

**MoCLS Board Meeting – Meadow Lake Acres Country Club
New Bloomfield, MO
March 10, 2012**



Minutes

Members present: Shelly Schoeberlein, Renee Setina, John Koenig, Nancy Reddig, Tom Reddig, Sharon Duessel, Sarah Schumacher, Debbie Baudler, Hannah Zane

Members absent: April Hansen, Rita Heuertz, Samantha Whittaker, Kelci Cortrecht, James Parnell, Alese Furnald, Lucia Johnson, Ann Green, Donna Duberg

Guests: Tim R. Randolph, Region VI Director

I. Board Meeting called to order on March 10, 2012 at 1001.

II. Approval of February 25th, 2012 Conference Call Meeting Minutes

- a. John moved to approve 2/25/2012 Conference Call Meeting Minutes as written
 - i. Debbie seconded motion
 - 1. All but one in favor
 - 2. Tom Nay due to time constraints preventing thorough read-through
 - 3. Motion passed by majority vote
 - ii. February 25th, 2012 Conference Call Meeting Minutes approved

III. Treasurer's Report

- a. **See Treasurer's Report in PDF format**
- b. Current Checking Account Balance is \$2167.20.
 - i. Rita recommends a minimum allowable balance of \$3000.00 to cover encumbered expenses
- c. The Spring Meeting line item's necessity was questioned since there is a spring meeting checking account. This is needed since quad state meetings, and some other cases, require seed money.
 - i. Decision is to keep this line item in the MoCLS budget.
- d. A request for MoCLS to pay an Honorarium to Susan Martin (closing keynote speaker) was made by the Spring Meeting Planning committee (Debbie).
 - i. Susan is paying her own hotel and travel fees. She will also have a Vendor Booth.
 - ii. John motions for MoCLS to pay \$125 honorarium to the closing keynote speaker for the 2012 MoCLS/CLMA Spring Meeting.
 - 1. Sarah seconded motion
 - 2. Discussion

- a. Tom questioned this motion since the MoCLS Board has never paid a speaker.
 - i. It was explained that some speakers have been paid in the past but it usually comes from meeting funds, board usually not in control of this.
 - ii. Guidelines say MoCLS can sponsor a speaker with an honorarium (to update guidelines by removing actual amounts listed, or amending as “suggested”)
 - iii. Be it noted, MoCLS would like to sponsor the closing keynote speaker, with an honorarium.
 - 1. All in favor.
 - iv. Motion, as noted, passed for MoCLS to sponsor the closing keynote speaker for the 2012 Spring Meeting, Susan Martin, with a \$125.00 honorarium.
- e. Licensure Checking account in Jefferson City. Discussion of whether to keep account open or close account and add money to the MoCLS general account.
 - i. Reasons to keep account open- Auditing purposes, fundraising efforts, and future coalitions (see licensure section for more about a coalition).
 - 1. Other groups in a coalition would not want to put money in our general account, easier to have separate account to keep funds.
 - ii. Name on licensure account is MoCLS
- f. Treasurer is accountable for all money that comes in and goes out of the organization.
 - i. Needs to have a copy of all account activity so it can be included in their regular report
 - ii. We need a list of all accounts and who is on listed on each account.
 - iii. The President, Treasurer and Executive Secretary should be listed on any and all accounts
- g. The Finance Committee consists of the President Elect, Executive Secretary, Past President, and the Treasurer.

IV. Executive Secretary report – Nancy

- a. Morgan Stanley account update
 - i. Currently Rita, Renee and John are able to withdrawal from the account
 - ii. **Nancy** to deal with red tape and paperwork (**John** to bring paperwork to the spring meeting) so we can move forward with withdrawing money.

1. Balance as of December 31, 2011 is \$8804.52
- iii. What should we do with the money after withdrawing from the Morgan Stanley account?
 1. CD
 2. A money market would allow better access to the funds, has a shorter maturity time

V. President's report – Shelly

- a. Thanks to the nomination committee and incoming Treasurer April Hansen
- b. Constant Contact and STL Spring Meeting
 - i. Constant Contact keeps track of registration; makes reports for all that registered online; is able to blast email, do surveys, and promote upcoming meetings; has a teleconference site. May also be able to print badges
 - ii. Cost is \$40.00 a month
 - iii. Users are not able to register for more than 3 days for the hotel if they register through the website.
- c. Response to MSMA article in Legislative Report issue dated 1/26/2012
 - i. Response was sent to Tom Holloway (**Shelly** to forward response to MoCLS board)
 1. In initial response, we erroneously stated that the wrong committee was listed in the legislative report
 2. **Shelly** to apologize for this mistake in her next response
 - ii. Tom Holloway apologized for unprofessional tone of Newsletter dated 1/26/2012 and is open to communication
 1. Action is needed ASAP. Need to schedule face-to-face meetings, speak with MSMA and see what main concerns about licensure are and maybe allow some compromises
 2. Shelly to set up meetings, NOW, because it may take a series of meetings and may need to go through both of our boards before any decisions can be made. Tim is interested in attending all licensure negotiation meetings with MSMA

VI. Pres Elect report – Renee

- a. **Renee** to send out doodle for a retreat in the summer.
- b. Need to have a meeting at the Spring Meeting
 - i. On Thursday April 19, 2012 from 4:30-5:30 p.m.
- c. The first Board Meeting to be in August or September
- d. The Fall Board Meeting to be held around October
- e. Teleconference in January

VII. Past – President Report – John

- a. Nominations and Awards

- i. Nominations- put together a great slate of officers

VIII. 1st Year Board Director report – Sarah

- a. Emailed all the District Representatives but have not received any replies.

IX. 2nd Year Board Director report – Debbie

a. STL Spring Meeting update

- i. Phenomenal job Debbie!!
- ii. The final program has the exhibits incorrectly listed as being on Friday (dates are correct)
- iii. Only 4 openings left for speakers. (Could be used for student sessions)
- iv. Can have as many as 40 vendors. If needed, exhibit hall can be expanded
- v. 50 Cardinal tickets purchased, cost will be \$14 per ticket.
 - 1. When the tickets all are sold out, they're gone. Upper level, behind home plate.
 - 2. Stadium is within walking distance from the Conference hotel.
- vi. \$5.00 per day for parking, \$99.00 per night room rate
 - 1. Big thanks to May Purnell, Event Planner, responsible for these great prices
- vii. Each breakout room holds 70, 80-100 attendees
- viii. Students requested a session "Strategies for landing that first job"
 - 1. Panel set-up
 - 2. Discuss the ins and outs of interviewing
 - 3. Things that shouldn't be done
- ix. Spring Meeting profit projections are high but dependent on room bookings and attendance
 - 1. Need 28 rooms booked on Monday and Tuesday and 20 rooms booked for Wednesday night
 - 2. Maybe put together a financial report to determine impact of co-hosting a conference with CLMA
 - a. Need to factor in CLMA contribution of vendors
- x. There is no Emeritus option for meeting registration. National level offers the option for Emeritus members to register at meetings as such. This status comes with smaller dues and cheaper registration.
 - 1. Need to keep this in mind on future registration forms.
 - 2. This would be a decision to be made by the planning committee
- xi. There is no charge for exhibitor passes-this should be advertised to the Hospitals. There is also a discount for buying 5 or more institutional passes.

- xii. Need to send out info to the members without email addresses
- xiii. Still looking for people willing to moderate the sessions
- xiv. At meeting, we should advertise that if becoming a member (does not include renewing members) you will get several months for free since your membership will be valid until July 2013
- xv. Research Award
 - 1. Decision was made, unintentionally without MSF input, to do a plaque as an award instead of a cash prize
 - a. MSF MUST be involved in any decisions affecting MSF funds
 - b. Will order a plaque that can have the certificate dropped in
 - c. Plaques to be awarded to the research winner and the case study winner
 - d. If MSF could not provide the funds, then the prize would have come from meeting funds (decision made by program committee).
 - b. Tips for planning future meetings
 - i. Set the dates of the meeting as early as possible (many possible speakers and Vendors were already booked)
 - ii. Find the hotel before January
 - 1. Had trouble finding one with multiple breakout rooms

X. First Year Professional report – Samantha

- a. Is always out there promoting the profession
- b. Might only be able to attend the Thursday meeting and maybe a day session before starting work at 2:30 pm.
- c. Not sure if able to attend the National Meeting in Los Angeles

XI. Student Director report – Kelci

- a. Students can help at the Registration desk
- b. They have a list of students that are attending and who of those is willing to help out at the Meeting
- c. Students will help sell the raffle tickets.

XII. Nominations Committee report – John/Tom/Lucia/Ann

- a. Big thanks from John to Lucia, Mary Lou and Tom
- b. 2012-2013 Candidates
 - i. Pres Elect – Debbie Baudler
 - ii. Treasurer – April Hansen
 - iii. First Year Board Director – Danyel Anderson
 - iv. Nominations – Tom Reddig, John Koenig, Mary Lou Vehige

- c. Will use Survey Monkey E-ballot and will send paper ballots to those that do not have email addresses by March 16, 2012

XIII. Awards report – John

- a. Awards Committee is only in charge of ASCLS sanctioned awards
- b. Friend of the Society Award
 - i. Past winners: Beth Sheldon, Angie Koenig, Jim Schoeberlein, Mark Parker and Pauline Johnson.
 - ii. Nominees for this year
 - 1. Mike Michelson, Harry Hill.
 - 2. To be announced at the Business Meeting (during the awards) on April 19th, 2012
 - 3. If unable to attend Spring Meeting, will invite them to a future board meeting to present the award
 - iii. New Professional of the Year
 - iv. Member of the Year
 - v. 10 year, 25 year, and 50 year membership awards
 - 1. 50 year: Clyde Nelson
 - 2. 25 year: Rhonda Ferrett and Renee Setina
 - 3. 10 year: Mona Hebert, April Hansen, and Jason Small
 - vi. Omicron Sigma
 - vii. Keys to the Future
 - viii. Tim wants to personally recognize any SLU graduates active in the field. If you ever see the name of a SLU graduate, forward to him.

XIV. Government Affairs/Licensure report – Renee

- a. Licensure wish-list (strategic plan)
 - i. Define a Leader
 - ii. Organize Leg days
 - iii. Having this on paper will help people see a licensure plan and to know ahead of time what areas they can help with
 - iv. **FORM A COALITION**
 - 1. AMT may not be able to aid licensure with money but can contribute human resources
 - 2. Can solicit money for the Coalition at future meetings.
 - v. Will define fundraising, grass-roots, the phone message tree, communications, possible bill compromises).
- b. There will be a licensure session at the Spring Meeting
 - i. Decided that the best format would be a 45 minute presentation and a 45 minute panel discussion
 - 1. Would like to have Mike or Harry as a guest panelist
- c. Julia Witt may be a good asset for fundraising

XV. Membership report – Alese

- a. Current members = 128
 - i. Non-student members = 100
 - ii. Student = 28
 - iii. Lapsed members = 139
 - 1. Received very few responses when contacting relapsed members
 - iv. Renewed members = 0
 - v. New members as of 1/1/2012 = 2
- b. Will continue as Membership Chair for 2012-2013 – thank you!

XVI. PAC report – Renee

- a. Also serves as the ASCLS PAC Chair
- b. They have teleconferences every month
 - i. The mood and excitement to get things done has been very uplifting
- c. Will be continuing the PAC pins for donations
- d. There is a go-green initiative (tote bags)
- e. Will need to make new posters since the current posters have information about competitive bidding.
- f. Contributions to a few campaigns may happen in the future

XVII. PACE report – Lucia

- a. Nothing to Report

XVIII. MSF report – Tom

- a. Current balance of the MSF is \$11181.86
- b. **Tom** to contact people through EMAIL for help
 - i. Contact Student Director Kelci Cortrecht; is also the President of the Student Club.
- c. **John**, Alese, and CLS students to help with 50-50 raffle

XIX. By-Laws Committee report – Hannah

- a. Welcome Sarah!
- b. Has three main goals- About 75% done
 - i. Finalize formatting of Bylaws and SOPs
 - ii. Review and update Bylaws and SOPs
 - iii. Finish updating Handbook
- c. Hannah, Sarah, Tom, and John are working on the Position Descriptions in the Handbook
 - i. The Student Forum position is the same as the Student Board member (now to be renamed as Student Director in the Handbook)
 - ii. The Student Affairs is now known as the 1st year Professional Member

- iii. The Key Contact and the Russell-Kurt Chair Person are no longer needed and will be removed from Handbook
- iv. ASCLS requests that each state have a PAC representative
 - 1. Some have combined this position with the GAC
 - 2. Consensus vote held to determine if the GAC position should be renamed GAC/PAC
 - a. Name change accepted
 - b. Need to include the PAC description under the new title GAC/PAC
- v. A Spring Meeting Chair Position should be added to the Handbook
- vi. Website coordinator:
 - 1. Renamed as Webmaster and is not a leadership position
 - a. Will be included on the last page of the handbook
 - b. Remove the member requirement qualification
 - 2. Delete from the Leadership Directory
 - a. Only list as an organizational contact
- vii. Membership Development will stay as one position and will not be divided into Affairs and Recruitment.
- viii. The voting board consists of the Board of Directors. All other positions are termed Leadership and will be updated to reflect this.
- ix. Clarification was needed for the 1st and 2nd Year Board Director
 - 1. Position requires mentoring District Representatives and Committee Chairs, respectively.
 - 2. Drafts of Board Reports should go to the Directors first for review and approval and THEN be sent to the Board once finalized
 - 3. Accountability to get things done
 - a. The president has too many other responsibilities to make sure everyone is fulfilling their position responsibilities
 - 4. 1st Year Board Director can act as a liaison between the District Representatives, and the 2nd Year Director as a liaison to the Committee Chairs to pass along ideas that might help
- x. Update the District Representatives position descriptions:
 - 1. Reports to the Board of Directors through the 1st Year Board Member.
- d. Renee volunteered to review the SOPs.
- e. Hannah asked the Board to consider implementing Member Emeritus category status. It is defined in the MoCLS Bylaws and SOPs

XX. Publications report – Sharon

- a. See attached report
- b. Sharon to liaise with the webmaster to update the Website

- c. It was suggested that filtering updates and other requests through one person would help keep it organized
 - i. Publication Committee can fulfill this role
 - ii. Regular emails should be sent to the members with updates to the website.
 - 1. We need to increase our contact with members, help to keep them involved

XXI. Professional Affairs – Sharon

- a. See attached report

XXII. Leadership Development report – Renee

- a. Nominees to Leadership Academy for this year
 - i. No nominees at this point, but need to start taking advantage of this program
 - ii. Check to see what the 2012 deadline is

XXIII. Webmaster report – Mark (presented by Shelly)

- a. Shelly has requested updates to MoCLS website
- b. Shelly to email Mark about Sharon helping to update website

XXIV. District Representative reports

- a. St. Louis – James Purnell
 - i. Is a member of St. Louis Spring Meeting planning committee
 - 1. Is in charge of Audio/Visual
- b. Columbia – Alese Furnal
- c. Springfield/Joplin – April Hansen
- d. Kansas City/ Poplar Bluff-Cape Girardeau/Hannibal-Kirksville - Vacant
 - i. If anyone knows someone in these vacant areas, invite them to a meeting to come and learn about us
 - ii. Encourage them to become a District Representative

XXV. Upcoming events

- a. 2012 Legislative Symposium on March 19-20, 2012
 - i. Tim and Renee will be attending
- b. 2012 MoCLS/CLMA-St. Louis Annual Spring Meeting on April 17-19, 2012 at the Millennium Hotel, downtown St. Louis
- c. Board Meeting dinner on Tuesday, April 17, 2012
 - i. Possible locations
 - 1. Carmine steakhouse
 - 2. Crowne Plaza
 - ii. Debbie to look for restaurants with a private room. Will be carrying our papers with us

- iii. Annual (activities for entire year so far) Board Report deadline is **April 4, 2012- ALL to email reports to the board by this date**
 - 1. **Board Directors** to remind members they oversee (i.e. District Representatives)
- d. Business Meeting on Thursday April 19, 2012 (during lunch hour)
 - i. Announcing winners and handing out awards
- e. Planning Meeting on Thursday April 19, 2012 from 4:30-5:30 p.m.
- f. 80th ASCLS Annual Meeting July 17-21, 2012 - Millennium Biltmore Hotel, Los Angeles
- g. Rho Sigma Dinner: Missouri's turn to plan in LA,
 - i. Possible location LA Live for dinner
 - 1. Good prices and good location
- h. Region VI Caucus meeting scheduled for Friday July 20, 2012
 - i. Candidates for Director will be presented
- i. 2013 Quad-State (Iowa, Kansas, Missouri, Nebraska) Spring Meeting
 - i. April 3-5, 2013
 - ii. La Vista Conference Center in La Vista, NE
 - iii. Missouri responsible for Registration and Finances
 - 1. Can use a merchant hold on constant contact account after 2012 Spring Meeting. Present constant contact to quad-state planning committee to see if they want to pursue this option
 - 2. **Renee** to appoint
 - a. Looking for volunteers

- XXVI.** Debbie motioned to Adjourn Board Meeting
- a. Motion seconded by John
 - b. All in favor
 - c. Motion to adjourn Board Meeting passed
 - d. Board Meeting adjourned on 3/10/2012 at 1458.



Missouri Organization for Clinical Laboratory Science

2011-2012 Progress Report

Name: Sharon Duessel Board Position: Publications

Brief Definition of Position: See Position Description

2011-2012 GOALS: (List 2-3 goals you wish to accomplish this year)

- 1) **Publish two newsletters**
- 2) **Keep website up-to-date**

2011-2012 ACTIVITIES: (List activities and ideas to accomplish your goals)

Description of activity #1

Publish two newsletters

I had started working on a fall newsletter back in October/November but was unable to collect enough articles to finish. PLEASE send any articles or Kudo's, or even activities you would like to have in the newsletter. My Goal is to have the first newsletter out the first week of April so I can include articles about the upcoming conference and NMLPW. If I don't have enough articles to have it completed by then, my next goal would be to have it out in May to include articles about the meeting (how it went, any special announcements, etc). Unfortunately this option will make it tough to put out another one before the end of July.

Description of activity #2

Work with webmaster to keep website current

Once newsletters are complete, I plan to have them on the website ASAP. I was on our website the other day and it looks woefully outdated. Can we change the colors to a slightly different shade and rearrange things? I might be the only one who feels like our website looks outdated.



Missouri Organization for Clinical Laboratory Science

2011-2012 Progress Report

Name: Sharon Duessel Board Position: Professional Affairs

Brief Definition of Position: See Position Description

2011-2012 GOALS: (List 2-3 goals you wish to accomplish this year)

- 1) **Increase awareness of the Laboratory Profession**
- 2) **Planning for Lab week and governor's proclamation.**
- 3) **Publish at least 2 articles for SoShowMe**
- 4) **Update information on the Website**

2011-2012 ACTIVITIES: (List activities and ideas to accomplish your goals)

Description of activity #1

Increase awareness of the Lab Profession; obtain Mayor/Governor's Proclamation for Lab Week

I have emailed the STL mayor's office. I have not heard back yet. I will be calling both offices (Mayor and Governor) on Monday to get the ball rolling.

Description of activity #2

Brainstorm ideas for this year's lab week

Make handouts, maybe magnets again (maybe something with ASCLS promotion also)

I downloaded this year's NMLPW graphic. I will be making stickers and magnets. I have received the membership list from Alese and will be sending out a flier with information about Lab Week to members (will probably include a sticker and possibly a magnet). I also plan on doing a facebook blast to inform people in other professions about our work.

I also plan on including information in the spring meeting packets if possible.

Description of activity #3

Write an article about NMLPW for the winter publication

I'm in the process of writing an article for the newsletter.

Work with webmaster to keep website current

I need to have Mark update the minutes listed on the website. We don't have anything current on there