

Clinical Laboratory Scientists of Alaska  
Board of Director's Meeting  
April 21, 2005

The meeting was called to order at 1825.

Roll call indicated the following individuals were present:

Mary Lashinski	President
Sheri Kulhanek	Past-President
Gloria Kragness	President-Elect
Sue Myers	Secretary
Lana Assyd	Treasurer
Jim Whitecavage	District Director-Central
Jody Johnson	District Director-South-Central
Heidi Mannion	UAA Representative
Karen Martin	CLSA Webmaster
Marsha Souser	TAT Editor
Sharlane Donaldson	Industrial Liaison
Ryan Carroll	Student Member
Cathy Price	Legislative Liaison
Alicia Morgan	Historian/Awards
Jill Jefson	P.A.CE. Coordinator

Mary called for additional items for the agenda:

- Sheri requested that we discuss changes to the nominations and elections procedures.

**Minutes from the Winter meeting:**

- A motion was made by Cathy Price to accept the minutes with corrections. The motion was seconded by Jody Johnson. All in favor.

**Treasurer's report: Lana Assyd**

- Current balances:           CHECKING: \$10,391.36  
  SAVINGS:    \$0 (account closed)  
  SUPER MONEY MARKET:   \$25,999.10
- The taxes were filed for the last fiscal year.
- Lana questions whether we need to continue to separate the fiscal year into "Fall", "Winter" and "Spring". She will do away with these categories.
- The CPA audited the books during the tax preparation.
- Lana served as Exhibit co-chair for the 2005 conference.
- Lana will be tracking expenses and income vs. routine operational accounting.
- Lana expressed concern that the conferences are not bringing enough profits to sustain the organization.
- The super money account is not producing enough interest to continue to withdraw funds for routine operations.
- Lana suggests the board of directors start thinking about her replacement as treasurer.

- Lana reminds the board/committee members that for mileage reimbursement, you must submit odometer readings from the start and the end of the trip. Please submit all expenses in a timely manner and cash your reimbursement checks in a timely manner.
- Lana requests a motion to accept the Winter treasurer's report and the finalized proposed budget.
  - A motion was made by Cathy Price to accept the Winter Treasurer's report and proposed 2004-2005 budget. Sharlane Donaldson seconded the motion. All were in favor.

## **Board Reports:**

### **President Elect: Gloria Kragness**

- Participated in a Region IX audio-conference with Heidi Smith on April 9, 2005.
- During the Region IX meeting, the announcement was made that there is a mutual desire between ASCLS and ASCP to merge. A position paper regarding this resolution is on-line and will be discussed and voted on during the national House of Delegates in Orlando.
- Starting to learn the ropes of conference planning by taking on the Registration responsibilities for the 2005 Conference.

### **Past President: Sheri Kulhanek**

- I have supported the activities of the President for the past year and provided input and assistance whenever needed.
- I attended the Region IX council meeting (teleconference) on April 9, 2005 and took minutes of the meeting
- A position paper was written and will be discussed during the House of Delegates. This paper is a result of a proposal for ASCP and ASCLS to collaborate and join forces to empower the profession. The paper can be found on the ASCLS website. All concerns regarding the paper should be made to Mary Lashinski so these issues can be taken to Orlando.
- As a member of CLSA and the Board of Directors for several years, it has become evident that the same core group of members consistently serves the membership and organization. I think it is important that the general membership know that support is needed for their organization to continue to succeed and provide them not only with the benefit of continuing education, but also a voice for their profession.
- On March 8, 2005, a bill was proposed for the workforce shortage for the House to give money to laboratorians. See Cathy Prices report for more information.

### **Arctic/Interior District: Teresa Johnson**

- Teresa has had no activities to report at this time, although she remains available for assistance to the society

### **Central District: Jim Whitecavage**

- Assisted Sheri with finalization of CLSA hotel site.
- Assisted Sheri in AV needs for the upcoming state conference.
- Jim will be only minimally available to CLSA as he embarks on his new career with the State of Alaska, Division of Public Health.

### **Southeast District: Vacant**

### **South Central District: Jody Johnson**

- Jody presented information to the South Peninsula Hospital Administration regarding laboratorians and the shortages in the laboratory field.

### **Western District: Deanna Everett**

- Deanna has been active going to the local schools and explaining the different aspects of laboratory science that are available.
- Deanna has been mentoring lab students with their education in the medical laboratory field.
- Deanna is in the process of procuring on-line courses for CEU.

### **Region IX Director: Heidi Smith**

- No report.

## **Committee Reports:**

### **Membership Chair: Mary Lashinski**

- As of April 12, 2005, we have 124 members.
- Submitted articles for the Turn Around Times for the Member Get a Member campaign.
- Mary mailed all members information regarding the opportunity to win a free trip to Orlando by being the member that recruits the most new members to ASCLS. Mary also offered a prize to the state member that recruited the most members.
- Mary passed out new membership booklets. These booklets will be available to all current members at the registration desk.
- Mary has current membership rosters available for the conference registration desk and for the nominations and elections committee.
- Mary requests that everyone go to the member section of the ASCLS website and update their contact information.
- Mary built a crossword puzzle for members.
- Sharlane proposed that if we have non members register, we offer that the difference between what they pay for non member registration could be applied toward membership if they join. This would present accounting issues and would not be feasible at this time.
- Mary requests that everyone check the new district map to assure that it is accurate.

### **Professional/Public Affairs: Sheri Kulhanek**

- The CMN fundraiser to be held at our Annual Conference will be similar to last year's event. We will have drawings throughout the conference for items donated by our members, vendors and businesses in our community. Tickets will be sold for \$1.00 each or 6 for \$5.00. It was suggested to increase the price of the tickets for the drawing. The price of the tickets will be \$2/ticket or \$10/6 tickets.
- We have received a number of very nice items for the fundraiser from local businesses.
- I have contacted the Providence Foundation office and received items to be included in the drawings as well as the CMN banner.
- I will need volunteers to help with various duties. (Set-up, ticket sales, drawings) If anyone is available to assist, it will be greatly appreciated
- Sheri would like to have only one drawing for CMN items per day. She will be doing the drawings at

the afternoon break.

- The ASCLS Public Affairs committee has suggested that starting next year, each state/region may pick their own charity to raise funds

#### **Student Member: Ryan Carroll**

- Ryan has not been involved in any student activities since his graduation in December.
- Ryan has expressed concern regarding when his responsibilities as the student representative expire.
- Student Jeanne Otter may be able to take Ryan's place as Student Member.

#### **UAA Representative: Heidi Mannion**

- UAA- will hold a pinning ceremony on April 29<sup>th</sup> at 3 PM in AHS 147 everyone is welcome to attend.
  - Sherrill Jones will have completed the requirements for the BSMT.
  - Elizabeth Victoria will have completed the requirements for the AAS-MLT.
  - The following students will have completed the requirements for a non-transcribed certificate in phlebotomy: Jill Ament, Renee Barnett, Marlyu Baylon, Dal Cox, Darlene Knapp, Tamsin Kurth, Lynn Lozzio, Randall Souser, Yekaterina Strandberg and Marvin Webb.
- We want to thank all our clinical affiliates, without their support we would not be able to offer our programs.
- The MLT club will be paying for all students enrolled in the MLT programs to attend half-day sessions at the CLSA conference.
- All of our classes for Fall semester are at or over capacity (14 students). We have a wait list for several classes. Part of the interest is due to the fact that many students have completed the prerequisites for nursing and radiology and cannot get into the programs. Radiology had over 70 applicants for 17 slots. Nursing students are being wait-listed until Spring 2007. The increased enrollment will have an impact on our clinical affiliates. The clinical affiliates have been advised that there will be an increased need for clinical sites in Summer 2006.
- We are holding an Open Forum on May 4<sup>th</sup>. Changes in the NAACLS requirements for MLT programs, similarities between MLT and MT exams, preference of students for the BSMT, and the direction the University should be going to provide trained professionals for Alaska will be discussed. We will have an audio link
- I will need 6 speakers for Capstone Seminar for Fall semester if anyone is interested in giving a seminar please contact me at [afham@uaa.alaska.edu](mailto:afham@uaa.alaska.edu)

#### **Education Coordinator/Web Master: Karen Martin**

- I continued to post updates to the CLSA Website.
- The most recent calendar of events and CLSA Spring Conference Schedule are posted.

#### **Turn Around Times: Marcia Souser**

- March 2005 Newsletter was published and mailed.
- In April 2005 flyers were emailed to all current and lapsed members regarding the upcoming annual conference and National Medical Lab Week. An additional email was sent to lab managers requesting them to post this flyer in their labs. About one dozen of these emails were returned undeliverable. This may have been due to blocked addresses. It might be helpful to request a current email address from members who attend the conference, or request that they do not block messages that contain the words CLSA
- Each time we have a board meeting and email reports to each other, they repeatedly fill up my mailbox

quota and I am not able to receive my normal email. Could we change the document from *rtf* to a word *doc*? It would take up less bytes.

**Industrial Liaison: Sharlane Donaldson**

- We have several new faces among our exhibitors this year, as well as those who have been frequent flyers to our meetings. Reps have tight travel budgets so be sure to thank each one that comes. The bigger shows outside are tempting but we need to support our own.
- Exhibits as well as CE credits are an important drawing card for our meetings. We all need to promote them. Lots of non-CLS people doing lab work in clinics have NO support network. My goal is to get them connected with our group; if they are doing lab work, we should help them do it well!
- The Proficiency sample containing live Flu virus is a concern. Why is live virus sent to labs that only run rapid assays? Not all proficiency providers do it, so why should any of them?
- Many labs need experienced techs for short or long term employment.

**Awards/Historian: Alicia Morgan**

- Alicia has certificates and plaques to be awarded during the General Meeting.

**National Medical Laboratory Week: Gloria Kragness**

- Sent posters, tent cards, NMLW buttons, and a copy of the Governor's Proclamation to 25 rural laboratories.
- Obtained a Proclamation from Governor Murkowski. A scanned copy will be placed on the CLSA website.
- Obtained a Proclamation from Mayor Begich. Mayor Begich will present the proclamation at our conference, Thursday, April 21, 1230 during the start of the Roundtable Discussions. A scanned copy will be placed on the CLSA website.
- Successfully recruited a successor for NMLW Coordinator. Her name is Asako (Mako) Mizobe. She is a recent UAA graduate and works evenings at PAMC. She will not be able to attend the April 20<sup>th</sup> BOD meeting, but should be at future meetings
- As a note: 2 years worth of mailing containers were purchased. The price was lower and they are light so the postage costs were lower. Still to be done: A "to do" list for the NMLW coordinator with timelines

**P.A.C.E.: Jill Jefson**

- Thirty-three different educational presentations reviewed and approved for PACE credit. Prepared 33 PACE packets for CLSA Spring conference.
- Forwarded speaker evaluations for each of the above presentations to Sue Myers for photocopying prior to the conference.
- No PACE-approved CE activities submitted to ASCLS for the first quarter of 2005, as none were submitted for credit.
- The DVD presentation "Managing Today's New Workforce" was forwarded to Fairbanks to Lana Assyd. No other regions have requested the DVD.

**Bylaws: Shellie Smith**

- No report.

**Government Liaison: Catherine Price**

- Cathy attended the Legislative Symposium in March.
- Cathy was not able to meet with Don Young, Ted Stevens or Lisa Murkowski; none of them were available, but she was able to meet with each of their health care representatives.
- Bill HR 1175 was discussed in Washington with a request for sponsors. There were 135 sponsors for the bill; Don Young was not one of the sponsors of the bill.
- Medicare lab fee schedule was discussed. The fee schedule needs reworking since it is out dated; Medicare fees are currently frozen until 2008.
- Co pay issues, which will require having to bill for the remaining charges after Medicare pays, will not be worth the billing costs.
- Cathy would like to mentor someone for the Government Liaison position. She will only be able to fill this position for 3 more years.

**POL:**

- No report.

**Nominations and Elections: Sheri Kulhanek**

- The following leadership positions are open to interested candidates and will be voted on by the membership at the election to be held during the Annual Conference.

President-elect

Director, Southeast District

Secretary

Nominations and Elections – 2 positions

- I have submitted articles to the Turn Around Times with brief information on each position. The information was also available on the CLSA website.
- I will provide materials necessary to conduct CLSA elections at our annual general membership meeting.
- With the assistance of the other members of the Nominations and Elections Committee, I will provide election results to the President of CLSA shortly after the vote count is verified.
- I would like to discuss the Nominations and Elections Chair position and the election process.
- Additional discussions include the necessity of the Conference chair being part of the Presidential term of office. We need ideas on how to inspire new blood. Regional gatherings could help get people involved.

**Conference Committee: Sheri Kulhanek**

- Final arrangements were made with the Hilton Anchorage Hotel for the 2005 Conference.
- Exhibitor's reception is on Thursday evening from 6 pm to 9 pm.
- Gloria has done an excellent job putting the registration packets together.
- Heidi provided us with another excellent program. She had the University print shop print the programs at a great price.
- Sharlane and Lana cared for vendor registration and soliciting sponsorship from a number of the vendors, even those who would not be exhibiting this year.
- Russell at Art Services North is handling the exhibit hall set-up. There are approximately 20 vendors this year. A/V arrangements are through Encore.
- Several facilities contributed to this event: Fairbanks Memorial Hospital-\$1000.00, Providence Hospital-\$100.00, Alaska Regional Hospital Hospital-\$300.00.

- Jill obtained P.A.C.E. approval for our program. Jill has a new P.A.C.E. form that will make documentation of attendance much easier.
- Gloria, Heidi and Sheri got together with some recent UAA graduates to organize registration packets and tote bags.
- Gifts for vendors and speakers have been purchased.
- Mayor Begich will be in attendance during the roundtable lunch to present a proclamation for National Laboratory week.
- The conference social event will be the “Beer Train” to Portage. The train leaves Anchorage at 6 pm and will return at approximately 10 pm. Hot and cold food as well as beverages and brews will be available.
- Sheri can use all the help she can get for the registration table.

## **Unfinished Business**

### **Review of Bylaws/SOP/Leadership manual**

- Sue Myers will compile of the revisions to the Leadership Manual, formulate a draft copy and submit this to Shellie /smith to review for Bylaw and SOP compliance.

### **Scholarship committee update**

- No district directors present at the meeting at this time to discuss this issue.

### **Chair of Licensure Committee**

- We are looking for a chair for this position. Elaine Hathaway was proposed as a possibility.
- Washington state licensure was turned down.

## **New Business**

### **Delegates to ASCLS meeting in Orlando**

- Student Member: Jeannie Otter may be able to attend.
- Gloria Kragness as President Elect.
- Mary Lashinski as President
- President Elect Elect as to be determined at the General meeting
- Lana Assyd has requested consideration as a delegate.
- Sheri Kulhanek has requested consideration as a delegate.

### **Date/time for Fall BOD meeting.**

- The third Saturday of September has been suggested as a date for the Fall Board of Director’s meeting.
- No internal audit will be done due to the CPA performing audits every year for us.
- A Leadership seminar has been suggested for discussion of leadership issues.

### **Nominations and Elections Process**

- The position of Nominations and Elections has historically been included as one of the duties of the Past President. Since the responsibility of the Conference Chair has become one of the Past President duties, Nominations and Elections has become too much for this one position to handle. Sheri suggested that Nominations and Elections become an elected position.

- Motion made by Sharlane Donaldson:

“To propose removing Nominations and Elections task from the Past President list of job responsibilities which will require a change to the bylaws. It would become a separated committee chair position.”

- Motion seconded by Lana Assyd. All in favor with agreement to pass the motion by Jody Johnson and Jim Whitecavage due to a lack of a quorum present.

**President’s report: Mary Lashinski**

- I e-mailed the president’s report for the Interim Region IX Conference Call following our Winter BOD meeting.
- I have submitted nominees to national for Omicron Sigma, Member of the Year & Key to the Future and have been in contact with Alicia Morgan to have state awards/certificates ready for our general meeting.
- I have been in contact with members of the 2005 Conference Committee and have tried to help out where I have been able.
- I have contacted many businesses within the state for support as hospitality chair.
- I would like to thank Sheri Kulhanek and her committee for all the time and work put in for our 2005 Annual Conference.
- Congratulations were sent out on behalf of the CLSA BOD to the December UAA graduates & will also send to the 2 Spring graduates.
- I recently was the contact person to distribute surveys on registration, certification and Licensure for Laboratory Professionals. Results of this survey will be sent to me later and I will report back on them
- Please try to each get a member to join during the ASCLS membership campaign. We need many new members so that we have a few more names to choose from when it comes time for nominations. Then get a current member to update their information online & while they are there renew on time or early.
- We are in need of volunteers for several positions on the board and as committee chairs. Consider who you could nominate for these positions and if it is someone you work with that will not be at the meeting ask them now if they are willing to give a little time to their profession.
- Thank you all for the commitment you have made to make CLSA better & to keep it going
- The 2006 conference will be held in Fairbanks. The proposed time is as late in May as possible.

**Adjournment:**

The meeting was adjourned at 10 pm.

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