

2022 CAET Annual General Meeting

Thursday August 4th, 2022 - 1:30pm (EDT)

Zoom Meeting Hosted in Ontario

Establish Quorum (including proxies if applicable)

*A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be 10% of the members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if quorum is not present throughout the meeting.

1. Call to Order

Tim Woodford, Chelsea Maskos, Marianne LeBreton, Susan McGrgor, Joanne Nikkel, Tara Thorpe, Jordan Regier, Vinita Thomas, Zaitoon Shivji, Sara Primrose, Fiona Cave, John Luu, Dianne Dash, Marissa Lamb, Alicia Lee (non member)

2. Adoption of Agenda

3. Adoption of 2021 AGM Minutes

Joanne accepts, Marie seconds

4. Reports

- 1) **President's Report** - Tim Woodford addressed challenges with venues and attendance for 2022 conference. Acknowledged AETC lead was working with us and has developed a renewed bond to collaborate in the future. Acknowledgement to Joanne with helping in her advising to the board. Acknowledgements to lack of funding, hesitancies of travel in COVID, lack of local tech involvement, and rising cost of living resulted in cancellation of smaller meetings including CAET's. 7 techs did attend CNSF in Montreal and made the best of it. CNSF passed a motion to offer associate memberships to technologists in related fields for a fee of \$20/yr for access to journals and webinars. Announcement of Director Ashley Simpkins stepping down, open to inviting recommendations on someone to appoint to this role.
Added after meeting A big thank you to CNSF. Due to not being able to host CAET this year, CNSF gratefully gave CAET \$2,000 to help pay for a venue. Though we had to cancel the conference, CNSF allowed us to keep the \$2000, which will help off-set the costs of the discounted conference next year. Thankyou to Jordan Regier for stepping up to take on the role of CAET Director.

- 2) **Vice President's Report** - Chelsea Maskos spoke about creating a "Legacy Membership" to honour and involve retired technologists at a zero cost fee to encourage involvement and continued mentorship. Legacy members will be encouraged to attend AGM's in a non voting capacity and will be able to attend conferences at a regular member rate. Motion to adopt Sara Second Joanne.
- 3) **Secretary/Registrar's Report** - Rahey Educational Grant \$200 conference course textbook - annually applied for and rewarded. Description and application form to be added to the website soon. Susan asked about funds - Sara answered it's from pandemic surplus.
- 4) **Website/Job Registry** - Tim currently updating basic webpage edits. Call out for techs who are willing to take the reins for this. If no techs volunteer, we should look to pay for this service with the aim to make receipts & payments automated. Proposed to have a head tech write up about the hospital/city in addition to a link to the HR job write up as a way to add value to CAET advertising. Joanne suggests - adding a line - "contact us and we will put you in touch with the head tech at this site".
- 5) **Newsletter** - Spruced up with new sections including a student spotlight, a page of what is new across the country, and 'pets of CAET'. Scott is recently promoted to management. Marie LeBreton graciously agreed to take on that role. Next newsletter expected by end of summer.
- 6) **Awards/Sponsorship/Nominations** - Susan Rahey award as spoken about above. Dan Campbell - Newest RET with highest mark on all parts. 29th annual award given out by JoAnne. Dan Campbell was a Manitoba technologist who brought the technology back to Canada from the second world war. Joanne has managed to get his original machines donated to and on display in the Smithsonian DC. Congratulations to this year's recipient John Luu, a 2020 BCIT graduate from Vancouver now working in Victoria BC, who notably became dual registered in EEG and EMG within two weeks.
- 7) **CBRET** - Students will now be able to write their exams digitally. Refreshing questions for the oral portion. 5 new RETs this year. John Luu, Olivia Li, Marianne LeBreton, Caroline LeBreton and Mariam Alumba
Sara & Tabrez thank Susan and Joanne; Joanne and Susan congratulate Sara and Tabrez.
- 8) **Treasurer's Report** See Appendix A for 2021 Treasurer summary.
- 9) **Provincial Check In (East to West)**

BC - Report from John - 4 new techs on the Island plus John Luu double registered and Dan Campbell winner.

AB - Report from Joanne - Government mandated separation of ACMDDT and Alberta Tech Association resulting in the resurrection of ALSET/ABSET as a provincial social association. This was finalized in July and will be taken over by

Ashley Tokle (Medicine Hat), Andrea Carstairs (Lethbridge), and Sandi Penney (Edmonton). Bylaws were written by techs with help from a professional business writer. Association fees to be set. Will administer the Sylvia Kozan fund. ACMDDT has provided seed money to begin the association.

SK - Regina Cadwell to Natus. 2 new techs and 1 newly registered in Saskatoon. Working on Provincial database with shared data server.

MB - 6 FT techs 3 on mat leave , need of 12. No longer offering call. Routine tests cancelled in Winnipeg - waiting list 1-2 yrs. Good news on the horizon after 17 years of activism. Currently constructing an EMU (4 bed) with operational budget but needs to still staff techs and nurses. Difficulty to recruit - shout out to Dianne for help to change this with the government. In the works to have 12 techs by 2024. Virtually an urgent lab at the moment.

ON - Newly registered tech in Kingston. Lots of open positions in the GTA. Western closed their EMU over the pandemic and has lost some techs. Difficulty with rents to attract techs in the GTA. Government has capped wages at 1% increase per year.

NS - Bargaining in the works trying to get their wages increased - possibly for dual tech.

5. Future Meeting Site

Banff meeting will be held in conjunction with CNSF and AETC Tuesday June 6 - Friday June 9 2023 at the Fairmont Springs Hotel.

6. New Business

1) Plans For CAET Banff Conference 2023

CAET encourages technologists to attend and become involved by presenting a poster or a talk and by asking physicians they know to do talks as well. \$325 regular \$225 "Welcome Back" Banff Sale Price due to Pandemic Surplus \$175 Early Bird by March 1st 2023. \$100 off if you present a talk. \$150 educational grant to be applied for. \$150 best talk award. \$100 best poster award. Send in your suggestions for talk topics and social activities you'd like to see at Banff. Accommodations confirmed to be \$299/night at the Fairmont.

7. Confirmation of Acts

8. Adjournment 14:51 EST

Appendix A

The Canadian Association of Electroneurophysiology Technologists Statement of Net Income and Cash on Hand

	Year Ended Dec 31, 2021	Year Ended Dec 31, 2020
Revenue		
Memberships	\$ 5,170.00	\$ 4,315.00
Advertisements	\$ 1,050.00	\$ 1,750.00
Carryover from PayPal	\$ -	\$ 169.02
Total Revenue	\$ 6,220.00	\$ 6,234.02
Expenses		
Paypal Charges	\$ 135.28	\$ 191.32
Zoom	\$ 28.21	\$ 21.00
Bank Fees	\$ 107.48	\$ 63.00
Website and Domain	\$ 155.58	\$ 164.77
Airfare (write-off)	\$ -	\$ 610.03
Lawyer fees	\$ -	\$ 549.01
Miscellaneous	\$ -	\$ 24.00
Giveaways and Awards	\$ 498.84	\$ 571.80
Total Expenses	\$ 925.39	\$ 2,194.93
Net Income	\$ 5,294.61	\$ 4,039.09
Cash on Hand		
	Dec 31, 2021	Dec 31, 2020
Bank Account, beginning of year	\$ 24,317.03	\$ 20,277.94
Net Income	\$ 5,294.61	\$ 4,039.09
Bank Account, end of year	\$ 29,225.67	\$ 24,317.03
PayPal Account , end of year	\$ 385.97	\$ -