

Minutes

CAHLN-RCTLSA Business Meeting, 8:00 – 9:00 h, Thursday June 18, 2015

CAHLN-RCTLSA 14th Annual Meeting

June 15-18, 2015

TCU Place Saskatoon, SK

Chair: Catherine Brisson

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| <i>Present:</i> | Dale Godson | Roberta Quaghebeur |
| Aruna Ambagala | Jim Goltz | Deidre Ridd |
| Andrea Bourque | Catherine Graham | Maria Spinato |
| Joan Bourque | Grant Maxie | Carmencita Yason |
| Ted Clark | Bev McEwen | <i>By phone:</i> |
| Estela Cornaglia | Bruce McNab | Catherine Brisson |
| Elizabeth Dobbin | Jane Pritchard | David Hunt |

1. Agenda approved

Goltz/Pritchard. Carried

2. Approval of Minutes

Motion:

That the minutes from June 2, 2014 held in Ottawa, Ontario, be approved as presented.

Maxie/ Quaghebeur. Carried

3. Report of the Secretary-Treasurer

David Hunt could not attend in person so provided a report via conference call that the 2014 conference held in Ottawa generated a profit of \$5,592.21. There was also an additional \$750 received for CFIA attendee registration fees.

Motion:

That the secretary-treasurer's report be approved as presented.

Goltz/Spinato. Carried.

4. Report of the President

Catherine Brisson could not attend in person so provided a verbal report via conference call. A MOU was drafted to clearly identify the roles and responsibilities of each party as they related to the organization and delivery of the 2015 Canadian Animal Health Laboratorians (CAHLN) Annual Conference and the World Association of Veterinary Laboratory Diagnosticians (WAVLD) Conference. The MOU identified that CAHLN would undertake the following activities:

- Provide support to the Agent, through the CAHLN executive, in all aspects of program development and delivery.
- Provide compensation of \$5,000 for the agent's time in providing the financial and associated administrative functions associated with WAVLD 2015.

The reason for the implementation of the MOU is the risk associated with coordinating a \$300,000 conference versus the normal \$20,000 conference.

Catherine also provided information regarding the CAHLN logo contest. 28 logos were received by CAHLN members and the Executive Committee selected three. These were then voted on by CAHLN members.

As a result of the voting CAHLN adopted the logo submitted by Dale Godson. Dale will also receive a cheque in the amount of \$250 for the winning logo.

Motion:

That the President's report be approved as presented.

Goltz/Maxie. Carried.

5. Reports of committees

The Saskatoon local organizing committee (Marilyn Jonas) reported on the Canadian Association of Veterinary Pathologists (CAVP) meeting held on June 15 which had an excellent turnout of more than 60 attendees. Marilyn also reported on the status of the WAVLD/CAHLN conference which had an outstanding scientific program.

Unfortunately the number of participants was lower than expected. Marilyn would be providing information on financial totals at the end of the event.

The organizing committee also reported on the selection of Laboratorian of the Year (Jim Goltz, Charlottetown).

Motion:

That the committee's report be approved as presented.

Quaghebeur /Maxie. Carried.

6. Selection of 2017 Meeting Site

The meeting has normally been held in Western Canada in odd years so University of Calgary was suggested. Alternate options included Lethbridge or the University of Montreal if a western site could not be confirmed. It was also suggested that there may exist the potential for holding the meeting during the AAVLD conference, but upon further discussion it was decided to maintain the location of the event in Canada for the time being. Future sites would be CFIA Ottawa – 2018 and BC – 2019.

Motion:

That the Executive Committee confirms the site of the 2017 meeting.

Spinato/Goltz. Carried.

7. Nominations and Election of Officers:

No elections required.

i) Past President: **Catherine Brisson**

ii) President: **Marilyn Jonas**

iii) President elect: **Jim Goltz**

iv) Vice President: **To be determined – representative of 2017 host site**

v) Secretary-treasurer: **David Hunt**

Carried.

8. New Business

i) Review of new policies

Catherine Brisson briefly reviewed the proposed CAHLN/RCTLSA Policy on Logogram (Logo) and planned to review the CAHLN/RCTLSA Policy on Acknowledging Volunteers and the CAHLN/RCTLSA Policy on Sponsors, but the meeting needed to end for members to attend the conference keynote presentation.

In addition an amendment to the following Bylaw section was to have also been tabled at the meeting. Acceptance of the amendment would formally allow the Local Organizing Committee to collect money and pay bills on behalf of CAHLN. The proposed amendment to Article 1 - Duties of officers, Section 3 (<http://www.cahln-rctlsa.com/constitution-et-regravelements.html>) is shown in red italics:

*Section 3. The **Secretary-Treasurer** shall*

- a) record minutes of the business proceedings,
- b) sign all legal documents,
- c) be custodian of all properties of the Association,
- d) receive all fees, dues and contributions,
- e) pay all debts of the Association,
- f) send a notice of the annual business meeting to all members not less than 30 days prior to the meeting date, and
- g) submit a Treasurer’s report at the annual business meeting.

After approval by the officer of the Association (President, President-elect, Secretary-Treasurer, and immediate Past-President), the Secretary-Treasurer shall delegate to the President-elect, administration of bank account, receiving registration fees, dues and contribution and paying expenses associated with the CAHLN Annual Conference.

Motion:

Circulate proposed policies and Bylaw amendment to CAHLN members for review and approval.

Goltz/Godson. Carried

(See 2015CAHLN Special Teleconference Approved.docx for policy and amendment approval)

Motion to adjourn:

Maxie/Godson. Carried.

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Next meeting, Charlottetown, PEI, June 5-8, 2016.