

ASCLS-SD Board of Director Meeting Minutes
February 28, 2009

If you ever have questions on any Board of Director meetings or action items, please feel free to contact any Board of Directors member.

Location: Avera McKennan Laboratory (no conference call attendees)

Present: Mike Andersen, Michael Woolheater, Shirley Heber, Susan Lopez

Guests: Kathy Andersen, Lezlee Koch

Absent: Lori Murray, Ruth McFarland, Christine Magee, Deb Pravecek, Kelly Thomas

- I. **Call to order:** Mike called the meeting to order at 1 pm.
- II. **Secretary's report:** Previous minutes from December 2008 were posted on the ASCLS-SD website. Susan made motion to accept the minutes as posted, Michael second. Motion passed.
- III. **Treasurer's report:** Shirley presented the current 2/29/09 financial report. Discussion held on status of current budget.
- IV. **Old Business:**
 - a. **Legislative Days.** Attendees from ASCLS will be Lezlee Koch from Region V, Michelle Friesen, Nichole Taylor, Janice Maag and Brandie Schoellerman from ASCLS-SD. Discussion held on setting guidelines and responsibility for attendees, as well as setting limit on amount which will be reimbursed to those in attendance. Executive board will do an online vote and changes to SOPs will be submitted to Lezlee Koch for updates.
 - b. **SOP review.** In progress. No action taken at this time.
 - c. **Website member survey & website support.** Shirley made motion that we proceed with surveying our members for feedback on their membership. Seconded by Susan. Discussion held on cost for survey (\$50) and whether Region V would share the cost and survey members from both SD and the entire region. Motion passed. Lezlee will send topics to executive board for input. Michael Woolheater suggested that we look for sponsors to help cover costs for maintaining the ASCLS state website. He will look into finding a sponsor and bring input to the next board meeting. ASCLS Region V will also be requested for monetary support due to the fact that ASCLS-SD continues to host the Region V web pages.
 - d. **Volusion articles.** Discussion held on how to secure articles in a timely fashion, and how to get more member involvement in submitting articles. Recommendation made to include a question on the web survey on whether to change the current format or continue as is.
 - e. **Membership Recruitment.** Discussion held on recruitment strategies and methods. Kathy Andersen, Membership Chair, will recruit a committee to assist with ideas. Membership will be a strong focus during the months of April through June 2009.
- V. **New Business:**
 - a. **Spring ASCLS meeting, 2009.** Meeting will be held April 28 in the Avera Education Center, Sioux Falls. Pat Tille is chairing this year's event. Speakers are secured and fliers are being printed. Susan will check on vendor break sponsorships. Kathy Andersen will provide a membership booth at the meeting.
 - b. **ASCLS Essay Contest.** Discussion held on whether to participate in this event. Mike will contact Kay Rasmussen, CLS program director at USD, and request that she submit a proposal for further review.
 - c. **Nominations Committee report.**
 - i. Deb Piper nominated to run for 2nd Vice President.
 - ii. Mary Jo Rohrbach and Michelle Friesen nominated to run as Board Members-at-large (2 positions open)
 - iii. Michael Woolheater and Christine Magee have been nominated to run for New Professional board member. (1 position open)
 - iv. Lori Murray and Janet McArthur nominated to run for Nominations Committee (2 positions open.)
 - d. **Awards.** Discussion held on scholarship applications. None have been received so far. One application for Student Forum representative has been received. Other awards to be announced at state meeting are Longevity, Member of Year and Keys to Future. Board to submit ideas to Mike Andersen

Meeting was adjourned at 2:45 pm.

Submitted by Shirley Heber
ASCLS-SD Secretary-Treasurer