**Board Meeting Minutes**

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

**January 25th, 2020**

**Board:** Joshua Cannon, President; Marianne Downes, President-Elect (video); Sharon Strauss, Past-President; Travis Bicher, Secretary; Nassouh Mourabet, Treasurer; Gabriela Peterson, Board Director (video); Khadidja Derrouche, Board Director; Katie Franz, Board Director; Jonathan Meyer, Ascending Professional Director; Emily Kamieniecki, Developing Professional Director - (10/6, quorum)

**Present:** Barbara Snyderman; Bill Hunt; Mary Gourley (video); Tierra White (video); Scott Aikey (video); Jean Buchenhorst

1. Call to Order – President Cannon called the meeting to order at 10:05 AM.
2. Approval of the Agenda – Presented in writing by Cannon.

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

1. Appointment of Parliamentarian – Snyderman
2. Secretary’s Report – Bicher presented the minutes from the Board Meeting on 10/5/19, as well as an email motion to sign a contract with the hotel for the 2020 Spring Meeting.

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

1. Treasurer’s Report – Mourabet presented a written report, noting the funds were healthy because of dues and payments from a couple vendors for the Spring Meeting (ARUP and Cepheid), but $2,000 was set aside as a deposit for the hotel. This led to a discussion on payment methods as the amount was not a whole number, namely that the website portal Strauss had created had more associated fees than regular credit card payment. It was decided that ease of payment for vendors trumped costs.

Cannon mentioned that the program director at Reading Hospital had inquired regarding the whole program applying for Con Ed Assistanceship, and it was clarified that students can’t use it by the rules as written. It was also noted that the student registration rates were not increased as described in the last minutes, remaining at $50 and $75 for members and non-members respectively.

MOTION 3: Moved by Franz, seconded by Derrouche, that the ASCLS-PA Board of Directors accept the Treasurer’s Report of the Operating Fund for 9/1/19 - 12/31/19, dated January 25th, 2020, as amended and file for audit. Motion carried.

MOTION 4: Moved by Franz, seconded by Cannon, that the ASCLS-PA Board of Directors accept the Treasurer’s Report of the Scholarship Funds for 9/1/19 - 12/31/19, dated January 25th, 2020, as amended and file for audit. Motion carried.

1. President’s Report – Cannon reported on his activities, which included writing an article for ASCLS Today posted at LaboratoryScienceCareers.com and work on the Spring Meeting and newsletter. His objectives for the year include developing a Program Chair Handbook and auto-sending welcome letters to new members.
2. Awards – Gourley presented a written report, noting that nominations for the Corporate, Dolbey, Estolle Gross, Keener Memorial, Key to the Future, and Lifetime Achievement awards are due by February 1st, and that she hadn’t received any as of January 21st. There was some discussion on having a task force to address it as well as not giving out awards when there are no candidates.
3. Bylaws – Gourley presented a written report with no requests for action.
4. Career Recruitment – Buchenhorst gave a written report on the Philadelphia Science Festival, noting that the Festival would be April 16th though 25th, with the Carnival on Saturday April 25th from 10am-4pm, the fee for which, $750, would be waived by participating in another event that week. She asked for volunteers for both. Early Bird deadline is February 21st.

Kamieniecki expressed interest in doing recruitment at a couple Philadelphia area high schools and her alma mater in Plymouth Meeting and making a kit for the state society using resources off the ASCLS site.

1. Con Ed Assistanceship – Mourabet reported he hadn’t received any valid applications. Cannon said he would put out a blast email for candidates.
2. Gov’t Affairs – There was discussion on Leg Day, which is on March 16th & 17th. Meyer is going, Snyderman is going but won’t be lobbying, and Bicher is considering. The $500 in the budget would be split between participants.
3. Membership – Downes presented a written report, noting that overall we’re up by 10 members from last year, that most of loss membership is in the Developing Professional category, and that she’d be doing an early renewal raffle campaign with a $100 Amazon gift card as a prize starting May 1st. She asked for ideas for prizes for early renewals at the Spring Meeting, and the t-shirts Meyer is working on was suggested.
4. Newsletter – Cannon gave a written report, which noted the deadline for the Winter 2020 edition as February 20th and the requested articles. He plans to have the BOD vote on the top 6 new names for the newsletter through an electronic survey and then have members at the Spring Meeting vote for their favorite, and he also mentioned talking to Pete Lyon about redesigning the design template.
5. PACE – Franz noted there had been one presentation in the fall by Stephanie Noblit on legislative issues.
6. Webmaster – Strauss gave a written report, noting that she’d updated it with things for the Spring Meeting, namely a vendor payment portal, a list of the vendors so far (which had to be corrected a bit), and a preliminary list of the topics to be presented on.
7. Developing Professional – Kamieniecki gave a written report on her prep work and questions regarding the Student Review. It was recommended she reach out to Mary Ann McLane for the chemistry review even though she’s retired because of poor reviews for it last year. Strauss said she’d look into making up a web portal for registration credit card payments, and Hunt would look into a sponsor for the paper booklets, which are one of the more expensive parts of the event but necessary.
8. Ascending Professional – Meyer gave a written report on his planned activities, namely Leg Day, the Science Festival, and the National Science Fair in DC April 23rd through 26th, which Downes and Gourley would be joining him for. He also submitted four t-shirt designs he had commissioned and gotten CustomInk quotes for. Two designs, #’s 1 & 3, featured the ASCLS logo and would have to be changed, but the consensus was that part of #1, a ring with ASCLS-PA spelled out in it, would look good on #4. Kamieniecki offered the services of her sister in altering the design, and Bicher will direct Meyer to the screen-printing company used previously.
9. Delaware Valley Chapter – Peterson gave a verbal report, stating that they still need to fill two board positions, that Derrouche would be giving another CE talk at CHOP in February, that the Winter Bowling Social would be in February or March, and that she was taking suggestions for another CE session.
10. 2020 Annual Meeting – Strauss as General Chair presented an overall report of activities, and Cannon, Bicher, and Mourabet all gave individual reports. Strauss cleaned up the email and physical address lists for notices and Save the Date postcards, which PASSAMT will now simply be emailing to their members. Cannon reported 20/20 speakers lined up, 9 with returned forms, and Bicher reported 13 vendors likely to attend, 8 with returned forms.

Various concerns were addressed, namely making meal and snack selections, getting volunteers to help with printing session handouts, and deciding to have any additional charges from hotel for vendor deliveries passed along directly to the vendors. The topic of projectors came up again, as it was determined that we couldn’t get ones with high enough brightness for $100-150, and we’d have to spend $300 on them. For now, we’ll need to borrow them for the meeting.

1. Adjournment

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

Submitted by Travis Bicher, ASCLS-PA Secretary.