

Virginia Society for Clinical Laboratory Science

56th Annual Business Meeting

Richmond, Virginia

Date: April 7, 2003

Presiding: Janet Hiler-Bowman

Minutes Taken By: Darrell Little, Secretary

- I. **Call To Order:** 12:30 pm
- II. **Appointments of Committees**
Parliamentarian: Randy Vandevander
Credentials: Elaine Pappamihiel
Minutes Review: Nancy Nichols-Lewis
Tellers: Bernie Bekken, Frankie Harris-Lyne
Credential Chair Report: 76 active, 1 visiting, and 1 student
- III. **Minutes of the 55th Annual Business Meeting:** Motion to dispense with the reading of the minutes and accept them as written. Motion seconded. Motion carried. Minutes are available for review.
- IV. **Treasurer's Report:** Report on file. Connie Laubenthal unable to attend due to illness.

Financial Accounts

Checking Account Funds: \$3,390.31

Accounts Receivable: \$1,025.49 (Spring Meeting seed funds)

Investment Fund Account: \$25,430.51

Total Assets of April 6, 2003: \$29,846.31

- V. **President's Report:** Report on file. Attended the ASCLS/AACC/ISALT World Congress in Orlando, Florida in July, 2002; serving as a delegate for Virginia. Represented Region II as Nominations Chairperson. Attended and chaired all VSCLS Board Meetings as scheduled. Attended the ASCLS CLEC Conference on March 6 – 8, 2003 in New Orleans, Louisiana and participated as a Panel Member of a General Session. Submitted all requested Region II Council Reports. Attended the ASCLS Region II Meeting on March 22, 2003 held at the Greater Baltimore Medical Center in Baltimore, MD as President of Virginia and Region II Nominations Chairperson. Attended the Fall Meeting of the Virginia Educators' Consortium held in Richmond, VA at the Medical College of VA Campus of VCU.
- VI. **President-Elect's Report:** No report.
- VII. **Past President's Report:** Report on file. Attended the ASCLS Annual Meeting in Orlando, Florida, in July 2002 and led the Virginia delegation as VSCLS President. Served as the national Judicial Committee Chair for the

2002-2003 year. Visited two potential sites for the VSCLS Spring Meeting in Richmond. Recruited seven speakers from the Division of Consolidated Laboratory Services for the VSCLS Spring Meeting. Attended the Region II Council meeting in Baltimore, MD on March 22, 2003. Will attend the ASCLS Annual Meeting in Philadelphia, PA in July 2003.

VIII. Board Highlights:

June 22, 2002

- President Becky Perdue submitted a copy of the 2002 ASCLS Annual Meeting Report for review.
- Ellen Taylor agreed to remain on the board as the advisor to the next Student Representative.
- Elaine Pappamihel reported that a candidate for President-Elect has been selected.
- Eight new students signed up for membership during the Spring Meeting.
- CLEC meeting will be hosted by the Virginia chapter in 2005.

September 28, 2002

- Several new members have been included in the 2002-2003 Board of Directors.
- Spring Meeting for 2003 will be April 6,7 and 8. Location for the meeting is still pending.
- A motion was approved to add Connie Laubenthal, as the new treasurer, to the American Express account.
- A motion was approved to have Jerry Houghton, past treasurer, to continue performing treasurer duties and functions until the completion of account transfers.

November 23, 2002

- Frankie Harris-Lyne created a PowerPoint presentation designed to teach junior High School students about laboratory careers.
- Nominees are needed for the positions of President-Elect and Secretary.
- Pam Lonergan tendered her resignation as Chairperson of Membership Development and Betty Craft will assume the vacated position.
- A motion was approved to set the 2003 Spring Meeting registration and exhibitor fees.

February 8, 2003

- Vendor fees for the 2002 Annual Meeting have been paid by Beckman-Coulter.
- Nominations for the Spring Meeting will be Bernie Bekken as President-Elect and Charlene Waybright as Secretary.
- Betty Craft sent out a survey to lapsed members of the fifty sent only sixteen were returned.
- A motion was approved to open a new checking account to use for expenses of less than \$100.00.
- A motion was approved to increase the line item in the budget for Legislative Day to \$1,000.00.

April 6, 2003

- Noted that VSCLS had not received any payments from Merion Publishing for over a year.
- A motion was approved for the budget for the 2003-2004 fiscal year.
- All finances from the Spring 2002 Meeting are finalized and a profit of \$4,930.00 was reported. The profits were transferred to the VSCLS investment fund.
- A motion was approved to donate \$750.00 to Colleen Conley for sponsoring her at the ASCLS national meeting in Philadelphia, PA.

IX. Nominations Committee Report: Report on file. The Nominations Committee has secured the following candidates:

President Elect: Bernie Bekken

Secretary: Charlene Waybright

Nominations Committee: Becky Perdue

X. Election of Officers: The Parliamentarian ruled to election by proclamation. All positions approved unanimously.

XI. Standing Committee Reports

- A. Constitution & By-Laws:** Report on file. Randy Vandevander continues to monitor ASCLS information for any potential changes that would necessitate changes to the VSCLS bylaws. Attended the 2002 ASCLS National Meeting in Orlando, FL, serving as a delegate for the VSCLS.
- B. Finance:** Jerry Houghton prepared proposed budget for the 2003-2004 year. Assisted in the transition to the new treasurer Connie Laubenthal.
- C. Government/Regulatory Affairs:** Report on file. Nancy Nichols-Lewis has monitored the Virginia General Assembly Legislative web site for legislation pertaining to the Clinical Laboratory. Monitored the ASCLS web site for related information. Monitored the Washington g-2 publications and other related web sites for information related to the Clinical Laboratory.
- D. Membership Development/Services:** Report on file. Betty Craft worked with subcommittee members to discuss membership recruitment and gift items to order for the annual meeting. Contacted ASCLS Membership office to have recruitment materials available at the annual meeting. Conducted a survey of non-renewals to determine reasons; fifty surveys mailed, sixteen responses with six renewals in December and one renewal in July. Two plan to join and seven decided not to renew. Awards will be announced and presented at the banquet.
- E. Professional Development:** Chairman position vacant. Meeting Management report on file. The VSCLS Spring Meeting was held at the Crowne Plaza in Richmond on April 7-9, 2003. There were 28 sessions with 23 speakers. Total registrants' were 119.
- F. Public Relations:** Report on file. Mary Boysaw obtained a proclamation from the governor's office for National Medical Laboratory Week. The website posted a summary of the previous VSCLS Annual Meeting; published the Summer 2002 issue of VSCLS Today; began a series of clinical case studies; updated Student Scholarship information; posted

final versions of the registration form and annual Spring Meeting program;
and setup online registration and electronic payments through PayPal.

G. Student Representative: No report.

XII. Unfinished Business: None

XIII. New Business: None

XIV. Region II News: Guest Mary Ann McLane, Region II Director, reported on March 22, 2003 students presented case studies with the winner given an expense paid trip to ASCLS National Meeting in Philadelphia, PA. She has emailed the distribution list for updates on Regional events and offered a sign up sheet. She added that national membership has remained steady for 2003, where previously they had been declining.

XV. ASCLS News: Membership information can be updated online at the ASCLS website, ASCLS.org.

XVI. Adjournment: 1:15pm