

**Minutes of the Annual General Meeting of the British Columbia Society of
Electroneurophysiology Technologists**

**Wednesday March 24th March 2021
via Zoom**

Attendees

Fiona Cave, Romia Arora, Tara Thorpe, Avneet Sidhu, Ted Renie, Rachel Cleary, Nimira Bapoo, Yolande Braz, Christine Allen, Cassie McFarlane , Jas Kang, Maxine Wilson, Bruce Goddard, Tabrez Hussein, Leanna Lum, Tia Metcalf , Kirstine Macaskill, EEG Tech (unknown member).

Regrets: Karen Sandhu (BCSET President)

Proxies

Gabriella Mollica-Lazzaro, Rhonda Lee

1. Call to Order/Opening Remarks

The meeting was called to order by Fiona via Zoom.

Quorum was met and the AGM and was continued with Romia and Fiona, with Fiona as chair.

2. Adoption of Minutes of 2019 & 2020 AGM

2019 AGM minutes were sent out prior to the meeting and there were questions regarding the sponsors: whether or not they received appropriate advertising opportunities equivalent to the funds that were donated to the society. It was explained that sponsors were willing to offer funds to help our educational meetings without much advertising caveats. Sponsors just requested that their names were noted in the meeting handouts and on the website. They did indeed get what they asked for. It was raised that it would have been good to have a small statement about the companies donated, as many of these companies were not heard of before.

Further questions regarding the financial statement of the education meeting (addressed in secretary-treasurer report).

Motion: Approval of minutes of the 2019 and 2020 AGM

1st: Tabrez

2nd: Tara

Motion carried.

3. Approval of Agenda

Motion: Approval of the agenda.

1st: Yolande

2nd: Tara

Motion carried.

4. President's Report

As Karen sent regrets Fiona, passed on information that was received as follows:

HSA was pressed on the lack of profiling of our professions while we have people looking at healthcare at this time. There hasn't been much in terms of classifications. At the same time Alex (VGH) did some of her own follow ups, but unfortunately was not present either to provide feedback on her information.

Bargaining is coming up as well so the society will want to put in some resolutions about classifications. The HSA ad hoc group could become more involved in that and see if we can get members from different sites on there.

HSA was contacted regarding the pandemic pay and HSA reversed their decision to take dues on pandemic pay.

Questions were raised about the lack of communication in general including minutes, financial statement, follow ups of meetings and the recent issue regarding licensure and dual classification. Fiona and Romia were unable to answer these questions due to Karen's regrets.

Fiona stated that she has the membership list when asked about this. Fiona's experiences previously were that all communication came through the secretary, however the membership have previously been used to and would like to see communication from the president directly. The membership would also like to resume quarterly updates as had been seen in the past.

5. Secretary/treasurer Report

2019: Fiona was absent at the last AGM and was unable to clarify questions that arose and speak to the notable mistakes from the two complicated spreadsheets, from the meeting at sun peaks. Although it was a very good meeting and we received a lot of sponsorship it ended up being more expensive than expected.

However, what we set out to achieve with the meeting was to have a great experience and revive the society with more engagement from many of the departments who haven't been able to attend meetings for some time.

We wanted to encourage speakers to participate so offered some subsidy to their rooms, while trying to be completely transparent with the spending. This raised questions as to the amount of spending on certain matters, such as the executive accommodation for the meeting.

It was commented that previous board members used to share rooms and haven't spent any amount for a meeting in previous years. Such as, when held at Manning Park.

Subsidies for executive and sub group meetings were also questioned as members were concerned that funds would reduce substantially should that level of spending continue. It was reiterated that there was not the intention of the executive to host such a costly meeting. This was a learning experience for the executive and in the future steps will be taken to mitigate this.

In the current climate with Zoom meetings, there is no need for the executive to meet for dinner therefore negating the concerns over spending on that point.

Questions were raised regarding the bursaries given out for the meeting, since some members applied for this and they gained a speaker discount. Many members were not aware they could apply for the bursary. There was conversation whether there should be a change where members should have to present at a meeting if they receive the education bursary.

In 2019 the maximum number of bursaries were disbursed: \$100 each to the 10 people who applied.

Motion: No spending for executive meetings.

1st: Leanna
2nd: Avneet

Motion carried.

2020: Income was down. Fiona was not present at the 2020 AGM so she did not chase for membership dues. She also didn't chase fees throughout the year. There was no plan to host an educational meeting due to Covid-19, so spending was at a minimum. There was an error where one sponsor paid their donation twice and it was repaid within this financial year.

\$1500 of the loss this year was due to the sponsorship error, and it was noted that not all dues were collected so will be asking for them in the coming year to make up for this loss as well.

The issue of the ongoing modernising and the banking situation was raised again. Fiona explained how many hours have been spent going into the bank and on the phone with the bank with different associates giving differing opinions on what can be done to obtain e-banking. The issue is that with a non profit society bank account we need two signatures on every cheque. That means we cannot have online banking with BMO as we require two signatures, and they cannot accommodate that.

Some members were concerned Fiona was using her own personal bank account with for e-transfers. It was explained that at the moment this was the only way to have members pay by e-transfer, something the membership has been asking for years.

Other banks were suggested to the executive. Yolande suggests Coast Capital, a bank which is used in a personal society she participates in. Unfortunately the fees on this account are more than BCSET members would wish to pay. RBC will be investigated fully as they have a non profit account. And also it is deemed appropriate that the society has a credit card, rather than executives having to pay for items such as deposits and catering via their own accounts and claim it back through the society, as has been occurring due to the banking difficulties.

The 2019 meeting financial statement will be reviewed in full again with the incoming executive member and brought back to the membership for approval.

Motion: Change the society's bank to one that caters to our needs and request a credit card.

1st: Bruce

2nd: Yolande

Motion carried.

6. Webmaster's Report

Ted made a report highlighting the changes in web hosting in Canada and finding cheaper options for the domain and hosting in one package. There is some revenue from the website from advertising. He has been trying to organise a password-protected member's only area for updated communications. Ted called for some help with this. Tabrez discussed the CAET website, which Abbye built, and suggested that we look at it and how it feels to navigate it.

7. Education Committee Report

There have not been any recent meetings of the education committee. It was discussed how we could move forward in providing some education. It was said that maybe shorter meetings over zoom could work, with the students delivering their poster presentations.

Romia will work with Ted, Jas and Angel for content that can be put onto the website. Privacy and confidentiality will need to be ensured.

8. BCIT Report Lindsay Mazpeza

Currently we have 12 students enrolled in the program. They are in their second semester. 10 are from BC and two are IPA's from Saskatchewan. BC has deemed all BCIT SOHS students essential service so there should be no issues with clinical practicums coming up this June. Most of the students have decided to travel and so we will have students spanning BC to Moncton. SOHS building is well underway. We are scheduled to move into the new building this time next year.

ENPY is in the final stages of our major curriculum changes/review. We hope to have this finalized mid summer/early fall. Admission requirements will change to include first year anatomy, physiology and physics prerequisites in order to allow us to extend the clinical practicum from 24 to 44 weeks. Most of the clinical will be completed in the second year, however the students will still be enrolled in on-line advanced ENPY courses during that time.

They will be doing interviews in June for the January 2022 intake. The new change to January intakes will allow our program to better align with CBRET exams.

The PAC meeting will be scheduled for the end of April/beginning May. We were sad to see Bruce step down as the PAC chair - Thank you Bruce for your many years of service! We welcome Tabrez as our new PAC chair.

9. Old Business

Fiona mentioned the journal club idea that was raised a few meetings ago. Leanna reminded her that it had been tabled at the last AGM.

10. New Business

Christine commented that there needs to be an amendment on a spending cap for executives at meetings, especially as there will be no more CAET money in the future. Also noting that our membership fees will not last long.

She also commented that the financial statement and financial spending be delivered to members in a timely fashion.

Cassie stated that for the AGM the entire board should try and be present. Also, all members of the board are aware of each other's rolls and be able to cross over should the need arise.

Motion: Meeting agenda and all statements be delivered to members 21 days prior to the meeting. Also, minutes and statements be out 21days after the meeting.

1st: Christine

2nd: Nimira

Motion carried.

11. Elections

Karen Sandhu stepped down as President

Nomination for this role by Christine Allen: Tabrez Hussein

Second: Cassie McFarlane

Unanimous in favour.

Other board members remain in their positions.

Vice president: Romia Arora

Secretary/treasurer: Fiona Cave

12. Adjournment

Fiona adjourned the meeting at 9:00pm.