



**MoCLS 2012-2013 Planning Retreat
Rock Lane Lodge
Branson, MO
June 16, 2012**

Minutes

Attendees: Renee, Shelly, Mary Lou, Rita, Sarah, Sharon (minutes)

- I. Meeting called to order on 6/16/2013 at 1000.**
- II. 2012 Annual Spring Meeting Report**
 - a. Held April 17th-19th at the Millennium Hotel- Downtown St. Louis
 - b. First Use of Constant Contact.
 - i. Used for online event marketing and registration.
 - ii. Pay for the services used. Monthly charge amounted to approximately \$40.00
 - c. Attendance
 - i. Downtown location was an attendance deterrent. Majority of Hospitals are located West, South of Downtown
 1. Research meeting venues outside of Downtown.
 - ii. Other events occurring at time of meeting, i.e. POCT, contributed to low attendance.
 - iii. Not many institutional passes issued. Hospitals have scaled back both in time off allowance and paying for employees to attend meetings
 - d. Consider shortening the meeting time to a day and a half, with a focus on a specific topic
 - e. _____ Purnell, wife of St. Louis District Representative James Purnell, was a MAJOR help with this event. _____ is an event coordinator, and was responsible for negotiating the \$5.00 parking rate and meeting room rates.
 - f. Balance of Springfield account as of May 31st, 2012 was \$31,797.10.
 - i. An additional \$1484.14 from pay pal to be deposited.
 - ii. Need a cashier's check for the hotel
- III. Finances**
 - a. Morgan Stanley account had a final balance of \$9035.08
 - i. Account is CLOSED!

- ii. \$3000.00 to be paid to Lobbyist.
- iii. Debbie to be reimbursed for Cardinal tickets
- iv. Check to Renee for trophy/awards reimbursement
- v. \$51.90 to be subtracted for certificate plaques from the MSF account.
 - 1. Only Nancy has access to this account currently

IV. 2012-2013 Roster

- a. No appointment for Student Director yet.
 - i. There is some confusion based on an email received in which a SLU student stated they were the incoming Student Director. However, no one present at this meeting is aware of this. The student is a sophomore which would cause a problem with the transition to the New Professional since she would still be a student in 2013-2014.
 - ii. We would like to have a student from Joplin fill the position. Program is opening back up 7/2/2012. See if Karen Atkins has anyone in mind
 - iii. OTC MLT program is also an option, however the program is only a year long and fast-paced, and students are non-traditional.
 - iv. Find out who the program coordinators are in Kansas City.
- b. Springfield/Joplin District Representative – Becky Boothe
- c. Membership Chair – Check with Alese, perhaps Sammy W, Maggie K., Bob Fisher
- d. 1st Year Board Director – Danyel Anderson
 - i. Oversees District Representatives
- e. 2nd Year Board Director – Sarah Schumacher
 - i. Oversees Committees
- f. Poplar Bluff – ask Mindy Alcorn, Vanessa Schwendemann
- g. Nominations –Shelly is Chair. John, Mary Lou voted in.
 - i. Need a third name- Tim?
- h. PACE Director – Lucia
 - i. MSF – Lucia and Rita
 - j. Scientific Assembly – Rita
 - k. Professional Affairs- Sammy?
 - l. Publications – Sharon, Maggie?
- m. Bylaws – Hannah has resigned
- n. Leadership Development – Tim
- o. GAC/PAC – John
- p. Spring Liaison – Renee
 - i. Ideally should start picking dates and a location two years before to prevent limitations.
- q. Kansas City Representative – Kelli Kraft? (Unable to contact). Speak to Lucia and Miranda

- i. Kansas City DR is joining to St. Joseph in the Bylaws. Will need to change the directory. Will need to do a bylaws change if redistricted (?).
- ii. Others – Julia Witt for fundraising? Kim Lemar?

V. 2013 Annual Spring Meeting

- a. La Vista, Nebraska
- b. Missouri is Registration
- c. Meeting Liaison – Renee
 - i. Rita and Shelly on registration committee
- d. Iowa has key people throughout the state who plan meetings. Once one meeting is complete, they immediately turn around and start planning the next

VI. 2014 Annual Spring Meeting

- a. MoKan, Missouri/Kansas alternating hosts

VII. 2012-2013 Goals

a. Fundraising – our Primary goal

- i. Goes hand-in-hand with membership
- ii. Do a “dine out” day at a restaurant where a percentage of proceeds go to MoCLS- Shelly to speak to manager at Trainwreck Saloon
 - 1. May not be able to write off dinner since we are not a not-for-profit organization
 - 2. Need to encourage the District Representatives to attend
 - 3. Maybe have the dinner cost \$20.00, with \$15.00 going to the restaurant and \$5.00 to our fundraising efforts
- iii. Maybe host a wine tasting – Renee
- iv. Buy baseball tickets and resell for small profit
- v. After enough money is raised consider sponsoring an Education Day
- vi. Make a goal-thermometer (graduated cylinder) to help us reach our goal

b. Increase our productivity

- i. Increased meetings – mini-teleconferences or face-to-face meetings
 - 1. More meetings=higher productivity
- ii. Encourage District Representatives to attend meetings
- iii. Make the meetings fun, perhaps a dinner meeting every two months.
- iv. Face-to-face meetings in August and October. Teleconferences in September and January – a defined short topic

VIII. Licensure

- a. Unable to proceed with licensure due to budget constraints.
 - i. Regroup. Focus attention on planning our next move.

- ii. Many changes to representation due to the recent redistricting.
- iii. Get an idea of how the political atmosphere is from Mike/Harry.
- iv. Must come to an agreement with the Family Practitioners (and MHA) before we can move forward
- v. Do a State Legislative Day even if no bill is submitted
- vi. Look into regulations for how much money raised can be placed into our licensure fund
- vii. There are new regulations for PAC donations, including: writing down the donor's name, address, employer and making sure money is credited to the PAC account within 10 days.

IX. Personal Goals 2012-2013

- a. Sarah Schumacher – Finish the Handbook
- b. Mary Lou – Work with Shelly to get a good slate of candidates. Need Secretary, First Year Board Directory, President-Elect, and nominations
- c. Sharon – Website
- d. Renee – Membership. We need to educate our members on what we do. Need to put a face to the profession with the general public- to bring in new professionals, to get more professionals that are not members to become members, and to show the public who we are and what we do which might also help with licensure.
- e. Shelly – Would like to see us come together more, conference call or face-to-face. Calls can be an hour long and on one topic, such as licensure, membership, or fundraising. Invite anyone who wishes to attend.
 - i. Encourage District Representatives to meet with their constituents. Increase interaction; invite using the membership list, contact people to see if they will attend. Maybe send out a monthly newsletter, or article about what's going on around the district

X. Future Board Meetings

- a. Look into a new teleconference company. May be able to use ASCLS PAC's number and then reimburse
- b. Would be a good idea to conference call in anyone unable to attend the face-to-face board meetings
- c. August 4th or August 11th
 - i. Invite Mike and Harry, can give them their Friend to the Society Award.
 - ii. Determine what the September teleconference topic will be.
- d. September – Teleconference
 - i. One during the week and one on weekend for those who can't attend during the week
 - 1. Tuesday Sept 18th?
- e. October 6th – face-to-face
- f. November – Teleconference
 - i. Tuesday Nov 20th

- ii. Fall Council Update
- g. January – Teleconference or face-to-face?
 - i. Saturday Jan 19th
- h. February – Teleconference
 - i. Tuesday Feb 19th
- i. Quad-State Board and Business meetings
 - i. April 3rd-5th

XI. SOPs

- a. Need a quorum present at meetings, need to update the SOP's with the specific number of directors necessary to reach a quorum
- b. The President or President Elect must be present at all meetings
- c. Annual Meeting – defined as the Spring Business Meeting
- d. Special Meetings (teleconferences)– can be called by the President if after polling the Board of Directors (BOD) that the majority agree that the nature of the business to be transacted requires immediate action
- e. Interim Meetings – the President may authorize meeting between the BOD and membership

XII. Handbook

a. Position Descriptions

- i. At the beginning of each position a note will be added saying that it can only be held by a professional or emeritus member, unless otherwise noted (Student Director). Collaborative members can be on committees but have no voting privileges.
- ii. At the beginning of each position description will be a bullet point that says 'perform duties common to all leadership positions.
- iii. Common to all positions
 1. Attend quarterly MoCLS Board Meetings and the MoCLS Annual Business Meeting
 2. Prior to each meeting, submit to the Board a quarterly or annual written report of substantive actions
 3. Lend support and insight at board meetings
 4. Regularly submit bills to the treasurer for reimbursement if applicable
 5. Submit a working budget for next year's activities to the Finance Committee prior to the Annual Business Meeting if applicable
- iv. **President**
 1. Required qualifications – Active member, President-Elect from previous year (or have met the requirements for President-Elect)
 2. Brief description – Oversee all state level MoCLS activities, respond to requests from the Region VI Director and from the National Board of Directors and other committees, serves on the Finance Committee
- v. **President-Elect**

1. Required qualifications – 4 consecutive years of active membership immediately prior to elections, of which 2 years were in a **leadership** position, elected or appointed.
 2. Recommended qualifications – A recent delegate to at least one ASCLS Annual Meeting.
 3. Brief Description – Serve on the finance committee
- vi. Past-President**
1. Brief description – Serve as advisor to the president. Oversee activities of the Awards and Nominations committees (**Note: deleted Leadership Development Committee**). Member of the Finance Committee.
 2. Duties and responsibilities – Chairman of Awards and Nominations/Elections committees
- vii. Leadership Development**
1. Brief description – Active member, has been president in the past. (**Note: removed 'past past president' – if the Past Past President is unable to handle this duty, then it should be appointed**)
- viii. Executive Secretary**
1. Required qualifications – Three years experience on the Board of Directors, serve on the MoCLS BOD as an ad hoc member with no voting privileges
 2. **Deleted 'file contents'**
 3. Brief description – To create a consistent contact person to facilitate transitions between the changing of officers and to keep and organize historical files and databases
- ix. Secretary**
1. Required qualifications – a current active member with 2 consecutive years of active membership prior to the election
 2. Recommended qualifications – knowledge of word processing programs
 3. Brief description – To manage the current information system and data generated within the term of service and assist the Executive Secretary in the management of databases and archival information
 - a. Take complete and accurate minutes at all Board of Director Meetings and the Annual Business Meeting. (**Change the SOPs to say Annual Business Meeting instead of just annual meeting**).
 4. File Contents
 - a. Electronic copies of official minutes from the previous 5 years and then transfers to the Executive Secretary for archival
 - b. The official minutes will include: 1. The agenda, 2. Current list of Leadership members present/absent (**Changed from 'Current list of board/committee members'**), 3. Minutes

- (deleted 'summary of'), 4. Written reports submitted by Leadership (Changed from 'board/committee members'), and 5. Any additional reports, papers, correspondences, etc.

ix. Treasurer

1. Required qualifications – Active member for 2 consecutive years prior to election. Must have integrity and a desire to maintain financial records and bonding. Basic knowledge of electronic financial record management.
2. Brief definition of responsibilities - Manage the financial affairs of MoCLS to include creating and managing the budget, handling all monetary exchanges, and coordinating all financial activities such as audits. File the IRS form 990N also known as e-post card annually if gross receipts have averaged less than \$25,000 for the immediately preceding 3 tax years. (Deleted 'by December 15' and changed 'more' to 'less').
 - a. Sarah to send to Mary Lou and Rita to help edit.
3. Need to speak to someone to make sure the money changing hands during the spring meeting doesn't count towards the \$25,000. We may take in more than \$25,000 during a meeting, but our debits would leave us with less than \$25,000 profit.

x. 1st Year Board Director

1. Required qualifications – Active Professional or Emeritus member of ASCLS for one year. Able to commit to a 2 year term (1st Year Board Director progresses to 2nd Year Board Director)
2. Brief description – 1st Year Board Director will serve as board liaison to all district representatives (Removed 'Coordinate, organize, and oversee activities for all committees').

xi. 2nd Year Board Director

1. Brief description – Serve as board liaison to all committee chairs

xii. First Year Professional

1. Required qualifications- Active MoCLS member, professional category, within the first year of entering the profession, preferably having served as the Student Director immediately prior.
2. Brief description – Identify, create, and enact activities, ideas and personnel to recruit, support, and retain new MoCLS members within the first 5 years of their professional career. The First Year Professional Director provides leadership to the Student Director and represents the interests of the First Year Professionals as a voting board director. Reports to President and Board of Directors.

xiii. Student Director

1. Term of office – One year (changed from two years).
2. Reports to the President and the Board of Directors. (Changed from 2nd Year Board Director).

3. Qualifications – Currently enrolled in an accredited CLS/CLT Facility educational program. Able to fulfill a two year term (Second year is served as the First Year Professional)
4. Brief description – Coordinate all activities relating to student participation in MoCLS and ASCLS. To encourage student membership and retention. To implement student recruitment and retention activities.

b. Committee Chair duties

- i. Recruit members to assist in committee duties
- ii. Maintain files and transfer promptly when necessary