

ASCLS-SD Board Meeting Minutes
December 22, 2008

Location: Avera McKennan Laboratory/conference call

Present: Mike Andersen, Michael Woolheater, Lezlee Koch, Shirley Heber, Ruth McFarland, Susan Lopez, Lori Murray, Deb Pravecek

- I. **Call to order:** Mike called the meeting to order at 4:10 pm.
- II. **Secretary's report:** Previous minutes from September 2008 were posted on the ASCLS-SD website. Deb made motion to accept the minutes as posted, Ruth second. Minutes were approved.
- III. **Treasurer's report:** Shirley presented the current financial report and shared the balance sheet for the fall state meeting, supplied by Andrea Schaub.

Discussion was held on a bill paid to national ASCLS for a PACE binder, which has not been received by any of our current board members. Mike will follow up with Sherry Miner and advise our current PACE chair, Ruth McFarland on the outcome.

- IV. **Old Business:** 2013 and 2014 meeting locations have been updated on the website.

V. **New Business:**

- a. Distribution of minutes after meetings. Secretary will submit to webmaster and ASCLS-SD president. Webmaster will post on the state website.
- b. Board meetings will be held by conference call and in person. Per bylaws, a quorum of four is needed to pass any motions.
- c. Standing committee rosters must be submitted by June 1st each year. South Dakota committee appointments are posted on the Region V web page.
- d. Executive board appointments will have a brief orientation at the spring meeting each year.
- e. Discussion held on how to appoint attendees for Legislative Days. Government affairs chair is expected to attend, as well as a member of the general state membership. Recommended that the individual appointment from the general membership would agree to become the government affairs chair the following year. Responsibility of attendees is to write an article for Volusion, and give a brief presentation at the spring state meeting on their experience at Legislative Days.
- f. Discussion held on mileage reimbursement. Lori Murray will outline a change to the standard operating procedures (SOPs) and present at the next board meeting. Lori is currently reviewing all of the state SOPs and will give a report or recommendations at the next board meeting.
- g. Discussion held on the difficulty in obtaining articles for the Volusion. It is the expectation of appointed board and standing committees to submit routine articles for inclusion in the newsletter, but this expectation is not being met. Discussion on whether to continue the current format of the Volusion. No motions made.

Lezlee stated that there is an option to use a web survey from national ASCLS to poll our current state members. Board members are asked to send their thoughts to Lezlee on possible questions for inclusion on the survey.

- h. Webpage will be renewed for 2009 at a cost of \$150.00.
 - i. February 15th is the deadline for submitting names to fill open positions for the 2009 ASCLS-SD board. Deb Piper and Michele Friesen, members of the nominating committee, will submit names for filling 2nd Vice President, two Board members at large, and New FYP. The board recommended to offer the new FYP board member-at-large position to the current student forum representative or to the current First Year Professional before filling from the general body.
 - j. Student Awards – Current 1st Vice President is responsible to recommend scholarship winners for current year, to be announced at the spring meeting. Motion made by Lori to amend SOP to change the term of the state student forum representative and scholarship winners from January-January to April-April. Michael seconded the motion. Motion passed.
 - k. Membership recruitment was discussed. Mike will email the board for suggestions on how to ramp up our membership recruitment, which annually takes place from March to June.
- VI. Report given that Mona Gleysteen, chair for the 2009 fall ASCLS meeting, is proceeding with plans. The theme will be “Hunting for Answers”. Meeting will be held October 14-16, 2009 in Watertown.
- VII. Discussion held on standardization of how speakers for ASCLS meetings are paid, and assigning deadlines for reimbursements and finalization of state meeting revenues. No decision made on how to proceed.

The next board meeting will be held in February 2009, date to be announced by the president.

Shirley made a motion to adjourn the meeting, seconded by Deb. Motion passed. Meeting was adjourned at 5:38 pm.

Submitted by Shirley Heber
ASCLS-SD Secretary-Treasurer