

NBSMLT / ATLMNB

BOARD OF DIRECTORS MONTHLY MEETING

MINUTES



DAY AND DATE	TIME	LOCATION
September 9, 2026	1830-2000	Teams Meetings

MEETING CHAIR	SUPPORTING DOCUMENTS REQUIRED
Rachelle Kingsler (President)	Reports circulated via email prior to meeting

MEMBER ATTENDANCE (P – Present, R- Regrets)

Stephanie Taylor (Executive Director) ex-officio	P	Gilberte Caissie (Registrar) ex-officio	P	Rachelle Kingsler (President)	P	Melissa King (Past-President)	P
Brittany Larkin (President-Elect)	P	Grace Fenton (Director)	P	Charlene Collins (Director)	P	Kiana Beers (Director)	P
Kathleen Grondine Fougere (Director)	P	Vacant (Lay Rep)		Guest: Darlene Gilby, NSRMLS		GUEST:	

AGENDA ITEMS
1. Meeting called to order at 18:37
2. Agenda approved
3. Previous Meeting Minutes approved as circulated
4. Reports circulated prior to meeting 4.1 Executive Director Report 4.2 Registrar Report 4.3 Financial Report 4.4 Briefing Reports
5. Correspondence CAMLPR Exam Development Communication
6. Strategic Plan / Annual Objectives 6.1 Strategic Priority 1 – Legislative review and amendment discussion • The motion to approve the updated Rules was carried. The updated Rules will be shared in the newsletter and posted on the website. • Stewart McKelvey presented first draft of proposed amendments to the MLT Act of 1991. Board consensus to propose new name of <i>New Brunswick Regulatory College of Medical Laboratory Professionals</i> for legal and government approval. The term Specialist will be removed from the Act, and the position of Registrar may be open to consider other med lab professionals, provided upon government approval to regulate other med lab professions. • Next steps include further Board review and feedback, with Stewart McKelvey to present to Department of Health, Labour Mobility and Post Secondary Education Training and Labour for mid October. Once provincial government departments have provided feedback, final draft will be presented at the NBSMLT AGM in November. 6.2 Strategic Priority 2 – Board and Committee work • Awaiting appointment of Board Public Representative by the Lieutenant Governor in Council. • Action: Directors to complete and submit Board meeting and self-evaluations. 6.3 Strategic Priority 3 – Board Training • Director Charlene Collins has completed her micro credential course in Regulation 101, with the Executive Director, Registrar and Director Brittany Larkin working on the course as well. The Executive Director has recommended budget funding in the 2027 budget to provide for all Directors to have the opportunity to enroll in the micro-credential course. The Executive Director and Registrar will be attending a symposium regarding the use of AI in regulation in September, and the CNAR regulatory conference in October. 6.4 Strategic Priority 4 – Investment in tools to enhance regulation and governance • Service agreement signed with Alinity to invest in the implementation of a new registrant database. Work is anticipated to commence in early 2027. 6.5 Strategic Priority 5 – Licensee Competence • The Registrar presented the findings from the jurisdictional scan of CE models for consideration. • The Nova Scotia Regulator for Medical Lab Sciences presented their CE model which is self-assessment and assigned learning plan based.

	Action: Board to continue to consider models to create a phased-in improved CE program that focuses on impactful outcomes.
	6.6 Strategic Priority 6 – Enhanced Communication Action: Executive Director will be implementing new template for newsletters beginning fall 2026.
7.	Unfinished / Ongoing business 7.1 CAMLPR Updates - The Registrar provided an update on the entry to practice exams. CAMLPR has provided several communications regarding exam development and oversight, which has been shared on our website. A report regarding the June CAMLPR national Exam performance will be provided to regulators in the coming weeks. 7.2 MLT2 Genetics Job Description - Registrar met with the Regional Health Authorities and has provided them with draft amended job descriptions for several lab descriptions. Awaiting feedback from the two RHA. 7.3 CCNB Program Complaint - The Registrar is working diligently with CCNB and Equal Accreditation to address program concerns and support positive program outcomes. 7.4 Reinvestment of Mature Funds - On July 21st, the motion to approve the re-investment of mature funds into a 13-month non-redeemable GIC at 3.0% interest was carried by electronic vote.
8.	New business 8.1 AGM Planning Action: The Executive Director will be issuing a doodle poll for dates for the 2026 AGM. Stewart McKelvey to present overview of amendments to the Act. 8.2 Registration Renewal 2027 - Planning is underway to open the renewal cycle for 2027. Service New Brunswick is updating the online database, and NBSMLT staff are working with PLI providers to create communications and guidance for members. Registration Renewal is anticipated to open on October 1, to correspond with the membership renewals for PLI-providing associations. Deadlines will be adjusted accordingly.
9.	Meeting adjourned at 21:03. The next Board meeting will be Wednesday, October 14 th .

NEXT BOARD MEETING

DATE / TIME

October 14, 2026, at 18:30.

BOARD VICE CHAIR APPROVAL

EXECUTIVE APPROVAL

SIGNATURE

DATE

SIGNATURE

DATE

	September 10, 2026		September 10, 2026
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