**PENNSYLVANIA SOCIETY FOR CLINICAL LABORATORY SCIENCE**
**Winter Board of Director’s Meeting
Harrisburg, Pennsylvania
Saturday, February 1, 2003**

Present: Katie Franz, President; Charles Wilson, President-Elect; Loretta Nemchik, Past President; Mary Gourley, Treasurer;  Sandy Neiman, Secretary, Career Recruitment;  Scott Aikey, Membership, By-Laws;  Patsy Bering, Parliamentarian, Continuing Education Chair;  Judy Hoover, Board; Bill Hunt, ASCLS Meeting Host Liaison, File Custodian;  Mary Ann McLane, Region II Director, PSCLS Webmaster;  Ruth Negley, Board;  Kelli Sebastian, Student Representative;  Carolyn Snyder, By-Laws, State Government Liaison;  Sharon Strauss, Board;  Jaime Zeiders, Student Representative.

I. Call to Order

President Franz called the meeting to order at 9:50 a.m.  Introductions were made.

II. Approval of Agenda

Hunt requested the addition of  “b. National Meeting” to New Business.  Aikey requested
addition of “o. 2003 State Meeting” to Committee Reports.

Motion 1: Strauss moved that the PSCLS Board approve the agenda as amended.  Negley seconded the motion and it carried.

III. President’s Report

President Franz thanked everyone for their support.  She asked if we could donate a quilt for the Region II auction.  Snyder announced that her mother makes quilts.  This avenue will be explored.

IV. Secretary’s Report

Minutes of the Fall Board meeting (taken by Regina Halbiger in Secretary Neiman’s absence) were presented.  Since there was no quorum at the Fall Board Meeting of October 19, 2003, all motions that were made at that time will need to be voted upon.  Those motions were presented with the following results:

October 19 - Motion 1: Passed
October 19 - Motion 2: Passed
October 19 - Motion 3: Passed
October 19 - Motion 4: Passed

October 19 - Motion 5: Original:  “A motion was made that Scott chair the advertising committee allotting a $2000 budget.”

Negley moved to amend this motion “to amend motion 5 from October 19 to say ‘ money to come from O & A’.”  Gourley seconded this motion and it carried.

 October 19 - Motion 6: Passed
 October 19 - Motion 7: Passed

Motion 2. Hoover moved “that the PSCLS Board approve the minutes of the 2002 Fall Board Meeting.”  Motion was seconded by Neiman and carried.

Although they need not be presented until the next House of Delegates meeting, Neiman made minutes from the last meeting (Spring, 2002) available.  Members requested that these House of Delegates minutes should be available each year by the Fall Board meeting since contents often need to be acted upon before the next House of Delegates meeting.

Motion 3. Nemchik moved “that PSCLS secretary provide the PSCLS Board of Directors  with the House of Delegates meeting minutes by the Fall Board meeting.”  Strauss seconded the motion and it carried.

V. Treasurer’s Report

Gourley presented a written report.  Treasurer Gourley asked, “Should Commerical Credit ($8,008) be reinvested?  Aikey responded, “We need to know the amount of the profits from the Spring meeting.  If we make only a few thousand dollars, we will need the $8,008.”  He recommends not reinvesting the $8,0008.  Discussion ensued.

Motion 4. Strauss moved “that the PSCLS Board of direct the Treasurer to roll over the maturing CD worth $8,008 into the checking account.”  Motion was seconded by Strauss and carried.

Aikey suggested retaining $5,000 of Sears/Roebuck CD and reinvest $5,000 for two to
three years.  He also suggested to reinvest Providian CD ($3,996).  Bering and Negley
suggest reinvesting for only 12 to 18 months due to fluctuating interest rates.

Motion 5. Strauss moved “that the PSCLS Board of Directors direct the Treasurer reinvest $5,000 from the matured Sears Roebuck CD and $3,996 from the Providian CD for a maximum of 18 months.  Be it noted that the $5,000 left from the Sears CD is to remain in the scholarship checking account.”  Neiman seconded the motion and it carried.

Bering asked if Gourley’s financial advisor suggests purchasing preferred short-term
stocks.  Aikey responded that we need a quick decision of the board (rather than wait for
response from financial advisor).  Aikey also asked that we not touch the scholarship
funds.  Gourley agrees.

Motion 6. Hoover moved “that the PSCLS Board accept the Treasurer’s Report for the period of September 1, 2002 through December 31, 2002 and file it for audit.”  Strauss seconded the motion and it carried.

Motion 7. Hoover moved “that the PSCLS Board accept the Awards/Scholarship Treasurer’s Report for the period of September 1, 2002 through
December 31, 2002.”  Strauss seconded the motion and it carried.

Gourley’s year-end report is completed.  Aikey asked how much money is left over from the previous year.  Gourley responded that we have a balance of about $6,000 and about $5,000 from the Spring Meeting, 2002.

Aikey remarked that the 2002 Meeting profits could go into the 2004 Meeting budget.

Motion 8. Nemchik moved “that the PSCLS Board of Directors direct the treasurer to put the remaining balance of FY 2002 operating funds into the FY 2004 reserve budget funds.”  Strauss seconded the motion and it carried.

VI. ASCLS/Region II Update

McLane reported that membership is okay thanks to those who telephoned lapsed members.  Region II meeting will be held on March 22, 2003.  ASCLS Region II Student Representative is conducting a Student Case Study Competition.

Aikey suggested that Franz and Wilson copy or forward significant ASCLS e-mail messages to PSCLS membership.  McLane will also disseminate information via the web-site.  We also need to reach members without e-mail access.

VII. Committee Reports

a. Awards

Greg Palastro sent out forms to nominate award winners.  Deadline isFebruary 10, 2003.

b. By-Laws
No report

c. Career Recruitment

Neiman gave a verbal report that activities are continuing as usual – members visiting middle schools and high schools, attending Career Fairs, etc.  She reported that due to laboratory personnel shortages, some hospitals are now offering tuition assistance programs to attract potential students/employees.

d. Continuing Education Assistanceship

$5,000 is available in the Sandra Keener Memorial Scholarship.  $3000 is available in the 2002-2003 Dolbey Scholarship Fund.

Susquehanna Chapter announced that they will pay for Susquehanna students’ ASCLS membership fees and subsidize their registration to the PSCLS meeting.

e. Education SA

No report

f. Federal Government Liaison/PAC

No report

g. File Custodian

No report

h. Finance

Audit is needed by August 31, 2003.  An internal audit is needed at the end of the Treasurer’s term.  External audits cost $300-$400 annually.  Bering reports that an audit is needed when treasurer’s change (internal or external).

Hunt reported that an internal audit is acceptable with our assets according to PA law.  Aikey and Hunt offered to do an internal audit in the Spring.

i. Leadership Development

No report

j. Newsletter

Wilson spoke to Cindy Evans.  She needs information from membership.  The following need to be published:

* Leadership Directory
* Spring Board Meeting Announcement
* House of Delegates Meeting Announcement
* ASCLS Meeting Information
* Sandra Keener Scholarship Applications
* Call for Nominations
* Kudos to: Scott Aikey Epicare Certificate, Mary Ann McLane – Ro1 Major Principal Investigator (NIH)

Wilson suggested that Evans should have board members help her.  Also, that article assignments and deadlines be set and published in leadership directory.

k. Nominations

Nominations are needed for the following:
• President-Elect
• Secretary
• By-Laws
• (2) Board Members

l. PACE

Hunt suggests that a fillable PDF form for PACE be put on web-site.  McLane says, “Yes!”

m. State Government Liaison

Snyder is receiving the Commonwealth Register to keep abreast of Pennsylvania activities.  The question arose, “What about licensure?”  The bill for licensure is written.  (McLane has it.)  PSCLS survey from September, 2001 yield 43 members willing to work for licensure.  Wilson asked if we should contact the other sponsor organizations.  Hoover stated that would take “forever.”  Also, ASCP will block it.  Snyder will meet with Representative Pat Vance to see what she thinks of it.

ACT 13 Patient Safety Act.  Licensure may tie into this act.

Hunt suggested that Snyder chair a committee for licensure.  Snyder asked Hoover to co-chair.  Informational article will be published in the newsletter.

n. Web-master

McLane announced that a picture from the Spring meeting will be on our web-site.  A question was asked, “Should Chapters under construction be deleted?”  McLane answers, “No.  Links to the President’s e-mail or other contacts should be put on.”

o. 2003 State Meeting

The meeting will be held at the Harrisburg Holiday Inn East, May 5-7, 2003.

- Monday, May 5: Board meeting at 3:00 p.m.
- Tuesday, May 6: Student Review
- Wednesday, May 7: Blood Bank, Chemistry & Hematology

VIII. Chapter Updates

 - Susquehanna is being revitalized.

- Delaware Valley members are busy with upcoming State and National meetings.

 - No other reports.

IX. Old Business

 None

X. New Business

a. Membership Development

Wilson will send communication to new members in the form of a welcome letter.  Only half of the lapsed members were contacted.  We still have 30 lapsed members who need to be called.  Current membership is 289.

Wilson feels that letters from PSCLS will be effective.  Aikey suggests enclosing the membership renewal form.

Motion 9. Wilson moved “that the PSCLS Board of Directors send all members a letter and gift for National Laboratory Week.  Money to come from the Membership Recruitment line item.”  Motion was seconded by Strauss and carried.

b. National Meeting

Hunt showed preliminary program.    Program is on web-site.   Most programs are advanced level.

Volunteers are needed for host booth.

Hunt hopes that if we have a successful and impressive meeting, we will be
included in the “national rotation” for ASCLS meetings.

Exhibit hall will be shared with AACC.  Saturday, July 19, 2003 is a “walk-through” for volunteers.

Post cards went out to 1,100 people (members and past-attendees).   Snyder asked for post cards to put into PSCLS Spring meeting packets.

National Meeting Committee is publishing a special edition of the PA Newsletter to advertise the July meeting.

XI. Announcements

a. ASCLS Legislative Day will be held in Washington, D.C. on March 17-18, 2003.  Pennsylvania Representatives are:  Judy Hoover, Mary Ann McLane, Scott Aikey and Carolyn Snyder.

Motion 10. Nemchik moved “that the PSCLS Board of Directors fund two individuals to the 2003 ASCLS Legislative Day, the amount not to exceed the cost of the registration.  The money to be taken from the Federal Government Liaison line item.”  Strauss seconded the motion and it carried.

Meeting recessed at 1:15 p.m.

Meeting reconvened at 1:35 p.m.

b. Leadership Directory revisions (membership, addresses, etc.)

c. Carol Titsworth made a contribution to AMT Fraternity in memory of Sandy Keener to be used for scholarships.

XII. Adjournment

Motion 11. Wilson moved “that the PSCLS Board of Directors Winter Board Meeting of February 1, 2003 adjourn at 1:45 p.m.”  Hoover seconded the motion and it carried.

Respectfully submitted,

Sandy Neiman
Secretary