

VSCLS

Board of Directors Meeting

Date: 24 March 2007

Time: 10:00 a.m.

Location: Beams Conference Room, Martha Jefferson Hospital, Charlottesville, Virginia

Present: Lynn Kuchenbrod	Darrell Little	Becky Perdue	
Nancy Nichols Lewis	Frankie Harris-Lyne	Melanie Minnix	
Candelario Zerna	Janet Bowman	Bernie Bekken	Ashley Lefrois
Karen Gordon	Karen Bach	Amanda Pagans	

Officers' Reports

- I. Call To Order:** 10:25 a.m.
- II. Minutes:** The minutes from the January 13, 2007, meeting were approved after corrections.
- III. Treasurer's Report:** No report.
- IV. President's Report:** Report on file.
- V. President-Elect's Report:** Report on file.
- VI. Past President's Report:** No report.
- VII. Student Representative Report:** Report on file.
 - A.** Discussion ensued about when to hold games for the student attendees. Student games will be held on Monday. Bernie suggested that the Student Representatives ask Elissa to talk to the students about the value of students getting involved and staying involved with the professional society.
 - B.** It was suggested that the Educator Liaison should help student representative get connected with and contact educators so can contact their students.
 - C.** Bernie will send copy of a Jeopardy game from last year to Student Representative. Lario will help students with game.
- VIII. Student Advisor/Mentor:** Encouraged Student Representatives to show up for Legislative Day. Gave ideas for games for the students.
- IX. Nominations Committee Report:** Report on file.
- X. Standing Committee Reports**
 - A. By-Laws:** Report on file.
 1. Darrell informed Frankie on how to send an e-mail to general membership so can be informed of updated proposed changes to the By-Laws.
 2. Frankie will e-mail Darrell the final proposed changes so they can be posted on the website.
 3. Janet will add a sticker about the proposed By-Laws changes to the Annual Spring Meeting flyer that will be mailed on Monday, March 26, 2007.
 4. Still working on the policy manual; that is not finished, yet.

B. Finance: No report.

C. Government/Regulatory Affairs: vacant

D. Membership Development/Services: Report on file.

1. **Awards:** Solicited for Member of the Year and Educator of the Year.
 1. Ready to order plaque and Jefferson Cup.
 2. Will also recognize the scholarship winner during awards at Spring Meeting.
 3. Karen needs copy of names from Charlene for Omicron Sigma after Spring Meeting.
2. **Scholarships:** Need to contact Charlene and Jerry to see if check and letter has been sent to winner.

E. Professional Development: Report on file

1. **Education Liaison:** Attended and presented at CLEC in Louisville, KY. E-mailed educator members from VA CLEC to remind them of the next meeting, Sunday, April 15, 2007. Solicited educators for baskets for the Spring Meeting.
2. **PACE:** Report on file.
3. **Meeting Management:** Report on file.
 1. Exhibits and breaks will be held in the Oak Rooms 1 and 2. Breakout rooms will be held in the Magnolia and Cedar rooms. Registration will be set-up in the lounge.
 2. There are 12 sessions—2 speakers for 2 sessions a piece. Heard back from all speakers but one.
 3. Hotel was guaranteed lunch on Monday for 40 attendees. Lunch is a buffet of salad and luncheon meats. Lunch will be in Oak Room for Annual Business Meeting. Cost is \$758.
 4. Discussed having the students attend the Annual Business Meeting for exposure.
 5. For Monday evening reception, will have cash bar and hors d'oeuvre. For cash bar, drinks will be \$6-7/each. Will pay for both the bartender and cashier--\$30 per hour for cashier and \$40 per hour for bartender.
 6. During reception, will also hold awards and raffle.
 7. So far, have 12 on-line registrants for Spring Meeting. Do not know how many that currently have been postal mailed.
 8. On Sunday, will have Magnolia Room for both CLEC and BOD meetings, starting at 2:00 p.m. Cost is \$300 for room rental and \$150 for drinks and snacks.
 9. On Monday and Tuesday, have both Magnolia and Cedar rooms for breakout sessions. Magnolia holds 30 attendees, and Cedar room holds 40 attendees.
 10. A divider can separate Oak Rooms 1 and 2. Breaks will be held in these rooms. Two breaks on Monday—morning and afternoon. Pay for all soft drink consumption, \$2.75

per can. Pay for all bottled water that is set out. Two breaks on Monday combined cost \$805.

11. Ghost tours on Monday evening starts at the hotel at 7:00 p.m. Will walk the area and come back. Paid for 20 attendees. If over, will owe \$9 per person.
12. Budget shooting for is \$3500. Will be close if meet room block—there will be no extra charge. If not meet room block, will have to cover cost.
13. Students will have their time on Monday in the Oak Room while first morning sessions are occurring. Elissa will be asked to say a few words. Ashley will talk about Legislative Day. Will need to set an agenda so do not run out of time. Door prizes will be given for winners.

F. Public Relations:

1. **Newsletter:** Report on file. .
2. **National Medical Laboratory Professional Week:** Report on file. Will have Proclamation framed for the Spring Meeting.
3. **Webmaster:** Needs photograph and biography of scholarship winner for the website.
 1. Launched on-line registration and preliminary program for Annual Spring Meeting.
 2. Hit counter not working anymore. Need lasted proposed changes to By-Laws to be posted in time for voting.

XI. Unfinished Business:

A. Legislative Day: Need a motion to cover expenses. Jerry has paid Darrell hotel and registration's bills. However, still need to cover Darrell's parking and cover all of Ashley's expenses. In the budget, only \$600 is allotted. Motion was made to direct the treasurer to withdraw at least \$1,000 from the Ameriprise Cash Management Fund Account for transfer to VSCLS 2006-2007 Budget Line #E-3, "Legislative Day" expenses. Motion carried.

B. Meeting Management:

1. CLEC should split room cost with VSCLS for Sunday's meeting. CLEC should also pick up cost of break's food and drink--bill should be sent to Educator Liaison.
2. Need to know which speaker needs what—hotel, audiovisual needs, food allowance, mileage, etc. Most speaker information packet has returned.
3. Darrell will sign final contract with hotel and fax back.
4. One week prior to meeting, Darrell will contact Donna for final registrations that have been mailed. Will finalize attendance count with hotel and reserve audiovisual equipment. Print final program, and take inventory of all supplies needed.

XII. New Business:

A. Talked about conducting BOD through on-line conferencing. Looked into three major on-line meeting vendors.

1. Line Meeting with Microsoft costs \$699 per year and seven cents per minute.
2. Web EX costs fifty-five cents per minute per person to start own meeting.
3. Go To Meeting allows up to 10 people to call in. Costs \$468 per year. However, person that calls in must pay call-in number.
4. Would need to structure meeting around PowerPoint. Still would need to host meeting at some place that can host.

XIII. Regional II Update: Next meeting is Saturday, March 31, 2007.

XIV. National Update: Abbott granted ASCLS \$50,000, to develop materials to recruit high school students to the profession. ASCLS created Leadership Academy, to help recruit and train future leaders in the profession and society.

XV. Adjournment: 2:15 p.m.

March 24, 2007

President's Report:

Since the last VSCLS board meeting on January 13, 2007, the President has completed the following:

- Corresponded with various members of the board concerning VSCLS business.
- Sent six welcome letters to new members for the months of December, January, and February.
- Sent 17 letters to hospital laboratory managers for the career fair component of the VSCLS Spring Meeting.
- Have four exhibitors for the career day portion of the VSCLS Spring Meeting: Carilion Hospital Labs, Quest Labs, Mary Immaculate Hospital and Martha Jefferson.
- Sent letters to educators encouraging them to bring their students to the VSCLS Spring Meeting.
- Submitted Omicron Sigma nominations.
- Reviewed the ASCLS membership rosters – new and lapsed members.

Charlene Waybright
VSCLS President 2006 - 2007

March 24, 2007

Public Relations: NMLPW

Since the last board meeting I received a proclamation from Governor Tim Kaine recognizing Medical Laboratory Professionals Week. The first proclamation had a major typing error, so a second one was requested. The second proclamation was received along with a phone call apologizing for the error.

-Karen Bach

Report to: VSCLS Board of Directors
Report of: Membership Development/Services Committee
Prepared by: Elaine Pappamihiel, chair
Date: March 24, 2007

Since the last BOD meeting, The MDC has performed the following:

1. Sarah and Elaine attempted to contact all lapsed members re. renewing their membership, and telling them about the spring meeting. Some did not have phone numbers listed at all, and many numbers had been changed or disconnected.
2. Elaine ordered and received promotional material from ASCLS for the spring meeting membership table and new member packets.
3. The latest membership numbers are:

Total	<u>155</u>
Col	7
EM1	2
EM2	3
FYP	5
Hon 1	
PF1	68
PF2	44
Stu	25