

Clinical Laboratory Scientists of Alaska
Board of Director's Meeting
September 25, 2004
Barrett Inn, Anchorage

The meeting was called to order at 09:45 a.m. by Mary Lashinski.

Roll call indicated the following individuals were present:

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

Sheri called for additional items for the agenda:

- Airfare for convention attendance for delegates
- Licensure
- Golden Nugget Award
- Nominations and Elections SOP's

Minutes from the Spring meeting

The minutes to the winter meeting had been e-mailed to all of the board and committee members.

Sue asked for clarification of a motion made regarding the development of a Western District. Discussion indicated that we would delineate the Western district as the previous Arctic region had been. This would dis-include Barrow from the Western district. The motion will be corrected by removing Barrow from the list of towns included in the Western district.

- Motion made by Teresa Johnson to accept the minutes with the above corrections.
- A vote indicated that all were in favor.

Treasurer's report: Lana Assyd

- Filed biennial report with the State of Alaska
- Filed taxes for the last fiscal year 2003, will file taxes for 2004 after September 31.
- Submitted books to CPA for external audit- everything is in order
- Maintained records of 2004 conference: Total expenses= \$32,588.05 which includes the \$4000 deposit made last year, Total income=\$28,191.69 which results in a \$4396.36 loss. This loss caused us to transfer \$10,000 from the super money market account to checking to cover the operating expenses of the organization.
- Finalized income and expense for the fiscal year as shown on the final budget
- Prepared proposed budget for next year
- Lana is requesting phone numbers and/or e-mail address on reimbursement voucher in order to expedite reimbursements.
- Lana would like to open discussion regarding the way scholarship money is dispensed. A proposal was made to add a budget line for scholarships to include two sub-entries for the "Sharon O'Meara Scholarship" and the "Dan Fiebelkorn Scholarship". The definition of "scholarship" funds was discussed and it was concluded that scholarship funds could include travel and lodging. CMN student donations will be included in the "Awards" budget line.
- Lana proposed that we cap our withdrawals from the money market fund-this year was the first time we have had to withdraw money from this account. Heidi Smith suggested that the rule of thumb be that we keep at least 2 years worth of operating expenses in the bank. We currently only have one year of expenses in the bank.
- Lana suggested that we close the savings account due to low interest rates. The moneys in the savings account will be rolled into the checking account.
 - A motion was made by Deanna Everett to close the savings account and move all funds from the savings account to the checking account.
 - A vote was taken and all were in favor.
 - A motion was made by Jill Jefson to accept the Treasurer's report of the 2003-2004 budget to include some still outstanding bills from the National ASCLS convention.
 - A vote was taken and all were in favor.
- The Proposed budget was "tabled" for further discussion.

Board Reports:

President Elect: Gloria Kragness

- Gloria did not attend the ASCLS national convention but will try to make arrangements to go to the North West Medical Laboratory Symposium.
- Gloria is looking for recommendations and suggestions for her term as President-Elect.

Past President: Sheri Kulhanek

- Sheri would like to thank all the volunteers that contributed to the success of CLSA this last year.
- The following awards were handed out:

Member of the Year

Heidi Mannion

Volunteer of the Year

Lana Assyd

Heidi Mannion

Keys to the Future

**Mary Lashinski
Karen Martin**

Teresa Johnson

Omicron Sigma

**Lana Assyd
Ryan Carroll
Teresa Johnson**

**Mary Lashinski
Heidi Mannion
Karen Martin**

**Gloria Kragness
Sue Myers**

- At National, Sheri accepted Heidi Mannion’s Member of the Year award. Heidi was also chosen for the ASCLS Education and Research Fund “Allegiance Graduate Research Award” for her research project, “Decentralized versus Centralized Phlebotomy: A Comparison of Effectiveness and Efficiency.”
- Sheri was invited by Dade Behring to participate in a video taping at Valley Hospital to feature Clinical Laboratory Scientists. This invitation was in response to Dade Behring receiving the 2004 CLSA Gold Nugget Award. Due to the outstanding reception this video received by the Dade board of directors, Dade Behring decided to increase their scholarship contributions to the CLS professionals by 1 million dollars, bringing their total scholarship contributions to \$1,250,000.

Arctic/Interior District: Teresa Johnson

- Teresa is looking for ways to coordinate educational opportunities with other regional board members so we can best utilize the finances we have.

Central District: Jim Whitecavage

- Jim served as the 2004 CLSA audiovisual chairperson. He has several recommendations for future AV chairs:
 - It takes a minimum of 2 people to handle the AV needs for 3 rooms
 - You need 8’ projection screens vs. borrowing small 5’ or 6’ screens
 - Once room needs are established—no changes in room location can be tolerated.
 - You need one computer and one LCD projector per room.
 - One overhead and one slide projector can be shared between rooms
 - One wireless mic per room and you can move one of them to exhibits and business meeting as needed.
 - One cart not dedicated to a room to move items from room to room.
 - One extension cord and outlet strip, this is a spare if needed. The hotel should supply at no charge
- Jim recommended that we purchase some items that can be used at the conferences such as a printer, flip charts and a marquee board.. Discussion followed regarding how best to store these items. CLSA also has a large amount of historical items and documentation that need to be addressed. It was recommended that we place a call in the TAT newsletter for all individuals possessing CLSA items to inventory these items and submit this list to the board of directors. At that time we will determine the need for a storage unit. We also will postpone the decision to purchase any convention items until that time.

- Jim recommends that the CLSA board of directors review and approve all contracts for the convention before the contract is signed. We should also always obtain at least 2 bids depending on the location and availability of resources.

Southeast District:

- We still do not have a director for this position. Suggestions of individuals that may be able to fill in the last year of this position included Mike Ventura and Liz Bacom.

South Central District Director: Jody Johnson

- The local newspaper has presented a story regarding South Peninsula Hospital's (SPH) Direct Access Testing.
- The Weber State nursing program has been benefiting from lectures presented by the laboratory including first hand experience in the laboratory.
- SPH will have a booth at the November health fair discussing the "Request a Test" program.
- Jody would like to develop a pool of cross trained technologists and phlebotomists that can be shared between facilities.

Region IX Director: Heidi Smith

- National is asking that all states try to renew lapsed members. Phone campaigns appear to be more effective than a letter.
- Karen Martin is working on a Region IX website.
- Region IX is still looking for a replacement for Sharon Morey to take over the regional Membership Development Chair. Sharon has agreed to stay on for at least another year.
- Brenda Kochis will stay on as P.A.C.E. for an additional year.

Committee Reports:

Membership Chair: Mary Lashinski

- Current members=135, 44 of these members are past due as of 7-31-04.
- Mary has sent letters to lapsed members and all that will soon be considered lapsed.
- Extended membership is being offered by ASCLs groups with a spring conference if they sign up at the conference. This means that new members will get 3 to 4 months of membership extra since the annual renewal deadline is July 31 and most spring seminars are held in April or May.
- Mary wrote an article for the newsletter encouraging membership.
- Mary distributed current membership rosters.

Professional/Public Affairs: Sheri Kulhanek

- This year's CMN drive at the spring conference raised \$1400.00.
- Sheri was invited to present the CLSA donation on air during this year's telethon.
- Sheri wants to thank the UAA MLT club for their contributions of items and time during the silent auction.
- Sheri presented the CMN fundraising awards during the awards ceremony at the ASCLS National convention. Recognition is given to the top 3 states for their fundraising efforts. CLSA was recognized as bringing in the 3rd largest amount of money for CMN.

- Sheri is interested in any new ideas for fundraising or better ways to conduct the silent auction. A suggestion was made to have all items available for viewing throughout the whole conference. If this is not possible, a list of items or digital photos of all items might be possible.
- A recommendation was made to seek out companies that may be able to match our CMN funds.

Student Member: Ryan Carroll

- Ryan has spoken with the new students and seniors at UAA regarding CLSA , the annual CLSA conference and the importance of raising funds for student conference attendance.
- The UAA students are raising funds in the food store for helping with student registration at the CLSA conference.
- Ryan is working with the CLS professors to come up with a new group of officers to take over the MLT/MT club.
- A new position on the ASCLS BOD was created-the “First Year Professional” (FYP). The FYP position is held by the previous year’s student chair. This is meant to be an avenue for young ideas and opinions into ASCLS and help boost the younger generation’s membership and participation.
- Ryan submitted an article to the TAT newsletter regarding the ASCLS national convention.

UAA Representative: Heidi Mannion

- Capstone seminars are being held on Friday afternoons form 3-5 pm. There is now the capability of videoconferencing the seminars to three other facilities. Please contact Heidi if you may have the necessary equipment needed and are interested in presenting these seminars to your facility.
- Several of last year’s speakers have already agreed to present at our next conference.
- The students have agreed to help with the hospitality bags, assist with the registration and fund raising event for CMN.
- Contributions continue to come in from throughout the state and is very much appreciated.
- UAA has received funding from the Denali Commission to improve and expand the distance delivered programs. They hope to have the AAS MLT delivered by distance in the near future. Jean Krupa has recently volunteered to be a mentor for our students in Fairbanks. If anyone is interested in being a mentor, please contact Heidi.
- New microscopes have been purchased as well as four gel technology stations for the student lab with some of the Denali money. Old microscopes will be sent to the UAA clinical facilities that need them.
- Heidi is still looking for interesting slides with instrument printouts for the students.

Education Coordinator/Web Master: Karen Martin

- New listing of CLSA officers for 2004-2005 have been posted on the CLSA web. A copy of the officer directory was passed around for the BOD and committee members to sign if they approve of the information being posted on the web. Mary will pursue the individuals not present at the meeting
- Photos from the 2004 CLSA conference have been posted on the website.
- Karen has been working on the Region IX website. This can located at www.ASCLSR9.org.
- Karen has requested a color digital copy of the CLSA logo.
- Karen is looking for more photos for the web page.

- A recommendation was made to have all board reports submitted directly to the website. This way all reports would be contained in a single document. These reports would be submitted to a secure site so that only the BOD and committee chairs would have access.

Turn Around Times: Marcia Souser

- There was no June issue of the TAT due to lack of articles.
- A fall issue will be mailed in late September.
- Marcia had a lot of articles submitted after the conference.
- Marcia is concerned that we may not be providing timely news to the membership. It was decided that the next issue should come out in December.

Industrial Liaison: Sharlane Donaldson

- Sharlane attended the ASCLS national convention as a delegate.
- Sharlane is working on a web based article for the CLSA web site on Sheri's role in the significant increase of scholarship money from Dade Behring.
- Discussed some issues regarding litigation on membrane immuno-assay testing. There is a patent dispute for the technology and many of the membrane technology methods we know may be in jeopardy.
- The FDA would like individual companies to do their own recalls since the FDA is so overburdened at this time.

Awards/Historian: Alicia Morgan

- Alicia is looking for the criteria for the Golden Nugget Award.
- Duties of the historian are not listed in our SOP's.
- Alicia is concerned about the lack of progress regarding storage of records, many of which she has in her basement.

National Medical Laboratory Week: Gloria Kragness

- No activities this quarter
- Gloria is looking for a successor to fill this position while she takes on the President-Elect position.

P.A.C.E.: Jill Jefson

- Jill met with Pam to discuss the transition. Pam completed the first two quarterly reports to ASCLS, with 38 P.A.C.E. programs submitted and their attendance documentation.
- Jill attended two P.A.C.E. committee activities during ASCLS national convention.
- Jill attended a P.A.C.E. roundtable discussion at national where she met Sherry Miner the national P.A.C.E. coordinator. Jill was able to review processes for submitting documents for pre-approval and for reporting completed CE activities.
- Since Jill took over on July 1, 2004, there have been 7 programs approved for P.A.C.E. credit, one from Shellie Smith and 6 from the UAA Capstone Seminars. These will be submitted to ASCLS for the quarter ending September 30, 2004.
- Due to Pam Jett's computer crashing, all historical records of CLSA P.A.C.E. activities have been lost. Jill was able to obtain from national the most recent quarterly report which includes all but one of this year's P.A.C.E. approved programs. National should also have copies of the sign-in sheets for these activities should they be needed.

- All future requests for P.A.C.E. approval should be sent to:

Jill Jefson
8130 Huckleberry St.
Anchorage, AK 99502
jjefson@gci.net

Please allow 2 weeks to process P.A.C.E. paperwork prior to any scheduled CE activity.

- If you do not have the current forms, please contact Jill.
- National is considering “evidence-based” CE activities. This could mean all CE would require passing a quiz or test before credit is given.

Bylaws: Shellie Smith

- No changes since the CLSA spring meeting.

Government Liaison: Catherine Price

- No activity at this time.
- Catherine will be going to the Lab Institute in Washington DC, Sept 28-Oct.2, 2004.

POL: John Perry

- No report

Nominations and Elections: Carolyn Johnson

- The following positions will be open for elections next spring:
 - President-Elect
 - Director-Southeast
 - Secretary
 - Nominations and Elections-2 positions
- Sheri submitted a call for nominations for the TAT.
- Sheri will be sending e-mails to members to encourage them to consider a position on the board or on a committee.

Conference Committee: Sheri Kulhanek

- The date for the 2005 CLSA conference will be April 21-April 23, 2005
- Sheri obtained several bids from Anchorage hotels for the spring 2005 conference. The leading contenders at this time are the Millenium, The Hilton, and Alyeska. Discussion eliminated the Millenium due to lack of exhibitor space. The remaining two candidates will be pursued by Jim Witcavage to determine which can give us the best deal.
- A suggestion for our “banquet” was made to have a train ride catered by **The Brewery** take us from downtown Anchorage to Portage and back.

Unfinished Business

- Representation at AISES.
Sheri has been trying to re-contact them but with no luck. Heidi also has minimum information. Booth space would cost \$700.00 and it was decided that we would pass on this opportunity this year due to a lack of funds.
- What to do with boxes of history

A call asking for an inventory of all the personally stored CLSA documentation and items will be placed in the December TAT. The BOD will determine how best to handle this material, i.e., rent storage, hire someone to scan to disks or destroy the material.

New Business

- Airfare for delegates.
 - Lana arrived with a current (as of September 25, 2004) list of airfares for travel from Alaska to Orlando (National ASCLS), Portland (NWMLS) and Washington DC (Legislative Day). It was determined that we would not be concerned about NWMLS since Region IX reimburses us for that. The fares listed were as follows:

Fairbanks to Orlando	\$537.90-\$774.00
Anchorage to Orlando	\$523.80-\$525.40
Juneau to Orlando	\$533.20

Fairbanks to Washington, DC	\$944.00-\$1424.40
Juneau to Washington DC	\$944.00-\$1424.40
Anchorage to Washington DC	\$796.40-1214.90

- A proposal was made to cap the expenses available for a function rather than for each individual delegate.
 - The motion was made by Heidi Mannion: “Cap ASCLS delegates reimbursement at \$7000 for this year which will be reimbursed equally among the delegates”.
 - A vote was taken, all were in favor.
- Licensure
 - A proposed licensure bill can be located on the website. Heidi requests that everyone review this to determine if this is appropriate for us. All comments may be directed to Heidi Mannion.
- E-Mentor
 - National has a campaign going to push for an e-mentoring program. This program is to provide direction and support for individuals in ASCLS looking into progressing into leadership roles. This is a voluntary process to mentor individuals from all areas of the country. If you are interested, [contact](#).....
- Scholarships
 - It was recommended to reconvene the scholarship committee to be composed of the CLSA District Directors, to determine eligibility and deadlines for the existing scholarships. This information should be prepared and ready to be presented at the Winter BOD meeting.
 - Specific dollar amounts should be determined for budgetary purposes.
- Gold Nugget award
 - Sharlane has proposed an SOP for the Gold Nugget award. Everyone present was satisfied with this SOP.
 - *The Gold Nugget Award is given to recognize an individual or entity that has supported the Medical Laboratory community in Alaska in a notable manner over an extended period of time.*

The recipient is not required to be a member of CLSA and the award is not intended to be annual.

A recipient is recommended by the President and ratified by the Board. This will normally be discussed at the Winter board meeting and announced at the CLSA Annual meeting.

The award will normally consist of a gift somehow related to the name of the award.

- Annual meeting protocol
 - Roll call should be taken with notation of “member” or “non-member”.
 - Election must follow the CLSA SOP’s.
- Bylaws
 - Mary has requested that the Board of Directors review the Bylaws and Standard Operating Procedures.
 - Mary would like all Board of Directors and Committee members review their job description.
 - All corrections and revisions should be sent to Sue Myers to compile for final review at the Winter BOD meeting.

President’s report: Sheri Kulhanek

- Sheri attended the Region IX Interim Board teleconference. Items covered in this meeting included:
 - Sharon Morey is ending her service as Region IX Membership Development Chair (MDC). Any interested individuals that may like to assume this position may contact Sheri Kulhanek.
 - For other topics covered, refer to the Region IX report.
- Sheri has been in contact with the ACVB (Anchorage Convention and Visitor’s Bureau) regarding the 2005 conference and she is waiting for proposals from the hotels.
- Sheri has submitted award nominations to the Regional and National offices.
- Sheri would like to recognize Pam Jett for all of her hard work as the CLSA P.A.C.E. coordinator.
- Sheri is looking for themes to next year’s conference.

Adjournment:

The meeting was adjourned at 3:50 p.m.

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