



2014-2015 ASCLS-MO Leadership Meeting 10/18/2014

Minutes for Approval at the 1/24/2015 Teleconference

APPROVED XXXXX

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.

In Attendance: Sharon Duessel, John Koenig, Debbie Baudler, Nancy Reddig, Rita Heuertz, Stephanie Godfrey, Monica Stumpf, Lucia Johnson, Tim Randolph, Mary Lou Vehige, Sarah Schumacher, Amanda Reed, Uthayashanker Ezekiel.

Not In Attendance: Candi Barker, Kristine Hayes, Melissa DiMariano, Alese Furnald, Elizabeth Jones, Renee Setina, Jackie Ensley, Mindy Sinning, Marco Rossi, Ed Peterson, Marisa James.

Guests in Attendance: none

Leadership Meeting - called to order on 10/18/2014 at 10 AM (New Bloomfield, MO).

Meeting Minutes Approval

Minutes of 4/15/14 Board of Directors Meeting (KCMO during 2014 Spring Conference)

Minutes of 4/17/14 MoCLS Annual Business Meeting (KCMO during 2014 Spring Conf)

Minutes of 8/23/2014 Leadership Planning Meeting (New Bloomfield, MO)

Discussion: Elisabeth Jones is misspelled – Elizabeth should have a “z”

Motion by John Koenig: I move to approve minutes of all three meetings. Seconded by Nancy Reddig. Ayes: all members present. Nays: none. Motion passed.

Other Business/Discussion

On 9/4/14 by email communications, the following business was conducted.

Discussion: Sharon identified Moonlight Computing who offers free hosting of the ASCLS-MO website that has a \$10/year fee for the domain.

Motion by Sharon Duessel: I move to approve a maintenance fee of \$10.00 for 5 years, totaling \$50.00, to purchase the ASCLS-MO domain. Seconded by John Koenig. Ayes 7, Nays 0. Motion passed with a majority (78%) of the voting members indicating approval.

Discussion: Mark Parker has been maintaining our website (www.ascls-mo.org) for about 5 years au gratis. Jim and Beth Sheldon have been doing it lately. It was recommended that we make them "Friends of ASCLS-MO" and give annual thank you letters with gift cards. Shall a line item in the budget be initiated for the \$10 web fee and gift card (\$50 gift card for each of the two) which will be a total of \$150 line item fee? This can be initiated as a line item in next year's

budget. For this year, it needs to be a motion to pay "change line item Webmaster in budget to web support for \$150".

Motion 1 by John Koenig: I move that we change line item Webmaster in the budget to Web Support and add \$150. Deb Baudler seconded. Ayes all. Nays none. Motion passed.

Motion 2 by John Koenig: I move that we purchase two (2) \$50 gift cards for Mark Parker and Jim and Beth Sheldon. Rita Heuertz seconded. Ayes all. Nays none. Motion passed.

Handbook Approval

Motion by Sarah Schumacher: I move to approve the ASCLS-MO Leadership Handbook as updated. Seconded by John Koenig. Ayes all. Nays none. Motion passed.

LEADERSHIP SUMMARIES

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

1. President – Sharon Duessel

Sharon is working on Promote the Profession by attending a middle school career fair in May 2015 and also serving as lab science judge for Health Occupations Students of America (HOSA)'s spring competition. HOSA is endorsed by the US Department of Education and is composed of secondary and post-secondary/collegiate students. Towards Increasing Membership, Sharon sent information to all leadership informing them of membership benefits and plans to personally contact all members whose names are on the ASCLS lapsed member list. For fundraising, Sharon is in contact with artist Erin Weyers about selling her Microbiology-themed plates on the website and at the silent auction (spring state and summer national meetings). Sharon has generated Goal Leadership Forms for ASCLS-MO leadership and sets goal deadlines and sends reminders on a continual basis. Sharon wrote the President's column for SoShowMe and created a yahoo group where leadership can find templates, upload files and start discussions. Sharon is currently working on a President's Welcome Letter and list of memberships benefits for use in recruitment. She has created 2 surveys: (1) to gauge why members join, what they expect from membership, and what they hope to see in the future; and (2) to identify complaints of lapsed members.

Discussion: Sharon wants to send New Member packets to new members. Andrea Hickey (Sherry Miner's successor) can be contacted about identification of state membership. Region VI Director, Suzanne Campbell, can be notified about the issues associated with identification of new state members.

Request for Action: I move that ASCLS BOD investigate the development of a method for notifying new membership to the states. Ask Suzanne to take it to the board.

2. President-Elect – John Koenig

John has been working on his personal goal of recruiting annual meeting chairs for the 2016 St. Louis state meeting. Planning is underway. He has contacted CLMA-St. Louis to co-sponsor a meeting in St. Louis during spring 2016. Terry Taff (Mercy St. Louis, MLS Program Director) is an active CLMA member and has co-chaired spring meetings in the past. She is an excellent person

to ask for input into CLMA involvement. Mary Lou Vehige has agreed to advise spring meeting co-chairs on finding a hotel and setting a date for the spring 2015 meeting.

3. Past President – Deb Baudler

Deb promoted the profession at a CLS Club-sponsored blood drive and will be participating in the Caps Honor Major's Fair at Univ of IL at Springfield (UIS) this fall. Deb recruited 18 UIS CLS majors to join ASCLS and used the category of university membership bundle. Deb wrote an article for the Fall 2014 SoShowMe newsletter discussing the new membership categories. Deb is working towards establishing a database for ASCLS-MO Awards tracking. She has been working with President Duessel to set a date for the fall board meeting.

Request for Action: Add \$5 state membership fee for student memberships since national ASCLS fees have been reduced from \$25 to \$5. This will offset loss of revenue from members who may sign up through new membership categories [State membership dues reduced from \$15 to \$5] and generate a little extra revenue since Students will be encouraged to sign up for attending State meetings at reduced cost and number of student members is significant.

Suggestion: Deb encouraged members to educate the public about the medical laboratory profession during blood drives.

4. Secretary – Rita Heuertz

Rita submitted her position goals to President Duessel (9/12/14). She has generated USB drives for Treasurer (which has been passed on to the current Treasurer) and Secretary (newly generated) positions. She is working with President Duessel in generating an Agenda and Minutes template for sustained continuity in this regard. She is working towards identifying items for the silent auction and intends to participate in the TR MSF, both of which will occur at the spring meeting. Rita has been working with past and current Treasurers to identify how to transfer the Treasurer account to the current Treasurer. Banking regulations at Commerce Bank have changed and documentation is now required for this transfer to be allowed. The Articles of Organization and Meeting Minutes signed by the Secretary indicating Candi Barker as the newly elected Treasurer are now needed. I have submitted the signed Meeting Minutes of the Annual Business Meeting dated 4/17/14 to the current and past Treasurers and other members of ASCLS-MO leadership. As per the past Treasurer, my name is on the signature card so I have been in communication with the new Treasurer to identify a time when we can both meet at the same Commerce Bank to transfer the account.

Concern: Rita stated that this transfer of accounts from one treasurer to the next has always been problematic. A resolution needs to be identified and input needs to be provided to the current Treasurer so she can put the problem resolution into effect as she initiates a new account for ASCLS-MO.

5. Treasurer – April Hansen continues while incoming Treasurer Candi Barker works towards transfer of bank documents to her name.

Not in attendance – nothing to report.

6. 1st Year Professional Director – Melissa DiMariano

Melissa and Monica (Student Director) wrote an article about Ebola virus and how lab professionals can protect themselves in the lab.

Concern: Melissa would like input/advice on how to spark interest in membership.

Discussion on the Concern: Ideas discussed were as follows:

- New Membership package identified by President Sharon Duessel
- Record MLS stories at spring meeting and post on social media
- Volunteers in each area of the state go into labs to talk up ASCLS
- Identify CEU opportunities to increase membership
- Suggested to target membership increase after pairing up with another group, such as ASCLS with ASCP, ASCLS with CLMA

Not in attendance – nothing more to report.

7. 1st Year Board Director – Kristine Hayes

Not in attendance – nothing to report.

8. 2nd Year Board Director – Stephanie Godfrey

Regarding Promote the Profession, Stephanie has an “in progress” presentation for the KC Community Blood Center EXPERIENCE IN BLOOD BANKING for CE credit. For Membership, Stephanie has shared new membership categories with her lab supervisor. Fundraising: Stephanie recommends Piece of the Puzzle and/or Guessing Game Fundraisers (e.g., how many items are in a jar?). Leadership Development: Stephanie is tracking her activities as a succession plan. She has been mentoring professionals to join ASCLS and engaging area reps for joint recruitment events. Finally, Stephanie has been diligently working on the ASCLS-MO SoShowMe Newsletter and will be submitting the newsletter to the President and Society Leadership in a timely manner.

Concern: Stephanie expressed concerns about having time and ability to communicate and coordinate all her activities.

9. Student Director and Student Forum Chair – Monica Stumpf

Monica has contacted the President of the MLS Student Club at SLU and set the date of Nov 6th to advocate for ASCLS membership. She has identified the fund-raising idea of printing T-shirts with our new ASCLS-MO logo and is awaiting funding advice on how to proceed. Regarding succession planning, Monica is keeping records of everything she does as Student Director (on jump drive?). Monica is working towards unification of student directors nationally by participating in their Facebook presence and organizing a dinner/outing for all student directors and FY Professionals at the national meeting this summer.

Concern: Monica does not understand how to obtain PACE approval for a tour of the brewery. She wants information on how many objectives are needed and how to write the objectives.

Discussion: Lucia Johnson will assist Monica as needed.

10. Executive Secretary – Nancy Reddig

MoCLS name change to ASCLS-MO has not yet occurred. We were formed as a pro forma decree in circuit court in St. Louis. Name change form is needed and Nancy did this in KCMO. It

needs to be submitted to circuit court in St. Louis since organization was formed in St. Louis. Nancy will go in next week to reinstate us Doing Business As (DBA) MoCLS. We need to be MoCLS until the formalities of name change are complete and final. Mary Lou will go to St. Louis circuit clerk court office and submit the application for DBA.

Spring meeting check book is still in Nancy's possession. She will do finances for 2015 spring meeting. Chair of Finance Committee (Treasurer Candi Barker) needs to call a Finance Committee meeting before the spring meeting.

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

Not in attendance – nothing to report.

12. Bylaws – Mary Lou Vehige

Mary Lou is in the process of contacting neighborhood schools at the elementary/middle school level for potential science class presentation. Mary Lou will make a contribution to the TR MSF for fund-raising. For succession planning, Mary Lou reports that she has prepared a jump drive for the next Bylaws Chair and is in the process of identifying and mentoring her successor. Mary Lou has been highly active with the Bylaws update and continues the update process by assuring consistency and adding updates as needed. Mary Lou wrote an article for the SoShowMe Newsletter and met the Oct 1, 2014, deadline. Mary Lou has been in communication with the chairs of the 2015 ASCLS-MO Spring Meeting and provided them with an informational “Meeting Planning” powerpoint presentation, sample budget checklist, sample site inspection checklist and sample “Sponsorship Letter” for recruiting sponsors.

Concern: Mary Lou expressed concern that there is a need for easier and more efficient planning of future conferences. She identified that a template could be developed for reporting events associated with conference planning. This would help with planning of future conferences as well as for logging comparisons from year-to-year. Full reports of annual meetings have become a lost report. It has been a diminishing item every year until now we have little/no reports. These final meeting reports in template format will be helpful for future meeting planning.

Suggestion: “Save the Date” templates and vendor lists need to be passed on year to year.

Added Info: Mary Lou will be acting as a 2016 meeting organization assistant. Terry Taft will be co-organizer.

13. Spring Meeting Liaison(s) – Kristine Hayes, Alese Furlese

Not in attendance – nothing to report.

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

Towards Promote the Profession, Amanda has been active promoting the profession via social media at the Saint Louis University (SLU) Medical Laboratory Science (MLS) pages and has actively recruited students to be MLS majors. Regarding Membership, Amanda invited SLU clinical affiliates to purchase group ASCLS membership through the SLU MLS bundle as well as promoting the profession on the SLU MLS Facebook page. An idea for fund-raising is to host an ASCLS-MO trivia night and Amanda has identified space for the event. Amanda plans to contact

the editor of Alive Magazine for a story about MLS during lab week or woman's history month since labs employ a large number of women. Regarding Leadership Development, Amanda and Uthay have been active annually with the Student Research and Case Study Poster sessions at the annual spring meetings. Both intend to volunteer to help with the state meeting planning. Uthay wrote and submitted an article entitled "Ebola: Past, Present, Future" to meet the October 1 deadline for SoShowMe article submissions. He received notice that his talk "Epigenome and Human Health" has been accepted as a seminar presentation at the national ASCLS meeting in Atlanta in Summer 2015.

Discussion: Amanda and Uthay will be members of the Program Committee for the 2015 spring ASCLS-MO meeting.

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

We made \$638 from candy bar sales.

16. PACE – Lucia Johnson

ASCLS PACE fees are being increased to about \$550. ASCLS-MO is an annual provider of >15 contact education units (CEU). The fee for this providership has increased from \$350 to \$550 annually. As a reminder, CE ORGANIZER must be used for all PACE credit. ASCLS-MO needs to increase PACE fees currently at \$50/CEU to \$75/CEU. Examples of locations using ASCLS-MO PACE services are Heart of America Blood Bank (HABB) and Saint Louis University (SLU).

Motion 1 by Lucia Johnson: I move that we increase the non-ASCLS-MO PACE approval fee from \$50 a program to \$75 a day. Seconded by John Koenig. Motion passed.

Motion 2 by Deb Baudler: I move to increase the line item for PACE in the 2014-2015 budget from \$350 to \$550. Seconded by Nancy Reddig. Motion passed.

17. Webmaster – Sharon Duessel

See web discussion above under Other Business/Discussion.

18. Awards Chair – Deb Baudler

Nothing to report.

19. Nominations Chair – Deb Baudler

Members – Lucia Johnson, Beth Jones, Tim Randolph

Positions need to be filled.

Executive Secretary: Rita Heuertz volunteered

President Elect:

Secretary:

First Year Board Member:

Nominations Committee: 3 members needed

20. Membership Chair – Alese Furnald

Members – Edward Peterson, Marisa James, Marco Rossi

Not in attendance – nothing to report.

21. Leadership Development Chair – Tim Randolph

Tim has contacted all MO MLT/MLS Program Directors to encourage them to Promote the Profession. He is in the process of organizing a MO Leg Days in January to promote licensure. Towards membership, Tim has enrolled all SLU MLS students as student members, sent a letter encouraging all SLU educational preceptors to join ASCLS under the SLU group membership package and sent a letter to lab directors of SLU clinical affiliates encouraging them to join ASCLS under the SLU membership package. Tim's fund-raiser idea is to set up a SCRIPTS account at Schnucks which he has done. He is working towards identifying items for the silent auction and TR MSF events at the spring meeting. Regarding succession planning, Tim is in progress with creating a jump drive containing all needed materials. Tim has contacted the President and President-Elect about extraordinary stories of our past Key to the Future winners.

Discussion: At national level, it was decided that state President, President Elect, Leadership Chair, and Annual Spring Meeting Chair need to remember students and new professionals at each of the state spring meetings.

22. Promote the Profession Chair – Sarah Schumacher

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

Succession planning: Sarah has been tracking her activities to date. Sarah has identified members of the Promote the Profession Committee (see above).

Concern: Two sections in the handbook were not updated: the President's files and the annual meeting criteria and operational information. Sarah asked for help with updating these items. Lucia will look at annual meeting updates. Deb Baudler has assisted with annual meeting update by giving Kristine Hayes and Alese Furnald hotel booking and finance information. Also, Deb will forward this information to Mary Lou Vehige.

23. District Rep: St. Louis – Jackie Ensley (now living in Kentucky: may not be able to participate)

Not in attendance – nothing to report.

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

Not in attendance – nothing to report.

25. District Rep: Kansas City – Beth Jones

Beth presented Blood Typing Labs to an area high school (Barstow HS) this fall and an area middle school (Visitation MS) (Promote the Profession). Additionally, Beth is planning an Open House with the CLS Program Director at St. Luke's Hospital to have college students shadow in the lab. She created a bulletin board in the break room containing ASLCS information and will invite a speaker to present ASCLS seminar at a CE monthly work meeting. Fundraising idea she has is to have a bake sale or candy bar sale during Lab Week.

Not in attendance – nothing more to report.

26. District Rep: Springfield – vacant

Not in attendance – nothing to report.

27. District Rep: Columbia – Alese Furnald

Not in attendance – nothing to report.

Fundraising Ideas

Person making suggestion will follow up on it and possibly organize it.

- Lab Trivia (Amanda Reed): Host can be Tree House Restaurant at Grand and Connecticut in St. Louis MO. Different categories were suggested including American Slang (Uthay Ezekiel) and lab-related topics realizing that these questions can be generated with considerations of their use at Student Bowls. Suggestion was made to have this event after spring meeting. Realizing that non-members may show great interest in this event, it was recommended to have a Membership booth/drive at the same event.
- Host a 50/50 raffle at trivia night and at spring meeting (Deb Baudler).
- Schnucks E-script card (Tim Randolph). Bar-coded card indicating that certain percent of purchase price will be given to an identified charity/organization. A list of Schnucks stores participating will be provided.
- Work concessions at the Edward Jones Dome, Cardinals at Busch, Blues, Chiefs, Royals (Melissa DiMariano).
- Logo T-shirts (Monica Stumpf). Monica has a friend whose family makes t-shirts. Monica wants to know the number of t-shirts needed. Identify what minimal order is and if company will keep the screen. Maybe order them in units of 50 t-shirts. Also, we can use the t-shirt as a welcome gift to new members (recruitment/membership tool).
- Sticky fly (Sharon Duessel). Sell pieces of duct tape and then tape a person to the wall.
- Eat for a Cause (Sharon Duessel). Proceeds from a meal together go to a cause.
- Donate money to win a vote on something: the choice with the most donations is the winner (Sharon Duessel). This concept can be done by texting.

Spring Meeting 2015 Update

2015 Spring Meeting Chairs are Alese Furnald and Kristine Hayes. Lucia Johnson and Nancy Reddig were last year's Chairs and volunteered to assist this year's meeting chairs as Program Chairs. The meeting will be April 8 and 9th, 2015 at the Doubletree Hotel at Broadway in Columbia MO. A complete list of all MLS practicing professionals should be available from CLIA: Nancy Reddig will follow up on this. Scientific Assembly co-chairs have been asked to serve as assistants to the Program Chairs. No vendors are currently identified by chairs are looking for sponsors. Let Alese and Kristine know if anyone wants to volunteer.

Spring Meeting 2016 Update

2016 Spring Meeting Liaison is John Koenig. Mary Lou Vehige is the 2016 Meeting Organization Assistant. Terry Taft will be Co-Organizer and will coordinate meeting with CLMA. There are definite plans for exhibits and probable plans for a social. Lucia Johnson will create a Missouri listing of laboratory professionals.

Delegate Review of 2014 National Meeting

- New Professionals Committee was changed to New Professionals and New Members Forum
- Body of Knowledge was approved
- ASCLS is working towards appointing more New Professionals to committees

Membership Categories/Updates

There was discussion about charging student members \$5 for student membership to ASCLS-MO. Consensus was that there will be no \$5 requirement for student members. Recommendation was made that next year, ASCLS-MO will coordinate membership bundling with ASCLS-MO organizing memberships, receiving bundling checks and submitting the checks and memberships to national ASCLS. A major advantage to this is that it removes this pressure from lab managers and administrators. Tim Randolph will talk with Ed Peterson to discuss lab packages/ASCLS presentations.

New categories are Gift a Membership (buy and mentor a person as member) and Member Get a Member (\$10 credit on ASCLS items): these do not apply to bundled memberships.

Leadership Positions

- Executive Secretary: Nancy Reddig is retiring this year. She wants to mentor her successor (Rita Heuertz) in this position.
 - Maintain awards database
 - Maintain historical records
 - Scan and save documents
 - Pay national dues
 - Serve a long-term commitment
- May need a new position to handle new membership bundles
- Membership Chair – necessary since Alese is chairing the spring meeting
- St. Louis rep (Tim Randolph will work on finding someone)
- Springfield rep

Next ASCLS-MO Leadership Meeting

January Teleconference: January 24, 2015.

Move to adjourn: Deb Baudler. Seconded: John Koenig
Meeting Adjourned at 2:30PM, 10/18/14.

Respectfully submitted,



VOTING MEMBERS: President, President-Elect, Past President, Secretary, Treasurer, 1st Year Professional Director, 1st Year Board Director, 2nd 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