



American Society for Clinical Laboratory Science—Pennsylvania 2020 Fall Board Meeting

Date: Saturday, September 19th, 2020 at 10:00 AM

Location: **ZOOM Meeting ID:** 954 6652 8370 **Passcode:** lab4life

ZOOM url:

<https://wvumdtv.zoom.us/j/95466528370?pwd=Q1dnM3pkek95aS91K3JiNTU3Zk4rUT09>

Attendance: Board: Marianne Downes (Pres), Travis Bicher (Pres-elect), Josh Cannon (Past-Pres), Jon Meyer (Board), Gabriela Peterson (Board), Katie Franz (Board), Emily Kamieniecki (As Prof). Nassouh Mourabet (Treasurer) (8/6 quorum)

Present: Scott Aikey, Mary Gourley, Sharon Strauss, Jean Buchenhorst, Bill Hunt, Diane Valentin, Lisa Shave.

1. Call to order President Downes called the meeting to order at 10:04 AM
2. Welcome and Introductions
3. Approval of Agenda presented by Downes
4. MOTION 1: Moved by Franz, seconded by Cannon, that the ASCLS-PA Board of Directors accept the agenda as written. Motion carried.
5. Bicher presented minutes from board meeting 05/03/2020.

MOTION 2: Moved by Bicher, seconded by Franz, that the ASCLS-PA Board of Directors approve the Secretary's Report of the May 3rd, 2020, Board Meeting as presented. Motion carried.

6. Treasurers Report: Mourabet walked the board through the treasurer's report from 9/1/2019 to 8/31/2020, pointing out that while profit is apparently from state meeting, it was really to carry over to the budget for a 2021 annual meeting due to the 2020 meeting not being held. Discussion whether to place in allocation for 22/23 vs 21/22 as currently recorded and place funds in contingency planning. Franz pointed out that it appeared no funds were spent in the 2019-2020 budget for PACE. Mourabet stated that the PACE providership invoice was missing from the PACE website and was continuing to attempt communication with ASCLS to resolve the issue so the invoice can be paid. It was also noted that the cost of PACE providership had increased from \$550 to \$575 and future budgets should reflect this change.

MOTION 3: Moved by Cannon, Seconded by Bicher, that the ASCLS-PA Board of Directors accept the Treasurer's report of the Operating fund dated 9/19/20 for the financial period ending 8/31/2020 and file for audit, with one correction, that the \$2104.73 in 2020 spring meeting profits be broken out to a new Reserve fund for FY22-23. -Motion carried.

7. Treasurer's Report: Scholarship funds ending 08/31/2020: Presented by Mourabet. Gourley asked where expenses noted in the report of \$1,211.86 for the Dolbey Award and Dolbey Scholarship were generated as there was no award of either a Dolbey Award or Dolbey Scholarship generated this year. Mourabet stated these were related to the maintenance costs and fees of the funds and investment losses sustained in the account. There was discussion over the best way to report fees and investment losses as the appearance of "expenses" while not incorrect could be misleading, and would be reported differently in tax reporting. Peterson asked why the scholarship was not given out and the response discussion was that no one had applied for the scholarship, and there are limitations to who is eligible for the scholarship (academic level, 2 year prior active membership, contributions to the profession <https://www.ascls-pa.org/dolbey-scholarship-guidelines.html>). Applications are sent directly to the treasurer via email. Peterson will follow up with person who stated that they had applied.

MOTION 4: Moved by Bicher, seconded by Meyer, that the ASCLS-PA Board of Directors accept the Treasurer's Report dated 9/19/2020 of the Scholarship Funds for the financial period ending 8/31/202 and file for audit. Motion carried.

8. President's Report- Downes presented a written report of accomplishments to date, namely filling all current vacancies on the board except for the Developing Professional Forum Representative and scheduling the Board meetings for the coming year. The Goals for the year center around efforts to fill vacancies and engage current members to become active in state leadership through a variety of methods and have a full slate of nominees for election at the Annual Business Meeting.
9. Awards Committee Report: Gourley presented a report indicating the date for award nominations is Feb.1, 2021 and a concern over the continuous decline in nominations. Downes wonders if some is related to the continuous slow decline in membership.
10. Bylaws Committee Report: Gourley presented a report and draft of amendments to the ASCLS-PA Bylaws and Standard Operating Procedures regarding Article VIII C: holding meetings by alternate (electronic/virtual) format and Article XVII: the dissolution of the society changing from SOP to bylaws for membership approval, and requested that the board approve amendments to the bylaws to be filed with ASCLS Bylaws Committee for review and approval which once approved by National ASCLS, would allow ASCLS-PA board of directors to make proposed changes to the SOP.

MOTION 5: moved by Franz, seconded by Bicher, that the ASCLS-PA Board of Directors approve the amendments to the ASCLS-PA Bylaws, Article VIII.C and Article XVII and refer to the ASCLS Bylaws Committee for review and approval. Motion carried.

BE IT NOTED: Article VIII provide for virtual meetings of the Annual Business Meeting and Article XVII moves the wording in Article XVII of the Standard Operating Procedure to the Bylaws.

11. Ascending Professional Director: Kamieniecki expressed thanks over support during her past year as the Developing Professional Director and the scholarship award. She stated that she is hoping to become more involved with promotion of the profession efforts with Jean Buchenhorst during the next year. Jon Meyer noted an opportunity for a recruitment event for PennState's program with Becky Falsone and will forward information.
12. Career Recruitment: Buchenhorst noted that they are waiting to hear of events where involvement can be and that many events have been cancelled due to COVID-19
13. ConEd Assistantship: Mourabet reported that no one applied for ConEd funds for the National meeting as questioned by Gourley.
14. Education Scientific Assembly—Downes relayed from Beitz: that there is nothing new to report
15. Government Affairs—Downes relayed from Noblit that there is nothing new to report
16. File Custodian—Hunt reported that he is continuing to go through records. Mourabet asked about retention of financial documents and bank statements. Aikey noted that it would be a good idea to develop a retention of records policy especially related to how to store electronic records. Downes appointed Aikey and Gourley to aid in developing a retention of records policy to present by the ASCLS-PA Winter Board Meeting to the ASCLS-PA BOD.
17. Finance—Aikey completed the audit of the year ending 08/31/2019 and presented in the Finance Chair Report, finding no material discrepancies found in the accounts.

MOTION 6: moved by Bicher, seconded by Cannon, that ASCLS-PA Board of Directors accept the audit for the year ending 8/31/19. Motion carried.

18. Membership: Downes presented the current membership numbers noting a drastic drop in student memberships, which may be due in part to Educational Group packages may not yet be processed or may have been cut from educational program budgets. Downes further noted that there are still a number of persons who continue to not renew their memberships until the time to register for the state meeting. Noted limited success to the incentive to renew early by a \$100 giftcard raffle, Meyer, Bicher and Strauss support retaining the raffle in future years.
19. Newsletter: Cannon reported the forward movement of the Fall edition of the Newsletter and has the newsletter completed and ready to head to the printer. There is a Dec. 1, 2020 deadline for article submission for the winter edition of the newsletter. A poll was created with a link to the poll in the report for the ASCLS-PA leadership (board members and committee chairs) to vote on the top newsletter names for final voting by the ASCLS-PA membership at large at the next annual meeting.
20. PACE: Franz noted nothing to report
21. Webmaster: Strauss reports updates recently made to website including national meeting. Bicher will forward updates to motions and minutes for update. Strauss requests Delaware Valley Chapter Leadership updates for posting. Downes attended National ASCLS Meeting regarding constituent society website development through the ASCLS Connect Community could potentially limit access to members only. Downes noted that ASCLS efforts are currently focused on website development for constituent societies which do not currently have websites, or funds to maintain websites and ASCLS-PA is likely low-priority to use this platform.

22. Developing Professional—Downes will continue to engage in efforts to solicit a Developing Professional Director to the ASCLS-PA Board.
23. Delaware Valley—Peterson presented a report from the Delaware Valley Chapter to the ASCLS-PA board of directors noting that Jean Buchenhorst is the incoming Delaware Valley Chapter President.
24. Old Business: 2020-Virtual CE events: Discussion by Strauss, Cannon, Bicher to plan and schedule for 3 separate virtual CE events to be held during the time period between November and March. The 2020 Annual Meeting committee was charged with soliciting speakers for this meeting and funds allocated at the May 03, 2020 ASCLS-PA Board of Directors meeting relegated for this.
25. Old Business: T-Shirt Order/Sales: Meyer presented a thorough description of research into various vendors and methods of shipping for T-shirt printing and sales sent in a separate report to the board. Discussion of how to best allocate funding for the initial output followed, and a recommendation to monthly request reimbursement of shipping costs followed.

MOTION 7: moved by Meyer, seconded by Franz, that the ASCLS-PA Board of Directors approve the movement of \$300 from O&A to the Professional and Public Relations line item in the 2020-2021 budget—motion carried.

MOTION 8: moved by Bicher, seconded by Mourabet, that ASCLS-PA Board of Directors approve the purchase of 100 T-shirts and mailing materials for T-shirt sale proposal to come from Professional and Public Relations line item in the 2020-2021 budget.

MOTION 9: moved by Mourabet, seconded by Peterson, that the ASCLS-PA Board of Directors move \$4232.75 from the general use fund to Reserve Funds 21-22 for a total \$11000 and the remainder \$2940.02 to the contingency fund for a total of \$43290.81. Motion carried.

26. 2021 Annual Meeting Discussion: All present members discussed the possibility that an in-person meeting may not be possible as currently planned and contracted with the Philadelphia Doubletree in May 2021. There was discussion over whether or not the society would be financially liable for the deposit and potentially liable for a cancellation fee and costs of up to 60% of the proposed profit from the meeting to the hotel. The board felt that the risk is too great to plan for an in-person meeting in May 2021 and requests Sharon Strauss to pursue communications with the hotel personnel to move the hotel contract to 2022 and report back.
27. ASCLS-PA Logo: Downes noted that ASCLS is recommending that constituent societies update their logos with the current National ASCLS logo. Downes will request the vector file from Aikey and pursue development with Julie O'Donnell from ASCLS Staff Director of Marketing and Communications.

MOTION 10: Moved by Cannon, seconded by Bicher, that the ASCLS-PA Board of Directors adjourn the meeting at 13:32. Motion carried.