**Annual Business Meeting Motions**

**Red Lion Hotel, Harrisburg, PA**

**May 6, 2018**

**Voting Members:** Barbara Snyderman, President; Jean Buchenhorst, Past President; Sharon Strauss, President-Elect; Travis Bicher, Secretary; Scott Aikey, Treasurer; Rebecca Falsone, Board Director; Marianne Downes, Board Director; Joshua Cannon, Board Director; Khadidja Derrouche, New Professional and New Member Director; Tierra White, Student Director; Mary Gourley; Mary Beth Miele; Ed Beitz; Nassouh Mourabet; William Hunt; Stephanie Noblit; Gabriela Peterson; Vicki Dugan; Patsy Bering; Amber Adair; Antonio Esparza

**Present:** Mary Ann McLane; Cathy Otto

1. Call to Order – President Snyderman called the meeting to order at 3:24 PM.
2. Approval of the Agenda – Presented by Buchenhorst via email prior to the meeting.

MOTION 1: Moved by Gourley, seconded by Cannon, that the voting ASCLS-PA members at the Annual Business Meeting (“ABM” for future motions) approve the Annual Business Meeting agenda dated May 6th, 2018, as amended. Motion carried.

1. President’s Report – Snyderman reported on National affairs, namely that the Chicago National Meeting is the last one with AACC, that the next would be in Charlotte, NC, in June, and that while organizations like ASCLS are struggling a bit with membership, he hopes to have over 1,000 attendees at the meeting in a couple years.
2. Secretary’s Report – Secretary’s Report – Bicher presented the minutes from the Annual Business Meeting on 5/7/17.

MOTION 2: Moved by Hunt, seconded by Downes, that the ABM approve the Secretary’s Report of the May 7th, 2017, Annual Business Meeting as presented. Motion carried.

1. Treasurer’s Report – Aikey presented a written report on his activities and the budget for the Spring Meeting and the Society. He reminded everyone of the availability of the Society credit card for large purchases and noted that the FY18-19 budget would have to be balanced by $3,580. Hunt expressed concerns over the fact that the Scholarship Funds took a slight hit.

MOTION 3: Moved by Downes, seconded by Derrouche, that the ABM accept the Treasurer’s FY17-18 Operating Fund Statement ending May 2nd, 2018, and file for audit. Motion carried.

MOTION 4: Moved by Bicher, seconded by Gourley, that the ABM accept the Treasurer’s FY17-18 Scholarship Funds Statement ending May 2nd, 2018, and file for audit. Motion carried.

1. Annual Meeting 2018 – Mourabet reported that there were only 88 registrants this year versus the 100 goal, with more students than older individuals. It was suggested that local hospital consolidation and the new mailing format might have impacted registration. Debbie Smiele of PSSAMT sent the Society $195 to support the meeting despite not being able to attend CE sessions.
2. Awards – Gourley presented a written report on activities and requested that a task force be created to review award criteria, giving the example of the fact that the Keener Memorial should be given for assistance to the President at the President’s sole discretion being lost from the Society Handbook. Otto suggested that stories be written about the eponymous award individuals, which Alpha Mu Tau has been doing.

MOTION 5: Moved by Gourley, seconded by Strauss, that the ABM create a task force to review criteria for the various ASCLS-PA awards. Motion carried.

1. Bylaws – Gourley presented a written report on activities and spoke about National issues, namely some Societies failing to update their bylaws for decades and possible changes to membership categories at the House of Delegates, with the suggestion that the Society inoculate against future changes by pointing to national for membership classes. She also expressed concerns again about the need for indemnification insurance.

MOTION 6: Moved by Hunt, seconded by Bicher, that the ABM assign Snyderman, Strauss, and Aikey to investigate indemnity insurance for offices of the ASCLS-PA to be completed by the 2018 summer Board Meeting. Motion carried.

1. Con Ed Assistanceship/Scholarships – Aikey noted that Ty Nguyen had been selected as the Memorial Undergraduate Scholarship winner was invited but couldn’t make the meeting.
2. Education Scientific Assembly – Beitz stated that the ESA is to be held June 1st at Reading Area Community College this year, and one of the presentations is his own on interleaving, a technique of teaching something, moving on to something else, and then coming back, which increases retention.
3. Federal/State Government Liaison – Noblit reported on the past Legislative Symposium in March, namely that there were 122 attendees from 43 states, with 4 from PA, namely Peterson, Gourley, Strauss, and herself, and that the major issues were again addressing workforce shortages and the implementation of the Protecting Access to Medicare Act’s Clinical Laboratory Fee Schedule. Regarding the latter, there is a pending lawsuit by the American Clinical Laboratory Association to block it. She also spoke about the Center for Medicare and Medicaid Services’ suggested change to employee requirements to include nursing degrees and how 1,200 of 8,000 comments submitted to CMS were from ASCLS members, with no nursing organizations coming out in favor.
4. File Custodian – Hunt reported that he’s getting rid of things, making sure to keep financial records at least 7 years back.
5. Finance – Strauss will perform the budget audits in the coming months.
6. Leadership Development – Otto spoke about the Region II Leadership Academy, noting that 3 of the remaining 6 students (10 originally) were from PA, namely Cannon, Derrouche, and Mourabet.
7. Membership Development – Downes presented a written report on membership numbers, activities, and past activites. In particular, she checked the PA membership with national to find that new duplicate categories had been added, which she’s inquiring about, she noted that student membership is up but our delegate number hasn’t changed, and she plans to send renewal reminders to members after the meeting and June 1st as well a new member list to the President. McLane suggested that there be a gift card raffle for members who renew in a timely manner.
8. Newsletter – Cannon presented a written report detailing current assignments for the upcoming newsletter and how previous editions had been put on the website. Strauss, Nassouh, and McLane volunteered to write the new officer introductions, meeting recap, and special interest article respectively. He also noted that he is going to school for graphic design to increase his involvement in the actual arrangement of the newsletter articles.
9. PACE – Katie Franz provided a written report on her activities. Notable was her acceptance of the position of Vice-Chair of the National PACE Committee for the upcoming year.
10. Webmaster – Strauss presented a written report, noting that she would like members to continue to send her things to post, job listings in particular, and that she’s currently in the process of converting over to Weebly to make the site secure and add the ability to take payments there, though she needs some help from Go Daddy yet as they hold the domain name.
11. Social Media – Noblit and Peterson have been posting. They noted that we gained 6 Likes over Lab Week and requested that they be able to create an Instagram page and link it with the Facebook page, to which there were no objections.
12. Student Forum – White presented a written report on the upcoming Student Review Session.

MOTION 7: Moved by Aikey, seconded by Cannon, that the ABM approve funding for the ASCLS-PA Student Director to attend the ASCLS National Meeting in Chicago, IL, in August 2018, to include registration and 50% of hotel. Motion carried.

1. New Professional and New Member Director – Derrouche is presenting at the Student Review and the Spring Meeting, not much to report otherwise. It was mentioned that the Mentorship Committee had a lapse in activity, but a new head was appointed.
2. Delaware Valley Chapter – Cannon presented a written report on activities, namely CE sessions by Lindsey George at Children’s Hospital of Philadelphia and Barbara Snyderman at Pennsylvania Hospital, the Winter Social Bowling Event, which had 26 attendees, and the Yankee Candle Fundraiser, which made $122.50. The bylaws still need to be revised, but it’s been put on hold until changes are made at the National Meeting.
3. Philadelphia Science Carnival – Buchenhorst gave a verbal report, noting the increase in cost for a booth from $350 to $600, though she got it knocked down to the former and the requirement for insurance waived. She also pointed out that it would actually be free if the ASCLS-PA participated in other Franklin Institute programs and that there’s potential to reduce costs by increasing outreach, likely to an older audience than those at the Carnival. Beitz offered a skit he’s used, McLane some materials from a DC event she does, and Downes a spare microscope if she can get a hold of it.
4. Elections – No nominations were made from the floor. After a paper ballot election by the voting members, the results were as follows:

President Elect: Joshua Cannon (unopposed)

Treasurer: Nassouh Mourabet (unopposed)

Board Director: Khadidja Derrouche (win), Gabriela Peterson (lose)

The Board Director position left vacant by Cannon’s departure was filled by President Snyderman’s appointment of Gabriela Peterson.

1. ASCLS-PA 2019 Spring Meeting – To be discussed at Leadership Meeting on June 23rd.
2. E&R Silent Auction Donation – Gourley has a Wendell August picture frame, Miele is going to get a 5 lb Hershey bar, and Snyderman and Strauss will investigate other options.

MOTION 8: Moved by Aikey, seconded by Downes, that the ABM approve the purchase of 3 gifts for the E&R Silent Auction at the ASCLS National Meeting in Chicago, with money to come from O&A and total expenditures not to exceed $300. Motion carried.

1. Delegates to the ASCLS National Meeting – Gourley, Noblit, Mourabet, Cannon, Hunt, and Miele all volunteered to serve as delegates, and the delegates and alternatives were agreed to without a vote.

MOTION 9: Moved by Cannon, seconded by Beitz, that the ABM approve the following list of delegates to the 2018 ASCLS House of Delegates:

At Large Delegates: Mary Gourley, Nassouh Mourabet, and Stephanie Noblit

Alternate Delegates: Joshua Cannon, Bill Hunt, and Mary Beth Miele

Be it noted: The at-large delegates and the New Professional New Member Director Derrouche will be funded $300 each. Motion carried.

1. Balancing the Budget: Aikey presented the proposed FY18-19 Budget for the Operating Fund, which was short $3,580.

MOTION 10: Moved by Bicher, seconded by Mourabet, that the ABM adopt the FY18-19 Operating Fund Budget as amended to cover $3,580 budgeted but not covered by FY17-18 income.

-$430 removed from O&A, taking it to $3,570.

-$1,000 removed from the ASCLS Delegate Fund, taking it to $0.

-$500 removed from Con Ed Assistanceship, taking it to $500.

-$700 removed from the Legislative Day Fund, taking it to $500.

-$150 removed from Long Range Planning, taking it to $350.

-$500 removed from the Memorial Undergrad Scholarship, taking it to $1000.

-$50 removed from the Education Scientific Assembly, taking it to $50.

-$250 removed from the Student Forum, taking it to $750.

Motion carried.

MOTION 14: Moved by Derrouche, seconded by Mourabet, that the ABM adopt the FY17-18 Operating Fund Budget as amended. Motion carried.

1. Installation of Officers

President Elect: Joshua Cannon

Treasurer: Nassouh Mourabet

Board Director: Khadidja Derrouche & Gabriela Peterson

1. Adjournment – President Snyderman called to adjourn the meeting at 8:16 PM.

MOTION 15: Moved by Snyderman, seconded by Hunt, that the ABM adjourn the meeting. Motion carried.

Submitted by Travis Bicher, ASCLS-PA Secretary.