



# ASCLS-IA Board Meeting

**Date:** August 23, 2008

**Time:** 10:00 am

**Location:** Iowa Lutheran Hospital, Des Moines, Iowa

**Please bring:** Any committee reports

## Agenda

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

## Other Information

**Special notes:**



# ASCLS-IA Board Meeting

**Date:** August 23, 2008

**Time:** 10:00 am

**Location:** Iowa Lutheran Hospital, Des Moines, Iowa

## Minutes

### Board Members Present:

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

### Other Member's Present:

- X Mick Williams, Bylaws Chair
- Janel Hartwigsen, Professional & Public Relations
- X Yvonne Hinrichsen, Membership/Historian
- X Theresa Ortner, Government Liaison, CVS
- Don Johnson

### Guests:

### Call to Order

Meeting called to order by Shelia Pitts at 10:05 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: Theresa Ortner      Seconded by: Kim Von Ahsen

### Motion

PASSED       FAILED

### Treasurer's Report

REPORT OF: TREASURER  
 REPORT TO: ASCLS-IA BOARD  
 SUBMITTED FOR: 1<sup>ST</sup> Q BOARD MEETING  
 PREPARED BY: KAREN CAMPBELL, CHAIR  
 DATE: AUGUST 22, 2008

### PURPOSE: The purpose of this written report is to:

- Explain the columns on the EXCEL report
- Update the Board on the now-required IRS 990-N form for small, tax-exempt organizations

### Explanation of Treasurer's Report (EXCEL):

- Many of the expenses in Q1 are actually from work done for the state meeting in Q4 of last year. They are recorded here in Q1 since the checks were not written until after the start of ASCLS-IA's new fiscal year (April 1)

**IRS 990-N Form**

- Completed August 7, 2008 – OK for our tax year
- All documentation is on file
- Accepted by the IRS
- Concerns:
  - The form is only computerized. When I entered our EIN, the organization name automatically defaulted to American Society for Clinical Laboratory Science. (I was worried that I was entering information for our national organization!) I could NOT change this. There was an opportunity to add "another" name, so I entered American Society for Clinical Laboratory Science-Iowa.

The form automatically defaulted our fiscal year to July 1 – June 30. I could NOT change it to April 1 – March 31. The only way to do this is to write to the IRS. I have NOT done this yet – should I?

Treasurer's report was reviewed with:

Following Changes: Discussion on EIN for IRS. Will talk to Elissa P. from national to decide if we should change our fiscal year or if we should change our EIN. IMTSF line item is to be deleted. We will add the money as misc. if we need to have it yearly. Discussion for Travel to National ASCLS meeting. We will take total budget divide by number of people then any extras will go back in to pot for others to utilize. Motion to increase annual meeting budget to \$5,000. Moved by Lindsey Davenport-Landry seconded by Theresa Ortner Passed

No Changes

**Motion to Accept Treasurer's Report**

**Motion**

Moved by: KIM VONAHCEN Seconded by: THERESA ORTNER

X PASSED  FAILED

**President's Report**

**President's Report REPORT OF: PRESIDENTS REPORT  
 REPORT TO: ASCLS-IA BOARD  
 SUBMITTED FOR: SUMMER BOARD MEETING  
 PREPARED BY: SHEILA PITTS, PRESIDENT  
 DATE: AUGUST 23, 2008**

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

**ACTIVITIES:**

**State Level**

There were some changes to our committee chairs that were being discussed at the last board meeting. The changes have been made to our Officers and Committee Chairs listing and include: Career Recruitment/Education (to include CVSS) – Judy Jackson and Government Liaison which merged with PAC – Theresa Ortner. The newest change came after Mona Parekh resigned as Publications/Newscope Chair. Thank you to Vonnice Hinrichsen and Judy Jackson for taking on the role as Newscope co-editors.

We will also be discussing more on the SWOT analysis that was created earlier this year. I would like to focus on recruitment, retention, mentoring, marketing, and reaching out to our current members.

I would like to have a way to contact all ASCLS-IA members so they feel more connected. We will discuss the option of a list-serve to e-mail all members of upcoming events and ways to get involved.

**Region VI Level**

Next years Spring Meeting will be a Quad State meeting that includes: Iowa, Missouri, Kansas and Nebraska. It will be held April 29, 30 and May 1, 2009 in Council Bluffs, IA at the Mid-America Center. Several teleconferences have been held to

start discussing the details of the meeting. The group is being chaired by Ruby Brower from KS and includes members from all four states. Iowa is very well represented and has taken on their share of the planning. Our duties include Program and Publicity. As president, I am chair for Iowa; AV help is Vonnie H.; Vendor/Exhibits contact is Amy Frank; Brochure/PACE/Publicity is Kim V.; Speaker Liaisons are Jan F. and Karin Olson; and Session scheduler is Lindsey D. We are taking names of contacts for vendors and speakers so start sending them our way. More to following on the Quad State Meeting as the planning progresses. Anyone willing to help with any part of the meeting can also volunteer at any time.

We have several members that have taken on roles at the Regional Level. Mickey Williams is the By-Laws chair, Jan Frerichs is Membership Retention chair, and Kim Von Ahsen is Membership Recruitment and PACE chair.

**National Level**

July 28 – August 3, 2008 was the ASCLS National Meeting in Washington D.C. Iowa got to send 5 delegates and we filled all 5 spots. Those attending were: Sheila Pitts, Jan Frerichs, Kim Von Ahsen, Lindsey Davenport, and Theresa Ortner. And last, but certainly not least, Mickey Williams was also in attendance. (Our goal for next year is to increase our membership so all 6 can be seated at the House of Delegates).

Theresa Ortner and Kim Von Ahsen were both accepted into the 2<sup>nd</sup> Leadership Academy class and met with the other members of their class at this meeting. We are very excited to have two members participating in this class for the next year.

Last year's class completed a project that focused on membership recruitment tools. I received a packet with a video, booklet and brochures to be used at our state level for recruitment.

The Membership Retention Committee was charged with reducing lapsed members by 10 %. We were encouraged to write, e-mail, and survey lapsed members to find out why they let their membership drop and find out how to get them back. An idea was sending out "Thank You" e-cards after someone renews their membership.

The Membership Recruitment Committee had ideas such as asking CLS students before graduation for their new e-mail address. It was also brought up by one state that they have a small gift for their members at the state meeting in hopes that non-members notice and then join for their for the free gift.

Every State was encouraged to have a Leadership Development Chair (LDC) at the level. There is a manual on the ASCLS website for this position along with presentations and job descriptions.

We were also informed of a CE Organizer that is now on-line at [www.ascls.org](http://www.ascls.org) under the membership section. If each state would like to use the service, it is a \$75/yr fee. This would replace the PACE table at our meeting.

President's report was reviewed with:

Following Changes:

No Changes

Discussion:: Treasa Ortner for PAC Auction. Membership Packet given to Vonnie.

Next Board Meeting in Waterloo November 15<sup>th</sup>. 10am

**Motion to Accept President's Report**

**Motion**

Moved by:

Seconded by:

PASSED

FAILED

**Leadership Mailing**

Discussion:

Leadership mailing? Are trying to revive.

## Region VI Board Meeting Report

Discussion:

**REPORT OF: REGION VI BOARD MEETING REPORT**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: SUMMER BOARD MEETING**  
**PREPARED BY: SHEILA PITTS, PRESIDENT**  
**DATE: AUGUST 23, 2008**

### Summary:

July 8, 2008 Conference Call (e-mailed to board 7/15/08):

1. The region Government Affairs rep, Linda Whaley is resigning. John Koenig will temporarily take it over, but we will need to fill it.
2. The region Professional Affairs rep is vacant and they are looking for volunteers.
3. PAC - bring your check books to the national meeting - per Linda Hickcock :)
4. At the region level, Kim Von Ahsen is our Membership Recruitment rep and at the national level is the PACE person.
5. Jan Frerichs is involved with Membership Retention at the regional and national levels.
6. At the National meeting in D.C.:
  - a. The board meeting will be 9:00am (not 8:30 am like published) on Tuesday
  - b. Region caucus is 7:30 am Friday
  - c. Nominate and vote for the Region Rho Sigma award.
7. Cathy Williams was not present so there was no treasurer report.
8. Ruby B. will look into dates and places for the Region meeting in Kansas City in November.

Region VI Caucus Meeting Aug.1, 2008 in Washington D.C.

1. See Leadership Directory for all new committees/appointments.
2. Cathy Williams not present, no treasures report. Will have upcoming conference call to discuss the budget (if needed).
3. Quad State Meeting: April 29 - May 1, 2009.  
Illinois State Meeting: Mar. 27 – April 1, 2009
4. Update on the CCCLW (Coordinating Council on the Clinical Laboratory Workforce)
5. ASCLS voted in a new permanent committee – Patient Safety Comm.
6. A discussion occurred on whether Region VI needed a “Chair” position because not all the other Regions have this position. In the end it was decided to keep it for now. There were nominations from the floor to run for the position. After a vote, Wendy Miller from IL won the spot for our new Region VI Chair. There may be more discussion on the use of this position and the term on it.
7. Fall Council Meeting will be Nov. 1-2, 2008 in Kansas City, MO

Nov. 1-2 , 2008 Region VI Council Meeting. Kansas City, MO

Mickey, Kim, Shelia, Jan will be going.

## Committee Report

A. Bylaws

**REPORT OF: BY-LAWS COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: SUMMER BOARD MEETING**  
**PREPARED BY: MICK WILLIAMS, CHAIR**  
**DATE: 8-20-08**

**PURPOSE: To maintain ASCLS-IA By-Laws in conformance to ASCLS By-Laws and to assist in changes as directed by the Board and/or membership directs.**

**ACTIVITIES:**

Committee goals: To educate a possible successor to the committee chair, and to discuss the formation of SOP's and the simplification of the By-Laws.

Activities toward those goals: Mentoring Theresa Ortner who has expressed interest in the process. I have agreed to present sa session at the Quad State meeting on how to conduct a meeting, with some explanation of parliamentary procedure.

**CONCERNS: None at this time.**

**REQUESTS FOR ACTION: None requested.**

B. Career Recruitment/Education

**REPORT OF: CAREER RECRUITMENT/EDUCATION**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: AUGUST 08**  
**PREPARED BY: JUDY JACKSON**  
**DATE: 8-13-2008**

**PURPOSE:**

**ACTIVITIES: No activities since the spring meeting**

Committee goals:

To present programs or do activities to educate others about the Clinical Laboratory Sciences profession.

Activities toward those goals:

**CONCERNS:**

**REQUESTS FOR ACTION:**

**Send suggestions for contacts or events to interact with potential students.**

**Judy will be contacting high school teachers in the SE area of Iowa to give programs that will focus on blood**

donation but also include information about CLS careers.

C. Cedar Valley Symposium

Will no longer be continuing at Wartburg.

**REPORT OF: GAC/ PAC COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: SUMMER BOARD MEETING**  
**PREPARED BY: Theresa R. Ortner, CHAIR**

**DATE: 08/23/08**

**PURPOSE:** Increase awareness of activities in Washington, D.C. that affect our field.

**ACTIVITIES:**

Committee goals:

- PAC: - Increase fund raising efforts  
- Grassroots movement on Licensure  
- Increase lines of communication between State and National Representatives.
- GAC: (National) Revamping Fee Scheduling

Activities toward those goals:

- PAC: - Silent auction  
- More awareness amongst professionals as to what PAC is and why it exists  
- Thank-yous' to Legislators for voting to override the Presidential veto  
- More information distributed about State Licensure
- GAC: - (National) CLMA has a proposal to go before the House floor to be introduced by Senator Stupack. Essentially it's a dead Congress right now due to elections, but the introduction of a bill shows that we are keeping up with our end of passed legislation.

**CONCERNS:**

- PAC: - Increase awareness about Licensure, how to go about it?  
- Increase funds for helping get bills passed that we need.

GAC: (National) Revamping fee scheduling.

**PROBLEM:** Due to the suspension of the Lawsuit against CMS in California the "Bidding sites" still had to submit proposed bids for labs. Though we won the lawsuit and a Gag order was put in place about the prices CMS still has possession of proposed costs. Competitive Bidding is not gone yet. Suspended hopefully for 18 months, but that can change with a new Congress and President coming in.

Bonus: 4.5% increase in Fee Scheduling, with a cut of .5% to help cover Medicare/ Medicaid expenses. (Technically a 4% increase.)

**REQUESTS FOR ACTION:**

- PAC: - Need to thank our Representatives for voting in favor of the Medicare/ Medicaid Bill  
- Increase funding for action on the Hill and State Government  
- Use funds for pushing through State Licensure

E. Historian

Working on organizing all that stuff!

F. Licensure

Talk to Vickie Sephers and Karen suggested Brian Bockting from SW Iowa Henry County.

G. Membership Development

**REPORT OF: MEMBERSHIP SERVICES COMMITTEE**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: SUMMER BOARD MEETING**  
**PREPARED BY: JAN FRERICHS, VICE-CHAIR ASCLS**  
**DATE: AUGUST 23, 2008**

**PURPOSE:** Retain current members, especially in the transition from student to professional. Reach out to inactive members.

**ACTIVITIES:**

Committee goals: Serve the needs of current membership, develop leadership in the society.

Activities toward those goals:

Ideas from national meeting:

Assign mentors to student and new professional members

Some states have established a "scholarship" fund for graduating students to use for new professional dues.

Revitalize scientific assembly

Involve student member in annual state meeting – use as moderators, help set up Av

Use new professionals to help judge student papers, posters or student of the year candidates.

Have a "celebrate us" week – reach out to labs across the state, let them know about ASCLS

Have an active Professional/Public Relations committee – get list of awards to local newspapers.

**CONCERNS:**

We have 59 members who have not renewed their membership as of 8/19/08.

**REQUESTS FOR ACTION:**

Contact those who have not renewed, especially students or those with less than 2 years membership in ASCLS.

H. Nominations and Awards

**REPORT OF: NOMINATIONS/AWARDS**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: SUMMER BOARD MEETING**  
**PREPARED BY: JAN FRERICHS, CHAIR**  
**DATE: AUGUST 23, 2008**

**PURPOSE:** To nominate members to stand for election to the ASCLS-IA board. To reward and recognize active members for their leadership and service.

**ACTIVITIES:**

Committee goals:

Activities toward those goals:

The following individuals received awards from ASCLS:

Omicron Sigma, State level – Keri Erickson, Liz Kirkpatrick, Karen Campbell,

Theresa Ortner

Omicron Sigma, Region VI – Jan Frerichs, Sheila Pitts, Neil Kumor

Keys to the future – Lindsey Davenport, Karin Olson, and Mona Parekh  
Rho Sigma Award – Jan Frerichs

Lindsey Davenport was recognized at the national award ceremony as one of the nominees for Young Professional of the Year.

Two members are part of the Second ASCLS Leadership Academy – Theresa Ortner and Kim Von Ahsen

**CONCERNS:**

**REQUESTS FOR ACTION:**

Send suggestions to Jan Frerichs of members who would be willing to run for a board position, or serve on a committee. We especially are looking for scientific assembly members.

I. P.A.C.E. Liaison

**REPORT OF: P.A.C.E**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: SUMMER BOARD MEETING**  
**PREPARED BY: KIM VON AHSEN**  
**DATE: AUGUST 23, 2008**

**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. Approved P.A.C.E. credit to workshop offered and sponsored by Mississippi Valley Regional Blood Center titled *Practical Blood Bank Techniques*
  - a. 19 P.A.C.E. certificates generated and \$120.00 was generated for ASCLS-IA for providing service
2. National level – CE Organizer was trialed by Oregon during their state meeting with great success along with being used for the first time at the National Meeting in Washington, DC. More information concerning the CE Organizer will be in an upcoming ASCLS Today. Service will be made available in the future to all state society P.A.C.E. Providers.

**CONCERNS:** No concerns.

**REQUESTS FOR ACTION:** Need more continuing education offerings for members and non-members.

J. Political Action Committee

SEE GAC

K. Professional and Public Relations/NMLPW

**REPORT OF: PROFESSIONAL PROMOTIONS**  
**REPORT TO: ASCLS-IA BOARD**  
**SUBMITTED FOR: SUMMER BOARD MEETING**  
**PREPARED BY: JANEL HARTWIGSEN, CHAIR**  
**DATE: AUGUST 21, 2008**

**PURPOSE:** TO PROMOTE THE PROFESSION BY RECOGNIZING MEMBERS ACCOMPLISHMENTS.

**ACTIVITIES:**

Committee goals: Recognize ASLCS-IA members accomplishments in their respective local newspapers.

Activities toward those goals: Committee is compiling a list of elected officers and committee chairs. I would like the board to add their local newspaper to this list. The Committee will then begin a list of contacts and hopefully expand the list as time goes on.

**CONCERNS:** 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:** Please see the attached work document and fill in your respective local news paper information. Thank you!

L. Publication

**REPORT OF: PUBLICATION  
REPORT TO: ASCLS-IA BOARD  
SUBMITTED FOR: AUGUST 08  
PREPARED BY: JUDY JACKSON  
DATE: 8-15-2008**

**PURPOSE:**

**ACTIVITIES: Vonnie and Judy will begin editor duties as of Aug. 1, 2008**

Committee goals:

The goal for the fall issue is the last week of September

Activities toward those goals:

Mona shared with Vonnie and Judy instructions and materials to publish the newsletter.

Judy sent an email asking for articles and photos to be sent to her email address by Sept. 3. Email address: [jjackson@mvrbc.com](mailto:jjackson@mvrbc.com)

Vonnie is checking with a printer in her area about pricing for printing of the newsletter.

Judy is checking with her employer about providing the PDF file converter.

They plan to get together on Sept. 5 to work on the Sept issue.

**CONCERNS:**

**REQUESTS FOR ACTION:**

**Please send articles and photos for the fall issue.**

**Please make sure to send items from the Washington DC meeting.**

M. Webmaster

**REPORT OF: WEBMASTER  
REPORT TO: ASCLS-IA BOARD  
SUBMITTED FOR: SUMMER BOARD MEETING  
PREPARED BY: KIM VON AHSEN  
DATE: AUGUST 23, 2008**

**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:

- 3. Meeting minutes from 2008 Spring Board Meeting posted.
- 4. NewsScope Summer 2008 Edition Posted.
- 5. Website was moved to new server in July to ensure less "downtime" of site. Currently, working to complete any needed changes and updates.

**CONCERNS:** No concerns.

**REQUESTS FOR ACTION:** No requests.

**Old Business**

Discussion:

- SWOT Analysis- What is in it for me? And Opportunities.
- Licensure Efforts- Talk to your circles and we will update soon.
- ASCLS-IA shirts- creative impact in Evansdale 35\$ set up fee. 11\$ embroidery per shirt.
- 2009 Quad State Meeting:  
Purchase a Laptop from Dell and 4 visual presenters (Logitech) and LCD projector. Motion made by Jan Frerichs seconded by Vonnie H. Passed.  
Registration do this with credit card?

**New Business**

Discussion:

- List serve for ASCLS-IA: JR Constanceis contact.
- John P. Whetstone made list serve for New Professionals
- Membership standpoint: Membership Continuation Award. Pay dues for FYP, we need criteria. Need to be student member, go to one other board meeting?, moderator, be involved, present paper or poster. Doing something for ASCLS in the last year. Looking to award 4. To be reviewed at next board meeting.

**Adjournment**

**Motion to Adjourn Meeting**

**Motion**

Moved by: Jan Frerichs Seconded by: THRESA ORTNER

x PASSED

FAILED

Meeting adjourned by Shelia Pitts

at 12:27

pm