

Clinical Laboratory Scientists of Alaska

Board of Director's Meeting

September 20, 2003

Barrett Hotel, Anchorage, Alaska

The meeting was called to order at 0920 am by Sheri Kulhanek.

Sheri called for additional items for the agenda:

New Business: Proposed 2003/2004 budget

Winter Board of Director's meeting set for January 17, 2004

Fall Board of Director's Meeting set for September 25, 2004

There will be no internal audit in 2004.

Minutes from the Spring meeting

The minutes to the Spring conference had been sent out to all of the board members. Sue Myers distributed copies of the minutes with corrections she had made. Motion was made to accept the minutes of the 2003 Spring Board meeting with corrections. All in favor, none opposed. Sue Myers will send corrected minutes along with the minutes to this meeting.

Treasurer's report: Lana Assyd

- Lana Assyd is moving \$5000.00 from the savings account to the checking account to tide us over until money starts coming in for the 2004 conference.
- Reimbursements checks must be cashed within 60 days.
- Lana has purchased new checks.
- Signatory paper for the bank account was discussed. Lana will be able to put Sheri Kulhanek's name on the accounts because the "revised" minutes to the Spring 2002 General Meeting indicate that Sheri was elected to office by the general membership. Lana asked if Carolyn Johnson's name needs to be on the account. Carolyn decided that this would not be necessary.
- Proposed the acquisition of a CLSA credit card with the names of CLSA leadership as authorized to use. A motion was made to acquire an Alaska Airlines credit card for use by the CLSA leadership. All in favor, none opposed. Lana will write the protocol for the use of the card.
- Motion was made to approve the treasurer's report. All in favor, none opposed.

Conference cards were presented. These were the cards that were distributed by the CLSA delegation to the ASCLS national conference. It was requested that the dates on the cards be changed to April 22-24 and to add the CLSA web address to the cards.

Board Reports:

President Elect: Mary Lashinski

- Mary Lashinski will be working closely with Sheri, Carolyn and other past presidents this year.
- Mary attended the ASCLS national conference as a delegate this summer. Mary will be attending the North West Medical Laboratory Symposium.

Past President: Carolyn Johnson

- Carolyn attended the ASCLS national conference this summer.
- Carolyn has been working on the 2004 CLSA conference. The conference will be held at the Anchorage Sheraton Hotel April 22-24. The Board of Director's meeting will be held on April 21st. A \$4000.00 deposit has been made to the Sheraton. Carolyn has cleaned out the old CLSA conference material. She plans to send some of the old material such as old conference programs to the historian for safe keeping. Carolyn is still looking for an Exhibit Chair, Registration Chair, and a Hospitality Chair.
- Carolyn updated the CLSA president's material and passed it on to Sheri.
- Carolyn will be acquiring a new e-mail address and will make this available to the board as soon as it has been activated

Arctic/Interior District: Kim Ruechel

- Kim attended "Happier Trails to Quality", part 2 in Anchorage. This workshop primarily focused on blood bank and quality management issues.
- Fairbanks Memorial will be sponsoring several audio-conferences. Information will be distributed to local laboratory personnel.

Central District: Jim Whitecavage

- Jim is attentive to all CLSA activities to learn the ropes of the organization.
- Jim requested several hundred conference cards that he could distribute to his business contacts through out the state.

Southeast District: Rod Beers

- Rod attended the ASCLS national conference this summer.

- Rod has continued distributing 2004 CLSA conference information to individuals in the Southeast.

South Central District Director: Jody Johnson

- No report

Region IX Director: Heidi Smith

- No report.

Committee Reports:

Membership Chair: Mary Lashinski

- Mary distributed the most current membership list. At this time, Alaska has 108 members. Mary challenges everyone to invite one person to join this year.
- Mary attended the ASCLS national conference this summer where she attended seminars on membership and leadership development.
- Mary will be attending the North West Medical Laboratory Symposium in October.
- Mary suggested that we include the cost of a single membership to ASCLS with each booth space we rent. This was a suggestion from one of the membership seminars Mary attended in Philadelphia.

Professional/Public Affairs: Sheri Kulhanek

- CLSA raised \$1635.00 for the Children's Miracle Network. A check presentation from CLSA to CMN was done during a live broadcast as part of the annual CMN telethon in June. At the ASCLS national convention in Philadelphia, CLSA was given the 3rd place award for its fundraising efforts for CMN.
- Children's Miracle Network fund raising was discussed. The pros and cons of the silent auction and the "raffle" were discussed. There was a general approval of the "raffle" style of fund raiser that was conducted in Fairbanks at the 2003 conference. We will conduct this type of fund raiser at the 2004 conference.

Student Member: Marcia Souser

- Marcia was selected as the recipient of the Alpha Mu Tau Fraternity-Ruth French Scholarship. Due to this honor, CLSA offered to send Marcia to the ASCLS national conference in Philadelphia as the student representative. Marcia was able to receive her scholarship in person at the 71st Annual Meeting of ASCLS. The presentation was made at

the ASCLS Awards Ceremony. Acknowledgement of AMTF scholarship recipients was also given at the fraternity annual dinner meeting held in Philadelphia.

UAA Representative: Heidi Mannion

- Heidi notified us that ASCP will start requiring continuing education for all new members starting in 2004.
- UAA has hired a term faculty member, Jill Jefson, to help revise and expand the distance delivered Phlebotomy and Clinical Assistant Programs.
- ASCP has now made their student membership free. UAA has enrolled all the students and are encouraging them to also enroll in ASCLS.
- Enrollment is up in all programs.
- Ryan Carroll is the President of the MLT Club. They held their first meeting last week.. Membership is up and they have begun fund raising to offset the cost of registration for the convention.
- Heidi is working with Shellie Smith at the State Lab to gather information from all the labs in Alaska on their current staffing mix, education levels and certification of staff. This information will be used to help develop the proposed policy for licensure.
- The Capstone Seminar schedule is posted on the CLSA and UAA websites.
- UAA has six Medical Technology students that will graduate in December. Six of the seven MT students that graduated in May have taken and passed their ASCP certification, the seventh student will take it this month.
- Heidi is requesting interesting hematology slides along with the instrument printouts for student review. Body fluids are also being sought.

Education Coordinator/Web Master: Karen Martin

- Karen has done extensive work on the CLSA website but is continually having problems with the ACS web server. A motion was made to change our web server from ACS to "myhosting.com". All in favor, none opposed.

Turn Around Times: Carolyn Johnson

- Carolyn would like to retire from this position. She will publish the next TAT edition and is looking for someone to mentor.

- Marcia Souser said she would be willing to give the TAT a try if Carolyn will work with her on the next two editions.

Industrial Liaison: Sharlane Donaldson

- Sharlane mentioned that there is still no job description for the Industrial Liaison, so she will continue to fulfill the duties of the job as she sees fit.
- There is little new technology news.
- Some labs are moving from waived labs to moderate complexity labs.
- There has been a lot of belt tightening in facilities. Budgets are being cut.

Awards/Historian: Alicia Morgan

- Alicia said that Kathleen Douglass sent old meeting minutes to her for archiving.

National Medical Laboratory Week: Gloria Kragness

- Gloria Kragness is looking to obtain a list of all laboratories in Alaska. She was referred to Dianna Parks with State of Alaska.
- Gloria would like to create a display ad for the Fairbanks newspaper for 2004 NMLW.
- Gloria will be working on a packet containing examples of ways NMLW has been celebrated in Alaska and distribute this to laboratory facilities in February.
- Gloria would like to design a NMLW poster that could be displayed on the entry doors to laboratories that would be seen by the public. This poster would have space for pictures so laboratories could customize the poster for their own facility. This poster would be sent to all laboratories in Alaska.

P.A.C.E.: Pam Jett

- No report

Bylaws: Shellie Smith

- No report

Government Liaison: Catherine Price

- There has been a flurry of activity by many laboratory organizations voicing their objections to the co-pay issue associated with the Medicare Pharmacy Drug bills in both

houses of Congress. It is a serious issue for all the laboratories in the country if we have to start billing for small amounts to our Medicare patients. I am going to the Washington G-2 Reports Lab Institute from October 9th through the 11th. I should be well informed about this issue and any others that will be affecting our laboratories.

POL: John Perry

- No report

Nominations and Elections: Carolyn Johnson

- Nominations are need for the following positions:
 - District Director-South East region
 - District Director-Arctic region
 - Treasurer
 - President-Elect

2002 conference Committee: Carolyn Johnson

- We have made a commitment to the Sheraton-Anchorage Hotel for the 2004 conference. A \$4000.00 deposit has been placed with the Sheraton.
- Room prices are as follows:
 - Double and single rooms \$89.00
 - Club rooms (access to the gym) \$119.00
- Discussion regarding parking in the downtown Anchorage area ensued. Several suggestions for parking were brought up and Carolyn will follow up.

Unfinished Business

- Web site through ASCLS: ASCLS offers free space on their web site for our web page. Discussion indicated that the Board was in favor of keeping our current web site with a link to it through the ASCLS web page.
- Developing an SOP for the Golden Nugget award: Carolyn will write the criteria for this award. No SOP will be needed. This can be included in the duties of the Awards chair.

New Business

- Review SOP's , Article V (A): Motion made to change the SOP form "The President-Elect is responsible for the annual convention..." to "The President shall call for a volunteer and appoint a person to be responsible for the annual convention..." A vote was taken, all in favor, none opposed.
- The proposed budget for 2003/2004 was reviewed and additions/changes were made. The proposed budget will be finalized by Lana, e-mailed to all board of directors and added to the minutes of this meeting.
- It was proposed to purchase CLSA banners for all districts. The funding for this expenditure will fall under Professional and Public Affairs. Five hundred dollars will be added to this committee for the purchase. Lana will check into prices for the banners. Heidi will check with the UAA print shop for their prices.
- The district map was discussed. The recommendation was to place Bethel and Naknek in the Arctic/Interior district. There was a recommendation to develop a fifth district.

President's report: Sheri Kulhanek

- Sheri represented CLSA at the ASCLS national conference in Philadelphia. The Alaska delegation donated five baskets to the silent auction held at the mixer to benefit the E&R Fund. CLSA was given an award for it's fundraising for CMN. One of our UAA students, Marcia Souser, was awarded a scholarship and was invited to attend the Alpha Mu Tau dinner. One of the most exciting announcements at this year's meeting was that Dade Behring would be donating \$50,000 a year for three years, a total of \$150,000, to ASCLS. These funds will go toward scholarships for students attending MLT programs.
- Sheri attended the Anchorage Convention and Visitor's Bureau luncheon/seminar on meeting planning with Carolyn Johnson.
- Sheri is in the process of reviewing the CLSA membership roster in order to encourage lapsed members to renew.
- In November 2004, the American Indian Society for Engineering and Science (AISES) will be having their annual conference in Anchorage. Approximately 2,500 people will be attending from all over the country, including Alaska. There will be American Indian high school and college students, professionals, educators and tribal leaders. As part of the conference, there will be a career fair. The focus is on engineering and science based careers including healthcare fields. Sheri proposed that we may want to think about a booth explaining laboratory careers. This may also give us the opportunity to explain to those who may be in the laboratory fields the benefits of CLSA/ASCLS.

Adjournment:

A motion was made to adjourn the meeting at 2:30 pm. A vote was taken, all in favor, none opposed.

Respectfully submitted,

Sue Myers, CLS(NCA)

Secretary, CLSA