

## 2015 ASCLS-MO Leadership

### Minutes for 1/24/2015 Meeting

**MEMBERS:** Sharon Duessel, John Koenig, Debbie Baudler, Nancy Reddig, Rita Heuertz, Candi Barker, Kristine Hayes, Stephanie Godfrey, Melissa DiMariano, Monica Stumpf, Alese Furnald, Lucia Johnson, Elizabeth Jones, Tim Randolph, Mary Lou Vehige, Sarah Schumacher, Amanda Reed, Uthayashanker Ezekiel, Renee Setina, Jackie Ensley, Mindy Sinning, Marco Rossi, Ed Peterson, Marisa James, Feng Cao.

**In Attendance:** Sharon Duessel, Debbie Baudler, Rita Heuertz, Candi Barker, Kristine Hayes, Stephanie Godfrey, Melissa DiMariano, Monica Stumpf, Mary Lou Vehige, Amanda Reed, Uthayashanker Ezekiel, Feng Cao, Renee Setina.

**Guest in Attendance:** Terry Taff

**Leadership Meeting** - called to order on 1/24/15 at 10 AM.

#### Meeting Minutes Approval

Minutes of 10/18/14 Leadership Meeting (New Bloomfield)

Discussion: none

Motion by Rita Heuertz to approve minutes. Seconded by Stephanie Godfrey. Ayes: all present. Nays: none. Motion passed: minutes were approved.

#### LEADERSHIP SUMMARIES

**NOTE: FULL REPORTS OF ASCLS-MO LEADERSHIP MEMBERS ARE AVAILABLE AS SEPARATE DOCUMENTS.**

#### 1. President – Sharon Duessel

Promote the Profession: Gave two presentations to Rolla Highschool students in Mid-November. Agreed to give two presentations and this year's Spring HOSA Conference in March. Will be presenting at Britney Woods Middle School in early March.

Organization Liaison: Continue to act as liaison between National, Region, and State.

Submit Newsletter article: Submitted Fall article, Spring/Summer article in progress.

Increase Communication: Have communicated with leadership often and will continue to do so.

Membership: Received "Why I'm a member" stories from membership and will load onto website and put together for a new member packet. Have written an article on Membership vs. Certification and will submit for an interim newsletter.

#### 2. President-Elect – John Koenig

Not in attendance - no report

### **3. Past President – Deb Baudler**

Promote the Profession: Deb promoted the profession while doing a blood drive and at an undergraduate major's fair at the University of Illinois-Springfield.

Promote ASCLS: Deb recruited 18 students to join ASCLS and wrote an article discussing new ASCLS membership categories for the Fall SoShowMe Newsletter.

Establish Database of ASCLS-MO Awards recipients: Deb has gotten recorded information from minutes provided by several past secretaries and will continue this task at the level of past membership chairs.

Mentor Current President: Deb has worked closely with Sharon regarding date selection for Fall Board meeting and for selecting awardees for ASCLS award categories so awards are ready for 2015 Spring Meeting in Columbia.

2015 State Meeting - Nominations Committee: Deb has recruited meeting co-chairs and a site has been identified. She is working currently to send out speaker documents, PACE forms and speaker lists to co-chairs. Deb is monitoring progress of the Nominations Committee for nominees for balloting at the 2015 Spring Meeting.

### **4. Secretary – Rita Heuertz**

Rita and Candi Barker met at Commerce Bank in St. Louis and finalized transfer of names on the MoCLS checking account to Candi. Rita and President Duessel have established agenda and minutes templates that will allow for smooth meeting progression and ease of minutes generation.

### **5. Treasurer – Candi Barker**

Current expenses for the year have been \$5,110.58 and current income for the year has been \$7,475.60. The MoCLS checking account, as of Jan 24, 2015, has \$17,958.59 in it. New checks were ordered in the name of MoCLS, not ASCLS-MO. Since it is not certain how long it will take for the name change to finalize and Candi has payments to make, she will get new checks again when the name change is complete.

### **6. 1<sup>st</sup> Year Professional Director – Melissa DiMariano**

Promote the Profession: Melissa is creating presentation material to display at area high schools over the lunch period. She knows personally the value of this experience since this was done when she was in high school. Her display introduces the profession and shows different areas of the lab (Micro, Heme, Chem, BB). Currently, she is identifying supplies acceptable to bring into schools to engage the students, such as slides and microscope, phlebotomy tubes and possibly some agar plates.

Promote the Organization: Melissa has written a recruitment letter based on resources from the ASCLS website that she will send to CLS/MLS program directors to see if she can generate a mailing list of current students and recent graduates.

Concerns are (i) outreach to recent graduates since they usually do not continue using their school email accounts and (ii) types of resources that are acceptable to bring into high schools that will be engaging to high school students. Debbie Baudler has brought scope with slides of WBC, RBC, urine dipstick, yellow fluid doctored with sugar and protein, donor bags with red or

yellow dye to mimic red cells and FFP all covered with shrink cloth. Amanda Reed said that Barnes does a lot of things for Lab Professionals Week and have lots of things and ideas.

**7. 1<sup>st</sup> Year Board Director – Kristine Hayes**

Kristine has been encouraging her MLT students to be members. Kristine, along with Alese, as Spring Meeting Co-Chairs have been busy working on the 2015 MoCLS spring meeting. Kristine obtained a list of email/mail addresses of lapsed members and contacted everyone she knew on the list about renewing membership.

**8. 2<sup>nd</sup> Year Board Director – Stephanie Godfrey**

Promote the Profession: Stephanie will be giving a presentation in February 2015 at “Experience in Blood Banking”, a continuing education event offered at the Community Blood Center in Kansas City.

Fundraising Idea: Piece of the Puzzle Fundraiser and/or Guessing Game Fundraiser (how many items are in a jar).

Leadership Development: Stephanie is tracking and logging activities and items to create a succession plan for members that will follow in my position

Member Recruitment: Stephanie is engaging area reps for joint recruitment activities.

Newsletter: Stephanie communicates with members about articles for the ASCLS-MO SoShowMe. She completed the Fall Newsletter and submitted it to the President and ASCLS-MO Leadership in a timely fashion.

Concerns: Do we need to assign articles for the next publication of SoShowMe? Response was that we generally have 2 annually and number of pages are not of great concern: publish what we have. When will the next publication be due? after the spring meeting in May 2015. Stephanie is accepting articles now through the deadline. Sharon will send something on Membership.

**9. Student Director and Student Forum Chair – Monica Stumpf**

Monica has been looking at things to do around Columbia for social events. Kristine and Alese can offer suggestions for what to do in Columbia. Shakespeare's Pizza has rooms that can be reserved and is in walking distance from the hotel. SEMo, Mizzou, SLU, Boyce-Bynum, StLCC, OTC in Springfield (Danyel Anderson), Moberly Area Community College (Kristine Hayes). She found a T-shirt place that can do T-shirts for about \$7.95 cost to us per T-shirt. At SLU, we try to make about a \$10 profit/shirt. Cost could be \$15 for members and \$12 for students. Money must be paid up front for us to have the T-shirts. Estimate will be obtained for the total cost (screen cost plus cost per shirt of however many shirts must be purchased: screen will be kept for 2 years if we want more printed for an additional fee). Price to T-shirt supplier depends on the number ordered because price per item decreases as more T-shirts are ordered.

**10. Executive Secretary – Nancy Reddig**

Not in attendance - no report

**11. Government Affairs/ Professional Affairs Chair (GAC/PAC) – Renee Setina**

Nothing more to report than what was in her email statement

## 12. Bylaws – Mary Lou Vehige

Name Change History: Mary Lou is working on the legal name change for the organization from the original charter to the current name. What follows is the listing of names for the organization.

Missouri Society of Medical Technologists (MSMT) in 1949

Missouri Society for Medical Technology (MSMT) in 1974

Missouri Organization for Clinical Laboratory Science (MoCLS) in 1994

American Society for Clinical Laboratory Science-Missouri (ASCLS-MO) in 2014

Name Change Update: Mary Lou found that a legal name change must be filed through a lawyer. She contacted the Saint Louis University (SLU) Law Clinic for assistance. She obtained necessary information and documentation from the Executive Secretary, Treasurer, TR-MSF Chair and others. Mary Lou met with Patricia Lee, lawyer and professor with the SLU Law Clinic on 1/15/15. The lawyer will be working on the case. There is no definite timeline, however Professor Lee indicated the process could be completed by Spring 2015 (possibly before the spring meeting). There will be filing fees but the attorney will be doing the service au gratis.

Name Change Request for Action: Mary Lou received notification on 1/23/15 that the Board of Directors needs to officially grant her the power to represent the organization in the name change process.

**MOTION:** I move that Mary Lou Vehige as Chair of Bylaws be granted the legal power and authority to represent the organization in all aspects related to legally changing the name of the organization from the Missouri Society of Medical Technologists to the American Society for Clinical Laboratory Science-Missouri.

Motion by Sharon Duessel. Seconded by Deb Baudler.

No further discussion.

Vote: Ayes: all present. Nays: none. Motion passes.

## 13. 2015 Spring Meeting Liaison(s) – Kristine Hayes and Alese Fernald.

### 2015 Spring Meeting Liaison(s) – Kristine Hayes reporting.

Site: Doubletree, Columbia

Dates: April 8 and 9, 2015

Vendors: sponsorship letters have been sent out

platinum level: paid in cash by vendor, covers cost of a speaker

option exists to cover speakers

probably Siemens and Sysmex will be on board

Program Plans: 1.5 h sessions, 4 sessions/3 rooms per day: speakers and 3 laptops and 3 projectors will be needed: student poster competition during day in hallways

Room Rate: not determined

Room Block: not finalized

Food/Bev: will probably meet the food minimum

Room Rental: not determined

Ballroom: not determined

Exhibits: no exhibits, vendors will be sponsoring speakers

Board Mtg: April 8 evening

**2016 Spring Meeting Liaison(s) – Mary Lou Vehige and Terry Taff for 2016.**

The 2016 Annual Conference/Meeting will be a joint meeting with the St. Louis Chapter of CLMA. Terry Taff will be the Co-Chair representing CLMA. Mary Lou Vehige is representing ASCLS-MO until the ASCLS-MO Co-Chair is formally appointed.

**2016 Spring Conference Planning Activities**

1. Prepared meeting planning “History/Fact sheet” and sent several Request for Proposal (RFP) for the 2016 Annual Conference/Meeting beginning in October, 2014.
  - a. NOTE: Several responded that requested dates in April 2016 were not available (3 weeks were identified as options)
  - b. A number of possible sites were eliminated due to budgetary constraints (high guest room rates and/or catering costs)
2. Received a viable proposal from the Doubletree by Hilton, St. Louis-Chesterfield. After review Terry and Mary Lou did an on-site visit and discussion on December 18. The ballroom is appropriate for exhibits and meeting rooms are perfect for breakout sessions.
3. A formal contract was reviewed by Mary Lou Vehige, Terry Taff, Sharon Duessel (Pres), and John Koenig (Pres-elect). All found it acceptable. Mary Lou Vehige signed the contract on behalf of both organizations and mailed on January 8, 2015 (receipt received as of 1/24/15 from the hotel).

2016 Spring Conference Information (many hotels were already booked by Oct 2015 for spring 2016 - 1.5 year advance is recommended for the future). Terry recommends using Constant Contact for payments. From CLMA: Kathy Stanley (vendors), Terry Taff (registration) and Janet Cromien (Speakers). Representation from both organizations for each committee.

Site: Doubletree by Hilton, St. Louis-Chesterfield

Dates: Tue, April 5 - Thu, April 7, 2016 (Mon, April 4, blocked also as well as Thurs night)

Room Rate: \$135 per night, single/double + tax (current tax = 15.175%)

Room Block: 70 room nights total (10 Mon; 25 Tue; 25 Wed; 10 Thu)

- 80% (56 total room nights) required or penalty applies
- Cut-off date for guaranteed rate is March 5, 2016

Food/Bev: \$7,000 minimum excluding service, gratuity, taxes. (light lunches of soup, salad, dessert, bread, drinks <\$20/person/meal). We may move forward with hotel contract for breaks also. There is Starbucks in the hotel.

Room Rental: \$2,400 (\$200 per room per day; 4 concurrent rooms for 3 days)

- The chosen rooms have mounted LCD projectors & screens; hook-up charges will apply (we will only need laptops for those rooms as well as internet for the room if it is required)

Ballroom: Complimentary

- Exhibits, Lunch, Exhibitors Reception

Exhibits: Plan to use Heritage Exposition Services for booth set-up. Cost per booth to be determined

2016 Spring Conference What's Next (before April, 2015)

1. Contract Heritage Exposition Services
2. Complete Sub-committee appointments and define charges
3. Choose conference title/logo-Terry suggests a superhero theme
4. Develop a budget
5. Select/contract a "toolkit" for on-line registration, payment, etc. (e.g. Constant Contact)
6. Acquire past exhibitor list; develop and send Exhibitor/Sponsor Prospectus

**14. Scientific Assemblies Chair(s) – Amanda Reed, Uthayashanker Ezekiel**

Award money is available for competition winners (\$100 for research winner and \$100 for case study winner).

**15. Tom Reddig Missouri Scholarship Fund (TRMSF) – Lucia Johnson**

Report was presented by President Duessel since Lucia was unable to be on the teleconference. Pictures of Tom Reddig are requested. Sharon will load them to the website if available.

**16. PACE – Lucia Johnson**

Report was presented by President Duessel since Lucia was unable to be on the teleconference. Charge of PACE from ASCLS to MoCLS went from \$350 to \$550. Increased charge was approved for individual program charges from \$50 to \$75.

**17. Webmaster – Sharon Duessel**

Sharon will send out thank you gift cards of \$50 each to Matt Parker and Jim & Beth Sheldon. Website has been published. Attempting to create a password protected page for leadership purposes. Attempting to add paypal to accept donations for TRMSF and general fund.

**18. Awards Chair – Deb Baudler**

Deb has gotten recorded information from minutes provided by several past secretaries and will continue this task at the level of past membership chairs

**19. Nominations Chair – Deb Baudler**

**Members – Lucia Johnson, Beth Jones, Tim Randolph**

Deb is monitoring progress of the Nominations Committee for nominees for balloting at the 2015 Spring Meeting.

**20. Membership Chair – Alese Furnald (Sharon Duessel-Interim Chair)**

Members – Edward Peterson, Marisa James, Marco Rossi

Report was presented by President Duessel

MoCLS Membership	Number of Members
Current members	138

Lapsed members	101
New members (since 8/1/14)	39
Package members	27

ASCLS national currently has 7,350 members compared to 6,337 at this time last year. ASCLS national goals are 8,000 members minimum and 12,000 members as a great number to have.

**21. Leadership Development Chair – Tim Randolph**

Not in attendance - no report.

**22. Promote the Profession Chair – Sarah Schumacher**

**Members – Rita Heuertz (ad hoc), John Koenig (Webmaster Liaison), Stephanie Godfrey (Newsletter and Medical Laboratory Professional Week [MLPW]), Jackie Ensley (Social Media)**

Not in attendance - no report.

**23. District Rep: St. Louis – Feng Cao**

Greetings to our new rep, Feng! She sent out contact info to all St. Louis district members. She is sending out info on the spring meeting as it becomes available. She is organizing a Bacteriology Workshop Continuing Ed with Cari Orth (Micro lab of John Cochran VAMC) who is SWACUM regional director. Date is Sat May 9 or May 16, 2015 (TBD in early March). There will be a price to members of \$75.

**24. District Rep: Cape Girardeau/Poplar Bluff – Mindy Sinning**

Not in attendance - no report.

**25. District Rep: Kansas City – Beth Jones**

Not in attendance - no report.

**26. District Rep: Springfield – vacant**

Position remains vacant.

**27. District Rep: Columbia – Alese Furnald**

Not in attendance - no report.

**New Business:**

2015 Legislative Symposium: Sharon Duessel (John Keonig attending in place of), Monica Stumpf have budgets for this event

Fundraising: Continue identifying fund-raising opportunities

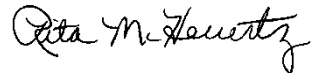
Newsletter: Sharon will send out requirements and Stephanie will send out reminders for articles.

Next Leadership Meeting: April 8th, 2015, in the evening in Columbia

Rolla job shadowing: Kristine will send Sharon info on a graduate who lives in the Rolla area and could shadow

Move to adjourn by Kristine Hayes. Seconded by Stephanie Godfrey.  
Meeting Adjourned at 11:30 AM, Sat 1/24/15.

Respectfully submitted,



#### **REMINDERS**

##### **VOTING MEMBERS:**

President, President-Elect, Past President, Secretary, Treasurer, 1<sup>st</sup> Year Professional Director, 1<sup>st</sup> Year Board Director, 2<sup>nd</sup> Year Board Director, Student Director

##### **OTHER POSITIONS:**

Executive Secretary, GAC/PAC, Bylaws, Spring Meeting Liaison, Scientific Assembly, Tom Reddig Missouri Scholarship Fund (TRMSF), PACE, Webmaster

##### **COMMITTEES:**

Awards, Nominations, Membership, Leadership Development, Promote the Profession

##### **DISTRICT REPRESENTATIVES:**

St. Louis, Cape Girardeau/Poplar Bluff, Kansas City, Springfield, Columbia/Jefferson City