonya introduced memory sticks for the board.
- CCC for this year is in Vancouver for 3 ½ days
- Tonya was in Vancouver for a Strategic Planning Committee which looks at the future of CSCT.
- At the CCC in Montreal, Tonya was voted in as the Vice President of CSCT! This means that next year she will be voted in as President and she will be stepping down as CTANS President.
- Gave an introduction of the structure of CSCT
- Tonya is now also on the By-Law & Policy committee which will help ensure that she knows the bylaws when she steps up as CSCT president.
- Tonya explained the new reinstatement policy. It is explained on the CSCT website.

## **6.2 Vice President's Report:**

- Brenda spent the past year working on the updating the policies and by-laws. The only item she felt was necessary to change was the line under general information, section E. It states that the announcement of members who have passed their national exam must appear in the newsletter. Since we no longer do this for confidentiality reasons, Brenda would like to see it removed completely
  - Motion to strike the line regarding recent exam success announcements from the policy manual carried by Linda Gregory.
  - Seconded by Leigh Brennan.
  - Motion carried.
- Once the bylaws and policies are completely up to date, Brenda plans to have them both available on the website.

## **6.3 Education Director's Report:**

- Linda attended the education director's meeting in October. She will not be attending the meeting in June but there will be a meeting by teleconference.
- The specialty exams are no longer being offered through CSCT; the exams can still be written through BCIT.
- In September there two members that wrote their exams; one passed and one did not. In April there was one foreign physician that wrote the exam; still waiting on the results. This coming September will see at least six writing.
- Linda explained the reason that she has students come to Digby as opposed to travelling to the students.
- We are now in a new triennium.
- There is going to be a new national education director this year. The closing date for members interested in applying just ended at the end of April but no word yet on who has been given the position.
- The NOCP was updated in October of last year and approved in February. The CSCT website still has the 2009 version of the NOCP but the new version will be posted soon. The NOCP will also have EP studies on it.
- CSCT is looking to hire an outside an outside company to look after registration exams. More information to come as it becomes available.

## **6.4 Treasurer/Registrar's Report:**

- The registrar/treasurer's report was given by Tonya on Lynn's behalf as she was not able to attend.
- As of March 31<sup>st</sup> we have a grand total of 108 members; the per capita has been sent in, paid in full and on time!
  - There are currently 89 Active
  - 4 Inactive
  - 12 Students
  - 1 Life member

- 2 Associate members
- This past year, we welcomed 7 members to CTANS, 2 retired and one transferred to another province.
- As of March 31<sup>st</sup> in the legal fund, there is \$32, 541.35. There is \$18, 297.85 in the CTANS account and there is \$ 9,135.58 in our GIC.
- A breakdown of how the association money was spent over the last year was given.

#### **6.5 CEU Coordinator's Report:**

- Cindy announced that she would be hesitantly stepping down from her position as CEU coordinator for health reasons.

#### **6.6 Webmaster's Report:**

- Andrew gave an overview of the website.
- The updated forms have been put up on the website. We can now find the proxy and application forms on the website.
- He is in the process of digitizing the by-laws and policies so they will be accessible online.
- He is also working to add information on writing the exam to the website.
- Andrew is planning to take a leave of absence in November for six months or more to travel to Japan. Mike Roach has agreed to take over as webmaster in his absence.

#### **6.7 Legislation Report:**

- On November 28<sup>th</sup> Tonya, Jen MacDonald and Marjorie Hickey, attended a meeting with the Department of Health and Wellness (DHW) to discuss what would need to happen for CTANS to be legislated. The delay in meeting with them was due to restructuring within the department. Paulina Fratzak assisted in putting the presentation together as well. They gave a one hour presentation on what a cardiology technologist's job entails.
- The DHW made a suggestion if possible to see legislation go through a little quicker and easier, of joining under an umbrella group that is already established. Marjorie agrees this may be the way to go and already works with another group that would be a good possibility, the MRTs.
- Tonya recently found out from Marjorie the detailed list the DHW is looking for in the next presentation and also that the DHW wants us to formal meeting with a committee higher up than the DHW with more member involved. Marjorie will assist us in completing the things that we can't but she will leave the majority of it to us in order to continue to save us money. Once we submit the items they are looking for, a date will be set to meet.
- Why didn't the 2008 meeting work? DHW was recently able to find a letter from Chris Detriment stating his reason for denying the legislation in 2008 meeting work. Now the need to prove the harm that could come of an unregistered person does the test. Leigh Brennan agreed to contribute examples she has seen province wide over the last few months. Tonya also put it out to the members to save some examples as well. Leigh also mentioned that you can file incident reports to document wrongly place electrodes.
  - Motion to accept the reports as read accepted by Lisa Ball
  - Seconded by Linda Bourbonnais

- Motion Carried.

## **7.0 New Business**

### **7.1 Presentation to Linda Bourbonnais**

- A presentation was made to Linda granting her the honor of a life membership for all of her years of service and time within the association. Along with a framed certificate, she was presented with a CTANS sweater, as well as a cheque for reimbursement of her 2014 dues. It was well received by everyone and few stories were shared with everyone.

### **7.2 Raise for CTANS Bookkeeper**

- Lynn would like to see our bookkeeper get a raise from \$300 to \$500 per year. Which works out to \$41.67 per month, which goes up from \$25.00.
  - Motion to accept a raise for our bookkeeper to the amount of \$500 accepted by Linda Gregory
  - Seconded by Carolyn Ayotte
  - Motion Carried

### **7.3 Late fees and NSF fees**

- Lynn observed that there were more late payments this year and didn't think a \$10 late fee was much of an incentive. Also she noticed that NSF fees at the bank have gone up, which comes out of the association's pocket. She would like to see the late fees go from \$10 to \$25 and a \$50 NSF charges charged to the member who has a cheque bounce.
  - Motion #1: to accept an increase the late fees from \$10 to \$25 and an NSF charge of \$50 to be applied carried by Linda Gregory
  - Seconded by Sherry Eagles
  - Voted down: 17 for and 30 against
  - Now Defeated.
- Jen proposed that rather than charge a specific amount to the member, that we instead charge the exact amount the bank charges the association.
  - Motion #2: Brenda Wall moves to make a motion to raise the late fees from \$10 to \$25
  - Seconded by Jen MacDonald
  - Motion carried by all but two
- Motion #3: Jay Rathi moves to make the motion to raise the NSF fee to the amount charged by the bank to the association
- Seconded by Leigh Brennan
- Motion Carried

### **7.4 PEI Dues**

- We have four members from PEI that are a part of our association. Last year they came to us and let us know that they no longer want to pay the full amount of our dues. This is because once we become legislated, they would not be able to be legislated with us, and therefore, they feel they shouldn't have to pay the legal portion of the dues, which will be \$120.
- They paid the full amount for this year knowing that we would discuss it with all the members at the AGM. They also have the opportunity to join with a few other smaller medical associations

within PEI that are looking to form an umbrella group. So they would need to see their legal dues go toward this PEI group.

- Our members would like to see them stay with us until we are legislated and would like to give them the option to decide what they would like to do.
  - Motion Carolyn Ayotte motions to accept that the PEI members be allowed to pay the basic association dues excluding legal fees.
  - Seconded by Leigh Brennan
  - Motion Carried

### **7.5 Giving back to the members**

- Tonya made a suggestion today that she would like to see a small committee made up of the non-executive members to strive toward giving back to the members perhaps through bursaries. She proposed a couple of times per year giving to registered members and students to continue education. Jen MacDonald suggested that if this went through that no teachers be on the board. She also suggested that a committee come together to discuss criteria to be brought up at the next AGM.
- Suggestions were also made by some members present at the AGM. Linda Bourbonnais suggested giving the CTANS sweaters or other swag for the members who come to the AGM meeting. Carol Griffin suggested drawing names out of hat for bursaries. Interested members could apply for the bursary under the assumption that they will be able to attend to the AGM and takes the pressure of board members to pick the receiving member. Andrew suggested splitting it in two, one could be a bursary and the other a staff comfort and care grant.
- Tonya wants to see a committee formed to put together the ideas to bring up at the next AGM.
  - Jen Macdonald, Ashley Samms, Linda Bourbonnais and Andrew Ehler will be the panel committee will brainstorm ideas and guidelines and present them to the members at the next AGM. Jen will be the liaison for members to email any suggestions they may come up with.

### **8.0 Elections**

- **8.1 Vice President**- two year term. Sherry Eagles nominates Brenda Wall for the position. No other nominations brought forward. Carol Griffin moves the motion for voting to cease.
  - Brenda accepts the position of Vice President.
- **8.2 Treasurer/Registrar**- two year term. Anita MacDonald nominates Ashley Samms for the position. No other nominations brought forward. Carolyn Kelly moves the motion for voting to cease.
  - Ashley accepts the position of Treasurer/Registrar.
- **8.3 CEU Coordinator**- 1 year term. Leigh Brennan nominates Carolyn Ayotte. Sarah McLean nominates Sheri Eagles. Linda Bourbonnais nominates Lori McLean. Andrew Ehler nominates Karen Sampson. Leigh Brennan moves the motion for voting to cease.
  - Carolyn and Sheri accepted the nominations Lori and Karen declined the nominations; Carried to a vote.
  - Cindy Leblanc and Lynn Singer collected and counted the votes for CEU coordinator.
  - Carolyn Ayotte has been voted in and is now the CEU coordinator.
- Motion: Lisa Ball motions to destroy the voting papers

- Seconded by the Jay Rathi
- Motion Carried-ballots to be shredded

**9.0 Open discussion** – In regards to AGM planning, the Bridgewater members felt that the \$20 would not have covered the cost had it not been for so much sponsorship from the hospital and medical companies. Maybe look into getting members to pay in advance or look at CTANS paying for it and then have the money reimbursed from what the members pay in at the meeting. A suggestion was also made to fill out registration form. The next hospital to take on the AGM will need to contact the executive board to request \$500.00 in funding, sooner rather than later.

#### **10.0 Next AGM**

- The next AGM will be held in Halifax on May 2-3, 2015.

#### **11.0 Motion**

- Mike Roach made the motion to adjourn the meeting.
- Seconded by Jay Rathi
- Motion carried

Meeting adjourned at 12:30pm.