

**MoCLS Board Meeting – Meadow Lake Acres Country Club
New Bloomfield, MO
October 29, 2011**



Minutes

<input type="checkbox"/> Shelly Schoeberlein	<input type="checkbox"/> Rita Heuertz	<input type="checkbox"/> Alese Furnald
<input type="checkbox"/> Renee Setina	<input type="checkbox"/> Sarah Schumacher	<input type="checkbox"/> Tom Reddig
<input type="checkbox"/> John Koenig	<input type="checkbox"/> Debbie Baudler	<input type="checkbox"/> Lucia Johnson
<input type="checkbox"/> Nancy Reddig	<input type="checkbox"/> Samantha Whittaker	<input type="checkbox"/> Ann Green
<input type="checkbox"/> Sharon Duessel	<input type="checkbox"/> Kelci Cortrecht	<input type="checkbox"/> Hannah Zane
<input type="checkbox"/> April Hansen	<input type="checkbox"/> James Purnell	<input type="checkbox"/> Donna Duberg

Board Meeting called to order on 10/29/2011 at 10:30 A.M.

- I. Roll Call-** Shelly Schoeberlein, Hannah Zane, Rita Heuertz, Nancy Reddig, Tom Reddig, Sarah Schumacher, Alese Furnald, and Sharon Duessel (minutes)
- II. Approval of 4/6/11 Board Meeting Minutes and 4/7/11 Business Meeting Minutes.**
 - a. Tom moved to approve 4/6/11 Board Meeting Minutes and 4/7/11 Business Meeting Minutes
 - i. Hannah seconded motion
 - ii. Motion to approve 4/6/11 Board Meeting Minutes and 4/7/11 Business Meeting Minutes passed 10/29/2011 10:38 A.M.
- III. 2011 Annual Meeting Update**
 - a. Delegates
 - i. Alese stated they approved a new mission statement
- IV. Update from August 20th, 2011 finance meeting**
 - a. Morgan Stanley
 - i. No one had access to withdrawal
 - ii. John Koenig, Renee Setina, and Rita Heuertz submitted for withdrawal rights
 - iii. Money in account needed to pay lobbyist.
- V. Treasurers report-** See Attached Report
 - a. MoCLS holds a PACE license and can rent out
 - i. SLU used the license once and paid the \$50.00 rental fee
 1. One payment was for previous year's usage
 - ii. SLU is likely to continue to rent the license for faculty CE
 - b. Member dues
 - i. The dues paid on 7/23/2011 were from 1/1/2011- 3/30/2011, deposited after the dues for 4-1-11-6/31/11.

- c. Spring Meeting profit \$206.80
 - i. Beware of Audio-Visual
 - 1. Exuberant costs lowered the profit from the meeting
- d. Due to budget concerns, many line items that were not absolutely necessary were taken to 0\$
 - i. It should be noted that some board members opted out of reimbursement to help with the current situation

VI. Licensure Update

- a. Will we be re-submitting a Bill for 2012?
 - i. We have an unpaid bill of \$3000 to the lobbyist taken from the Morgan Stanley account.
 - 1. It's improbable that we can raise enough money by December 1st to resubmit Bill
 - ii. Options:
 - 1. Use 2012 to gain support, raise money, and rethink our strategy
 - a. Local CLMA may want to be neutral (stay in line with leaders)
 - 2. Involve the public-let them know that we're not licensed.
 - a. These are the people who's lives we affect everyday
 - i. Public leaders will listen to public, the more who know, the more backing we have
 - 3. Use the year for planning
 - a. Still have a leg day-our previous accomplishments will help our cause. Speak to the Senators and Representatives about who we are.
 - 4. Get the media involved
 - a. Hannah suggested morning news shows
 - i. Any volunteers?
 - ii. Also a possible idea-licensure bumper stickers (just throwing that one out there)
 - 5. Most of the new public leaders have only been in office ≤ 1 year.
 - a. Redistricting may have changed who our leaders are
 - 6. Rally the troops
 - 7. Hannah suggested an ad hoc committee for licensure
 - a. Composed of MoCLS, possibly CLMA, public members
 - b. MUST be organized. Starting with a plan and then including the other groups was suggested
 - iii. Find some way of continuity for Senator/Representative discussions- Keep in touch
 - 1. The general public is able to visit with Senators (even at their home). This could be used as a way to keep in touch or meet and greet.
 - iv. Future
 - 1. We should have someone from the general public testify at a hearing on why they think licensure is needed.

2. After the Region VI council meeting, we will have a teleconference (after Thanksgiving, before Christmas) to discuss our plans.
3. Host a “What is the licensure update?”
 - a. Offer pace credit and inform about the licensure efforts
 - b. We can use this as a chance to get contact information for people interested. Licensure roving update team.
 - c. Presentation can be given in person and/or Skype
 - d. Or we can set up teleconference pretty quickly, will need email addresses for the invitees
 - e. Presentation and then a Q and A session.
 - f. Market it by informing interested parties that the only cost is the long distance phone call. Essentially free PACE credit!!
 - g. Speak to Renee and Tim, ad hoc committee, determine who will present and gather current information.
 - h. Plan for after the Holidays but before Leg Day.
 - i. Email program information to education coordinators- but beware of possible backlash, this is a political issue.

VII. Membership Report- See Attached Report

- a. Tom Reddig is listed as an Illinois Member.
 - i. Lists may not reflect actual membership
- b. Alese has contacted all lapsed members who she had contact information for, also utilized Facebook and will make remaining phone calls upcoming week
- c. She is working with Kelci and Samantha to plan a social activity for new professionals and students to help retention
 - i. Rita suggested a day for Continuing Education, maybe have new professionals get CE credits and have students display posters
- d. Have a Human Resource recruiter at the Spring Meeting to help Students and New Professionals prepare for future employment.
 - i. Talk to Debbie
 1. ARUP recruiter
 2. Maybe Children’s Hospital Recruiter also

VIII. Bylaws- See Attached Report

- a. Hannah/ Bylaws Committee needs help organizing/updating/editing the Handbook.
 - i. It is approximately 70% complete
 - ii. Hannah is vice-chair at National Level, Chair at the Region and State levels for Bylaws
 - iii. Need volunteers to help updating handbook
 1. Sarah Schumacher volunteered to help
- b. First Year Professional vs. New Professional
 - i. A New Professional is anyone in the field for under 5 years

- ii. A First Year Professional (FYP) is a Board Position, on both the National and State levels.
 - 1. FYP can also be considered a New Professional, and can fulfill the New Professional Delegate Position
- iii. Comparison of dues for FYP versus New Professional
 - 1. Marked difference of due payments.
 - a. Pay much more as a New Professional than a FYP
 - b. A gradual due increase was suggested to help cushion the blow from Student (free), to FYP, to New professional (2nd year-5th year).
 - c. Maybe have proposal taken to the Board of Directors by Tim.
 - d. Also there is no price break in registration for meetings for the New Professionals.
 - e. The hope is that gradually increasing membership dues will increase our member retention rate from FYP to the next level.

IX. MSF and Nominations- See Attached Report

a. MSF

- i. Tom motioned for MoCLS to donate the annual contribution of \$150 to the MSF
 - 1. Rita seconded motion
 - 2. Discussion
 - a. Low on funds, still have to pay region dues
 - 3. All but one in favor
 - a. Nancy Nay due to funds
 - 4. Motion to donate the annual contribution of \$150 to MSF passed at 2:14 P.M.
- ii. Tom motioned that MoCLS award \$1.00 per active member to the MSF
 - 1. Motion seconded by Nancy
 - 2. Discussion
 - a. This motion tabled until the 2012-2013 year due to funds.

b. Nominations/positions

- i. Need three nominations to the MSF Scholarship Selection Committee
 - 1. Alese Furnal and Sarah Schumacher were nominated and accepted.
- ii. Alese unable to reach District Representative for the Columbia/Jefferson City area
 - 1. Alese has volunteered to fill this position if needed
- iii. Ann Green no longer wants to continue as District Representative for the Poplar Bluff/Cape Girardeau area. Will continue to be on Nominations Committee.
- iv. Offices open for 2012-2013
 - 1. President Elect
 - 2. Treasurer

3. 1st Year Board
4. Nominations

X. State meeting 2012

- a. Dates: Tuesday April 17th through Thursday April 19th
- b. Location: Millennium Hotel downtown
- c. Room rate \$90 for single/double
 - i. Attached garage, parking for \$5 a day (\$18 usually).
 - ii. Complimentary meeting rooms based food and beverage
 - iii. The Hotel has saved 4 tickets to the Cardinals Opening week for our use.
 1. 2 sets of two tickets
 2. These can be raffled off to raise money
 - iv. Av: we will have to pay electrical and internet for vendors
 1. Build into vendor rental?
 2. Sometimes in past we've had to pay for trash cans, chairs, etc in the Vendor Booth.
 - v. Rita to coordinate research
 - vi. Trivia/quiz bowl
 - vii. Session on licensure updates
 - viii. Sarah Schumacher to help on the planning committee
 - ix. Most planning will likely be done by teleconference
 - x. **Need a theme**
 1. Maybe something to do with the Trolley downtown
 - xi. Maybe include metrolink info in meeting packets.
 - xii. Ales to check with area restaurants to see if they will donate a gift certificate to raffle off, if we can guarantee certain amount of people for a dinner?
 - I. Dinner for a board meeting? Probably have 20-25 people
 - II. Look for places within walking distance from the hotel

XI. Quad State Meeting 2013

- a. Meeting possibly held in Council Bluffs, Iowa again
- b. Iowa, Nebraska, Kansas, Missouri
- c. Date to be determined.
- d. MoCLS will handle Registration

XII. Fundraising

- i. Have a fundraising event at the State Meeting
- ii. Maybe offer sessions throughout year where attendees donate money for Pace credit.
- iii. Raffle off a registration for the State Meeting
- iv. Raffle off a one-night hotel stay
 1. Must inform people that the one-night stay must be used at the meeting, cannot be used another time.
 2. Will reimburse winner if they've already paid for the room.
- v. Point of Care day

XIII. Alese motioned to Adjourn October 29th Board Meeting.

- a.** Motion seconded by Nancy
- b.** All in favor
- c.** Meeting adjourned October 29th 2011 at 3:10 P.M.



Missouri Organization for Clinical Laboratory Science

2011-2012 Report Form

Name: Rita Heuertz Board Position: Treasurer
Date: Monday 10/24/2011

2011-2012 ACTIVITIES

GOAL #1: Be proficient with budget spreadsheets and reporting mechanisms as well as other Treasurer-specific responsibilities.	
ACTIVITIES	STATUS
Activity #1: Perform funds input, outflow and recording mechanisms	On-going
Activity #2: Identify and maintain Treasurer Reports documentation (e.g., balancing and reconciling of accounts, tracking form for all financial transactions)	On-going
Activity #3: Contact Morgan-Stanley and submit forms requesting withdrawal privileges for Treasurer (Heuertz), Past President (Koenig), and President-Elect (Setina) – Proceed with requesting \$3,000 withdrawal to cover overdue fees due to our licensure lobbyist	Done – Awaiting response from Joseph Barnhurst of Morgan Stanley Smith Barney, Client Advisory Center
Activity #4: Maintain IRS documentation and submission of online paperwork in timely manner (annual Dec 15 deadline date for e-990 postcard submission)	Entertaining discussion on whether to change our name on the next IRS submission (due date Dec 15, 2011). If the decision is to change our name, what will the changed name be?
Activity #5: Make changes to the budget and label as “Recommendation for Corrected Budget” on the Expenses page of the BOD report.	Done
Activity #6: Maintain accountability for funds by annual outside audit (e.g., review of accounts by BOD member or CPA)	Performed last year – not necessary again until a change in Treasurer occurs
Activity #7: Complete and submit the W-9 form (Request for Taxpayer Identification Number and Certification) by 12/31/11.	Entertaining discussion on who is responsible for submitting this document. I have never filed this document before and have always thought it was part of the role of the Executive Secretary. However, Nancy sent this document to me.

GOAL #2: Review Morgan-Stanley reports and maintain a reporting system.	
ACTIVITIES	STATUS
Activity #1 Maintain contact with the Executive Secretary who is the recipient of Morgan Stanley statements and other important information and documents	On-going as necessary
Activity #2 Maintain the regular reporting of activity of the Morgan Stanley account for BOD meetings.	On-going
Activity #3 Generate interpretative summary of the account to date for BOD meetings.	On-going
Goal #3: Attend Board Meetings and other ASCLS/MoCLS activities.	
ACTIVITIES	STATUS
Activity #1 Attend as many Board Meetings as possible.	On-going
Activity #2 Attend annual state MoCLS-sponsored meeting	On-going
Activity #3 Be member of the Finance Committee for annual MoCLS meeting, if possible	As needed: Finance committee has met by teleconferences on 2/12/11, 7/12/11 and 8/20/11
Activity #4 Attend national ASCLS annual meeting	Was a delegate at ASCLS national meeting in Atlanta, July 2011



Missouri Organization for Clinical Laboratory Science

2011-2012 Report Form

Name: Alese Furnald

Board Position: Membership Chair

Date: Thursday 10/28/2011

2011-2012 ACTIVITIES

GOAL #1: Retain Student membership through New Professional Status	
ACTIVITIES	STATUS
Activity #1: Work with Student Director and FYP to create a network of students that understand the importance of being a member and keeping status when moving to NP	On-going; have connected with Samantha on multiple occasions discussing ideas we have about student activities and socials. Hard to find time to get everyone together and to find a central location for those to meet (overnight guests need a place to stay, etc) Still need to get Kelci into the loop of discussion
GOAL #2: Contact lapsed members and get them to renew!	
Activity #1: Email lapsed members	As of 10/23/2011 I have emailed every lapsed member that hasn't been contacted yet by another way and received two contacts back. One has renewed (Diana Inman) and the other I'm still working on (I think he works in another field now, Marcus Tipton)
Activity #2: Writing to lapsed members that have no email.	As of 10/24/2011 all letters mailed snail mail from Columbia.
Activity #3: Facebook messaging students that have not responded	As of 10/23/2011 I have sent messages or wall posts to everyone I could find on Facebook; some I just took a guess and hoped it was the correct person (keep your fingers crossed!)
Activity #4: Call lapsed members	On-going. I will contact those by phone that I do not get a hold of by next Wednesday (Nov 2).
Goal #3: Get new members!	
Activity #1: Tell everyone I meet about ASCLS and why I chose to be a member.	Always on-going. I have just started a new job and have a whole wealth of people that I can recruit! I'll keep everyone posted.

Sidebar:

I was thinking of trying to get some sort of raffle basket together through donations to raffle off to a recently renewed member that was previously lapsed. (Put names into basket and pull one out)...I don't know if it will work specifically for this year, but I can acquire stuff over the next couple months and start sending advertisements/emails out to those that are lapsed to entice them. I wouldn't need any money from the Org. to get this together, I just would need a non-profit sheet (I'm assuming we're non profit) to give to stores that require it before donations would be given. This takes weeks-months sometimes to hear back from large chains (Target, Walmart, Subway etc). Let me know your ideas on this matter!



Missouri Organization for Clinical Laboratory Science

MSF/Nominations Report
MoCLS Fall Meeting
Meadow Lake Acres Country Club
October 29, 2011

Money in account as of October 11, 2011-----\$11,016.07
Money made from the Silent Auction at the Spring Meeting-----\$969
Scholarship Awarded-----Kelci Cortrecht

Need President to appoint three members to the MSF Scholarship Selection Committee.

Suggestions: Lucia Johnson, Renee Setina, Mary Lou Vehige, John Koenig,
Sarah Schumacher, Alese Furnald
(Whoever is appointed must respond ASAP about scholarship candidates.)

Motion: That MoCLS donate the annual contribution of \$150 to the MSF.

Motion: That MoCLS award \$1.00 per active member to the MSF.



BYLAWS COMMITTEE REPORT
October 29, 2011

Name: Hannah D. Zane, Ph.D., MLS
Leadership Position: Bylaws Committee Chairman
Committee Members: Tom Reddig

COMMITTEE GOALS AND PROGRESS:

- 1) Initiate and coordinate amendments or updates to MoCLS Bylaws/SOPs, as necessary for compliance with the ASCLS Bylaws.
In progress and as needed.

MoCLS Bylaws are currently in compliance with the ASCLS Bylaws.

- 2) Update MoCLS 1999 Leadership Handbook to include Position Descriptions, other Content information:
In progress. To be completed for voting by Board and Membership, Spring 2012*.

***Requesting two (2) additional Ad-hoc Bylaws Committee members to assist with completion of this project.**

- 3) Update SOPs and correlate with Bylaws in a new side-by side- format.
Volunteer is needed to assist with formatting the document.
- 4) Additional responsibilities (Hannah): Vice-Chair, ASCLS Bylaws Committee; Chair, Region VI Council.
In progress and as needed.