



Canadian Society for Medical Laboratory Science
Société canadienne de science de laboratoire médical

ANNUAL REPORT 2014



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Who We Are

The Canadian Society for Medical Laboratory Science (CSMLS) is the national certifying body for medical laboratory technologists (MLTs) and medical laboratory assistants (MLAs), and the national professional society for Canada’s medical laboratory professionals. We are a not-for-profit organization that promotes and maintains a nationally accepted standard of medical laboratory technology and protects the professional identity and interests of the medical laboratory profession.

We conduct national certification exams for those who meet the prescribed standards. We also conduct Prior Learning Assessments (PLA) for internationally educated professionals. Once members are certified, CSMLS offers professional development and continuing education programs to help members update their skills and knowledge and achieve their professional goals.

Our Members

Medical laboratory professionals play a vital role in Canada’s health care system. With technical expertise, they provide the analysis of accurate, life-saving laboratory results that guide the diagnosis and treatment of patients. Our members are proud and passionate about their valuable contributions to patient care.

The Professions

Through education and experience, medical laboratory professionals can specialize in several components of the profession. The professions we serve include:



Medical Laboratory Technologists

Using a variety of instruments, they analyze blood samples, tissue and other body fluids to provide results to primary health care practitioners. MLTs can practice in a number of speciality areas including: Clinical Chemistry, Microbiology, Hematology, Transfusion Science and Histotechnology.



Medical Laboratory Assistants

Working under the supervision of a medical laboratory technologist, they often collect patient samples and perform pre-analytical tasks.



Cytotechnologists

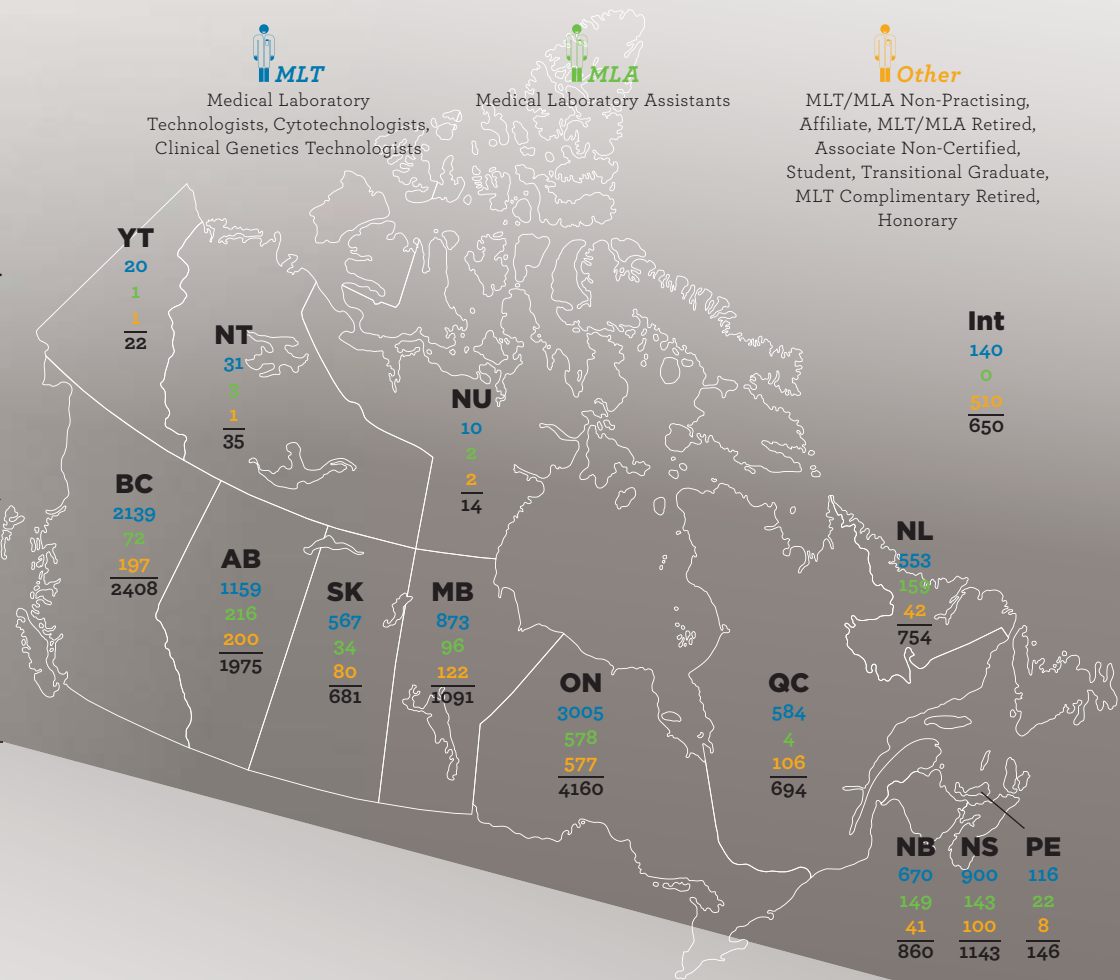
Analyzing cellular changes, they can determine the presence of specific diseases. Mostly through the use of slides under a microscope, they are able to detect cellular based infection and diseases, such as cancer.



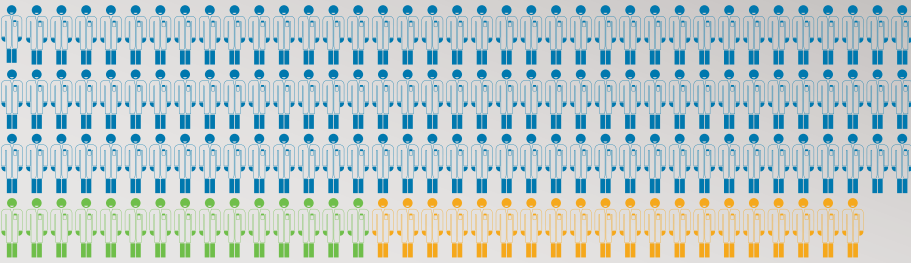
Clinical Genetics Technologists

Using a variety of instruments, they analyze and detect changes or abnormalities in chromosomes and DNA which are determinants of genetic disease.

Member Distribution



14,633 members





SUSAN ATKINSON, MP KEITH ASHFIELD, BESSIE CARYDIS AND LISETTE VIENNEAU DURING LOBBY DAY



CHRISTINE NIELSEN, HEATHER AUTIO, MP TYRONE BENSKIN AND LOUISE FARRAR DURING LOBBY DAY



CEO CHRISTINE NIELSEN (CENTRE) WITH DELEGATES AT LABCON 2014

Vision

Excellence in Medical Laboratory Science

Mission

To advance the profession through certification, education and advocacy. We will work at fulfilling this mission statement through four key areas:

- Lead and partner to advance patient safety
- Engage and empower the profession
- Enhance organizational capacity
- Expand our sphere of influence

Strategic Plan

• Enhancing Regulatory & Association Functions

We are focusing on best practices in certification and prior learning assessment, while evaluating satisfaction from external stakeholders. We are increasing value for members through new affinity programs, research and advocacy efforts. We continually analyze member recruitment and retention strategies to sustain and grow the Society.

• Enhance our Provincial Relationships & Support our Provincial Partners

We recognize the importance of relationships and are actively looking for opportunities to support our members in areas such as education, networking, and advocacy at the local level.

• Create Communities of Practice

We have created and launched an online forum exclusively for CSMLS members. Our goal is to create informal learning opportunities to provide a place to tap into the collective wisdom and experience of the profession.

• Enhance Relationships with the Education Community

Educators are an important element to the success of future medical laboratory professionals. They teach, shape and encourage future leaders to join the professional body. We are working to enhance the relationships with the education community.

Message from the CEO & the President

Together, we present the 2014 annual report for the Canadian Society for Medical Laboratory Science. This report highlights the Society's operational successes of the past year through the dedicated work of our Board of Directors and staff. These milestones are presented in this report because they were pivotal in moving the Society towards fulfilling our mission and vision.

As proud as we are of the milestones from this year, they do not truly reflect the work done by our volunteers. The CSMLS is only successful because of the hundreds of dedicated women and men from within the medical laboratory community that give their time, expertise and talents. We want to take this opportunity to recognize those who; create our exam questions and set exam scores, lend their experience to create and assess courses, provide feedback through surveys and focus groups, and give their time to sit on committees, task forces and working groups. For this and everything in between – we sincerely thank you.

At the Society, we are fortunate to work with these volunteers and it reminds us of why we are here. We are here for each and every medical laboratory professional in Canada, and for those wanting to join the field. In 2014, our mandate remained focused on our members and attracting future members. Our projects, programs, improvements and changes were always about creating a better membership experience.

We understand that goal is a work in progress and as we look to our future, we are committed to keep persevering.

C. Nielsen

Christine Nielsen
Chief Executive Officer

Natalie Campbell

Natalie Campbell
2014 – CSMLS President

Board of Directors

Natalie Campbell
President

Heather Autio
Past President

Tania Toffner
President Elect

Chris Hirtle
Vice-President

Ike Agbassi
Director, ON

Greg Dobbin
Director, Atlantic

Maria Klement
Director, BC & YK

Joël Rivero
Director, AB, NT & NU

Pat Verbeke
Director, MB & SK

Lisette Vienneau
Bilingual Director

Victoria Zaine
Director, QC



2014 CSMLS Staff

Office of the CEO

Christine Nielsen *Chief Executive Officer*

Lisa Low *Executive Assistant*

Certification & Prior Learning Assessment

Bessie Carydis *Director*

Jennifer Barrett *Administrator*

Kim Burke *Executive Assistant*

Dayna Travale *Administrator*

Lorna Zilic *Manager*

Finance & Membership / Learning Services

Joe Davies *Financial Controller*

Lucy Agro *Administrator, Learning Services*

Hope Brown *Administrator, Member Services*

Katherine Coles *Human Resources & Operations Coordinator*

Diana Dwerryhouse *Translator*

Suzanne Gratton *Bilingual Customer Service & Reception*

Nolan Grupe *Database Analyst*

Josie McMullen *Administrator, Member Services*

Michele Perry *Manager, Learning Services*

Marketing & Communications

Michael Grant *Director*

Cathy Bouwers *Communications Specialist*

Norah Langham *Executive Assistant*

Natalie Marino *Marketing Specialist*

Claudia Niemiec *Communications Associate, Generalist (on leave)*

Ashley Rego *Marketing & Communications Associate*

Joel Tersigni *Web Developer & IT Coordinator*

Volunteer Spotlight

Viki Massey

Years of Volunteer Service: Over 25 years

Recent Volunteer Work:

- Exam Panel (Microbiology)
- Item Writing Workshops
- Online Self-Assessment Tools Taskforce
- Angoff Participant
- General MLT Competency Profile Review Taskforce

Why volunteering for CSMLS is important to me:

I am proud of my chosen profession and volunteering for the CSMLS provides me with an opportunity to contribute to and support my professional community while meeting, working and networking with many other dedicated professionals. To summarize, I volunteer because....

I love the work!

Anne Rigg

Years of Volunteer Service: 8 years

Recent Volunteer Work: Course Assessor

Why volunteering for CSMLS is important to me:

With my background in laboratory technology, teaching, and a Masters in Adult Education, volunteering within Learning Services was a perfect opportunity for me to assist other members. Course assessing provides me with a unique learning experience as it allows me to browse through courses and review interesting material.



Volunteer Committees

The CSMLS is an organization dependent on the contributions of our members. We extend our gratitude to the devoted volunteers who have contributed their time, knowledge and expertise toward the betterment of the medical laboratory profession. Volunteer commitments are varied, but each are valuable.

Authors & Instructors

Sherri Beckner
Paul Bradbury
Sue Bradley
Zoe Brooks
John Chapman
Eric Ching
Lisa Denesiuk
Rosemary Drisdelle
Denise Evanovitch
Christine Frantz
Bharat Gandhi
Darcy Gara
Kate Gagliardi
John Hartt
Randi Hayes
Mario Hemens
Eleanor Hooley
Paul Hutchinson
Jennine Kafka
Melissa King
Luc LaFrance
Sharon Leal
William McTaggart
Wendy Mellen
Subhash Mohan
Pamela Quinsey
Ofelia Ribeiro
Gene Shematek
Helen Smith
Linda Stang
Maryanne Stewart
Meng-Kee Tan
Masaye Tanaka
Wayne Wood

Council on Government & Public Relations

Fouad Abbassi
Rania Elhalabi
Louise Farrar
Michelle Gosselin
Janice Jones
Blanca McArthur
Colin Power
Gillian Rimmer
Del Windrum

LABCON2014

Terry Akister
Judy Archer
Nancy Korte
Mary Kratchmer
Marcela Navarro
Twyla Pearce
Megan Williams

Ethics Taskforce

Sharon Leal
Greg Hardy
Kathleen Gagliardi
Nancy Banks

Exam Panel

General Medical Laboratory Technologists
Samantha Kimball
Patricia Ludlow
Josh MacDonald
Viki Massey
Kathleen Thompson
Jodi Thompson
Melissa Veinot
Chris Ward
Svitlana Yaremenko

Diagnostic Cytology

Brandy Callahan
Kathy Chorneyko
June Dufresne
Shawn Ingersoll
Kelly Marshall
Melissa Walsh
Tamar Webster

Clinical Genetics

Kathy Chun
Lucia Cueva
Nicole Hartleb
Camille Jackson
Carlos Pereira
James Renouf

Medical Laboratory Assistants

Deb Andrew
Nikki Fessler
Laurie Hart
Julie Horne
Samantha Tanner



General MLT Competency Review Taskforce

Ismaila Amusat	Ariane De Montigny	Viki Massey
Marcene Campbell	Randi-Lynn Hayes	
Joseph Costello	Mary Kratchmer	

Learning Services Course Assessors

Deb Andrew	Claire Hilscher	Marion McChesney
Douglas Bartlett	Chris Hirtle	Anne Rigg
Susan Findlater	Glen Johnston	Marion Smith
Mark Hawkins	Lydia Keczem	Kenneth Wong

Nominating Committee

Heather Autio	Shelby Giesbrecht	Colin Power
Rhonda Birse	Patricia Noel	Tricia VanDenakker

Professional Standards Council

Malcolm Ashford	Larissa Fadish	Pat Mercuri
Janelle Bourgeois	Louise Farrar	Colin Power
Adam Chrobak	Janice Jones	Del Windrum
Alain Collette	Maria Klement	Svitlana Yaremenko

Scientific & Education Review Committee

Maurice Goulet	Scott MacDonald	Meng-Kee Tan
Maxine Adams - Small	Heather Malcolm	Mark Torchia
Isaac Aliche	Kelly Marshall	Frederick Wong
Susan Atkinson	Roberta Martindale	Kenneth Wong
Nancy Bergeron	Marianne McCashin	
Elsie Chan	Jennifer McPhee	
Vanessa Chan	Kelly Ann McPherson	
Denise Evanovitch	Subhash Mohan	
Kate Gagliardi	David Moore	
Darcy Gara	Krystle Murl	
Darlene Gilby	Diane Perry	
Bassima Hammoud	Audrey Saxton	

Grants, Scholarships & Awards

CSMLS is proud to offer several awards and scholarships to those who have shown excellence in their profession, to help members continue their professional development, and to aid students in their education. Congratulations to the recipients of our 2014 Grants, Scholarships and Awards.

Distinguished Fellowship Award

Linda Crawford

Honorary Membership Award

Kathleen Gagliardi

Barbara Santalab-Rickey Memorial Award

Suzanne Cho

Leaders of Tomorrow LABCON Grant

Patricia Daduica (MLT)
Jana Keogh (Student)
Jennifer O'Neil (Student)
Ana Marie Wong (MLA)
Abdullah Zareh (MLT)

Founders' Fund Award- MLT

Heba Abukhadra
Ismaila Amusat
Camille Bailer
Deborah Bonderud
Kelly Bradley
Eugene Cheung
Jennifer Enman
David Gibbs
Helene Goulding
Melissa Sereda
John Soltys
Paula Steeves

The E.V. Booth Scholarship

Yu-Wei Roy Chen

Founders' Fund Award – MLA

Samantha Tanner

Siemens Canada Limited Student Scholarship Award

Candace Fowler
Ashley Olson

CSMLS Student Scholarship

Aasiya Shaikh
Kristen Wagner



LINDA CRAWFORD (RIGHT) RECEIVES THE DISTINGUISHED FELLOWSHIP AWARD FROM CSMLS PRESIDENT NATALIE CAMPBELL



KATE GAGLIARDI (LEFT) RECEIVES THE HONORARY MEMBERSHIP AWARD FROM CSMLS PRESIDENT NATALIE CAMPBELL

Office of the CEO

The Chief Executive Officer's overall responsibility is for the fiscal and operational well-being of the Society. This role is also integral to remaining aware of the current issues within the medical laboratory field, while advocating on behalf of the members and the medical laboratory profession. As part of this advocacy, our CEO participates on many national committees to ensure our voice is heard.

Research remains a large component of this portfolio. Research in the field has increased our understanding about the medical laboratory industry and specifically about issues concerning internationally trained medical laboratory professionals.

Research

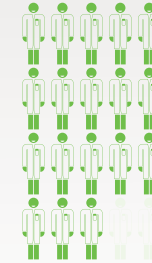
Alternate Careers

With funding from Health Canada, the CSMLS researched and identified potential alternative careers for internationally educated medical laboratory technologists looking for meaningful employment. As a result of this research, the CSMLS developed and launched a new website to host resource information on Alternate Careers.



95%

of respondents felt as though the content on the website was easy to read and understand



91%

of respondents felt that the site is helpful for people to plan their careers in Canada.

The website lists 11 potential career options for those looking for options similar to the medical laboratory field, but without regulation or licensure to enter the field. We believe this website will be a valuable tool for immigration services, individuals looking for employment while going through the prior learning assessment process, or for those looking for work outside of the medical laboratory field.

Self-Directed Bridging Program

The Self-Directed Bridging program provides internationally educated medical laboratory technologists (IEMLTs) with tools and resources to help guide their learning plan requirements. A learning plan addresses gaps in education or experience in order to successfully write the certification exam. Development of the program began in 2011, with funding by Employment and Social Development Canada, until March 2015.

Governance

Not-for-Profit Corporations Act

In 2011, the Canadian federal government replaced part of the Canada Corporations Act with the new Canada Not-for-Profit Corporations Act (NFPs). The Act had some considerable changes, along with establishing a new set of rules which are more modern and suitable for today's not-for-profit organizations. Since then, CSMLS Board of Directors and staff worked toward complying with these changes in order to continue our status as a not-for-profit society. The important work fell to the Legislation Committee; a sub-committee of the Board of Directors. We also leveraged the expertise of an experienced association management consultant, supplemented by expert legal counsel. The committee reviewed all current Bylaws and made recommendations to comply with the NFCA. At the Annual General Meeting in June, the final Bylaws were voted on by membership. In July, CSMLS received notice of approval by Industry Canada to continue as a not-for-profit corporation and the Bylaws have been accepted.

Position Statements

CSMLS members are able to turn to the Society for insight and opinions on industry issues in the form of position statements. They are created by the Board of Directors as an outward statement on behalf of the Society on industry trends, health and safety concerns, patient safety or environmental issues. This year, the Board of Directors released four new position statements; Maintenance of Competence, Quality Work Life Environments for Medical Laboratory Professionals, Medical Laboratory Responsibility to the Environment and Diversity.

Standards of Practice

After extensive development, the CSMLS launched new national Standards of Practice for both medical laboratory technologists and medical laboratory assistants. The Board of Directors feel these documents are important not just to practicing members, but to the profession as a whole. The effort and resources dedicated to creating these documents were valuable as they provide current and meaningful standards for professional practice and behaviour in the field.



CEO Activities

Our CEO continues to be recognized as an expert in policy, process and knowledge transfer on many issues, such as Pan Canadian standards in Certification and Prior Learning Assessment, tools to improve the IEMLT experience and evidence-informed decisions in associations. Christine Nielsen has been requested to speak and facilitate meetings, think tanks, program advisory committees, conferences and symposia for our profession and other professions including regulators, and governments. Our voice is being heard! Key events include:

- Employment Skills Development Canada's Panel on Employment Integration Challenges for Newcomers
- Leaders' Roundtable on Immigration (The Conference Board of Canada)
- Alternate Career Roundtable
- Metropolis Conference
- Canadian Network of Associations of Regulators (CNAR) Conference
- Maritech
- Canadian Association of Allied Health Programs Conference
- International Federation of Biomedical Laboratory Science (IFBLS) Conference



MICHAEL GRANT, MP GARY SCHELLENBERGER,
LORNA ZILIC, NATALIE CAMPBELL DURING LOBBY DAY

Certification & Prior Learning Assessment

The Certification and Prior Learning Assessment team, through subject matter experts, develop and maintain the nationally accepted standard (national competency profile) for medical laboratory technology (MLT) and medical laboratory assistant (MLA). The CSMLS certifies medical laboratory professionals in four disciplines: general medical laboratory technology, diagnostic cytology, clinical genetics and medical laboratory assistant. For internationally educated medical laboratory technologists who wish to become certified, we offer a prior learning assessment (PLA) program which evaluates education, training and work experience and compares it to the standard for entry level Canadian trained MLTs. We are committed to providing fair, impartial and transparent processes while upholding the national standard and maintaining exam integrity.

Exam Reporting

The Professional Standards Council (PSC) implemented program performance reporting improvements with the October 2014 exam. These changes allow for a more transparent process, to assist educational programs with self-evaluations and help unsuccessful exam candidates plan for their future success. Keeping in line with best practices, unsuccessful exam candidates will now receive the exam Angoff score and their exam score, while successful exam candidates will receive the exam Angoff score.

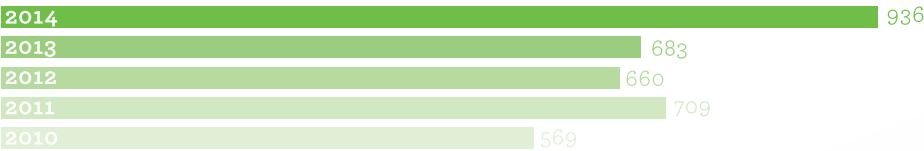
Advanced Registered Technology Program

In 2014, we wrapped up the CSMLS advanced registered technology (ART) certification program. The decision to discontinue the ART was made by the CSMLS Board of Directors in 2010. Based on member feedback and low enrolment in the program, CSMLS started to phase out the ART certification program. ART candidates already in the process were required to complete the program by December 31, 2014. In October 2014, three candidates successfully passed their oral exams and we issued the final certificates of the program.

Medical Laboratory Assistant Certification

The CSMLS believes that obtaining Canadian Medical Association (CMA) accreditation for Medical Laboratory Assistant (MLA) programs enhances the credibility of educational programs and demonstrates that the program meets rigorous national standards. More employers understand the value of certified MLAs in the workforce and in many cases, are requiring CSMLS certification for employment. Eligibility to write the CSMLS MLA certification exam is restricted to graduates of a CMA accredited program or equivalent through Prior Learning Assessment.

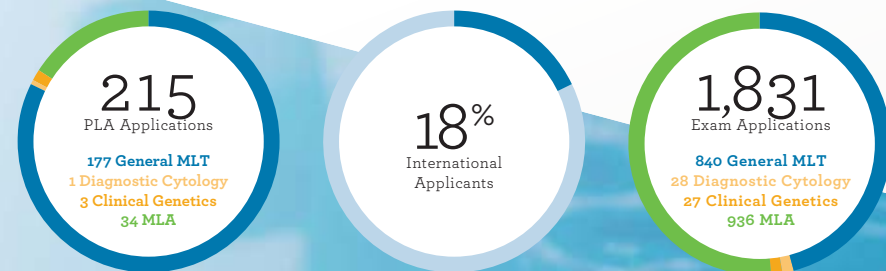
MLA Exam Candidates



In 2014, we increased visits to MLA programs, presenting students across Canada with the facts about certification, the profession, and exam preparation. We attended career fairs and conferences and collaborated directly with educators. Our efforts on this initiative, combined with a targeted marketing campaign, led to an overall increase in MLA exam candidates of almost 42% since 2012.

Competency Profile Review - General MLT

Under the guidance of the Professional Standards Council, CSMLS regularly reviews and updates the Competency Profiles for each of the four medical laboratory disciplines. This is to ensure competencies are appropriate and current in the field. This year we reviewed the competency profile for General Medical Laboratory Technology. The draft was approved by the CSMLS Board of Directors in December 2014, and then submitted to the CMA in early February 2015 for approval. Once approved, the new Competency Profile will be posted on the CSMLS website and the implementation date will be negotiated with CMA and educational programs.



Marketing & Communications

The Marketing and Communications team works to increase the profile of CSMLS and medical laboratory professionals amongst the public, stakeholder groups, and within the lab community. Using various communication channels we look for creative approaches to engage our multiple audiences and enhance the overall member experience.

National Medical Laboratory Week: The Pocket Project

Each year CSMLS sponsors a special week to promote awareness and understanding of the role of medical laboratory professionals. To expand our audience, we created the Pocket Project. We sent custom designed pocket protectors to prominent Canadians and asked them to take a photo and engage with us on social media. Together they helped us reach over 541,925 online social media users.

Government Relations

Our advocacy agenda moved forward both nationally and locally. During our Lobby Day on Parliament Hill in Ottawa, CSMLS representatives met with over 45 Members of Parliament (MPs). The visit included a meet and greet with Minister of Health, Rona Ambrose.

As a follow-up, we arranged lab tours for MPs in their own ridings. The tours give MPs an in-depth look at the important work done in the lab and bring our issues closer to home. CSMLS staff joined three MPs on tours of their local hospital laboratories.



22 MINISTER OF HEALTH RONA AMBROSE WITH CSMLS LOBBY DAY TEAM

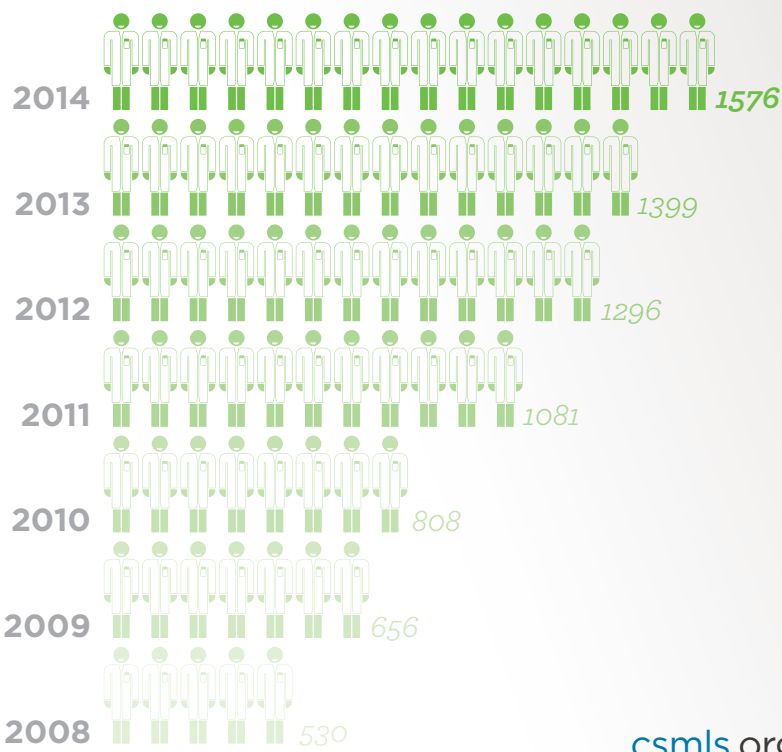
Member Recruitment

As part of our strategic plan, 2014 saw a determined focus on membership recruitment. One strategy targeted segments of our member base, determining their specific needs and building a marketing campaign to meet those needs.

Bylaw changes from the Ontario regulatory college in 2014, required medical laboratory technologists (MLTs) to obtain Professional Liability Insurance (PLI) in order to practice. Since CSMLS offers PLI to members, we targeted marketing collateral to practicing MLTs in Ontario, informing them of the benefits of a CSMLS membership, which includes a low cost option for PLI.

We reached out to educators and current medical laboratory assistant (MLA) members to be advocates for CSMLS MLA certification and membership. Understanding the value of certification was the key message shared broadly with students, employers and practicing MLAs. This campaign assisted the Certification and Prior Learning Assessment team with their outreach efforts.

Yearly MLA Membership - Canada



Membership & Finance

The Finance and Membership department oversees financial planning and management activities including budgeting and forecasting, reporting and compliance and risk management. We are also responsible for processing fees, providing customer service and ensuring accuracy in data collection and storage. As part of our services to members, we offer high quality professional development for laboratory professionals through our Learning Services.

Grants, Scholarships & Awards

With considerable input from the Grants, Scholarships and Awards Committee, as well as from stakeholders and CSMLS staff, we made changes to the program to make better use of funding, while increasing access, to ensure long-term viability of the program. In 2014, we announced the changes including: more relaxed application process, increased monies to the E.V. Booth fund and the International Founders' Fund award, and the expanded eligibility for the Leaders of Tomorrow grant.

Learning Services

Infrastructure

Our Learning Services team used 2014 to evaluate our learning technology, research learning trends and evaluate new learning content management systems. Our needs had outgrown the E-Learning Society that was incorporated back in 2007, and it was time to upgrade. After extensive research, we moved forward with a vendor that was familiar, and had experience with, association-based continuing education. The new learning system carries a wide range of easy-to-use features making it a simple and effective learning resource for our members.

Partnerships

As part of our ongoing commitment to provide current and relevant professional development, we were pleased to expand our educational offerings. A new partnership with the Colorado Association for Continuing Medical Laboratory Education (CACMLE) gave CSMLS members access to their microbiology webinar series. A partnership with Siemens Canada Limited, Healthcare, Diagnostics Division allowed members access to their online education. These new relationships were just one way for us to expand our Learning Services courses to assist our members.



Database

In 2012, after a considerable investment of time and resources, CSMLS made a significant upgrade to our database system. Since the initial upgrade, we have continually analyzed the system's functions and its alignment with our needs. As with any database system, ongoing updating is required and in 2014 we began researching and preparing for this process. The updated version of our database will allow for more efficient web-based services, making for a better online experience for members.



139 New Associate Non-Certified
446 New students
645 Newly certified MLT
460 Newly certified MLA

Member Satisfaction Survey Results

96%
of respondents were satisfied with the level of customer service received from CSMLS

88%
of respondents felt that the CSMLS representatives they dealt with were courteous and professional

69%
of respondents had their issue/question resolved by the first person they spoke to

75%
of respondents were very satisfied with the response time in aiding their issue/question

Volunteer Spotlight

Mary Kratchmer

Volunteer Since: 2002

Recent Volunteer Work:

- LABCON2014 (Saskatoon)
- Board of Directors -
Saskatchewan & Manitoba 2002-2004
- Provincial Council (SSMLT)

Why volunteering for CSMLS is important to me:

It always revitalizes my passion for the profession to get involved! All my experiences have been extremely positive and I have met some wonderful people along the way as well.

Kate Gagliardi

Years of Volunteer Service: 30 years

Recent Volunteer Work:

- Research Ethics Board
- Ethics Taskforce
- Continuing Education Instructor

Why volunteering for CSMLS is important to me:

Volunteering for CSMLS is volunteering for your laboratory professional community. As a volunteer, your contribution to the society is matched or surpassed by the terrific experience of being a volunteer. The gaps in opportunities in my job were completely filled by fantastic experiences as a CSMLS instructor, Board of Directors member, Chair for the CSMLS Leadership forum and other volunteer activities that occurred over the 30 years!

REPORT OF THE INDEPENDENT AUDITOR ON THE 2014 SUMMARY FINANCIAL STATEMENTS

To the Members of **Canadian Society for Medical Laboratory Science**

The accompanying summary financial statements, which comprise the summary balance sheet as at **December 31, 2014**, the summary statement of operations and summary cash flow statement for the year ended, are derived from the audited financial statements of Canadian Society for Medical Laboratory Science for the year ended **December 31, 2014**. We expressed an unmodified audit opinion on those financial statements in our report dated March 3, 2015.

The summary financial statements do not contain all the disclosures required by Canadian accounting standards for not-for-profit organizations. Reading the summary financial statements, therefore, is not a substitute for reading the audited financial statements of the Canadian Society for Medical Laboratory Science.

Management's Responsibility for the Summarized Financial Statements

Management is responsible for the preparation of a summary of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations.

Auditor's Responsibility

Our responsibility is to express an opinion on the summary financial statements based on our procedures, which were conducted in accordance with Canadian Auditing Standard (CAS) 810, Engagements to Report on Summary Financial Statements.

Opinion

In our opinion, the summary financial statements derived from the audited financial statements of Canadian Society for Medical Laboratory Science for the year ended **December 31, 2014**, are a fair summary of those financial statements, in accordance with Canadian accounting standards for not-for-profit organizations.

Burlington, Ontario
March 3, 2015

Stevenson Lebeck LLP

Chartered Professional Accountants
Licensed Public Accountants



SUMMARY BALANCE SHEET

As at December 31

ASSETS	2014	2013
Current assets		
Cash and short-term investments	\$ 2,944,393	\$ 2,327,944
Accounts receivable	149,151	125,000
Inventory	3,688	8,256
Prepaid expense	83,021	123,767
	3,180,253	2,584,967
Investments – Restricted Funds	1,394,068	1,381,557
Capital assets	1,529,915	1,587,755
	\$ 6,104,236	\$ 5,554,279

LIABILITIES AND NET ASSETS

Current liabilities		
Accounts payable and accrued liabilities	\$ 248,936	\$ 283,488
Government remittances payable	8,126	3,426
Prepaid revenue	1,757,274	1,653,916
	2,014,336	1,940,830

NET ASSETS

Invested in capital assets	1,529,915	1,587,755
Internally restricted	961,952	952,092
Externally restricted	432,116	429,465
Unrestricted	1,165,917	644,137
	4,089,900	3,613,449
	\$ 6,104,236	\$ 5,554,279

SUMMARY STATEMENT OF OPERATIONS

Year ended December 31

REVENUES	2014	2013
Gross fees received	\$ 2,355,764	\$ 2,328,881
Less: Provinces' share	(217,715)	(171,080)
Less: Professional Liability Insurance premiums	(163,719)	(166,616)
National membership fees	1,974,330	1,991,185
Certification / PLA	1,218,774	1,075,220
Learning Services	146,528	154,954
Communications	70,811	50,869
Marketing	2,066	1,680
Research	17,873	19,863
LABCON income	263,829	334,489
Investment income	46,054	43,408
Miscellaneous income	69,286	66,903
	3,809,551	3,738,571

EXPENSES

Administration and Overhead – General	618,644	645,116
Certification / PLA	787,812	737,735
Learning Services	323,015	340,575
Communications	470,168	486,799
Marketing	195,313	253,023
Research	78,145	66,794
Governance	516,509	515,406
LABCON	254,254	265,757
Amortization of capital assets	101,751	103,584
	3,345,611	3,414,789
Income – before other revenue	463,940	323,782
OTHER REVENUE	12,511	19,925
EXCESS OF REVENUES OVER EXPENSES	\$ 476,451	\$ 343,707

SUMMARY CASH FLOW STATEMENT

Year ended December 31

CASH FROM (TO) OPERATIONS	2014	2013
Received from services, dues, and fees	\$ 3,780,618	\$ 3,553,422
Investment income	46,054	43,408
Miscellaneous	0	100
Paid for supplies and services	(1,433,091)	(1,555,799)
Wages and benefits	(1,607,456)	(1,581,159)
Building facility costs	(130,494)	(208,129)
Excess in Internally Restricted funds	9,860	6,374
Excess in Externally Restricted funds	2,651	15,275
Interest paid	(7,782)	(8,560)
	660,360	264,932

CASH FROM (TO) INVESTING ACTIVITIES

(Additions) to capital assets	(43,911)	(72,936)
Proceeds on disposal of capital assets	0	27,047
	(43,911)	(45,889)

CASH FROM (TO) FINANCING ACTIVITIES

(Repayment) of long-term and callable debt	0	(36,610)
Changes in cash and equivalents during the year	616,449	182,433
Cash and equivalents, beginning	2,327,944	2,145,511
Cash and equivalents, ending	\$ 2,944,393	\$ 2,327,944

Represented by:

Cash	\$ 789,256	\$ 672,944
Short-term investments	2,155,137	1,655,000
	\$ 2,944,393	\$ 2,327,944

NOTE FROM THE FINANCIAL CONTROLLER

In 2014, the CSMLS experienced an influx in revenue stemming from an increase in medical laboratory assistant (MLA) certification examinations and an increase in prior learning assessments performed. These two items made for a larger than expected revenue surplus in the 2014 budget.

As a not-for-profit, the CSMLS is committed to reinvesting budget surpluses back into membership services. The Board of Directors approved the use of the 2014 surplus towards the creation of a sustainable fund for the Leaders of Tomorrow grant. This fund will allow CSMLS to continue to recognize young leaders in the profession and invest in their professional development by sending them to LABCON for years to come.



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Financial Controller





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