**Annual Business Meeting Minutes**

**Red Lion Hotel Harrisburg Hershey, Harrisburg, PA**

**May 5th, 2019**

**Voting Members:** Sharon Strauss, President; Joshua Cannon, President-Elect; Travis Bicher, Secretary; Nassouh Mourabet, Treasurer; Marianne Downes, Board Director; Gabriela Peterson, Board Director; Tierra White, New Professional and New Member Director; Jonathan Meyer, Student Director; Mary Gourley; Ed Beitz; William Hunt; Katie Franz; Gabriela Peterson; Amber Adair; Antonio Esparza; Jean Buchenhorst; Mary Beth Miele

**Present:** Nadine Fydryszewski, Region II Director

1. Call to Order – President Strauss called the meeting to order at 3:35 PM.
2. Approval of the Agenda – Presented by Strauss in writing. Edits were made to move Fydryszewski’s National Report down until she arrived and to change the National Meeting location to Charlotte from San Francisco and the New Business annual meeting to 2020 from 2019.

MOTION 1: Moved by Franz, seconded by Aikey, that the ASCLS-PA membership at the Annual Business Meeting approve the Board Meeting agenda as amended. Motion carried.

1. Secretary’s Report – Bicher presented the minutes from the Annual Business Meeting on 5/6/18. The spelling of Debbie Smeal’s name was corrected.

MOTION 2: Moved by Hunt, seconded by Cannon, that the ASCLS-PA membership at the Annual Business Meeting approve the Secretary’s Report of the May 6th, 2018, Annual Business Meeting as amended. Motion carried.

1. Treasurer’s Report – Mourabet 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 discussed the possibility of using extra money made from the annual conferences to buy projectors for use, as the cost of one-time rental at the Red Lion, $450 each, was starting to match purchase prices.

MOTION 3: Moved by Hunt, seconded by Beitz, that the ASCLS-PA membership at the Annual Business Meeting accept the Treasurer’s FY18-19 Operating Fund Statement ending May 5th, 2019, and file for audit. Motion carried.

MOTION 4: Moved by Hunt, seconded by Beitz, that the ASCLS-PA membership at the Annual Business Meeting accept the Treasurer’s FY18-19 Scholarships Fund Statement ending May 5th, 2019, and file for audit. Motion carried.

1. Annual Meeting 2019 – Mourabet reported that there were only 84 registrants this year versus the 100 goal, a third of whom were students, but that this might be an investment in the future for us. He talked about save-the-date postcards not being sent out as he thought the program was ready, which itself only got sent out in April, very late for a May meeting. He cited a lot of back-and-forth with the printer and post office and suggested finding a printer closer to Philadelphia in the future. Keeping away from the city two years in a row may dropped attendance as well.

Fydryszewski noted that in New Jersey, they used a banqueting facility next to a hotel rather than the hotel itself.

1. ASCLS National Report – Fydryszewski gave a verbal report, noting that the national meeting starting this year would be held alongside the Association of Genetic Technologists rather than the AACC, and that there had been some serious discussion with ASCP-BOC about standardizing what we call ourselves as professionals in this field.
2. Awards – Gourley presented a written report on activities, noting that with the addition of the 10-year Membership Award, she’ll also be sending certificates to those with over 10 years and under 20 years of membership to catch them up.
3. Bylaws – Gourley presented a written report on activities, including the following updates to the ASCLS-PA Handbook: changed Membership Categories, added appointing the Developing and Ascending Professional Directors to the President’s duties, and added keeping a log of Delegates-at-Large to the Secretary’s duties. She also put forth a motion to adopt amendments to the Bylaws that had gone through approval by the Board and the national Bylaws Committee.

MOTION 5: Moved by Gourley, seconded by Hunt, that the ASCLS-PA membership at the Annual Business Meeting adopt the following amendments to the ASCLS-PA Bylaws: 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. (terms of office), C.3. (re-election); Article XI.A. – Representation to ASCLS House of Delegates. Motion carried.

1. Career Recruitment – Buchenhorst thanked Meyer, Derrouche, and Bicher for their help at the Philly Science Carnival, the fee for which had been waived due to her participation in a related Science after School activity. It was mostly young kids, but there was the occasional college-goer who stopped by.
2. Con Ed Assistanceship/Scholarships – Mourabet reported that there were 9 and 4 applications respectively, but the full vote count wasn’t in yet, so they couldn’t be awarded at the banquet.
3. Education Scientific Assembly – Beitz presented a flyer for the Assembly, which would be held June 7th at Reading Area Community College this year, with one of the presentations provided by Downes. He reported that he had 17 attendees so far and that he was reaching out to college Biology program heads to get more. He asked Strauss for our email list, and Franz suggested he use the ASCLS-PA Community Forum, though Downes volunteered to post there.
4. Federal/State Government Liaison – Strauss reported that there were 3 attendees at Legislative Day.
5. File Custodian – Hunt reported that the files are safe and that he was keeping copies of tonight’s documents.
6. Finance – Aikey will perform the audits.
7. Leadership Development – Snyderman presented a written report, announcing that the Leadership Academy had been reactivated, with the national committee working with it and the Mentorship Committee chair to revise the curriculum to focus on professionalism and mentorship, and that the ASCLS marketing director was working with the national committee to increase Key to the Future nominees. Nadine mentioned an issue with submitting nominees online, and Aikey voiced concern about differentiating state, regional, and national levels in awards.
8. Membership Development – Downes presented a written report on membership numbers and activities, noting that there would be renewal reminders sent to membership prior to expiration in July, voicing concerns about engaging people outside of the DE Valley Chapter, and requesting funds for a gift card raffle for early renewals and prizes for the same at the state meeting.
9. Newsletter – Cannon presented a written report, noting that the newsletter was late and that the assignments therein were due by June 1st. It also listed the names proposed for the newsletter, which he would be selecting soon. He also will talk to Pete Lyon about redesigning the template. Aikey mentioned that the volume number had reset with the change in name from The Pennsylvanian to the current one and that we should do the same this time.
10. Elections – There were 3 positions available (President-Elect, Secretary, and Board Director) and only 3 nominees (Downes, Bicher, and Franz respectively).

MOTION 6: Moved by Gourley, seconded by Aikey, that the ASCLS-PA membership at the Annual Business Meeting close nominations for the position of President-Elect. Motion carried.

MOTION 7: Moved by Beitz, seconded by Mourabet, that the ASCLS-PA membership at the Annual Business Meeting close nominations for the position of Secretary. Motion carried.

MOTION 8: Moved by Cannon, seconded by Franz, that the ASCLS-PA membership at the Annual Business Meeting close nominations for the position of Board of Director. Motion carried.

MOTION 9: Moved by Hunt, seconded by Beitz, that the ASCLS-PA membership at the Annual Business Meeting elect by acclamation the slate of nominees (Marianne Downes for President-Elect, Travis Bicher for Secretary, Katie Franz for Board Director). Motion carried.

MOTION 10: Moved by Downes, seconded by Bicher, that the ASCLS-PA membership at the Annual Business Meeting recess for dinner. Motion carried.

- Broke for dinner at 4:59 PM and reconvened at 5:36 PM. -

1. PACE – Katie Franz provided a written report on her activities. She urged use of the online PACE session evaluation tool for the Spring Meeting sessions, requiring that the evaluation be submitted to access the certificate.
2. Political Action Committee – Hunt urged members to donate, saying that would have pins at a table at the Spring Meeting.
3. Webmaster – Strauss presented a written report, noting that she gave the website a major facelift after upgrading to the Business package with Board approval, eliminating the 3% Weebly fee for online payments for the Spring Meeting. Other changes included fillable forms for award applications/ nominations and a graphic overhaul. She plans to get registration data from the site to auto-populate the Access database to make things easier for the Registration Chair.
4. Developing Professional – Meyer presented a written report on the upcoming Student Review Session, noting that lunch wasn’t finalized yet and that Cannon and White would be speakers there.

MOTION 11: Moved by Aikey, seconded by Bicher, that the ASCLS-PA membership at the Annual Business Meeting approve funding for the ASCLS-PA Developing Professional to attend the ASCLS National Meeting in Charlotte, NC, June 2019, to include registration, flight, and 50% of hotel. Motion carried.

1. Ascending Professional – White presented a written report detailing a Paint and Sip Fundraiser May 25th at the Fox and Hound in Philadelphia, with the Ben Franklin Bridge as the subject and tickets going for $45. Her goal was to raise $150, with a minimum of 25 tickets sold to reclaim the $100 deposit.
2. Delaware Valley Chapter – Peterson reported that the bowling meetup went well and promised to help advertise the Paint and Sip event.
3. Summer Leadership Meeting – Cannon would decide a date in June or July and let us know.
4. E&R Silent Auction Donation – Strauss offered to get Crayola stuff. Downes noted that the Amish stuff from last year had done poorly in San Diego. Peterson said she’d reach out to jewelry makers and a custom stuffed animal maker.

MOTION 12: Moved by Aikey, seconded by Franz, that the ASCLS-PA membership at the Annual Business Meeting approve the purchase of 3 gifts for the E&R Silent Auction at the ASCLS National Meeting in Charlotte, NC, with money to come from O&A with total expenditures not to exceed $300. Motion carried.

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

MOTION 13: Moved by Aikey, seconded by Franz, that the ASCLS-PA membership at the Annual Business Meeting approve the approve the following list of delegates to the 2019 ASCLS House of Delegates:

At-Large Delegates: Marianne Downes, Katie Franz, and Mary Gourley

Alternate Delegates: Nassouh Mourabet, Scott Aikey, and Bill Hunt

Be it noted: delegate funding will be revisited at the Leadership meeting. Motion carried.

1. Balancing the Budget: Mourabet presented the proposed FY19-20 Budget for the Operating Fund, which was balanced, but changes were proposed and voted on.

MOTION 14: Moved by Bicher, seconded by Hunt, that the ASCLS-PA membership at the Annual Business Meeting adopt the FY19-20 Operating Fund Budget as amended:

-$300 removed from Long Range Planning, taking it to $0.

-$100 added to Membership Development, taking it to $100.

-$50 added to Education Scientific Assembly, taking it to $50.

-$150 added to the Student Forum, taking it to $750.

Motion carried.

1. Installation of Officers

President Elect: Marianne Downes

Secretary: Travis Bicher

Board Director: Katie Franz

1. Other – Fydryszewski announced that it was her last year as the Region II Director as she can’t serve more than 2 consecutive terms and is looking for someone to take over.
2. Adjournment

MOTION 15: Moved by Franz, seconded by Strauss, that the ASCLS-PA membership at the Annual Business Meeting adjourn. Motion carried.

Submitted by Travis Bicher, ASCLS-PA Secretary.