**American Society of Clinical Laboratory Sciences-PA**

**Winter Board Meeting**

**Harrisburg Area Community College**

**January 28, 2006**

**9:30am**

Present: Ruth Negley, President, Barbara Snyderman, Past President, Sandy Neiman, President-Elect, Judy Hoover, Treasurer, Katie Franz, Secretary, Mary Ann McLane, Region III Director, Patsy Bering, Parliamentarian, Scott Aikey, William Hunt, Michele E. LaChance, Kim Leib, Eileen Molecavage, Carolyn Snyder, Brooke Speidel, Sharon Strauss

1. Call to order

President Ruth Negley called the meeting to order at 9:40 a.m.

1. Introductions

1. Approval of agenda

            MOTION 1:  Made by Katie Franz, seconded by Sandy Neiman.

I move that the ASCLS-PA Board of Directors approve the agenda as presented.  Motion carried.

1. Approval of minutes, Fall board meeting, Nov 12, 2005

            MOTION 2:  Made by Barbara Snyderman, seconded by Sandy Neiman.

I move that the ASCLS-PA Board of Directors approve the minutes of the fall Board meeting dated November 12, 2005. Motion carried.

1. President’s report

President Negley reported on the Pennsylvania Career Expo which was very successful.  ASCLS-PA Student Representative, Michelle LaChance manned the booth for the event.  Governor Rendell was not in attendance.  President Negley is also working with Membership Development Chair, Jaime Zeiders, to develop a strategy to contact lapsed members.

1. Treasurer’s report

Treasurer Judy Hoover presented a written report for the year ending 8/31/05.

Scott Aikey will do an audit and a report with updated information will be available at the Spring Meeting.  Scott will also contact Advance magazine for income that is due to ASCLS-PA.  Barb Snyderman asked when the audit could be completed.  Scott stated that he will try to have it completed by March 15.

MOTION 3:  Made by Barbara Snyderman, seconded by Bill Hunt.

I move that the ASCLS-PA Board of Directors direct the chair of the finance committee to complete the audit of the treasurer's records, year ending 8/31/05, no later than March 15, 2006.  Motion carried.

MOTION 4:  Made by Bill Hunt, seconded by Brooke Speidel.

I move that the ASCLS-PA Board of Directors accept the amended PSCLS Treasurer's report dated 8/31/05, presented on 1/28/06 and file for audit.  Motion carried.

Treasurer Hoover presented and reviewed a second Treasurer’s report dated 9/1/05 to 12/31/05. It was noted that a page was missing with fund balances.  The Scholarship and Awards Fund report was presented.  Some line items will be deleted from the report sheet including the Sandra Keener Fund and the Mercedes Cole Scholarship.  A discussion followed relative to the new scholarship fund and the mechanics needed to move monies to the proper area of the budget and establish the fund.  The ASCLS-PA Memorial Scholarship Undergraduate Scholarship will be shown on the Restricted Fund sheet.

MOTION 5:  Made by Bill Hunt seconded by Barbara Snyderman.

I move that the ASCLS-PA Board of Directors accept the amended Scholarship and Awards Treasurer's report dated 8/31/05, presented on 1/28/06, and file for audit. Motion carried.

MOTION 6:  Made by Bill Hunt, seconded by Katie Franz.

I move that the ASCLS-PA Board of Directors accept the ASCLS-PA Treasurer’s report dated for 12/31/05 and file for audit. Motion carried.

MOTION 7: Made by Bill Hunt, seconded by Sandy Neiman.

I move that the ASCLS-PA Board of Directors direct the Treasurer to file an extension on the IRS taxes and to submit the ASCLS-PA tax return by 4/15/06. Motion carried.

1. Committee Reports

AWARDS – No written report.  As of this date, Gregg Palastro has not received any nominations for any of the awards.  President Negley distributed packets with nomination forms to all present and reminded members to submit nominations to Gregg by February 1.  Scott Aikey made a suggestion that the board may want to consider extending the awards deadline.

MOTION 8: Made by Barbara Snyderman, seconded by Sandy Neiman.

I move that the ASCLS-PA Board of Directors extend all ASCLS-PA awards deadlines to February 28, 2006. Motion carried.

BYLAWS – Bill Hunt was asked if he had received any bylaws from the chapters’ amendments for the name change.  Any changes need to go to Eileen Molecaveage first, and then to Bill.  This does not apply to inactive chapters.  Copies of each chapter's current bylaws are in the state’s historical files, they should be given to the Chapter President’s to pass along.

Mary Ann McLane stated that there may be some fiduciary responsibilities still on going for inactive chapters.  There followed a discussion about how inactive chapters were handling any money in their treasuries.  Barb Snyderman suggested creating a general fund for chapters to help fund activities of the members of inactive chapters.  Sandy Neiman will find a contact for each area of the state and try to help set up a meeting.  Michelle LaChance and Eileen Molecavage volunteered to help on this committee. The purpose of this committee would be to investigate the inactive chapters and to determine what funds are not being used.

CAREER RECRUITMENT- It was noted that there is a streaming video available on Medscape about careers in Laboratory Science.  You must register to view the video.

CON ED ASSISTANTSHIP- Patsy Bering reported that one incomplete application was received for the ASCLS-PA Scholarship. The application arrived late and the student’s transcript was not received.  Patsy asked the board how to proceed.  The Board’s consensus was to not award the scholarship this year.  Patsy will send a note to the applicant.

Education scientific assembly – No report

Fed/state gov liason/PAC – No report

File custodian – Bill Hunt reported that the files are safe.

Finance committee – Scott had nothing to add to the information given during the Treasurer’s report.  Judy Hoover stated that a CD will mature in February and asked the board if they wish to reinvest the money.

MOTION 9: Made by Bill Hunt, seconded by Barbara Snyderman.

I move that the ASCLS-PA Board of Directors direct the Treasurer to reinvest the CD, Independence Community Bank of $5,000.00 for one year. Motion carried.

Leadership development – No report

Membership development – A list of lapsed members was distributed.  A suggestion was made to break the names out into chapters.  Chapter representatives could take the names and contact lapsed members from their chapters.  Ruth Negley reported that she has sent out 25 letters in the last three months to welcome new members.

Newsletter – Carolyn Snyder reported that the last newsletter which was scheduled for September was pulled due to the information being too old.  The newsletter is now at the printers and is on the website.  It should be mailed out this week.  Deadline for the next newsletter is February 28.  Carolyn gave of list of items to be included in the next newsletter.

PACE – Sandy Toloczko sent a written report.  Sixty seven PACE credits were granted for 2005.  Sandy’s report included a reminder to return all PACE paperwork as soon as possible.

Webmaster – Sharon Strauss submitted a written report.  She also asked if anyone had an electronic copy of the ASCLS-PA reimbursement form for her to put on the website.  Ruth Negley will send it to Sharon.

Student membership – Kim Leib had some questions about the possibility of subsidizing First Year Professional memberships for graduating students in an effort to get student members to remain in the society.  Some suggestions were made relative to this topic.  One suggestion was that all lapsed members who would include students whose memberships had lapsed, would continue to receive the state newsletter for a time period.  Mary Ann McLane stated that ASCP invites students to sit on board for student member input.  We need to show students the value of remaining a member after graduation.  Carolyn Snyder suggested sending out a letter to students right before graduation.  Michelle LaChance recommended contacting students even earlier to get all the information to them before graduation.  The Student review session would be one good place to get the information to the students.

Old business – Ruth Negley reminded the members that there will be a forum on Patient Safety and the Lab’s role at the Spring Meeting.

New business:

ASCLS-PA 2006 spring meeting – Meeting Co-Chair Mary Ann McLane stated that a reminder postcard was sent out to the mailing list.  The Board Meeting and House of Delegates will be held Tuesday evening May 2.  Mary Ann presented the budget for the meeting.  Any more sponsors will help to offset the costs of the speaker honorariums.  There will be a virtual job fair at the meeting.  There will be a fee for the job fair and Mary Ann asked for on how to get this information to employers.  Several suggestions were offered.  Mary Ann also asked for approval to have the ASCLS Relief fund as the charity that meeting attendees can donate to during the meeting.  The members present agreed to this.

The Board members will be responsible for paying for their registration and then can submit for reimbursement.  Scott Aikey pointed out that in the past, the board has decided on a year to year basis what the reimbursement will be.  It has been based on the number of Board meetings attended the previous year.

Other topics related to the meeting were discussed including the meeting information now appears on the website and details about the program.  Members were asked about speaker gifts and the consensus was that since the giant Hershey’s kisses have become quite popular as speaker gifts we should continue to use them.

MOTION 10: Made by Barbara Snyderman, seconded by Bill Hunt.

I move that the ASCLS-PA Board of Directors (including officers, board, and student representatives), be reimbursed for the ASCLS-PA 2006 Annual Meeting at the rate of $50.00 for each board meeting attended during the fiscal year 2005-2006, excluding the Spring Board of Directors meeting.  Motion carried.

2006 student review session - The Student Review session will take place on June 3, 2006 at Harrisburg Area Community College.  Jaime Zeiders is helping the student representatives plan the session.

ASCLS 2006 Annual meeting – The meeting will take place July 25-29. All speakers are confirmed for the meeting.  Some of the changes in the meeting for 2006 include no ribbons for the badges and roundtable discussions will be replaced by brown bag lunch and learn sessions.  There will also be no handouts available at the meeting.  Handouts will be available on the ASCLS website to print off and bring to the meeting.  A CD of the presentations will be available at the meeting.

Region II update - Region II Director Mary Ann McLane reported that the next Region II council meeting will be on April 8.  Student case study presentations will be part of this meeting.

Mary Ann reported that a letter of intent was signed with the Board of Registry for establishing a new certification agency.  Discussions will be held about testing a new name for laboratory practitioners instead of using the designation of CLS or MT.  If there are any concerns or ideas about this please contact NCA.

Mary Ann reminded all present that National Medical Laboratory Professional Week is April 24-30 and to purchase merchandise from the new vendor for ASCLS.  Information is available on the ASCLS website.  Merchandise will be available for ordering in February.

An idea for a NMLPW project would be to adopt a lab in New Orleans and Mississippi that was affected by Hurricane Rita.  If you would like a contact name to adopt a lab contact Mary Ann.  She also suggested that the ASCLS-PA board consider making a donation to the ASCLS Hurricane Fund.

MOTION 11: Made by Bill Hunt, seconded by Barbara Snyderman.

I move that the ASCLS-PA Board of Directors donate $500.00 to the ASCLS Hurricane relief fund, the money to come from the O&A line item.  Motion carried.

Chapter reports

Delaware Valley – A written report was submitted.  A Fall series of continuing education sessions were held and a Spring series is scheduled for February, March and April.

Lehigh Valley – No report

Northeast - A written report was submitted.  Two continuing education activities were held and future educational sessions are being organized.

Southwest - No report

Susquehanna – No report and no activities.

The Northwest, Southcentral, and Northcentral chapters are currently inactive.

Adjournment

MOTION 12: Made by Katie Franz, seconded by Barbara Snyderman.

I move that the ASCLS-PA Board of Directors adjourn the Winter Board meeting.  Motion carried.

The meeting was adjourned at 1:15 pm.

Respectfully Submitted,

Katie Franz

Secretary