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

**Fall Board Meeting**

**November 7, 2010**

Present: Michele Lachance, Mary Gourley, Sandy Neiman, Katie Franz, Scott Aikey, Bill Hunt, Eileen Molecavage, Sandy Toloczko, Mary Beth Miele, Sharon Strauss, Barb Snyderman, Eric Evans, Jade DeJoie, Nancy Konopka

1.     Call to order – The meeting was called to order at 6:12 pm.

2.     Introductions – the members introduced themselves and Jade gave her contact information to everyone.

3.     Parliamentarian – Barbara Snyderman was appointed Parliamentarian.

4.     Approval of Agenda

MOTION 1: Made by: Hunt, Seconded by: Strauss

I move that the ASCLS-PA Board of Directors approve the agenda as amended.

Motion passed.

5.     Minutes

MOTION 2: Made by: Hunt, Seconded by: Neiman

I move that the ASCLS-PA Board of Directors approve the minutes of the ASCLS-PA Board meeting dated 2/13/10.

Motion passed.

MOTION 3: Made by: Franz, Seconded by: Strauss

I move that the ASCLS-PA Board of Directors approve the minutes of the ASCLS-PA Board meeting dated 5/10/10.

Motion passed.

MOTION 4: Made by: Molecavage, Seconded by: Evans

I move that the ASCLS-PA Board of Directors approve the minutes of the ASCLS-PA Board meeting dated 8/28/10.

Motion passed.

6.     Treasurer's Report- Sharon Strauss presented the yearend report dated 8/31/10. In addition, the Treasurer asked direction from the Board on how to disperse the $5,145.06 in remaining monies left from the previous fiscal year as well as direction regarding future investments.

MOTION #5:  Made by Hunt, seconded by: Franz

I move that the ASCLS-PA Board of Directors accept the yearend Treasurer’s report dated 8/31/10 and file for audit.

Motion passed.

MOTION #6:  Made by Hunt, seconded by: Aikey

I move that the ASCLS-PA Board of Directors accept the yearend Scholarship & Award Fund Treasurer’s report dated 8/31/10 and file for audit.

Motion passed.

MOTION #7:  Made by Hunt, seconded by: Aikey

I move that the ASCLS-PA Board of Directors direct the Treasurer to move $5,145.06, the monies remaining from fiscal year 2010, into the Reserve Find 2011-12.

Motion passed.

MOTION #8:  Made by Aikey, seconded by: Neiman

I move that the ASCLS-PA Board of Directors direct the Treasurer to invest $10,000 from the Operating Funds into a CD not to exceed one year, with the best possible rate of return.

Motion passed.

MOTION #9:  Made by Miele, seconded by: Aikey

I move that the ASCLS-PA Board of Directors direct the Treasurer to invest $10,000 from the Scholarship & Award Fund into a CD not to exceed one year, with the best possible rate of return.

Motion passed.

The Treasurer then presented her report for activities through October 31, 2010.

MOTION #10:  Made by Molecavage, seconded by: Evans

I move that the ASCLS-PA Board of Directors accept the Treasurer’s report dated 10/31/10 and file for audit.

Motion passed.

MOTION #11:  Made by Franz, seconded by: Hunt

I move that the ASCLS-PA Board of Directors accept the Scholarship and Award fund Treasurer’s report dated 10/31/10 and file for audit.

Motion passed.

7.     President’s Report:  The President gave a verbal report which included

a.      Logging the ASCLS-PA meetings on the ASCLS web site

b.     Contacting long time inactive members

c.      Emailing new members to welcome them

d.     Three presentations on ASCLS Membership and Benefits

e.      Contact with two members in the Erie area

8.     Region II Update – Barbara Snyderman, Region II Director gave a verbal report which included:

a.      The ASCLS board conference call will be 10/28/10

b.     State bylaws should be updated to include a New Professional member as a delegate to the ASCLS House of Delegates

c.      Elissa is attending meetings with the FDA on lab developed tests

d.     Reminder that states should have a discussion on the proposed Mission Statement

e.      A Management Institute is in the planning stages

f.       The next Region 2 Council meeting will be scheduled soon

9.     Committee Reports

a.      Awards – It was decided that Awards would be given at the Harrisburg meeting.

b.     Bylaws – The new Bylaws, adding a New Professional members as a delegate to the ASCLS House of Delegates, has been submitted to ASCLS.

c.      Career Recruitment – no report

d.     Continuing Education Assistanceship – no report

e.      Education scientific assembly – The next meeting will be Nov 12, 2010 in Philadelphia.

f.       Federal/State Gov’t Liaison – no report

g.     File custodian – Discussion included having a few people begin to look at the historical files and see what could be discarded and what could be scanned to media.

h.     Finance committee – Scott Aikey presented a completed audit of the Treasurer’s books for the year ending 8/31/10.  There were no material discrepancies and the books are in excellent condition.

MOTION #12:  Made by Miele, seconded by: Neiman

I move that the ASCLS-PA Board of Directors accept the audit report of the Operating and Scholarship & Award Funds for the period dated 9/1/09 through 8/31/10.

Motion passed.

i.        Leadership Development – The deadline for the next National Leadership Academy is 3/31/10.  Eric Evans has expressed an interest.

j.       Membership development – Jade has joined the MDC; a New and Lapsed member letter was discussed.

k.      Newsletter – The next deadline is 1/10/11

l.        PAC – no report

m.   PACE – a verbal report was given

n.     Student Activities – Jade gave a verbal report of her goals which included:  Increasing awareness of ASCLS, increasing community activity, a new member welcome letter, and the student review session

o.     Webmaster – Sharon gave a verbal report which included: the need to update the ASCLS-PA Leadership list on the website, and posting chapter meetings on the website.

10. Old business

a.      Wilkes-Barre Meeting Update– A verbal report was given.  To date, there are 48 people registered for the meeting (25 members, 14 nonmembers, 2 student members, and 7 student nonmembers.)  Six vendor tables have been sold to date.

11. New business

a.      Proposed ASCLS Mission Statement:

One comment was that the statement should be in the active voice (i.e.: ASCLS should lead as opposed to “demonstrate leadership.”)

Another comment was to insert “non-physician” before laboratory professionals

b.     Northwest Chapter:

Jerry Hunter hosts a meeting during Lab Week with 75 people attending.  He is interested in collaborating with us.  In addition, a few members in that area have been in contact with Michele to get the chapter reactivated.   Michele will follow up with both groups.

c.      Harrisburg Meeting:

This meeting is scheduled for April 2011.  The suggestion is to use the Courtyard Marriott.

The following committee will work on the meeting:

          Barbara Snyderman – contract with hotel

          Scott Aikey – budget

          Jade DeJoie, Nancy Konopka, Mary Beth Miele – Speakers

          Sharon Strauss – Registration

          ? – Vendors

A formal decision on whether or not to have the student review session with the meeting or separate was not made.

d.     State College Meeting:

The Ramada Inn was suggested ($150/meeting room, $10-17 for lunch, $150 for LCD)

May 16th is the optimal date.

The following committee will work on the meeting:

          Eric Evans – contract with hotel

          Scott Aikey – budget

          Eric Evans, Debbie Smeal – Speakers

          Sharon Strauss – Registration

          ? – Vendors

12.   Adjournment

MOTION 13: Made by: Molecavage, Seconded by: Hunt

I move that the ASCLS-PA Board of Directors adjourn at 10:05 pm.

Motion passed.

Submitted by

Scott Aikey, Secretary

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