

Clinical Laboratory Scientists of Alaska
Board of Director's Meeting
February 5, 2005
Teleconference

The meeting was called to order at 10:05 a.m. by Mary Lashinski.

Roll call indicated the following individuals were present:

Mary Lashinski	President
Sheri Kulhanek	Past-President
Gloria Kragness	President-Elect
Sue Myers	Secretary
Teresa Johnson	District Director-Arctic/Interior
Jim Whitecavage	District Director-Central
Deanna Everett	District Director-Western
Jody Johnson	District Director-South-central
Heidi Mannion	UAA Representative
Karen Martin	CLSA Webmaster
Jill Jefson	P.A.C.E. Coordinator
Marsha Souser	TAT Editor
Sharlane Donaldson	Industrial Liaison

Mary called for additional items for the agenda:

No items were suggested.

Minutes from the Fall meeting:

- Sue had e-mailed the minutes a week before the meeting with requests for changes. Several changes had been sent back and changes were made.

- A motion was made by Catherine Price to accept the minutes. Mary Lashinski seconded the motion.

Treasurer's report: Lana Assyd

- Lana updated the treasurer's duties for the Leadership Manual.
- The books have been submitted to the CPA for tax purposes.
- CLSA biennial report has been filed as required by the State of Alaska.
- The savings account has been closed as discussed by the Board of Directors at the Fall meeting.
- Lana finalized last year's budget and prepared the proposed budget for this fiscal year.
- Lana investigated the requirements for record retention. Records should be kept 7 years plus all tax filings
- This year's standard mileage reimbursement rate is \$0.405/mile. In order to receive mileage reimbursement, please submit odometer readings from the start and end of the trip.
- Lana reminds the Board of director's to be thinking of a new treasurer.
- Please submit all expenses in a timely manner and cash your reimbursement checks in a timely manner.

Board Reports:

President Elect: Gloria Kragness

- Gloria is preparing to take over the position of president.

Past President: Sheri Kulhanek

- Sheri is serving as counsel for Mary and Gloria.
- Sheri will be available to assist the Board of Directors.

Arctic/Interior District: Teresa Johnson

- Teresa has provided suggestions for the Leadership Manual.
- A suggestion that the district name should be changed to eliminate “Arctic”. Discussion of board members concluded that since Barrow is included in this district, it is appropriate to maintain “Arctic” in the district name.

Central District: Jim Whitecavage

- Jim would like to resign his position due to a change in his career path, but has agreed to remain on the Board of Directors until his term is over in 2006.

Southeast District: Vacant

- This position remains vacant at this time.
- This position is due for nomination this year so no effort has been made to assign the position.

South Central District: Jody Johnson

- Jody has included the hospital laboratory in the Homer Winter Carnival.
- Jodi will be making a presentation to the hospital Service Area Board about the clinical laboratory. The presentations will include the duties of the Clinical Laboratory Scientist and will teach the board about the various departments in the lab as well as the typical equipment needed.
- Jodi is encouraging employees to attend the conference.

Western District: Deanna Everett

- Deanna is attempting to get all MT's to the conference.
- Deanna has been looking at a program for on line CE for up to 40 individuals to participate in for the next 6 months.

Region IX Director: Heidi Smith

- No report.

Committee Reports:

Membership Chair: Mary Lashinski

- We currently have approximately 120 members.
- Mary will be available to help the registration chair and nominations committee by providing the most current roster of members.

- Mary presented information on the Member-Get-A-Member campaign that was presented by national. More information is available on the ASCLS website under Membership/Recruiting a Member/Member-Get-A-Member. Teresa recommended that we place a link to this on our website- Karen will take care of this.
- Mary encourages everyone to speak to lapsed members and try to get them to send in their membership.

Professional/Public Affairs: Sheri Kulhanek

- The CMN fundraiser will be similar to last year’s event. Tickets will be \$1.00 each or 6 for \$5.00. We will either have all items on display from the beginning of the conference or have pictures of the items so that all attendees can see what will be available in future drawings.
- The UAA MLT students have been a vital key to the success of the CMN auction and Sheri has spoken with Heidi Mannion to enlist their help again this year.
- Sheri e-mailed a donation letter for CMN to all the Board and committee members.
- Sheri contacted the Providence Foundation and they will support us, as in the past, with banners, balloons, etc.
- Sheri is looking for all of the volunteers she can to help with the auction. The silent auction items must be taken down every evening because the hotel does not have any security.

Student Member: Ryan Carroll

- No report.
- Ryan should be able to stay as student member until the end of this fiscal year (August 2006)
- We are eligible for 2 student members. April [redacted] is our second member and could be available for this board position for at least another.
- We need to start looking to recruit a new student member.

UAA Representative: Heidi Mannion

- UAA held a pinning ceremony in December. Mary will be sending a letter of congratulations to all graduating students.

The following students completed the BSMT:

Ryan Carroll	Asako Mizobe
Danielle Maruska	Catherine Thompson
Janice McCrary	Spencer Waitman

The following student completed the AAS-MLT:

Paulo Wolcuff

The following students received non-transcripted certificates in Phlebotomy:

Jeane Otter	Young Lee
Fahad Alasayyid	Cassandra Bush
Amanda Seitz	Elizabeth Victoria
Jodi Geaney	Tonika Lyons
Amber Thomas	Thet Oo
Jena Harris	

- The MLT club has raised over \$400 and was approved by the club council to \$250; the club will pay a half-day registration for all the students in the programs.
- The students are ready to help with hospitality.

- Jill Jefson is teaching a hybrid course in specimen processing this semester, which will be offered as a distance course in the future.
- UAA continues to receive donations from clinical facilities throughout the state
- Heidi is still looking for a few speakers for the conference.
- Attendance has been poor at the Capstone Seminars. These seminars continue to be available for distance delivery if a facility has the correct technical connections.
- Heidi is still looking for slides for case studies for the students.

Education Coordinator/Web Master: Karen Martin

- Karen posted the updated listing of CLSA 2004-2005 officers and committee chairs on the website.
- The CLSA website has been updated as needed and Karen plans to post the 2005 Annual Conference information as it is received.
- Karen is requesting photos for placing on the website.

Turn Around Times: Marcia Souser

- Marcia published an October newsletter with minimum returns for bad addresses.
- Plans are to get a February issue and a late March issue out before the conference. A recommendation was made to publicize our conference by having it published in community events and newspapers
- Marcia will be reviewing an address list of current members with Del Salyer before the next mailing.
- Marcia suggested that we start a column for members to talk about what is happening in their facilities. Marcia will be contacting facilities to solicit this type of news article.

Industrial Liaison: Sharlane Donaldson

- Sharlane is assisting as Exhibit Chair for the 2005 conference.
- Sharlane reports that legal actions continue in what will certainly prove to be a long dispute between Inverness and Quidel and Acon regarding membrane EIA patents.

Awards/Historian: Alicia Morgan

- Alicia sent upgrades on the SOP's and job descriptions to Mary.
- Alicia is waiting for award nominees from Mary in order to order plaques.

National Medical Laboratory Week: Gloria Kragness

- Posters, buttons and tent cards have been ordered from ASCLS.
- Gloria ordered tube mailers in bulk to cover two years of mailings
- Gloria updated the NMLW coordinator duties for the leadership handbook.
- We still need a successor to this position as Gloria assumes the duties of the President-Elect positions. She may have a student to take this position. Jody Johnson has volunteered to take this position if Gloria cannot find a replacement

P.A.C.E.: Jill Jefson

- Jill renewed the annual P.A.C.E. provider ship for CLSA, through ASCLS for \$250.
- She submitted documentation of 10 P.A.C.E. presentations done at UAA this fall and one done at the AK State Public Health Lab.
- Jill reviewed and revised the section of the Leadership manual regarding P.A.C.E and submitted it to Sue Myers.

- Jill contacted Sherry Miner, ASCLS P.A.C.E. coordinator, for clarification of CE credit for presenters. The presenter can sign the roster one time and receive credit for giving the presentation. As for recertification, NCA renewal paperwork states the applicant can receive up to 0.5 CEU's for preparing a lecture, which includes 4 hours of preparation for the lecture. Documentation for the presentation needs to be included in paperwork submitted for renewing the certification for the teaching preparation. This does not apply to teachers who do this as a part of their job.
- The video by Robert Wendover, From Ricky and Lucy to Beavis and Butthead; Managing the New Work Force, that was given at the 2004 ASCLS convention has a P.A.C.E. number and can be checked out. Evaluations will be required to obtain 1.0 P.A.C.E. credit. It is a very fun and informative presentation.

Bylaws: Shellie Smith

- As the Region IX Membership Chair, Shellie is looking for a Region IX Director for ASCLS.
- Shellie is offering a Packaging and Shipping class for diagnostic/infectious substances online April 18-May 9, 2005
- A class on Parasitology will be provided at the Public Health Laboratory on Anchorage on April 5-6, 2005.
- Shellie is developing a resume-writing course for the CLSA conference.

Government Liaison: Catherine Price

- . Catherine is planning on attending the Legislative Symposium on March 21 and 22, 2005.

POL: John Perry

- No report.

Nominations and Elections: Sheri Kulhanek

- The following leadership positions will be open for nomination and election during the Annual Conference:
 - President-Elect
 - Director, Southeast District
 - Secretary
 - Nominations and Elections-2 positions.
- Sheri will continue to submit articles to the Turn Around Times with brief information on each position and answer inquiries concerning the positions, their duties and responsibilities. This information is also available on the CLSA website.
- Sheri has contacted several members who have shown interest in becoming more involved in CLSA via e-mail. She sent a description of the positions available and encouraged them to consider serving in one of these positions.

Conference Committee: Sheri Kulhanek

- With the help of Jim Whitecavage, Sheri negotiated a contract with the Hilton Hotel for the 2005 CLSA conference. Room rates for attendees is \$81/night. There will be a special price for vendors of \$74/night. We have a room commitment of 200 rooms; room rates and counts will be from Monday, April 18th –Monday, April 25th.
- The exhibit hall is located directly across from the classrooms. There will be an exhibitor's reception Thursday evening, 6 p.m. to 9 p.m.

- Heidi Mannion has put together an amazing program. The programs will be printed at the University print shop.
- Lana has been contacting exhibitors.
- Art Services North has been contracted for the exhibit hall set up.
- Sheri has sent out several letters to businesses and organizations for monetary contributions to help sponsor events and the conference.
- A social event for Friday night has been suggested: a train ride to Portage featuring a beer tasting and food.
- Students will assist with the tote bags again this year.
- Gifts for the vendors have been purchased and Sheri is looking for suggestions for speaker gifts.

Unfinished Business

- Historical material
 - No information has been received regarding the location of historical information and artifacts.
- NMLW
 - Gloria is looking for a replacement. Gloria may have a student that she can mentor into this position, if not Jodi Johnson will take this position.
- E-mentoring
 - Contact has been minimal between individuals that had signed up at National.
- Scholarship Committee
 - No work has been done regarding the scholarships. Teresa volunteered to head the committee/discussion.
- Gold Nugget Award
 - Mary will e-mail the BOD if she comes up with a name for this award.
- Bylaw/SOP/Leadership
 - Leadership manual-Mary will be reviewing all recommendations to present at Spring meeting.

New Business

- Legislative Symposium
 - Mary inquired whether we send students to the Legislative Symposium. Discussion indicated that we do not-Catherine will be going alone this year.
- Licensure
 - Heidi would like to find someone to head this effort. She is hoping that someone will come out during the round table discussion about licensure at the conference.
- Spring Board of Director meeting
 - Due to a minimum number of speakers and questionable attendance for Saturday afternoon lectures, it was proposed to leave Saturday afternoon open with no lectures.
 - Discussion of members indicated a preference to have the BOD meeting on Saturday afternoon.
- Conference Committee meeting
 - We need time before the meeting to discuss some last minute details. The committee will meet at 5:30 p.m. at the Glacier Brewhouse.

President's report: Mary Lashinski

- Mary submitted a CLSA Fall Report to the Region IX, wrote an article for the October TAT, attended the Northwest Medical Laboratory Symposium.
- Mary participated in a session at the NWMLS about Member Get A Member program to create a “membership epidemic”
- Upcoming deadlines and duties include the state interim report for Region IX, award nominations to National, Region IX meeting.
- Mary will be helping as Hospitality Chair for the CLSA conference.
- Mary has received several updates to the Leadership Manual.
- Mary is looking for members that may be interested in attending the ASCLS national conference in Orlando as a delegate. She would like to know by April.
- Mary has requested a list of all the hospitals and facilities in the state so she can correspond to them to let them know who CLSA is.

Adjournment:

- A motion was made by Teresa Johnson to adjourn. The motion was seconded by Sue Myers

The meeting was adjourned at 12:35 p.m.

Respectfully submitted:
Sue Myers, CLS (NCA)
CLSA Secretary