**Board Meeting Minutes**

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

**May 5th, 2019**

**Board:** Sharon Strauss, President; Joshua Cannon, President-Elect; Travis Bicher, Secretary; Nassouh Mourabet, Treasurer; Marianne Downes, Board Director; Tierra White, Ascending Professional Director; Jonathan Meyer, Developing Professional Director (7/6, quorum)

**Present:** Mary Gourley; Scott Aikey; Katie Franz; Ed Beitz; William Hunt; Amber Adair; Robin Andriani

1. Call to Order – President Strauss called the meeting to order at 3:07 PM.
2. Introductions
3. Approval of the Agenda – Presented by Strauss in writing.

MOTION 1: Moved by Downes, seconded by Bicher, that the ASCLS-PA Board of Directors approve the Board Meeting agenda as presented. Motion carried.

1. Appointment of Parliamentarian – Aikey took on this role for the Board and Annual Business Meetings.
2. President’s Report – Presented by Snyderman in writing. The report summarized the President’s goals and activities for the past year, with typical tasks as well as new items like making major updates to the website, including online registration for the annual meeting, and mentoring Board Member Khadidja Derrouche on registration duties.
3. Secretary’s Report – Bicher presented the minutes from the Board Meeting on 1/26/19, which was edited to change the location from the Red Lion Hotel to PA Hospital in Philadelphia.

MOTION 2: Moved by Cannon, seconded by Downes, that the ASCLS-PA Board of Directors approve the Secretary’s Report of the January 26th, 2019, Board Meeting as amended. Motion carried.

1. Bylaws – Gourley proposed a change to the SOPs to include state bylaws among the things members can contact national to request a change on. She also proposed updates to the Handbook to bring it in line with national guidelines and fix minor issues.

MOTION 3: Moved by Cannon, seconded by Mourabet, that the ASCLS-PA Board of Directors amend the ASCLS-PA Standard Operating Procedures, Article XII – Committees, section A.1.a.3) by adding the term “Bylaws and/or”. (The section will read as follows: “The Bylaws Committee . . . . a.3) prepare suggested modifications to the Bylaws and/or the Standard Operating Procedures of the ASCLS, and with the approval of the Board of Directors of this Society, shall submit the modifications in writing to the Board of Directors of that society.”) Motion carried.

MOTION 4: Moved by Cannon, seconded by Bicher, that the ASCLS-PA Board of Directors approve the changes to the ASCLS-PA Handbook as follows: a. Overview – add “Ascending Professional” to voting members at Annual Business Meeting; b. Immediate Past President – add to the duties – Chair the Nominations Committee; c. Scholarship applications – change mailing address to current Treasurer; d. Annual Business Meeting – add “Ascending Professional” to voting members at Annual Business Meeting; e. Estolle Gross Award – add “except that of Developing Professional”; f. Dolbey and Lifetime Achievement Nomination forms – change “Student Forum” to “Developing Professional Forum”. Motion carried.

1. Adjournment – Strauss called to adjourn the meeting at 3:18 PM.

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

Submitted by Travis Bicher, ASCLS-PA Secretary.