**American Society for Clinical Laboratory Science-PA**

**Board Meeting**

**Pennsylvania Hospital, Philadelphia PA**

**January 27, 2018**

**Board:** Barbara Snyderman, President; Jean Buchenhorst, Past President; Sharon Strauss, President-Elect; Travis Bicher, Secretary; Scott Aikey, Treasurer; Marianne Downes, Board Director; Joshua Cannon, Board Director; Khadidja Derrouche, New Professional and New Member Director; Tierra White, Student Director (9/6, quorum)

**Present:** Mary Gourley; Nassouh Mourabet; William Hunt; Stephanie Noblit; Gabriela Peterson

1. Call to Order – President Snyderman called the meeting to order at 10:08 AM.
2. Introductions
3. Approval of the Agenda – Presented by Snyderman in writing.

MOTION 1: Moved by Bicher, seconded by Aikey, that the ASCLS-PA Board of Directors approve the Board Meeting agenda dated January 27th, 2018, as presented. Motion carried.

1. Secretary’s Report – Bicher presented the minutes from the Board Meeting on 10/7/17, which was amended to remove Mourabet’s Student Director title.

MOTION 2: Moved by Aikey, seconded by Cannon, that the ASCLS-PA Board of Directors approve the Board Meeting Minutes dated October 7th, 2017, as amended. Motion carried.

1. Treasurer’s Report – Aikey presented a written report of the Operating and Scholarship Funds, noting that the expenses of the meeting consisted solely of the printing and mailing of the meeting reminder postcards, that the expenses on the Dolbey Award and Scholarship were yearly bank fees, and reminded the Board of the availability of the Society credit card. The end date on the report was changed to 1/21/18.

MOTION 3: Moved by Downes, seconded by Bicher, that the ASCLS-PA Board of Directors accept the Treasurer’s Report of the Operating Fund for the financial period 9/1/17 -1/21/18 dated January 21st, 2018, as presented and file for audit. Motion carried.

MOTION 4: Moved by Bicher, seconded by Derrouche, that the ASCLS-PA Board of Directors accept the Treasurer’s Report of the Scholarship Funds for the financial period 9/1/17 -1/21/18 dated January 21st, 2018, as presented and file for audit. Motion carried.

1. Awards Committee – Gourley presented a written report. She reminded the Board that she still had received no nominations for the Corporate, Dolbey Member of the Year, Estolle Gross, Keener Memorial, and Life Time Achievement awards. It was decided to extend the February 1st deadline to March 15th. She requested a membership list from Downes by March 1st for the Membership and Sustaining Membership awards.
2. Bylaws Committee – Gourley presented a written report. She spoke of discussion at the San Diego National Meeting House of Delegates about changing names, requirements, and dues for various membership levels and how decisions would be made at the same in Chicago. Gourley brought up the need for an indemnification process again, and Aikey, Strauss, and Snyderman said they would investigate.
3. Con Ed Assistanceship/Scholarships – The investigation of the history of and eligibility for the Dolbey Scholarship is continuing. Hunt discovered the first mention of it in the minutes at the meeting.
4. Education Scientific Assembly – Buchenhorst reported that Beitz had chaired the meeting last June, but no one has heard from him since.
5. Federal/State Gov’t Liaison – Noblit reported that no one had contacted her regarding attending Leg Day on March 19-20th and that she wasn’t fully sure about going herself. She noted the early bird registration deadline as February 16th and the cost as $225, recommended that attendees book the hotel first, and noted that there was a travel grant for students and new professionals. Mourabet, Snyderman, Strauss, and Gourley expressed interest in going.
6. File Custodian – Hunt found the first mention of the Dolbey Scholarship in the archived minutes (year?). Originally money was given to E&R Fund and then to the ASCLS-PA. There were no further details.
7. Finance Committee – Strauss is starting the audit for last year.
8. Leadership Development – Franz’s father passed away and so has been preoccupied.
9. Membership Development – Downes gave a written report, noting current membership as 191, that the lapsed membership drive recaptured 29 of 103 members, and that there were glitches in national’s membership system that prevented members from being added to our roster. After some discussion it was decided that Downes send as many emails as possible to remind people about renewing before their membership lapsed and report new members to Snyderman every month for welcome emails.
10. Newsletter – Cannon gave a written report, which listed the various articles due by 3/1 for publishing in the spring edition. He will continue with reminder emails to avoid missing the deadline and sending the proofs to article authors for approval but is scrapping the Google Drive idea as it proved unwieldly.
11. Social Media – Noblit has been posting on Facebook as much as possible but expressed a desire to have more people as administrators as the setup of the page doesn’t allow anyone else to post. Peterson will assist.
12. Nominations/Elections – The Board will continue to look for candidates for Treasurer, President-Elect, and Board Director.
13. Webmaster – It was suggested that the spring meeting postcard be placed on the homepage.
14. Student Activities – White has taken over as Student Director.
15. 2018 PA Annual Meeting – Mourabet and Aikey gave a written overview of progress by the committee and a budget, noting that costs could be cut down by bringing three of our own projectors. Aikey, Buchenhorst, and Miele each have one.

Cannon gave a written report of speakers. He noted that 18 speakers have been confirmed for 19 presentations, with 1 speaker pending, that the 12 budgeted honorariums might be a bit short but there haven’t been any additional travel/hotel requests, and he will try to have all speaker forms back by 2/17.

Mailing was discussed. Save the date postcards had been sent to PA, DE, MD, and WV. It was decided that a flyer rather than a full program be sent 3/1, with registration on one side and the session schedule on the other as well as a list of vendors somewhere.

Snyderman noted that the inactive Northeast Chapter planned to send us a check to fund a speaker in honor of Helen Ruane, who was active there and recently passed away.

1. Political Action Committee – Hunt agreed to have a table at the meeting.
2. Delaware Valley Chapter – Cannon reported that $120 was made from the Yankee Candle fundraiser and reminded members of the upcoming bowling event 2/3.
3. West Penn CLMA – John Klein Hample(?) emailed Buchenhorst about the ASCLS-PA being a partner for an educational event of theirs due to a rule change by the national organization that prevents them from inviting non-members, reducing their potential attendance from 75 down to 15, unless they have a cosponsor. While Pittsburgh is far for our active members, there wouldn’t be any expense involved with putting our name on it.
4. President Snyderman called to adjourn the meeting at 12:45 PM.

MOTION 5: Moved by Bicher, that the ASCLS-PA Board of Directors adjourn the meeting. Motion carried.

Submitted by Travis Bicher, ASCLS-PA Secretary.