

**Missouri Organization for Clinical Laboratory Science**

**Board of Directors Meeting**

**January 18, 2003**

**Capitol Plaza Hotel, Jefferson City**

Attendees: Lucia Johnson, John Koenig, Tom Reddig, Tim Randolph, Renee Setina, April Mattlage, Nancy Reddig, Carol Truby-Bisges, Candi Barker, Carol Crow, Claudette Millstead, Danyel Anderson, Sharon Smith, Melissa Stith, Shelly Zafe, and Jim Schoeberlein

**Call to order – President:** Sharon Smith called the meeting to order at 10:10 am.

**Reflection:** Tim Randolph reflected on Membership into ASCLS/MoCLS. Membership requires a personal contact and mentoring is the way to do that. Membership is similar to a church organization in which there is a focus on personal contacts that have interest. Eventually this creates a “ripple effect” in which more personal contacts are made, therefore increasing membership. But every member must hold themselves accountable to committing to contact potential members with a goal in mind i.e. 50 people per year...personally, not via e-mail...several contacts to the same people. Follow up on those that have interest. Without licensure in every state, we cannot have a strong professional organization. Congress does not listen to factors, just numbers.

**Secretary’s Report- Shelly Zafe:** The minutes of the November 9, 2002 meeting in Jefferson City were passed around and approved by a motion made by Shelly which was seconded by John.

**NOTE: These are the changes made to the minutes:**

- **Tim Randolph has come out of retirement and will continue to serve as Third Year Board member**
- **A scheduled speaker for the Spring Meeting, from the State Crime Lab, Jay Dix, passed away.**

**Treasurer’s Report- Nancy Reddig:** Nancy Reddig had a written report as follows:

Checking balance (11/8/02): \$17,709.23

**Credits:** Dues ASCLS \$1,330.00

Children's Miracle Network 45.00

**Total \$1,375.00**

**Debits:**

Sept. Board Meeting: \$ 96.00

Nov. Board Meeting 201.90

ASCLS PACE 250.00

Region VI Assessment 600.00

Children's Miracle Network 45.00

TOTAL \$1,192.90

**Current checking balance: \$17,891.33**

The Morgan-Stanley Fund as of 6/30/02 is \$5,884.81

12/31/02 is \$5,290.66

Note: Available for student for National meeting budget: \$344.96

No money has been transferred to CDs.

**Executive Secretary's Report- Nancy Reddig:** Nancy's report is as follows:

- An e-mail from Floyd Baker, Director of the Rolla Technical Institute, was sent to Nancy requesting information on starting a Med Tech program at their school. The e-mail was passed around to all board members.
- External audit is overdue for MoCLS books. Three Secretary terms have passed and still no audit. Nancy will ask a CPA friend to audit the books after the tax season.
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**President Elect's Report- Cathy Williams:** no report

**Past President's Report- Carol Crow:** nominations for the following positions are as follows:

**President Elect – Barb Parkhill**

**First Year Board – Sandy Claussen**

**Second Year Board- Lucia Johnson**

**Treasurer – Renee Setina**

Ballots will be sent in the mail.

**President's Report- Sharon Smith:** Sharon had a written report as follows:

- Marinda Cooper will not be able to continue as First Year Board
- Received an e-mail from Joan Polancic with information about NMLW and the items that can be purchased. Please check out the Website there are lots of great items for sale. I did download the order form and there is a \$75.00 minimum charge.
- E-mail from Kathy Leininkugel Region VI to send in your registrations for Leg Symposium, make your appointment with your legislators. **Cathy Williams and Melissa will be going to Leg Day.**
- Not much news from Paula Garrott
- We will work together to make our State Meeting in Jefferson City a success. All offers for help are graciously accepted. We need to see where Carol Truby-Bisges needs assistance.

- Sherry Miner's father passed away so I'm not sure where we stand with member list updates. We really need to get rolling on some kind of calling campaign of lapsed and current members.
- Proposal for Student Affairs board member has a budget to use for membership/raffle for their term. The Student Affairs budget line item will be increased so the Student Affairs member will have funds available to use for their term.

### **First Year Board Member – OPEN**

#### **District Reps:**

- A. Cape Girardeau/Poplar Bluff- Ann Green:** no report
- B. Columbia, Jefferson City –Carol Truby Bisges:** see report under Spring Meeting
- C. Hannibal/Kirksville- Heather Tritsch:** no report
- D. Kansas City- Sandy Claussen:** no report
- E. Springfield/Joplin – OPEN**
- F. St. Louis – OPEN**

### **Second Year Board Member- Candi Barker:** Candi had a written report as follows:

- Beginning work on Legislative Days for Spring Meeting in Jefferson City with Cathy and Carol
  - Will discuss needs of SA chairs.
  - Beginning planning of 2004 Spring Meeting in St. Louis. Need to confirm location with Shelly Zafe
- A. Biochemistry/Urinalysis/Ligand- Zola Golden:** no report
  - B. Education – Mary Lou Vehige:** no report, but invites everyone to attend Clinical Laboratory Educators Conference, CLEC, in New Orleans
  - C. Hematology/Coagulation-** Tim Randolph is currently the Vice-Chair for Hematology at National and so has volunteered for this position!

- D. Immunology/Immunohematology-Carol Crow:** no report
- E. Laboratory Administration- Barbara Parkhill:** no report
- F. Microbiology- Marinda Cooper:** no report
- G. Phlebotomy- Claudette Millstead:** no report
- H. Industry- OPEN**

**Third Year Board Member- Tim Randolph:**

- A. Publications- Lucia Johnson:** needs articles for *So Show-Me* from the President
- B. Spring Meeting- Carol Truby-Bisges:** submitted the following report:

- **Committees**

Publicity: Lucia Johnson, MoCLS, Chair

Carole Truby-Bisges, MoCLS, CLMA

Flyer announcing meeting in development process and will be distributed via Boyce & Bynum Laboratory courier service throughout the Jefferson City/Columbia/Lake Ozark area the week of January 20.

Registration: Mary Ann Mahon, Chair

Betsy Bax

Ann Knollmeyer

Joan Steinmetz

Hospitality/Moderators: Carl Smith, CLMA

Exhibits: Bill Robison, CLMA, Chair

Cathy Perry, CLMA

Dorsey Shackelford, CLMA

90 contacts made to vendors in December 2002; to date, 10 positive responses

Program: Diana Inman, CLMA, AMT, Chair

Cathy Thornton

Karen Gordon, MoCLS

Brenda Gyaki

Finance: Joe Sanford, CLMA, Co-Chair

Alvin Tefft, MoCLS, CLMA Co-Chair

Received \$500. seed money checks from MoCLS \$ Heart of MO CLMA budget preparation in process, John Koenig will bring credit card machine to Winter Board Meeting in January

Legislative Day: Candi Barker, MoCLS,

Carol Crow, MoCLS,

Cathy Williams, MoCLS

P.A.C.E.: Lucia Johnson, MoCLS – need to send P.A.C.E forms to Carol

Silent Auction: Tom Reddig, MoCLS, Chair

Jeff City Assistant

In process of making a list of JC merchants to contact for donations

Social: Courtney McNutt, Chair

Diane Phillips, AMT

Student Poster Session: Tom Reddig, Judge

Barb Parkhill, Judge

Mary Lou Vehige, Judge

Claudette Millstead, Judge

Grand Prize: \$50.00

Honorable Mentions: \$15.00

Books: Renee Setina

**PROGRAM: 26 Sessions**

Management

*Creative Compliance Training*, Terry Jo Gile

Bette Stanley

Hematology

*FAB vs. WHO Classification of Hematological Malignancies*,

Tim Randolph

Microbiology

*A Birder's Guide to West Nile Virus*, Lucia Johnson

*Bio-Terrorism/MO Response (2 sessions)*, MODHSS

Chemistry

*Hormone Replacement Therapy*

Urinalysis

Phlebotomy

*Phlebotomy Techniques*, Carol Crow

*Specimen Collection*, MO State Lab Personnel

Blood Banking

*Gel Techniques in Blood Banking*, Chris Filsinger, J&J

**CALENDAR**

***Wednesday, April 30, 2003***

- Registration 7:30 am – 6:00 pm
- Legislative Symposium 9:00 am - 12 noon
- Exhibit Hall Opening-  
Wine & Cheese Party/ Student Social 4:30 pm – 6:00 pm
- MoCLS Board Dinner Meeting 6:00 pm - ?

***Thursday, May 1, 2003***

- Registration 7:30 am – 5:00 pm
- Program 8:30 am – 10:00 am
- Break 10:00 am – 10:30 am
- Exhibits 10:00 am – 1:00 pm & 3:00 pm – 5:00 pm
- Program, 3 concurrent sessions: 10:30 am – 12 noon
- Lunch 12 noon – 1:00 pm
- Program, 3 concurrent sessions 1:00 pm – 2:30 pm
- Break 2:30 pm – 3:00 pm
- Program, 3 concurrent sessions 3:00 pm – 4:30 pm
- Silent Auction/Cocktails 5:30 pm – 7:00 pm
- Social Event 7:00 pm – 10:00 pm

***Friday, May 2, 2003***

- Registration 7:00 am – 1:00 pm
- Program, 3 concurrent sessions 8:30 am – 10:00 am



- Exhibits 10:00 am- 12 noon
- Break 10:00 am – 10:30 am
- Program, 3 concurrent sessions 10:30 am – 12 noon
- MoCLS Membership Meeting 12 noon- 1:00 pm

**C. Student Affairs- Melissa Stith:** submitted the following report:

- Needed help acquiring information about CLS schools in Missouri so that she can send information about the Spring meeting to those schools
- Has spoken to a few schools already and they are planning to attend the Spring meeting
- Needed letter from President regarding soliciting items for the Student raffle; Sharon to send the letter to Melissa

**D. Student Rep- April Matlage:** no report

**E. Bylaws- John Koenig:** no report

**F. Government Affairs- OPEN**

**G. Membership- Danyel Anderson:** no written report submitted but has informed Sharon that there was not much activity from Membership

**H. Missouri Scholarship – Tom Reddig:** Tom had a written report as follows:

- The fund currently has **\$24,797.59**
- YTD interest on MSF: \$166.86 (will be reported to the treasurer for IRS purposes)
- \$1,148.00 profit from last year's Conference's Silent Auction. A check for \$382.66 was written to each of the two other organizations
- Tom motioned that MoCLS give \$1/ active member to MSF. Motion passed unanimously.

**I. Leadership Development – John Koenig:** no written report, but currently appointed as Government Affairs Chair for National

**J. PACE – Lucia Johnson:** no report

**K. Professional Affairs- Renee Setina:**

- Still researching fund-raising ideas for CMN. Have received packet from an organization, Funding Friends in Springfield which works with schools/organizations to sell various items for fund raising. Was unable to locate organization “Books are Fun” in Springfield area. Will try to contact Lucia’s contact in Kansas City area.
- 2003 NMLW theme is “Laboratory Professionals: Exceptional People – Exceptional Work” with a picture of a hand grasping a star. Have printed NMLW items order sheet from ASCLS website. To date, ASCLS has not posted 2003 NMLW planning guide, also noted ASCP has already posted 2003 NMLW planning guide. E-mailed Sherry Miner 1/17/03 asking if ASCLS will be posting a planning guide & informed her how useful it was last year.

**New Business**

- Candi opened the floor to further discussion of a new mentoring program called Adopt-A-Student
- Some of the ideas discussed were MoCLS to pay student dues and/or FYP dues
- Sharon will write up a small ad for Adopt-A-Student, e-mail
- Discussed possible discount on membership dues for seniors or retired members

Meeting was adjourned at 3:15 pm.

Respectfully submitted,

Shelly Zafe