



# Annual Business Meeting

Date: 4/30/09

Location: Mid-America Center, Council Bluffs, IA

## Minutes

### Call to Order

Meeting called to order by Shelia Pitts 5:04 pm

1. Appointment of Mickey Williams to parliamentarian was made by Shelia Pitts
2. Quorum was established – see attached sign in sheet
3. Motion to seat visitors made by Kim Von Ahsen , seconded by Jan Frerichs . Motion Passed
4. Motion to allow privilege of the floor to visitors made by Theresa Ortner , seconded by Judy Jackson. Motion Passed

### Final Ballot Call for 2009 Annual Business Meeting

Vicki Siefers, Karen Campbell on ballot.

Doug Davis was nominated for Board Member by Don Johnson.

Ballet is Closed.

### Secretary's Report

Minutes from the 2008 Annual Business were approved by (president) with:

Following Changes:

No Changes → See 2008 Minutes

### Treasurer's Report

Treasurer's report was reviewed with:

Following Changes:

No Changes → See Attached

#### Motion to Accept Treasurer's Report

Moved by: Accepted by Shelia Pitts

#### Motion

PASSED  FAILED

### President's Report

ASCLS-IA Annual Business Meeting  
April 30, 2009  
President's Report

Prepared By: Sheila Pitts

**PURPOSE:** To update members on our state activities over the past year.

**ACTIVITIES:**

Members sent to national meetings

2008 Annual Meeting in Washington D.C. – we had 5 delegates and one extra member attend.

2009 Legislative Day in Washington D.C. – sent 4 members

2009 Annual Meeting in Chicago – plan to send a full delegation again this year.

Participation in committees at the Regional and National Levels

Region VI By-Laws Chair is Mick Williams

Region VI Membership Retention Chair is Jan Frerichs

Region VI Membership Recruitment and PACE Chair is Kim Von Ahsen

National By-Laws Committee – Mick Williams

National Membership Services Committee – Jan Frerichs

National PACE Committee – Kim Von Ahsen

Leadership Academy

2008-2009 Leadership Academy class included 2 members from Iowa: Kim Von Ahsen and Theresa Ortner. We also had 2 Iowa members put in applications for this next year's class. They will know if they are accepted by the 1<sup>st</sup> of May.

ASCLS-IA Shirts

We were successful in designing and ordering 54 shirts in two different styles, a polo and an oxford, in men's and women's sizes from Creative Impact. The cost of the shirts was \$1,456.59 which was approved by the board. Since our initial set-up fee is paid for, we can order more at anytime. The intent of this endeavor was not to be a money maker, but to give each board member/committee chair a shirt in appreciation for all they do for ASCLS-IA. However, they will be for sale for \$20 each to the general membership, so if we happen to make some money, all the better. :)

E-mail list-serve

I wanted a way for the members at large to stay posted on events, beware of a call-for-action, or for anything affecting ASCLS-IA. With the help of JR Constance, an e-mail list-serve was created. The ASCLS-IA president will have the instructions and information to oversee it.

Committee Changes

We are in the process of updating our committees to match those at the regional and national levels. We would also like to create SOPs for the chair positions. This will mean an update to the by-laws.

Scholarship Fund/IMTSF

At this meeting we will have had a special meeting to discuss the possible dissolution of IMTSF, and having ASCLS-IA be the care-takers of the scholarship fund with a committee to oversee it.

Licensure

We have a new Licensure Committee Chair, Vicki Siefers from Iowa City. She has been contacting members of the existing coalition. A study bill was introduced, but failed. We will all be meeting again, with the hopes of repairing some relationships, and moving forward with the licensure process.

Membership

We have done very well this past year. Our membership is just over 200. I would like to thank everyone who helped recruit even one new member, or got someone to renew their membership. Membership recruitment and retention is everyone's job, so continue to promote ASCLS whenever you get the chance. There are recruitment materials available on the website if you would like to use those.

2010 Spring Meeting

The next spring meeting will be held in Des Moines. We are in discussion if it will be a joint meeting or not.

President's report was reviewed with:

- Following Changes:

No Changes

Discussion: See attached report submitted by Shelia Pitts

## Committee Report

### A. Bylaws –

**MOTION #1:** I move that the By-Laws committee be authorized to rewrite and simplify the By-Laws of ASCLS-IA. Mickey Williams Seconded by Neil Kumor. Motion Passed.

**MOTION #2:** I move that the By-Laws committee be empowered to assist the board in writing SOPs for your approval. Mickey Williams Seconded by Neil Kumor. Motion Passed.

### B. Career Recruitment/ CVSS

**REPORT OF:** CAREER RECRUITMENT  
**REPORT TO:** ASCLS-IA BOARD  
**SUBMITTED FOR:** APRIL 2009  
**PREPARED BY:** JUDY JACKSON  
**DATE:** 4-23-2009

#### ACTIVITIES:

##### Committee goals:

To continue to promote the laboratory careers.

##### Activities toward those goals:

I have been in a more than 10 schools this year has a guest speaker for the Blood Center. This opportunity has given me the chance to visit approx. 1400 students in this school year. The grade range has been from 6<sup>th</sup> grade to the senior year of high school.

At each of these schools I begin my presentation with information about lab careers.

ASCLS-IA was asked to attend career day at Van Buren HS in Keosauqua Iowa on March 19.

Judy Jackson and a Carrie, MLT student from DMACC distance learning program attended. They members of a panel of health care careers. Approx. 60 students from the HS attended one of three 45 minute sessions.

#### CONCERNS:

Keep looking for opportunities to recruit in schools, summer health camps, or other organizations.

#### REQUESTS FOR ACTION:

None

### D. Education –

No Report

### E. Historian –

Discussion had about storage on historian storage.

### F. Licensure –

**REPORT OF:** LICENSURE COMMITTEE  
**REPORT TO:** ASCLS-IA BOARD  
**SUBMITTED FOR:** ANNUAL BOARD MEETING  
**PREPARED BY:** VICKI SIEFERS, CHAIR  
**DATE:** APRIL 1, 2009

**PURPOSE:** State Licensing of Clinical Laboratory Personnel in Iowa

#### ACTIVITIES:

Committee goals: To see the Iowa Legislature pass a bill mandating licensure for personnel working in clinical laboratories in Iowa

Activities toward those goals: The committee has 2 legislative sponsors- Mary Mascher (Iowa City) and Todd Taylor

(Cedar Rapids). Rep Taylor submitted a study bill to the Iowa House this year but the bill did not make it out of committee. The bill was based on the template bill ASCLS provides for state organizations. See attached bill for language. The committee will meet in June to start the process over in hopes of having a bill for the 2010 legislative session.

**CONCERNS:** The committee had active participation from the Iowa Society for Cytotechnology and the Iowa Society of Histotechnology but no other professional groups. The committee has representation from AMT. The committee is working to get representation from CLMA. Opposition will come from IHA and AAB (American Association of Bioanalysts) and the committee is strategizing how to succeed in the 2010 legislative session. The chair of the committee realizes that the bill this year progressed too fast for proper input and did not contain the final language the committee would like to see.

**REQUESTS FOR ACTION:**

- The committee requests the board to look at the budget and determine how much funding could be allocated for lobbying.
- The committee requests the use of the ASCLS-IA listserve to send information to members. Information would be submitted to the president for review before going out. Information would be of an educational nature.
- Eventually, if a bill is introduced, members will need to write letters, emails, or phone calls, and lobby their legislators.
- The committee would also like to set up an online survey to be distributed widely to members and nonmembers of professional organizations as a tool for gathering input and raising awareness. There would likely be a cost to set this up using a service like surveymonkey.

**REQUESTS DISCUSSED AT SPRING BOARD MEETING AND HAVE BEEN TABLED UNTIL SUMMER 2009 ASCLS-IA BOARD MEETING**

**G. Membership –**

**REPORT OF:** MEMBERSHIP COMMITTEE  
**REPORT TO:** ASCLS-IA BOARD  
**SUBMITTED FOR:** SPRING/ANNUAL BOARD MEETING  
**PREPARED BY:** YVONNE HINRICHSEN, CHAIR  
**DATE:** APRIL 24, 2009

**PURPOSE: RECRUIT AND MAINTAIN MEMBERSHIP**

**ACTIVITIES:**

Committee goals: Recruit and maintain membership of our state society.

Activities toward those goals:

Lapsed members were sent 1 email reminding them to renew their membership.

Program directors were sent a letter of congratulations to forward on to the graduating students in their programs. This letter was sent out from national in hopes of continuing contact with graduating students to transition them into FYP.

Packets are made to distribute to current members containing info to mentor our students within the state. We need to retain our student membership base as they move on into the professional world. By having a contact within the organization that is keeping the lines of communication open, we may stand a better chance of helping them network and grow within our organization.

**CONCERNS:**

Our membership is at an all-time high. We need to give ourselves a pat on the back as this is because of a group effort in recruitment. We have a current membership of 203 members, 60 of which are students and 13 are FYP.

Volunteers are needed to become mentors of our young member base

**REQUESTS FOR ACTION:**

New fun software to help design cool emails to be sent out to lapsed members and current members for that matter, to keep them aware of our organization.

**REQUEST WAS DISCUSSED AT SPRING BOARD MEETING. MOTION TO PURCHASE SOFTWARE WAS PASSED.**

**H. Nominations and Awards –**

Look to NewsScope to have more in site to positions on the board.

**I. PACE – New CE organizer.**

**COMMITTEE:** P.A.C.E.

**CHAIR:** Kim Von Ahsen

**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.
3. Another education session was sponsored by Mississippi Valley Regional Blood Center was awarded P.A.C.E. credit. Revenue was \$85.00
4. Waiting for reapplication for P.A.C.E from ASCLS and more information on CE Organizer pricing.
5. Received re-application to be P.A.C.E. Provider received. Price for CE Organizer is \$75.00 along with the \$250.00 for annual fee.
6. CE Organizer will be used by ASCLS-IA for the 2009 Great Plains Regional Laboratory Expo.
7. Received CE Organizer Instructions and Log In.
8. 2009 Great Plains Laboratory Expo sessions are loaded into the CE organizer.
9. Working on developing P.A.C.E Manual for state coordinator with instructions on using CE organizer, spring meeting planning, etc

**CONCERNS:** To provide free continuing education offerings, need members to provide case studies or other self study modules.

**REQUESTS FOR ACTION:** No requests for action.

**J. Political Action Committee / Government Action Committee**

**CHAIR:** Theresa R. Ortner

**PURPOSE:** To inform the members of ASCLS-IA about issues on the hill and how it effects our profession.

**ACTIVITIES:**

Committee goals:

Raise awareness about issues in Washington, D.C. and locally that effect our profession on a day-to-day basis. Inform others so they in turn may inform others.

Activities toward those goals:

10. Writing updates in the Quarterly newsletter NewsScope.
11. Attending conferences and meeting pertaining to the issues that are being discussed.
12. Writing letters.
13. Starting petitions.

14. Presenting powerpoints at work.
15. Meeting with representatives from our state to express our concerns.

PAC Raffle is going great >\$600

**CONCERNS:** The need to raise more awareness in other members and non-members alike.

**REQUESTS FOR ACTION:**

Placing petitions, or letters on the website.  
Possibly starting a forum that can be linked to from the website.

**MOTION #3:** I move to place to place petitions and form letters on our website. Theresa Ortnier. Seconded by Keri Erickson. Motion Carries.

**MOTION #4:** I move that we will investigate placing a forum for GAC/PAC to the website. Theresa Ortnier. Seconded by Jan Frerichs. Motion Carries.

**K. Professional and Public Relations/NMLPW –**

If you have anything newsworthy please forward to Janel Hartwigsen.

**L. Publication –**

**REPORT OF:** NEWSSCOPE COMMITTEE  
**REPORT TO:** ASCLS-IA BOARD  
**SUBMITTED FOR:** ANNUAL BOARD MEETING  
**PREPARED BY:** VONNIE HINRICHSEN  
JUDY JACKSON  
**DATE:** APRIL 24, 2009

**PURPOSE:** Annual Report for NewsScope publications

**ACTIVITIES:**

Committee goals: Publish quarterly newsletters with hard copies sent to hospital and clinic organization with web letters sent to member via internet.

Activities toward those goals:

2008 Summer edition: printing fees: 335.87 postage: 84.00  
Content: Outgoing message from President Jan Frerichs, 2008 Spring Meeting review, Best Defense Against Disease article, Promoting the Profession article, National Lab Week Beaker Build.  
2008 Fall edition: printing fees: 498.56 postatge: 84.00  
Content: Flooding in Cedar Rapids article, call for nominations, update on Quad state meeting 2009.  
2009 Winter edition: printing fees: 500.93 postage: 84.00  
Content: Update on Quad state meeting, bios of colleagues up for nominations for offices, update article on licensure, IMTSF scholarship information.

**CONCERNS:** Will need to scout around for lower printing fees as these seem to keep creeping up for no reason. Consider putting those who do not have internet access on hard copy mailing list. Can put a request in next edition for those wishing these services to contact Vonnie by phone.

**REQUESTS FOR ACTION:** Have a request for new software to make working with newsletter easier and no longer needing a PDF conversion.

**REQUEST WAS DISCUSSED AT SPRING BOARD MEETING. MOTION TO PURCHASE SOFTWARE WAS PASSED.**

**M. Spring Meeting –**

**CHAIR:** Kim Von Ahsen

**PURPOSE:** To organize the Annual Spring Meeting and provide continuing education opportunities to the members of

ASCLS and other laboratory professionals through the state of Iowa.

**ACTIVITIES:**

Committee goals:

A successful and well attended 2009 Great Plains Regional Laboratory Expo in Council Bluffs, IA April 29, 30, and May 1, 2009.

Activities toward those goals:

16. Handouts are electronic and available on meeting website at <http://www.ascls-ia.org/2009handouts.htm>
17. Created a Contact Information Card to gather member and non-member contact information. This information will be used to add individuals who wish to email lists, Newsletter distribution, etc
18. Updated ASCLS-IA Membership Brochure for distribution at the booth.
19. Put together booth giveaways to recruit new members – Sunflower Seed Mix
20. Total of 65 sessions equally 77.25 PACE credits.
21. 57 vendors at the time of the report.
22. All Awards had nominations and will be announced on Wednesday during the Luncheon.
23. Discussions of location for 2010 meeting has begun and are looking at hotel/conference facilities in Des Moines. Also, need volunteers to help with the meeting.

**CONCERNS:** No concerns

**REQUESTS FOR ACTION:** Enjoy the meeting!

**N. Webmaster –**

**CHAIR:** Kim Von Ahsen

**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:

24. Meeting minutes from 2008 Spring Board Meeting posted.
25. Meeting minutes from 2008 Fall Board Meeting posted.
26. NewsScope Summer 2008 Edition posted.
27. NewsScope Winter 2009 Edition posted.
28. Website was moved to new server in July to ensure less “downtime” of site. Currently, working to complete any needed changes and updates.
29. 2009 Great Plains Regional Laboratory Expo website created in November at <http://www.ascls-ia.org/2009LabExpo.htm>
30. ASCLS-IA Facebook Page has been gaining members but not a large amount of use. Hopeful to see more activity in the future.

**CONCERNS:** No concerns.

**REQUESTS FOR ACTION:** No requests for action.

**Unfinished Business**

Discussion:

IMTSF- we will be having an IMTSF meeting 5/1/09 at 08:00

**MOTION #5:** I move that ASCLS-IA establish a scholarship committee to take over the Mickey Williams. Second

by Jan Frerichs. Motion Carries.

**MOTION #6:** I move the funds be accounted for separately with in the treasures books of ASCLS-IA. Mickey Williams. Second by Thresa Ortner. Motion Carries.

## New Business

Discussion:

1. Announcement of Elected Positions
  - a. Board Member – Doug Davis
  - b. Treasurer (Secretary) – Karen Campbell
  - c. President Elect – Keri Erickson
  - d. No objections. Carried.
2. Induction of 2009-2010 Officers
  - a. Gavel presented to Kim Von Ahsen by Jan Frerichs
3. 2009-2010 Budget
  - a. Kim Von Ahsen presented 2009-2010 budget.
  - b. Motion to approve budget as corrected made by Jan Frerichs, seconded by Neil Kumor. Motion passed.
4. 2009-2010 Calendar of Events
  - a. Summer Board Meeting, Des Moines, August
  - b. Fall, Iowa City
  - c. Winter, January
  - d. Spring Meeting, Des Moines
5. 2009-2010 Leadership
  - a. New Restructure of Committees we need to have people to fill all of our committees.
6. 2010 Spring Meeting Preliminary Information
  - a. We will again partner with ASCP
  - b. We have not established other partners.
  - c. Iowa Event Center, Downtown Des Moines.

## Other Business

Meeting at 8:22 am Mid America Center 5/1/09 (Extra Board Meeting, during an IMTSF meeting)

**MOTION #1:** Addendum: Judy Jackson: I move that ASCLS-IA award three scholarships for the amount of \$500 if IMTSF does not have enough funding. Seconded. Motion Carried.

## Announcements

## Adjournment

Motion to Adjourn Meeting

Motion

Kim Von Ahsen

PASSED

FAILED

Meeting adjourned by 5:54 at pm