



**MoCLS 2013-2014 Planning Meeting  
Meadow Lake Acres Country Club  
New Bloomfield, MO  
September 28, 2013  
Planning Meeting Minutes**

**Attendees:** Debbie Baudler (President), Sharon Duessel (President Elect), Sarah Schumacher (SOPs), Kristine Hayes (Promotion of the Profession), April Hansen (Treasurer), Mary Lou (Bylaws), John Koenig (GAC/PAC), Stephanie Godfrey (First Year Professional), Jackie Ensley (St. Louis District Representative).

**I. Planning Meeting called to order on 9/28/2013 at 1007.**

**II. Introductions**

**III. Purpose of a MoCLS planning meeting**

- a. To explain the structure of the organization to new members/participants
  - i. See the attached organizational chart
  - ii. ASCLS is a grassroots organization made up of 10 regions. Missouri, together with Illinois, Iowa, Nebraska, and Kansas, is in Region VI. There are three executive members on the National level: The President, the President-Elect, and the Past-President. In addition to the executive members, Secretary/Treasurer, First Year Professional, Student Forum President (elected by the student members), and the ten Regional Directors make up the National Board.
  - iii. Each Region has a Region Director, Secretary, Treasurer.
  - iv. The Region Council is comprised of the President and President-Elect from each state
  - v. On the State level the elected board is comprised of the President-Elect, President, Past President, Secretary and Treasurer (2 year terms, elected on alternate years), 1<sup>st</sup> Year Board Director, 2<sup>nd</sup> Year Board Director, First Year Professional, and the Student Forum Chair.
    1. The 1<sup>st</sup> Year Board Director is responsible for the District Representatives.
    2. The 2<sup>nd</sup> Year Board Director is responsible for the majority of the committees (a few committees report directly to the President)
    3. The Leadership is comprised of the Elected Board, the Committee Chairs, and the District Representatives.
  - vi. There are three annual meetings/educational events on the national level: the Annual Meeting, CLEC (Clinical Lab Educator's Conference), and the Legislative Symposium

- vii. MoCLS is funded through state member dues, proceeds from the annual state meeting, and fundraisers.
- b. Plan the goals for the year, things to accomplish

#### **IV. Website**

- a. John motioned to approve funding for the Dreamweaver website program.
  - i. Mary Lou seconded motion
    - 1. Discussion
      - a. Need prices before motion can be voted on
  - ii. Motion tabled until costs are finalized
- b. John moved to investigate the costs of the Dreamweaver program to bring to the voting board for approval.
  - i. April seconded motion
    - 1. Discussion- none
    - 2. All in favor-aye
- c. Motion to investigate the costs of the Dreamweaver program to bring to the voting board for approval passed on 9/28/2013 at 1050.

#### **V. Treasurer's report**

- a. **Region Assessment Due**
- b. MoCLS account has a current balance of \$18,184.79.
- c. 2013 Quad State Meeting profit- \$7,919.27

#### **VI. Position description/Handbook updates- See attached**

- a. Created a new Committee- Promotion of the Profession
  - i. Comprised of Publications, Social Media, Medical Laboratory Professional's Week (MLPW), Webmaster Liaison (President-Elect), and the Secretary (ad hoc member).
  - ii. Change 'Publications' to 'Newsletter'
    - 1. Goal is to have first issue out in November
- b. The Scientific Assembly Chair reports to the 2<sup>nd</sup> Year Board Director
- c. The Awards Committee Chairperson is automatically the Past President and reports to the President and the Board.
  - i. We elected to keep this as a separate position instead of rolling it into the President Elect
- d. The Nominations Committee Chairperson reports to the President and the Board
  - i. SOP's originally called the Nominations Committee the Nominations and Elections Committee. Shortened to 'Nominations Committee' and under job descriptions manage the elections.
  - ii. Committee is comprised of the Past President (Chair) and three elected officials
- e. The SOPS states to be eligible for Secretary and Treasurer they must be a member in good standing for 2 years.
  - i. To be eligible for the President-Elect position, must be a member in good standing for 4 years, and have served on the [Board of Directors] for 2

- years in an elected or appointed position. Changed Board of Directors to Leadership, since not necessarily on the Board. The four years can be in another State but the candidate will still need to have 2 years in a MoCLS Leadership position since every state is run differently. Candidate must also have attended at least 2 Board Meetings in the previous year.
- f. The Scientific Assembly Chairperson description is currently worded so that the Chairperson only covers one particular area of lab medicine. Should they be in charge of all of the fields?
    - i. Previously the Assembly consisted of members of each lab area, but now there is only one SA Chair. The SA Chair position description will be re-worded to encompass all of lab medicine. The SA Chair will be encouraged to recruit members for the different areas of lab medicine.

## **VII. President's report**

### **a. Goals for 2013-2014**

- i. Increase membership
  - 1. Possible SLU Faculty have some ideas
  - 2. Use the District Reps as a tool- have them offer a PACE accredited continuing education opportunity in their Districts. Offer it free for ASCLS members, charge non-members. Debbie will send out a PACE speaker form.
  - b. Dinners are a good idea
  - c. If event held before the Annual Meeting, can promote the conference and explain how ASCLS membership will get you a discount for the meeting.
  - d. There is currently no money budgeted in the District Rep line item.
  - e. Kristine to promote ASCLS/MoCLS in Hannibal/Kirksville since an affiliated site.
  - f. Promote member incentives
    - i. Meet and greets for networking
    - ii. First year discount (only for new professionals??)
    - iii. Let ASCLS be your guide to a new city. Network with other Lab Professionals and make new friends.
- ii. Fundraising
  - 1. Our two main sources of income are the revenue from the Spring Meetings and membership dues.
    - a. There is also, usually, a small fundraising activity at the Spring Meetings
- iii. Develop Committees
  - 1. Student Forum Committee
  - 2. Membership
  - 3. Debbie will send out an email to general membership asking for volunteers. List the committees (and give brief descriptions) in the email because most members may not know about our various committees.

**VIII. 2013-2014 Annual Spring Meeting**

- a. April 15-17<sup>th</sup> at the Overland Park Marriott in Overland Park, Kansas.
- b. Missouri in charge of the Finance and Programs Committees.
  - i. Need volunteers for the Programs and Finance Committees
  - ii. Tim and Debbie are co-chairs for the programs, and Rita is on the committee
  - iii. Nancy Reddig is the Chair of the Finance Committee, Renee is on the committee.
- c. Debbie to send a save the date flier to Alese to send to membership
- d. KC-CLMA in charge of the Social, Registration
- e. ASCLS-KS is in charge of the Exhibits and Publicity
- f. Consider bringing back the Student Bowl

**IX. Future Leadership Meetings**

- a. First Board Meeting-November 9<sup>th</sup>, 2013
- b. Teleconferences in January and March

**X. Licensure**

- a. Tim has been working hard on this, mainly by himself
- b. No professional Lobbyist this year, not in the budget
- c. Maybe a small ledge day in Jefferson City early in 2014
- d. Has the Bill been submitted?

**XI. Miscellaneous**

- a. Kristine needs contact info for other committee members.
- b. We need to improve the social aspect of our organization.
  - i. Have both a Linked in and Facebook page, to be published soon.
- c. Email the Board about a possible name change to ASCLS-MO
  - i. Need to email all of leadership to get opinions and give notice for a vote to be taken. If unable to attend the vote physically, have members send their opinion via email.
  - ii. If passed, we will need a new logo. Perhaps have a “design our new logo” contest. Post the choices at the spring meeting for ASCLS/MoCLS members to vote on.
    - 1. Prizes?

**XII. Planning Meeting adjourned on September 28, 2013 at 1410.**

Attachment provided by Sarah Schumacher

## Handbook revision questions

- Should maintenance of the Handbook go under a certain position description?  
Possible suggestions: Secretary, Bylaws Committee, make its own new position, or create an ad hoc committee every 5 years for a Handbook update (2015, 2020, 2025, etc) and have one position be responsible for compiling suggestions until each update.
  - Handbook updates will be the responsibility of the Bylaws Committee. It will be added to the position description to review the Handbook yearly. Each leadership position will be responsible for reviewing its description yearly and send any changes to the Bylaws Committee.
- We discussed renaming the MSF in honor of Tom. Has a name been decided on? The title of the position description should reflect the new name.
  - The name is now the "Tom Reddig Missouri Scholarship Fund (TRMSF)"
- Who should be the liaison between the Board and the Webmaster? It was mentioned under Publications, Promotion of the Profession, and Secretary. Or should Board to Webmaster liaison be its own position?
  - After discussion, it was suggested to re-organize the Promotion of the Profession Committee to include the following committee members: 1) Newsletter, 2) Social Media, 3) MLPW, 4) Webmaster liaison, which will automatically be the President Elect, 5) the Secretary will be an ad hoc member
- Who does the Scientific Assembly Chairperson report to? The Second Year Board Director, or directly to the President and Board of Directors?
  - Second Year Board Director
- Who does the Awards Committee Chairperson report to?
  - President and Board of Directors
- Does Awards Committee Chairperson need its own position description, or should it be under the responsibilities of the Past President?
  - We will keep them separate
- Who does the Nominations Committee Chairperson report to?
  - President and Board of Directors
- The SOPs originally said the "Nominations and Elections Committee." It was suggested at an SOPs update meeting at the 2012 spring meeting to change the name to just "Nominations Committee." OK? Or should we keep "Nominations and Elections Committee" since they take care of both nominations AND elections?
  - Change the name to Nominations Committee and it will be a duty of the Nominations Committee to manage the elections
- Who does the P.A.C.E. Coordinator report to? (P.A.C.E. is not mentioned in our Bylaws or SOPs)
  - Second Year Board Director

- According to the Bylaws, the Past President is chairperson of the Nominations Committee, and the Nominations Committee consists of 3 elected members. Are these 3 members besides the Chairperson (Past Pres)? 4 total members?
  - Yes, the 4 members of the Nominations Committee are the Past President and the 3 elected members
- Required qualifications for President-elect, Secretary, and Treasurer: According to the Bylaws, they must be a member in good standing for 3 or 4 years (depending on position) prior to election and must have served on the MoCLS Board of Directors for at least 2 years in an elected or appointed position. The old position descriptions required only 2 years of active membership. Do we want to use the Bylaws for the new position descriptions, or revise the Bylaws? Possibly change Bylaws from "must have served on the MoCLS Board of Directors" to "must have served in an elected or appointed Leadership position."
  - We will keep the 3 or 4 year membership requirement (clarify that it is in ASCLS and not just MoCLS), and change Bylaws from "must have served on the MoCLS Board of Directors for at least 2 years" to "must have served in an elected or appointed Leadership position in MoCLS for at least 2 years."
- There is nothing in the Bylaws or SOPs describing the Executive Secretary. Appointed vs. elected? Term of office? Qualifications? Should I just use the criteria from the old position description? (Appointed by the Board, One year term, Requires 3 years of experience on the "Executive Committee" of MoCLS). What is the Executive Committee?
  - The Executive Committee is the President-elect, President, and the Past President
  - We will keep the criteria from the old position description for now (the SOPs will be updated), and change "3 years of experience on the Executive Committee of MoCLS" to "a previous MoCLS President"
- The P.A.C.E. Coordinator position description mentions an "educational program/workshop chairperson." Does this exist, or was it just a generic term for anyone putting on an education program?
  - It was a generic term. It will be clarified in the position description.
- The Scientific Assembly Chairperson description is worded so that the Chairperson only covers one particular area of lab medicine. Is this correct, or should they be in charge of lab medicine as a whole?
  - Previously the Assembly consisted of members of each lab area, but now there is only one SA Chair. The SA Chair position description will be reworded to encompass all of lab medicine. The SA Chair will be encouraged to recruit members for the different areas of lab medicine.
- Are these awards still applicable: Sherwood Medical Professional Achievement Award?, Theriot Creativity Award?, Sigma Student Forum Leadership Award?, ASCLS Column of Honor Award?
  - Sherwood Medical Professional Achievement Award: yes, it is a National award, but the name has changed
  - Theriot Creativity Award: yes, National award

- Sigma Student Forum Leadership Award: yes, National award, no longer “Sigma”
  - ASCLS Column of Honor Award: No
  - Awards Committee Chairperson position description will say “see National ASCLS Award List”
- There are 3 committees defined as Administrative Committees in the SOPs: Bylaws, Finance, and Publications. Do these report to the Second Year Board Director like the Standing Committees? According to the SOPs, the Standing Committees are: GAC/PAC, Promotion of the Profession, New Professional, Membership, Awards, Leadership Development, MSF, and Annual Meeting.
  - Bylaws reports to Second Year Board Director
  - Finance reports to the President and Board of Directors
  - Publications Committee has been removed
  - Not all of the Standing Committees defined in the Bylaws report to the Second Year Board Director. The New Professional, Awards, and Annual Meeting Committees should report to the President and Board of Directors
- Is the Membership Committee Chairperson responsible for identifying "Old Faithful" members and awarding plaques/certificates at the Annual Meeting? Or the Awards Chairperson?
  - The Membership Committee Chairperson should identify the
    - 10 year members – certificate
    - 25 year members – “Old Faithful” plaque
    - 50 year members – plaque
    - Every five-year anniversary, members are also recognized at the Annual Meeting
    - The Membership Chair and the Awards Chair will determine who will present the awards at the Annual Meeting
- Duties and responsibilities under the MSF Fund Chairperson include: Arrange with the Annual Meeting Committee Chairperson: Annie Oller Lectureship. Does this still exist?
  - Yes, but it hasn’t been done in the last few years
  - The responsibility of defining a presentation at the MoCLS Annual Meeting as the Annie Oller Lectureship will be added to the Annual Meeting Chairperson position description.
- And are these still applicable? "Submit written motions at the first Board meeting of the fiscal year to include:"
  1. MoCLS gives its annual \$200 to MSF.
    - yes
  2. MoCLS diverts its \$250 from the Russell Kerr Loan to MSF.
    - no
  3. MoCLS gives \$1.00 per active member (using August membership roster to count) to MSF.
    - yes, August will be changed to September
  4. MoCLS gives "x" % of the revenue from the Advance Magazine to MSF.
    - no

- The position description for the MoCLS Annual Meeting Chairperson needs to be written.
  - This will be sent to people who have chaired the meeting in the past few years
- Publications Committee Chairperson and the Promotion of the Profession Committee Chairperson need brief descriptions of the positions written. Any volunteers?
  - Publications: no longer needed
  - Promotion of the Profession: Sarah will write the brief description and incorporate the new committee structure
- FYI: NMPW was changed to NMLPW in 2005, and NMLPW was shortened to MLPW in 2012.