



**American Society for Clinical Laboratory Science-PA
Planning Meeting
Conference Call
April 12, 2013**

Present: Eric Evans, President; Scott Aikey, Secretary; Laurie Taraborrelli, Board; Michael Osborne, Board; John Lawless, WebMaster; Mary Beth Miele, 2013 Spring Meeting Chair; Sharon Strauss, Treasurer; Irene Chase, Student Representative

1. Call to order – President Evans called the meeting to order at 7:02 pm.
2. 2013 Annual Meeting
 - a. Vendors: We've received checks from 11 vendors and have 16 committed vendors so far, with 1 Platinum sponsor - Siemens
 - i. Mike to send Scott and Mary Beth a list of vendors for signs
 - ii. Mike to send vendor names for name badges to Sharon
 - iii. Mary Beth to send mike info about sending booth supplies to the hotel along with time when to set up the booth
 - b. Student review
 - i. All speakers have committed and some presentations have been received
 - ii. The copying will be done by Hershey / Michele Lachance
 - c. General
 - i. Two registration tables plus a membership table is needed
 - ii. Buffet Options- city island buffet chicken, fish, hamburgers
 - iii. Speakers- waiting on most presentations
 - iv. Scott to bring and additional LCD projector
 - v. Gifts for speakers. - Scott to ask Elissa about the pointers. Hershey kisses (Mary Beth)
 - vi. Board meeting on Sunday – snacks and Drinks
 - vii. Afternoon snack breaks - Lehigh Valley will sponsor
 - viii. Awards - Monday lunch, Due April 20th to Mary
3. State dues - no changes will be submitted
4. Web site - need to add handbook and the Dolbey award nomination form
 - a. Will need some money to test out mobile web site – money to come from web line item
5. Memorial scholarship - Eric to get back to Patsy

6. Eric to poll leadership about delegates to national meeting

7. Adjournment

The meeting was adjourned at 7:45pm

Submitted by
Scott Aikey

