

ASCLS-SD Board of Directors Meeting

DATE and TIME: August 28, 2010

LOCATION: Sioux Falls and conference call

BOD members present or on the call: Deb Pravecek, Lezlee Koch, Susan Lopez, Michelle Friesen, Kay Rasmussen, Shirley Heber, and Rachael Schilder.

BOD members absent: Mary Jo Rohrbach, Robert Jenson, Kelsey Mertes

Committee members present: Mona Gleysteen, Katie Pieschke

1. Deb called the meeting to order at 1 pm with roll call. Minutes from the June meeting were reviewed, with no suggested corrections or additions from the board. Lezlee moved to accept the minutes, seconded by Rachael. Motion carried.
2. The year-to-date budget was distributed, as well as the current financial statement. Rachael moved to accept the current treasurer's report, seconded by Lezlee. Motion carried.
3. **Membership:** Lezlee presented the list of members who have not yet renewed for 2010-2011. Members present agreed to contact these members as soon as possible to encourage renewal. Mona will assign contacts and re-distribute the list.
4. **Education/Scholarships:** Deb volunteered to contact the SDSU students regarding scholarships and student forum representative applications. Lezlee will send contact information to Kay for the USD students as well as to other program directors in the state.
5. **Government Affairs:** Michelle is in the process of revising the position description for Government Affairs.
6. **Student Forum news:** At the national meeting, Katie was elected as ASCLS National Student Forum rep. Rachael Schilder will replace Katie on the SD board. Katie reported that she is working on getting a mock exam for students.
7. **Region V news:** 2010 Regional Symposium will be in Rochester on October 7-8. Lezlee reported that the regional meetings will be held on an annual basis, and the regional board is looking for a permanent home at a possible resort. Other news is that Wisconsin has declined to participate in regional events.
8. **Publications:** Lezlee reported that the Volusion once again won 1st place at the national meeting in the electronic newsletter category.

Discussion was held on securing more website sponsors. Currently Mayo is our only sponsor. Lezlee will re-send the sponsosr letter to board members. Please send suggested sponsors to Lezlee. Deb suggested we mail letters to prospects and then follow up if no response is received.

Discussion was held on the need for more information on the website. Suggestion that SA chairs be contacted to contribute information for the website. Also need two more people to learn how to keep up the website. Deb will send a note to the general membership to request volunteers.
9. **Old Business:**
 - a. **State Meetings - 2010 Fall Meeting–** Huron Crossroads Center. Michelle will contact Janice Maag, state PAC chair, regarding a PAC booth. Rachael volunteered to contact Sanford students about the fall meeting. Katie and Kay volunteered to do a "meet and greet" for new students at the meeting; suggest opening this to new or potential members also. Rachael volunteered to assist.

Suggestion made to secure a contract with CLMA for more than one year; Deb will follow up.

- b. Permanent documents are being reformatted by Lezlee.
- c. Future meetings:
 - 2011 Spring Meeting** - April 15, Avera Education Center, Sioux Falls. Becky Aman to chair.
 - 2011 Fall Meeting** – Pat Bezenek volunteered to chair. Susan to follow up.
 - 2012 Fall Meeting** – Bernie Reddy to chair. Discussion on location for meeting.

10. New Business:

- a. Goals for 2010-2011: 100% renewal and continued membership push.
- b. Licensure efforts: Deb to check on doing a survey to all lab professionals in the state. Currently there are no numbers available on total number in the state. Suggested using CLIA list and contacting each laboratory for information. Deb will put together a task force; Rachael and Kay volunteered to assist.
- c. Results of member survey were shared by Lezlee. A summary will be distributed to the general membership; no decision on how to share these results. The survey showed that there is confusion on how to access the “members only” page on the state website. Mona will follow up with whether an Educator’s Forum is desired at the regional level.
- d. New delegate for national meeting will be New Professional (approved at national meeting.) First choice will be to send the state New Professional rep to National at year’s end.
- e. Discussion held on which expenses should be paid for national meeting attendees. No decision made at this time. Deb will follow up after checking the SOPs.
- f. Discussed offering up to two MT and two MLT scholarships again this year. Already approved in the state budget. Deb will check SOPs to see whether there are specifications on scholarship distribution.
- g. Deb requested that all board members review their assigned responsibilities and expectations.
- h. A request was made to redesign the state ASCLS pin. Deb and Michelle will follow up with possible vendors.
- i. A new smaller membership display is needed to replace the current large display. Mona suggested asking Sara Smith at the Brookings Clinic lab for suggestions (graphic design experience). Rachael will also contact student members for suggestions.

Deb will schedule a board meeting during the week of the state meeting. A suggestion was made to begin holding monthly conference call meetings.

Lezlee made a motion to adjourn the meeting, seconded by Michelle. Motion carried. Meeting was adjourned at 2:40 pm.

Minutes compiled and submitted by Shirley Heber