

CLSA WINTER BOARD MEETING

TELECONFERENCE

FEBRUARY 3, 2001

Call to order: The meeting was called to order by president Kim Domke at 10:02 AM

Roll Call: Members present were; Kim Domke, Jean Krupa, Sue Myers, Kathleen Douglass, Lana Assyd, Mary Lashinski, Jonathan Sewall, Catherine Price, Carolyn Johnson, Rose Tanaka, Heidi Mannion, Shellie Smith, Sheri Kulhanek, and Karen Cairns

Announcements: Send copies of motions to Kathleen Douglass immediately after the meeting either by fax, e-mail, or straight mail. Kathleen's home fax number is 907-442-2756.

Hard copies of reports were mailed to each board member before the meeting; reports from Joey Walden and Karen Bennett were e-mailed and are not in the packet.

Minutes of Fall Board meeting: Catherine Price made the motion to accept the minutes of the fall board meeting with the corrections for errors in spelling. Jean Krupa seconded the motion. Minutes approved.

Treasurer's report:

Current balances: Checking \$6,049.97

Savings \$7,413.93

SMM \$33,197.16

Total \$45,670.70

The Accountant's audit is done but not written at this time due to her illness. She did say that everything looks to be in good order. We will get a written overview with some suggestions.

Checks will not be written with out receipts. Boarding passes for travel reimbursement must be submitted with requests for air travel expenses. Start and Finish odometer readings must be submitted with requests for motor vehicle travel.

Motion made to accept the treasurer's report made by Jonathan Sewell, seconded by Cathy Price.

Board reports:

President-elect: Sue Myers

Sue has been working on the program for the conference. Two meetings of the conference committee have been held so far. We need to get more speakers if you know of anyone who would like to present please give the information to Sue. Shellie Smith is doing a great job

finding speakers. Exhibit fees have been raised from \$450 to \$500. A late fee was instated for exhibitors who pay after 2-15; if a vendor cancels they will receive a refund of 50% of the fee. Saturday coffee brake has been expanded from 10 - 12 to attract the Anchorage members.

Sue is not going to hold the position next year. The board needs to consider what to do with the conference; it is getting harder to get exhibitors here. We need to decide if we want it every year or every other year or have a conference without vendors. Think about what we want to do and give your ideas to Kim and we will discuss them at the spring meeting.

We discussed having an ask-me Question and answer session with the board members so that the general member ship can find out what we do.

Past President: Jean Krupa

Jean attended the CLSA board meeting in Anchorage in September 2000, the NWMLS in Tacoma, Washington in October 2000; acted as Region IX secretary at the October 2000 board meeting. Jean volunteered to serve as Region IX Leadership Development chair. Jean continues to be an advisor to our current president, president-elect and board of directors. She is a member of the Region IX council and attends the Region IX meetings. She is the Key contact person for the government liaison and serves on the nominations and elections committee. She plans to back off on some of her duties to avoid total burn out. We appreciate all your hard work and commitment to our organization. We need to actively recruit members to fill some of the offices that are coming open and to work on some of the committees so that we do not burn out our "working" membership.

District Directors reports:

Arctic/ Interior Mary Lashinski

Mary Had a very interesting talk in December titled Insights into the life of a Temp Tech. Given by a temp tech from FMH who gave the pros and cons of the job.

There are two persons interested in taking Mary's position when her term comes to an end.

Central Region: Carolyn Johnson

Nothing to report. Carolyn Contacted some people to present a program but no one had the time. The question arises of how do we get people interested in joining our organization. Providence is planning a microbiology conference around Fur Rondy time and they have corporate sponsor for the program.

South Central Region: Jonathan Sewall

Nothing new to report. Jonathan he has been meaning to contact CPGH to see if they had any going on but has been busy with Seward senior citizens centerboard of director duties..

South Eastern region; Catherine Price

Cathy contacted Lisa Harlamert, Distant Learning Coordinator for the State of Alaska, who is working with the University of Alaska and the cable companies to set up educational program using the Alaska 3 signal. This is an exciting way to get continuing education to bush Alaska. Catherine will send out information to the people in her region. The first program will air on January 25.

Region IX Director: Karen Bennett

The activities at the National level have begun to return to normal speed after the holidays.

The struggle to keep membership from declining is a continual battle each year. The national office and membership chairs have helped the states with an aggressive lapsed member campaign. The membership numbers have continued to drop. The December 31st numbers were 9,520 which is down 700 from last year. This may not seem like many, but the impact on the ASCLS budget is significant. The ASCLS Membership Committee has great ideas for the spring recruitment campaign

Shellie Smith has been appointed to a new task force, that will develop an ASCLS Position Paper on reducing medical errors as outlined in the Institute of medicine's report released last year.

ASCLS has many task forces working on the health care issues that pertain to laboratory medicine such as: The usage of leuco reduced blood products, the pros and cons; independent practice position paper, entry level CLS/CLT curriculum group and others.

National and State meetings are coming up. Make plans to attend.

Committee Reports:

Membership: Karen Cairns

We have 107 CLSA members, we had 126 members in September. The membership handbooks will be updated and distributed to members at the April Conference. Members who recruit new members for ASCLS will get \$5.00 off their dues for each members that they sponsor. Kim sent letters and applications to all the lapsed members in the state. Up dated membership list will be out shortly with e-mailed to all board members and committee chairs.

Professional/Public relations and Student Member: Sheri Kulhanek

Sheri's goal is to act as the liaison between CLSA and the Children's Miracle Network and to promote CLSA to the community. She is writing letters' to donors from last year asking for support. She has gotten very positive responses. Sheri transitioned from Student to working professional and is promoting CLSA in her work place. One of our members is making a quilt to donate for CMN. . It was discussed having a raffle for the quilt to get the most value out of the quilt. We would need to get a permit to hold the raffle and it may not be worth it. We will investigate this more. It will probably be the big item for the silent auction for Children's Miracle Network and will possibly be displayed during the conference.

Promote CLSA and ASCLS to the students. The National Student Forum is setting up a fund for students that will have money available for travel and conference expenses to help the student members attend the meetings. They hope this will keep the students active. On the local level, there are 12 new students and Sheri will help them get the Student Club active again. Sheri is working with Heidi to accomplish this.

UAA/MLT Representative: Heidi Mannion

Heidi's objective is to train high-quality, competent laboratory personnel who meet the needs of the Alaska medical community and to provide continuing education for medical laboratory personnel.

A distance delivery class in phlebotomy procedures is being offered. Five students in Bethel and Aniak have enrolled in the distance delivery class and will complete the class in January.

The MLT program is also offering courses for clinical assistants. The core classes will lead to a MLT. Capstone seminars were a success last semester but would not be offered this semester due to the lack of speakers.

The MLT program has requested funding for the development of a Bachelor of Science degree in Medical Technology. Heidi made a request for used equipment that may or may not work for the students use.

Education Coordinator/Web Master: Joe Walden

We have our own domain clsaonline.org. We will also be registered with some of the larger search engines. Every one liked looking at our web site. It cost \$24.50 a month. This is a little more than we have paid. We are paid for a year.

Turn around times: Carolyn Johnson

The T-A-T is going well. Carolyn will e-mail out the format and the items that need to go into the up coming issue. It will go out the first part of March.

Industrial Liaison: Sharlane Donaldson

Wants a feel for what people expect from this position.

On the FDA web site is the guidance for waved testing.

Use the new 2000 update for your ICD9 coding.

People who really need the spring conference are the people in the rural facilities. So we should take these people into consideration when we discuss this issue.

Awards/Historian /NMLW; Alicia Morgan

A video by Charles King about laboratories and laboratories 1956-1997 has been donated. The Seward Tuberculosis Sanitarium and early Anchorage labs are shown. We will see if we can show the video during the conference.

The awards plaques will be displayed during the conference. Certificates of appreciation will also be presented.

National Lab week is coming up April 15-21, 2001 Laboratory Professional: Solving Today's Medical Mysteries.

Nominations and Elections: Jean Krupa

We need nominations for the following offices: President-elect and nominations and elections.

Kathleen Douglass volunteered to run for Secretary.

Theresa Johnson and Kim Rochelle will run for Director of Arctic/ Interior.

We need two members at large for Nominations and Elections.

The next issue of the Turn Around Times will have bio sketches of the present nominees.

PACE: Pam Jett

Pam sent the pace bill to Lana it went up from \$200 to \$250.

By Laws: Shellie Smith

Shellie submitted CLSA By Laws to ASCLS. ASCLS sent the By Laws back with some recommendations. We can discuss the changes and make recommendations. Read the e-mail from Kim, review, and make comments. We will vote on changes at the conference.

February 28th is the dead line to read, review and comment. They will then be forwarded to Shellie. We can put the finished product on the web site for comments and additions. This way they will be available to the general membership before the conference.

We need a date on which the by-laws were adopted by CLSA. Changes came when we changed the name of the organization from MTAA to CLSA some time in 1994. If we have not voted on the by-laws than we have to vote on them at the spring meeting. The changes will be put on the web.

We changed the SOPs during Jeans Presidency.

POL Liaison: Ann Doty

A POL survey was printed in the December 2000 issue of the Turn Around Times. Ann plans to summarize the differences between the physician's office laboratory and the hospital work setting based on personal experience and discussions with coworkers. From this she will

develop a list of topics, which may be helpful to the members working in either setting. A job description for this position needs to be developed.

UNFINISHED BUSINESS:

The Leadership manual is not out because we are waiting for the by-laws.

ASCLS tee shirts and tote bags are still available.

ASCLS membership renewals- discussed in committee report.

CLSA board vacancies and nominations - discussed under committee reports.

CLSA by-laws status- discussed under committee report.

NEW BUSINESS:

Funding for National ASCLS Student Forum request donations from each state, to help students. This may be a one-time donation. Lana stated that she felt it was important to fund our own students and not the whole student forum. We can give the student delegate the option to give their funding to the student forum. Carolyn agreed with Lana. We are a small state and need to help our own students more than the national students.

Jean stated that we help our students. Lana made a motion not send funding to the National ASCLS Student Forum, but to continue funding our own students. Motion seconded by Carolyn Johnson, Motion carried.

CLSA Budget cuts. So far we are in good shape a little over in one place but under in others. Catherine Price is going to the Legislative Symposium. We will save money by only sending one person instead of two. We need to look and see where we can cut with out making a negative impact on the organization.

We will not know how much money we have until after the CLSA Conference, the proposed budget this year is more than we have. There are things that can be changed at the last minute. We can send four representatives to national instead of five.

Job listings in Turn Around Times: Kim was contacted by Sally Guinney, a tech in California, who has a job vacancy. Sally wanted to know about putting an advertisement in the Turn Around Times or on the web page for her job openings in California.

The matter was discussed and it was stated that Sally as an honoree member, entitles her to do the same things members do. Lana thinks we need to keep the professionals that we have in Alaska. She suggests we advertise for Alaska jobs, but not out of state jobs.

We need to write guidelines for advertising in the TAT and on the Web page. A small statement as to who has openings in the state could be put in, but not a full advertisements without charging. Carolyn will look into the cost of ads. Jean feels that the temp. Services would like to advertise in our newsletter. This issue will be tabled until the next board meeting when we have more information on pricing.

Other New Business; none

President report

E-mail all your reports to the CLSA Board. Send them in two weeks before the meeting or bring hard copies for the meeting.

Kim will continue to work on membership, help with the conference, and keep on top of the issues from National. She is working with Shellie Smith on some confusing issues regarding our by-laws.

Kim plans to attend the ASCLS Conference in Chicago this coming July.

Congratulations to Shellie for being nominated to the Medical Error Task Force committee.

Thank you Carolyn Johnson for doing a great job on the TAT.

Member of the year: and volunteer of the year:

The 2001 member of the year will go to represent CLSA at National for ASCLS 2002 member of the year.

Nominees for 2001 Member of the Year are: Kim Domke and Sue Myers.

CLSA Volunteer of the Year 2001 nominees are: Sheri Kulhanek, Shellie Smith, Rose Tanaka, Sue Myers, Lana Assyd, and Kim Domke.

Jean Krupa will be sending out a ballot by e-mail to all board members.

Award winners will have the awards listed on their nametags so people will know who they are.

No other business to come before the board at this time. A motion was made by Cathy Price and seconded by Jonathan Sewall to adjourn the meeting. Motion carried.

Meeting adjourned at 12:30 P.M

Respectively submitted by Kathleen Douglass, Secretary.