**American Society for Clinical Laboratory Science-PA**

**Fall Leadership Meeting**

**HACC, Harrisburg Campus**

**November 10, 2007**

**Approved 1/26/08**

**Present**:  Sharon Strauss, ASCLS-PA President, Scott Aikey ASCLS President-elect, Barbara Snyderman, Michele E. Lachance, Linda Reis, Eileen Molecavage, Leah Campbell, Randi Bright, Mary Ann McLane, Region II director, Mary M. Gourley, Mary Beth Miele, Judy Hoover, treasurer, Ruth Negley

1. **Call to order**:  9:40am
2. **Introductions**
3. **Parliamentarian**:  Aikey agreed to perform this function.  A quorum is present with 5 voting members plus the president.
4. **Approval of Agenda**:  approved.

**Motion I**:  Made by:  Molecavage, seconded by Miele.

I move to approve the agenda for the ASCLS-PA Board of Directors for November 10, 2007.

Motion passed.

1. **Approval of Minutes** of Summer 07 Leadership Meeting:  Approved

**Motion II**:  Made by Lachance, seconded by Campbell

I move that the ASCLS-PA Summer 07 Leadership Meeting minutes dated 8/25/07 be approved.

Motion passed.

1. **Announcements**:  Strauss read a thank-you message from Judy Hoover and Gwen Thompson.  Jeanne Zbrowski and Linda Semler are both having health issues.  Charles Wilson has lost a brother.

7.  **Budget**:  Income/expense report:  Hoover

a.  Balance Sheet as of 8/31/07 submitted.  The general funds balance is large due to an $18,596.89 check from Advance.

**Motion III:**  Made by Miele, seconded by Molecavage.

I move to accept the 8/31/07 Treasurer’s report.

Motion passed.

**Motion IV**:  Made by Campbell, seconded by Miele.

I move to approve the scholarship report dated 8/31/07.

Motion passed.

b.      Balance Sheet as of 10/31/07 submitted.  This includes data of scholarship funds.  Scholarship $ has not been awarded for several years due to lack of applicants.  Discussion regarding this will be held until Old Business on the agenda.

**Motion V**:  Made by Molecavage, seconded by Lachance.

I move that the ASCLS-PA Board of Directors approve the Scholarship Fund Report dated 10/231/07 and file for audit.

Motion passed.

**Motion VI:**  Made by Campbell, seconded by Molecavage.

I move for the approval of the general Treasurer’s report dated 10/31/07 and file for audit.

Motion passed.

c.      The checking account has a high balance due to the funds received from Advance.  Discussion was held about investing the funds and whether there would be enough in the checking acct to cover expenses for the 08 Spring Meeting.  It was decided that there are enough funds for this.

**Motion VII**:  Made by Miele, seconded by Molecavage.

I move that the ASCLS Board of Directors direct the Treasurer to take $15,000 from the checking account of general operating account and invest as a CD at the highest rate of return of interest not to exceed 13 months.

Motion passed.

**Motion VIII**:  Made by Lachance, seconded by Campbell.

I move that the ASCLS-PA Board of Directors direct the Treasurer to use $5,000 from the scholarship fund checking account to purchase a CD with the best return of interest not to exceed 13 months.

Motion passed.

d.      Discussion was held about what to use the additional funds from Advance for.  One suggestion was to arrange for a bus to transport members to the national ASCLS Meeting in July to Washington DC.  Another suggestion was to offer a drawing to win a 1 day free registration.

e.      Budget Analysis was submitted by Treasurer.

1. **Announcements from Region II Director**, McLane.
   1. >$100,000 funds were gained by ASCLS this year as a result of Elissa’s skill in managing and advertisements on the Website.  This may be used for government issues, technology, members.
   2. Lab week is April 20-26, 2008.  This year, Bell’s Catalog will be used for purchasing Lab week merchandise.
   3. Student Forum:  want more students to go to Legislative Day.  Please consider donating airline miles to students for this function.
   4. 2 Websites brought to our attention.  Labsarevital.com where you can provide your own story.  This Website promotes us as a professional.  Other Website is labresultsforlife.org.
   5. Update on competitive bidding.

1. **Levels of Practice proposal**:  Sharon presented the powerpoint presentation given by Elissa at the Region II meeting and reviewed the highlights.  The proposed model divides the scope of practice of laboratory professionals into 7 levels, beginning with phlebotomists to the doctorate level.  Essential skills were listed for each level.  The idea is to list skills in recommended levels, not what is currently seen in practice.  The benefit of this is to provide this list for managers when hiring new employees, to determine what is taught in educational programs, and to establish a career ladder for laboratorians.   Current problems are the overlap of duties of CLT/CLS, lack of defined roles, lack of career ladder.  This info will be placed in the next newsletter for comments from members.

1. **Bylaws change**:  It was proposed to change Article XI, section A and B of the Bylaws to

(insert change).  It was proposed to change Article XI, section D to “6 voting members of the Board of Directors shall constitute a quorum.  It was proposed to change Article XI of the Regulations by deleting section A.

**Motion IX**:  Made by Miele, seconded by Molecavage.

I move that the ASCLS-PA Board of Directors to amend the Bylaws Article XI, Sections A, B, and D by replacing the text with

(insert change)

C.  The chairman or an alternate and six other voting members of the Board of Directors shall constitute a quorum.

Motion passed.

a.      Bylaw changes must be posted in newsletter, approved by the ASCLS-PA BOD and approved by ASCLS.  Negley will place in Winter newsletter.

b.      Regulation changes must be posted in newsletter and approved by ASCLS-PA BOD but not ASCLS.  Negley will place in Winter newsletter.

1. **Federal Government/PAC**:  no report
2. **Finance committee**:  Audit report for 8/31/07 was provided.  Funds are accounted for.
3. **Membership development**:  no report.  Jaime now has Excel and can access members and demographics.

1. **Newsletter**:  Fall 07 Newsletter was mailed the first week of Oct 07.  Negley asked for suggestions/comments.  Winter 08 Newsletter deadline for submitting articles/announcements will be Dec 15, 2007.  It is anticipated that the newsletter will be developed and sent to the printer by Jan 1, 08 and mailed by Jan 15, 08.

Negley will need the following for the newsletter (**deadline Dec 15th**!)

* 1. President’s message – Strauss
  2. Student Review Session report – Chris Thomas
  3. Chapter News – anyone?  Regina Harbreaker?
  4. Update for 08 Spring Meeting – Miele
  5. Interview from new professional – Henderson (need headshot photo)
  6. Level of practice summary – Negley
  7. Scholarship info – What is the revised deadline for the undergrad scholarship?
  8. Licensure news, Legislative day – Semler
  9. Memorial story of Carolyn – Judy (please send photos - anyone)

1. **Chapter development**:  Lachance reported that few have responded to her survey of interest in reactivating chapters.  She is hearing that there is no time and no interest to reactivate chapters.  Lachance proposed to dissolve the committee due to lack of interest in members and possibly to consolidate the chapters into one group.

1. NE chapter:  Toloczko reported that there were two educational meetings offered so far this year.  A future educational meeting is being planned for November 13, 2007.

1. ASCLS-PA logo:  McLane has received an estimate of $300 for someone to design a logo and provide an electronic copy.

**Motion X**:  Made by Miele, seconded by Hoover.

I move that the ASCLS-PA Board of Directors authorize Mary Ann McLane to move forward with the development of the new logo by Aztec Copies and authorize payment from O&A not to exceed $500.

Motion passed.

1. **ASCLS-PA 2007 Spring Meeting report**:  Negley reported expenses and income as reported by the Treasurer, Hoover.  Total gross income was $28,991.93.  Net profit was $12,820.32.  139 attended on Tuesday, and 81 attended on Wednesday.  The total was 246 for both days, including speakers.  McLane recommended that the program evaluations be reviewed for future meetings.

18.  **ASCLS-PA 2008 Spring Meeting**:  Report from Miele.