2024 CAET Annual General Meeting

Thursday May 23th, 2024 - 1:30pm (EDT)

Hosted in Toronto, Ontario

In attendance: Tim Woodford, Jordan Regier, Olivia Li, Sara Primrose, Tabrez Hussein, Joanne Nikkel, Jenn DeJonge, Sherri Bowes, Jessica Savoie, Michael Einspenner, Sara Crawford, Marcel Keunfah, Freddy Paiz

Establish Quorum (including proxies if applicable)

* 8 full members present

1. Call to Order

* 1:34 EST May 23, 2024

2. Adoption of Agenda

* 1st Sara P; 2nd Freddy

3. Adoption of 2023 AGM Minutes-

* 1st Jordan; 2nd Freddy

4. Reports

* Motion to accept as read
* 1st Jordan; 2nd Sara P

1) President’s Report

* Discussion about tech performing EEGs in a van in Ontario
	+ Tim was contacted and he informed them that in the 90’s a tech was doing a similar thing but with needle electrodes and there were Hep C transmissions

2) Vice President’s Report

* Jordan moved from director to VP
* Planning conference and social nights

3) Director’s Report

* Olivia appointed to director

4) Secretary/Registrar’s Report

* 59 members
* 29 are RET and rest associate
* Social media engagement is up
* People would like to see t-shirts available to buy

5) Website/Job Registry

* Still getting job postings / paid ads for the website

6) Newsletter

* Discussion about what people would like to see for content and how to reach out to those who are no longer members
* Promote continuing education
* Include case studies
* Discussion about feasibility of continuing education credits; not possible at this time but will continue to assess

7) CBRET

* See report for candidate information
* Comment that written being at a testing centre has been a positive and accessible change

8) BCIT Update

* Students now starting in January
* Only 4 students in first class that was moved
* Total number of applicants are down
* Kristi holding a focus group later today

9) Treasurer’s Report/Advertising

* See detailed report
* Discussion about how to cut costs
	+ Going forward lunching with AETC to save cost and not waste food
	+ Possibly going down to a 2 day conference
* We have a healthy bank account and it is suggested to put some money into the website

10) Provincial (East to West)

* NB: 10-12 techs and in need for more
* NS: In house training in Halifax has started
* ON: In house training programs starting back up
	+ Hamilton, London, Kingston, Toronto Sick Kids
	+ Epileptologists interested in supporting registration
* MB: 7 RETs, 3 BCIT students, 2 currently in first year at BCIT for Winnipeg
	+ New EMU opened in January
	+ 2:1 tech to patient ratio as per ILAE guidelines
	+ 16 techs in the province
* SK: 11 in Saskatoon and 5 in Regina
	+ SIU opened in the fall
* BC: 50 techs, unionized in the same union
	+ Iom + neurosurgery means about 2 cases a day
	+ Would like to double their staff

5. Future Meeting Site

* Ottawa next year then Banff

6. CAET Elections for Board/Team

* Tim is stepping down as president
* Jordan and Olivia would like to stay on
* Tim nominates Vinita for board member
* No other nominees
* Motion to accept new board as Jordan, Olivia and Vinita
	+ 1st Freddy; 2nd Joanne and all in favour

7. Old Business

* Collaborating with AETC worked out nicely this year and there are many opportunities to combine sessions or lunches next year to help save money

8. New Business

* Task Force for EEG lab standards

9. Confirmation of acts

* read , confirmed and approved

10. Adjournment

* 2:36