

**MISSOURI ORGANIZATION  
FOR CLINICAL LABORATORY SCIENCE**

**March 27, 2008**

**6:30-8:30pm**

**Teleconference**

**Minutes**

**Attendees: Renee Setina, Debbie Baudler, Hannah Zane, Cathy Williams, Sharon Duessel, Shelly Schoeberlein, Tim Randolph, and Sharon Smith.**

- 1. Call to Order** - Renee called the meeting to order at 6:45 p.m.
- 2. Secretary Report - Candi Barker:** minutes from January teleconference were not available yet. Renee will contact Candi to get an update.
- 3. Treasurer Report - Sharon Smith:** see written report as follows –  
Checking Balance January 8, 2008 \$13,664.71

Credit

Kansas CLMA	\$ 845.00
Total	\$ 14,509.71

Debit

Dec-07 Web Site Go Daddy	\$ 3.99
Jan-08 Mike Michelson Licensure Lobby	\$ 3,000.00
Feb-08 ASCLS PACE	\$ 250.00
Jan-08 Web Site Go Daddy	\$ 8.30
Jan-08 Web Site Go Daddy	\$ 3.99
Total	\$ 3,266.28

**Current Balance March 25, 2008 \$ 11,243.43**

**Items for Discussion:**

- Leg Day attendees, Tim and Kelli, have requested financial support for expenses. Interim Meeting line item budget will be used to help pay Kelli and Tim
- increased budget for Webmaster

- 4. Executive Secretary Report - Nancy Reddig:** no report
- 5. President Elect Report - Tim Randolph:** see written report –  
Meetings Attended
  1. Legislative Days (March 17-18)
    - a. Tim R. Randolph, John Koenig, Kelli Kraft attended
    - b. Three primary issues addressed
      - i. Competitive bidding
        1. Asked to support for HR 3453 and S 2099 to repeal the Competitive Bidding Demonstration project
      - ii. Medicare laboratory Fee Schedule Modernization Act
        1. Asked to look for and support Clinical laboratory Fee Schedule Modernization Act of 2008
      - iii. Laboratory Personnel Shortage

1. Support the Title VII and Allied Health Reinvestment Act (AHRA) to infuse money into allied health professions
  - c. We visited both Senators (Kit Bond and Clair McCaskill)
  - d. We visited three representatives (Carnahan, Akin, Clay)
  - e. Congress was on recess so all legislators were away
  - f. We met exclusively with Legislative Assistants/Aids (LA)
  - g. All meeting were positive with the possible exception of Bond's LA

#### Committee Work

1. On MoCLS/CLMA Spring Meeting Program Committee
  - a. Program is set, seeking moderators
  - b. Will have a packet stuffing meeting, Monday April 7
2. Licensure group
  - a. Sent emails to 11 Missouri Presidents of various Allied health professions
    1. Nursing, PT, OT, PA, RT, NMT, HIM, RD, Pharmacy, Radiation Therapy, Social Work
      - a. Received two responses; Nursing and PA
      - b. Both said they would take the request before their boards
    2. Sent a second email to the remaining 9 who did not respond
      - a. No response as of yet
    3. Email included a letter of request and model support letter
      - a. (See attachments)
  - b. Sent email to Drs. Gretchen Johns, Mary Mayo & Michael Creer for support
    1. Procured letters of support from Johns and Mayo (attached)
    2. Dr. Creer has not responded
2. Served on CEAC for Washington program and agreed to serve again for 2009

#### Personal/Professional Activities through ASCLS

1. Speaking engagements booked
    - a. North Carolina (March 27)
    - b. MoCLS (April 9 and April 11)
    - c. Kansas (April 17)
    - d. Illinois (April 30)
    - e. ASCLS National (Research Presentation August 1)
  2. Wrote scientific article for ASCLS Today on JAK2 Mutation
  3. Committed to Review Article series in CLS on Unusual Anemias
- 6. Past President Report - Cathy Williams:** no written report, but will e-mail Nancy to discuss progress of Old Faithful awardees.
- 7. President Report - Renee Setina:** see written report-
- 1. Fill all appointed positions and distribute charges**
    - a. Student Director: Kelli Kraft has accepted the position. **Completed**
    - b. FYP Director: Sharon Duessel has accepted the position. **Completed**
    - c. Professional Affairs: Donna Duberg has accepted the position. **Completed**

- d. Columbia/Jeff City Rep: Judith Donovan has accepted the position.  
**Completed**
- e. Hannibal/Kirksville Rep: **No activity this quarter**
- f. Identify key individuals for President-Elect to break the recycling process.  
**In progress**

## 2. Oversee all MoCLS activities

Publications – **No activity this quarter.** Shelly is waiting for president article from me. Article deadline 3/31/08.

- a. Licensure – Have a Senate bill, SB1162 and House bill, HB2139. Have a senate hearing scheduled for Monday, 3/31/08 @2:30pm in Jefferson City. Have sent emails to MoCLS board, family & friends requesting everyone to email support to senate committee “Financial & Governmental Organizations & Election Committee.
- b. Plan board meetings
  - Will schedule remainder board meetings at 9/8/07 retreat meeting.  
**Completed**
  - Send email meeting reminders, agenda, and request for reports 2 weeks ahead of scheduled board meeting. **Completed with some success, did not reach the 2 week reminder goal.**
- c. 2008 Spring Meeting – Will assist Beth wherever needed & forward her requests.  
**In Progress –Early Registration deadline 3/31/08.** I have registered & secured hotel room.

### Latest News:

I received an invitation from Shirlyn McKenzie to be a delegate for People to People Ambassador Program to meet laboratory professionals in Russia late October 2008. I have until April 1<sup>st</sup> to accept the invitation. Currently I have a few obstacles: 1. Timing, I expect my CLIA survey during that time period, 2. Financial, cost would be \$5,000 per person, 3. Wouldn't Russia be cold in late October? Whatever my decision, I found the invitation a tremendous honor & responsibility to represent ASCLS, MoCLS and Region VI.

**8. Region VI Report - John Koenig:** no report, Region VI Council meeting has not taken place as of yet, will have more to report at a later time.

**9. Student Director - Kelli Kraft:** see written report –  
**2007-2008 GOALS:**

- Increase student membership
- Promote camaraderie among student members
- Promote CLS profession

### **2007-2008 ACTIVITIES:**

- Increase student membership
  - Letter to Program Directors
    - I contacted the Program Director for each NAACLS accredited CLS or CLT program in Missouri asking them to encourage student membership of MoCLS and to contact

me so that I may reach students personally about our organization.

- Student/FYP Event at Spring Meeting
  - Sharon Duessel, FYP Director, and I are co-hosting an event for students and FYPs at this year's spring meeting. We plan to have a table at the event for membership information to attempt to recruit new members and retain current members.
- Promote camaraderie among student members
  - The Student/FYP Event mentioned previously will give students from across the state a chance to socialize, network, and talk to FYPs about their experiences transitioning from students to professionals.
- Promote CLS profession
  - Legislative Symposium
    - I attended this year's ASCLS/CLMA/ASCP Legislative Symposium to help promote the profession by asking congressmen and congresswomen to support legislation pertaining to our profession.
  - High School Visits
    - I am in the middle of planning a visit to at least one and possibly more high schools to speak to students about CLS and encourage them to consider it as a profession

**10. First Year Professional Director (FYP) -Sharon Duessel:** see written report-  
2007-2008 GOALS:

- To increase FYP memberships.
- To co-host event at MoCLS State Conference.
- To discover why more recent graduates don't join MoCLS.

2007-2008 ACTIVITIES:

Conference

- The Student Director (Kelli Kraft) and I are planning an event for the FYP's and Students on Thursday April 10, 2008 from 4:30-6:30. We need some membership packets or information to give out to people who are not currently members but are invited to our event.
- To the students and FYP's who attend our event, we will be giving them a ticket for a free drink and plan on having some light snacks served.
- I have sent out an email with an attached flier advertising the event to our current FYP's.  
At the event, I plan on handing out a small survey to the non-members asking them their reasons for not being members.

**Item for discussion:** Consider creating a line item in the budget for FYP, since this is a fairly new position and we have a motivated member to fill the role.

**11. First Year Board Director - Christy Murray:** no written report, but has expressed interest at volunteering for the Pres-Elect position for 2008-2009. See Nominations for more details.

**12. District Representatives**

**a. Cape Girardeau/Poplar Bluff - Ann Green:** no report

**b. Columbia/Jefferson City - Judith Donovan:** no report

**c. Hannibal/Kirksville - Vacant**

**d. Kansas City - Christine Bremser:** see written report –

**2007-2008 GOALS:**

1. To stimulate interest in ASCLS/MoCLS
2. To provide continuing education opportunities
3. To assist in the planning of the Annual Meeting

**2007-2008 ACTIVITIES:**

1. To stimulate interest in ASCLS/MoCLS - Description of activity #1
  - a. Initiate and coordinate networking and social activities in the district
  - b. Submit budget for these items to the treasurer (Sharon Smith)
  - c. Coordinate with membership chair (Shelley-recruitment & retention)
  - d. Obtain regional membership from Executive Secretary (Nancy [Reddig-nreddig@cmh.edu](mailto:Reddig-nreddig@cmh.edu))
  - e. Notify SA chairs in MO & KS when continuing education events occur in the Kansas City area

Progress on activity #1 - Quarter #4:

- KC-CLMA/ASCLS/AACC joint 2 day workshop/seminar in September, 2008 at Shawnee Mission Medical Center is being planned
- Revenue for MoCLS generated at the 2007 meeting was approximately \$845

2. To provide continuing education opportunities - Description of activity #2:

- Initiate and coordinate continuing education activities
- Consult with P.A.C.E. chair (Lucia [Johnson-LuciaJ@ncctinc.com](mailto:Johnson-LuciaJ@ncctinc.com))

Progress on activity #2 - Quarter #4:

- KC-CLMA/ASCLS/AACC joint 2 day workshop/seminar scheduled in September, 2008 at Shawnee Mission Medical Center
- Planning/organizing committee member
- Topics include phlebotomy/safety
- Attend KC-CLMA meetings to network with other lab professionals in KC area

3. To assist in the planning of the Annual Meeting - Description of activity #3:

- Volunteer to serve at the 2008 meeting in St Louis in the area of registration, moderator, print P.A.C.E. stickers or other needed area
- Volunteer to serve on the planning committee for the 2010 meeting in Kansas City

Progress on activity #3 - Quarter #4:

- Serve with registration at 2008 St Louis meeting
- Serve as moderator for sessions at meeting
- Print P.A.C.E. stickers

**e. Springfield/Joplin -Rob Beeler:** no written report

**f. St. Louis - Mary Mayo:** Working on the PACE form collections for the Program Committee (I'm on the committee) and working on finalizing my presentation for the Spring Meeting.

**13. Second Year Board Director - Hannah Zane:** see written report-  
**2007-2008 ACTIVITIES:**

**1. OVERSEE COMMITTEE ACTIVITIES:**

**Bylaws Committee** – Hannah Zane-636-828-4022 -hzane@msn.com

**Government Affairs** – Cathy Williams-417-887-2774 (H),  
726cswilliams@sbcglobal.net

**Leadership Development** – Barbara Parkhill-217-335-2808 (H), 573-248- 5151  
(W)-wpkhill@adams.net

**MO Scholarship Fund** – Tom Reddig-816-361-9056 (H), 816-983-6900 (W) -  
treddig@hotmail.com

**Professional Affairs** – Donna Duberg 314-963-3288, dduberg@slu.edu

**Publications** – Shelly Schoeberlein-314-837-7695 (H), 314-362-4628 (W)-  
[szafe@sbcglobal.net](mailto:szafe@sbcglobal.net)

**Scientific Assembly Chairs**–Debbie Baudler–314-576-2652, (H), 314-768 -8201  
(W), dbaud368@yahoo.com

Patti Collins – 636-530-7409 (H), 314-5775340, [patti\\_collins@ssmhc.com](mailto:patti_collins@ssmhc.com)

**a. COMMUNICATE COMMITTEE GOALS TO COMMITTEE CHAIRS** – *Direct communication has been established during the updating of Job Descriptions.*

**b. CHECK MONTHLY WITH COMMITTEE CHAIRS TO DETERMINE PROGRESS IN COMMITTEE ACTIVITY –**

- . *Contact with the Scientific Assembly Chair is on -goings (sharing information re workshops, conferences, 2008 Spring Meeting, etc).*
- . *No direct contact had been made with Committee Chairs.*

**c. ASSIST COMMITTEE CHAIRS IN MEETING COMMITTEE GOALS**

- . *Shared information on workshops, conferences, and lectures with SA Chair.*
- . *Suggested posting pertinent information on MoCLS website.*

**2. REPORT COMMITTEE ACTIVITIES TO MoCLS BOARD.**

*Please refer to Recommendation, below*

**3. SERVE AS LIAISON BETWEEN THE MoCLS BOARD AND THE COMMITTEE CHAIRS**

*Please refer to Recommendation, below.*

**RECOMMENDATION (requires Board of Directors approval):**

*According to the updated Position Description, the Second Year Board Director is responsible for presenting Committee report to the Board in the Committee Chair's absence and serve as the Liaison between the Board and the Chairs.*

*These two functions will require an addition of the following statement to the updated Committee Chairs Position Descriptions:*

***“Committee Chairs will communicate their established Goals, Planned Activities, and Reports to the Second Year Board Director, prior to the Board Meetings”.***

Additional Items for discussion:

- Webmaster is not designated under a committee. Should it be designated under 2<sup>nd</sup> Year Board Director?
- Promotions/Ads on website?
- All of these will be addressed at planning session on April 11-12

#### **14. Committee Chairs**

**a. Scientific Assembly Chair - Debbie Baudler/Patti Collins:** see report-

- inquiring about LCD projector in \$500-600 range
- Hoping that next year, can offer more CE options to members with case studies for example
- Very busy helping in the planning of Spring Meeting

**b. Awards- Cathy Williams:** no written report, but will e-mail Nancy to discuss progress of Old Faithful awardees.

**c. Nominations - April, Mary Lou, Tom:** see report-

- Christy Murray has accepted the Pres. Elect nomination, but need financial support to fulfill the position. Currently, Christy is a lapsed member. Hannah will contact Karen Bennett-Chair of National Bylaws Committee regarding the issue of Christy’s eligibility due to her lapsed membership. Hannah to cc: John Koenig.
- Tim suggested that the Board pay for Christy’s dues
- Of the attendees, it was agreed that financial support be given to Christy to help fulfill her role as Pres. Elect.
- More discussion to take place at the planning session on April 11-12

**d. Government Affairs – Cathy Williams:** no written report

**e. Membership - Shelly Schoeberlein/Danyel Anderson:** see Shelly’s written report:

Number of Current Members: 115 (4 FYP, 4 COL, 8 EM1, 1 EM2, 2 HON, 55 PF1, 31 PF2, 10 STU)

# OF LAPSED MEMBERS: 49

#### **2007-2008 GOALS:**

1. Manage the MoCLS membership database: *I have recently taken an Excel class and applying what I learned to the Excel spreadsheet for Current and Lapsed Members. I will be taking a MS Access course (May 1) to learn how to setup a database.*

2. Work with ASCLS & MoCLS to identify & coordinate recruitment & retention activities: *With Danyel's help in Membership and Publication duties, we have been able to print and send the winter 2008 Newsletter and also a Lapsed Member mailing. Also, I registered for the Membership List Serve.*

3. Coordinate communication to MoCLS membership: *Currently, I am working on the Spring SoShowMe with a publication date set for mid-April (before NMLPW). Also, I have been working on getting more e-mail addresses, details below.*

### **2007-2008 ACTIVITIES:**

1. Manage the MoCLS membership database

Description of activity #1

- a. Obtain from ASCLS current MoCLS membership - **DONE**
- b. Create and maintain accurate MoCLS membership database – **In Progress**
- c. Create a new e-mail address ([mocls@sbcglobal.net](mailto:mocls@sbcglobal.net)) to use to send to all members with e-mail addresses – **DONE**

2. Work with ASCLS & MoCLS to identify & coordinate recruitment & retention activities

Description of activity #2

- a. Coordinate with ASCLS Member Services and ASCLS Member Recruitment
  - i. Identify and enact recruitment and retention initiatives – **enrolled in Membership List Serve and currently staying ahead of the e-mails.**
- b. Coordinate recruitment and retention activities at the State level
  - a. Create a list of lapsed Missouri CLS contacts – **DONE and forwarded list to Danyel**
    - i. Create a lapsed recruitment initiative – **In progress along with Danyel**
  - b. Create an initiative to enhance member retention – **In progress, with hopes that revival of the Newsletter and communication in general will help**
  - c. Create a recruitment initiative to target new members – **No progress to report on this, since focus has been on retention and communications**
    - i. Coordinate with 1<sup>st</sup> year Prof. (Sharon Duessel) and Student Director (Kelli Kraft) – **forwarded Student members list to both**

3. Coordinate communication to MoCLS membership

Description of activity #3

- a. Create effective system to communicate with MoCLS membership – **established a new e-mail address ([mocls@sbcglobal.net](mailto:mocls@sbcglobal.net)) that will be diligently maintained for accuracy of e-mail addresses. Currently have 85, need 17 more.**



- b. Write article for SoShowMe – **In progress, article will be on NMLPW topic**
- c. Mailed 29 cards w/ Spring Meeting announcement to members' homes asking for their e-mail address. So far, 9 replied. Currently, in the process of making follow-up calls to those who have not replied. Consequently, some home/work numbers listed are disconnected/not working numbers, so I may just have to snail mail those members from now on.

**For the Boards' Consideration:**

- Increasing Publication budget to accommodate mailing for Spring Newsletter, Lapsed Member mailing, etc.
- Nominating Jim Schoeberlein for Honorary Membership in 2009. According to Bylaws, Honorary Membership cannot exceed 1% of membership total. We currently have 2 Honorees, Charles Wheeler and R Muether. We need more members if Jim is to be eligible.

**f. Missouri Scholarship Fund - Tom Reddig:** no written report

**g. Professional Affairs (NMLW) - Donna Duberg:** no written report, but is busy helping with the Spring Meeting

**h. PACE Coordinator - Lucia Johnson:** no written report

**i. Publications - Shelly Schoeberlein:** no written report, but currently working on the Spring *SoShowMe* with a publication date set for mid-April (before NMLPW).

**j. Webmaster - Jim Schoeberlein:** currently working on updates to the website.

**l. Bylaws- Hannah Zane:** see report –

COMMITTEE MEMBERS:

CANDI BARKER

JOHN KOENIG

TOM REDDIG

HANNAH ZANE

COMMITTEE ACTIVITIES (2007-2008)

I. MoCLS BYLAWS/SOPs DOCUMENTS:

The Bylaws/SOPs documents had been amended/updated and reformatted by Committee and approved by MoCLS Board at 2007 Spring Meeting. The Bylaws had also been approved by the MoCLS Membership in April, 2007.

IN PROGRESS (Proposed date of completion is July, 2008)

- Reformatted Bylaws/SOPs (two-columns, side-by-side) are currently being edited (uniformity of style, font, etc) and reconciled.

- Bylaws/SOPs Document will be submitted to the MoCLS Board for approval and to the ASCLS Bylaws Committee to be placed on file.
- The Board approved document will be posted on the MoCLS Website.

## II. MoCLS LEADERSHIP HANDBOOK (UPDATING 1999 BOARD OF DIRECTORS HANDBOOK)

THE PROJECT WAS DIVIDED INTO FOUR PHASES:

- 1) GATHERING INFORMATION
- 2) UPDATING POSITION DESCRIPTIONS
- 3) UPDATING REMAINING HANDBOOK CONTENT
- 4) EDITING, ORGANIZING, AND TYPING UPDATED HANDBOOK CONTENT
  - Action Plan and Committee assignments for updating Job Descriptions and other Handbook content were made
  - Reference information (descriptions, goals and activities for all Leadership Positions) was compiled
  - 1999 Handbook was distributed to Bylaws Committee Members
  - 1999 Job Descriptions and 2006 Goals/Activities information (position specific) were distributed to current MoCLS Leadership members with request to update
  - Updated Position Descriptions were returned by Leadership and distributed to Bylaws Committee (as per assignment) for review, comments, and editing, as necessary
  - Specific sections of Handbook Content were distributed to Committee for updating (as per assignment)

IN PROGRESS (Proposed date of completion is summer 2008):

- Updated and edited LEADERSHIP POSITION DESCRIPTIONS and OTHER HANDBOOK CONTENT (e.g. Goal Progress Report form, Goals/Action Plan form, Expense Reimbursement Forms, Bylaws/SOPs document) will be reviewed and organized by the Committee (Committee Meeting or teleconference).
- Handbook Content will be typed and submitted to the MoCLS BOARD for approval.

**m. Leadership Development- Barb Parkhill:** no written report

**n. Planning and Scope - Tim Randolph:** no written report, but there is a Planning Session scheduled for April 11-12 after the Spring Meeting in St. Louis.

### 15. Ad Hoc Committees

**a. 2008 Spring Meeting - Beth Zeibig:**

- Fundraising ideas to be held during the Spring Meeting - 50/50 Raffle, Jail n' Bail, Cardinal tickets and wine basket raffle
- Half of the profits will go to MSF

**b. 2009 Spring Meeting Quad-State (KS, NE, IA, MO) Meeting**

- Renee Setina – agreed to co-chair along w/ Ruby Brower from Kansas; MO to head finances; will be in Council Bluffs, IA

**16. Old Business:**

- Licensure ; hearing scheduled for Monday, March 31
- Updating SOP & BOD Handbook – will meet with committee to hopefully finish by summer
- LCD Projector – see Debbie's report

Cathy Motioned for the meeting to be adjourned. Sharon seconded.  
Meeting adjourned at 9:19 p.m.

Respectfully submitted,  
Shelly Schoeberlein