



ASCLS-IA Board Meeting

WINTER

Date: January 23, 2010

Time: 10:00 am

Location: Veteran's Affairs Medical Center; Iowa City, Iowa

Minutes

Board Members Present:

- Kim Von Ahsen, President
- Keri Erickson, President – Elect
- Sheila Dunn, Past President
- Lindsey Davenport-Landry, Secretary
- Karen Campbell, Treasurer
- Kim Rieck, Board Member
- Judy Jackson, Board Member
- Doug Davis, Board Member
- Rachel Leemkuil, First Year Professional
- Shawn Froelich, Student Forum

Other Member's Present:

- Mick Williams, Bylaws Chair
- Theresa Ortner, GAC/PAC Chair
- Professional & Public Relations
- Yvonne Hinrichsen, Member Recruitment Chair (MRC)/Historian/NewsScope Editor
- Meighan Sharp, Leadership Development Chair
- Janice Frerichs, Member Services Chair (MSC)
- Tara Sorensen, Region VI Student Forum Chair

Guests:

- Katie Wheller, Allen College Student

Call to Order

Meeting called to order by Kim Von Ahsen at 10:06 am

Secretary's Report

Minutes from the Winter Spring Summer Fall were reviewed with:

Following Changes:

No Changes

Hearing no further additions, changes, or deletions to the Secretary's Report;

The minutes were accepted by President as printed/posted corrected

Treasurer's Report



REPORT OF: TREASURER COMMITTEE
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: KAREN CAMPBELL, CHAIR
DATE: JANUARY 23, 2010

PURPOSE:

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

ACTIVITIES:

Committee goals:

1. Awarded 2009 IMTSF scholarships.
2. Cheryl Rogers and I plan to move IMTSF funds to ASCLS-IA by March 1. OR...should we move funds AFTER April 1, which starts the new fiscal year for ASCLS-IA?

Activities toward those goals:

1. Awarded IMTSF scholarship winners using ASCLS-IA funds after we got the state lab meeting refund.
2. Have been in contact with Cheryl about moving funds. The money is in three \$10,000 CD's and 1 \$5000 CD in a bank in Ames. Cheryl believes the original \$30,000 was given MANY years ago from the family of a laboratorian that passed away; the \$5,000 was given to IMTSF in the 2004-2005 year from IACLS in the name of Marian Schwabbauer. The interest that accrues goes into an account that IMTSF has traditionally used to fund scholarships. Options are on terminating / cashing out the CD's:
 - a. There should be penalties amounting to a few hundred dollars for terminating the CD's early, however, the woman with whom Cheryl spoke with said she could waive all of the penalties for us, but there would still be a charge of \$25 per CD for terminating them.
 - b. Cheryl and I believe it's worth \$100 to make it a single clean transfer and move all the \$\$ at one time to ASCLS-IA.
 - c. Again – discussion on when to move funds. We want the money available to award the IMTSF scholarships at the state lab meeting in mid-April.

CONCERNS:

- Just FYI...I have been recording budget activity for the quarter in which payments were supposed to take place if they occurred much later than expected (e.g., recorded deposit for 2009 spring meeting under Q1 rather than when we received money in Q3). This can be adjusted. I just thought this would give future Treasurers and members an idea of when most activity for certain events takes place.

REQUESTS FOR ACTION:

- None

Treasurer's report was reviewed with:

Following Changes:

No Changes

Hearing no further additions, changes, or deletions to the Treasurer's Report;

The Treasurer's Report was accepted by President as printed/posted corrected

President's Report



REPORT OF: PRESIDENT
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: KIM VON AHSEN, PRESIDENT
DATE: JANUARY 23, 2010

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

ACTIVITIES: Since Fall Board Meeting
State Level

1. 2010 Annual Meeting is moving along, committee continues to work hard and thanks again for their dedication to our society!

Regional Level

1. Fall Region VI Council Meeting held November 14 & 15 in Kansas City, MO. Summary of meeting:
 - a. Received profit from 2009 Quad State meeting, total profit for each state was \$11,853!
 - b. Discussion to hold another multi-state meeting in 2013, see New Business.

National Level

1. Keys to the Future nominees have been submitted for Iowa, will be announced at ASCLS-IA Annual Meeting.
2. Information on Legislative Advocacy has slowed with changes in the Healthcare Reform Bill. Make sure that you have signed up on ASCLS CapWiz to receive alerts at <http://capwiz.com/ascls/home/>
3. Activity has been quiet but is beginning to increase with Legislative Symposium, Award Submissions, and National Annual ASCLS Meeting.

President's report was reviewed with:

Following Changes:

No Changes

Discussion:

Committee Reports

A. Annual Meeting



**REPORT OF: ANNUAL MEETING
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: KIM VON AHSEN, CHAIR
DATE: JANUARY 23, 2010**

PURPOSE: To organize the Annual 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 meeting.

Activities toward those goals:

1. 2ND planning meeting held January 14, 2010 in Iowa City.
2. Speaker schedule is full, no open sessions!
3. Social is planned for Wednesday evening and will be a trivia contest at the Casino.
4. Next step are to distribute electronically a brochure/flyer by February 15th and complete program by April 1st.
5. Publicity will be electronic so please forward to your distribution groups and workplace.
6. Prospectus going out January 25th.

CONCERNS: Kim will look for CD.

REQUESTS FOR ACTION: None

B. Bylaws



REPORT OF: BYLAWS COMMITTEE
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: MICK WILLIAMS, CHAIR
DATE: JANUARY 23, 2010

PURPOSE: To maintain accurate and updated bylaws

ACTIVITIES:

Committee goals:

1. Revision of Bylaws to make them less restrictive.
2. To increase flexibility in conforming to ASCLS committee changes

Activities toward those goals:

1. Have submitted proposed Bylaws revision to ASCLS Bylaws committee for approval.
2. Have been in correspondence concerning questions raised.

CONCERNS: Have been out of town for a week, so may not have the final say from ASCLS Bylaws committee.

REQUESTS FOR ACTION: Motion#1: *I move that the Bylaws committee chair be empowered to institute such changes as required by ASCLS Bylaws committee before sending to the NewsScope for publication, if such changes are not of a material nature.*

Second by Theresa Ortner

Motion Carried. 01/23/10

C. Governmental Affairs/Political Action



**REPORT OF: GOVERNMENT AFFAIRS AND
POLITICAL ACTION COMMITTEE**
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: THERESA R. ORTNER, CHAIR
DATE: JANUARY 23, 2010

PURPOSE: Keep members abreast of current activities occurring in Washington, D.C. and how they affect our field.

ACTIVITIES:

Committee goals:

1. Update members on the current status of the health care bill
2. Discuss possible fund raisers for the meeting.
3. Talk about the Iowa Public Health Alliance day on the "Hill" in Des Moines on Feb. 2, 2010

Activities toward those goals:

1. Stress the importance that our Senators have in the upcoming Healthcare Reform bill
2. Discuss current ideas for fundraiser and brain storm with others
3. Discuss the topics to be raised on the IPHA day.
4. Discuss the opportunity to "mend" fences on the IPHA day.

5. Use the IPHA day as a template for possible future activity for ASCLS-IA.

CONCERNS: PAC raffle, everyone bring something for the basket.
www.iowapha.org to have a virtual leg day for Iowa.
IPHA has their stance on public health out.

REQUESTS FOR ACTION: None

D. Historian
No Report.

E. Leadership Development



**REPORT OF: LEADERSHIP DEVELOPMENT
COMMITTEE
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER 2010 BOARD MEETING
PREPARED BY: MEIGHAN SHARP, CHAIR
DATE: JANUARY 19, 2010**

PURPOSE: Gain members within ASCLS-IA who have an interest in developing skills, techniques and qualities to be an effective, productive leader.

ACTIVITIES:

I have e-mailed Marcia Armstrong about showing an interest in being apart of Leadership Development at the national level. She said she would get back with me by the end of the year (2009), but I have not received any response as of the time this report was submitted.

I have had some correspondence with Steve Springer, a tech at U of I hospital, which has shown interest in leadership development. He has some ideas for developing the committee and we plan on discussing things further. I have invited Steve to sit in on this board meeting.

Suzanne Campbell (Kansas) provided some ideas and offered her guidance for developing the committee. Ideas include: Leadership Academy, Student Mentor Program, and New Professionals Highlight in NewsScope.

CONCERNS: None

REQUESTS FOR ACTION: None

F. Member Recruitment (MRC)



**REPORT: MEMBER RECRUITMENT (MRC)
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: VONNIE HINRICHSEN, CHAIR
DATE: JANUARY 20, 2010**

PURPOSE: Recruitment and retention of ASCLS-IA members.

ACTIVITIES:

Committee goals:

1. Recruit new members

2. Retain current membership base
3. Find new ways to retain student and FYP members

Activities toward those goals:

1. A holiday greeting wishes were sent via email to members in the listserv.
2. We have 165 current members and 103 lapsed members as of January.
3. Years of membership gifts given at the Spring Meeting are being looked into. We are hoping to stick with the racing theme.
4. Renewal reminders will be mentioned again in the NewsScope. Tim Randolph has submitted an article pertaining to membership and it's importance.

CONCERNS: Lapsed member numbers seem large! Majority of the numbers seem to be students and FYP.

Ideas on how to reach the lapsed students would be most welcome. Send out another flier for renewal of membership might be a good idea. I will come up with a questionnaire to be given out at the Spring meeting focused on what the members/students would like to see as far as making renewal easier and contact information easier. I know it's been done before, but we have got to keep trying!! Thanks for everyone's help during this process!!

REQUESTS FOR ACTION: None

G. Member Services (MSC)



REPORT OF: MEMBER SERVICES COMMITTEE
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: JAN FRERICHS , CHAIR
DATE: JANUARY 23, 2010

PURPOSE: Responsible for the retention of present members, reactivation of lapsed members, and other member services.

ACTIVITIES:

Committee goals:

1. Contact lapsed members about reactivating membership.
2. Communicate with members regarding importance of membership
3. Provide membership retention up-dates to ASCLS-IA board
4. Coordinate recurring membership action plans, assignments and activities
5. Transition student members to new professional status

Activities toward those goals:

1. The ASCLS lapsed member campaign started in October. Thank you to everyone who volunteered to contact lapsed members. We were able to get 10 people to renew as a result of our campaign.
2. Our membership numbers are holding steady from last year. We currently have 164 members compared with 165 at this time last year in January.
3. National MSC is working on a survey of members who will be retiring within the next 5-7 years.

Future Activities:

1. Send out an e-mail to members during NMLPW telling them we appreciate their support of the organization.
2. Actively recruit members at our annual spring meeting.

CONCERNS:

1. Inability to convert all of our student memberships to FYP and FYP to PF1 or PF2.
2. The number of baby-boomers who will be retiring in large numbers in the next few years.

REQUESTS FOR ACTION: None



REPORT OF: PUBLICATIONS-NEWSSCOPE
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: JUDY JACKSON/VONNIE
HINRICHSEN
DATE: JANUARY 23, 2010

PURPOSE: To write, publish, and distribute a quarterly newsletter.

ACTIVITIES:

Committee goals:

1. To inform the membership about news and going-on's of ASCLS-IA

Activities toward those goals:

1. Vonnie used the new software to design the fall newsletter. Many different articles were included in this issue. Reports from the national meeting in Chicago, board meeting updates, regional news from Tim, etc. Hopefully members are finding this newsletter interesting and informing.
2. Several members helped to check the mailing list for correct addresses.
3. Kim and Judy proofed the newsletter.
4. Judy worked with a different printer in Ottumwa who was also very good at proofing and caught several items that needed correcting.
5. Judy mailed and emailed copies in late November.

Expenses:

Printer: 545.70
Postage 113.70
659.40

CONCERNS: No concerns at this time.

REQUESTS FOR ACTION: None

I. Nominations and Awards



REPORT OF: NOMINATIONS & AWARDS COMMITTEE
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: SHEILA DUNN, CHAIR
DATE: JANUARY 23, 2010

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

ACTIVITIES:

Committee goals:

1. Have one or more persons nominated for each open position on next year's board.
2. Have one or more nominees for all the awards given out at the spring meeting.

Activities toward those goals:

1. Brainstorm with the help of the current board, as to possible candidates for our open positions.

2. Put out a call in the NewsScope for people willing to serve and which positions need to be filled.

Positions needing filled in 2010: **President-Elect** – 1 name submitted
Secretary – 1 name submitted
Board Member – 1 name submitted
Student Forum Chair
Nominations/Awards – Need 2 names

3. A member e-mail was sent out by Kim V. for all to be thinking about who to nominate for: Member, Student, Mentor, Phlebotomist, and Support Staff of the Year awards. The deadline is March 15, 2010. At this time I have not received any nominations.

We also need to be thinking about persons that we would like to nominate for awards at the national level.

CONCERNS: None

REQUESTS FOR ACTION: None

J. P.A.C.E. Coordinator



REPORT OF: P.A.C.E.
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: KIM VON AHSEN, CHAIR
DATE: JANUARY 23, 2010

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:

7. Submitted annual providership invoice for P.A.C.E. to Treasurer.
8. Received 2010 electronic P.A.C.E. sticker
9. Working on developing P.A.C.E Manual for state coordinator with instructions on using CE organizer, Annual Meeting Templates.

CONCERNS: No concerns.

REQUESTS FOR ACTION: No actions.

K. Promotion of the Profession



**REPORT OF: CAREER RECRUITMENT
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: JUDY JACKSON CHAIR
DATE: JAN. 18, 2010**

PURPOSE: To continue to promote the laboratory careers.

ACTIVITIES:

Committee goals:

1. Look for opportunities to promote the lab profession
2. Look for opportunities to speak to potential students to enroll in a laboratory program
3. Encourage them to pursue Clinical Laboratory Science as a career goal
4. Work with Wartburg College to maintain a relationship that allows reaching out to incoming students.

Activities toward those goals:

1. Planning of to present lab session on Jan. 16 at Wartburg College during the Cedar Valley Science Symposium.
2. Theresa Ortner and Tara Sorenson conducted a workshop that contained 13 students. (Largest workshop of the day.). They were able to cover 4 out of the 5 cases they prepared.
3. One confirmed student that wants to go on to Clinical Laboratory Science.
4. Gave students the opportunity to perform different lab tests; i.e. differentials, blood typing, and gram stains.
5. Judy Jackson given career promotions to 6 schools in the present school year and 1 scheduled for Jan. 22.
6. Jan Frerichs has events planned. Feb. 9, 13-11th & 12th grade students coming to U of I Pathology Day sponsored by the Learning Connection.
7. March 27th Women in Science Day sponsored by the U of I and Mississippi Valley Girl Scouts, expecting 80 girl scouts to participate.

CONCERNS:

Reimbursement for workbooks: \$119.91 for CVSS
Reimbursement for gas- 160 miles round-trip to CVSS
Previously not factored in to the budget for this year.

REQUESTS FOR ACTION: Motion #2: *I move that the ASCLS-IA Board of Directors reimburse Theresa for the cost of the workbooks and mileage.*

Second by Shawn Froelich

Motion amended to say: I move that the ASCLS-IA Board of Directors reimburse Theresa for the cost of workbooks.

Second by Shawn Froelich

Motion carried 01/23/09

Subcommittee: Professional/Public Relations

No report.

L. Scholarship

Jan, Vonnie, Tara, Rachel will be on P/PR and work with scholarships. Need to post applications

M. Webmaster



**REPORT OF: WEBMASTER
REPORT TO: ASCLS-IA BOARD
SUBMITTED FOR: WINTER BOARD MEETING
PREPARED BY: KIM VON AHSEN, CHAIR
DATE: JANUARY 23, 2010**

PURPOSE: To maintain the ASCLS-IA website and other current technology social networking/communication applications. 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. Updated the following pages on the ASCLS-IA Website www.ascls-ia.org :
 - a. Annual Meeting – updated with 2010 information and new link to 2010 Meeting Website.
 - b. Past Issues – Updated page with all past issues of NewsScope issues
 - c. Main page – Updated Save the Date and Upcoming Events.
2. Email Listserve:
 - a. Updated with new members joining in the last quarter.

CONCERNS: No concerns.

REQUESTS FOR ACTION: No requests.

Old Business

1. Delegation to Legislative Day in March
 - a. Attending : Lindsey Davenport-Landry (Leadership Academy), Tara Sorensen (Region Student Forum Chair), and Mary Jo Bonifas
 - b. Mary Jo will try to get funding from United Clinical Laboratory to keep our expenses at a minimum
2. Ad Campaign for Awards – get the word out to members and laboratories to nominate individuals
 - a. Email sent January 10, 2010 and will be sent weekly during February
 - b. Please forward within your laboratory and encourage nominations
3. Membership Drive at Annual Meeting – ideas, giveaways, prizes. Board expectation to help man the booth.
 - a. Give Away ideas (horse/racing/casino play) → Mint julep candies
 - b. Schedule for ASCLS-IA booth (manned at all times)
4. National Medical Laboratory Professionals Week (NMLPW)
 - a. Partnership with ASCLS. Promotional items/screensavers/Fundraiser – cause that's lab related
 - b. Thank you e-mail thanking members for service during lab week

Discussion:

New Business

1. 2013 Multi-State Meeting - Need to respond to Tim Randolph by February 1st. → Timeline, Contracts, etc.
2. 2012 have a meeting with Illinois South/East → Iowa City/ Quad Cities?
3. 2011 Nebraska?
4. 2014 CLMA → Dubuque
5. 2015 Council Bluffs
6. 2016 Central?
7. Open Committee Chair position – Subcommittee: Professional/Public Relations → Janelle resigned, would like to do something smaller.
8. ASCLS Region VI Student Forum Facebook – Congratulations Tara!
9. Finance Committee and Scholarship need SOPs written.
10. MLS vs MT → Please provide people with information on new lingo and ASCLS vs ASCP

Discussion:

Adjournment

Meeting adjourned by Kim Von Ahsen at 12:04 pm

**2009-10 ASCLS-IA TREASURER'S
REPORT**

end 3rd QUARTER (10/01/09-12/31/09); start 4th QUARTER (01/01/10-03/31/10) PREPARED 01/13/10

INCOME	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Actual	Difference
1 Dues	\$1,000.00	\$0.00	\$645.00	\$690.00		\$1,335.00	\$335.00
2 Spring Meeting	\$8,000.00	\$11,853.89				\$11,853.89	\$3,853.89
3 News							
Scope/Advance	\$0.00	\$0.00				\$0.00	\$0.00
4 Workshops/Education	\$0.00	\$30.00	\$125.00			\$155.00	\$155.00
5 Interest	\$600.00	\$103.22	\$58.44			\$161.66	(\$438.34)
6 Other/Misc.	\$250.00	\$80.00				\$80.00	\$170.00
Total Income	\$9,850.00	\$12,067.11	\$828.44	\$690.00	\$0.00	\$13,585.55	\$3,735.55
EXPENSES	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Actual	Difference
1 President	\$250.00	\$79.00				\$79.00	\$171.00
2 President-Elect	\$150.00					\$0.00	\$150.00
3 Secretary	\$50.00					\$0.00	\$50.00
4 Treasurer	\$50.00					\$0.00	\$50.00
5 ASCLS Annual Meeting	\$5,000.00		\$9,773.04			\$9,773.04	(\$4,773.04)
6 President's Pin	\$40.00					\$0.00	\$40.00
7 Career Recruitment	\$700.00					\$0.00	\$700.00
8 Display Expense	\$25.00					\$0.00	\$25.00
9 By-Laws	\$25.00					\$0.00	\$25.00
10 Spring Meeting	\$1,000.00	\$116.00	\$500.00			\$616.00	\$384.00
11 Education/PACE	\$325.00			\$325.00		\$325.00	\$0.00
12 Gov (PAC/Leg Day)	\$4,800.00		\$100.00		\$145.00	\$245.00	\$4,555.00
15 Membership	\$350.00	\$118.65				\$118.65	\$231.35
16 Public Relations	\$50.00					\$0.00	\$50.00
17 News Scope	\$1,600.00	\$69.91	\$588.93	\$659.40		\$1,248.33	\$351.67
18 Student Activities	\$150.00					\$0.00	\$150.00
19 Nominations/Awards	\$400.00	\$288.21				\$288.21	\$111.79

20 Historian	\$25.00					\$0.00	\$25.00
21 Board Expense	\$100.00		\$244.54	46.89		\$291.43	(\$191.43)
22 Region VI	\$1,200.00					\$0.00	\$1,200.00
23 Webmaster	\$35.00					\$0.00	\$35.00
**24 MISC	\$0.00	\$1,500.00				\$1,500.00	(\$1,500.00)
Total Expenses	\$16,325.00	\$2,171.77	\$11,206.51	\$1,031.29	\$145.00	\$14,554.57	\$1,770.43

Net		\$9,895.34	(\$10,378.07)	(\$341.29)	(\$145.00)	(\$969.02)	
Cash Begin/INCOME		\$12,067.11	\$828.44	\$690.00	\$0.00	\$13,585.55	
Cash							
End/EXPENSES		\$2,171.77	\$11,206.51	\$1,031.29	\$145.00	\$14,554.57	

INT & ACCOUNTS	Checking-INT	\$0.00	\$0.00	\$0.00	\$0.00		BALANCE	\$ 9,906.34
	Savings-INT	\$0.30	\$0.18	\$0.06	\$0.06			\$ 503.77
	*CD-8042-INT	\$0.00						\$ -
	*CD-8075-INT	\$0.00						\$ -
	CD-8059-INT	\$43.34	\$13.17	\$13.19	\$13.08	\$3.90		\$ 5,530.22
	CD-8067-INT	\$165.08	\$89.87	\$45.19	\$23.14	\$6.88		\$ 11,614.74
cash end		\$208.72	\$103.22	\$58.44	\$36.28	\$10.78	TOTAL:	\$ 27,555.07

COMMENTS: *closed 07/18/09; funds moved to checking:
 CD-8042 closed with
 \$5499.40
 CD-8075 closed with
 \$5273.63
 ** IMTSF
 awards

Karen Campbell, Treasurer Date 01/13/10