**Board Meeting Minutes**

**Edison Building, Thomas Jefferson University, Philadelphia**

**October 5th, 2019**

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

**Present:** Mary Gourley; Jean Buchenhorst

1. Call to Order – President Cannon called the meeting to order at 10:07 AM.
2. Introductions
3. Leadership Directory – Updated with new positions and passed around for corrections to contact information.
4. Appointment of Parliamentarian – Gourley volunteered.
5. Approval of the Agenda – Presented by Cannon.

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

1. Secretary’s Report – Bicher presented the minutes from the Board Meeting on 5/5/19 prior to the Annual Business Meeting.

MOTION 2: Moved by Downes, seconded by Strauss, that the ASCLS-PA Board of Directors accept the Secretary’s Report of the May 5th, 2019, Board Meeting as presented. Motion carried.

1. Awards – Gourley presented a written report, noting that nominations for the Corporate, Dolbey, Estolle Gross, Key to the Future, and Lifetime Achievement awards are due by February 1st, 2020, and that forms should be submitted as Word documents, not PDFs. She attached up-to-date requirements and previous award winners for reference.
2. Bylaws – Gourley presented a written report with events attended and no big present concerns, noting that PA is the only state in Region II to have fully updated their bylaws. One concern she has though is that the SOP regarding dissolution of the society is actually required to be laid out in the Bylaws, but she’s waiting for National to move on it.
3. Career Recruitment – Buchenhorst reported that she planned to attend a planning meeting for the Philadelphia Science Festival (which had no date yet) on 10/16. Gourley pointed out that there was a National Science Festival in D.C. in April that might also be worth attending.
4. Treasurer’s Report – Mourabet stated that the year-end report for the Operating Fund was not quite ready yet as he needed to resolve a couple items, namely reimbursements and dealing with extra money made available by the Society’s surplus profit, which was enough to cover the ~$3,000 cut from the delegate fund.

Cannon noted the utility of having our own projectors for the Spring Meeting, proposing buying 4-5 at ~$150 each. Those present decided on a priority of projectors, money toward next year’s delegates, and then reimbursements for the past year’s delegates.

1. File Custodian – Bill Hunt wasn’t present, but electronic solutions were discussed. Bicher noted that he had been scanning PDFs of Board Meeting papers, and Cannon suggested opening a Google Drive account or two for the Society, which would net 15GB of storage each. Peterson said she’d look into the emails for the Instagram and Facebook.
2. Membership – Downes presented a written report, noting that the number of lapsed members was 1 less than last year. Since the Board voted to budget $100 for an Early Renewal campaign, she planned to use it for an Amazon gift card raffle, which those renewing earlier getting more tickets. Mourabet and Bicher suggested 1 $100 card over 4 $25 cards.

She also requested volunteers for the lapsed member campaign, as there were 13 Professional Members to contact, which would have to be by phone as they hadn’t agreed to text communication.

1. Newsletter – Cannon gave a written report noting that the newsletter was an edition behind and listing article requests, with the next deadline of October 21st. It was decided to push it back to the 24th or so to allow Peterson to write a blurb on Stephanie Noblit’s CE session talk on public health policy on the 23rd, and Cannon’s article republished from LaboratoryScienceCareers.com would be moved to the winter issue.

Downes suggested that we could do something with the 4 national engagement activities this year, including a pumpkin carving contest that month.

Regarding the new name of the newsletter, which was up to 14 submissions, it was decided to narrow down to 5 or 6 among the Board and present the rest for a vote at the Spring Meeting.

1. Webmaster – Strauss reported that she’d be updating the website soon.
2. Ascending Professional – Meyer didn’t have a project in mind to work on other than helping the Develop Professional with a fundraiser, though someone at the Regional level apparently should’ve asked him for a report. Bicher suggested picking up the idea of a t-shirt design contest, and Cannon noted he had a design ready.
3. Delaware Valley Chapter – Peterson said they had a meeting 9/17 and still needed to fill two Director sports. They have 3 CE events coming up and were planning another bowling event for February or March.
4. Constituent Society Task Force Survey – There was a list of questions given to us by National due back by November 1st. It was largely simple questions, but some financial ones needed to be answer by Mourabet.
5. 2020 Annual Meeting – Strauss presented a spreadsheet of factors for consideration for the 2 hotels she had narrowed down to, the Doubletree in Plymouth Meeting that we had been at 3 years ago and the Sheraton Valley Forge. Cannon and Bicher agreed to join her to check out the Sheraton personally to help make the decision.

Mourabet presented a budget proposal for the meeting, which included an increase in registration rates, $95->$110 for members, $140->$160 for non-members, $45->$60 for student members, and $75->$90 for non-member students.

Cannon was confirmed as Program Chair, Bicher as Vendor Chair, and Khadidja Derrouche as Registration Chair.

1. Adjournment – Strauss called to adjourn the meeting at 11:57 AM.

MOTION 4: Moved by Bicher, seconded by Strauss, that the ASCLS-PA Board of Directors adjourn the meeting. Motion carried.

Submitted by Travis Bicher, ASCLS-PA Secretary.