

## 2021 CAET Annual General Meeting Minutes

Friday July 30th, 2021 - 10:30am (PST)

Zoom Meeting Hosted in BC

Quorum attained – 17 attendees of 62 total paid members as of July 30<sup>th</sup> exceeding required 10% of membership.

1. Call to Order – Tabrez Hussein
2. Adoption of Agenda – Joanne N motions - Andrew K seconds
3. Adoption of 2020 AGM Minutes – Sara P motions - Tim W Seconds
4. Reports
  - 1) President's Report – Tabrez Hussein
    - Slow year for CAET. 60% membership of last year, but lots of new techs.
    - Worked with affiliate organizations (CSCN CBRET AETC BRETC) on publishing the important paper – *Practice Guidelines for Canadian Neurophysiology Laboratories During the COVID-19 Pandemic*.
    - Answering many emails from outside interests.
    - Acknowledgement of Sara Tim Andrew and Chelsea for board work.
    - Christine Elliott's resignation from Channels newsletter.
    - Social media presence thanks to Lynn.
    - Continued relationships with AETC CNSF and doctors, and commercial relationships.
  - 2) Vice President's Report – Sara Primrose
    - Saved money this year by not sending delegates. This will enable us to reduce AGM fees for the next 1 – 2 years by ~40-50%.
    - Acknowledgment of travel difficulties due to pandemic lead decision to stay with virtual AGM. Plans for a strong return of in person AGM next year in Montreal.
    - Welcome packages from CAET to new techs graduating from BCIT and La Cite including study notes, pens, measuring implements and pamphlet on CAET.
    - Request/call for techs to step forward as provincial delegates.
  - 3) Secretary/Registrar's report – Chelsea Maskos
    - 62 paid members as of July 30<sup>th</sup> – expect a few more in coming days in response to last minute reminder emails to expired members.
    - Acknowledgment of receipt issuance difficulties due to nonintegrated systems. New board will continue to work on ways to have this system automated. Will also work on auto generating dues reminder emails from Secretary.

4) Website/Job Registry – Tabrez

Website updates are done as needed, and can be sent to Tabrez and new board. Sharing educational information is tough due to ownership of content.

5) Newsletter – Christine Elliott Resigned – call for new editor, and suggestion to update format.

6) CBRET – Joanne Nikkel

Graduates announced – 6 in 2020 and 13 in 2021

Increased cost of exams in multiple cities due to pandemic

New website

Updated bylaws and expanded board (6 techs 6 physicians)

Renewed trademark for the 2020's – allows techs to keep 'RET' designation

Updated exam banks

7) Treasurer's Report – Tim Woodford

2020 Opening Balance 20,227.94

2020 Closing Balance 24,307.03

Net Income **4,079.09**

**Revenue**

Membership Fees 4,315.00

Advertising 1,750.00

Carry Over Balance from PayPal 169.02

Total Revenue **6234.02**

**Expenses**

Bank Fees and Charges 63.00

PayPal Fees and Charges 170.32

Website and Domain Fees 164.77

Lawyer Fees 509.21

Office and Corporate Expenses 66.00

Give-A-Ways and Prizes 571.80

Airplane Tickets (Write Off) 610.03

Total Expenses **2154.93**

**Assets**

Laptop 200.00

Roy Sharma – NETO donations via CBRET

8) Provincial Updates (East to West)

Staffing is tough in the east, hiring positions coming up in Ontario, Manitoba is struggling with 4 techs and demand for 12, taking to the province with a proposal to the government, and reducing call and likely will be only doing urgent cases. Saskatoon losing 3 techs gaining 1 so down to 8 techs and recently reducing on call weekend hours. AB – 6 at childrens, one back from mat leave, one left to the union, no info on adult sites, and 1 position in Edmonton. BC – Many open positions, retired tech go to private jobs. Reduced hours for call. Good job security.

Motion: Accept reports as read

Motioned Sara P second Joanne

5. Old Business

1) Engagement/CAET Meetings – Tabrez

Still coming across technologists questioning ‘How will this benefit me, why pay \$60?’ Ideas are needed to engage more over email and social media. Please message board with input.

6. New Business

1) Provincial Delegates – Sara

Requests members to step forward

2) Awards – Joanne -Thanks CAET team for ability to award the awards.

Albert and Ellen Grass Award

Awarded to Roy Sharma - Clinical Manager and Senior Neurodiagnostic and MEG Technologist of Sick Kids Toronto Ontario. Roy has been a pillar of the field, graduating from BCIT in 1988. Roy runs an excellent lab and is active presenter, examiner with CSCN EEG exams, and was on CBRET board for 6 yrs during analog to digital transition. He has been an active teacher for many learners inside and outside his lab. Roy gave advice upon receipt of the award for us all to continue learning, especially in the direction of continuous monitoring, where he sees the field growing.

2020 Dan Campbell – Dariya Boklaschuck

2021 Dan Campbell – Jordan Regier and Keith Anderson

3) New Board Nominations

Chelsea Maskos

Ashley Simpkins

Tim Woodford

4) Elections – none needed

## 7. Confirmation of Acts

BE IT RESOLVED THAT all acts, contracts, by-laws, proceedings, elections, appointments and payments, enacted, made, done and taken by the Directors and officers of the Corporation during the preceding fiscal year be hereby ratified, confirmed and approved.

Motion by Tabrez to accept the Confirmation of Act

Second – Joanne – all in favor

In Attendance :

Tabrez Hussein

Andrew Kennedy

Teona Bjork

Tim Woodford

Sara Primrose

Chelsea Maskos

Joanne Nikkel

Jordan Regier

Gabriella Mollica-Lazzaro

Georgia Vautour

Lisa Calder

Marie labren

Lovanie Leroux

Michael Einspenner

Roy Sharma

Ashley Simpkins

Lynn Dong

Sharayah Clark