



**American Society for Clinical Laboratory Science-PA
Fall Planning Meeting
Conference Call
November 30, 2012**

Present: Eric Evans, President; William Hunt, Past President; Scott Aikey, Secretary; Sharon Strauss, Treasurer; Barbara Snyderman, Region 2 Director; Laurie Taraborrelli, Board; Michael Osborne, Board; John Lawless, WebMaster; Mary Beth Miele, 2013 Spring Meeting Chair; Irene Chase, Student Representative

1. Call to order – President Evans called the meeting to order at 7:00 pm.
2. Introductions – the members introduced themselves.
3. New Website:

The only major section left to do is the Student section and then the site will be ready to go live. It is expected to be less than a month before we can go live.

4. 2013 Spring Meeting – Holiday Inn Harrisburg East
 - a) Board Meeting on Sunday night will start at 7pm with snacks/dessert and drinks;
 - b) Room block: 10 on Sunday night, 20 on Monday night; rate = \$109/night
 - c) Awards will be given on Monday during the lunch
 - d) Monday night – no official banquet; but have a dinner at a local restaurant (pay your own.)
If necessary, finish the Board meeting on Monday night as a last resort if it cannot be finished Sunday night.
 - e) Continuing Ed: Two rooms per day (12 sessions on Monday; 6 on Tuesday plus a student / working laboratorian review session)
 - f) Irene Chase is working on the Review Session – 6 hours
 - g) Vendors – Hotel is charging \$25/table; likely space for 10-15 tables
 - h) Budget: Scott to send a sample budget and Mary Beth/Scott/Sharon to work on a proposed budget; the hotel is proposing a \$500 fee for the room rental; the registration rates and food costs will need to be built into the budget
 - i) Will need a place for a membership table
 - j) Virtual Lab Fair – Michele Lachance is willing to work on this with the direct expenses to come out of Professional and Public Relations line item.
 - k) Save the Date postcard – Scott will work to get this mailed by the beginning of January; Sharon and Eric will work combining the mailing lists. Mary Beth work PSSAMT to get their mailing list or give them the information for them to email their members.

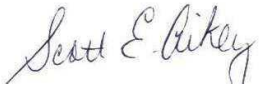
5. Newsletter

The newsletter will be sent to the printer by the end of the first week of December.

6. Adjournment

The meeting was adjourned at 8:05pm

Submitted by
Scott Aikey

A handwritten signature in cursive script that reads "Scott E. Aikey".