



ASCLS-IA Board Meeting

Date: November 15, 2008

Time: 10:00 am

Location: Allan Hospital, Waterloo, IA

Please bring: Any committee reports

Agenda

Agenda Item	Responsible Person	Time Allotted
<i>Call to Order</i>	Sheila Pitts	5
<i>Secretary's Report</i>	Lindsey Davenport	5
<i>Treasurer's Report</i>	Karen Campbell	10
<i>President's Report</i>	Sheila Pitts	10
<i>Leadership Mailing</i>	Sheila Pitts	15
<i>Region VI Board Meeting Report</i>	Sheila Pitts	20
Committee Reports	Committee Chairs	40
A. By-Laws	Mick Williams	
B. Career Recruitment/Education/CVSS	Judy Jackson	
C. Government Liaison/PAC	Theresa Ortner	
D. Historian	Yvonne Hinrichsen	
E. Licensure		
F. Membership Development	Vonnie Hinrichsen	
G. Nominations and Awards	Jan Frerichs	
H. P.A.C.E.	Kim Von Ahsen	
I. Professional & Public Relations/NMLPW	Janel Hartwigen	
J. Publication	Judy Jackson/Vonnie Hinrichsen	
K. Webmaster	Kim Von Ahsen	
<i>Old Business</i>		10
<i>New Business</i>		
<i>Adjournment</i>		

Other Information

Special notes:



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Minutes

Board Members Present:

- Sheila Pitts, President
- Kim Von Ahsen, President – Elect
- Jan Frerichs, Past President
- Lindsey Davenport, Secretary
- Karen Campbell, Treasurer
- Liz Kirkpatrick, Board Member
- Kim Rieck, Board Member
- Judy Jackson, Board Member
- Jennifer Claeys, First Year Professional
- Rachel Kobernusz, Student Representative

Other Member's Present:

- Mick Williams, Bylaws Chair
- Theresa Ortnier, Gov. Liaison/PAC
- Yvonne Hinrichsen, Membership/Historian
- Janel Hartwigsen, Professional/Public Relations
- Keri Erickson

Guests: Vickie Siefers

Call to Order

Meeting called to order by Shelia Pitts at 10:06 am

Secretary's Report

Minutes from the Winter Spring Summer Fall were reviewed with:

Following Changes:

No Changes

Motion to Accept Secretary's Report

Moved by: Judy Jackson Seconded by: Jan Frerichs

Motion

PASSED FAILED

Treasurer's Report

Treasurer's report was reviewed with:

Following Changes: Money will be re-appropriated to Nationals from State Meeting. Our EIN has been found ok.

No Changes

Please see attached.

Motion to Accept Treasurer's Report

Moved by: Jan Frerichs Seconded by: Judy Jackson

Motion

PASSED FAILED

President's Report

President's report was reviewed with:

Following Changes:

No Changes

PURPOSE: To update the board on activities at all levels.

ACTIVITIES:

State Level

First off, congratulations to Judy and Vonnie for putting out their first edition of the Newscope. It looked very nice! We appreciate your willingness to take on this project, and look forward to many more exciting issues in the future☺

Since our licensure initiative is at a standstill, I would like to continue discussions on how we as a state and society would like to continue. I think we all agree this is still an important issue that will take some time and effort, but one we don't want to disappear.

Our membership numbers are down at this point, so as usual we need to keep brain-storming on ways to get people involved and keep them engaged.

The Student Forum Chair, Nick Moore, has been quite active and is requesting scholarship information from each state. I think this is a good time to take a look at our current scholarship set-up. We also talked of adding a FY Member award.

In the near future I would like to take a look at our state manual/sop's to see what needs updating. I know Theresa and Mick are also looking at the By-laws so they stay updated.

Region VI Level

The theme for the Quad State meeting is 2009 Great Plains Region Laboratory Expo. We are still looking for speakers. There will be six speakers per time slot for lots of variety. There will also be extended dedicated vendor time each day. We will be sending out a save-the-date brochure by e-mail and then the full brochure later on.

Call for Action: Please continue to promote this meeting especially since it is going to be located in Iowa. There other states are worried they won't have as good a turnout. .

National Level

Call for Action: To have our committees mirror those at the Regional and National level, so each state committee chair is part of the larger network. Then we can communicate, share ideas, and see what is working or not working around the country.

Audit is to be preformed every two years of the treasurer's books. This is as done at the Regional Level.

Leadership Mailing

Discussion: Nationals has been contacted. Shelia will work on message to go out.

Region VI Board Meeting Report

Discussion:

Summary:

The Region VI Fall Council Meeting was held November 1-2, 2008 in Kansas City, MO. This is currently the only face-to-face meeting besides the caucus at National.

Treasurer's Report: Each state was asked again this year to give \$1,100 for an assessment fee. The Region has over \$6,000 in checking and over \$20,000 in cash assets. It was brought to our attention that we should have an Audit Chair to review the financial books once every two years. Sharon Smith, MO was appointed with another member of her choice to review them. In the future it was decided this can be done at our Fall Meeting.

I am attaching the Director's Report from John Koenig; it is quite complete with what is all happening at the National Level.

From the State reports, I'd like to point out an initiative that MO is putting together. It's called the New Member Campaign. All leadership positions are required to submit contact info for 5 non-members. These non-members will then receive a letter about ASCLS. The president has also requested that all leadership positions submit one story of what ASCLS has done for them. These can be included in the letter or used for the newsletter.

Nationally, a new committee called the Leadership Development Committee (LDC) was born. Each state is being asked to create this position on their level to help develop future leaders.

The two big issues were the ASCLS Region VI Manual and the Region VI Council's structuring.

1. The council went through the Region Manual page by page updating it. We will receive a final copy of it by e-mail to approve. We updated wording on the New Professional Committee and FYP Chair; there were term limits added to various positions; and much more.
2. The Region VI Council, after much discussion, voted to eliminate the Region Chair position and make the Secretary/Treasurer into two separate positions. These positions are two-year terms with a two-term limit. They will alternate years when the terms are up.

Committee Report

A. Bylaws

Nothing to Report: Will be looking at SOPS.

B. Career Recruitment/Education/CVSS

Nothing to Report: Have been doing things through work but looking at restructuring this committee. Plug in Newscope for Ideas

C. Government Liaison/PAC

PURPOSE: Keep the committee informed on political issues both at the State and National level.

ACTIVITIES:

Committee goals:

Currently working on education about personal Licensure at the state level and preparing for the Quad state meeting.

Activities toward those goals:

Presented 4 presentation and possibly more at the University of Iowa to come. Gathered feedback on current licensure opinions.

CONCERNS:

Needing to meet with the full committee on Personal Licensure to iron out some concerns and more specific details on working towards Licensure.

REQUESTS FOR ACTION:

Scheduling a meeting time to work on Personal Licensure.

Receiving the needed materials necessary for working on the Quad state meeting.

I have been reading the By-Laws and the history of ASCLS and I am working on Robert's Rules. I will get in touch with Mickey soon.

D. Historian

Nothing to report

E. Licensure

Speaking with IHA, Pathologist, get them to understand the importance. Constituents are wanting to know if there is a price associated with the licensure. What other to talk to? CLMA, IHA, ASCP, CAP, Histotechs, and Cytotechs. We will need to look at the phlebotomy issues as well.

Try to push Brian B. from SE Iowa to get more involved. Get more grassroots support. Theresa did a PowerPoint at the University of Iowa discussing Personal Licensure.

Shelia Pitts appointed Vickie Siefers to take charge of Licensure. Discussion on taking care with the first drafts sent to bureaucrats so to get them on our side and allowing them to get their rules and our in to the bill.

F. Membership Development

PURPOSE: Membership Recruitment/Retention

ACTIVITIES:

Committee goals: Increase membership and reach those lapsed members to remind them of their membership dues.

Activities toward those goals: A reminder of lapsed membership was sent to 77 members that had email addresses. There were 10 without emails, so those were sent via regular mail. Approximately 20 emails were returned due to no viable email addresses (mostly former students) so these were mailed via regular mail also. With the ease of emailing, will try to continue with periodic emails spaced apart so that we aren't annoying, yet are firm with our desire to have them return to the association. We have put a lot of reminders within the NewsScope to remind people of renewal or new membership.

Packets with letters are in the works to deliver to the schools to inform the students of who we are and what we are about. I will have those out by the end of November.

A thank you for membership will be sent via email along with Christmas wishes during the month of December.

CONCERNS: Finding new ways to get our reminders out there and grab attention.

REQUESTS FOR ACTION: Continue to use word of mouth, emails, and snail mail to reach our members.

Recruitment tools will be forwarded by Shelia.

G. Nominations and Awards

Open positions: President-Elect, Treasurer, Board Member, Student Member for next year.

H. PACE

PURPOSE: P.A.C.E.® is an administrative system serving as the quality assurance mechanism for continuing education programs offered to clinical laboratory professionals. P.A.C.E.® Committee maintains the standards of P.A.C.E.® approval for education programs sponsored and/or offered by ASCLS-IA.

ACTIVITIES:

Committee goals:

Provide continuing education for members and non-members including approval of education programs offered by entities other than ASCLS-IA.

Activities toward those goals:

1. Another education session was sponsored by Mississippi Valley Regional Blood Center was awarded P.A.C.E. credit. Revenue was \$85.00
2. Waiting for reapplication for P.A.C.E from ASCLS and more information on CE Organizer pricing.

CONCERNS: No concerns.

REQUESTS FOR ACTION: Request to approve additional expense of utilizing CE Organizer when available for P.A.C.E. Certificates at ASCLS-IA sponsored educational activities.

I. Professional and Public Relations/NMLPW

PURPOSE: TO PROMOTE THE PROFESSION BY RECOGNIZING MEMBERS ACCOMPLISHMENTS.

ACTIVITIES:

Committee goals:

- Recognize ASLCS-IA members accomplishments in their respective local newspapers.
- Promote the lab profession during Lab week.

Activities toward those goals:

- Committee is still compiling a list of the local newspapers of ASCLS-IA leaders. The list is almost complete; will bring the list to the Fall meeting. Will start to call newspapers for contact information. Hope to get this accomplished prior to next meeting.
- No current activities for lab week plans. I will ask for ideas at the next meeting or what is expected of this committee during lab week.

CONCERNS: Same concerns as before.

- Currently there is no list of contacts to use.
- Also, I wish there was a better way to learn of member's accomplishments.

REQUESTS FOR ACTION:

- I will bring the current list to the fall meeting. Hopefully the members with missing information will be there and I can complete the list.
- I will ask for clarification of committee expectations during lab week.

Contacts for everyone local Newspapers. Will do news releases for ASCLS professionals. Request for accommodations would be sent out by Janel once a month as a reminder. Governor sign a proclamation for Med Tech week, possibility of some of the Mayors too? Have blurb for National Lab week for the papers.

J. Publication/Newscope

PURPOSE: Newsletter

ACTIVITIES:

Committee goals: To publish a newsletter 3 times a year to share both society and laboratory happenings, activities, and education.

Activities toward those goals:

Published a fall newsletter that was sent out Oct. 20.

The newsletter was sent by electronic method to members.

Printed copies were mailed to laboratories on a mailing list encompassing hospital, physician offices, or independent labs in Iowa.

Expenses: Printing 205 copies at \$486.62 and postage of \$84.00

CONCERNS:

Difficulties in converting from Mona's version of Publisher to Judy' version.

However the next edition should be much easier as the problems should be addressed and solved.

REQUESTS FOR ACTION:

Submit articles and pictures to either Vonnie or Judy. Write a caption or description of the photos.

Next newscope to come out in March. Include Lab Week, Labs are Vital, many other Ideas!

K. Webmaster

PURPOSE: To maintain the ASCLS-IA website. The website serves as an essential means of communication information to potential, new, and existing members about the activities of ASCLS-IA.

ACTIVITIES:

Committee goals:

Maintain an up to date website.

Activities toward those goals:

1. Working on updates to the website.
2. Developing new site for the 2009 Quad Meeting should be up by the end of November.

CONCERNS: No concerns.

REQUESTS FOR ACTION: No requests.

Discussion about AV equipment to follow.

Server down. Will hope to have up by Mid November.

Old Business

Discussion:

1. ASCLS-IA Shirts: Creative Impact, Long Sleeve Oxford , Short Sleeve Polo Outline of Iowa in Black ASCLS-IA in Black, Yellow Triangles. Oxfords would be lt. Blue, and Blue Surf Polo.
25 of each kind in varying sizes. 1000\$ for the 50 shirts. We will sell them for 20\$.
2. AV Equipment purchasing → Computer, LCD, and pointer mice to be purchased.
3. ASCLS-IA List-serve- Shelia to email JR Constance.
4. 2009 Quad State Meeting Update- Preliminary Program to go out. Jan H from Kansas is working on Prospectus.

New Business

Discussion:

1. Discussion about our Committees and their names. Should our committees reflect those at the National level?
We will work on changing to reflect Nationals.
2. Scholarships/Awards: Student of the Year; Scholarships (IMTSF); FYP award
Student of year vs. scholarship, what do we do with scholarship funds.
3. Board meeting at Quad State Meeting, Tuesday Night. Annual Board Meeting to be Thursday at 4:45.

Adjournment

Motion to Adjourn Meeting

Motion

PASSED

FAILED

Meeting adjourned by Shelia Pitts

at 12:16

pm