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

**Board Meeting**

**Pennsylvania Hospital, Philadelphia, PA**

**February 4, 2017**

**Board:** Jean Buchenhorst, President; Travis Bicher, Secretary; Scott Aikey, Treasurer; Marianne Downes (phone), Board Director; Sharon Strauss (phone), Board Director; Joshua Cannon, First Year Professional; Khadidja Derrouche, Student Director (7/6, quorum)

**Present:** William Hunt; Mary Gourley (phone); Marybeth Miele (phone); Michelle Nguyen; Nassouh Mourabet; Gabby Peterson; Sierra Miller

1. Call to order – President Buchenhorst called the meeting to order at 9:07 AM.
2. Secretary’s Report – Secretary Bicher presented the minutes from the Board Meeting on October 8th, 2016.

MOTION 1: Moved by Aikey, seconded by Cannon, that the ASCLS-PA Board of Directors approve the Board Meeting minutes dated 10/8/16 as presented. Motion carried.

1. Treasurer’s Report – Treasurer Aikey spoke briefly about obtaining online merchant services and said that a written report would be emailed out at a later date.
2. Awards Committee – Gourley reported that nominations have been received for the Dolbey Member of the Year, Estolle Gross, Keener Memorial, and Key to the Future awards but not for the Life Time Achievement and Corporate Awards. It was decided to push the deadline for nominations back to February 15th, March 20th for the Corporate Award. It was also proposed that the awards be presented at dinner on Sunday May 7th.
3. Bylaws Committee – Gourley reported that the amendments to the Bylaws and SOPs concerning the New Professional and New Member Director submitted to the ASCLS Bylaws Committee have been approved and that the amendments have been submitted to the state membership via the newsletter.

MOTION 2: Moved by Aikey, seconded by Bicher, that the ASCLS-PA Board of Directors refer the proposed Bylaws amendments to Article X, which change the name of the “First Year Professional Director” to the “New Professional and New Member Director”, to the 2017 Annual Business Meeting for action. Motion carried.

MOTION 3: Moved by Aikey, seconded by Derrouche, that the ASCLS-PA Board of Directors give final approval to the proposed SOPs amendments to Article X.C.3, which remove the word “elected” from the phrase “elected members of the Board of Directors” and add at the end of the section “In the event of a vacancy in the position of Student Director, the president shall appoint a student member to fill the unexpired term. In the event of a vacancy in the position of New Professional and New Member Director, the president shall appoint a new professional or new member to fill the unexpired term.” Motion carried.

1. Con Ed Assistance/Scholarships – Scott reported that he has 3, maybe 4, applications for the undergrad scholarship, which are due by February 15th, and none for the graduate scholarship, which are due by February 28th.
2. Education Scientific Assembly – Buchenhorst presented an email from Ed Beitz concerning having a Dr. Art Crist and himself present at the Assembly meeting on June 2nd, 2017.
3. Federal/State Government Liaison – Buchenhorst presented an email from Stephanie Noblit on Leg Day, which will be March 20-21 this year at the Hilton Alexandria Old Town, with early bird pricing of $205 lasting until February 20th. She reported that she and Bicher are the only people she knows that are going from the state and asked about reimbursement. It had been decided that 6 early bird registrations would be covered.
4. Philadelphia Science Festival – Noblit went on to talk about the Science Festival, which will be Saturday April 29th at Penn’s Landing. Early bird pricing is $300, and she requested that Aikey send the check directly once she finished the application form and that people volunteer and submit ideas. Cost of the event will be paid from the Professional and Public Relations budget. The same tablecloth from last year should be used as it was stained by the event.
5. Social Media – Noblit reminded us that we can contact her if we want something posted on the Facebook page.
6. File Custodian – Aikey proposed that the Board define a process for saving documents and that old documents be scanned into electronic form. For the sake of auditing, financial documents likely don’t need to be kept for more than 7 years.
7. Membership Development – Marianne reported that the Lapsed Membership Drive was completed successfully.
8. Newsletter – Cannon reminded us that the deadline for the Spring issue was March 1st. Ideas for articles were discussed.
9. Nominations/Elections – Positions to be filled at the 2017 Annual Business Meeting are President Elect, Strauss’s Board Director position, and Student Director. Despite multiple attempts, there has been no communication with President Elect Ann Spjut since the October Board Meeting. The board will continue to try to contact her until the Annual Meeting.
10. Webmaster – Strauss will update the website with the old minutes provided by Past Secretary Hunt and the latest newsletters provided by Cannon. The idea of online registration for future meetings was discussed, but it is dependent on having online merchant services in place.
11. Student Activities –Derrouche said she needed speakers for microbiology and immunology for the MLS/MLT Review Session.
12. PA Annual Meeting 2017 – The Annual Business Meeting is set for Sunday May 7th at the DoubleTree Hotel in Plymouth Meeting, with education sessions taking place the following Monday, May 8th. Progress and ideas on obtaining speakers and vendors were discussed. A planning meeting by phone was set for February 14th at 7pm.
13. Delaware Valley Chapter Report – Buchenhorst gave a written report from Andy Huynh. The ASCLS-PA Winter Bowling Meet-Up at PEP Bowl had 14 attendants and was $6 short of breaking even, which Huynh donated to the chapter. Speakers are needed for CE sessions in March and June.
14. Adjournment – President Buchenhorst called to adjourn the meeting at 11am.

MOTION 4: Moved by Bicher, seconded by Cannon, that the ASCLS-PA Board of Directors adjourn the meeting. Motion carried.

Submitted by Travis Bicher, ASCLS-PA Secretary.