**Board Meeting**

**Red Lion Hotel, Harrisburg, PA**

**October 20, 2018**

**Board:** Sharon Strauss, President; Barbara Snyderman, Past President (left halfway thru); Joshua Cannon, President-Elect; Travis Bicher, Secretary; Nassouh Mourabet, Treasurer; Marianne Downes, Board Director; Khadidja Derrouche, Board Director; Gabriela Peterson, Board Director; Tierra White, Ascending Professional Director; Jonathan Meyer, Developing Professional Director (10🡪9/6, quorum)

**Present:** Scott Aikey by phone (left after his reports); Mary Gourley; Jean Buchenhorst; Stephanie Noblit

1. **Call to Order** – President Strauss called the meeting to order at 10 AM.
2. **Approval of the Agenda** – Presented by Strauss in writing. A verbal report by Aikey on a national webinar was added to the agenda following the Treasurer’s Report.

**MOTION 1**: Moved by Snyderman, seconded by Cannon, that the ASCLS-PA Board of Directors approve the Board Meeting agenda as amended. Motion carried.

1. **Leadership Directory** – Contact information for Board Members and Committee Chairs was confirmed.
2. **Secretary’s Report** – Bicher presented the minutes from the 5/6/18 Board Meeting and the following passed email motion from 8/29/18:

Moved by Cannon, seconded by Mourabet, that the ASCLS-PA Board of Directors commit to hosting the 2019 ASCLS-PA Spring Meeting at the Red Lion Hotel in Harrisburg, PA, on the dates of May 5 & 6, 2019.

Yes: 6 - Snyderman, Cannon, Bicher, Mourabet, Downes, & Derrouche

No: 0

Not Voting: 3 –Peterson, White, & Strauss (President)

Motion carried.

**MOTION 2**: Moved by Snyderman, seconded by Meyer, that the ASCLS-PA Board of Directors approve the Secretary’s Report of the May 6th, 2018, Board Meeting and of the August 29th, 2018, email motion as presented. Motion carried.

1. **Treasurer’s Report** – Mourabet and Aikey presented a written report of the Operating and Scholarship Funds for the past year. Of note is that credit card transactions were processed with Square, and there was $1,886.64 in the FY18 General Use Fund that they recommended putting into the FY19-20 reserve fund.

**MOTION 3**: Moved by Bicher, seconded by Derrouche, that the ASCLS-PA Board of Directors move the $1,886.64 left in the FY18 General Use Fund into the FY19-20 reserve fund. Motion carried.

**MOTION 4**: Moved by Meyer, seconded by Snyderman, that the ASCLS-PA Board of Directors accept the FY17-18 Treasurer’s Report of the Operating Fund for the financial period 9/1/17 – 8/31/18 as presented and file for audit. Motion carried.

**MOTION 5**: Moved by Bicher, seconded by Peterson, that the ASCLS-PA Board of Directors accept the FY17-18 Treasurer’s Report of the Scholarship Funds for the financial period 9/1/17 – 8/31/18 as presented and file for audit. Motion carried.

1. **CVENT Webinar** – Aikey spoke about an ASCLS webinar on CVENT, an online platform for meeting registration and management that national had bought into in preparation for separating from AACC for the annual national meeting.

-It can do everything and is fully customizable. Features include state webpages with links to our meeting pages, mailing labels, emailing, automated reminders, member number recognition, forms, a payment system, and systems for speaker and vendor contacting and sign-up. The whole system takes 3-6 weeks to build.

-Cost is prohibitive. 3.99% charge on payments (Square is 2.7%), $1,300 licensing fee/user yearly, $4.68 fee/registrant, vendor, or speaker – a final fee of ~$20/registrant for a normal meeting.

-National can only accommodate 3,000 attendees yearly, about 10 states’ worth after the national meeting, but likely we would end up getting our own or sharing a regional license, in which case, the states involved would have to agree on the appearance of the landing page.

-It was decided to pass on this but investigate other online registration and data system options for future meetings. Snyderman said she would reach out to ASCLS NJ and WV.

1. **President’s Report** – Strauss presented a written report of her activities and objectives for the year. In addition to usual meetings and activities, she wanted to implement an online registration for the Spring Meeting, send welcome letters to new members, and attend Legislative Day.
2. **Awards Task Force** – Cannon presented a written report of the committee’s findings and suggestions for the award guidelines. There were various changes including: fixed grammar and updated terms; made all awards optional; made Lifetime Achievement similar to the Dolbey Award, with a nomination form, tally sheet, and minimum point requirement of 400; updated voting process for Dolbey; added background info on Gross and Keener in their namesake award descriptions; added a national requirement for Key to the Future that it go to a Professional, Ascending, or Developing member; replaced the Membership Award (20 years) with an updated Sustained Membership Award, which is identical but additionally awarded for 10-year, 15-year, and 20-year membership; removed the 3-year membership requirement for Pi Alpha and added receipt of a letter from the President.

**MOTION 6**: Moved by Bicher, seconded by Peterson, that the ASCLS-PA Board of Directors approve the proposed changes to the award guidelines in the Awards Task Force Report. Motion carried.

1. **Awards** – Gourley presented a written report noting that she would update the Handbook to include the changes to awards and soliciting award nominees with a deadline of February 1st, 2019. Attached was a list of previous award recipients for reference.
2. **Bylaws** – Gourley presented a written report noting the need for updates to the Bylaws, SOPs, and Handbook to reflect changes adopted by the 2018 ASCLS House of Delegates. Proposed amendments to the Bylaws and SOPs were attached to the report. Once approved by the Board, they will must be voted on by membership at the Spring Meeting to be implemented.

**MOTION 7**: Moved by Derrouche, seconded by Snyderman, that the ASCLS-PA Board of Directors approve the bylaws amendments to Article V – Membership classes, sections A, B, and D; Article VIII – Annual Business Meeting (voting members); Article IX.B – Officers (qualifications); Article X – Board of Directors, sections C.1 (composition), C.2.a (terms of office), C.2.b (re-election); Article XI.A – Representation to ASCLS House of Delegates. Motion carried.

**MOTION 8**: Moved by Downes, seconded by Bicher, that the ASCLS-PA Board of Directors approve the changes to the ASCLS-PA Standard Operating Procedures Article V – Membership, section C.1 (qualifications); Article V.D – Membership (privileges); Article VI.A – Dues (membership classes); Article X.A.3 – Board of Directors (voting members); Article X.C.3 (vacancy on Board of Directors); Article XI, sections A, C, and D – Representation to ASCLS House of Delegates. Motion carried.

**Note**: The proposed addition of Article V.C.7, Sustaining Membership Add-on, was struck from the amendments as it is an ASCLS contribution system and irrelevant to the state chapter.

**MOTION 9**: Moved by Bicher, seconded by Derrouche, that the ASCLS-PA Board of Directors instruct the Bylaws Committee Chair to submit amendments to the ASCLS Bylaws Committee for review and approval. Motion carried.

1. **Career Recruitment** – Buchenhorst gave a verbal report about the Philadelphia Science Carnival being the Saturday before the Spring Meeting, May 4th. Associated with it is Science after School the Mon, Tues, and Wed the week before, which might also be a possibility for our involvement. She’s seeking contacts at colleges to improve outreach.
2. **Education Scientific Assembly** – Ed Beitz sent Strauss an email noting the ASCLS-PA ESA is in Reading this year on Friday June 7th and saying that he might present at the annual meeting.
3. **Government Liaison** – Noblit reported that the Centers for Medicare & Medicaid Services lost their lawsuit on the Protecting Access to Medicare Act but are appealing and said to go vote.
4. **Finance** – Strauss presented a written report, noting her totals for the Operating and Scholarship Funds agree within 1 cent of the Treasurer’s Report.
5. **Membership** –Downes presented a written report. There was no call campaign this year. Fewer members lapsed due to an increased number of reminder emails from national.
6. **Newsletter** – Cannon presented a written report. He asked for articles for the winter edition and presented the list of names suggested for the newsletter.
7. **Webmaster** – Strauss will upload PDFs for the award documents. Downes mentioned that she had access to a fillable field PDF license. Bicher said he would look into Google forms.
8. **Student Forum** – White will send Meyer information on holding it and help out.
9. **Ascending Professional** – White suggested fundraising through a BYOB paint night. The cost would be $45, with $15 coming back to us per head. Minimum attendance would be 25. Peterson said she would reach out to a friend about a venue.
10. **Delaware Valley Chapter** – Cannon reported that there was a change to the Bylaws that he will send to Gourley. They have plans for two CE sessions in the coming year so far.
11. **Spring Meeting** – Mourabet presented a spreadsheet with proposed income and expenses for the 2019 alongside the same from 2018. There was a drop in income for 2018 from the previous year due largely to fewer non-member registrations. It was decided that a save-the-date postcard and program be sent out in mid-January and mid-March respectively to boost attendance.

-Notably, the budget included rental of projectors assuming we couldn’t get 3 and didn’t include our usual $1000 from PSSAMT.

-It was suggested that registration fees be increased by $4 each except for non-members, making them end in a 9 rather than a 5, and increasing the non-member fee by $9 to achieve the same thing. This was tabled for further consideration until it could be proposed to Aikey.

1. **Adjournment**

**MOTION 10**: Moved by Bicher, seconded by Cannon, that the ASCLS-PA Board of Directors adjourn the meeting. Motion carried.

Submitted by Travis Bicher, ASCLS-PA Secretary.