



**ASCLS-MO Planning Meeting
New Bloomfield, MO
August 23, 2014**

In Attendance: Sharon Duessel, John Koenig, Rita Heuertz, Amanda Reed, Mary Lou Vehige, Rita Heuertz, Stephanie Godfrey, Tim Randolph, Monica Stumpf, Melissa DiMariano.

Not In Attendance: Deb Baudler, Renee Setina, Candi Barker, Uthayashanker Ezekiel, Lucia Johnson, Nancy Reddig, Jackie Ensley, Beth Jones, Mindy Sinning, Alese Furnald, Marisa James, Kristine Hayes, Marco Rossi, Ed Peterson.

1. Meeting Called to Order: Introductions - 8/23/2014 at 10 AM.

2. History of ASCLS-MO

- Started in 1949 as ASMT serving as a voice for state professionals
- Members serve as House of Delegates representing MO as well as on committees and at events at state, regional, and national levels
- Purpose of forming the society: promote the profession
- Goal this year: promote the profession
- Reference for additional historical information: ASCLS-MO handbook
- Hierarchy: grassroots organization with members at the top of the organizational tree

3. Current Leadership Roster

- Positions Open
 - Representative for the Springfield area and the St. Louis area
 - Medical Laboratory Professionals Week Coordinator committee member for Promotion of the Profession
- Membership Committee
 - Chair: Alese Furnald
 - Committee Members: Ed Peterson, Marisa James, Marco Rossi
- Leadership Roster
 - recommendation was made to include phone numbers and identification as to whether the numbers are of cell, home, or office phones
- Recommendation was made to ask student members to serve on Promotion of the Profession committee
 - Chair: Sarah Schumacher
 - Committee Members:

- Newsletter Editor: Stephanie Godfrey
- Social Media Coordinator: Jackie Ensley
- Ad hoc member: Rita Heuertz (secretary)
- Website liaison: John Koenig (Pres elect)
- Medical Laboratory Professionals Week Coordinator: Stephanie Godfrey

4. SoShowMe: Submission Deadlines for Entries are Oct 1 and May 1 annually

5. Leadership Handbook

- Kudos to Sarah Schumacher for her efforts over the last 2 years rewriting and updating the handbook!
- Distinctions between bylaws, SOPs (standard operating procedures) and leadership handbook were discussed.
- Voting members of ASCLS-MO were reviewed: President, President-Elect, Past President, Treasurer, Secretary, 1st Year Board Director, 2nd Year Board Director, Student Director, 1st Year Professional Director
- Individual Positions were reviewed and discussed
 - The Secretary asked the question of whether the meeting minutes need to include a complete report of each member of the leadership or if a synopsis could be in the minutes instead. The consensus of the attendees was that a synopsis of each leadership member's report was sufficient as long as the complete report was saved on the Secretary's USB/jump drive.
- New sections were added to the handbook
 - publications section
 - websites information
 - template for position reports at leadership meetings
 - template for annual business meeting reports: these were written in synopsis format to assist the ASCLS-MO President summarize state business to the Region VI Director
 - motion statement: copies of this page of the handbook will be brought to leadership meetings by the Secretary. Motions in the format of formalized statements written in exact verbage will be presented to the Secretary who will record discussion items, comments, amended versions of the motion, final vote tally and the date on the motion statement.

6. ASCLS-MO Stationery

- Logo: an Erlenmeyer flask with an outline of the state of Missouri centered in the base of the flask. ASCLS is printed inside the Missouri outline.
 - Discussion of logo proceeded with a recommendation being made to have "ASCLS-MO" printed inside the Missouri outline. This recommendation was agreeable to all attendees.

- Stationery: has a blue header with “American Society for Clinical Laboratory Science” in white letters centered in the middle of the header. The logo is on the left side of the header. In large bold transparent letters on the right side of the header is the word “MISSOURI”.
 - Discussion pursued and all attendees found the stationery acceptable if the change recommended above for logo was made in the stationery design also

7. Website change from mocls.org to asclsmo.org

- President Sharon Duessel will be in communication with the web manager about this change.

8. Student Memberships

- It was recommended that students in MLT/MLS programs get non-college, non-university email addresses before graduation (since colleges/universities discontinue email addresses for students shortly after they graduate).
- Graduating MLT/MLS students can provide these email addresses that are current and functional to the ASCLS-MO Student Director. The Student Director will then be able to continue communicating with students who transition into new professionals. This is important for several reasons:
 - To encourage graduating seniors to continue professionally as 1st Year professionals
 - To host/plan social events for students/1st Year professional members to develop friendships/relationships and networking possibilities. There is a line item in the budget for the student/1st Year professional to spend on these types of events. Also, there is an additional fund by and for the students (currently has \$350 in it).

9. General Leadership Goals Form

President Sharon Duessel generated a document for use as leadership reports that includes the 2014-2015 General Leadership Goals which are:

1. Promote the profession
 - a. Participate in at least one activity that promotes the profession/organization such as career fairs or student shadowing. If an opportunity arises but you are unable to participate, inform ASCLS-MO leadership in order to find a replacement.
 - b. Activities (list each one)
2. Membership/fund-raising
 - a. Become familiar with the membership categories and benefits to being a member of ASCLS and use this information to bring in new members
 - b. Activities (list each one)
 - c. Contribute to fundraising efforts by creating activities, donating items and/or supplying your time to help raise money for ASCLS-MO and the scholarship fund.
 - d. Activities (list each one)

3. Leadership development

- a. Create a succession plan for your position and be prepared to mentor the member who follows you. Keep track of the what, when and whys of what you have done in your position as you do them.

President Duessel also provided a line item on the leadership report template for 2014-2015 Position-Related Goals as follows:

1. Personal goal

- a. Activities (what you have done/are doing to accomplish your goals)
 - i. Activity 1
 - ii. Activity 2

2. Personal goal

- a. Activities (what you have done/are doing to accomplish your goals)
 - i. Activity 1
 - ii. Activity 2

3. Personal goal

- a. Activities (what you have done/are doing to accomplish your goals)
 - i. Activity 1
 - ii. Activity 2

10. President's Call to Promote the Profession

a. all board members were encouraged to complete at least one item (see general leadership goals document) - if not able to do this, please let President know so another member can do more.

b. discussion was entertained about the two new ASCLS membership plans (one for educational institutions and one for institutions with bench laboratorians). These group memberships include only a \$5 payment towards state dues which is a concern since annual dues are a large source of income for our state level society. Additionally, CLS journal memberships are now online which converts publication costs into general funds for ASCLS national. The big concern for us is that the \$5 per member we will be receiving is less than our current fee of \$15 which means we will be receiving \$10 per member less than we used to receive.

11. Fund-Raising - Call to Action

President Duessel asked everyone to submit one fund-raising event idea to her and the leadership will determine the top three events that we will then do.

12. Leadership Development

a. succession planning:

1. a suggestion was made that incoming ASCLS-MO Presidents hold the position of Secretary before assuming the role of President
2. discussion followed on mentoring of individuals for new positions by people currently serving in that position
3. discussion followed that each leadership member should generate a personal plan for mentoring the next person who assumes the position he/she currently holds

4. use of USB drives containing documents and templates is very helpful for mentoring, especially in positions where successions are people in various locations around the state
 5. the recommendation was made to document all events as you encounter them during your tenure in a position. This used to be done in a notebook; however, many people currently use a USB drive for this purpose.
- b. the decision was made to go home, think about our goals and then submit them to President Duessel in a short timeline.
- The POSITION-RELATED GOALS document has a 2 week timeline. This document is due to President Duessel September 6, 2014.

13. Development of a 5-year plan for ASCLS-MO

- a. the recommendation was made to link outcomes measures to the 5-year plan being developed
- EXAMPLE: Goal to increase membership - by 2015, our membership will be xxx
 - EXAMPLE: Goal to have a succession plan for development of leaders – by 2015, have an ASCLS-MO member participating in the ASCLS Leadership Academy
 - EXAMPLE: Fund-raising goals
 - EXAMPLE: Promote the Profession goals
- b. Leadership members were asked to send input on the 5-year plan to the President
- use Board Report format identified by Mary Lou Vehige and report at leadership meetings only on results, concerns and requests for action
- c. it was recommended to have a set agenda for reporting at each and every leadership meeting which will allow for an accurate template to be developed and followed by the Secretary at each leadership meeting
- Secretary Heuertz will send a minutes template to President Duessel for her review and input
 - ASCLS-MO Secretary: send meeting minutes in PDF format to the Webmaster for posting at the ASCLS-MO website
 - A general statement was made regarding leadership member reports:
 - The body of the report should tell what you have done to accomplish proposed goals. One should state problems, concerns and/or barriers and seek input and discussion. A request for action may indicate a need for a BOD vote.

14. Deadlines

Sep 6, 2014: submit goals to President Duessel

Oct 1, 2014: newsletter deadline - send newsletter items to Stephanie Godfrey

May 1, 2014: newsletter deadline - send newsletter items to Stephanie Godfrey

15. Next ASCLS-MO Meeting Date, Due Date for leadership reports,

Oct 18, 2014 is the next ASCLS-MO leadership meeting in New Bloomfield, MO.

It was decided that leadership reports need to be submitted to the Secretary in a timely manner so that synopsis statements can be generated for each position. It was determined that a 10-day time period was needed. All leadership member reports are due to the Secretary 10 days before the scheduled date of the next leadership meeting.

Oct 8th, 2014 is the deadline for leadership report submissions to Secretary Heuertz. Rita will make a single document of all reports and send the document to President Duessel with accompanying minutes. Sharon will send the reports document and the agenda to the ASCLS-MO assembly.

16. ASCLS-MO Role in the Annual Spring Meeting

- a. ASCLS-MO Treasurer will be on the finance committee of the spring meeting
- b. ASCLS-MO Scientific Assembly Co-Chairs will be responsible for poster presentations and helping to recruit speakers.
- c. ASCLS-MO Student and 1st Year Professional Directors will be involved in organizing a social event for students and new professionals.
- d. Since discipline-specific reviews for the Certification Exam were popular presentations at last year's meeting, it was suggested to continue this type of presentation.
- e. The newly revised handbook has Annual Meeting Guidelines on page 16.
- f. Exhibits - someone in management will be better able to find vendors
- g. Mary Lou Vehige will find her presentation on "Chairing a Professional Meeting" and meet with the meeting planners, Kristine Hayes and Alese Furnald
- h. Follow-up on the possibility of a spring 2015 joint conference of ASCLS-MO and Heart of America Association of Blood Banks (HAABB) will be done
- i. Discussion followed about having 1- or 2-day meetings with vendor sponsorship rather than exhibits (draped tables with electric power and insurance) - sponsorship of speakers, coffee breaks, etc

17. Resources and Licensure

Sharon will send out to the leadership the website link that allows leadership members to see current activity items and progress made on each task. The question was posed of whether we are going to work towards licensure this year or shall we consider certification. For licensure efforts, it was recommended to contact a legislative attorney for a one-time fee to discuss how to move forward with certification or licensure and to ascertain if they are equivalent.

18. Motion to Adjourn

Motion to adjourn: Rita Heuertz
Meeting adjourned at 2:45 PM.

Second: John Koenig