

**Virginia Society for Clinical Laboratory Science**  
**59<sup>th</sup> Annual Business Meeting**  
**Fishersville, Virginia**  
**Augusta Medical Center**

**Date:** 03 April 2006

**Presiding:** Charlene Waybright

**Minutes Taken By:** Lynn Kuchenbrod

- I. Call to Order:** 12:20 p.m.
- II. Appointments of Committees**
  - A. Parliamentarian:** Frankie Harris-Lyne
  - B. Credentials:** Barbara Lindsey and Elaine Pappamihiel
  - C. Minutes Reviewer:** Darrell Little and Laurel Wheeler
- III. Minutes of the 58<sup>th</sup> Annual Business Meeting:** A motion to dispense the reading of the minutes was made. Minutes will be available on the VSCLS website and by contacting the secretary.
- IV. Treasurer's Report:** On file and available for review.
- V. President's Report:** Report on file. Fall and Spring Board Reports are also on file.
- VI. Past President's Report:** Report on file.
- VII. President-Elect's Report:** No official report.
- VIII. Nominations Committee:** Report on file. Nominee for Treasurer is Jerry Houghton. Nominee for Nominations Committee is Becky Perdue. The committee makes the following recommendation that the current president, Charlene Waybright, and current President-Elect, Judy Horton, remain in their current position for another one-year term. Both the current president and the president-elect agreed to this recommendation.
- IX. Credential Committee Report:** Total of 29 members present. 7 students and 2 guests present.
- X. Election of Officers:** The Parliamentarian ruled to have election by acclamation. All positions approved unanimously.
- XI. Standing Committee Reports**
  - A. Constitution and By Laws:** Report on file.
  - B. Finance:** Budget Report on file. Connie reported that the 2006-2007 budget was presented to the Board at the March 11, 2006, meeting, and was approved at the April 2, 2006, board meeting.
  - C. Government/Regulatory Affairs:**
  - D. Membership Development:** Report on file.
  - E. Professional Development:** Report on file.
  - F. Meeting Management:** There were 56 registrants for the meeting. For full registrations: 15 members, 1 non-member, and 30 students. For 1-day registration: 2 members, 2 non-members, and 6 students.
  - G. Public Relations:** Report on file.
  - H. PACE Coordinator:** Report on file.

- I. Student Representative Report:** Contacted state programs on the importance of students being members of VSCLS. Attended all Board of Directors meetings. Attended Legislative Symposium in Washington, D.C. Collaborated with the President to create a bulletin board at Carillon Hospital. Created Jeopardy Game for students at Spring Meeting.
- XII. Unfinished Business:** None.
- XIII. New Business:** None
- XIV. CLEC 2005 Report:** Report on file.
- XV. Region II Report:** None
- XVI. ASCLS News:** None.
- XVII. Adjournment:** 12:45 p.m.

## VSCLS ANNUAL MEMBERS MEETING REPORT

OFFICER: Treasurer

POSITION HOLDER: Connie Laubenthal

DATE: April 3, 2006

ACTIVITIES: Since the last annual meeting the Treasurer has:

1. Attended the ASCLS Annual Meeting
2. Maintained the books of the Society, including making authorized payments, receiving funds on behalf of the Society, and balanced all accounts on a regular basis
3. Ensured that the Society remained in compliance with all regulatory and tax requirements, including filing the annual corporate report with the Commonwealth's Corporation Commission and maintaining a surety bond.
4. Participated in the ASCLS Nominations process as a member of the Nominations Committee.
5. Maintained VSCLS membership database and provided labels for mailings upon request.
6. Wrote an article for ASCLS Today about an alternative career.
7. Agreed to run for a second term as the Region II Nomination's committee representative.

Respectfully Submitted,

Connie Laubenthal

DATE: September 24, 2005  
REPORT TO: ASCLS Region II Director  
REPORT BY: Charlene Waybright  
RE: Fall Board report

Goals for the year 2005 - 2006

1. Revision of the VSCLS By-Laws and VSCLS Policy Manual
  - a. Both documents last revised in 1999.
  - b. A three member sub-committee chaired by Frankie Harris-Lyne to complete by-laws review by January 2006.
2. Increase Student and Young Professional Involvement.
  - a. Have two student representatives and a student advisor position filled.
  - b. A committee chair for Young Professional is to be established.
  - c. A student representative to attend ASCLS national meeting and give prospective to the BOD.
  - d. Have a student bowl at the VSCLS Spring Meeting for student participation.
  - e. Increased the VSCLS student scholarship amount to \$1000.00 for 2005 – 2006.
3. Membership retention and expansion
  - a. Three BOD positions dedicated to membership development – membership development chair and two sub committee positions.
  - b. BOD to review lapsed and new members at each meeting and to send letters to each group by post and email.

Activities ongoing... these can be bullets or sentences/paragraphs

1. Brainstorming for personal stories of pre and post analytical errors that effected patient safety.
2. Considering name change to ASCLS – Virginia.
3. Planning annual Spring Meeting.

Activities planned

1. VSCLS BOD meeting dates are scheduled:
  - a. September 24, 2005 – CE presentation by Glen Flodstrom – Consumer Information Page on Lab Tests Online. Discussed By-Law changes to reflex adding a new subcommittee position that will have voting privileges, Young Professional.
  - b. November 12, 2005
  - c. January 21, 2006
  - d. March 11, 2006

Concerns: none

Call for action: none

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DATE: February 16, 2006  
REPORT TO: ASCLS Region II Director  
REPORT BY: Charlene Waybright  
RE: Spring Board Report

Goals for the year 2005 - 2006

4. Revision of the VSCLS By-Laws and VSCLS Policy Manual
  - a. Both documents last revised in 1999.
  - b. A three member sub-committee chaired by Frankie Harris-Lyne to complete by-laws review by March 2006.
5. Increase Student and Young Professional Involvement.
  - f. A committee chair for Young Professional is to be established.
  - g. A student representative to attend ASCLS national meeting and give prospective to the BOD.
  - h. A student representative to attend Legislative Day March 27-28 2006.
  - i. Have a student bowl at the VSCLS Spring Meeting for student participation.
  - j. Awarded student scholarship in the amount of \$1,000.00 to Laurel Wheeler.
6. Membership retention and expansion
  - a. Contacting lapsed members via mail to encourage membership renewal.

Activities ongoing

1. Sent Fall VSCLS newsletter and will be sending out the winter newsletter soon.
2. Planning annual Spring Meeting April 3<sup>rd</sup> and 4<sup>th</sup> 2006 at Augusta Medical Center in Fishersville, VA.

Activities planned

2. VSCLS BOD meeting dates are scheduled:
  - a. September 24, 2005 – CE presentation by Glen Flodstrom – “Consumer Information Page on Lab Tests Online.” Discussed By-Law changes to reflex adding a new subcommittee position that will have voting privileges, Young Professional.
  - e. November 12, 2005 – Set dates for Spring Meeting, April 3<sup>rd</sup> and 4<sup>th</sup> 2006 at Augusta Medical Center in Fishersville, VA. Discussed session ideas: two immunology sessions, two chemistry sessions, two hematology sessions and two blood banking sessions. On our VSCLS web page the Spring Meeting dates, theme and preliminary program are posted. Also, VSCLS will be using Pay Pal for on-line registration.
  - f. January 21, 2006 – CE presentation by Mary Ann McLane – “Patient Safety Issue: How Does the Lab Professional Fit In?” Worked on Spring Meeting details. Discussed By-Law changes; more modifications are needed.
  - g. March 11, 2006

Concerns: None

Call for action: None

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April 3, 2006

The President wishes to present the following report:

Since assuming the office of President on September 1, 2005, the president has carried out the following duties and responsibilities:

- Scheduled and attended all VSCLS Board meetings at Martha Jefferson Hospital in Charlottesville, VA: September 24, 2005, November 12, 2005, January 21, 2006, March 11 2006, and April 2, 2006.
- Attended the ASCLS Annual Meeting in Orlando, FL – in the capacity of president-elect and delegate. Attended the Presidents-elect seminar, the First timers and Student Reception, the President's Council, First House, and the House of Delegates.
- Attended Region II Council Meeting on November 5, 2005 in Baltimore, MD.
- Filled positions on the Board for Director Chairs and Sub-committee members.
- Submitted and distributed Fall and Spring Board Reports to the Region II Director.
- Organized two Continuing Education presentations for the Board of Directors on September 24, 2005 and January 21, 2006
- Wrote a short news article for the Fall newsletter about upcoming issues of VSCLS.
- Sent forty eight renewal letters to lapsed members.
- Submitted Omicron Sigma nominations.
- Purchased Key to the Future, President's awards and Board of Directors Basket for raffle.
- Corresponded with various members of the Board of Directors regarding VSCLS related business.
- Reviewed the ASCLS membership rosters and leadership mailings.

Charlene Waybright  
VSCLS President 2005 - 2006

**TO:** Charlene Waybright, President  
**FROM:** Frankie Harris-Lyne, By-Laws Chair, and Nominations Committee  
**DATE:** April 3, 2006  
**RE:** Annual Meeting Report

Madam President, the By-Laws Chair wishes to present the following report:

Appointed by President Charlene Waybright to serve as the chair of this committee for the 2005-2006 term. Previously served as a sub-committee member to review and revise the current By-Laws. Subcommittee members include, President Charlene Waybright and Past-President Nancy Nichols Lewis

A change in the By-Laws is currently in progress. By-Laws changes require approval from the state society's BOD, the state society's membership, and ASCLS. Our goal is a revision that will stand the test of time.

- January 21, 2006 – BOD concerns regarding selected proposed changes
- Proposed changes posted to the VSCLS website for comment
- Additional revision to address concern of BOD– March 11, 2006
- Revision sent to committee – no additional comments received
- March 26, 2006 - Request from chair to webmaster to replace current posting
- New finding from review of other state constituent society's by-laws may assist us in addressing issues of concern

Additional Activities:

ASCLS Taskforce member – Practice Levels and Educational Needs for Clinical Laboratory Practitioners. Attended initial meeting October 22-24, 2005. Participated in Conference call January 5, 2006. Reviewed and commented on taskforce sub-committee guidelines written for CLEC focus group.

Communicated with Janet Hiler Bowman, Nominations Chair regarding open officer positions for 2006-2007

Reviewed January ASCLS Leadership mailing

Reviewed VSCLS membership rosters

Reviewed excerpts from ASCLS By-Laws and SOP related to constituent societies

Reviewed By-Laws from four other state constituent societies

Respectfully submitted

Frankie Harris-Lyne

VSCLS Spring Meeting

MDC Annual Report

April, 2006

Madam President,

Since the 2005 VSCLS Spring Meeting, the Membership Development/Services Chair has performed the following:

1. Sent letters to several members whose state dues were not paid with their ASCLS membership.
2. Attended the Legislative Symposium in Washington DC, and lobbied our House and Senate representatives on the issues of personnel shortage, educational assistance, medicare reimbursement and competitive bidding.
3. Prepared promotional materials for Spring Meeting membership table, to include ASCLS member pins available for purchase at \$6 each.

VSCLS Spring Meeting  
P.A.C.E.<sup>®</sup> Report  
April 3, 2006

In the past year, the PACE Coordinator has performed the following duties:

- Attended the 2006 CLEC Meeting in San Antonio, TX.
- Reviewed the P.A.C.E.<sup>®</sup> Provider Manual.
- Corresponded with various members of the Board of Directors regarding the VSCLS Annual Spring Meeting.
- Completed and submitted documentation to the ASCLS PACE office of all approved PACE programs that were held from September 2005 to the present.
- Assembled PACE forms, speaker information, and program information for all approved sessions in preparation for the Annual Spring Meeting.

Respectfully submitted,

Melanie Minnix

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