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

**Board Meeting**

**Pennsylvania Hospital, Philadelphia PA**

**October 7, 2017**

**Board:** Barbara Snyderman, President; Jean Buchenhorst, Past President; Sharon Strauss, President-Elect; Travis Bicher, Secretary; Scott Aikey, Treasurer; Marianne Downes, Board Director (phone); Joshua Cannon, Board Director; Khadidja Derrouche, New Professional and New Member Director (8/6, quorum)

**Present:** Nassouh Mourabet; Mary Gourley; William Hunt; Katie Franz; Stephanie Noblit; Gabriela Peterson; Valerie Jalicke; Modupe Babanale

1. Call to Order – President Snyderman called the meeting to order at 10:00 AM.
2. Introductions
3. Approval of the Agenda – Presented by Snyderman in writing. Amendments were made to include T-shirt sales and Patsy Bearing’s birthday.

MOTION 1: Moved by Strauss, seconded by Bicher, that the ASCLS-PA Board of Directors approve the Board Meeting agenda dated October 7th, 2017, as amended. Motion carried.

1. Secretary’s Report – Bicher presented the minutes from the Board Meeting on May 7th, 2017, which was amended to include Katie Franz in the attendance.

MOTION 2: Moved by Aikey, seconded by Cannon, that the ASCLS-PA Board of Directors approve the Board Meeting Minutes dated May 7th, 2017, as amended. Motion carried.

1. Treasurer’s Report – Aikey presented a written report, noting the need to allocate the remaining $569.18 from FY17 somewhere, the ability to swipe and chip credit cards now, that there is a Society credit card that can be used for large transactions in lieu of reimbursement, and the tight budget for the coming year.

MOTION 3: Moved by Bicher, seconded by Strauss, that the ASCLS-PA Board of Directors accept the Treasurer’s Report of the Operating Fund for the financial period 9/1/16 -8/31/17 dated October 7th, 2017, as presented and file for audit. Motion carried.

MOTION 4: Moved by Strauss, seconded by Cannon, that the ASCLS-PA Board of Directors accept the Treasurer’s Report of the Scholarship Funds for the financial period 9/1/16 -8/31/17 dated October 7th, 2017, as presented and file for audit. Motion carried.

MOTION 5: Moved by Strauss, seconded by Derrouche, that the ASCLS-PA Board of Directors move the $569.18 left in the general use funds into the Legislative Day Fund. Motion carried.

1. Awards Committee – Gourley presented a list of past award recipients and reminded the Board that the deadline for making nominations for 2018 is February 1st.
2. Bylaws Committee – Gourley expressed concerns over the lack of indemnification for leaders of the ASCLS-PA. She reminded the Board of the amendment process and submitted the following addition to the Bylaws for consideration:

**“Article XX – Indemnification**

An indemnification process shall be provided to protect individuals serving as directors, officers, or agents of the Society. The Board of Directors of the Society shall define the process.”

1. Con Ed Assistanceship/Scholarships – Aikey reminded the Board of the availability of money for continuing education but also noted the depletion of funds for the Memorial Undergraduate and Dolbey Graduate Scholarships and requested action.

MOTION 6: Moved by Aikey, seconded by Cannon, that the ASCLS-PA Board of Directors allocate $1,500 toward the Memorial Undergraduate Scholarship and $2,000 toward the Dolbey Graduate Scholarship for the 2017-2018 year. Motion carried.

The Board went on to have a discussion about the requirements for the Dolbey Scholarship, particularly whether healthcare law was acceptable as a field of post-baccalaureate studies. President Snyderman created a task force composed of volunteers Cannon, Peterson, and Mourabet to do the following:

* 1. Investigate the history of the Dolbey Scholarship, particularly the intent of the fund initiator Edward Dolbey.
  2. Map out the eligibility route.
  3. Make recommendations on the awarding of future scholarships.

The deadline for completion was set as April.

1. Federal/State Gov’t Liaison – Noblit gave a verbal report on ASCLS’s lobbying efforts. Along with 60 other healthcare organizations, it signed a letter urging action to prevent the deportation of DACA recipients due to the impact it would have on the workforce. She spoke about the pending implementation of the erroneous Clinical Laboratory Fee Schedule in January and how members would be receiving emails urging communication with their legislators to prevent it. She also noted the date of the upcoming Legislative Symposium as March 19th, 2018, and requested attendees.

MOTION 7: Moved by Bicher, seconded by Buchenhorst, that the ASCLS-PA Board of Directors cover the cost of early bird registration for up to 6 members to attend the Legislative Symposium. Motion carried.

1. File Custodian – Hunt reported that he has begun purging unnecessary documents but noted the need to shred documents, particularly cancelled checks.
2. Finance Committee – Strauss gave a written report of the audit for the FY2016, with no issues found.
3. Leadership Development – Franz went to the Leadership Development Committee forum at the national meeting, reporting that it was working with the Mentorship Group and needed people to apply for the Leadership Academy. She also noted how some states have implemented a no-recycle policy for the position of state President.
4. Membership Development – Downes reported on the progress of the Lapsed Membership Campaign, noting the issues of not having phone numbers in as well as emails in some cases and the fact that many members contacted had already renewed, both of which were concerns she planned to take to the Region II Director. President Snyderman expressed the desire to do a welcome email for new members every month.
5. Newsletter – Cannon gave a written and verbal report. He noted the missed deadline for the fall newsletter, citing difficulties with proofing, and also the addition of a new segment for the Delaware Valley Chapter. He discussed possible improvements for the publishing process, namely periodic reminder emails for those writing articles, an online location to upload content with an outline of materials still needed, and the availability of the proof to Board members prior to publication for editing purposes.
6. Social Media – Cannon and Mourabet requested editing access to the Facebook page.
7. Nominations/Elections – The Board will look for candidates for Treasurer, President-Elect, and Board Director.
8. Webmaster – Mourabet is learning how to edit the website.
9. Student Activities – The possibility of having co-Student Directors was discussed.
10. Delaware Valley Chapter – Cannon gave a verbal report on the recent meeting, noting that they were reviewing the Chapter’s bylaws concerning officers. They also need to fundraise and are considering Yankee Candle.
11. T-Shirt Sales – Bicher reported an overall profit of $633.50 and noted the need to advertise the new rate of $5/shirt, ads for which couldn’t fit in the summer or fall newsletters.
12. 2018 PA Annual Meeting – Strauss and Aikey presented their research into the DoubleTree in Reading as a conference location, noting that Harrisburg was also still an option. The previous meeting organizers expressed a desire to find new individuals to mentor for General, Vendor, Program, and Registration Chairs before going ahead with planning, setting a deadline of October 20th.
13. Patsy Bearing’s Birthday Celebration – To be held November 4th at 1pm at the Chili’s on City Avenue. Alpha Mu Tau has established a scholarship in the name of both her and her late roommate Roma Brown for their contribution to the Society.
14. President Snyderman called to adjourn the meeting at 1:01 PM.

MOTION 8: Moved by Bicher, that the ASCLS-PA Board of Directors adjourn the meeting. Motion carried.

Submitted by Travis Bicher, ASCLS-PA Secretary.