

## **Minutes for January 22, 2011 Board Meeting**

Meeting started: 9:35 am via Teleconference

Attendance: Debbie Baudler, Sarah Schumacher, Renee, Shelly S, Nancy R, John Koenig, Tim Randolph, Hannah Zane, Rita H, Ann Green, Christine B

- I. **Welcome – John**
- II. **Roll Call** – See above, Debbie to take meeting notes for Danyel
- III. **Approval of Minutes from November, 2010** –see minutes submitted by Danyel
  - a. Correct date of licensure filing to Dec. 2010
  - b. Accepted
- IV. **Treasurers Report** – Rita
  - a. \$900: state dues received from national ASCLS
  - b. \$10237.15 at Commerce Bank
  - c. IRS report due by Dec. 15 2010, Rita sent it in
  - d. Morgan Stanley account: 2 funds, see Rita's report
  - e. Had CPA review books: Fee = \$196, books in good order
  - f. Keep checks with Renee's address on them
  - g. See Rita's report
- V. **Presidents Report** –John
  - a. Attending teleconferences on monthly basis. Healthcare reform, Laboratory developed tests and Physician required signature are major topics discussed
  - b. Focus group made up of 4 states, meeting taking place in February
  - c. Going to compile list of Legislative days
  - d. Legislative Days: Mar.21-22 2011 meeting in Washington D.C. John and Renee will be going. Proposal for supplying funds for board members
  - e. Motion: to supply funds for members attending leg days, motion approved
  - f. \$2000 available from line items: Leadership Development and Interim Board Meeting
  - g. Region conference call March 27, 2011. To be Attended by: John, Shelly, Renee, Hannah and Tim
  - h. Spring meeting 2012 in St. Louis : chaired by Debbie Baudler and Kathy Stanley from CLMA
  - i. See attached report

- VI. **Licensure Status** – Renee and Tim
- a. AMT: 2 substance issues: lab assistant and phlebotomy and several language issues.
  - b. Duties assigned to board discussed by Tim [approved certifying bodies and approved CEU programs]
  - c. AMT now supporter of licensure bill. Tim requested a letter of support on their letterhead and forwards a copy of the letter to their Missouri Membership. Tim also asked for a member of AMT to be available for testifying too.
  - d. Revised bill sent to Dr. Craver and MSP to review highlighted revisions made by MoCLS and AMT.
  - e. Renee has Wed Jan. 26 planning meeting for Leg days in Jefferson City. Discussion took place about whether to change date due to missing Jan. 1<sup>st</sup> filing date for licensure bill. Renee will contact Mike to see if available for meeting.
  - f. Renee: Minnesota rep developed a Facebook page on Licensure that has taken off.
- VII. **2011 Spring Meeting Update** – Renee
- a. Working with Danyel on meeting. Sent out save the date email. "Spring into Action with MoCLS." April 6-8, 2011 in Springfield, MO
  - b. Keynote: Speaker from Springfield Cardinal Organization
  - c. Need to schedule Thursday business meeting to announce delegates
  - d. Give out awards at lunch Thursday
  - e. 5-7 pm Exhibitor's party Wednesday night
  - f. To schedule a board business meeting with dinner after exhibitor's party on Wednesday
  - g. Thursday Social scheduled
  - h. Host possible research poster presentations. Renee, Danyel, Samantha, and Ann to work together on this project.
  - i. Tim: encouraging Shelly and John to have a pre-planning meeting for next board. Also have MoCLS host a session for students with a panel of professionals to allow students to ask the panel any questions [i.e. areas of certification, licensure or job development.]
  - j. Renee went over schedule of events and speakers
  - k. Currently have 10 ceus for meeting, discussion about offering more.
- VIII. **2012 Spring Meeting** – Debbie
- a. Debbie has received meeting notes from Terry from the 2008 St. Louis Meeting
  - b. Getting together with Terry and Kathy to select a venue. Going to look at Harrah's as a possibility.
  - c. Want to host a student bowl during the 2012 meeting

- IX. **2013 Quad State Meeting** (Iowa, Kansas, Missouri, Nebraska) – Tim
  - a. Give any ideas about Quad meeting to John or Shelly
  
- X. **Publications** –Sharon: to be publishing newsletter soon. Last call for articles.
  
- XI. **Nominations Committee and Awards** – Shelly
  - a. Slate for 2011-12 members
  - b. Awards: Shelly will be working on that soon
  
- XII. **SOP changes** -Hannah
  - a. New: 1<sup>st</sup> year Professional Director to be added to Annual Meeting Delegation [New Professional defined as a professional with less than 6 years work experience]
  - b. Announced proposed SOP and By-laws changes on article XI [see report at end of minutes]
  - c. President Vacancy: President-elect to fulfill position of President, if vacated, through the remainder of the unexpired term
  - d. President-Elect Vacancy: shall remain vacant until a special election is held through the voting board members
  - e. Motion by Hannah to accept the above description for the President-Elect. Motion passed.
  - f. Annual Meeting Delegates to include: President, President-elect [or chosen alternate], Student Director [or student alternate] and 1<sup>st</sup> year Professional Director [or 1<sup>st</sup> year professional alternate]
  - g. Motion by Hannah to update SOP and Bylaws to include the addition of 1<sup>st</sup> year Professional Director to list of Delegates to National Meeting. Motion passed.
  - h. A Bylaw change needs to be published prior to voting by the membership in April.
  
- XIII. **Activities of MoCLS Board**
  - a. **Awards**– Shelly [no progress yet]
  
  - b. **1<sup>st</sup> Year Board Member** – Debbie: submitted article for newsletter titled “News from around the Region” [see submitted report]. Asked Renee to get in contact with Rob Beeler, since no response to my emails.
  
  - c. **2nd Year Board Member** – Christine: been in contact with Kansas City group [see submitted report]
  
  - d. **1<sup>st</sup> Year Professional** – Alese [no report submitted]
  
  - e. **Student Director** – Samantha [see submitted report] She is checking to see if she can attend Legislative days in March.

- f. **Executive Secretary** – Nancy : nothing to report
- g. **Government Affairs / PAC / Leadership** – Renee [see submitted reports]
- h. **Membership** – Sarah [see submitted report]. Contacted all lapsed members and only had 1 renewal. Current membership total 116. Set up Facebook email.
- i. **Professional Affairs** – Sharon [no report submitted]
- j. **MSF** – Tom [nothing to report]
- k. **SA Chair** – Justin / Patty [no report submitted]
- l. **St. Louis District Rep** – Binh [no report submitted]
- m. **Poplar Bluff District Rep** – Ann: March 10 and 11 continuing ed. [2 hrs in morning and 2 hrs afternoon] sessions scheduled. No cost for workshop. Request to update MoCLS website by member. John to be in contact with mark for changes to website.
- n. **Columbia District Rep** – Judith [no report submitted]
- o. **Springfield District Rep**– Rob [no report submitted]
- p. **KC District Rep** – Christine a part of KU-Johnston Community College committee about starting new 2 year MLT program, but having trouble establishing clinical sites.
- q. **New Business** [previously discussed]
  - i. Missouri Leg Day
  - ii. Web Site

**Meeting adjourned:** Motion to adjourn by Ann. Motion passed. Meeting adjourned at 12:25 pm 01/22/11

Submitted by Debbie Baudler

**See Reports Submitted Below**

## **President's Report Prepared by: John Koenig**

### **GOVERNMENT AFFAIRS**

As a member of the ASCLS GAC, I participated in the monthly ASCLS GAC teleconference calls. The major topics of these calls has been Healthcare Reform Legislation in the new Congress, Laboratory Developed tests (LDTs), and Physician Signature requirements for Laboratory Tests. Renee and I will be part of a four state and GAC focus group that will help the GAC and Region GAC reps use the state GAC chairs. The chair of GAC plans to start these meetings in February. I was also appointed to chair a committee to help correlate and computerize all of our Leg Day Information.

The Legislative Symposium will be held in Washington DC on March 21-22. I need a list of who will be attending the Symposium this year and we need to discuss available funding from the budget.

### **REGION VI COUNCIL**

The next Region Council Meeting will be a Conference Call on March 27.

### **2012 SPRING MEETING CHAIRS**

This will be a joint meeting with CLMA-St Louis and the Co-chairs of this meeting will be Debbie Baudler and Kathleen Stanley. Terry Taff has agreed to assist them with the meeting.

**Missouri Student Forum Report-** Prepared By: Samantha Whittaker - MoCLS Student Forum Director 2010-2011

### **2010-2011 ACTIVITIES:**

#### **1. Regular Communication with Missouri Students**

-I have sent an email to the directors of all MLT and MT programs in Missouri about the benefits for students joining the organization. As our last membership count indicated, it appears that several students have joined. I plan on sending a second semester email out as well here in a few weeks that also will detail the Spring Meeting!

#### **2. Student Social**

-Will be working on organizing something along these lines once I get back to my class routine. I hope to have something that will address the Spring Meeting!

#### **3. State Meeting Activities**

-Hope to discuss this at the board meeting in January.  
-A student has requested we have a type of poster presentation.

### **2010-2011 RECRUITMENT ENDEAVORS:**

#### **1. Arrange to speak with student groups**

-Hope to speak to a few local St. Louis groups this semester. I hope to have a lot more free time this semester now that I am done with clinicals.

2. Promote the benefits of joining a professional organization  
-Have done this through recruitment emails. I am also working on obtaining a student brochure with information as was requested by a new student member, Bob Fischer. I hoped to have had the brochure completed, but between the end of clinicals in December, the holidays, and being sick for about 3 weeks, I have been unable to really work much on brochure.

**ADDITIONAL ITEMS:**

-Communicate about twice a month with Alese Fernald, New Professional representative.  
-Hope to work on the brochure more this semester  
-Hope to recruit several students to attend the Spring Meeting

**Government Affairs Report** by Renee Setina

**Brief Definition of Position:** Serve as general resource on legislative activities affecting clinical laboratory professionals on state and federal levels.

**2010-2011 GOALS:** (List 2-3 goals you wish to accomplish this year)

**I) BOARD GOALS**

- 1) Membership Recruitment: Each MoCLS Board member should recruit at least one new ASCLS member.
- 2) Licensure: Each Board member would participate in the Laboratory Licensure Activity. Ultimate goal is to get Licensure Bill to the Floor of both the House and the Senate in the 2011 Congressional Session and final passage of the Bill.

**II) COMMITTEE GOALS**

- 1) Chair Licensure Committee
- 2) Keep Board updated on all ASCLS GAC Activities

**2010-2011 ACTIVITIES:** (List activities and ideas to accomplish your goals)

1. Licensure:
  - a. File licensure bill by December 1, 2011 – **In progress, waiting for final MSP approval of AMT changes.**
  - b. Strengthen coalition support – **Have AMT support of current bill, submitted recent bill to MSP for their support.**
  - c. Strengthen member and grassroots education with newsletter articles and speaking at local Lyons Club. – **Facebook Lab Licensure page developed by MN member to address support/concerns/opposition across the country.**
  - d. Strengthen legislator education with 3<sup>rd</sup> Annual MoCLS Leg Days and email/letter/telephone campaign. – **Scheduled for Wed Jan 26, 2011.**
2. ASCLS GAC:
  - a. Attend 2011 ASCLS Legislative Symposium – **Planning to attend.**

b. Forwarding any ASCLS GAC communications via emails, reports and newsletter articles. – **Elissa submitted Capwiz requesting ASCLS members to write letters to Congress re: Physician fee schedule.**

**PAC Report** by Renee Setina

**Brief Definition of Position:** Organize solicitations for ASCLS PAC

**2010-2011 GOALS:** (List 2-3 goals you wish to accomplish this year)

**III) BOARD GOALS**

- 1) Membership Recruitment: Each MoCLS Board member should recruit at least one new ASCLS member.
- 2) Licensure: Each Board member would participate in the Laboratory Licensure Activity. Ultimate goal is to get Licensure Bill to the Floor of both the House and the Senate in the 2011 Congressional Session and final passage of the Bill.

**IV) COMMITTEE GOALS**

- 1) **Find ways to raise money for ASCLS PAC**
- 2) **Distribute ASCLS PAC communications to MoCLS members via email and newsletter article.**

**2010-2011 ACTIVITIES:** (List activities and ideas to accomplish your goals)

1. Attend 2011 ASCLS Legislative Days –**Plan to attend.**
2. Organize ASCLS PAC Booth at 2011 MoCLS Spring Meeting to solicit ASCLS PAC Donations --**No progress to date.**
3. Submit newsletter article “What ASCLS PAC does for you” for Winter edition due January 1, 2011. –**No progress to date.**

**Note: ASCLS PAC Board of Trustees have voted me as ASCLS PAC chair. Currently Elissa sent a Doodle survey to PAC Board of Trustees to schedule teleconference within next 2 weeks.**

**Leadership Development by** Renee Setina

**Brief Definition of Position:** Project the needs and identify objectives and strategies for future activities of the society and profession. Organize and implement mentoring program activities.

**2010-2011 GOALS:** (List 2-3 goals you wish to accomplish this year)

**V) BOARD GOALS**

- 1) Membership Recruitment: Each MoCLS Board member should recruit at least one new ASCLS member.

- 2) Licensure: Each Board member would participate in the Laboratory Licensure Activity. Ultimate goal is to get Licensure Bill to the Floor of both the House and the Senate in the 2011 Congressional Session and final passage of the Bill.

#### **VI) COMMITTEE GOALS**

- 1) **Identify & mentor MoCLS member(s) to apply to ASCLS Leadership Academy.**
- 2) **To mentor MoCLS members planning 2011 Spring Meeting.**

#### **2010-2011 ACTIVITIES:** (List activities and ideas to accomplish your goals)

1. Co-Chair 2011 Spring meeting—**In Progress. Majority of free time assisting Danyel plan meeting. Reference Danyel's report for progress.**
2. Schedule a leadership speaker for 2011 spring meeting. – **No progress. Logistics issues w/ speaker reimbursement. However ARUP Laboratories is sending a speaker on Resume'/Interviewing skills aimed at students and professionals with several years of work experience.**
3. Identify MoCLS member(s) for ASCLS Leadership Academy –**No progress.**

#### **1<sup>st</sup> Year Board Report** by Debbie Baudler

#### **Brief Definition of Position: See Position Description**

#### **2010-2011 GOALS:** (List 2-3 goals you wish to accomplish this year)

#### **VII) BOARD GOALS**

- 1) Membership Recruitment: Each MoCLS Board member should recruit at least one new ASCLS member.  
*Action: I gave information to former co-worker Angela Cooley who wanted to join MoCLS and be on a committee.*
- 2) Licensure: Each Board member would participate in the Laboratory Licensure Activity. Ultimate goal is to get Licensure Bill to the Floor of both the House and the Senate in the 2011 Congressional Session and final passage of the Bill.  
*Action: Have reviewed latest proposal with changes and I support it. I will also send letter of support when instructed by Tim and Renee.*

#### **VIII) COMMITTEE GOALS**

- 1) Communicate on a regular basis with District Reps and remind them that reports are due prior to each Board meeting and a final report prior to our Annual Spring Meeting.
- 2) Review all District reports prior to each meeting and communicate with Districts of any concerns that list in their report.

**2010-2011 ACTIVITIES:** (List activities and ideas to accomplish your goals)

1. Create column in MoCLS Newsletters called: “News From Around the Region”.
  - a. Action: I would ask district reps to send me information highlighting a person or activity from their region  
[Action: sent emails to all district reps in September 2010 to get information for October Newsletter. Submitted an article called “News from Around the Region”](#)
2. Communicate any further developments to district reps for promoting licensure in the state of Missouri
  - a. Action: Encourage district reps to get the information out to hospitals within their district to educate the community about “How Laboratory Personnel are the Face of the Profession”.
3. Encourage District Reps to submit case studies to be used for continuing education credits
  - a. Action: This is an opportunity for hospitals within each district to network interesting case studies that the certified techs can use for maintaining their certification.

**[ByLaws Committee Report:](#)** by Hannah Zane

**COMMITTEE GOALS**

- 1) Update and maintain MoCLS Bylaws and Standard Operating Procedures (SOPs) Documents to conform with ASCLS Bylaws, as needed.  
**SEE PROPOSED UPDATES, BELOW**
- 2) Complete updating of MoCLS 1999 Leadership Handbook to include Position Descriptions, other content information, and Bylaws and SOPs in the new format.  
**IN PROGRESS.ADDITIONAL COMMITTEE MEMBERS ARE NEEDED TO COMPLETE THIS PROJECT!**
- 3) Complete the updating of Standard Operating Procedures and correlate with the Bylaws document in a new side-by side- format.  
**TO BE COMPLETED AS SOON AS ADDITIONAL COMMITTEE MEMBERS ARE RECRUITED**
- 4) Prepare an article relating to Bylaws issues for publication in the MoCLS Newsletter  
**ARTICLE ADDRESSING ASCLS BYLAWS/SOPs AMENDMENTS WILL BE PREPARED**
- 5) Perform required duties as a member of the ASCLS Bylaws Committee and Region VI Council member (Bylaws)  
**IN PROGRESS**

## **BYLAWS/SOPs: ARTICLE XI**

### **PROPOSED AMENDMENT OF MoCLS BYLAWS(without markups)**

#### **ARTICLE XI – DELEGATES**

**A. Delegates.** In accordance with the ASCLS Bylaws, each duly chartered constituent society shall be entitled to at least four(4) delegates [two(2) delegates-at-large, one(1) new professional, one(1) student delegate] plus one(1) delegate per each 50 professional and emeritus members or major fraction thereof to the House of Delegates.

**B. Election of Delegates.** The Delegates shall be designated and elected as defined in the Standard Operation Procedures of this Society.

**C. Vacancies.** In the event that the authorized quota of delegates and alternates is not present at the ASCLS annual meeting and/or House of Delegates, the president (or his alternate) may appoint any accredited member of this Society present at the ASCLS meeting to serve as delegate or alternate.

**Membership Report** by Sarah Schumacher

**Brief Definition of Position: See Position Description**

**2010-2011 GOALS:** (List 2-3 goals you wish to accomplish this year)

#### **IX) BOARD GOALS**

- 1) **Membership Recruitment:** Each MoCLS Board member should recruit at least one new ASCLS member.
- 2) **Licensure:** Each Board member should participate in the Laboratory Licensure Activity. Ultimate goal is to get Licensure Bill to the Floor of both the House and the Senate in the 2011 Congressional Session and final passage of the Bill.

#### **X) COMMITTEE GOALS**

- 1) **Contact all lapsed members**
- 2) **Work with Student and New Professional Directors to Recruit and Retain Student and New Professional Members**
- 3) **Improve retention of current members, especially student and NP members**

**2010-2011 ACTIVITIES:** (List activities and ideas to accomplish your goals)

1. Description of activity #1

Contact all lapsed members personally, and generate lists for District Reps to contact the lapsed members in their Districts. **Only one renewal. I did not divide up lists for District reps, instead I contacted the lapsed members**

**personally. Two members of the leadership have not renewed. Current membership total is 116.**

2. Description of activity #2

With the help of the Student Director and NP, plan an activity for Student and Young Professional members. Most likely for St. Louis area, perhaps to take place this winter. Try to make this an annual event. Also plan an activity for the spring meeting. Provide information on membership at the events and encourage students to maintain their membership after graduation. **No progress to date**

3. Description of activity #3

Maintain monthly e-mail contact with members, keeping them up-to-date on MoCLS activities and showing them that their membership dues are not going to waste. Work with Student Director and New Professional on ways to retain young members, beyond e-mail and events described above. **Save the date for the Spring meeting was sent out. Need to work on more consistent (monthly) e-mails to the membership. Need to contact Alese and Samantha about ways to retain young members, beyond e-mail.**

4. Create Membership e-mail address and Facebook Group. **E-mail address created at gmail.com. [MoCLS.Membership@gmail.com](mailto:MoCLS.Membership@gmail.com) Facebook group created, but I'm not sure if anyone else can see it. Need feedback.**

**Pace Committee report** by Lucia Johnson

1. Sent PACE program/speaker forms to Tony for spring conference.
2. Setting up CE Organizer account with PACE for spring conference.
3. Sending 2011 PACE membership forms to Rita to enclose payment.

**Treasurers Report** by Rita Heuertz

**MISSOURI ORGANIZATION FOR CLINICAL LABORATORY SCIENCE**

Treasurer's Summary Report to Board of Directors

Meeting Date: 1/22/2011

Treasurer: Rita Heuertz

	Actual Income 2008-10 (Aug-6-Jul10)	Report 2010-11 2010-11	Report 2010-11 2010-11	Report 2010-11 2010-11	Actual Total Income 2010-11
Income					
Cash Forward	8,577.78	6,381.39	9,538.39	9,533.15	NO
Membership Dues	900.00	385.00	90.00		1,265.00
Meeting Revenues (Profits)	4,000.00	2,372.76			2,372.76
Kansas/KC CMAA	400.00				0.00
Promotional Items					0.00
Fund Raising (License)	1,000.00				0.00
Sublet Fund					0.00
Credit					0.00
<b>TOTAL</b>		16,381.39	12,296.15	10,433.15	3,657.76

Checking Balance November 20, 2010 (last BOD mtg date) 9533.15

Credit 12/13/2010 State Dues 7/11/10-9/30/10 900.00

Total 10,433.15

Debit 12/9/2010 Finance Issues (e.g., accountant fees) 166.00

Total \$10,267.15

Balance as of reported (bank statement) date 17-Dec-10 \$10,237.15

	Proposed Income 2008-09 (Aug-6-Jul10)	Actual Income 2008-09 (Aug-6-Jul10)	Proposed Income 2009-10 (Aug-6-Jul10)	Actual Income 2009-10 (Aug-6-Jul10)
Income				
Cash Forward	6,100.00	6,451.47	8,577.78	
Dues (6th & 2nd quarter)	1,400.00	2,255.00	900.00	
Meeting Revenues (Profit)	3,000.00	6,868.53	4,000.00	
Kansas/KC CMAA		369.29	400.00	
Aidance Ads	500.00			
Promotional Items				
Fund Raising (License)	1,000.00		1,000.00	
Sublet Fund				
Credit				
<b>Total Income</b>	12,000.00	15,974.29	14,877.78	



## **2nd Year Board Report** by Christine Bremser

**Brief Definition of Position: See Position Description**

**2010-2011 GOALS:** (List 2-3 goals you wish to accomplish this year)

### **XI) BOARD GOALS**

- 1) Membership Recruitment: Each MoCLS Board member should recruit at least one new ASCLS member.
- 2) Licensure: Each Board member would participate in the Laboratory Licensure Activity. Ultimate goal is to get Licensure Bill to the Floor of both the House and the Senate in the 2011 Congressional Session and final passage of the Bill.

### **XII) COMMITTEE GOALS**

- 1) **Communicate on a regular basis with Committee Chairs and remind them that reports are due prior to each Board meeting and a final report prior to our Annual Spring Meeting.**
- 2) **Review all Committee reports prior to each meeting and communicate with Districts of any concerns that list in their report.****2010-2011 ACTIVITIES:**  
(List activities and ideas to accomplish your goals)

1.

Description of activity #1

- Continue speaking with peers/co-workers about the benefits of belonging to ASCLS
- Continue to encourage the KU CLS students that I work with at the JayDoc free clinic to stay involved and/or join ASCLS
- Have not been active with committee goals

2.

Description of activity #2

- Unable to attend the MO 2011 Leg Days this year as I have in the past 2 years---- will miss that
- Continue speaking with peers/co-workers about the benefits of licensure

3.

Description of activity #3