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

**Fall Board Meeting**

**State College, PA**

**September 11, 2011**

Present: William Hunt, President; Michele Lachance, Past President; President-Elect; Eric Evans

Sharon Strauss, Treasurer; Katie Franz, Board; Mary Gourley, Awards/Bylaws; Laura Merritt, Board; Mary Ann McLane, ASCLS Past President

1.   Call to order – The meeting was called to order at 6:55 pm.

2.   Introductions – the members introduced themselves.

3.   Parliamentarian – Mary Gourley was appointed Parliamentarian.

4.   Approval of Agenda

MOTION #1: Made by: Sharon Strauss, Seconded by: Michele Lachance

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

Motion passed.

5.   President's Report – President Hunt presented a verbal report.  Some of his goals this year are to reach out to CLMA colleagues with the merger with ASCLS coming up. He also announced that the 2012 State Meeting will be held in the Philadelphia area. He notified the board that there are currently 87 names on the state’s lapsed member list. Another goal is to have more active chapters in the state.

6.   Secretary’s Report – Secretary Scott Aikey was not present at the meeting, but copies of the minutes were available for the members to review.  It was noted that a change needed to be made in Motion #2 of that report to delete the part of the motion “in the amount of $15,129.77”

MOTION #2: Made by: Katie Franz, Seconded by: Michele Lachance

I move that the ASCLS-PA Board of Directors approve the minutes of the ASCLS-PA Board of Directors meeting dated April 3, 2011 as amended.

Motion passed.

7.   Treasurer's Report- Treasurer Sharon Strauss presented a written report.  Her request for action was that the Board needs to decide what to do with monies left in the General Use funds from FY11.

MOTION #3:  Made by: Katie Franz, Seconded by: Michele Lachance

I move that the ASCLS-PA Board of Directors accept the Treasurer’s operating report dated 8/31/11 and file for audit.

Motion passed.

MOTION #4:  Made by Eric Evans, seconded by: Katie Franz

I move that the ASCLS-PA Board of Directors accept the Scholarship and Award fund Treasurer’s report dated 8/31/11 and file for audit.

Motion passed.

MOTION #5:  Made by Michele Lachance, seconded by: Eric Evans

I move that the ASCLS-PA Board of Directors direct the Treasurer to move $5,000 from the General Use fund to the Contingency fund, and $5,108.76 from the General Use fund into the reserve fund for 2012-2013.

Motion passed.

8.   Region II Update – During this time, a brief discussion was held concerning the merger of ASCLS and CLMA.

9.   Committee Reports

a.    Awards – Mary Gourley, Awards Chair presented a written report. She stated that the deadline for awards will be set by the date chosen for ASCLS-PA annual meeting.  Mary also emphasized that all members of leadership should be submitting nominations.  Michele Lachance stated that all ASCLS-PA members can submit awards nominations.

b.    Bylaws – Mary Gourley, Bylaws chair submitted a written report, which included proposed changes to the ASCLS-PA Standard Operating Procedures. She requested the Board review and vote on the changes

MOTION #6:  Made by: Eric Evans, seconded by: Sharon Strauss

I move that the ASCLS-PA Board of Directors approve the proposed amendments to the ASCLS-PA Bylaws and Standard Operating Procedures.

Motion passed.

c.    Con-Ed Assistantship – A clarification was made as to the amount an individual can receive per year.  The amount is $150.00.

d.    Education scientific assembly – A meeting was held this past Spring.

e.    State Government Liaison – (see item 9f)

f.     Federal Government Liaison – President Hunt is asking for volunteers for the important roles of State and Federal Government Liaison. He would also like to see our State become more involved with the ASCLS PAC.

g.    File custodian – Bill’s attic roof was not damaged during the recent storms.

h.    Finance committee – the audit is pending.

i.   Leadership Development – Katie Franz did not have a written report.  Finding ways to develop leaders at the Chapter level was discussed.

j.   Membership development – President Hunt shared a print out of lapsed members and those present took names to contact

k.  Newsletter –The current plan is to publish 3 issues this year (Fall, Winter, Spring). President Hunt will send deadlines.  Everyone is encouraged to submit articles.  Michele Lachance volunteered to recruit people to write articles.

l.   PACE – Sandy Toloczko was not present by submitted a written report. The members present expressed thanks to Sandy for compiling comments from the Erie and Harrisburg meetings and the June student review session. These were attached to her report.

m. Webmaster – Sharon Strauss presented a written report.  She is requesting that chapters send updated leadership information to her to post on the website.

n. Student Activities – at this time there is no Student Representative.  If anyone knows of an interested student, please contact President Hunt.

o.    Young Professional – no report

p.    Chapter Development (ad hoc) – A discussion followed about the state spending more money on membership which may give us the opportunity to re-activate some of our chapters.

10.   Chapter reports – Delaware Valley and the Northwest Chapter submitted written       reports.  Of note, Delaware Valley has a full slate of officers and is planning to host the     2012 Annual Meeting.  University of the Sciences is a possible meeting site.  Laura Merritt,      Northwest Chapter President has finished the paperwork relative to Bylaws and         Incorporation.  The Chapter is planning an education meeting to take place Thursday of          Lab Week.

11.  Old business

a.    State College Meeting - At the time of this report there were 55 registrants and 4 vendors.

12.   New business

a.    Spring Meeting – to be held in May

b.    Board Meetings – winter and spring

    13.   Adjournment

MOTION #6:  Made by Katie Franz, seconded by: Laura Merritt

I move that the ASCLS-PA Board of Directors adjourn the meeting of September 11, 2011.

Motion passed.

Respectfully submitted, Katie Franz – Acting Secretary