



MoCLS Annual Board Meeting
Millennium Hotel STL Downtown
St. Louis, MO
4/17/2012
Minutes

Attendees: Renee Setina, John Koenig, Sharon Duessel, Sarah Schumacher, Debbie Baudler, Alese Furnald, April Hansen, Danyel Anderson, Rita Heuertz, Hannah Zane, Shelly Schoeberlein, Donna Duberg, and Mary Lou Vehige

Absent: Samantha Whittaker, Kelci Cortrecht, Nancy Reddig, Ann Green, Lucia Johnson, James Purnell

Guests: Region VI Director Tim Randolph,

I. Board Meeting called to order on April 17, 2012 at 2125.

II. 3/10/2012 Board Meeting Minutes Approval

a. Discussion/ Changes to minutes

i. Morgan Stanley (MS)

1. John, Rita, and Renee are the only people listed on the MS account
2. Balance as of 3/31/2012: \$9552.70
3. It will not be difficult to remove the money but there will be a fee associated.
4. John motioned to remove money from the Morgan Stanley account and put it into a Money Market Account
 - a. Motion seconded by Hannah
 - b. Discussion
 - i. The question of whether there are any tax implications or penalties involved was raised
 1. John does not think this will be an issue since only transferring money from one account to another.
 - ii. Tax exempt not non-for-profit
 1. MoCLS is classified as a "Tax-Exempt Organization" but is not "non-for-profit".
 - iii. April and Rita to discuss options of where to put the money. Money will go to Nancy (name on account) then to Treasurer, then to Renee for Lobbyist
 - iv. April moves to amend the motion to remove money from the MSA and place into the MoCLS account until we decide what action to take with the money

1. All in favor-aye
2. Motion passed
- b. John motioned to approve 3/10/12 Board Meeting Minutes as written.
 - i. Renee seconded Motion
 1. All in favor-aye
- c. Motion to approve the 3/10/12 Board Meeting Minutes passed on 4/17/2012 at 2144.

III. Treasurer's report – Rita

- a. See attached report
- b. MoCLS account has a balance of \$2167.20 as of March 20, 2012
 - i. Last meeting it was decided to encumber \$500.00 for the Annual Spring Meetings, in addition to the \$500.00 kept in the Spring Meeting Account.
 1. This extra \$500.00 in the MoCLS account is for when we don't have Joint Meetings with CLMA, and when the deposit amount is more than \$500.00 for the Quad-State Meetings
 2. Encumbered line Items
 - a. PACE- \$350.00
 - b. Spring Meeting Seed - \$500.00
 - c. Treasurer Bonding Fee - \$100.00
 - d. Funding for Region VI - \$1,300
 - ii. Money in the Student Fund (\$350.00) was raised by the students and is for the students
 1. The Student Director should be informed that there is money to be used for their activities
 - iii. Pace is \$325.00, not the listed \$650.00
 1. Lucia did not send previous' bill until recently
 - a. The amount listed as \$650.00 is for two years.

IV. Region VI Update-Tim

- a. The contract with Smith-Buchlin has been terminated
 - i. SB will host the ASCLS website until August 2012
 - ii. ASCLS is currently recruiting new vendors
- b. New ASCLS address:

1861 International Dr.
Tyson's Corner, VA 22102
- c. ASCLS/CLMA Merger
 - i. Stalled while both groups access future meeting contracts
 1. Could deal with future meetings by hyphenating to MoCLS-CLMA
 2. Hyphenating the name would also help prevent membership loss after the merger.

- V. **Executive Secretary report – Nancy**
 - a. See Morgan Stanley account update above

- VI. **President’s report – Shelly**
 - a. See attached report
 - b. Delegates to be elected at business meeting
 - c. List serve- mocls_board@ascls-lists.org
 - i. List serve should be named **mocls_leadership** since it includes non-voting Board members. Unfortunately, this would be a major hassle to fix.
 - ii. Names to be removed
 - 1. Patty Collins, Justin Welsh, remove sharon.duessel@gmail.com (duplicate)
 - iii. Names to Keep/Add
 - 1. Keep Carol Crow, Mark Parker, Mary Mayo. Add James Purnell. Get a new address for Kelci Cortrecht after graduation

- VII. **President Elect report – Renee**
 - a. See attached report
 - b. Unable to contact Clyde Nelson for his 50-Year Membership Award
 - i. Need to find some way to contact
 - c. Sending new leadership list by May 31st
 - i. Lizzie Ostermann (sophomore at SLU) involved.
 - 1. Possible Student Director for 2012-2013 **and** the 2013-2014 year.
 - a. Will need to be reappointed for the 2013-2014 year.
 - b. Bylaws state that the Student Director moves into the FYP position, but if the Student Director is unable to move into FYP, the MoCLS's President can appoint another member for that position
 - d. Will send out doodle for the planning meeting/retreat in June

- VIII. **Past President Report - John**
 - a. Served as the Chair of the Nominations Committee
 - b. Involved in many teleconferences

- IX. **1st Year Board Director - Sarah**
 - a. See attached Report
 - b. Sarah recommends transition of a past District Representative into the First Year Board Director position, as to better help direct DR activities
 - c. Sarah to take over Handbook duties

- X. **2nd Year Board Director - Debbie**
 - a. St. Louis Spring Meeting Update
 - i. Over 40 each of speakers and vendors
 - ii. More attendees on Wednesday April 18, 2012

- iii. For future meetings contact speakers and vendors 6 months before conference

XI. First Year Professional - Samantha

- a. Nothing to report

XII. Student Director report – Kelci

- a. Needs to get alternative contact information from graduating students before school email addresses become invalid.

XIII. Nominations Committee report - John

- a. 2013 Candidates
 - i. President Elect - Debbie Baudler
 - ii. Treasurer - April Hansen
 - iii. First Year Board Director - Danyel Anderson
 - iv. Nominations - John Koenig, Mary Lou Vehige
 - 1. Need to appoint someone for the open position - Lucia Johnson, Sharon Smith, and Ann Green are possibilities

XIV. Awards report - John

- a. New Professional of the Year
- b. Member of the Year
- c. 10, 25, 50 year members
- d. Omicron Sigma
- e. Keys to the Future
- f. Friends of MoCLS - Mike Michelson and Harry Hill

XV. PAC/Government Affairs/Licensure report - Renee

- a. See attached report
- b. GAC is a committee that deals with lab-related legislation, government regulations, and licensure (all levels)
- c. PAC is not a committee but an Independent Board that works to gain funds for a lobbyist on the Federal level
 - i. PAC can ONLY solicit ASCLS members, however donations may be received from members and non-members alike.

XVI. Membership report

- a. See attached report
- b. Membership Breakdown
 - i. Current members = 134
 - ii. Lapsed members = 139
 - iii. Renewed members = 16
 - iv. New members as of 1/1/2012 = 13
- c. Alesse to contact all "no-state" members of ASCLS to see if they are located in Missouri

- i. These are members on a National level who have not designated a State
- d. Prize/raffle for renewed members or relapsed members that have recently renewed

XVII. MSF report – Tom

- a. See attached report
- b. Renee (incoming President) to appoint new director of the MSF.
- c. Shelly sent flowers to mortuary for Tom Reddig
 - i. Donations can be made at www.muehlebachchapel.com.
- d. SOPs updated to reflect the name change of the Missouri Scholarship Fund to the Tom Reddig Missouri Scholarship Fund
 - i. Need to consider what name change entails with finances
- e. \$11, 181.86 in MSF account as of 3/9/2012
- f. Past meeting Board voted to table a motion to donate \$1.00 per member, but voted in favor to donate \$150.00 to the MSF
 - i. Tom Reddig motioned in MSF report to untable the motion of donating \$1.00 per MoCLS member to the MSF
 - 1. Debbie seconded Tom motion to untable the motion.
 - 2. Discussion
 - a. Motion to donate \$1.00 per MoCLS member to the MSF unfeasible due to current budget constraints. Motion to be reconsidered after deposit from the Spring Meeting and perhaps after the 2013 Quad-State Meeting
 - 3. Motion to untable failed due to budget constraints.
- g. Renee motioned the MSF funds collected at this meeting be moved and encumbered into the MOCLS Treasury Account until deemed appropriate to transfer funds into MSF
 - i. John seconded motion
 - ii. All in favor
 - iii. Motion carries

XVIII. PACE Report – Lucia

XIX. By-Laws Committee report – Hannah

- a. See attached report
- b. The SOPs are updated but still need to be edited/formatted by Sarah
 - i. These will then be sent to the MoCLS board for voting.
- c. Hannah will be attending the National Meeting in Los Angeles, California.
 - i. Will be a panel member for the Bylaws 101 round table session.

XX. Publications report – Sharon

- a. See attached report
- b. Sharon will be attending the National Meeting in Los Angeles, California.

- c. MoCLS logo
 - i. Update MoCLS logo?
 - ii. Put on hold since ASCLS and CLMA will be merging in the near future.
 - iii. Shelly emailed the MoCLS leadership with the MoCLS logo (as formatted by Jim Schoeberlein) that removes the blurred image effect when manipulated

XXI. Professional Affairs Report- Sharon

- a. See attached report

XXII. Webmaster report – Mark

- a. Nothing to report

XXIII. District Representative reports

- a. St. Louis – James Purnell
 - i. Has been working on Spring Meeting as AV contact
- b. Columbia – Alese Furnald
 - i. See attached report
 - ii. Just brought into position
 - iii. Knows where all bulletin boards are in the area hospitals
- c. Springfield/Joplin – April Hansen
 - i. No report-but suggested name to Renee to fill next year
- d. Kansas City/ Poplar Bluff-Cape Girardeau/Hannibal-Kirksville - Vacant

XXIV. Update on 2012 Legislative Symposium (March 19-20) - Tim and Renee

- a. The laboratory keeps getting cut
- b. Update fee schedule
- c. Fund money to title 7 schools (CLS schooling)

XXV. Upcoming Events:

- a. MoCLS Business/Awards Meeting – Thursday, April 19, 2012 at Millennium Hotel
 - i. Lewis and Clark Room at 12 noon
- b. Planning meeting – from 4:30-5:30-**Cancelled**
- c. 80th ASCLS Annual Meeting- July 17-21, 2012 - Millennium Biltmore Hotel, Los Angeles
 - i. Delegates
 - 1. President
 - 2. President Elect
 - 3. Student Director
 - 4. New Professional
 - 5. Two delegates-at-large based on MoCLS members (134 members)
 - a. Need to vote on delegates at Thursday's business meeting.

- ii. Rho Sigma Dinner – July 19 – looking into LA Live area at restaurant called The Yardhouse
- iii. Region VI Caucus meeting - July 20, 2012 in LA
- iv. 2013 Quad State(IA, KS, MO, NE) Spring Meeting - April 3 – 5, 2013 at La Vista Conference Center in La Vista, NE; Missouri responsible for Registration/Finances

XXVI. Renee motioned to adjourn Board Meeting

- a. Motion seconded by Debbie
- b. Board Meeting adjourned on April 17, 2012 at 2346.



Missouri Organization for Clinical Laboratory Science

Annual Spring Meeting Report

Date: April 16, 2012

Name: Rita Heuertz

Board Position: Treasurer

1. Meetings attended:

- 8/20/11: Emergency Budget Planning Teleconference
- 10/29/11: Fall Board Mtg at New Bloomfield MO Country Club
- 2/25/12: Winter Conference Call – unable to attend due to attendance at CLEC in Salt Lake City (2/23/12-2/25/12)
- 3/10/12: Unable to attend meeting but prepared Financial Report for President Schoeberlein to report
- 4/17/12: Spring Board Meeting

2. Goals/Activities/Projects:

- Submit annual e-990 report to IRS (required for tax-exempt organizations that have gross receipts of \$25,000 or less)
- Balance and reconcile all account transactions with checkbook, bank statement and BOD reports
- Chair the Finance Committee and prepare reports for each Finance Committee meeting/teleconference (~ 3-4 this year)
- Maintain all account balances and prepare and present regular reports for BOD meetings
- Identified a Certified Public Accountant (CPA) who reviewed MoCLS accounts and found them in great order – he answered questions the Treasurer had regarding BOD reporting
- Established “encumbered” status to retain minimal funds to be sure regular costs are able to be met
- Established Morgan Stanley worksheet that allows for reporting of account status to BOD at regular meetings
- Established communication with Morgan-Stanley reps to allow for withdrawal of funds from that account

3. Expenses (if any)

- Annual Treasurer bonding fee with Crane Insurance

4. To be completed by August:

- Finalize all documents for ease of transfer of accounts from current (Rita Heuertz) to new (April Hanson) Treasurer
- Work with new Treasurer to transfer bank accounts to her



Missouri Organization for Clinical Laboratory Science Annual Spring Meeting Report

Date: April 17, 2012

Name: Shelly Schoeberlein

Board Position: President

1. Meetings attended:

- 10/29/11 - Fall Board Meeting at MLACC
- 11/12 and 11/13/11 - Region VI Council in Kansas City, MO
- 2/25/12 - Winter Conference Call
- 3/10/12 – Winter Board Meeting at MLACC
- 4/3/12 – Region VI Council Conference Call

2. Goals/Projects/Activities:

- Conducted face-to-face and conference call meetings
- Submitted President's column to Publications Chair
- Submitted Omicron Sigma, Member of the Year and New Professional of the Year awardee/nominees to National
- Assisted Debbie Baudler with St. Louis Spring Meeting
- Assisted Awards Committee with selection and preparation of Awards ceremony
- Assisted Nominations Committee with E-ballot process thru SurveyMonkey
- Assisted By-Laws Committee with Handbook updates
- Submitted updates to webmaster for mocls.org

3. Expenses (if any):

- n/a

4. To be completed by August:

- Select delegates to National meeting in Los Angeles
- Assist in conducting planning meeting



Missouri Organization for Clinical Laboratory Science Annual Spring Meeting Report

Date: April 17, 2012

Name: Renee Setina

Board Position: President-Elect

1. Meetings attended:

- November 11-12, 2012-Region VI Fall Council Kansas City,MO
- February 25, 2012 - Winter MoCLS Telconference
- March 10, 2012-Winter MoCLS Board Meeting Jeff City, MO
- March 19-20, 2012 - ASCLS Legislative Symposium Washington DC
- April 3, 2012 - Region VI Spring Teleconference

2. Goals/Activities/Projects:

- Attended all meetings except for Fall board meeting.
- Testified in Senate hearing February 6, 2012 for SB 544 for Licensure of Clinical Laboratory Professionals.
- Assisted in email communications on licensure activity.
- Assisted ordering MoCLS & MSF award plaques.
- Assisted Spring Meeting Financial committee.
- Visited Senator Blunt, Senator McCaskill, Rep Emerson and Rep Long offices to discuss updating Laboratory Fee Schedule and renewing the Workforce Initiative Act.
Details in GAC report.

3. Expenses (if any)

- 4/17/12 MoCLS Treasurer for Awards reimbursement - \$183.25
- 4/17/12 MSF for Certificate Plaques reimbursement - \$51.90

4. To be completed by August:

- Submit 2012-2013 MoCLS Leadership roster to ASCLS.
- Plan & execute summer MoCLS Leadership planning retreat.
- Attend ASCLS Meeting July 17-21, 2012 Los Angeles, CA.



Missouri Organization for Clinical Laboratory Science Annual Spring Meeting Report

Date: April 17, 2012

Name: Sarah Schumacher

Board Position: 1st Year Board Director

1. Meetings attended:

- 10/29/11 – Fall Board Meeting at MLACC
- 03/10/12 – Winter Board Meeting at MLACC

2. Goals/Activities/Projects:

- Attended all Board meetings except February conference call
- Requested activities reports from District Representatives
- Attended Senate hearing February 6, 2012 for SB 544 for Licensure of Clinical Laboratory Professionals
- Assisted with emails to MoCLS Membership when requested
- Joined By-Laws Committee
 - Agreed to take responsibility for organizing the Handbook Update

3. Expenses (if any)

- none

4. To be completed by August:

- Attend MoCLS Leadership Planning Retreat
- Complete MoCLS Handbook Update
- Attend ASCLS Meeting July 17-21, 2012, Los Angeles, CA



Missouri Organization for Clinical Laboratory Science Annual Spring Meeting Report

Date: April 17, 2012

Name: Renee Setina

Board Position: GAC/PAC

1. Meetings attended:

- 9/13/11 ASCLS PAC Teleconference
- 10/11/11 ASCLS PAC Teleconference
- 11/8/11 ASCLS PAC Teleconference
- 1/12/12 ASCLS PAC Teleconference
- 2/6/12 Senate Hearing for SB 544
- 2/7/12 ASCLS PAC Teleconference
- 2/28/12 ASCLS PAC Teleconference
- 3/18/12 ASCLS PAC Meeting Washington DC
- 3/19-20/12 ASCLS Legislative Symposium, Washington DC

2. Goals/Activities/Projects:

- Chaired all ASCLS PAC teleconferences and meetings.
- Ordered new ASCLS PAC Appreciation Gifts:
 - 2012 ASCLS PAC pin - Burgundy
 - 2GB Jump drives
 - Recycled notepad/pen
 - Shopping bags
 - Cell phone charger stand (will be available at national meeting).
- Emailed ASCLS PAC communications to State Leaders.
- Held ASCLS PAC solicitations at Leg Symposium raised approximately \$3700.
- ASCLS PAC plans to allocate \$1000 to Rep Pete Stark, CA; \$500 to Rep Mike Thompson, CA and Rep John Tierney, MA
- Visited Senators Blunt, McCaskill and Rep Long, Emerson offices to discuss updating Laboratory fee schedule and reauthorizing Workforce Initiative to fund Title VII.
- Testified for SB 544 Licensure bill.
- Emailed licensure communications to MoCLS Leadership.



Missouri Organization for Clinical Laboratory Science

Annual Spring Meeting Report

Date: April 17, 2012

Name: Alese Furnald

Board Position: Membership Chair

1. Meetings attended:

- October 29, 2011
- February 25, 2012 Teleconference
- April 17, 2012

2. Goals/Activities/Projects:

A. Increase current member roster

- Go through lapsed member roster and get updated information about why they are lapsed
- Go through “no state societies” list and contact anyone that is in MO, Midwest or no state of residency listed
- Speak up!

B. Decrease lapsed member roster

- Go through roster and get more information about members

C. Increase renewed/new members

- Offer “prizes” to renewed members for rejoining- brainstorm
- Offer “prizes” to lapsed members for rejoining- brainstorm
- Speak up!

3. Expenses (if any)

- n/a

4. To be completed by August:

- See Goals Above



Missouri Organization for Clinical Laboratory Science Annual Spring Meeting Report

Date: April 20, 2012

Name: Tom Reddig

Board Position: Missouri Scholarship Fund

Also was on Nominations and Bylaws Committees

5. Meetings attended:

- a. All face-to-face meetings

6. Goals/Activities/Projects:

- a. Collect donations: will collect moneys from 50/50 raffle and, maybe a silent auction
- b. Make motions:
 - i. MoCLS donate \$150 to MSF: passed
 - ii. MoCLS donate \$1.00 for every active member: tabled
- c. Award scholarships: none requested

7. Expenses (if any)

- a. None

8. To be completed by August:

- a. Collect money from raffle, and maybe the silent auction if held
- b. Report amount of money in Fund: \$11,182.33 (as of April 19)

ACTION:

Untable the motion of MoCLS donates to MSF \$1.00 per active member.



Missouri Organization for Clinical Laboratory Science Annual Spring Meeting Report

Date: April 17, 2012

Name: Hannah D. Zane, Ph.D., MLS

Board Position: Bylaws Chair

1. Meetings attended:

- ASCLS Annual Meeting- Atlanta, Georgia-July 26-28, 2011
- MoCLS Fall Meeting-Meadow Lake Acres-Oct. 29, 2011
- Region VI Fall Council Meeting-Kansas City- Nov. 2011
- MoCLS Winter Teleconference - February 25, 2012 -
- MoCLS Winter Board Meeting - Jefferson City- March 2012

2. Goals/Activities/Projects:

- Review and update Bylaws and SOPs
- Finish updating Handbook
- Finalize formatting of Bylaws and SOPs
- Schedule meetings, and communicate with Committee members, MoCLS Board, and ASCLS Bylaws Committee, as needed
- Serve as Vice-Chair, ASCLS Bylaws Committee and ASCLS Region VI Bylaws Chair

4. Expenses (if any)

None

5. To be completed by August:

- Updating MoCLS SOPs to correlate with MoCLS and ASCLS Bylaws
- Review MoCLS Bylaws for compliance with National Bylaws and place in a two-column Bylaws/SOPs format
- Attend MoCLS Leadership planning retreat, as scheduled
- Attend ASCLS Annual Meeting July 17-21, 2012 , Los Angeles, CA:
 - Attend ASCLS Bylaws Committee Meeting
 - Participate in planning and conducting the Bylaws 101 Roundtable session
 - Serve as MoCLS Delegate, if elected



Missouri Organization for Clinical Laboratory Science Annual Spring Meeting Report

Date: April 17, 2012

Name: Sharon Duessel

Board Position: Publications Chair

1. Meetings attended:

- October 29, 2012 Fall Board Meeting
- February 25, 2012 Winter Conference Call
- March 10, 2012 Winter Board Meeting

2. Goals/Activities/Projects:

- Completed Spring 2012 Newsletter
- Met with Mark Parker to start working on the website, updating

3. Expenses (if any)

- None

4. To be completed by August:

- Summer 2012 Newsletter
- Re-vamp the website
- Post updates on website



Missouri Organization for Clinical Laboratory Science Annual Spring Meeting Report

Date: April 17, 2012

Name: Sharon Duessel

Board Position: Professional Affairs

1. Meetings attended:

- October 29, 2012 Fall Board Meeting
- February 25, 2012 Winter Conference Call
- March 10, 2012 Winter Board Meeting

2. Goals/Activities/Projects:

- Completed magnets
- Planned my facebook blast for NMLPW
- Wrote 2 articles for the Spring 2012 Newsletter
- Lab Week letter to send to membership with a magnet
- Sent my proclamation to the Mayor office.

3. Expenses (if any)

- None

4. To be completed by August:

- Follow up with the reading of the Proclamation
- Facebook Blast
- Lab week flier



Annual Spring Meeting Report- Columbia/Jefferson City District

Date: April 17, 2012

Name: Alese Furnald

Board Position: District Rep- Columbia/Jeff City

1. Meetings attended:

- October 29, 2011
- February 25, 2012 Teleconference
- April 17, 2012

2. Goals/Activities/Projects:

- Reach out to more MLT/MLS's. Send a mailer to lab directors of the area hospitals to give to their employees in their departments.
- Go to the Department head for Mizzou that takes care of students for the Nebraska Med Tech program; I will have direct contact with professors of the students because I will actually be in charge of some of the students that rotate through our hospital for clinicals (and many of them are from Missouri) so I can saturate them with information about MoCLS/ASCLS.
- "Anonymously" post fliers about MoCLS around the area hospital breakrooms

3. Expenses (if any)

- n/a

4. To be completed by August:

- See Goals Above