**PENNSLYVANIA SOCIETY FOR CLINICAL LABORATORY SCIENCE**

**FALL BOARD OF DIRECTORS OF DIRECTORS MEETING MINUTES**

**SATURDAY, NOVEMBER 13, 2004**

**READING, PENNSYLVANIA**

PRESENT: Barbara Snyderman, President; Ruth Negley, President Elect, and Sandra Neiman, Secretary

BOARD MEMBERS: Ronnie Aurello, Patsy Bering, Parliamentarian, Rita Walker, William Hunt, and Jaime Zeiders, First Year Professional Representative

STUDENT REPRESENTATIVES: Megan Conklin, Barbara Heisey, Rachel Pereverzoff, Adrian Porrata, and Kim Leib, guest.

I.       CALL TO ORDER: The meeting was called to order by President Barbara Snyderman at 9:30 A.M. She determined that a quorum was present.

II.      APPOINTMENT OF PARLIAMENTARIAN: Patsy Bering was appointed as parliamentarian.

III.    APPROVAL OF AGENDA: The agenda was amended to add item 8 and 9 2005 meeting, and 2005 Meeting Awards.

MOTION I: Rita Walker moved and William Hunt seconded “that the PCSLS Board of Directors approve the agenda as amended”. Motion carried.

IV.    PRESIDENT’S REPORT: President Snyderman’s recent activities include attending Region II meeting, speaking at Harrisburg Area Community College’s Health Care Careers Week, at Hanover’s “Lunch and Learn” presentation “Intraoperative PTH”.

V.     SECRETARY’S REPORT: Sandra Neiman reported the minutes from April 2004 and August 2004 meetings.

MOTION II: William Hunt moved and Ronnie Aurello seconded “that the PSCLS Board of Directors approve the report of the secretary from April 13, 2004 as amended”. Motion carried.

VI.    TREASURER/FINANCIAL REPORT:

A.        TREASURER’S REPORT: Deferred

B.         FINANCIAL REPORT: was given by William Hunt.

MOTION IV: Ruth Negley moved and Sandra Neiman seconded “that the PSCLS Board of Directors move the amount of $2,012.54 retained earnings to the Officers and Administrative line item”. Motion carried.

MOTION V: Sandra Neiman moved and William Hunt seconded “that the PSCLS Board of Directors direct the treasurer to invest $10,000 from the operating funds into a short term bond or CD”. Motion carried.

C.         REIMBURSEMENT POLICY: President Snyderman asked the Board of Directors if there should be a reimbursement policy for those attending the Spring meeting. Discussion ensued as to the minimal attendance at Board of Directors meetings, and duties performed at the state meeting. The president will ask the Board of Director’s input at the time of the Winter conference call.

MOTION VI: William Hunt moved and Sandra Neiman seconded “that the PSCLS Board of Directors approve reimbursement of $20.00 for any student committee member of PSCLS who attends a Board of Directors meeting. The funds shall come from the O & A line item”. Motion carried.

VII.      STUDENT FORUM: President Snyderman was delighted to see so many students interested in becoming PSCLS student representatives. She suggested that all students form a committee and hope to send all to Orlando, Florida, to the ASCLS meeting the week of July 25, 2005.

VIII.     2005 ANNUAL SPRING MEETING: President Snyderman sated that the Board of Directors is unable to approve the contract as given. William Hunt suggested that the contract and budget be sent, voted upon via e-mail.

MOTION VII: Ronnie Aurello moved and Rita Walker seconded “that the PSCLS Board of Directors request from the 2005 Annual Meeting Chair the following: a preliminary budget, full contract, and committee list for the Spring Meeting 2005 no later than December 1, 2004 to be sent to the president for distribution and action”. Motion carried.

IX.       COMMITTEE:

A.        AWARDS-A written report was submitted by Greg Palastro

B.         BYLAWS-No report

C.         CAREER RECRUITMENT- Sandra Neiman announced the availability of a career recruitment CD that is free from Michigan State University through a grant. She also reminded members of the availability of the ASCLS career flyers, which Sandra Neiman distributed.

D.        CON ED ASSISTANCESHIP-Patsy Bering reminded members of the December 1 deadline for scholarships. The Mercedes Cole scholarship is $1,000.00

E.         EDUCATION SA-No report

F.         FEDERAL GOVERNMENT/PAE-No report

H.        FILE CUSTODIAN- The files are secure in William Hunt’s attic.

I.          LEADERSHIP DEVELOPMENT-Mary Gourley sent a report stating that no communication has been received from ASCLS Leadership Development Committee.

J.         MEMBERSHIP-ASCLS is now conducting an MGM (Member-get-a-member) Star campaign to increase membership. PSCLS has 100 lapsed members. Their names will be sent to the Board of Directors members for telephoning them. PSCLS membership chair and Board of Directors member Darlene Point has resigned therefore a replacement for her is needed.

K.        NEWSLETTER- Carolyn Snyder submitted a report stating that the next newsletter will go out at the end of November or the first week of December.

L.         PACE- No report

M.        STATE GOVERNMENT LIASON- No report

N.        WEB MASTER- No report

O.        LICENSURE TASK FORCE- No report

X.         CHAPTER REPORTS:

A.        DELAWARE VALLEY-No report

B.         LEHIGH VALLEY-No report

C.         NORTHEAST-No report

D.        SUSQUEHANNA-President Judy Darr has resigned

E.         SOUTH CENTERAL-No report

XI.       OLD BUSINESS: None

XII.      NEW BUSINESS: President Barbara Snyderman turned the chair duties over to President-Elect Ruth Negley for discussion of the society’s nominee for ASCLS Member of the Year. Normally, the PSCLS nominee is the previous year’s winner of the PSCLS Dolbey Award. Scott Aikey was the winner, but is not eligible for the ASCLS award since he is on the ASCLS Board of Directors. The PSCLS Board of Directors felt it necessary to have a nominee for the award.

MOTION VIII: Sandra Neiman moved and William Hunt seconded “that the PSCLS Board of Directors nominate Barbara Snyderman to represent Pennsylvania as a nominee for the ASCLS member of the year”. Be it noted that Barbara Snyderman abstained from the vote. Motion carried.

XIII.     ANNOUNCEMENTS: The CLEC meeting will be held February 22 and 23 in Williamsburg, VA. ASCLS has announced that National Medical Laboratory Week will always be held the last week of April. Next year this will be April 24-30, 2005. The Annual ASCLS meeting dates are July 26-30, 2005.

XIV.     ADJOURNMENT:

MOTION IX: Sandra Neiman moved and William Hunt seconded “that the PSCLS Board of Directors adjourn at 11:15 A.M.”. Motion carried.

Respectfully submitted,

Sandra Neiman

PSCLS Secretary

**Addendum to Board of Directors Meeting Minutes November, 2004**

As a follow-up of motion VII made by Ronnie Aurello, seconded by Rita Walker, and voted affirmatively by the members, “that the PSCLS Board of Directors request from the 2005 Annual Meeting Chair the following: a preliminary budget, full contract, and committee list for the Spring Meeting 2005 no later than December 1, 2004 to be sent to the president for distribution and action”. The following motions were made by e-mail:

December 6, 2004-Motion X William Hunt moved “Since there does not appear to by any action; I make the following motion: I move that PSCLS cancel the 2005 meeting and replace it with a business meeting”.

December 9, 2004-Motion rescinded by William Hunt

December 10, 2004-Motion XI Charles Wilson moved “I move that the PSCLS Board of Directors approve the General Chair of the 2005 PSCLS Annual State Meeting to sign a contract with the host hotel for a 2 or 3 day meeting, and submit a revised budget to the Board of Directors by January 14, 2005”. Motion seconded by Ronnie Aurello.

December 16, 2004-E-mail from President Barbara Snyderman “As of 9:30 A.M., I have 10 of the 12 votes. There are seven affirmative (enough to pass the motion), two negative, and one abstained. Motion carried. This means that Judy Hoover is authorized to sign the contract with the Holiday Inn, and proceed with planning the 2005 meeting”. Note: William Hunt stated, “I have abstained since I will not be actively working on the meeting”.

Respectfully submitted,

Sandra Neiman

Secretary