**American Society for Clinical Laboratory Science-PA**

**Annual Business Meeting**

**DoubleTree Suites, Plymouth Meeting, PA**

**May 7, 2017**

**Voting Members:** Jean Buchenhorst, President; Michael Osborne, Past President; Travis Bicher, Secretary; Scott Aikey, Treasurer; Marianne Downes, Board Director; Sharon Strauss, Board Director; Joshua Cannon, First Year Professional; Khadidja Derrouche, Student Director; Nassouh Mourabet, Delaware Valley Chapter Student Rep; Barbara Snyderman; William Hunt; Mary Gourley; Edwin Beitz; Katie Franz (quorum present)

**Present:** Sam Pasco

1. Call to Order – President Buchenhorst called the meeting to order at 3:24 PM.
2. Approval of the Agenda – Presented by Buchenhorst via email prior to the meeting.

MOTION 1: Moved by Snyderman, seconded by Strauss, that the ASCLS-PA members at the Annual Business Meeting (“ABM” for future motions) approve the Annual Business Meeting agenda dated May 7th, 2017. Motion carried.

1. ASCLS Past President’s Report – Snyderman gave a verbal report on the national group’s activities, in particular the delay in the national newsletter, preparation for the national meeting, and her pleasure with Executive Vice President Jim Flanigan’s work so far.
2. President’s Report – Buchenhorst presented her written report to the ASCLS Region II Director and the ASCLS Board of Directors Meeting of the ASCLS-PA’s activities, which included the present conference and the Philadelphia Science Festival Booth on April 29th.
3. Secretary’s Report – Bicher presented the minutes from the Annual Business Meeting on April 11th, 2016, with noted corrections regarding his election as Secretary rather than Treasurer as recorded and the date in the footer, which read May 4, 2015.

MOTION 2: Moved by Downes, seconded by Bicher, that the ABM approve the meeting minutes dated April 11th, 2016, as amended. Motion carried.

1. Treasurer’s Report – Aikey presented a written report on his activities, which included opening investment accounts at Wells Fargo for the Operating Fund and Scholarship and Award Funds, closing prior accounts at Bank of America and Merrill Lynch, and setting up a credit card account with Square. He noted that $264.84 was taken from O&A and put toward the remaining Memorial Undergraduate Scholarship Fund money so as to award $1,500 as decided upon at the October 10th, 2016, Board of Directors meeting.

MOTION 3: Moved by Hunt, seconded by Bicher, that the ABM accept the Treasurer’s FY16-17 Operating Fund Statement ending May 5th, 2017, and file for audit. Motion carried.

MOTION 4: Moved by Hunt, seconded by Franz, that the ABM accept the Treasurer’s FY16-17 Scholarship Funds Statement ending May 5th, 2017, and file for audit. Motion carried.

1. Annual Meeting 2017 – Aikey noted the need to split attendees into two separate locations for lunch due to their large number. Strauss noted the increased in AMT attendees from 4 or 5 to 20 at the present meeting and the possible questions about collecting CE that might result.
2. Awards – Gourley gave a written report on activities of the past year, including preparation of the certificates and plaques for the awards banquet at the end of the meeting, namely the Dolbey, Keener Memorial, Keys to the Future, and Sustained Membership awards. The Corporate award will be presented at the morning break the following day.
3. Bylaws – Gourley reviewed the proposed Bylaws amendments published in the newsletter, both of which duly followed submission to and approval by the ASCLS-PA Board of Directors and the ASCLS Bylaws Committee.

MOTION 5: Moved by Gourley on behalf of the Bylaws Committee that the ABM amend the ASCLS-PA Bylaws, Article X, sections C.1, C.2, and C.3 by changing the name of the First Year Professional Director to New Professional and New Member Director. Motion carried.

MOTION 6: Moved by Gourley on behalf of the Bylaws Committee that the ABM amend the ASCLS-PA Bylaws Article X, section C.4 by deleting the word “elected” and the phrase “or in the position of immediate past president”, such that the section will now read “A vacancy occurring among the members of the Board of Directors shall be filled in a manner defined in the Standard Operating Procedures of this Society.” Motion carried.

1. Con Ed Assistanceship/Scholarships – Aikey noted that the $1000 budgeted for Con Ed Assistance went unused, and it was proposed that some of the money be used to fund students’ attendance at the MLS/MLT Review Session.

MOTION 7: Moved by Snyderman, seconded by Hunt, that the ABM approve the use of $300 from the Con Ed line item to fund 10 ASCLS Student Members for registration to the MLS/MLT Review Session. Motion carried.

1. Education Scientific Assembly – Beitz stated that the ESA is to be held June 2nd at Reading Area Community College this year, and one of the presentations is his own on the subject of how to effectively educate today’s students.
2. Federal/State Government Liaison – Stephanie Noblit did not provide a written report on the Legislative Symposium this year, but Pasco verbally reported that the big issue this year was again the problems with and the approaching deadline for the Clinical Laboratory Fee Schedule date collection and that he and Noblit spoke to staff at the offices of Senators Bob Casey and Pat Toomey.
3. File Custodian – Hunt reported that the paper files are still safe but that he’s still hoping to get them electronically scanned so they can be disposed of.
4. Finance – Strauss will perform the audits in the coming months.
5. Leadership Development – Buchenhorst noted her post in the state society’s forum concerning the Region II Leadership Academy, which will be conducted via conference calls and has an application deadline of August 5th.
6. Membership Development – Downes gave a verbal report on the lapsed member campaign in October as well as a written report from the ASCLS Membership Committee on changes to the membership costs and lengths for new and current members, namely that new members will have memberships last until the following year in August when joining after May 1st rather than March 1st as it was previously, and that current members will be charged for late renewal fees, $33 for PF1 and $25 for PF2, when failing to renew before November 1st.
7. Newsletter – Cannon took down assignments for various articles, the deadline for which is in June, requested pictures and information for his Name that Cell and Case Study segments from members present, and announced that the newsletter is to be recognized with an award by national.
8. Nominations/Elections

President: Barbara Snyderman

President Elect: Sharon Strauss

Board Director: Joshua Cannon

MOTION 8: Moved by Hunt, seconded by Bicher, that the ABM elect the slot of candidates by acclamation. Motion carried.

1. PACE – Franz presented a written report.
2. Webmaster – Strauss added a job posting section to the site, which she is considering expanding if there is interest, and is investigating adding an online credit card system for registrations and such, particularly by talking to the ASCLS-NJ president.
3. Student Activities – Derrouche verbally reported that all speakers and food prices are in place for the MLS/MLT Review Session, which will be held June 3rd at USciences. She also made a request for help attending the national meeting.

MOTION 9: Moved by Aikey, seconded by Hunt, that the ABM approve the funding of the Student Director to attend the ASCLS National Meeting in San Diego to include travel, 50% of hotel, and registration. Motion carried.

1. ASCLS-PA 2018 Meeting – Tentatively set to occur in Reading.
2. E&R Silent Auction Donation

MOTION 10: Moved by Aikey, seconded by Franz, that the ABM approve the purchase of 3 gifts for the E&R Silent Auction at the ASCLS National Meeting in San Diego, with money to come out of O&A and expenditures not to exceed $300. Motion carried.

1. Delegates to the ASCLS National Meeting – Gourley, Hunt, Franz, Aikey, and Mourabet all volunteered to serve as delegates, the latter of whom was ineligible as only one student member may serve as a delegate. Since only 3 delegates were needed, a vote was held to determine these and an alternate.

MOTION 11: Moved by Downes, seconded by Snyderman, that the ABM fund Mourabet’s attendance at the ASCLS National Meeting in San Diego at a level equal to that of a delegate ($500), to come from Professional & Public Relations.

Be it noted: There was $500 budgeted in P&P Relations that was never used. Motion carried.

MOTION 12: Moved by Snyderman, seconded by Bicher, that the ABM approve the following list of delegates to the 2017 ASCLS House of Delegates:

At Large Delegates: Katie Franz, Mary Gourley, and Scott Aikey

Alternate Delegate: Bill Hunt

Be it noted: The delegates will be funded $500 each. Motion carried.

1. Balancing the Budget: Aikey presented the proposed FY17-18 Budget for the Operating Fund, which even with a $5,000 withdrawal from the Contingency Fund, was short by $2,396.48. The following revisions were made:

-$1,000 removed from the ASCLS Delegate Fund, taking it to $1,000.

-$1,000 removed from the File Custodian line, taking it to $0.

-$400 removed from the Legislative Day Fund, taking it to $600.

-$3.52 added to O&A to balance things out, taking it to $4003.52.

MOTION 13: Moved by Aikey, seconded by Beitz, that the ABM approve the transfer of $5,000 from the Contingency Fund to the FY17-18 Operating Fund Budget. Motion carried.

MOTION 14: Moved by Derrouche, seconded by Mourabet, that the ABM adopt the FY17-18 Operating Fund Budget as amended. Motion carried.

1. Installation of Officers

President: Barbara Snyderman

President Elect: Sharon Strauss

Board Director: Joshua Cannon

1. Adjournment – President Buchenhorst called to adjourn the meeting at 7:19 PM.

MOTION 15: Moved by Bicher, seconded by Snyderman, that the ABM adjourn. Motion carried.

Submitted by Travis Bicher, ASCLS-PA Secretary.