

**PSCLS House of Delegates Meeting  
Harrisburg, PA  
Monday, May 5, 2003**

Present: Katie Franz, President; Sandy Neiman, Secretary; Mary Gourley, Treasurer; Charles J. Wilson, President-Elect; Patsy Bering, Parliamentarian, Con-Ed Assistance; Scott Aikey, Bylaws, ACSLS Secretary/Treasurer; Judy Darr, HOD Delegate; Cindy L. Evans, Board, Newsletter Editor; William Hunt, ASCLS Host Meeting Liaison; Mary Ann McLane, ASCLS Region II Director, Web-Master; Eileen Molecavage, Board; Ruth Negley, Board; Loretta Nemichik, Past-President; Darlene Point, HOD Delegate; Kelli Sebastian, Student Representative; Brooke Slick, Board; Carolyn Snyder, Bylaws; Barbara Snyderman, Annual Meeting Chair, Bylaws; Jaime Zeiders, Student Representative

1. Call to Order. President Franz called the meeting to order at 2:22 p.m. McLane explained the voting procedure.

2. Introductions were made.

**Motion 1. Snyderman moved “that the PSCLS HOD grant permission to Darlene Point and Judy Darr to be seated in the House.” Evans seconded the motion and it carried.**

3. Franz appointed McLane Speaker of the House and Bering Parliamentarian.

4. Nemchik gave the Credentials Report: 18 delegates. Quorum 11.

5. Agenda approval. McLane asked to add item, 17e. 2004 PSCLS Meeting, to “New Business.”

**Motion 2. Hunt moved “that the House of Delegates approve the agenda as amended.” Evans seconded the motion and it passed.**

6. Guests were approved to be present in the House.

7. President’s Report. President Franz recognized and thanked all who helped her carry out her duties, especially Aikey and Wilson.

8. Neiman asked all to review the minutes of the April, 2002 meeting as posted on the web site. Two corrections were noted:

- a. The name of the Credentials Reporter needs to be corrected to Susan Hurgenow.
- b. Motion 14 authorized payment of funds to delegates to the 2002 ASCLS Annual Meeting. Names of delegates were not listed. This motion needs to be revised to include the names of the delegates.

**Motion 3. Aikey moved “that the PSCLS House of Delegates amend the April 9, 2002 PSCLS House of Delegates minutes by inserting the following names of the official PSCLS delegates to the ASCLS 2002 Meeting: Sandy Toloczko, Sharon Strauss, Judy Hoover, Mary Ann McLane,**

and Barbara Snyderman. The alternate delegates were Mary Gourley, 2nd William Hunt.” Franz seconded the motion and it carried.

Motion 4. Franz moved that “the PSCLS House of Delegates approve the minutes of the 2002 PSCLS House of Delegates dated April 9, 2002 as amended.” Hunt seconded the motion and it carried.

#### 9. Treasurer’s Report.

Motion 5. Hunt moved “that the House of Delegates table the Treasurer’s Report until after dinner.” Aikey seconded the motion and it carried.

10. Region II Director’s Report by Mary Ann McLane. ASCLS’ web site will soon be capable of maintaining members’ data. The March 22, 2003 meeting was very productive. Student Advisor, Tom Kelly, initiated a student presentation. McLane traveled to West Virginia to judge at their Student Board. She also visited Virginia and New Jersey. The need for licensure is evident in New Jersey, Delaware and Pennsylvania. At Region II meeting in Baltimore on June 21, 2003, McLane will begin investigating regional licensure. Jim Griffith (RI licensure developer) will facilitate the discussion. ASCLS role in geriatrics position paper will be discussed in Baltimore. A master’s level for CLS will be discussed at ASCLS.

#### 11. Student Forum. Fifty-four students enrolled to attend the review session on May 6, 2003.

Motion 6. Aikey moved “that the PSCLS House of Delegates approve funding for the three PSCLS Student Representatives to include round-trip travel to Philadelphia and registration for all three students and one hotel room for the duration of the meeting to be expensed from the student forum line item.” Franz seconded the motion and it carried. Of the three student representatives, only one can be a delegate.

12. Nominations and Elections. Negley nominated Jody Darr and Darlene Point for Board of Directors. They accepted the nomination. Bill Hunt also offered to run. Wilson nominated Nemchik for Secretary and she accepted.

Motion 7. Snyderman moved that “the 2003 PSCLS nominations be closed.” Neiman seconded it and the motion carried.

#### 13. 2003 ASCLS Delegate Election.

Motion 8. Aikey moved “that the PSCLS House of Delegates approve the following list of individuals as the official PSCLS delegates to the 2003 ASCLS Annual Meeting: Bill Hunt, Ruth Negley, Carolyn Snyder, Mary Gourley, and Sandy Neiman. Alternative delegate: Barbara Snyderman.” Franz seconded the motion and it carried.

#### 14. Committee Reports.

a. PSCLS Annual Meeting. Snyderman provided a written report. Number of attendees: 50 members; 28 student non-members; 24 student members; 14 PSSAMT members; 6 AABB members. Tuesday: 100; Wednesday: 81

Snyderman expressed dissatisfaction with Franklin Printers. Negley offered to recommend some reliable printers. Snyderman also offered to check one out.

Motion 9. Hunt moved “that the PSCLS House of Delegates direct the Editor-in-Chief of the PSCLS Newsletter to request RFP’s from at least 2 new printers for Society Printing needs. Be it noted: Franklin Printing in Mechanicsburg, PA should not be considered. The RFP’s should include the ability of the printer to accept electronic documents and address databases, perform mail merging and mail sorting services, advice on layout and graphics, provide proof copies of documents for review, provide timely services meeting pre-determined deadlines and accurate billing of services rendered. Be it noted: Editor-in-Chief and Presidential Officers will select a new printer by the next Board meeting.” Snyder seconded the motion and it carried.

It has become a hardship to absorb the cost of governance when meetings are small.

Motion 10. Aikey moved “that the PSCLS House of Delegates adopt the following change to PSCLS policy: All PSCLS Board and Officers will pay for PSCLS Annual Meeting registration and banquet fees and be reimbursed from the O&A line item. Requests for reimbursement must be submitted within 30 days of the meeting. Be it noted that the policy will be included in the hand-book.” Snyderman seconded the motion and it carried.

b. ASCLS Annual Meeting. Hunt reported “things are looking pretty good.” Aikey stressed that all should take new reminder post cards for distribution. Nemchik needs volunteers to be hosts at meeting. Wilson has asked PECO energy to advertise on their “Crown of Lights.” Message will read, “Philadelphia Welcomes ASCLS to Life, Liberty and The Pursuit of Laboratory Excellence.” Franz and Wilson will look into a dinner for delegates.

c. Awards. No report.

d. By-Laws. The handbook needs to be revised to address delegate’s requirements. Also, a deadline chart needs to be done.

Motion 11. Aikey moved “that the PSCLS House of Delegates approve the following change to the PSCLS Handbook entitled: ASCLS House of Delegates, Section 6 and the PSCLS Regulations Article 13, Section G to read:

*“G. No person may serve as delegate more than 2 years in a row unless the number of delegate candidates is not sufficient to fill the delegate slots. In addition, each candidate must have attended at least 50% of the PSCLS Board Meetings in the current year to be eligible. The PSCLS Secretary will be responsible for maintaining the delegate service records.”* The motion was seconded by Snyderman and was unanimously passed on a polled vote.

e. File Custodian. Files remain in Hunt’s attic.

f. Career Recruitment. Neiman reported that activities are continuing as usual with members visiting middle schools and high schools, attending Career Fairs and science fairs. Last July she represented ASCLS at a 4-day Explorers' Career Expo in Bethesda and NIH with two other members.

g. Con Ed Assistanceship. Bering presented a written report.

Motion 12. Bering moved "that the House of Delegates approve the budgeted amount of \$5,000 for the Sandra L. Keener Memorial for 2002-2004, increase the current 2002-2003 budget by \$1,5000 to provide additional funds for the ASCLS meeting." Hunt seconded the motion and it carried.

Motion 13. Bering moved "that the House of Delegates approve the same level of funding for the Mercedes T. Cole Memorial Scholarship of \$1,000 and Edward P. Dolbey Scholarships of \$3,000 for 2003-2004." Franz seconded the motion and it passed. Aikey suggested that the Mercedes Cole scholarship monies be applicable to students. The topic was tabled until the Fall Board meeting.

h. Education Scientific Assembly. A meeting is planned for May 30, 2003 at the Abington Hospital.

i. Federal Government Liaison. No report.

j. State Government Liaison/Licensure. Snyder contacted Linda Raven of PSSAMT who has worked with Ed Rendell. Snyder hopes to learn of his views on licensure. Snyder has contacted Representative Pat Vance, PA State Licensure Chair. Snyder contacted her to remind her that Snyder is still available for information regarding licensure for clinical laboratory scientists.

k. Finance. No report.

l. Leadership Development. No report.

m. Membership Development. A written report was submitted by President Elect Wilson who has established Membership Recruitment as a priority within the organization.

n. Newsletter. Evans provided a written report. As always, she is asking for articles. Snyder suggested that members be assigned dates and topics for writing articles.

o. PACE. Toloczko submitted a written report.

p. Web Master. McLane provided a written report. She is pursuing linking with ASCLS. She will report further at the summer meeting. She has been web master since 1996 and she is now searching for a person to teach to be her successor.

15. Chapter Updates

- a. Delaware Valley. A verbal report of educational activities was given.
- b. Lehigh Valley. No report.
- c. Northeast. This chapter had a dinner membership drive. Eleven attended.
- d. Southeast. No report.
- e. Susquehanna. They paid for membership and registration fees for HACC students to attend PSCLS Spring meeting.
- f. Northwest. No report.

#### 16. Old Business.

- a. PSCLS Election Results:
  - President-Elect. Barbara Snyderman
  - Secretary. Loretta Nemchik
  - By-Laws. Sandy Neiman
  - Board of Directors. Darlene Pointe and Bill Hunt

17. ASCLS Report. Presented by Elissa Passiment, Executive Vice President. Passiment called to attention the fact of ASCLS's Virtual Staff Headquarters. PACE and Membership are doing all right. Membership data may be changed on the web site. Members may access their own rosters. ASCLS is excited about the Philadelphia meeting. The Convention Center is having labor problems. Bering asked Passiment if this is creating problems for the July meeting. Passiment responded that they do not foresee problems this time but if the convention center does expand ASCLS will not be able to use Philadelphia as a future site. The 2004 meeting will be in Los Angeles, California.

#### 18. New Business.

- a. Instillation of Officers. Deferred to end of meeting.
- b. E & R Silent Auction. Snyderman suggested Tasty-Kakes. Franz suggested a giant Hershey Bar.

Motion 14. Snyderman moved that "the PSCLS direct Judy Hoover and Loretta Nimchik to procure/gift each for the ASCLS E&R fund auction." Negley seconded the motion and it carried.

- c. Children's' Miracle Network.

Motion 15. Nemchik moved "that the PSCLS House of Delegates match the funds raised for the Children's' Miracle Network during the 2003 ASCLS Annual Meeting – the amount not to

exceed \$200 to be taken from O&A.” McLane seconded the motion and it carried. Aikey suggested that we report our donation to the CPA.

d. 2004 PSCLS Meeting. It will be held in the Scanticon during April 13, 14, and 15, 2004. Costs will be \$135 per room; \$69 daily meeting package; full registration \$285. Vendor sponsorships will be needed to cover students. Snyder and McLane are the general chairs.

Should contracts be renewed with PSSAMT and renewed with PABB?

Speaker of the House, McLane, announced a break for dinner at 6:25 p.m. The meeting resumed at 8:00 p.m.

McLane brought forward a copy of 2002’s contract with PSSAMT. She feels that the new one will be very similar with minor revisions.

**Motion 16.** Aikey moved “that the PSCLS House of Delegates adopt the proposed contract with PSSAMT for the 2004 Annual Spring Meeting as presented.” Gourley seconded the motion and it carried.

McLane also brought forward a copy of 2002’s contract with PABB. The problem in 2002 was that PABB did not complete their speaker list or PACE forms in a timely manner. This was problematic with publishing the program. It was suggested that they pay a penalty if their program obligations are not met by the deadline. Aikey proposed that we initiate a new contract with no monetary profits for PABB. PSCLS would be responsible for the program with input from PABB. McLane will prepare the contract and bring it to the Summer Board meeting.

**Motion 17.** Snyderman moved “that the PSCLS House of Delegates direct the chairs of the 2004 meeting to investigate the consolidation of the Annual Meeting House of Delegates dinner and the Awards Banquet into one dinner. Rationale: With the decreasing number of attendees, this consolidation will save the society about \$600. Aikey seconded the motion and it carried.

19. Treasurer’s Report (previously tabled via Motion 5). Gourley provided printed reports. Hunt detected computer printer errors.

- a. August 31, 2002 report, page 3, was erroneously dated 2000 instead of 2002.
- b. Page 1 reserve fund states ’01-’03; it should read ’02-’03.

Action is deferred. Complete audit and treasurer’s report will be presented at August 23, 2003 Board of Directors’ Meeting.

**Motion 18.** Snyderman moved “that the 2003 PSCLS House of Delegates defer action on the treasurer’s reports dated August 31, 2002 and April 30, 2003 until audited and corrected. These reports should be acted upon at the August 23, 2003 Board of Directors’ Meeting.” The motion was seconded by Hunt and passed.

Proposed Budget for 2003-2004. Hunt noted that ADVANCE no longer gives us a donation. Passiment will inquire as to their policy for all of the state organizations.

Motion 19. Hunt moved “that the PSCLS House of Delegates move \$1093 from the PSCLS contingency fund for the 2003-2004 Budget.” Neiman seconded the motion and it carried.

Motion 20. Hunt moved “that the PSCLS House of Delegates adopt the proposed budget for 2003-2004 as amended.” McLane seconded the motion and it carried.

20. Announcements. The Summer Leadership Meeting will be held on August 23, 2003.

21. Instillation of officers was performed by outgoing President Franz.

22. Adjournment. Hunt moved “that the PSCLS House of Delegates adjourn sine die.” Molecavage seconded the motion and it carried.

Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Sandra A. Neiman  
PSCLS Secretary

SAN/lam