

# CLINICAL LABORATORY SCIENTISTS OF ALASKA

## Minutes of Fall Board Meeting

September 25, 1999 at the Barrett Inn, Anchorage, Alaska

The fall board meeting was called to order at 9:40 AM by President Jean Krupa.

Members present were; Lana Assyd, Karen Cairns, Mary Lashinski, Carolyn Johnson,

Susan Myers, Kim Domke, Marilyn Robison, Pamela Jett, Alicia Morgan, Jean Krupa, Kathleen Douglass, Sharlane Donaldson, Sheri Kulhanek, Rose Tanaka, and Joey Walden.

Announcements and awards:

Jean passed out copies of the new leadership manual to all present. CLSA received a nice plaque from the Children's Miracle Network for donating the most money from our silent auction.

Key Members award: Kim Domke, Lana Assyd, and Joey Walden

Omicron Sigma: Kim Domke, Pam Jett, Jean Krupa, Joey Walden, Lana Assyd, and Shelly Smith.

Kim Domke, Sue Myers, and Jean Krupa will attend the Northwest Symposium on October 27 - 30, 1999.

The officers and committee chair directory was passed around so that people could make corrections. Jean will re-type it and e-mail the corrected copy to all Board members and Committee chair.

**Minutes from the Spring Board meeting** were read by Kathleen Douglass. A motion was made by Lana Assyd, seconded by Pam Jett to accept the minutes from the spring board meeting with the following corrections: 1) change committees under treasurer's report to professional and public relations (strike Scientific) and add Scientific Assemblies. 2) include Sue Myers motion about elections and nominations.

Motion so carried.

**General Meeting Minutes April 24, 1999.** A motion was made by Sharlane Donaldson and seconded by Joey Walden to wave the reading of the minutes. Motion so carried.

### **Treasure's Report:**

Checking: \$3,529.75

Savings: \$7,206.39

Money market: \$31,252.63

Total: \$41,988.77

Lana Assyd gave the treasurer's report. All in all we are doing very well. We are only \$2,685.76 over budget. There are two outstanding checks, one for \$500 for region IX dues that has never been cashed. One for \$600 for reimbursement, that has never been paid, for Jean and Pam's air fare to the Region IX meeting in Fall 1998.

In 1996 the board voted to roll over a CD for \$4,500. Lana is not sure which financial institution the CD is deposited with, she will research and report at the next meeting. All the other CLSA accounts are now at Alaska USA credit union.

An internal audit of the books was made on September 24, 1999 by Jean Krupa, Pam Jett, Alicia Morgan, Kim Domke, and Sue Myers.

Lana Assyd requested a change to the by laws to reflect that if no one was willing to take the position as treasurer that the person currently in office could keep the office for more than two consecutive terms. ( by laws section 6D-2) Joe Walden made the following motion " **subject to approval from National Bylaws Chair, I move to extend the term of treasurer as needed when no new nominees are recruited pending an internal audit mid-term and an external audit between terms**" Motion seconded by Sue Myers. Motion so carried.

Kim Domke made a motion that **CLSA budget a gift category in the general account of which funds will be available to purchase thank-you gifts for outstanding recognition.** Joe Walden seconded the motion and the motion was passed.

**Internal Audit funding:** Kim Domke made the following motion "**CLSA will pay for the hotel room for the finance committee for the internal audit. This will include one suit and if necessary one additional hotel room. The internal audit is to be held the night before the Fall Board meeting**" Article VII section B states who is on the Financial committee. Jo Walden seconded the motion. Motion so carried.

### **Board reports:**

President elect and post convention report: Kim Domke

We raised \$1,280.50 for the Children Miracle net work telethon. We plan to do it again next year. Each board member is asked to donate two gifts for the silent auction.

Convention will be at Alyeska Prince hotel April 27 - 29, 2000. Room rates will be \$89.00

Past- presidents report: Pam Jett

No activities at this time. She is considering the Leadership chair position. She will be unable to attend NWMLS due to staffing shortage at her lab.

Region/ District reports: ( **Will be referred to as districts and district directors as of September 25, 1999**)

Arctic/interior: Mary Lashinski

Wish to have closer contact with all members of the district and to get casual seminar/ CE and make the best use of the monies for the district.

Central: Carolyn Johnson

No report from former district chair. Carolyn Johnson is new district chair and will have a report next meeting. It was suggested that Carolyn work with UAA in promoting the Capstone talks.

South Central: Sue Myers

Sue is working on the convention committee to formulate the program. She had Gery Bickford from Dade present a talk on "**Nutritional Assessment Outcomes**" and "**reducing Stress**". She also had Debbie Greengurg from Dade give a presentation on "**Use of the PT and INR in monitoring anticoagulant therapy**". She is also working to get Mr. Ritter from the Fairbanks State Lab to make a presentation to the South Central region some time in October.

South East: Catherine Price

No report. Catherine Price could not make it to the meeting due to out of state travel.

### **Committee Reports:**

**Professional/Public relations:** Suzanne Olson ( not in attendance)

No activities during May - September. Suzanne will be moving out of state and we will need some one to fill her position.

**Membership:** Karen Cairnes

She is putting together a booklet for new members explaining who we are and what we do and why they should be a member. She hopes to have this done by the end of this year. She plans publicly to announce the new members and welcome them in the "**Turn Around Times**". We have 133 members in Alaska. Please let Karen know of any new members. MT's, MLT's, Phlebotomist, and Students who are eligible for membership.

**Education Coordinator/Web Master:** Joey Walden

The outdated library stock are being given away. There have been no requests for library materials since the last board meeting. We have increased the size of our web page by 5MB. Send information of meetings, events, pictures, etc by e-mail to Joey Walden at [onthehill@mosquionet.com](mailto:onthehill@mosquionet.com) and he will put them on the web. CLSA Web address is: [www.mosquionet.com/~clsa/](http://www.mosquionet.com/~clsa/) Check it out.

**Turn-Around-times:** Liz Bacon ( not present)

Liz would like to continue to sent the TAT out 4 times a year. A thank you was give to Del and Sharlene for the help with publishing the TAT. You can send articles to Liz and she will forward them to Del at Alaska Scientific for inclusion in the TAT. Liz will not be able to continue as the TAT editor and would like us to find someone to take her place.

**Nominations and Elections:** Rose Tanaka

No activity at this time. Positions that need to be filled are: President-elect, treasurer, district board members for Southeast and Central.

**PACE:** report given by Pam Jett for Judy Bryan

Please submit any programs you like to offer for PACE approval prior to announcing the program to make sure that all the criteria are met. Carol Titsworth with PACE recommends no less than 4 weeks between submitting for approval and the actual presentation date.

**Awards/Historian/ NMLW:** Alicia Morgan

Awards: Jean Krupa, Member of the year

Volunteer of the year: Kim Domke

Keys to the Future: Kim Domke, Lana Assyd, and Joey Walden

Omicron Sigma:

Region IX, Jean Krupa, Pam Jett, Kim Domke, and Joey Walden

CLSA: Lana Assyd, Gail Burger, Alicia Morgan, Liz Bacom, Rose Tanaka, Suzanne Olson, Shellie Smith, Mary Lashinski, Sue Myers, Judy Bryan.

NMLW: Names and addresses were collected at the annual conference for those who wanted Lab Week information.

**By Laws:** Shelly Smith

Need to up date the SOP for nominations. Shelly needs any by law and SOP changes.

**Government Liaison:** Marilyn Robison

Marilyn would like to develop a bi-monthly newsletter to be included in the Turn Around Times. She hopes to act as an information resource for members about what is happening in Washington DC. She would like to continue to receive the N.I.R (G-2 Report) and to travel to Washington D.C again in 2000 for the National Legislative Conference.

**UAA-MLT Representative:** given by Sheri Kulhanek for David Pierce

MLT program has been significantly revised to include more focused emphasis on basic lab skills. A phlebotomy program was started at UAA. Capstone seminars are going well and are open to the community. Needed from CLSA is support for the seminars, and submitting PACE credit for capstone, and presenting topics for the seminars.

**Student Representative:** Sheri Kulhanek

Sheri was a part of the delegation from Alaska that traveled to the national convention in New Orleans. She had the privilege of meeting and net working with other student reps to promote ASCLS. She has encouraged the students and Faculty to become members of ASCLS/CLSA. Sheri will continue as our student rep. A big thank you was give to Hidi and Dave for keeping the MLT program going at UAA.

## **Region IX Director Report**

The Executive committee of ASCLS board of directors held its meeting in Washington D.C September 18-19, 1999.

Director Ken Carter reported that over 700 individuals participated in the free on-line course, the "Lab in Court". Six other courses will be available on the web page for continuing education credits at the end of October.

Prior to the mailing of the third renewal notice, only 7600 members had renewed their membership. Before the dues renewal mailings began, ASCLS had 12,148 members. There were a large number of members who did not have addresses updated and the current renewal may be going to the wrong place.

Preparations for laboratory week in the new millennium have not begun. ASCLS will exhibit at the international meeting in Vancouver, B.C this next year.

The CLMA meeting will be held in L.A.

President Jim Griffith has appointed committees or task forces to look into structure and functioning of the scientific assembly, revising, and updating the standing rules of the House of Delegates.

The Consumer information page on the web is growing in popularity.

**Please respond to the ActionAlert** from the GAC that was in the leadership packet. Additionally please **comment to HCFA regarding the Date of Service, whether it should be date of collection or date of testing.**

## **OLD BUSINESS:**

### **A. Ballot and Elections:**

The following motion by Sue Myers made 4-21-99 at the Spring meeting is going to be sent to Shelly Smith to be put into the Sop's **"A call for nominations and bios will be published in the newsletter with a deadline of 3/1 for any other nominations. The nominations & elections committee chair will send out ballots with a deadline to mail back. We will also collect ballots at the spring conference. Ballots must be submitted no later that noon on the last day of the conference. Newly elected board members will be announced by the end of the last day of the conference."**

### **B. By Laws review/SOP update:**

We are not bound by the old guidelines for use of district CE Funds any more and we need to redefine the guidelines for the use of CE funds. After much discussion a **motion was made by Sue Myers to change the District CE meetings guidelines as follows:**

- 1. Charge more for non-members than members**
- 2. Must document income and expenses for reimbursement from CLSA**
- 3. Can use money for honorarium, travel, lodging, etc. for the speaker**
- 4. Use funds to offset expenses of district members at the discretion of the district directors.**
- 5. Must apply for PACE and California CE approval.**

This motion was seconded by Lana Assyd and passed.

Sue Myers made the following motion to cover meetings that were planned before the new CE Guidelines were approved. " **The guidelines outlined at the CLSA fall Board meeting on September 25, 1999 concerning the disbursement of district CE moneys is in effect as of September 25, 1999. All CE activities initiated before this date will be exempt from this guideline.** The motion seconded by Alicia Morgan and was carried.

#### **C. State leadership manual:**

The manuals are done and were given to each board member to review and will be discussed at the next meeting.

#### **D. Student Qualifications:**

Who is defined as a student. This issue was tabled and will be dealt with at the next board meeting.

#### **E. Articles for TAT**

Articles and general information that needs to go out to the general membership, needs to be submitted to Liz in a timely manner to be included in the Turn Around Times.

#### **F. Capstone Seminar support:**

Information and upcoming seminars will be posted on the web page. Please support and promote these seminars in your work place.

#### **Case Study reimbursement/ name change:**

New guidelines were discussed for reimbursement of case studies and changing the name from "case studies" to " Body of Knowledge". The following guidelines were accepted:

Case Studies

The CLSA board will approve a budget item from the general fund to assist CLAS members with travel expenses in return for presenting a case study at the Spring Conference. If more participants sign up that budget allows, the total will be divided by percentage as evenly as possible among participants. Available only to CLSA members.

A case study can be anything related to clinical laboratory ( i.e.- interesting patient cases, management strategies and methods, or any clinical laboratory work experience.)

Reimbursement will be:

Transportation costs not to exceed \$500 will be reimbursed for PACE approved presentation.

Local participants will have one full day of registration fee reimbursed for a PACE approved presentation.

A brief summery & objectives of what the case study will be about

Must be submitted in PACE form to the Case Study Coordinator by December 30.

Case studies will be submitted for PACE approval by the coordinator.

Participants are also encouraged to prepare a write-up on their case for the "Turn-Around-Times".

Notify Case Study Coordinator.

These new guidelines will be presented to the by-laws committee to be put into an SOP.

## **NEW BUSINESS:**

### **2000 Budget:**

Lana Assyd presented the propose CLSA 1999-2000 budget at \$17,539.00

Current balances are:

Checking: \$10,511.72

Savings: \$7,206.39

SMM: \$31,450.96

Total: \$49,169.07.

All checks received from CLSA will be stamped "**Void if not cashed in 60 days**"

Carolyn Johnson made a motion to approve the proposed 1999-2000 budget and Alicia Morgan seconded. Motion carried.

### **Secretary files transferred:**

The previous secretary has as yet not given the files to Kathleen Douglass.

### **C. Conference SOP's:**

Kim Domke will be heading up a committee to work on these.

### **Salary Survey:**

Learn from FMH has volunteered to head this committee to collate the data received from the salary surveys.

### **Recognition of vendors on the website and improvements:**

Jo stated that the vendor would be recognized on the website for any program or workshop that was sponsored by that vendor and was open to all members of CLSA. In cases of workshops and programs sponsored by vendors, that are only open to persons who use that vendors products, the vendor would not be recognized on the website.

Please let Jo know of any improvements that you want to make to the website.

### **PACE credits:**

Carol Titsworth with PACE has sent information to Judy Bryn on the format to use for receiving PACE credits for workshops and seminars.

### **G. N.I.R. (G-2 Report):**

Marilyn Robison would like to continue to receive this report. The following motion was made by Alicia Morgan: "**CLSA will purchase the G-2 Report for the current year. Marilyn Robison will post summaries on the CLSA web page monthly of each issue.**" Motion seconded by Joe Walden. Motion carried.

### **National Legislative Conference:**

Tabled until next meeting

### **Other New Business:**

#### **1. Defining who are the board members:**

Board of directors will be the officers, regional directors and the standing committee chairs. This will be dealt with in more detail at the next meeting.

#### **2. Memorandum of understanding:**

**This is an agreement that will be used whenever CLSA co-sponsors any workshop or event with another organization. It delineates the roles and responsibilities of each party.** It was moved by Mary Lashinski and seconded by Carolyn Johnson to accept the memorandum of Understanding. Motion carried.

**Presidents Report:**

See attached report

**Adjournment:**

No other business to come before the board at this time a motion was made by Carolyn Johnson and seconded by Joey Walden that the Fall board meeting be adjourned. Motion carried Meeting Adjourned at 5:00 P.M.

Respectively submitted:

Kathleen M. Douglass, CLSA secretary