



ASCLS-IA Board Meeting

Date: April 28, 2009

Time: 6:00 PM

Location: Country Inn and Suites, Council Bluffs

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
<i>Committee Reports</i>	<i>Committee Chairs</i>	40
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	Vicki Siefers	
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	
<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 Ortner, Gov. Liaison/PAC
- Yvonne Hinrichsen, Membership/Historian
- Janel Hartwigsen, Professional/Public Relations
- Keri Erickson
- Vicki Siefers, Licensure
- Don Johnson
- Kathy Ryerson
- Becky Gorsch
- Kathy McKlatchie

Guests:

Call to Order

Meeting called to order by Shelia Pits at 6:10 pm

Secretary's Report

Minutes from the Winter Spring Summer Fall were reviewed with:

Following Changes:

No Changes

Motion to Accept Secretary's Report

Accepted as printed by Shelia Pitts

Motion

PASSED

FAILED

Treasurer's Report

Treasurer's report was reviewed with:

PURPOSE:

- Purpose of Position: To manage finances
- Purpose of Summary: To keep ASCLS-IA Board abreast of finances and financial planning

ACTIVITIES:

- **Most recent purchases:** ASCLS-IA shirts, and the laptop/AV equipment
- Will file **e-postcard form 990 for IRS** after June 30, 2009 (must use end of fiscal year time frame for ASCLS – the national organization – rather than ASCLS-IA's fiscal year)

REQUESTS FOR ACTION:

- **Need two (2) volunteers for an internal audit.** I can bring this up at the annual business meeting. Perhaps someone NOT on the board? Maybe I can ask two new ASCLS members or ones who are not as active as those who regularly attend board meetings? Thoughts on this?

CONCERNS:

- **Reimbursement for food/drink.** I had a recent request for reimbursement for meals from an active member attending Legislation Day. I looked back in my files from the past few years, and see I have never reimbursed anyone for food at this event or any other ASCLS-IA event. I could not find any information in the files I have about reimbursement for food or drink; and, upon contacting some long-term ASCLS-IA members, could not come up with an actual policy on this. I think this may be something ASCLS-IA needs to establish as our members work at different places that treat reimbursement for meals differently; consequently, members are "coming from different places" on this issue based on their work practices.

As an example, my employer, DMACC, will reimburse minimally for meals relating to work activities. I travel 2-3 times each year for DMACC business – usually just within IA, and occasionally IL or MO (depending on where my students are). Personally I have never asked for meal reimbursement when on DMACC business because I figure I am going to eat anyway. The amounts allotted to DMACC employees at this time are:

Breakfast: \$6.00
 Lunch: \$8.00
 Dinner: \$16.00

All require receipts. Meals exceeding these amounts require itemized receipts. Alcohol is NOT covered. I believe that meal allocations increase each academic year, but am not sure on that.

I think there should be some discussion on the reimbursement for food and/or drink issue. My personal feelings are below, but this issue should be open to any input, especially those who have attended conferences and Legislation Day representing ASCLS-IA. I will do whatever the Board decides as far as reimbursing our members who take time out of their lives to attend these functions.

My feeling is that there should be NO food/drink reimbursement for conferences, including travel to/from conferences. Conferences are generally set up to provide meals for attendees.

As for Legislation Day...we can treat it the same as a conference; or, set some minimal reimbursement amount. From my understanding, this is NOT an event that provides meals to attendees – or is it? If meals are provided, *my feeling* is to treat this as a conference – NO food/drink reimbursement.

Regardless of the food, *my feeling* is that we should NOT reimburse for alcoholic beverages.

Hopefully someone can make a motion from these statements and further discussion.

Following Changes:

No Changes

Accepted as printed by Shelia Pitts

President’s Report

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

ACTIVITIES:

State Level

1. I hope everyone had a wonderful National Medical Laboratory Professionals Week.
2. We sent four members to Legislative Day in Washington D.C. this year to meet with our congressman. They were Mick Williams, Kim Von Ahsen, Theresa Ortner, and Vicki Siefers.
3. We have two members finishing up their year with the Leadership Academy, Kim Von Ahsen and Theresa Ortner. Congratulation on all your hard work and we look forward to seeing your finished projects. We also have two more applicants in for 2009-2010. They will find out in the next month whether they are accepted or not.

4. We will continue to have three members chairing National Committees: Mick Williams – By-Laws; Kim Von Ahsen – PACE; and Jan Frerichs – Membership Services; and Lindsey Davenport-Landry is also apart of Membership Services. I am very proud of how well represented Iowa is!
5. As our next President takes over, we will continue to look at our committee structure.
6. We will also be discussing IMTSF vs. an ASCLS-IA run scholarship fund.
7. We plan to have a full delegation at the Annual Meeting in July in Chicago.
8. Our 2010 Spring Meeting is being planned for Des Moines, IA.
9. And last, but not least, this four state collaborative effort has been quite the undertaking, so hopefully we have a very successful meeting.

Regional Level

See Region VI Report, which also includes some National updates.

National Level

1. NCA-BOR Negotiations: they were previously working on a Memorandum of Understanding (MOU) to be signed by Jan. 09. The process is taking longer than expected, so they decided to skip the MOU and work on a more formal legal contract which would have been the next step anyway. That process continues.
2. ASCLS currently has 9 task forces working on various issues. Several new ones include: Millennial Retention, State Revitalization, Nominations (Succession Planning), and Research. The ongoing ones are: Licensure Opposition, DCLS, Levels of Practice, Day without a lab, and Expert Witness.

Leadership Mailing

Discussion: N/A

Region VI Board Meeting Report

No Region Report

Committee Report

A. Bylaws

PURPOSE: To maintain By-laws in conformity to ASCLS regulations and to propose changes and to assist others with proposed changes.

ACTIVITIES:

Committee goals: To Rewrite and simplify By-Laws. To assist in developing Standard Operating Procedures

Activities toward those goals:

Theresa and Mick have met and have a rough draft of By-Laws that could be used as the basis for change, allowing greater flexibility in committee assignments.

Concerns: Does the membership support such a change?

Request for action: A vote from the membership for the committee to proceed with the above goal and activity.

B. Career Recruitment/Education

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 6th 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.

Also, VA in Iowa City had High School ROTC visit. 100 students toured the lab.

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

REQUESTS FOR ACTION:

C. Historian

Vonnie has been working on the "pile" and is compiling stuff in to a better way of finding things and tossing things from other states.

D. Licensure

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 for action tabled until Summer Board Meeting in August 2009.

E. Membership Development

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.

REQUESTS FOR ACTION:

Volunteers are needed to become mentors of our young member base.

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.

F. Nominations and Awards

PURPOSE: To nominate members to be recognized to service to ASCLS-IA

ACTIVITIES:

Committee goals: Send out call for nominations

Activities toward those goals:

We have nominees for the following categories:

- Member of the Year
- Student member of the Year
- Support person of the Year
- Phlebotomist of the Year
- Mentor of the year

Candidates for elections at the annual business meeting

- President Elect – Keri Erickson
- Treasurer – Karen Campbell (running for second term)
- Board Member – Vicki Siefers

CONCERNS:

All are running unopposed. Would like to try and generate more interest in running for elected positions for officers and board members, so we have more than one candidate for each position.

REQUESTS FOR ACTION:

Use the News Scope to try and generate interest in leadership positions – each quarter feature a one or two positions. List general duties and responsibilities, do an interview with the person currently holding the position. Suggestions?

G. P.A.C.E. Liaison

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. Received CE Organizer Instructions and Log In.
2. 2009 Great Plains Laboratory Expo sessions are loaded into the CE organizer.
3. Working on developing P.A.C.E Manual for state coordinator with instructions on using CE organizer, spring meeting planning, etc

CONCERNS: No concerns.

REQUESTS FOR ACTION: No actions.

H. Political Action Committee / Government

PURPOSE: To keep the board and the members of ASCLS-IA up to date on events occurring in Washington, D.C. that effect our field of work.

ACTIVITIES:

Committee goals:

- Awareness
- Information

Activities toward those goals:

- Board reports
- News article reports

CONCERNS:

- Getting more information out to ASCLS-IA members
- Writing a general template for petition and form letters
- Fundraising

REQUESTS FOR ACTION:

- Posting above forms on the website?
- Possibly having a blog on website or link to one?

Report on Washington trip and current issues presented in the Annual report to the board.

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.

Activities toward those goals: Committee is compiling a list of elected officers and committee chairs. This list is almost complete. The Committee will then begin a list of contacts and hopefully expand the list as time goes on.

Possible help from Kim?: Kim V. mentioned she may have a resource for me to help get this committee going.

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: Continue to think about ASCLS members in your lab and contact myself when an accomplishment should be noted.

J. Publication

ACTIVITIES:

Committee goals:

To publish the newsletter 3 times a year.

Activities toward those goals:

Published NewsScope in October 2008 and in Feb. 2009.

There will be another published in May.

CONCERNS:

There is a need to change software used to write the newsletter.

REQUESTS FOR ACTION:

Judy Jackson would like to request the board consider a software that is more user friendly than publisher. Also some newer software would eliminate the need for PDF conversion. Two suggested programs are: Quark Express or Adobe pagemaker. Input is welcome.

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. Website up to date with information that has been provided to me.
2. 2009 Great Plains Regional Laboratory Expo website now available at <http://www.ascls-ia.org/2009LabExpo.htm> including Handout website. Handouts will remain posted until next year's meeting.

CONCERNS: No concerns.

REQUESTS FOR ACTION: No requests

Old Business

Discussion:

1. Discussion about our Committees and their names. Should our committees reflect those at the National level?
2. Scholarships/Awards: Student of the Year; Scholarships (IMTSF); FYP award

New Business

Discussion:

1. New Student Rep. – Shawn Froelich from Allen Hospital
- Change name of position to Student Forum Chair (SFC)
2. Who is going to the 2009 National Meeting in Chicago? # of Delegates.
Presidents, National Committees, Student (Rachael K.), Leadership Academy
3. Reimbursement for Travel Expenses
See the Treasure Report.
4. Contact cards that Kim created → Updated info will be put on list serve.
5. Silent Auction at National for PAC, start looking for items.
6. State Dues Form → We will not increase this year. Bylaws say we can not increase on year national does.
7. New software for Newscope → We will look at buying these Publisher a new version

MOTION #1: Lindsey Davenport moves to purchase new software, up to amount of \$150 if appropriate software is found for publishing NewsScope. Seconded by Keri Erickson.

Motion passed.

Next Board Meeting: TBD

Adjournment

Meeting adjourned by Shelia Pitts at 8:00 pm