Call to Order
Roll Call
Minutes Committee
Standing Rules (1)

Minutes
Email Ballots (Page 7) (2)
Fall Board Meeting (Page 10) (3)

Executive Vice President’s Report (Page 24)
Jim Flanigan

Board Reports
Region II (Page 30) (5)
Ascending Professionals Forum (Page 65) (6)
Request for Action
Nadine Fydryszewski

Board Committees,
Appointments (Page 77) (7,8,9,10)
Policy and Procedures (Page 84) (11)
Request for Action
Cindy Johnson
Holly Weinberg

Elected/Appointed Committees, Forums
Clinical Laboratory Science (Page 95) (12)
DCLS Steering Committee (Page 98) (13)
Membership Committee (Page 123) (14)
Nominations (Page 126) (15)
Choosing Wisely (Page 156) (16)
Constituent Society Taskforce (Page 160) (17)
Requests for Action
Kristen Croom
Maddie Josephs
Therese Abreu
Deb Rodahl
Holly Weinberg
Cindy Johnson (for Roslyn McQueen)

Concerns
Region II
Region III
Region IV
Region V
Region VI
Region VII
Region VIII
Region X
Ascending Professionals Forum
Clinical Laboratory Science
Marketing/Communications
Mentorship
Patient Safety
Leadership Academy
Scientific Assemblies
CCCLW
CIRT
Nadine Fydryszewski
Janelle Chiasera
Beth Warning
Jean Bauer
Kim Von Ahsen
Claude Rector
Holly Weinberg
Kristen Croom
Kelsey Harper
Kristen Croom
Kim Von Ahsen
Kristen Croom
Terese Abreu
Nadine Fydryszewski
Debbie Shell
Deb Rodahl
Nadine Fydryszewski

New Business (Page 166) (18,19)
Cindy Johnson
I move that Board of Directors approve the replacement of existing CLEC policy with the CLEC Steering Committee (Structure on Page 163) and refer to the Appointments Committee for implementation.

I move the Board of Directors approve the allocation of net proceeds from CLEC beginning in 2020 as 10% to the local host committee and 10% to the Education Scientific Assembly

Open Forum
Roslyn McQueen

Adjournment (20)
Table of Contents

1. Officers
   a. President
   b. Executive Committee
   c. Secretary-Treasurer Email Motions
   d. Minutes

2. Executive Office
   a. Executive Vice President

3. Regions
   a. Region 1
   b. Region 2
   c. Region 3
   d. Region 4
   e. Region 5
   f. Region 6
   g. Region 7
   h. Region 8
   i. Region 9
   j. Region 10
   k. Ascending Professionals Forum

4. Board Committees
   a. Appointments Committee
   b. Policy and Procedures Committee

5. Appointed Committees
   a. Annual Meeting Steering Committee
   b. APRC
   c. Awards
   d. Bylaws
   e. Clinical Laboratory Science
   f. DAC
   g. DCLS
   h. E&R
   i. Government Affairs
   j. Judicial
   k. Marketing-Communications
   l. Membership
   m. Mentorship
   n. Nominations
   o. Patient Safety
   p. PAC
   q. P.A.C.E.
   r. Product Development
   s. Promotion of the Profession
   t. Leadership Academy
   u. Leadership Development
   v. Scientific Assemblies
   w. Body of Knowledge
   x. ASCLS Today

6. Liaisons to Other Organizations
   a. IFBLS
   b. CCCLW
   c. Health Professions Network-HPN
   d. BOC
   e. CLSI
   f. CIRT

7. Taskforces
   a. Constituent Society Taskforce
STANDING RULES FOR
THE ASCLS BOARD OF DIRECTORS

1. Where applicable, the rules of the House of Delegates will apply.

2. Guests may request recognition from the Chair to speak to a motion under discussion. If a board member and a guest request recognition at the same time, the board member will be recognized first.

3. Any request for action in a committee report must be referred to the Board.

4. The Board will act upon committee reports in one of the following manners:
   a. recommend adoption
   b. recommend rejection
   c. refer to the House without Board action

5. Any recommendation which originates within the Board and is subject to House review will be acted upon in the following manner:
   a. recommend adoption and initiate motion
   b. refer to the House without Board action

6. To "commend" is to single out for praise in the performance of duty or function, and should be used to denote special activity worthy of note. Individuals may be recognized on an individual basis or may be singled out as one within a group.

7. The President can ask specific board members to speak on behalf of the Board on items referred to the House of Delegates in order to bring the views of the Board to the assembly. Likewise specific members of the Board can be asked to speak on behalf of a Board action during the House meetings.

8. Members voting in a minority must indicate to the secretary when they wish their vote to be recorded in the minutes.

9. There should be minimum use of the process of decision by consensus.

10. An executive session may be held at any time during a meeting at the call of any member of the Board.

11. Mail or email ballots may be utilized whenever it is deemed advisable.

12. Telephone ballots using the roll call tabulation may be utilized whenever it is deemed advisable.

13. Alcoholic beverages in any form are not permitted at a meeting of the Board.
14. All requests for action which are approved by the Board which require a commitment of society resources will be subject to allocation of those resources before implementation.
# Activities of the President:
- Participated in weekly conference calls with Jim Flanigan, EVP
- Conducted ASCLS Board of Directors Fall Meeting, 11-2-18
- Attended ASAE with EVP and President Elect, November 15-17, 2018, Washington, DC
- Conducted monthly calls with President-Elect, Cindy Johnson and Past President Deb Rodahl: 10-8-18, 11-13-18, 11-27-18, 1-11-19, 2-26-19
- Participated in Annual Meeting Steering Committee conference call
- Submitted four (4) president’s columns to ASCLS Today editor.
- Appointed Constituent Society Task Force which was approved by Board
  - Appointed Linda Goossen, Chair and Rick Panning, Vice chair, Constituent Society Task Force
  - Participated in Constituent Society Task Force meetings: 12-13-18, 1-10-19, 1-24-19, 2-7-19, 2-28-19
- Appointed Alice Hawley, Chair of Promotion of the Profession Committee
  - Participated in Promotion of the Professions meeting, 1-28-19
- Held Board Check In Calls: 10-22-19, 2-28-19
- Participated in Choose Wisely Task Force meeting, 11-11-18, 1-3-19
- Participated in Open Forum discussion as needed
- Addressed issues submitted by Committee Chairs, Task Force, or Board of Director, responded to communication as requested
- Invited Board nominees to Planning Day and BOD meeting, March 16-17, 2019
- Submitted Linda Smith, for reappointment to ASCP BOC Board of Governors
- Responded to inquiries from regional directors, state presidents, Committee and Task Force Chairs as necessary.
- Submitted reminder email to Committee Chairs, Task Force about Board Report due date
- Attended Clinical Laboratory Educators Conference (CLEC), February 21-23, 2019, Baltimore, MD
- Attended conference call with ASCP representatives with Jim Flanigan, President Elect, Cindy Johnson, and Past President, Deb Rodahl
- EVP and I participated in meeting with ASCP, February 21, 2019 concerning lack of professional recognition
- Attended Conference Call with Perry Scanlon, February 15, 2019, status of Journal

<table>
<thead>
<tr>
<th>Items of Concern:</th>
<th>None</th>
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<tr>
<th>Request for Action:</th>
<th>None</th>
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Email Motions

Email Motion #10:
Johnson moves that the ASCLS Board of Directors approve the appointment of Mike Lieberman to the Membership Committee. **Be it noted** that Mike Lieberman will replace Sheri Gon who resigned from the committee.

Ayes – 16  Nay - 0

Email motion #11:
Johnson moves that the ASCLS Board of Directors approve the appointment of Karen Griffin to the Bylaws Committee. **Be it noted** that Karen Griffin will replace Maria Aguirre who resigned from the committee.

Ayes – 16  Nay - 0

Email motion #12:
Johnson moves that the ASCLS Board of Directors approve the appointment of Brooke Witaker to the Patient Safety Committee. **Be it noted** that Brooke Witaker will replace Mary Lou Turgeon who resigned from the committee.

Ayes – 16  Nay - 0

Email motion #13:
Johnson moves that the ASCLS Board of Directors approve the appointment of Ashlee Ketchum to the Leadership Development. **Be it noted** that Ashlee Ketchum will replace Buffy Kelley who resigned from the committee.

Ayes – 16  Nay – 0

Email Motion #14:
Johnson moves that the ASCLS Board of Directors approve the appointment of Developing Professional Samantha George to the Marketing and Communications Committee.

Ayes – 16  Nay - 0

Email Motion #15:
The ASCLS Patient Safety Committee moves that the Board of Directors:

- Approve ASCLS application to become an organizational member of the Coalition to Improve Diagnosis and that required Coalition participation actions be charged to the ASCLS Patient Safety Committee;
- Annually appoint a member of the Patient Safety Committee to serve as the ASCLS Coalition representative;
- Adopt the Coalition Shared Principles document; and,
- Reimburse reasonable travel expenses up to $2,000 annually for the ASCLS representative’s Coalition event attendance

**Be it noted:** The PSC Request for Action document and additional information on the Coalition to Improve Diagnosis and membership is included in this report.
Email Motion #16:
On behalf of the ASCLS Policies and Procedures Committee, Weinberg moves that the ASCLS Board of Directors approve amending Article V, Section C, item 2.b of the Standard Operating Procedure (SOP) to change the date for closing membership files to determine delegate numbers from May 31 to April 30:

Current text:
Article V – House of Delegates
C. Delegates
2. Delegation Size.
   a. The size of a constituent society delegation is to be based on the number of professional and emeritus members as so provided in the Bylaws of the Society.
   
   b. The Executive Office will, on the 31st of May each year (or at a time established by the Board of Directors), close the official membership files and shall record the number of professional and emeritus members in each constituent society as of that day.

Proposed text:
   b. The Executive Office will, on the 30th of April each year (or at a time established by the Board of Directors), close the official membership files and shall record the number of professional and emeritus members in each constituent society as of that day

Be it noted: Because the Annual Meeting has moved one month earlier, an earlier cutoff date is necessary for determining delegates to the HOD.

Email Motion #17:
Johnson moves that the ASCLS Board of Directors approve the appointment of Shannon Jongeward to the Patient Safety Committee. Be it noted: Shannon will replace Kami McGann who resigned from the Committee.

Email Motion #18:
McQueen moves that the following members be approved to serve on the Constituent Society Task Force: Linda Goossen, Chair; Rick Panning, Vice Chair; Mary Ann McLane; Miles Tompkin; Suzanne Campbell

Email Motion #19:
On behalf of the Executive Committee, I move the approval of the charges for the Constituent Society Task Force. See attached document.

Email Motion #20:
Johnson moves that the ASCLS BOD approve the appointment of Jess Sheffield as the Ascending Professionals Forum communication coordinator for Region VI. Be it noted: Jess Sheffield will replace Stephanie Godfry who no longer meets the Ascending Professional requirements.
Email Motion #21:
Johnson moves that the ASCLS Board of Directors approve the appointment of Sydney Kor as the Region V Developing Professional representative.

Ayes – 16      Nay – 0

Email Motion #22:
Johnson moves that the ASCLS Board of Directors approve the appointment of Esther Iheme as the Region V Ascending Professional representative.

Ayes – 16      Nay – 0

Email Motion #23:
Johnson moves that the ASCLS Board of Directors approve the appointment of Ali Nussbaum as the Region V PAC Trustee.

Ayes – 16      Nay – 0

Email Motion #24:
McQueen moves that the ASCLS Board of Directors approve the reappointment of Linda Smith as the ASCLS representative to the ASCP BOC Board of Governors. Be it Noted: Linda Smith is serving her second term.

Ayes – 16      Nay – 0

Email Motion #25:
McQueen moves that ASCLS Board of Directors approve Alice Hawley as the Chair of the Promotion of the Professions Committee, and Michelle Moy as Vice Chair. Be it Noted that Michelle Moy resigned due to work commitments, but will serve as Vice Chair.

Ayes – 16      Nay - 0

Items of Concern: None

Request for Action: I move that the ASCLS Board of Directors accept the email motions as read into the record.
Call to Order: President Roslyn McQueen called the meeting to order at 2:00 PM ET.

Roll Call:
Present: Roslyn McQueen, President; Cindy Johnson, President-Elect; Deb Rodahl, Past President; Debbie Shell, Secretary/Treasurer; Maddie Josephs, Region I; Nadine Fydryszewski, Region II; Janelle Chiasera, Region III; beth Warning, Region IV; Kim Von Ahsen, Region V; Jean Bauer, Region VI; Claude Rector, Region VII; Holly Weinberg, Region VIII; Terese Abreu, Region IX; Kristen Croom, Region X; Kelcey Harper, Ascending Professional Forum Chair; Christal Lane, Developing Professional Forum Chair; Jim Flanigan, EVP; Andrea Hickey, Director of Membership and PACE ; Melanie Giusti, Director of Professional Development and Project Management

Minutes Committee: Maddie Josephs and Holly Weinberg

Motion #1: Shell moved that the Board of Directors adopt the Standing Rules for the ASCLS Board of Directors

Seconded by Rodahl        Motion carried

Minutes

Motion #2: Shell moved that the ASCLS Board of Directors accept the minutes from the Annual Board Meeting dated July 29, 2018

Seconded by N/A – general consent approved as written   Motion carried

Motion #3: Shell moved that the ASCLS Board of Directors accept the minutes from the Post House Board Meeting dated August 2, 2018.

Seconded by N/A – general consent approved as written   Motion carried

The following email motions were read into the record:

Email Motion #1 (8/31/2018): Johnson moves that the ASCLS Board of Directors approve the appointment of Edward “Ellis” McVoy as the Region VII Ascending Professional representative. Be it noted that James Gardner has finish his service eligibility.
Email Motion #2 (8/31/2018): Johnson moves that the ASCLS Board of Directors approve the appointment of Ninive Costa to the GAC Committee. **Be it noted** that Ninive will replace Debbie Shell who was appointed ASCLS Secretary/Treasurer.

Email Motion #3 (8/31/2018): Johnson moves that the ASCLS Board of Directors approve the appointment of Barbara Mannor to the PACE Committee. **Be it noted** that Barbara Mannor will replace Jean Bauer who was elected Region V Director.

Email Motion #4 (8/31/2018): Johnson moves that the ASCLS Board of Directors approve the appointment James Gardner as Vice Chair of the Mentorship Committee.

Email Motion #5 (9/14/2018): Johnson moves that the ASCLS Board of Directors approve the following list of Ascending Professional appointments for 2018-2019 Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Ascending Professional Rep</th>
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<tbody>
<tr>
<td>Awards</td>
<td>Kate DeAngelo</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Stephanie Garcia</td>
</tr>
<tr>
<td>GAC</td>
<td>Alexandra Nussbaum</td>
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<tr>
<td>Leadership Development</td>
<td>Niki Buza</td>
</tr>
<tr>
<td>Membership</td>
<td>Laura Sage</td>
</tr>
<tr>
<td>Patient Safety</td>
<td>Elizabeth Scholl</td>
</tr>
<tr>
<td>PDC</td>
<td>Mehri McDwayne</td>
</tr>
<tr>
<td>PPC</td>
<td>Nathan Howell</td>
</tr>
</tbody>
</table>

Email Motion #6 (9/14/2018): Johnson moves that the ASCLS Board of Directors approve Halcyon St. Hill as the DAC representative to the APRC Committee and Stephanie Mihane as the DAC representative to the Membership Committee.

Email Motion #7 (9/14/2018): Johnson moves that the ASCLS Board of Directors approve Kyle Riding, Rebecca Rogers and Maria Rodriguez as At-Large-Members to the Marketing Communications Committee.

Email Motion #8 (9/14/2018): Johnson moves that the ASCLS Board of Directors approve Kyle Riding as Chair and Rebecca Rogers as Vice-Chair of the Marketing Communications Committee.

Email Motion #9 (10/11/2018): Johnson moves that the ASCLS Board of Directors approve the following Developing Professionals to serve on ASCLS committees: Heather Hansen, Bylaws Committee; John Frederick, Government Affairs Committee; Mary Thao, Leadership Development Committee; Cheyenne Reyes, Membership Committee; Allicia Gunderman, Mentorship Committee; Courtnee Wall, Patient Safety Committee; and Allie Harris, Product Development Committee.

Email Motion #10 (10/11/2018): Johnson moves that the ASCLS Board of Directors approve the appointment of Mike Lieberman to the Membership Committee. **Be it noted** that Mike Lieberman will replace Sheri Gon who resigned from the committee.
Email Motion #11 (10/11/2018): Johnson moves that the ASCLS Board of Directors approve the appointment of Karen Griffin to the Bylaws Committee. **Be it noted** that Karen Griffin will replace Maria Aguirre who resigned from the committee.

Email Motion #12 (10/11/2018): Johnson moves that the ASCLS Board of Directors approve the appointment of Brooke Witaker to the Patient Safety Committee. **Be it noted** that Brooke Witaker will replace Mary Lou Turgeon who resigned from the committee.

Email Motion #13 (10/11/2018): Johnson moves that the ASCLS Board of Directors approve the appointment of Ashlee Ketchum to the Leadership Development. **Be it noted** that Ashlee Ketchum will replace Buffy Kelly who resigned from the committee.

Email Motion #14 (10/11/2018): Johnson moves that the ASCLS Board of Directors approve the appointment of Developing Professional Samantha George to the Marketing and Communications Committee.

Email Motion #15 (10/23/2018): The ASCLS Patient Safety Committee moves that the Board of Directors:

- Approve ASCLS application to become an organizational member of the Coalition to Improve Diagnosis and that required Coalition participation actions be charged to the ASCLS Patient Safety Committee;

- Annually appoint a member of the Patient Safety Committee to serve as the ASCLS Coalition representative;

- Adopt the Coalition Shared Principles document; and,

- Reimburse reasonable travel expenses up to $2,000 annually for the ASCLS representative’s Coalition event attendance

**Be it noted:** The PSC Request for Action document and additional information on the Coalition to Improve Diagnosis and membership is included in this report.

**Motion #4:** Shell moved that the ASCLS Board of Directors accept the email motions as read into the record.

Seconded by Johnson    Motion carried

**Executive Vice President’s Report** - Jim Flanigan, Executive Vice President, presented an overview of the EVP report.

**Requests for Action**

**Board Reports:**

*Region IV*
**Motion #5:** Warning moved that the Board of Directors charge the Membership Committee with re-evaluation of the Educational Membership Package in terms of deadlines, reporting, and methods of payment.

Seconded by Von Ahsen  Motion carried

**Board Committees**

**Finance Committee**

**Motion #6:** On behalf of the Finance Committee, Shell moved that the Board of Directors approve Calibre as the new ASCLS auditing firm.

Seconded by Josephs  Motion carried

**Policy and Procedure Committee**

**Motion #7:** Weinberg moved that the ASCLS Board of Directors approve the changes to the Standard Operating Procedure (SOP) as submitted on the attached draft SOP document.

Seconded by Fydryszewski  Motion carried

**Elected/Appointed Committees, Forums**

**Annual Meeting Steering Committee**

**Motion #8:** Annual Meeting Steering Committee moved that the ASCLS Board of Directors approve the addition of two more members to the Annual Meeting Steering Committee (AMSC).

Be it noted: The expanded committee is necessary to handle the increased workload related to leading an independent meeting.

Seconded by Weinberg  Motion carried

**Clinical Laboratory Science**

**Motion #9:** Croom moved that the ASCLS Board of Directors direct the EVP to develop a reliable timetable to complete APEX assembly of issues and that the ASCLS Board of Directors direct the EVP to create a reliable timetable to complete pubmed relisting after APEX completes the issues.

Seconded by Chiasera  Motion carried

**Clinical Laboratory Science**

**Motion #10:** Croom moved that the ASCLS Board of Directors renew the appointment of Perry Scanlan as Editor-in-Chief for an additional three year term beginning January 2020.

Amended by general consent to change the date from 2019 in the original motion to 2020.

Seconded by Josephs  Motion carried

**Membership Committee**
Motion #11: Abreu moved that the ASCLS Board of Directors approve $200 to be used for 10 monthly engagement campaign prizes approximate value at 20 dollars a month that could be gift cards or other prizes as yet to be determined.

Seconded by Rodahl    Motion carried

Scientific Assemblies
Motion #12: Rector moved that the Board of Directors consider creating a ‘Phlebotomist’ category for membership. (continues from previous year)

Seconded by Weinberg    Motion withdrawn (previously referred to Membership Committee as a charge)

Scientific Assemblies
Motion #13: Rector moved the Board of Directors and annual meeting planning committee schedule the annual Phlebotomy SA meeting separately from the majority of SAs

Seconded by Von Ahsen    Motion carried

Scientific Assemblies
Motion #14: Rector moved that the ASCLS Board of Directors direct staff to develop a body of knowledge tutorial resource that can be accessed by ASCLS leaders and others regarding use of the member community

Seconded by Weinberg    Motion carried

Scientific Assemblies
Motion #15: Rector moved that the ASCLS Board of Directors direct the ASCLS annual meeting steering committee to review and revise the process for selecting topics and speakers to include feedback to SAs regarding SA submissions (which are selected and why those selected are not), or to provide for individual SAs to select speakers from their topics selected for the annual meeting program

Seconded by Josephs    Motion denied

Scientific Assemblies
Motion #16: Rector moved that the ASCLS Board of Directors review protocol for online leadership directory entry to include scientific assembly leadership for use by SA chairs and coordinators. Inclusion of these positions with the online portal may also cue state leaders to the need for these positions. This process is also in addition to rosters maintained for state and region purposes.

Motion withdrawn (Discussed at Executive Committee and will be implemented by the staff)

CCCLW
Motion #17: Rodahl moved that the ASCLS Board of Directors endorse the ASC effort to expand master’s level cytology programs and direct the Education Scientific Assembly, or another appropriate group, to identify a contact to connect with the American Society of Cytopathology directly and serve as a resource for how they have worked on initiatives to transition programs to master’s level.
Seconded by Johnson  Motion carried

*Choosing Wisely*  
**Motion #18:** Weinberg moved that the ASCLS Board of Directors approve our three attached recommendations (see report) and instruct the Task Force to submit them to ABIM for review.

Seconded by Josephs  Motion carried

*Leadership Academy Task Force*  
**Motion #19:** On behalf of the Leadership Academy Task Force, Von Ahsen moved that the ASCLS Board of Directors accept the final task force report as submitted and refer it to Leadership Academy Committee for implementation.

Seconded by Rodahl  Motion carried

*Concerns*  

Region I, New York:  
- The NY Board responded to the Lapsed Member Call to Action. They felt that telephoning lapsed members and reminding them to renew has been not as effective as hoped. The membership committee said that, with caller ID, most people would not answer their phone as they did not recognize the caller, especially from a non-local area code. Past efforts to email each lapsed member individually were more successful. Concern noted about use of email for lapsed members.

Region II, Delaware:  
- Not yet having the Bylaws toolkit to help societies update their documents to reflect the new changes and better match the National format. Bylaws toolkit received after submission of this concern.

Region II, New Jersey:  
- Lapsed memberships

Region II Maryland:  
- Succession planning for the state society

Region III, Director:  
- Lack of leadership from South Carolina  
- Lack of succession planning within states

Region III, Alabama:  
- Lack of membership renewal in lapsed members.

Region III, North Carolina:  
- Can we ask for review of the ASCLS website information about careers? In particular the “Career Recruitment Toolkit” tab.

https://ascls.org/careers-ascls/career-recruitment-tool-kit
The career recruitment brochure under the “Career Recruitment Video and Brochure” tab take far too long to download and the two page document must be loaded as two separate documents. It is not user friendly and the quality is poor once it actually is printed. Some of the links in that section are broken and some of the tabs for information are lacking any related information. It looks like much of the section for the “Careers” tab in general is still incomplete. It would be extremely helpful to have information available that is easy to access, easy to share, and easy to download when it comes to career recruitment and promotion of the profession. Currently it is not optimal.

- The library function on the ASCLS member portal is not very well updated, and the search function does not provide the most up to date or relevant documents. Could something be done to make this more user friendly?  Concern noted and attributed to the speed of individual computers.  Staff will work with the society.

Region III, Tennessee:
- It has been brought to the attention of the ASCLS-TN Board of Directors that some members of ASCLS are not joining their state society when they become members or renew their membership. Instead, some members are selecting a society in which they do not reside or have ties to due to the additional cost. Often the societies selected by these individuals are the societies that do not have any additional dues. Staff working to resolve this issue.
- We are trying to use the national bylaws update as a template for updating the region and state bylaws. However, on the ASCLS website, only the outdated version of the bylaws is available. Updated version is now on the website.

Region IV, Indiana:
- We are having trouble retaining student members.
- A large portion of our active members are getting older and we often have to recycle members.
- Many of our active members no longer work in the laboratory so we are missing the input of people that actually work on the bench.

Region IV, Kentucky:
- Due to leadership deficiencies over the last several years, KSCLS is lacking in committee involvement. There are several committees in which no record of participation is occurring. KSCLS will try to focus on key committees and reach out to members for involvement.

Region IV, Michigan:
- State Meeting preparation, and the need to have an event planner involvement. A new contract was being explored.

Region IV, Director:
- For the membership committee to re-evaluate how the Educational Membership Package is handled in regards to student members. Students often do not have checking accounts to write checks. Faculty are placed in an uncomfortable situation asking students for checks or cash to submit together for Educational Packages. If the
Membership committee could review alternate practices for payment – such as direct credit card entry or, if they do have checks, to make each check out to ASCLS and not an individual at the School.

- For the membership committee to re-evaluate the deadline for Educational Package Membership as an August 31 deadline is unrealistic to enroll new student members. As background, students may not be on campus through the summer to join when spring membership opens. When courses resume in the fall, the timing of starting classes and new class info is not conducive to introduce the ASCLS Developing Professional membership, such as this year, when courses began August 27. Andrea Hickey is accommodating in extending the due date to September, but suggest a standing September 30 deadline for the developing professional.

Region V, Minnesota:

- Financial Committee - to create options health of checking account/budget.
- Publication Newsletter Committee – to research ideas on future newsletter availability.
- Membership Committee - Developing and retaining new members through the student and first year professional groups. Many of our lapsed members are in this group and we lose touch with them after their student year.

Region V, Wisconsin:

- Contacting and retaining our lapsed members in all levels, but with a focus on ascending professionals.
- Being able to bring about more involvement opportunities to interested members (through expanding committees and getting more SA and member community involvement).
- Succession planning for state committee chairs
- Incorporating the sustaining members option into the state level properly (what should we offer/how do we involve members at the state level). Guidance from National on this would be beneficial.

Region VI, Illinois:

- Lack of general meeting chair and unfilled planning committee for the 2019 Annual Meeting in Peoria, IL
- Dissolving of our branch societies – the same individuals that serve on the state board also serve on branch boards and also on the planning committee. Is this contributing to burnout of our volunteers? Or by dissolving the branch societies are we eliminating our conduit to our members in the different areas

Region VI, Missouri

- We are lacking in society and leadership members.
- We currently have several vacancies on the Board, including President Elect. Our current membership is 88.

Region VII:

- New Mexico Society Inactive Status
Region VII, Oklahoma:

- Due to the change of date as well as the need for employers, potential travel grant donors, and attendees that use personal time or funds, ASCLS-OK strongly recommends that any information pertaining to the National Meeting to be held in Charlotte, NC be publicly announced and released as soon as possible.

Region VIII, Idaho:

- Align Idaho with ASCLS regarding bylaw updates.
- Align Idaho with ASCLS regarding the recent change in the Association year.
- Learn Zoom tool as GoToMeeting sunsets.

Region VIII, Montana

- Declining membership and member retention
- Registration for events need to open earlier

Region VIII, Utah:

- Leadership recruitment
- Member participation
- Member recruitment

Region X, AZ/NV:

- AZ/NV: Finances. Need to increase income to be able to host events for members.
- AZ/NV: Phishing scam almost convinced AZ/NV Treasurer to transfer funds.

Ascending Professionals Forum:

- No representation for Region VI
- Late assignments of State APF Communication Coordinators.
- Three year terms of Communication Coordinators may be leading to burn out, causing representatives to drop out of positions before their terms are up.
- Not all Regional Directors seem to know when their representatives term limits are up and are not prepared to find successors in time, leaving the position vacant or asking the current person to fill the position again.
- There seems to be increased difficulty in finding or appointing people into the open positions. The goal of the forum is to get this done before October, but with many states not deciding appointments until their fall meetings and Regional Directors scrambling to fill positions after obtaining their positions at annual meeting, we continue to fail at meeting this goal. Can appointments be standardized in some way and have all appointments for state and regional reps due by the end of Annual Meeting so that business can fully begin as early as possible?
- Colorado: No response back from my state society about my items of concern/requests for action from my delegate report regarding the annual meeting
Developing Professionals Forum

- No regional representatives for Regions I, V, or X
- No response from appointed regional representatives from regions II, III, or VIII

APRC

- One of our charges from President McQueen was #7 which asks for a PDF of previous abstracts, which we believe the former Staff assistant to our Committee kept. We need clarification as to what this charge is about

Awards

- The Awards Committee wants to ensure that every worthy member is nominated, when appropriate, for awards. Once the on-line submission website is open, the Awards Committee would like to enlist all Regional Directors in the marketing, solicitation, and follow-up of awards nominations. This includes communicating the changes in Omicron Sigma requirements and the eligibility for the Developing Professional Leadership Award to their constituents.

Clinical Laboratory Science Journal

- APEX has not yet completed any actual issues for the 2018 calendar year. Some authors need PDF versions of their article in publishable form. Our publish ahead of print in a PDF of the word document is not sufficient for most universities or tenure committees. Authors need to examine the proofs and I cannot determine any areas we lack in the publications themselves until a draft is made.

- Address remaining issues with Pubmed to be relisted as we complete our transition to our new submission system and website.

Authors are still contacting me several times a week asking for our Pubmed listing. This is understandable and we need to make every effort to get this moving as soon as possible. It is somewhat paralyzing to reassure authors and then not be able to deliver on our Pubmed indexing. This is a significant issue as we will not be getting the number of manuscripts we need if this is not corrected. While patience is needed many of our authors are faculty and are concerned how this will affect tenure and promotion. We can no longer wait this out and must complete this as soon as possible. At the very least we need some type of public statement or email to publishing members from the EVP or President that indicates our commitment to being listed in Pubmed while this process is ongoing.

- Librarians have started to contact me and ask if the journal is still active. At least two librarians have reached out to the EIC to see if the journal is still actively publishing. There needs to be a priority in getting these issues put together and “in print”. Authors will begin to lose faith and other scholars will not take us seriously unless this gets fixed.
Education and Research Fund

- Not enough time for our face to face meeting at the Annual Meeting. Can we extend our meeting to one- and one-half hours? This will be done.

Mentorship Committee

- To my knowledge the Developing Professional committee member has been identified but not confirmed by the BOD. Committee was identified and voted on by the Board. Information forwarded to committee chair.

Patient Safety Committee

- Timely appointment of DP and AP committee members.
  1. For committees to be highly functional and to allow new members to be actively engaged in their new committee, it is essential that appropriate orientation/training/mentor program assignments, etc. be completed right after the start of the new ASCLS year. Noted
  2. Without AP and DP appointments being available at approximately the same time as the regular committee member appointments, the training/orientation process is delayed, fragmented, and may even require duplicate efforts for the committee to complete these required duties. Noted
  3. We are aware of how massive the appointment process must be for the President-Elect, the Appointment Committee and the Board of Directors and wonder if our current standard process can be enhanced utilizing standard process and deadlines for State Society Leaders and Regional Directors to obtain DP and AP volunteers for committees prior to the beginning of the appointment process. For committees to be highly functional and to allow new members to be actively engaged in their new committee, it is essential

Committee Leadership Roster Publication (utilizing electronic production process)

  1. The PSC recognizes the importance of utilizing an electronic production process for ASCLS Committee Leadership Rosters to provide essential real-time committee contact information to our members and leadership.
  2. ASCLS is commended in pursuing an electronic process.
  3. It is noted and has been previously discussed with Roslyn McQueen and Jim Flanigan that specific core information be available to committees to assist with their required functionality.

  The following core information that is functionally needed by a committee and is currently not available in our electronic rosters includes: member class (PF, DP, AP, EM); appointment term or term expiration; for committees with consecutive terms definition, it would also be helpful to know how many terms the member has served. This was noted and resolved by staff.

- Resignation of one appointed PSC member (term 2018-21) PSC is currently working
with ASCLS appointment committee to replace this position

Leadership Academy Committee

- We are waiting on the final version of the Leadership Academy Taskforce recommendations on how to improve and revitalize the program. We are unable to proceed with this project until we receive the recommendations.

Leadership Development Committee

- The LDC requests discussion on two particular aspects of the attached plan:
  1. Are there any high priority constituent leadership topics that the BOD would like to see addressed early in catalog development?
  2. Are there other criteria the BOD would like to add to the list in the plan for incorporation into modules expected to be part of the envisioned leadership certificate?

Scientific Assembly

- Need to be able to identify SA leaders in each state and do not have a strategy for working with leadership in states regarding scientific assemblies. State by state email does not seem scalable or sustainable.
- Need to identify SA rep to Awards committee
- FAB 5 chair/vice chair (Panning/Bauer) did not identify a chair/vice chair to replace them for 2018-19. Information has been requested. Will continue to pursue this.
- From the Molecular SA: Little to no participation/responses on emails or postings for community

ASCLS Today Newsletter

- Authors assigned to the final issue of the year will be pushed to next year.

Consumer Information Response Team

- As previously mentioned, there have been difficulties with the AACC software and updating for LTO. We will have to wait and see.

Choosing Wisely Task Force

- On 10/11/18 Jim Flanigan, ASCLS EVP, passed along an invitation from Blair Holliday, ASCP EVP to combine our CW task forces to provide a strong concerted effort at developing recommendations. Our members were grateful for the opportunity to collaborate but voted to remain free-standing at this time. We agreed to pass this information to the ASCLS BOD, and we thank Mr. Flanigan for his consistent support of the ASCLS CW Task Force.

Leadership Academy Task Force
• Implementation of the recommendations of the Task Force will require that the state/regional LAs appreciate their role in helping to prepare members for the national LA. Thus, distribution of the task force report to local LA directors is essential. Regional Directors are asked to share the report with local LA directors in their regions as well as their constituent society presidents.

New Business

Motion #20: Johnson moved that the Board of Directors amend the policy on emeritus eligibility under III.C.a to include the following: A professional member is also eligible for emeritus status if the total years of non-continuous membership and age are equal to or greater than 95.

Seconded by Croom  Motion carried

Open Forum - none

Adjournment

Motion #21: Lane moved that the meeting be adjourned.

Seconded by Abreu  Motion carried and the meeting was adjourned at 6:25 PM, ET

Debbie Shell, Secretary/Treasurer

Maddie Josephs, Minutes Committee  Holly Weinberg, Minutes Committee
### Activities of the President Elect since October 2018

- Attended the ASCLS Board of Directors Fall meeting on November 2, 2018
- Attended the ASAE Leadership Symposium November 15-16, 2018
- Held Appointments Committee meetings on: 11/12/18, 12/6/18, 2/5/19, 2/19/19, 3/5/19
  - Updated appointments grid to include term limits and number of members
  - Prepared appointments for Committees, Committee Chairs and Vice chairs, and ASCLS Representatives to Other Organizations for presentation at the Interim BOD Meeting
- Held Long Range Planning Committee meetings on: 11/29/19, 1/17/19 and 3/4/19
  - Committee is updating ASCLS Position/Job Descriptions
  - Preparations for Planning Day to be held on 3/16/19
- Participated in the Annual Meeting Steering Committee Conference calls on: 10/27/18, 1/4/19 and 2/7/19
- Participated in ASCLS past-president, president, and president-elect (3P) conference calls on 10/9/18, 11/13/18, 11/27/18, 12/28/18, 1/11/19, and 2/26/19
- Participated in the BOD check-in call on 2/28/19

### Items of Concern:

None

### Request for Action:

None
Systems:

- **Cvent**: Registration for the joint ASCLS-AGT Annual meeting is live through Cvent. A third-party system was needed to accommodate other membership lists and allow for member registration from multiple societies. In addition, industry opportunities can be purchased through the system. A number of constituent societies are taking advantage of a master agreement we’ve negotiated with the company. Abstract submission and judging were entirely managed through the new system. We will be using the integrated mobile meeting app that will draw directly from the back end of the system, reducing staff time devoted to schedule updates. We anticipate using the system for program submissions for the 2020 Joint Annual Meeting.

- **Higher Logic Marketing**: ASCLS has begun using the Higher Logic Marketing Automation platform (which you may hear us refer to as Informz) for outbound and responsive marketing. The system centralizes market segmentation and targeting and allows us to setup automated triggers based on the behavior of those receiving email. Current automated campaigns are running that are triggered by an individual joining. A series of emails over several weeks provides them links and activities to learn about ASCLS. The system allows us to customize who the emails appear to come from. Currently, the Region VI onboarding email appears to come from Kim Von Ahsen. We are working to extend that to all regions. Activity on the ascls.org website and social media properties also feeds into the integrated system. A campaign to recruit new members in Tennessee in response to recent efforts in the state to weaken licensure is using the system. Finally, we have converted our successful campaign that sent a series of emails to those recently passing their BOC exam, recruiting them for Ascending Professional Membership.

- **New Career Center**: The new ASCLS Career Center on the Boxwood system, part of the National Health Care Network, has launched and is generating income for the society. The integration with both the Timberlake/Naylor and Higher Logic systems are areas of exploration for us. We have begun to explore opportunities for virtual career fairs that will supplement recruiters at the Annual Meeting.

- **Connect.ASCLS.org Mobile App**: The new app is up and functioning. Staff and the PDC are testing it before launching it to the full membership later in March.

- **Clinical Laboratory Science Publishing Platform**: As reported earlier, many elements of the new journal platform are functioning well. The BenchPress submission and review...
Site is working well and transfer from that site to the HighWire journal site has been functioning as expected. Recently, HighWire corrected the issue preventing our content from appearing in scientific indexes. In 13 days that remained in February, there were 685 resolutions of links to existing articles. The most cited article on the system so far is “An Algorithm for Curriculum Decisions in Medical Laboratory Science Education” by Susan Beck and Tara C. Moon. We have applied for re-indexing in PubMed and expect to hear in June if we have been accepted. The final element is the compositing of articles that currently appear on the site under publish ahead of print. This will be completed prior to the PubMed decision.

**Strategy:**

- **FY2018 Audit:** The society has successfully completed its audit for last fiscal year and a draft audit document will be supplied to the Finance Committee prior to the board meeting. As was shared in some detail on the board last fall and in the draft year-end financial statement, the Society saw net negative income for the fiscal year. This was anticipated and can be largely attributed to the poor financial performance of the Annual Meeting.

- **FY2019 Financial Performance:** Through the first six months of this fiscal year, performance has been consistent with the budget plan. CLEC revenue will exceed budget by $35,000 and see an increase of more than $40,000 from last year on record attendance. Expenses for CLEC also rose with our change the contract structure for VJ Meetings to pay for hotel negotiations upfront in favor of keeping the hotel commissions. Noise and construction issues at the hotel that hosted the meeting will result in a credit of more than $10,000 to our master bill, which will drive a one-year spike for CLEC this year. P.A.C.E. revenue is currently ahead of last year’s record revenue and should meet the budget. Membership is the other major area of revenue we can report on now. Total membership has lagged monthly numbers from last year, but total revenue is nearly even compared to last year and is on track to exceed last year’s revenue. It is unlikely that we will be able reach the $27,000 in additional revenue compared to last year, however.

- **Government Affairs:** With a primary focus on workforce, ASCLS has been working on finding sponsors for a bill that would amend the Public Health Services Act to expand scholarship and loan repayment programs to allied health professionals, and also amend the Social Security Act to create a demonstration program in Medicare to reimburse hospitals for their costs related to allied health professionals. The second part would address access to clinical sites educational programs are having difficulty securing.

ASCLS continues to be part of the Diagnostic Regulatory Reform Coalition, which is seeking a legislative solution to create a framework for the regulation of laboratory developed tests. A bill introduced in the last Congress (Diagnostic Accuracy and Innovation Act or DAIA) has died and is now replaced with a new draft bill called VALID. The GAC has spent hours reviewing the bill and providing feedback to the
bill’s sponsors. Initially, the VALID act is much more in keeping with ASCLS principles than the previous bill. We are likely to support the bill after reviewing it in its final form.

PAMA continues on our radar, but we believe there will be little movement on this during the current Congress.

I continue to participate in the CDC Clinical Laboratory Partners meetings, and also on the CDC’s Workforce Think Tank. CDC will be holding focus group meetings to gather data at the Annual Meeting this year. CDC representatives will also be in attendance at the Legislative Symposium.

- **Annual Meeting:** With registration and hotel links live for this year’s meeting, we are now able to execute our plan for the joint meeting. Many hours of work have been put into the details of this meeting with our partner AGT. The program is almost fully complete. A new industry engagement model has launched. We are exploring options for group attendance from local groups to help lower the cost of attendance. Contact has been made with one of the largest healthcare employers on a group sponsorship for all their laboratory professionals to join. VJ Meetings has begun exploring venues for the 2022 Annual Meeting that the board will discuss at a later date.

- **CLEC 2020 and 2021:** After the anticipated site for the 2020 meeting was closed in Dearborn, MI, we reached out to other cities for alternatives. We’ve been able to secure space at the Hilton Buena Vista in Orlando, Florida for the 2020 meeting. The meeting will shift to later in the month of February, but we anticipate that, with hotel rooms at $189 per night, we will see record attendance again next year. The 2021 meeting, which is contracted for Denver, Colorado, is also shifting to later in the month of February. The Society’s flexibility allowed us to secure a significant rebate and cost saving on our master bill.

- **Membership Recruitment and Retention:** The significant increases in some membership categories with relative losses in the Professional category, as expected, have continued. We currently have 91 sustaining memberships for the year (up 5 from the fall board meeting), including five ascending professionals. The budgeted goal for the year is 100.

Overall membership dues revenue has lagged FY2018 performance throughout the year, but that trend has reversed since January 1. This reversal is the result of two changes made by the board last year.

  - First: we have 329 professional members who have joined ASCLS this year at the higher $108 initial join fee.
  - Second, on January 1, pro-rata was only applied to new members joining ASCLS. Professional members who failed to renew this year by August 1, but rejoined after January 1, paid their full $96 renewal. From January 1 – March 11, we had almost the same number of professional rejoins (81) as we had professional joins (84). Before this year, we would have applied the pro-rata to both.
- 81 renewals generated $7,880 (there were two additional sustaining membership in there) or $97.28 per member.
- 84 joins generated $4,443.60 or $52.90 per person

The overall membership numbers as of February 28 compared to previous years follows:

<table>
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<th>Month</th>
<th>ASCEND</th>
<th>COM</th>
<th>DEVELOP</th>
<th>EM1</th>
<th>EM2</th>
<th>HON</th>
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<td>-2</td>
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<td>0</td>
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<td>269</td>
</tr>
</tbody>
</table>

Activities:
- **Staff Retreat:** Julia, Melanie, Andrea, and I will be staying over two extra days after the Legislative Symposium and meeting at NeoSystems. Topics of discussion will include setting up this year’s membership renewal using our new automated marketing system
- **State Meetings:** This spring, I will be attending and speaking at ASCLS constituent society meetings in Illinois, Wisconsin and Alaska.

Items of Concern:
None

Request for Action:
None
REPORTS TO: Board of Directors
REPORT OF: Director, Region I
SUBMITTED FOR: 2019 Interim Board Report
PREPARED BY: Maddie Josephs, Region I Director
DATE: February 24, 2019

Activities of the Region Director
* Held Region I Council Fall Conference call
* Participated in DCLS Oversight Committee conference calls
* Participated in Long Range Planning Committee Conference Calls
* Participated in conference call to discuss the Promotion of the Profession Committee
* Joined BOD Check-in Calls
* Communicated with Chairs of DCLS Oversight and PPC regarding Interim Board report
* Communicating with ASCLS-CT and assisting with By-Laws and SOPs
* Planning Region I Council Spring meeting (Conference call)
* Preparing Omicron Sigma Award nominees list
* Planning to submit for Awards
* Once again, heading up a small task for reintroduction of Medical Laboratory Professional licensure in Rhode Island. Planning on testifying at Senate and House hearings.

Items of Concern:
None at this time

Request for Action:
None at this time

State Reports
ASCLS – Central New England
BY: James March Mistler

Activities of the Constituent Society
• Held CNE Board Meeting in October 2018 – unable to hold full meeting due to lack of quorum
• Next meeting scheduled for 2/19/19

Items of Concern:
None at this time

Request for Action:
None at this time
### ASCLS – Maine
**BY: Carrie Knapp**

#### Activities of Constituent Society
- Another successful Northeast Lab Conference held in Portland, Maine in October 2018.
  - Used conference as a platform to advocate society membership, through use of local restaurant coupons for members or those who sign up to be a member
- Scholarships for MT and MLT state programs distributed to all education directors, due date on April 1st, 2019
- Two-Three members attending CLEC
- One member to attend Annual Meeting in June

#### Items of Concern:
None at this time

#### Request for Action:
None at this time

### ASCLS – New York
**BY: Carol Golyski**

- Membership co-chairs emailed all lapsed members which resulted in an increase in membership since the summer
- Published Fall and Winter issues of *Bench Notes*, the ASCLS-NY state newsletter
- Utilizing Facebook and Instagram along with emails to promote society activities and acknowledge member accomplishments
- Monthly email messages sent to all members by ASCLS-NY President
- Updated the ASCLS-NY web site
- Acknowledging new members with an ASCLS-NY logo lapel pin and welcome letter
- Submitted award nominations to ASCLS for Lifetime Achievement and Ascending Professional Leadership awards
- ASCLS-NY President gave a presentation on “How Professional Societies are Addressing the Workforce Shortage” during a forum held at the University of Buffalo in January
- ASCLS-NY President will be speaking on Laboratory Science during a Career Day at her alma mater in March
- Planning to submit nominations for the Constituent Society Member of the Year Recognition, Keys to the Future and Omicron Sigma Honor Roll
- Planning a Spring Seminar to be held in June
- Planning a scholarship raffle fundraiser at the Spring Seminar
- Planning a board meeting and business meeting for June
- Planning to award three scholarships (community college, baccalaureate and graduate levels)
- Planning to recognize ASCLS-NY member of the year, service award and outstanding student of the year which will be announced at the Spring Seminar

#### Items of Concern:
None at this time

#### Request for Action:
None at this time
### Region II Director Report
- Communicated regularly with the Region II Leadership Council
- Responded to ASCLS requests for information and/or electronic votes.

Oct. 21: Leadership Academy Meeting – worked on curriculum revisions - BOD liaison.
Oct. 22: ASCLS BOD Update Meeting via Zoom
Oct. 25: Attended ASCLS-NJ Fall Seminar
Oct. 26: ASCLS-NJ Developing Professional Forum, presented to students (invited speaker)
Oct 26: Participated in the ASCLS-NJ Educators Meeting
Nov 2: ASCLS Fall BOD Meeting via Zoom
Nov 4: Region II Leadership Council Meeting – via Zoom
Nov. 27: ASCLS Policy & Procedure Committee Meeting - worked on revisions
Jan. 16: Region II Leadership Council Meeting – via Zoom
Jan. 20: Leadership Academy Meeting – worked on curriculum revisions - BOD liaison.
Feb. 5: ASCLS Policy & Procedure Committee Meeting - worked on revisions
Feb. 21-23: Attended and presented at ASCLS CLEC 2019, Baltimore, MD.
Feb. 21: Participated in BOK meeting and work session - BOD liaison.

### Region I & II Leadership Academy
- currently inactive.

### CONSTITUENT STATE SOCIETY REPORTS

#### DELAWARE: Pres. Alexa Pierce-Matlack

**I. Goals for the year 2018-19**

1. Provide P.A.C.E.-approved continuing education events for lab professionals in tri-state area
2. Create and/or participate in “Provide the Face” opportunities and publicize these
3. Increase society membership by 10%
4. Communicate with members (and non-members) through ASCLS-DE listserv, and Facebook at least once every week
5. Increase involvement and activities for southern DE

**II. Activities**

1. Participation in the monthly Region II conference calls
2. Fall Dinner meeting: October 17: Cynthia Flickinger, “The American Rare Donor Program: Tales, Trials, and Triumphs”
3. “From the ASCLS-DE President” notices sent out on the following:
   a. “Save the date” for dinner meeting schedules
b. Con ed opportunities, webcasts
c. Updates about ASCLS-DE upcoming meetings
d. Working on the By-Laws

Upcoming Activities
1. Communicating with those who are on the lapsed list.
2. Updating the Bylaws
3. Board meetings
4. Spring 2018 MLPW meeting, date TBD, speaker TBD
5. Working to get ASCLS-DE name the same across all accounts (bank, IRS, non-profit status)

NEW JERSEY: Pres. John Frederick

Items Completed:
- Monthly Board Meetings
- Participation in the monthly Region II conference calls
- Held the ASCLS-NJ Holiday Potluck on December 5th
- Organized and scheduled Spring Seminar for April 11th 2019 with 14 speakers
- Plan to revise state bylaws
- Provide P.A.C.E- approved continuing education events for lab professionals in New Jersey.
- Increased society membership via Each One Recruit One.
- Publish articles in our newsletter, the analyzer

In progress::
- Leadership meeting prior to the national meeting
- Host the Spring Seminar on April 11th
- Attend and report on Legislation Day. We will be sending students.
- Elect new officials at the Spring Seminar.
- Host a fundraiser

VIRGINIA: Pres. Jenica Harrison

Activities
- The annual state meeting will be held in Norfolk, VA at Old Dominion University (ODU) on 19 Apr 2019. We plan to offer 5 P.A.C.E credits and have vendors.
- We re-launched the ASCLS-VA newsletter in the fall of 2018. We plan to release our next issue in February 2019.

MARYLAND: Pres. Stacey Robinson

Goals for the year 2018-19
1. Provide 3 PACE-approved continuing education events for professionals and students in the Maryland area.
2. Work with the CLEC planning committee to produce the 2019 meeting in Baltimore.
3. Communicate with ASCLS-MD membership through an e-newsletter that will be sent out a couple of weeks prior to each educational meeting.
4. Continue to use and improve upon the website.
5. Stabilize, and if possible, increase ASCLS-MD membership.
6. Increase active involvement among the membership including leadership positions.
7. Continue to collaborate with other organizations in the state, such as AMT, and also neighboring ASCLS constituent societies.

Activities
1. Board members Diane Davis, Christina Camillo, and Lorraine Doucette continue to actively serve on the CLEC planning committee. The meeting later this week is expected to have over 600 attendees.
2. The board has not held a formal meeting this year.

PENNSYLVANIA: Pres. Sharon Strauss
- Fall Board Meeting was held October 20, 2018 at Pennsylvania Hospital.
- Awards Task Force reported to the Board and all of the recommendations were accepted by the Board.
- Bylaws revisions presented by Mary Gourley, our Bylaws Chair, were passed by the Board and were forwarded to the national Bylaws Committee for approval.
- Winter Board Meeting was held January 27, 2019 at Pennsylvania Hospital.
- Award Nominations for state awards were sent to the Awards Chair, Mary Gourley.
- Award Nominations for National Awards were submitted to National.
- A winter edition of the Pennsylvania newsletter was published.
- All speaker slots were filled for the 2019 ASCLS-PA/PASSAMT Spring Meeting to be held May 5-6, 2019 at the Red Lion Hotel in Harrisburg, PA by the end of December and the program will soon be available to mail and for the website.
- The state website was upgraded to a business version so that Square does not charge the 3% fee for meeting attendees to register and pay on the website.
- Certification Review Session is planned for June 1, 2019 at the University of the Sciences in Philadelphia, PA. It was arranged by our Developing Professional, Jonathan Meyer.

WEST VIRGINIA: Pres. Pam Meadows
Current/Planned Activities:
- WVSCLS is currently contacting lapsed members for membership renewal.
- 21st Annual WVSCLS/WVCLMA Joint Meeting/Conference was held in Charleston, WV on October 11-12th. Approximately 150 educators, lab managers, techs and students from around the state attended the two-day conference. We also had good vendor turn out with 24 vendors participating in the event.
- Currently recruiting speakers and planning for 2019 Annual WVSCLS/WVCLMA Joint/Meeting Conference to be held on October 10-11th.
- Student forum representative was identified in November. Activity planning for lab week is currently underway with the student group. A fundraiser for Lily’s Place, a facility offering medical care to infants suffering from Neonatal Abstinence Syndrome, is already planned for April.
- WV BOD Conference Call to be held in March 2019.
CAPITAL AREA-DC: Pres. Carol Rentas
Over the last six months, the newly reactivated Capital Area Society (ASCLS-DC) has been focusing on membership recruitment, is finalizing the website (www.ascls-dc.org), and is planning our Spring meeting for May 2019.

- President: Carol Rentas (carentas@gwu.edu)
- President Elect: Marcia Firmani (firmanim@gwu.edu)
- Treasurer: Cliff Cymrot (cliffcymrot@gwu.edu)
- Secretary: Nurcan Basar (nurcan@gwu.edu)
- Directors at Large: Yousif Barzani (yousifbarzani@gwu.edu); Sachi DeSilva (desils@gwu.edu), Marguerite Neita (mneita@howard.edu)
- Society Advisor: Leon Headley (leonhead8@gmail.com)

Request for Action:

ASCLS Region II Director
I move that the ASCLS Board of Directors have the new CLEC Steering Committee investigate and recommend to the board if there should be a change in the time of year when the CLEC Meeting is held to late October- early November.

Rationale to consider moving CLEC to Fall late Oct – early November:
With the ASCLS National meeting moved to June, the major ASCLS sponsored events are all in Spring: CLEC (Feb), Leg Symposium (March), National Meeting (June). Also, in Spring, most state chapters have their major meeting (most in April, May). A few states and regions have a Fall meeting- but the majority are Spring. Continuing with the current calendar may not be a favorable distribution of ASCLS sponsored events. This close clustering of events in Spring could have an impact on attendance at national events. ASCLS offers no events in Fall.

- The Fall semester is underway students should be settled into the flow of the program
- No major holidays in this time period
- No matter where in the country, severe inclement weather should not be an issue-minimal chance of snow.
- Distributing events throughout the year may have a positive impact in terms of attendance.
- Currently with all events only a few months apart, from a cost and "time off" perspective, it is becoming difficult to manage.
- If educators are receiving reimbursement from their institution, currently all events may be occurring in one fiscal period vs some events in one fiscal year and some in the next fiscal year.

Items of Concern:

MD: Succession planning for the state society.
REPORTS TO: Board of Directors
REPORT OF: Director, Region III
SUBMITTED FOR: 2019 Interim Board Report
PREPARED BY: Janelle M. Chiasera, PhD, Director, Region III
DATE: March 8, 2019

Activities of the Region Director

- Organized and facilitated face-to-face region meeting with focused effort on succession planning
- Attended CLEC
- Provided 1 educational session at CLEC
- Participated in Board check-in calls
- Participated in, or reviewed the minutes of, the APRC
- Helped organize and facilitate a book discussion
- Held Region III monthly check-in calls
- Participated in planning day conference calls
- Copied board buddy on all region III communication
- Arranged Zoom meetings for states and triennial planning committee

Items of Concern:

- None

Request for Action: None

State Reports

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<tr>
<th>ASCLS - AL</th>
<th>BY: Brianna Miller</th>
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<tbody>
<tr>
<td>ASCLS – AL has been working with ASCLS-GA is planning for a joint spring meeting. The spring meeting is March 9th in Atlanta, GA. In addition, the state society had a very successful student bowl in November of 2018.</td>
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Items of Concern: None

Request for Action: None

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Items of Concern: None
### Request for Action:
None

### ASCLS - GA

By: Ally Storla

No report submitted

**Items of Concern:** None

**Request for Action:** None

### ASCLS - MS

By: Rana Walley

The Region III Leadership Conference was hosted by ASCLS-MS November 17, 2018 at the Golden Nugget in Biloxi, MS.

LA/MS-ASCLS joint annual meeting will be April 8-11 in West Monroe, LA. MS-ASCLS will be electing a new president, president-elect, BOD committee members, and nominations committee members.

Rana Walley will attend the Legislative Symposium in Washington, D.C March 17-19.

**Goals for 2020**

Planning for the 2020 Bi-state Annual Meeting has begun. The 2020 LA/MS-ASCLS joint meeting will be held at the Hilton in Ridgeland, MS, April 6-9, 2020.

**Items of Concern:** None

**Request for Action:** None

### ASCLS - NC

By: Sophia Chen

- North Carolina Spring Symposium Planning
  - Registration has opened, and all of the speakers have been booked.
    - Opening Keynote: Dr. Brandy Gonsolus
    - Closing Keynote: Dr. Peter Gilligan
- Scholarship announcement will be sent out to all NC MLS and MLT programs in March.
- The Awards Committee has filed and submitted the below awards:
  - Website
  - Filter Paper
  - Ascending Professional: Sophia Chen
  - Lifetime Achievement: Dan Southern
- The Winter 2019 Edition of the Filter Paper was published in February, and disseminated to both North Carolina and South Carolina membership
- North Carolina and South Carolina
President Sophia Chen talked to Elissa Passiment (SC) about the potential for a merger between the two states. We came to the conclusion that SC will run itself as a Committee, while NC will help mentor and include SC in events. After a year, the two states will meet again to see if merger will happen.

- Concern from NC membership that events will have to be hosted in SC, which we have no connection or knowledge of.

- **Marketing Committee**: Planning of NCSCLS booth at ASCLS in June.
  - Fundraising discussions.
  - Coloring Book #2 plan.
    - Sophia is currently outlining the new Coloring Book to be published and printed in time for the National Meeting in June.
  - Lab Week promotions
  - Update the Square page.
  - Plan to restock products, add new products.

- There have been no new activities completed by the CRC since the last board meeting. The CRC chair has been looking into ways to promote the profession through high school outreach and promotion of accomplishments of NCSCLS members and alumni from MLS/MLT programs across NC.

- **Financial Committee**
  - Checking Account Activity: 3 Automatic deposits for state membership dues and Square sales, 1 cash deposit for coloring book sales, 1 check deposit from NCSSAMT from seed account closure, 2 check expenditures for scholarship awards, 1 check expenditure for annual P.A.C.E. fees to ASCLS, and 1 check expenditure for reimbursement to Christi Henthorn for fundraising expenses.
  - Business Savings Account Activity: no deposits or expenditures except for $3.60 interest deposit.
  - Audit of accounts performed by finance committee on January 5, 2019.
  - Budget approved by BOD to go to membership for final approval at April 5th Business Meeting.

- There are currently no outstanding payments due. This is the account activity for this period:

<table>
<thead>
<tr>
<th>Period</th>
<th>Checking Account Deposits</th>
<th>Withdrawals</th>
</tr>
</thead>
<tbody>
<tr>
<td>29 Sep 2018</td>
<td>1256.00</td>
<td></td>
</tr>
<tr>
<td>17 Feb 2019</td>
<td>550.00</td>
<td>24.65</td>
</tr>
</tbody>
</table>

- Account balances are:

<table>
<thead>
<tr>
<th>Account Type</th>
<th>29 Sep 2018</th>
<th>17 Feb 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Checking</td>
<td>3,666.56</td>
<td>4,347.91</td>
</tr>
<tr>
<td>Business High Yield Savings</td>
<td>21,342.33</td>
<td>21,345.93</td>
</tr>
<tr>
<td>Total for Both Accounts</td>
<td>25,008.89</td>
<td>25,693.84</td>
</tr>
</tbody>
</table>
• North Carolina Spring Symposium
  o To be held on April 5th, 2019 in Raleigh, NC
• Finance Committee
  o The Finance Committee will plan to hold a formal meeting either face-to-face or by teleconference in April or May to discuss the current state of finances.
  o Work with other members of the Board of Directors to plan budget to help ensure a balanced budget for continued success
  o Submit Tax Form 990-P card after July 1, 2019 for FY 2018
  o Conduct books audit with the financial committee of the last fiscal years for NCSCLS in winter 2020.
• The Awards Committee plans to continue submitting awards over the next three months
• Marketing Committee
  o Lab Week specials marketing
  o Increase products, increase income
  o Publish Coloring Book #2
  o NCSCLS booth at ASCLS
• Coloring Book
  o To be finished and printed by May 1st.
• Scholarship Committee
  o Solicit applications for scholarships (March – June)
  o Select recipients and award scholarships (summer 2019)
• Career Recruitment Committee
  o The CRC has registered to participate in the NC Science Festival at the UNC Science Expo on April 6, 2019.
  o The CRC will not participate in the NC HOSA Annual Leadership Meeting this year. It has moved to Charlotte and is being held on earlier dates and different days of the week. They did not reach out to participants this year and planning seems very unorganized. The cost of the Expo booth also rose to $300 last year. We will wait to see how the changes play out and attempt to participate next year if the meeting is better organized.

Items of Concern:
Concern in the changes made to ASCLS Annual Meeting and the pricing overall. As a whole, it was heavily implied that the meetings from here on out would be a lower cost to benefit the average member, thus helping boost attendance and give more reasons for lab professionals to join ASCLS. With projected prices at $500 for registration, plus another $1000 for a week of stay, the prices are extremely high for the area. Many North Carolinians will not attend as the price does not match the area, especially taking the break off from AACC into account. I understand that registration prices have slightly lowered, and that hotel fees have come down from $230 a night to $200, but that does not save the professional community anything. It seems like a shame that the ASCLS Annual Meeting has finally moved to North Carolina, but that will really be attending are those that get reimbursement from NCSCLS or professional
schools. We would love to have more members attend, but it does not look financially feasible to the average laboratory professional in NC due to pricing.

Request that Region III Director evaluate recent changes made to the ASCLS Annual Meeting and the pricing structure for registration. The 2019 meeting is to be held in North Carolina this year, but delegates will be required to pay a proposed minimum of $495 for registration for the Professional Membership registration on top of hotel expenses which are set at $199/night plus taxes and fees. It is likely that most of the NC delegation (the active members on the board) will need to pay hotel expenses for the duration of the meeting since they do not live near Charlotte. This would be a 4-5 night stay estimated at $900- $1125, plus daily parking of $23.50/day. This meeting will still cost a delegate approximately $1500 at a minimum to attend, even in their home state.

The NCSCLS budget does not support a delegate by covering all meeting costs. They get limited support depending upon position. The President and President-elect will still need to pay at least $500 out of pocket and other delegates at least $1000. If meeting costs remain this high in future years, we will not have any interest from individuals to serve as delegates.

Talk around town is disappointment in projected cost to attend ASCLS conference in June. The price is not affordable for most people. Many thought splitting from AACC was to lower cost. Local lab staff cannot take leave for the whole week, but would like to attend for a day. Will there be a daily rate? NC has a lower cost of living than many places, so unless the actual price is significantly lowered, most NC Lab techs will not be able to attend. Suggestion is for each “hosting” state to have a reduced rate, single day pass to encourage and boost attendance and ASCLS membership for the locals.

Request for Action:
None

ASCLS - SC  
By: VACANT

No report submitted

Items of Concern:

Request for Action:

ASCLS - TN  
By: Krystal Triplett

Activities of the Constituent Society:
Activities:
- Reached out to all the Lapsed Members with the Lapsed Members campaign either by phone, text, or email.
- Held our 2018 Fall Board Meeting with a Zoom conference call on November 10, 2018.
- Attended the Region III monthly check-in call on January 15, 2019 via Zoom.

Goals:
- Audit the Treasurer Books
  - We have scheduled this to occur at TALC.
- Bylaws/SOP Update to be consistent with National
  - In progress – several board members have taken sections to update. We hope to have our draft ready by mid-March.
- Revitalize Membership Communication Newsletter
  - In progress – Our first copy is ready except for the President introduction. Our goal is to send this out next week, the week of February 18, 2019.
  - The second newsletter will be sent the last week of March with meeting information.
- ASCLS-TN Website Redesign
  - In progress – Our new site in live but still in the rough draft form. We are working to get everything about the state meeting up and working before we send the newsletter out next week.

Accomplishments/On-Going Activities:
- Planning the 2019 TALC (ASCLS-TN annual meeting) for April 12-13, 2019 at Vanderbilt University in Nashville, TN.
- I am working with the bank to get the fees removed from the ASCLS-TN Checking account.
- We are updating our Treasurer Handbook to pass on to our first time BOD member at the state meeting.
- We are in discussions about the idea of having a one-day Leadership Development Online Program.

Items of Concern:
- Tennessee legislators are currently working on two bills (one in the House and the companion in the Senate) that would amend the need for personnel licensure for those working in private labs. HB0328 and SB0318 were both introduced on January 30th, 2019. These bills are advocating to amend the Tennessee Annotated Code Section 69-28-104 to exempt medical laboratory personnel employed by privately owned laboratories. Both bills have passed on first consideration (they must pass three times to be finalized and sent to the governor for approval) and as of February 4th SB0318
has passed on second consideration and will be referred to the Health and Welfare committee. These bills are going through their respective chambers very quickly.
  o We have reached out to the Senators and Representatives on the committee and been able to correct some misinformation about the TN Licensure.
  • We have encouraged our members to start a discourse with their Senators and Representatives about this issue..

| Request for Action: | None |
Activities of the Region Director
Reported by Beth Warning
- Attended the ASCLS Fall Board Zoom Conference call 11/2/18
- Participated in the Zoom Conference calls for the following committees
  - ASCLS Policy and Procedure
  - GAC (11/19/18, 12/17/18, 1/21/19, 2/18/19)
  - PDC (11/15/18, 1/28/19)
- Submitted article for ASCLS Today January 2019
- Participant in ASCLS Leadership Book Club
- Hosted ASCLS RIV Leadership conference call 11/26/18, 2/25/19
- Responded to email voting as requested by ASCLS Secretary/Treasurer
- Finalized transition of RIV treasurer from Linda Goossen to Kathy Hoag
- Worked with Tom Belko, OH on communication issues with the OH Constituent Society
- Attended CLEC Baltimore February 2019

Activities of the Indiana Constituent Society
Reported by Daniella McCurdy, President
- ASCLS-IN Meeting 2019
  b. Meeting name changed to Indiana Collaborative Laboratory Conference.
  c. We have re-negotiated our contract with the same event planner from last year, Norma Erickson.
     - All speakers have been confirmed, some speakers sponsored by ISABB.
     - Still working to get enough vendors.
     - Event information added to website and registration opened.
  d. Networking event/job fair scheduled to be held the night before the annual meeting at Indiana City Brewery.
- Reinstated the By Laws committee to update our state bylaws.
  a. Remove / combine / or update positions / committees in our bylaws to help with filling seats of important committees.
  b. Ensure our state bylaws coincide with nationals bylaws.
- Working on having ASCLS-IN be a larger presence in Indiana.
  a. We have been making more frequent updates about events showcasing some of the activities of ASCLS, ASCLS-IN, and local CLS Students and sharing these as posts on our Facebook page and website.
  b. ASCLS-IN website completely updated to give members and other professionals easier access to event information and updates on the society.
  c. Voted to sponsor “Wizard Academy” at IMHM.
  d. Created poll to see about changing date/time of board meetings.
- Our Treasurer will be stepping down unexpectedly in March so we are actively looking for our replacement.

<table>
<thead>
<tr>
<th>Activities of the Kentucky Constituent Society</th>
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</thead>
<tbody>
<tr>
<td>Reported by Stacy Gabbard, President</td>
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<tr>
<td>• Ismail El-Amouri, Chair of the Spring Meeting Planning Committee has held planning meetings on October 12, 2018 November 15, 2018 and February 1, 2019</td>
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<tr>
<td>• The KSCLS Spring Meeting will be held on Friday, April 12, 2019 at Indiana Wesleyan University in Lexington. The theme is “KSCLS and You: Partners in Excellence”. The meeting is comprised of 5 sessions: Hematology, Clinical Chemistry, Microbiology, Immunohematology and ASCLS: The Professional Organization. Speakers are have been confirmed and the registration forms will be sent out on March 1, 2019</td>
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<tr>
<td>• KY will be exploring options for new website hosting</td>
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<td>• Identified individual for host committee involvement with the AMSC for 2020 Louisville</td>
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<thead>
<tr>
<th>Activities of the Michigan Constituent Society</th>
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</thead>
<tbody>
<tr>
<td>Reported by Jerry Singleterry, President</td>
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<tr>
<td>• Nominations - Becky Potter: Currently soliciting volunteers for open positions; District Representatives; Nominations committee; Government Affairs Chair; Standing BOD positions.</td>
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<tr>
<td>• Annual Meeting Update - Lindsy Hengesbach: 95% Speakers filled, but we still need exhibitors. This year’s community outreach focus: MSU music school. Registration to open by 2/25. Condensed program will be mailed, full program available online. Stephanie will handle communications for the meeting. We need a communications person for Facebook, Twitter, etc… in future years.</td>
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</tbody>
</table>
- Review/Filing of Financial Report Approved and filed after the audit. Previous audit in October. Tax report has been filed.
- ASCLS Leg Day-March 18-19, Attendees: Jerry Singleton, Stephanie Rink, Marian Cabaj?, Megan Sharp.
- Update on G Suites activity - Ric Benson: Suggested that the current roster is too deep. Remove president elect and secretary.
- Life Time Achievement Awards we submitted John Landis
- Resignations: MTIMPM-Nancy Ramirez resignation; GAC Chair-Marian Cabaj resignation; Social Media – Mattie Brechiel; District 1 vacancy – Carl.
- Strategic Planning done by Stephanie Rink: Membership needs attention. Common themes: Personal connections (from education to attain members); Spring Meeting/ CE; Networking.
- CLEC 2020 moved to Florida due to closure of Michigan hotel location

### Activities of the Ohio Constituent Society
**Reported by Tom Belko, President**
- Board of Directors meeting postpone to March
- Reorganization of present committees begun to be completed in next two weeks
- Completed plans for Spring meeting.
- Series of e-mails sent from president to members to enlist participation in society
- Website hosting changed to GoDaddy platform

### Items of Concern:
**Indiana:**
- We are having trouble retaining student members.
- A large portion of our active members are getting older and we often have to recycle members.
- Many of our active members no longer work in the laboratory so we are missing the input of people that actually work on the bench.

**Region IV Concerns as a whole:**
1) Release of national meeting information (hotel pricing, conference pricing) early in the fiscal year to allow for appropriate budgeting. In terms of student attendance, budgeting is important and the earlier the information is released, the better the budgeting and attempts at funding.
<table>
<thead>
<tr>
<th>Request for Action:</th>
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Region V Director Report

- Responded to requests for information and electronic votes
- Confirmed appointment of Developing Professional - Sydney Kor
- Submitted article for ASCLS Today

Oct. 17: Region V Leadership Academy via Zoom
Oct. 18: 2018 MN CLC Wrap-Up Conference Call
Oct. 22: ASCLS Board Check-in Call via Zoom
Oct. 25: Patient Safety Benchmarking Workgroup via Zoom
Nov. 2: ASCLS Board Meeting Conference Call via Zoom
Nov. 3: Worked on budget for 2019 MN CLC Meeting with Chair via Zoom
Nov. 4: Leadership Development Committee Meeting (Board liaison) via Zoom
Nov. 8: 2019 MN CLC Planning Committee Meeting – in person St. Cloud, MN
Nov. 13: Region V Leadership Council Meeting – via Zoom
Nov. 24: Reviewed program needs for MN CLC with Meeting Chair – Conference Call
Dec. 2: Leadership Development Committee Meeting (Board liaison) via Zoom
Dec. 11: 2019 MN CLC Planning Committee Meeting – in person St. Cloud, MN
Dec. 18: Leadership Development Committee Meeting (Board liaison) via Zoom
Jan. 9: Region V Leadership Academy via Zoom
Jan. 15: 2019 MN CLC Planning Committee Meeting – in person St. Cloud, MN
Jan. 17: Leadership Development Committee Meeting (Board liaison) via Zoom
Jan. 22: MN Nominations Conference Call
Jan. 23: Region V Leadership Academy (project meeting) Conference Call
Jan. 24: Patient Safety Benchmarking Workgroup via Zoom
Jan. 31: ASCLS-MN Winter Board Meeting – Conference Call
Feb. 12: Region V Leadership Council Meeting via Zoom
Feb. 12: ASCLS Book Club via Zoom
Feb. 20: MN Bylaws Meeting

Region V Leadership Academy

Nov./Dec.: Students working on their class project by email; selecting and reading their book on leadership
Jan. 9: Time Management presented by Sue Iddings
April 26-28: Retreat is planned – 4 sessions plus students to work on their class project
CONSTITUENT STATE SOCIETY REPORTS

ASCLS - MN

President: Raedean Hiebert

Finance:
- Second meeting scheduled 2/19/2019

Membership:
- Membership campaign was sent out in November 2018 looking to promote ASCLS by posting on FB/Twitter telling everyone which ASCLS member(s) they are thankful for and why. Each person mentioned would be entered into a drawing for a $20 gift card.
- Meet up being organized for March to continue discussions around automatic renewal of membership, renewal reminder drive, adding more people to the membership team.
- Organizing membership booth at the upcoming CLC in April 2019.

Scientific Assemblies:
- Completed SA categories to align with national categories. Still looking to fill Informatics and POL areas.
- Metro area had a successful SA in November, 2018 with 42 attendees; January, 2019 with 32 attendees; March, 2019 in progress

Region V
- Participated in planning for Region V symposium; supporting attendance for two staff for Region V Leadership Academy – Lori Pimentl and Melissa Kasper, as well as two of our committee members – Ali Nussbaum and Katie Meling. Signed contract to participate in 2019 Region V symposium.

CLC Annual Meeting 2019
- Participated in monthly planning sessions for ASCLS MN annual meeting – St Cloud, MN.

Strategic plan: expand and grow each area of focus
- Member retention committee – increase membership, automatic renewals
- Mentoring committee – succession planning to plan for and support our future leaders of ASCLS MN.
- Finance committee – increase overall financial revenues
- Bylaw committee – update to incorporate SOPs and national category changes
- Communication committee – create a plan so touchpoints are going out to members weekly/biweekly

Strategic action items: (timelines and assignments in progress)
1. Fill all state level SA positions to give increased member involvement opportunities.
2. Identify committee needs for leadership. Seek vice chair and committee members. Establish formal succession protocols.
3. Look into revenue generating opportunities to be able to support and sustain more member activities (fundraising opportunities and ideas for our state meeting).
4. Review and revise SOP to reflect new bylaws changes.
5. Create communications outlining participant expectations for annual meeting, legislative symposium, state and region committees
6. Establish communication committee to mirror that of national - includes web, mail, electronic and social media communication.

<table>
<thead>
<tr>
<th>ASCLS - ND</th>
<th>President: Zac Lunak</th>
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<tbody>
<tr>
<td><strong>ACTIVITIES</strong></td>
<td></td>
</tr>
<tr>
<td>o Linda Ray, president-elect, completed the lapsed member campaign in late October. Membership continues to be similar to last year.</td>
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<tr>
<td>o Budget/Financial information was officially transferred to new treasurer, Heather Gilbert. Reimbursement forms have been updated and everyone has been reimbursed up to this point.</td>
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<tr>
<td>o Sharon Reistad is chairing the state meeting planning committee. The committee has been meeting regularly since early September. The state meeting will be held in Minot, ND April 15th-17th.</td>
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<tr>
<td>o Shannon Jongewaard and Zac Lunak will revise the bylaws using the direction from ASCLS. The goal is to have this completed by the national meeting this summer.</td>
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<tr>
<td>o First conference call/meeting of ASCLS-ND Board on September 5th, 2018</td>
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<td>o Ali Hassan and Zac Lunak will work on creating a new job description for the “New Professional” board member.</td>
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<tr>
<td>o Ali Hassan met with students from NDSU to discuss ASCLS.</td>
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<td>o Early stages of planning for 2019 Region V meeting in Fargo, ND has begun (Alice Hawley-chair)</td>
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<tr>
<td>o The Fall and Winter Newsletters <em>(The Connection)</em>, organized by Sharon Reistad, have been completed and sent out to ND members.</td>
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<thead>
<tr>
<th>ASCLS - SD</th>
<th>President: Melissa Saxlund</th>
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<tbody>
<tr>
<td><strong>ACTIVITIES</strong></td>
<td></td>
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<tr>
<td>• ASCLS-CLMA SD 2019 Spring Symposium in Rapid City planning</td>
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<td>• Legislative Days planning</td>
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<tr>
<td>• Getting bids for the 2020 Spring Symposium in Sioux Falls and 2020 Region V Fall Meeting to be held in Sioux Falls</td>
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<tr>
<td>• Update bylaws for the terminology changes put forth by National</td>
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<tr>
<td>• Update bylaws for the addition of Electronic Voting</td>
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<tr>
<td>• Seeking candidates for Spring Elections</td>
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<table>
<thead>
<tr>
<th>ASCLS - WI</th>
<th>President: Nicole Buza</th>
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<tbody>
<tr>
<td><strong>ACTIVITIES</strong></td>
<td></td>
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<tr>
<td>ASCLS</td>
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<tr>
<td>• Selected delegates for Legislative Symposium. 1 student and 5 professional members will be attending.</td>
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<tr>
<td><strong>Membership</strong></td>
<td></td>
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<tr>
<td>• Numbers are slightly down compared to last year, but similar. Will pick up as we get closer to the state convention in April.</td>
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</tbody>
</table>
Region V
- WI members participated in Region V symposium; supporting attendance for two staff for Region V Leadership Academy – Lori Pimentl and Melissa Kasper, as well as two of our committee members – Ali Nussbaum and Katie Meling.

ASCLS WI State Convention 2019
- Participated in planning for ASCLS WI annual meeting – Appleton, WI, April 24-15. Hosts are Fox Valley branch society. Planning higher level presence for ASCLS-WI BOD and candidates including meet the BOD and candidates’ booth again this year.

Strategic plan
- ASCLS-WI BOD met on 11/10/2018 for our fall directors meeting and 2/17/19 for our interim meeting.
- ASCLS-WI BOD reviewed and finalized revisions for our SOP. We will continue to do so this year and look into making changes that coincide with our coming bylaws changes.
- Discussed concerns about financial future and sustainability. Creating a Sustainability Task Force to review our spending and earning practices, research what other organizations are doing and compile best practices to employ.
- Identifying committee vice chairs and members (vs. chair only), planning for committee leadership succession – increasing member involvement opportunities for interested and committed parties; putting in place sustainable succession plans.

Strategic action items: (timelines and assignments in progress)
- 7. Identify committee needs for leadership. Seek vice chair and committee members.
- 8. Fill all state level SA positions to give increased member involvement opportunities – in progress
- 9. Look into revenue generating opportunities to be able to support and sustain more member activities (fundraising opportunities and ideas for our state meeting) – creating Sustainability Taskforce to address these concerns
- 10. Plan submission for each national level award - completed
- 11. Continue to identify needs and issues affecting branch societies, develop plan for branch society operation and support – in progress
- 12. Create communications outlining participant expectations for annual meeting, legislative symposium, state and region committees and academies (time, cost, responsibility to ASCLS-WI) – in progress
- 13. Review and revise SOP to reflect new bylaws changes – in progress pending bylaws changes
- 14. Establish communication committee to mirror that of national (once this is established) - plan to include web, mail, electronic and social media communication with members – in progress

Items of Concern:
Minnesota:
- Issue with establishing automatic membership renewal using current system. Escalated to Region V Board of Directors meeting on 2/12/2019.
- Opportunity for multi-year membership
- Ability for members to participate in a state-level sustaining membership

Wisconsin:
- Contacting and retaining our lapsed members in all levels, but with a focus on ascending professionals.
- Being able to bring about more involvement opportunities to interested members (through expanding committees and getting more SA and member community involvement).
- Succession planning for state committee chairs
- Future financial sustainability

**Request for Action:**
- None
Activities of the Region Director

- Participated on Awards Committee Conference Calls on October 18, January 17 and February 21
- Participated on Marketing and Communication Conference Call on November 30, November 1, January 25 and February 15.
- Participated on Appointments Committee Conference Calls on December 8, January 12, February 5, and February 19. Solicited feedback on committee member eligible for re-appointment to Awards, Bylaws, DCLS, Marketing and Communication, Leadership Academy and Product Development. Confirmed interest to service of those eligible for re-appointment.
- Voted on all email motions presented before the Board of Directors since the House of Delegates.
- Provided roster of national committee liaisons and Developing Professional Forum members for Region VI to appropriate national contact.
- Maintained Region VI Facebook Page and Twitter account including posting of relevant laboratory professional and advocacy items.
- Responded to State President, Council Members, and National Committee Chairs’ questions as Needed
- Hosting Region VI Fall Council Meeting via Zoom on February 26.
- Attending the following state meeting in April: ASCLS-NE, ASCLS-IA and ASCLS-IL. Unable to attend KSCLS and ASCLS-MO meetings this year.

Items of Concern:
No Concerns

Request for Action:
No Requests for Action

State Reports

ASCLS - IL | BY: Toula Castillo, President

Activities of the Constituent Society

- **Interim Board Meeting:** The ASCLS-IL Board of Directors met over Zoom on February 22, 2019. The president implemented the paid subscription of My Committee which had no issues and worked very well.
- **Bylaws update:** The ASCLS-IL Board of Directors sent the latest revision of their bylaws and SOPs to the national bylaws committee on January 5, 2019. The national committee reported that the bylaws were incomplete as they needed rationale statements for each change. The bylaws subcommittee worked on the rationale statements and the president re-submitted the revised bylaws with the rationale statements on February 22, 2019. The chair reported to the president that the committee will be meeting between February 25th and March 1st and a decision will be made. If approved, the next step is to send the approved bylaws to the membership for comment and discussion before being voted on at the HOD in April at the state meeting.
• **#SpotlightSaturday posts on social media:** In an effort to increase our social media awareness on Facebook and Twitter, the president began highlighting the officers of the ASCLS-IL Board of Directors in November and will culminate at the end of March. Posts were consistently delivered every Saturday on the state Facebook, Twitter, and Instagram pages.
  o Board of Director member participation = 91% to date (20 of 22 members)
  o Preliminary insights on traffic on Facebook showed an increase in page likes from 666 to 695 (+4%).
  o Discussion at the board member centered on keeping up the momentum going since the last post is scheduled for March 30th and then there will be a gap until the state meeting on April 17th.
    ▪ It was suggested by the DP Forum to highlight non-DP forum officers, but DP members of ASCLS-IL.

• **Awards nominations:**
  o President submitted nominations for MOY, EOY, DP of the Year, President’s awards and special commendations to the co-awards chairs for ASCLS-IL to be awarded at the Annual Meeting in Peoria, IL.
  o President submitted nominations for MOY, DP of the Year, Newsletter, and Website for the 2019 Annual Meeting in Charlotte, NC.

• **2019 Annual meeting:** Under the direction of Bill Wilson, the general meeting chair, as of February 22nd, we have accomplished the following:
  o Full program has been confirmed with 2 keynote speakers – Dr. Brandy Gunsolus, DCLS, and Jim Flanigan, Executive Vice President of ASCLS have been confirmed as our keynote speakers.
  o Vendor/Exhibitors: In comparison to previous years, vendor recruitment is lower than expected this year, which is a concern, so Bill is requesting board members to reach out to their vendor/exhibitor contacts to solicit interest.
  o Investigated the use of purchasing a regional CVENT license and found it to be too cost prohibitive; Investigated EVENTSXD as a possible alternative.
  o Program is being created as we speak and we anticipate opening registration by early March.

• **Planning for 2020 Annual Meeting:** We have a general meeting and program chair and several volunteers recruited:
  o Possible venue (unconfirmed): NIU Naperville: Nick Moore and Jeanne Isabel will arrange and confirm venue.
  o General Meeting Chair: Nicholas Moore
  o Program Chair: Alex Vardouniotis

• **Developing Professional Forum:** Based on the discussion of the Developing Professional Forum members, much of their concerns is the time it takes to implement changes among the developing professional members and provide substantial direction towards their goals.
  o Based on these findings, the board of directors approved the possibility of extending the term limit of the DP forum members while still not violating their membership status as a DP.
  o Additionally, by extending the term limit, it would allow for students in 1-year hospital-based programs to run for a DP forum officer position, which currently is unavailable.
  o In previous years, the DP forum traditionally came from one institution. This was mainly for communication purposes and ease of meeting and planning. Additionally, due to the prevalence of MLS clubs in university and hospital-based programs, there seems to be quite a bit of overlap between the ASCLS-IL DP Forum and the MLS clubs at respective educational institutions. Based on these findings, it was decided to allow dissemination of positions from different institutions in contrast to previous terms.
**Nominations:** Despite the exhaustive efforts of the nominations committee, we still have openings for elected positions for 2020-2021 and 2020-2022 years. This is an ongoing concern as new members to the board, keys to future awardees, have concerns about their abilities to handle the responsibilities of President-Elect, despite assurances of mentorship from seasoned individuals. Additionally, past presidents are willing to mentor, but not willing to take the role for a second term so vacancies are imminent.

**Items of Concern:**
- Unfilled leadership positions on the election ballot. There are very few new professionals willing to take on leadership roles and many seasoned individuals are also not willing to take on a second term as a last resort.

**Request for Action:**
No Requests for Action

### ASCLS - IA
**BY:** Sarah Taylor, President

**Activities of the Constituent Society**
- Interim ASCLS-IA Board Meeting will be held Saturday February 23, 2019 via conference call
- Still looking for an Ascending Professional and Developing Professional for our state.
- Solicited nominations for the 2019-2020 ASCLS-IA Board open positions of President-Elect, President-Elect-Elect, Treasurer and Board Member. Currently have one nomination for Treasurer.
- Planning Committee continue to meet via conference call weekly for the Annual State Spring Meeting. This meeting to be held April 16 & 17, 2019 at The Hotel at the Kirkwood Center in Cedar Rapids, Iowa.

**Items of Concern:**
No Concerns

**Request for Action:**
No Requests for Action

### KSCLS
**BY:** Cheryl Lippert, President

**Activities of the Constituent Society**
- We have been meeting monthly, working on the joint 2019 KSCLS/CLMA Annual Meeting and Exhibits will be at the Wichita Marriott in Wichita, Kansas April 16, 17, 2019.
- Using EZ register for meeting as the one proposed by ASCLS is too expensive even with the benefits.
- KSCLS will be voting on name change at the business meeting in April at the joint Wichita meeting.
- We are seeing increased involvement of members with website and resurgence of the society newsletter.
- 3 KSCLS members will be attending Legislative days in Washington for March, 2019. Attendees will be making presentation at joint April meeting in Wichita.

**Items of Concern:**
No Concerns

**Request for Action:**
No Requests for Action
**ASCLS - MO**  
**BY: Danyel Anderson, President**

### Activities of the Constituent Society
- We have been meeting monthly, working on the 2019 ASCLS-MO Annual Meeting and Exhibits will be at The Lodge of the Four Seasons at Lake of the Ozarks and the dates will be April 25-27.
- Automated reminders for meeting have been sent. We are using event bright and so far it is meeting our needs.
- The new website has been launched: [https://www.asclsmo.org/](https://www.asclsmo.org/) The web developers have done a great job. Please check it out.

### Items of Concern:
We are lacking in society leadership.
- We currently have several vacancies on the Board, including President Elect.

### Request for Action:
No Requests for Action

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**ASCLS - NE**  
**BY: Roxanne Alter, President**

### Activities of the Constituent Society:
- We are working hard on the Spring Laboratory meeting scheduled April 10, 11 and 12th at the Beardmore Event Center in Bellevue, NE. For the past three years CLMA Great Plains Chapter had handled most of the work as we could not get ASCLS members to volunteer to help. Many active members were simply burnt out. This year we have several members stepping up to help with the activities. Chelsea and I are reviewing contracts and making sure the budget and percentage make sense for our increase in participation.
- We are just beginning to work and replace the wording and new categories for membership in the Bylaws. Working with National because the documents are not available or can’t find.
- We are continuing to build back our ASCLS-NE society, not only to regain members but to get members engaged so that they will be inspired to participate in small activities. As president, I am attempting to identify small jobs that members would be more willing to take on as tasks.
- Our treasurer is still weeding through documents so that we have a better handle on finances. Chelsea Reichel Dockins has been doing a great job locating funds that were sitting in PayPal and not being deposited directly into ASCLS-NE. We transferred all bank accounts to have our new treasurer and and President on the accounts.

### Items of Concern:
No Concerns

### Request for Action:
No Requests for Action
**REPORTS TO:** ASCLS Board of Directors  
**REPORT OF:** Director, Region VII  
**SUBMITTED FOR:** 2019 Interim Board Report  
**PREPARED BY:** Claude Rector, Region VII Director  
**DATE:** February 24, 2019

### Activities of Region Director:
- Attended ASCLS Appointments Committee conference calls
- Attended ASCLS Board of Directors update conference call
- Attended ASCLS E&R Fund Trustees conference call
- Attended Choosing Wisely Task Force conference call
- Attended ASCLS Political Action Committee conference call
- Responded to request for information from ASCLS
- Attended ASCLS Board of Directors Fall Board meeting conference call
- Attended ASCLS Oklahoma Fall Board Meeting conference call
- Attended ASCLS Arkansas Fall Board Meeting
- Attended ASCLS Arkansas Fall Lab Conference & Vendor Fair
- Attended ASCLS Texas Winter Board meeting conference call
- Attended ASCLS Louisiana Fall Board meeting conference call
- Communicated with Region VII State Presidents
- Communicated with E&R Trustees Chair, PAC chair, Scientific Assemblies Coordinator and Choosing Wisely Taskforce chair
- Communicated with ASCLS Mentorship partner monthly
- Attended ASCLS Region VII Leadership Council Conference call

### ARKANSAS

**Julie Pittman, President**

- ASCLS AR board met by teleconference on January 18, 2019. Topics discussed were membership and recruitment, spring conference, better communication with our state members and upcoming state elections.
- We are in the final stages of planning Arkansas ASLCS/CLMA spring educational conference and student job fair which will be held on April 4th in Little Rock. Attendees will have the opportunity to earn P.A.C.E. continuing education hours. Student quiz bowl will held the day before the conference. We are adding a social event this year.
- We will hold a fundraiser for our state society at the spring conference. Our plans are to raffle off a gift card wreath and lottery tickets and to also sell t-shirts.
- For better communication with our state members, the president will post the board meeting minutes on the ASCLS community forum.
• Requesting nominations for state board positions by Feb. 28

**LOUISIANA**

Karen Williams, President

- Finalizing plans for the 2019 LSCLS/ASCLS-MS Bi-State meeting to be held in Monroe April 8-11, 2019.
- Planning the 2019 LSCLS Spring board/business meeting to be held at the bi-state meeting in April.
- Working with Texas and Mississippi Leadership to plan a Tri-State Meeting in New Orleans for 2021.
- Louisiana will be represented by at least 5 members at the upcoming legislative symposium, including two student members and the new professional chair.
- Updating the By-laws, SOPs and Guidelines.

**OKLAHOMA**

Miles Tompkins, President

- Board Meetings held on 10/19/2018 and 1/26/2019
- Spring meeting to be held 4/12/2019 at the Learning Resource Center on Rose State College campus in Midwest City, OK
  - Holding it earlier this year to not conflict with other events in OK
  - Online registration is already open at onevoice2019.eventbrite.com
- E-Newsletter *The Bench* issue posted in November of 2018
- Due to billing issues, we are exploring options for a new website host once our contract is up in October, 2019.
- Establishing a central database of current and lapsed members to facilitate future communication

**TEXAS**

Duncan Samo, President

- TACLS Winter Board Meeting
  Held in Corpus Christi Texas at the Omni Hotel
- All Board Members were either in attendance or via teleconference
- Region VII Director Claude Rector gave a report. Included dates of ASCLS Clinical Laboratory Educators Conference, February 21-23 in Baltimore, Maryland and ASCLS Legislative Day March 18-19.
- Looking for liaison for ASCLS Meeting in 2021. Suggested John Wentz and Christi Thompson. Also reported that ASCLS Board Meeting is March 15-17 prior to Leg Day.
- Discussion regarding the proposed tri-state meeting in 2021 between Texas, Louisiana and Mississippi. Agreement has been signed and a location just outside of New Orleans has been selected.
- A report from District 16 that they have been meeting. Recently they had a meeting with 30 member in attendance. District 16 is the only active District in the State!
• Update regarding Education, Governance, Public Relations
• Student Bowl competition at the Annual Meeting and Convention will only be a single elimination this year. Providing additional time for students and members to attend speaker presentations.
• TACL Annual Meeting and Convention to be held in Corpus Christi, Texas at the Omni Hotel on April 10-13, 2019. Annual Meeting plans are moving along. All speakers have been selected and a plenary session has also been arranged.

NEW MEXICO
No Current President

• No Report Submitted

Items of Concern:
• Oklahoma: Would like to see an ASCLS “preferred” vendor list or to at least use a collective bargaining to gain discounts or improved service. This could be a useful tool for constituent societies.
• Oklahoma: Many of the ASCLS position papers are well over a decade old. Would like to see updated/revised position papers as to promote the current relevance of ASCLS positions. i.e. Laboratory Personnel Licensure was approved in 2006 but current legislation is pending in several states.
• New Mexico: Inactive status

Request for Action: None
REPORTS TO: ASCLS Board of Directors
REPORT OF: Director, Region VIII
SUBMITTED FOR: 2019 Interim Board meeting
PREPARED BY: Holly Weinberg, Region VIII Director
DATE: February 23, 2019

Activities of the Region Director
- Presented leadership session to Region VIII Leadership Academy Interns: November, 2018 and February, 2019
- Participated in ASCLS Board of Directors meeting November 2, 2018
- Serving as Intermountain States Seminar (IMSS) 2019 Program Chair
- Wrote articles for Region VIII state newsletters
- Wrote December and January regional newsletters
- Responded to requests for information for ASCLS
- Participated in Bylaws Committee conference call meetings
- Participated in Choosing Wisely Task force conference call meetings
- Chaired Policies and Procedures Committee conference call meetings
- Will participate in BOD February check in call
- Participated in monthly IMSS planning committee meetings
- Held phone conversations with state presidents answering questions and concerns
- Worked with Utah and Wyoming to address filling vacant leadership positions
- Worked with state Bylaws Chairs to assist in amending their bylaws
- Recommended members in Region VIII for several ASCLS committee appointments
- Made arrangements for Region VIII Spring Council meeting
- Made arrangements for Region VIII Summer Council meeting in conjunction with ASCLS National meeting in Charlotte
- Submitted regional Omicron-Sigma nominees
- Shared ASCLS award information with Region VIII CS Presidents
- Continue to encourage use of ASCLS Member Community for regional communications
- Continue to build libraries in Region VIII Council and IMSS communities

Regional Activities:
- IMSS planning meetings have been held monthly for the conference on Oct 10-12, 2019 at the Snow King Resort in Jackson, WY
- A discussion was held at the Region VIII Council meeting on September 26, 2018 to review the current structure of the IMSS planning committee. A task force has been created to investigate options.
- The Spring Region VIII Council meeting will be held on March 30, 2019 via Zoom conferencing.

Items of Concern:
None
### Activities of the Constituent Society

- The 2019 Winter Seminar was held in Grand Junction on 1 Feb. There were 35 attendees and 3.5 CE’s offered. A speaker cancellation 2 days before caused some not-so-fun juggling of emails, refunds and the like. But the meeting was profitable, as usual.

- We have 2 members attending Legislative days as well the Interim BOD meeting.

- Cathy McNary has been doing an excellent job planning the 2019 CLCC meeting set for May 2 – 3 in Denver. It is setting up to be an excellent event.

- Our search for members to step up and accept a nomination for President and President-elect is ongoing. I am hopeful those positions will be filled by the end of our General Assembly meeting on 2 May.

- Our Bylaws revisions have been approved by the ASCLS Bylaws committee and they are ready to send to the membership for review in preparation for voting approval in May.

### Items of Concern:

- Continuing problems with membership retention and recruitment

### Request for Action:

None

### Goals:

1. Increase membership numbers of ASCLS-ID by 10% during tenure as President. Baseline count as of 9/8/18 is 72 members. **Current count on 2/14/19 is 134.**

2. Obtain official Idaho state government recognition of Medical Laboratory Professionals Week April 21 through April 27, 2019.

3. Establish brief monthly communication to ID BOD via email for updates and activities both past and upcoming.

### Activities:

- Attended IMSS Regional Meeting in Jackson WY from 9/26 to 9/29/2019.
- Held face-to-face November ASCLS-ID BOD Meeting in Twin Falls, ID on 11/3/18
- Participated in community event Rake-Up Boise on 11/10/18 with ASCLS-ID group.
- Prepared and submitted Message from the President for the ID Focus Winter Newsletter.
- Became Program Chair for ASCLS-ID Spring Convention.
- Actively soliciting sponsors for spring meeting speakers through current date.
**ASCLS-ID**

- Attended monthly ASCLS-ID Spring Convention Planning Committee meetings.
- Updated Calendar of Events for ASCLS-ID 2018-2019.
- Held January ASCLS-ID BOD meeting on 1/24/19.
- Submitted nominations for Nominations and Elections Committee’s call for 2019-2020 open positions.
- Requested input from BOD for Goal #2 submission.

**Items of Concern:**
- Several current BOD and committee members have needed to scale back participation due to personal reasons.

**Request for Action:**
- None at this time.

**ASCLS-MT**  
**BY:** Tori Rensink, ASCLS-MT President

**Activities of the Constituent Society**

- Bylaws have been revised and revisions have been approved by the state BOD. After receiving approval from the national bylaws committee, they will be sent to the general membership for review prior to approval at the annual meeting.
- Held BOD meeting in January.
- Acquired candidates for upcoming open positions of Treasurer, Nominations committee, Awards and Scholarship committee, Board member-at-large, and President-elect. Still do not have a candidate for Finance and Audit.
- Submitted nominations for numerous national awards, Key to the Future and State Omicron Sigma.
- Membership numbers are up slightly from the beginning of the year.
- 3 delegates from Montana will be attending the Legislative symposium.
- MLN winter edition will be published by the end of February.
- Spring meeting set for April 4-6, 2019 in Billings, MT

**Items of Concern:**
- It was hard to find members interested in open positions. No positions are contested.

**Request for Action:**
- None at this time.

**ASCLS-UT**  
**BY:** Omar Munoz, ASCLS-UT Int. President

**Goals for 2018-2019**

1. Actively recruit and retain members
2. Fill positions on the Board and other leadership positions
   a. We have a treasurer and board member
   b. Working with other individuals who are really involved in IMSS
3. Involve students in the Society and invite students to the National Meeting or IMSS
   a. Possibly $600.00 per student may be secured from the University of Utah
      Student’s Association.

**Activities**
- Held recruiting activity during “Science Fair” at the University of Utah
- Updated and renew website domain. Utah has a working website
- Chairing Intermountain States Seminar in October.
- Planning a student meeting for late March
  - Proposed Student Bowl with Weber State University and Brigham young
    University
  - Several activities for students have been created with the help of the
    University Hospital, Intermountain Healthcare and ARUP Laboratories
    network opportunities
  - Seeking vendor sponsorship for the meals

**Items of Concern:**
- Leadership recruitment
- Member participation
- Member recruitment

**Request for Action:**
- None at this time

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<thead>
<tr>
<th>ASCLS-WY</th>
<th>BY: Jill Graff, ASCLS-WY President</th>
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<tr>
<td><strong>Activities:</strong></td>
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<tr>
<td>- Continue planning CLCC with ASCLS-CO</td>
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<td>- Trying to identify members and potential members for board positions.</td>
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<td>- Planning state board meeting to be held at CLCC.</td>
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**Items of Concern:**
- None

**Request for Action:**
- None
Activities of the Region Director

- Serving as Board liaison for the Membership Committee
- Serving as Board liaison for the Patient Safety Committee
- Participated in teleconferences for the Board
- Participated in teleconferences for Region IX meetings
- Corresponded with Region IX Council
- Prepared agenda for Region IX check-in meeting in January
- Divided lapsed member list into states, sent state list to each President and contacted those lapsed members I knew personally.
- Distributed to Presidents in Region ASCLS New Member Packet
- Connected with MLT Program in my district regarding Educator Membership Packet
- Prepared agenda for Region IX Interim meeting (2/27/2019)
- Reviewed reports from assigned committees and Region State Presidents
- Worked with state regarding article for ASCLS Today
- Shared Oregon’s Newsletter the state presidents
- Shared state seminar information with Region Presidents
- Conducted 5 meetings promoting the profession
- Engaging students in case study development for possible publication
- Engaging students in preparation of CE Day presentations to WA ASCLS members
- Engaging students in Lab Week activities and presentations in schools
- Contributing items for raffle fundraiser for E&R at CLEC
- Attended CLEC in Baltimore in February
- Requested feedback from ASCLS Today regarding article submission as neither article submitted by me for our Region was published

Items of Concern:
None.

Request for Action:
None.
## State Reports

### ASCLS – WA
**BY:** Leslie Nakagawa  
Completed Spring Seminar program; sent final confirmation emails to all speakers.  
Organized and conducted Winter ASCLS-WA meeting on 1/27/2019  
Contacted long term lapsed members  
Working on ASCLS Today article due March 1  
Preparing for Spring Meeting/House of Delegates/Nominations

**Items of Concern:**  
Lack of interest for leadership positions for state society  
Identifying delegates for National meeting

**Request for Action:**  
None.

### CLSA  
**BY:** Erin Frasher  
No report received.  
**Items of Concern:**  
None received.  
**Request for Action:**  
None received.

### ASCLS – OR  
**BY:** Patty DeTurk  
No report received.  
**Items of Concern:**  
None received.  
**Request for Action:**  
None received.
Region X Activities

- Goals for 2018-19 year: Create regional job descriptions that can be used at the state level, and create regional mentorship program.
- Region X director attend Hawaii ASCLS board meeting on 11/14/19 and 01/16/19, ASCLS Arizona/Nevada board meeting on 01/26/19, ASCLS California board meeting on 01/21/2019.
- Participated in Long Range Planning Committee and assisted with updating position description document.
- Participated in mentorship committee calls.

Activities of the Arizona/Nevada Chapter

- Board meetings 01/26/19
- Distributed list for board to contact lapsed members.
- Planning annual meeting. Board is waiting for confirmation of location and will finalize dates, speakers, and vendors.
- Completed nominations for awards

Activities of the California Chapter

- Board meetings on 1/21/19, 2/26/19
- Goals:
  - Members to Attend CLEC, Legislative Symposium Day and National Meeting.
  - Change website domain host and update state society website.
  - Host two brewery social events in both Southern and Northern California.
  - Reach out to new members to encourage involvement.
- These last few months we have been busy planning our goals for increasing membership involvement. We have lost two valuable board members from our leadership team and are trying to encourage more people to take an active role in our state society. We are down to only four members on our board and are struggling to find the time to be able to do all of the items that we would like to accomplish for our state. We have seen a significant lack in involvement among state members and are trying to reach out to members to encourage them to take a more active role in the state society.
- We released our Fall/Winter state newsletter in December and are starting to work on our next newsletter for spring release. We are also in the process of changing over our state website domain and hosting site while working on other website updates.
- We hosted a brewery social event in October. We are hoping to keep the momentum going and hosting more events in the future to also include speakers and discussion with P.A.C.E. continuing education units.
- Planned Activities: Brewery continuing education event dates and locations to be decided at next board meeting.

**Activities of the Hawaii Chapter**
- Board mtg, 11/14/18
- Hawaii Clin Lab Conf (HCLC) committee mtg at Kapiolani Community College, 11/14/18
- Conf call with Cvent for HCLC, 11/30/18
- HCLC committee mtg, 12/12/18, 1/9/19, 2/13/19
- Mid yr Business mtg and dinner, 1/16/19. 1.0 PACE presentation “Diets and How They Affect Lab Results” by Dr. Joannie Dobbs.
- Scholarship committee mtg, 2/11/19
- Health Opportunities Student Assoc (HOSA) state conference roundtable demos, 2/26/19

**Items of Concern:**
1. **CA:** Our current treasury account is tied to a Ramona Fox’s name and social security information. Since the account is gaining interest in the bank she will have to claim our state funds as her account and pay capital gains taxes on ASCLS funds. Since she is also the Treasurer for the region we are having the same issue regionally. My Question is, are any other states experiencing this same issue? If not how have they resolved this issue and who are they banking with?

**Request for Action:** None at this time
Activities of the Committee

• National Level:
  o Monthly conference calls held every month
  o All regional positions filled, and orientation calls held for all new reps by Chair.
  o Issued two E-Newsletters
  o Continuing to work on crash course video preparations
    ▪ Videos assigned and script outlines submitted
  o Continuing to work on digital welcome packet
  o Updated and revised SOPs as standalone document and submitting to the Board for approval
  o Kicked off annual Lab Week Run with Early-Early bird registration running from January 1 - 31st and Early Bird registration beginning on February 1st and running through March 31st.
    ▪ Sold 835 race packets and have 4 sponsors so far!
  o Offering 2 $750 travel grants to Legislative Symposium
  o Submitted articles for ASCLS Today
  o Began training calls for transitioning Vice Chair to Chair with assistance of Advisor

• Region I: Nathan Howell
  o No activity to report

• Region II: Joshua Cannon
  o Pennsylvania
    ▪ No Activity to report
  o Delaware
    ▪ No Activity to report
  o New Jersey
    ▪ We took steps to ensure that ascending professionals remain engaged with the organization by keeping them updated about all upcoming events i.e. 2018 Fall Seminar.
    ▪ Video conference/calling was made available for meetings for those not able to attend in person.
    ▪ We encouraged all current students of MLS from the Rutgers School of Health Professions to get more involved with the society and its
motivated Jasmin Rider and Melanie Rivera (MLS Class of 2019) to write an article for ASCLS-NJ.

- A suggestion was made to create a survey for current and prospective members to inquire about the decline of membership. We believe this will help ASCLS-NJ to make appropriate changes to further meet member’s needs.
- Since there is enough fund for this year, more scholarship options were brought up during meetings as well which would eventually encourage students to stay involved with the organization even after graduation.

  o Virginia
    - We are planning the Virginia annual state meeting, which will be 19 Apr 2019
    - We have a quarterly newsletter, which will have a “Ascending Professional’s Message”

  o West Virginia
    - Student forum is still formulating fundraising activities. The following have been identified as possible activities for spring with a decision to be made by the end of February:
      - Harmony House - provides housing, food, clothing, healthcare for homeless. They also offer an interesting option called "Adopt a Room" where you can either raise $3,000 to adopt a resident's room for renovations, or volunteer to help renovate the room.
      - Lily's Place - Neonatal Abstinence Syndrome Center.
      - Recovery Point, WV – Facility offering drug/alcohol recovery services
      - Boys & Girls Club of Huntington
      - WV Department of Veterans Assistance
    - Ascending and developing professional representatives to participate in spring WVSCLS board of directors meeting (date to be determined).

  o Maryland
    - No Activity to report

  o Capital Area/DC
    - Constituent society is current rebuilding; AP Representative TBD

- Region III: Ally Storla
  - No Report Received

- Region IV: Darby Naheedy
  - No activity to report

- Region V: Esther Iheme
  - We are currently planning the upcoming Region V symposium April 24-26 th at St. Cloud.

- Region VI: Jess Sheffield
  - Illinois: Illinois currently does not have any activity other than being in the midst of planning their annual state meeting that will be held April 17th-19th in Peoria at the Para-Dice Hotel and Casino. Illinois’s ascending professional is Reilly Steidle.
  - Nebraska: Nebraska is currently rebuilding for ASCLS. According to their current president, Roxanne Alter, they had a void in their state for about two
years where they were just reviewing documents and checking accounts. They are also working on changing bylaws for membership. They are planning their state meeting to take place on April 10th-12th in Omaha.

- Kansas: No report received
- Iowa: Iowa currently does not have an ascending professional. They are also currently planning their state meeting that will be April 16th and 17th in Cedar Rapids.
- Missouri: No report received

- **Region VII: Ellis McCoy**
  - Arkansas: Spring meeting is scheduled for April 4-5 with a quiz bowl competition and bowling night on the 4th. Also, the state board voted to reinstate a state membership fee. We previously didn’t have one and will use the funds to grow our state treasury.
  - Louisiana: Working on getting a fun event together as a mixer for the Student and Young Professionals at the Annual Bi-state Meeting and Student Bowl Competition in April.
  - Oklahoma: No Report Received
  - Texas: No Report Received

- **Region VIII: Franki Herdt**
  - Wyoming per Franki Herdt
    - We have gained more student members after advertising internally in some of our labs around the state.
    - No state meeting but a meeting is planned with our state school in order to get more developing/ascending professionals involved.
    - A new student turned ascending professional was taken to the Annual Meeting and is now more involved in the society.
  - Colorado per Sam Buck
    - No activity to report.
  - Idaho per Kate DeAngelo
    - In the process of working on a presentation for developing professionals for state meeting. The goal is to bridge the gap between developing and ascending professionals.
  - Utah
    - No report Received
  - Montana per Tori Rensink
    - Montana still doesn’t currently have an ascending professional. Currently still working on obtaining one but no activity at this time.

- **Region IX: Timothy Olden**
  - No Report Received

- **Region X: Amanda Fulton**
  - No activity to report
**Items of Concern:**

- **Region VIII:**
  - Wyoming: Retaining members is still continuing to be an issue. Most of our students we gain are moving out of state and we have a number of ASCLS members retiring this year and they do not want to continue membership.
  - Colorado: No response back from state society about items of concern/requests for action from my delegate report regarding the annual meeting.

**Request for Action:**

I move that the ASCLS BOD approve the Ascending Professionals Forum Guidelines for Governance as they appear attached and refer to the BOD Policy and Procedures Committee for the corresponding SOP revisions.
NEW PROFESSIONALS AND NEW MEMBERS FORUM (NPNMF)
The NPNMF was created as a way for all new professionals and new members to come together to provide ideas, give input to the society about new professional and new member needs, and learn how to access resources that are uniquely available to ASCLS members. As a new professional or new member, ASCLS realizes that even though you’re out of school or new to the society, you may still have questions about the way ASCLS provides benefits to its members or leadership development programs that are available to you.

Responsible and Reports to: ASCLS Board of Directors

Purpose: The New Professionals and New Members Forum will serve to engage and inform individuals new to the profession and ASCLS about the various opportunities that membership affords. The Forum is responsible for assuring that the activities of the society address the needs and interests of First Year Professionals, new clinical laboratory science professionals with less than 5 years of experience in the practice, or new members with less than five years in the society and communicate them to the Board of Directors for consideration and implementation to meet those needs and wants whenever possible.

Composition, Leadership, Appointment, Term, Nominations and Elections:
1. Composition: The total forum membership consists of new professionals and new ASCLS members. Elected officers/appointees include one (1) Forum Chair, one (1) Forum Vice-Chair, one (1) Forum Secretary, ten (10) Regional Communication Coordinators, and one (1) Forum Advisor.
   a. New Professional Definition: new clinical laboratory science professional with less than 5 years of experience in the practice
   b. New Member Definition: clinical laboratory science professional with less than 5 years of membership within ASCLS

2. Leadership and Term
   a. Chair: The Vice-Chair may succeed to the Chair position through the appointment process for a one (1) year term. The Chair may

Proposed APF Guidelines for Governance

ASCENDING PROFESSIONALS FORUM (APF)
The APF was created as a way for all ascending professionals to come together to provide ideas, give input to the society about ascending professional needs, and learn how to access resources that are uniquely available to ASCLS members. As an ascending professional, ASCLS realizes that even though you’re out of school, you may still have questions about the way ASCLS provides benefits to its members or leadership development programs that are available to you.

Responsible and Reports to: ASCLS Board of Directors

Purpose: The Ascending Professionals Forum will serve to engage and inform individuals new to the profession about the various opportunities that membership affords. The Forum is responsible for assuring that the activities of the society address the needs and interests of clinical laboratory science professionals with less than 5 years of experience in the practice and communicate them to the Board of Directors for consideration and implementation to meet those needs and wants whenever possible.

Composition, Leadership, Appointment, Term, Nominations and Elections:
1. Composition: The total forum membership consists of ascending professionals. Elected officers/appointees include one (1) Forum Chair, one (1) Forum Vice-Chair, one (1) Forum Secretary, one (1) Past-Chair, ten (10) Regional Representatives, and one (1) Forum Advisor.
   a. Ascending Professional Definition: a clinical laboratory science professional within five years of graduation from a program of clinical laboratory studies.

2. Leadership and Term
   a. Chair: The Vice-Chair may succeed to the Chair position through the appointment process for a one (1) year term. The Chair may not
not concurrently serve as the Regional/Constituent Society Chair.

b. Vice-Chair: During the ASCLS Annual Meeting Forum members will elect an individual to serve as Vice-Chair of the Forum. The Vice-Chair may succeed to the Chair of the Forum during the second year of their two (2) year term through the appointment process.

c. Secretary: During the ASCLS Annual Meeting Forum members will elect an individual to serve as Secretary of the Forum for a one (1) year term, maximum two (2) terms.

d. Past-Chair: The NPNMF Chair will succeed to the NPNMF Past-Chair position for a one (1) year term.

concurrently serve as the Regional/Constituent Society Chair.

1) If a vacancy in the office of Chair occurs, the Vice-Chair will complete that term in addition to succeeding to chair the following year.

b. Vice-Chair: During the ASCLS Annual Meeting Forum members will elect an individual to serve as Vice-Chair of the Forum. The Vice-Chair may succeed to the Chair of the Forum during the second year of their two (2) year term through the appointment process.

1) If a vacancy in the office of Vice-Chair occurs, the Forum will return to the slate of candidates that ran for the position that year and the officers will appoint someone from that slate.

c. Secretary: During the ASCLS Annual Meeting Forum members will elect an individual to serve as Secretary of the Forum for a one (1) year term, maximum two (2) terms.

1) If a vacancy in the office of Secretary occurs, the Forum will return to the slate of candidates that ran for the position that year and the officers will appoint someone from that slate.

d. Past-Chair: The APF Chair will succeed to the APF Past-Chair position for a one (1) year term and will serve as the Ascending Professional Director on the ASCLS Board of Directors for a one (1) year term.

1) If a vacancy in the office of Past-Chair occurs, the Forum position will be left empty for the remainder of the term.

2) A vacancy in the Ascending Professional Director position may be filled through appointment by the ASCLS President with approval of the ASCLS Board of Directors. Preference will be given to appointing the sitting Forum Chair to fill the remainder of the term.

e. Removal of an Officer: Should an officer become unable or unwilling to perform their duties and the forum should need to remove them from office, a 2/3 vote of the appointed and elected forum membership is needed prior to removal.
3. Appointments and Term

| a. Regional Communication Coordinators: One (1) representative from each of the ten (10) regions, three to four (3-4) coordinators appointed annually by the most recently elected regional directors for a three (3) year term. Communication Coordinators can only serve for one (1) term. |
| b. Appointed by the Regional Directors during their first year in office; the regional Communication Coordinator’s term begins during the second year of the Regional Director’s term. The Communication Coordinator should be appointed to the Regional Council and should not be limited to the New/First Year Professional Representative |
| c. NPNMF Advisor: Forum Advisor: One (1) Advisor appointed through the appointment process for a three (3) year term. |

4. Nominations and Elections:

| a. Forum leadership will solicit nominations for elected officers starting in January with a nomination deadline of June 30. |
| b. Nominations will be accepted until the start of the Forum Orientation at the Annual Meeting. |
| c. Elections will be held during the Forum Elections and Planning Session at the Annual Meeting. Forum members will vote by secret ballot and simple majority. If no candidate receives a simple majority on the first ballot, then there will be a runoff election between the two candidates receiving the highest number of votes. In the event of another tie, lot will determine the election. |

3. Appointments and Term

| a. Regional Representative: One (1) representative from each of the ten (10) regions, five (5) representatives appointed annually for a two (2) year term. Regional Representatives for Regions I, III, V, VII, and IX are to be appointed on odd numbered years. Regional Representatives for Regions II, IV, VI, VIII, and X are to be appointed on even numbered years. Regional Representatives may serve up to two consecutive terms as long as they still qualify as an Ascending Professional member for his/her entire term. |
| 1) Appointed by the Regional Director. |
| 2) If a Regional Representative cannot finish his or her term, a replacement should be found to finish that term. If the replacement wishes to continue to serve for his or her own term, he or she should be reappointed only if he or she will still qualify as an Ascending Professional for the entire two years of their term and remain an active member of ASCLS. |
| b. APF Advisor: Forum Advisor: One (1) Advisor appointed through the appointment process for a three (3) year term. |

4. Nominations and Elections:

<p>| a. Forum leadership will solicit nominations for elected officers starting in January with a nomination deadline of May 30th. |
| b. Nominations will be accepted from the floor at the time of the Presentation of the Candidates at the Business and Planning Session. |
| c. Only candidates present at the Annual Meeting during elections may run in the election and be voted upon. |
| d. Elections will be held during the Forum Elections and Planning Session at the Annual Meeting. Forum members will vote by secret ballot and simple majority. If no candidate receives a simple majority on the first ballot, then there will be a runoff election between the two candidates receiving the highest number of votes. |</p>
<table>
<thead>
<tr>
<th>The Quick Guide to the NPNMF</th>
<th>Proposed APF Guidelines for Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In the event of another tie, lot will determine the election.</td>
</tr>
<tr>
<td></td>
<td>c. Anyone in attendance at the Annual Meeting who is an Ascending Professional member may vote in the election process.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forum Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>To engage and inform individuals new to the profession and ASCLS about the various opportunities that membership affords. The Forum represent the interests and needs of First Year Professionals, New Professionals, and New Members with less than 5 years experience in the practice of clinical laboratory science or less than 5 years of membership within ASCLS. The NPNMF holds at a minimum at least one annual Forum meeting in conjunction with the ASCLS Annual Meeting. Additional meetings and communications of the Forum are held through monthly conference calls and emails throughout the year. Any member of the Society may attend the annual Forum meeting or offer assistance to the Forum in achieving its goals and creating strategic action plans.</td>
</tr>
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<tr>
<td>To engage and inform individuals new to the profession about the various opportunities that membership affords. The Forum represents the interests and needs of Professionals with less than 5 years’ experience in the practice of clinical laboratory science. The APF holds, at minimum, one annual Forum meeting in conjunction with the ASCLS Annual Meeting. Additional meetings and communications of the Forum are held through monthly conference calls and emails throughout the year. Any member of the Society may attend the annual Forum meeting or offer assistance to the Forum in achieving its goals and creating strategic action plans.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chair's Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Directs and coordinates the activities and functions of the Forum.</td>
</tr>
<tr>
<td>2. Serves as the spokesperson for the Forum.</td>
</tr>
<tr>
<td>3. Prepares reports of Forum's activities for the Board of Directors as requested.</td>
</tr>
</tbody>
</table>

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<tr>
<th>Chair's Responsibilities:</th>
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<tbody>
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<td>1. Direct and coordinate the activities and functions of the Forum.</td>
</tr>
<tr>
<td>2. Serve as the spokesperson for the Forum.</td>
</tr>
<tr>
<td>3. Orient new regional representatives regarding Forum activities and their role.</td>
</tr>
<tr>
<td>4. Develop a strategic action plan to meet the Ascending Professionals Forum charges and monitor progress to ensure completion.</td>
</tr>
<tr>
<td>5. Preside over the Forum business meeting/candidates presentation during the ASCLS Annual Meeting and any other Forum meetings.</td>
</tr>
<tr>
<td>6. Obtain reports from the regional representatives to be included in ASCLS Board Directors reports.</td>
</tr>
<tr>
<td>7. Prepare reports of Forum's activities for the Board of Directors as requested.</td>
</tr>
<tr>
<td>8. Communicate with the Forum Advisor on all Forum activities and copy the Advisor on all other Forum related correspondence.</td>
</tr>
<tr>
<td>9. Assume overall responsibility for all activities, programs and projects undertaken by the Ascending Professionals Forum.</td>
</tr>
<tr>
<td>10. Make appointments to any Ascending Professionals Forum ad hoc committees as appropriate and make recommendations, in consultation with the Forum Advisor, to the ASCLS President-Elect for Ascending</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Proposed APF Guidelines for Governance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional representatives to serve on ASCLS committees for the next governance year and for task force appointments as needed. (ASCLS committee appointments usually occur in March.)</td>
</tr>
<tr>
<td>11. Solicit nominees for Forum officers; distribute nomination forms and review submissions with the Forum Advisor to confirm candidate eligibility.</td>
</tr>
<tr>
<td>12. Maintain a current file of Forum activities and transfer to the incoming Forum Chair within thirty days after the ASCLS Annual Meeting.</td>
</tr>
<tr>
<td>13. Attend the ASCLS Meeting and make an effort to attend the Legislative Symposium.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vice-Chair’s Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Become familiar with the duties of the office of Chair and assume those duties in the absence of the Chair.</td>
</tr>
<tr>
<td>2. Copy the Chair and Forum Advisor on all Forum related correspondence, as needed.</td>
</tr>
<tr>
<td>3. Assist in the development of a strategic action plan to meet the Forum charges and participate in the activities to meet them.</td>
</tr>
<tr>
<td>4. Participate in monthly Forum calls.</td>
</tr>
<tr>
<td>5. Chair the Forum Session at the Annual Meeting in the absence of the Chair.</td>
</tr>
<tr>
<td>6. Maintain a current file of all activities appropriate to the office and transfer to the incoming Vice-Chair within thirty days after the ASCLS Annual Meeting.</td>
</tr>
<tr>
<td>7. Make an effort to attend the Legislative Symposium and the ASCLS Annual Meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secretary’s Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Maintain the Forum directory to include regional and constituent society representatives.</td>
</tr>
<tr>
<td>2. Assist in the development of a strategic action plan to meet the Forum charges and participate in the activities to meet them.</td>
</tr>
<tr>
<td>3. Record the proceedings of all meetings of the Forum officers as well the monthly Forum calls.</td>
</tr>
<tr>
<td>4. Prepare meeting minutes for review by the Chair and Forum Advisor; disseminate finalized minutes to the Forum members.</td>
</tr>
<tr>
<td>5. Publicize all officer candidates who met the deadline via email and on ASCLS APF Facebook page.</td>
</tr>
</tbody>
</table>
# The Quick Guide to the NPNMF

<table>
<thead>
<tr>
<th>Past Chair Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Serve as the Ascending Professional Director on the Board of Directors representing the interests of ascending professionals.</td>
</tr>
<tr>
<td>2. Serve as a mentor to the Forum leadership.</td>
</tr>
<tr>
<td>3. Provide guidance to the Forum when warranted.</td>
</tr>
<tr>
<td>4. Communicate the actions and views of the Board of Directors to the Forum.</td>
</tr>
</tbody>
</table>

## New Professionals and New Members Forum (NPNMF) Regional Communication Coordinators

Each regional Communication Coordinator shall be a member of the Society and hold membership in a constituent society within the region that each represents. The respective Regional Director shall appoint the regional Communication Coordinator.

The following are some of the responsibilities of a regional Communication Coordinator; however, each region may have a specific position description that is available.

| I. Maintain a current contact list of constituent society New Professional and New Members Forum representatives in your region. |
| II. Volunteer for and assist with National NPNMF projects to meet Forum charges. |
| III. Prepare a strategic plan to meet charges assigned by the Regional Director, if applicable. |
| IV. Work with the constituent society NPNMF representatives to meet regional charges, if applicable. |
| V. Serve as a mentor and resource to NPNMF/SF representatives and members in all states within your region. Encourage all professionals, new members and students to become involved in ASCLS. |

## Proposed APF Guidelines for Governance

| 6. Maintain a current file of all activities appropriate to the office and transfer to the incoming Secretary within thirty days after the ASCLS Annual Meeting. |
| 7. Make an effort to attend the Legislative Symposium and the ASCLS Annual Meeting. |

## Ascending Professionals Forum (APF) Regional Representatives

Each Regional Representative shall be a member of the Society and hold membership in a constituent society within the region that each represents. The respective Regional Director shall appoint the Regional Representative.

The following are some of the responsibilities of a Regional Representative; however, each region may have a specific position description that is available.

<p>| 1. Maintain a current contact list of constituent society Ascending Professionals Forum representatives in your region. |
| 2. Volunteer for and assist with National APF projects to meet Forum charges. |
| 3. Prepare a strategic plan to meet charges assigned by the Regional Director, if applicable. |
| 4. Serve as a mentor and resource to APF/DPF representatives and members in all states within your region. Encourage all new professionals, new members and students to become involved in ASCLS. |
| 5. Provide feedback to the ASCLS APF and Regional Director about state and regional activities. |</p>
<table>
<thead>
<tr>
<th>The Quick Guide to the NPNMF</th>
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</thead>
<tbody>
<tr>
<td>new professionals, new members and students to become involved in ASCLS.</td>
<td>6. Communicate needs, concerns, and opinions of the region’s APF members to the ASCLS APF and Regional Director.</td>
</tr>
<tr>
<td>VI. Provide feedback to the ASCLS NPNMF and Regional Director about state and regional activities</td>
<td>7. Communicate all national and/or regional APF related information to the state APF representatives as appropriate.</td>
</tr>
<tr>
<td>VII. Communicate needs, concerns, and opinions of the region’s NPNMF members to the ASCLS NPNMF and Regional Director.</td>
<td>8. Keep the Regional Director informed of correspondence to the national APF and the state APF representatives.</td>
</tr>
<tr>
<td>VIII. Communicate all national and/or regional NPNMF related information to the state NPNMF representatives as appropriate.</td>
<td>9. Write articles for national, regional or state publications as requested.</td>
</tr>
<tr>
<td>IX. Keep the Regional Director informed of correspondence to the national NPNMF and the state NPNMF representatives.</td>
<td>10. Make an effort to attend the Regional meetings, Legislative Symposium, and the ASCLS Annual Meeting. If you are unable to attend, work with your Regional Director to find another member to attend those meetings.</td>
</tr>
<tr>
<td>X. Write articles for national, regional or state publications as requested.</td>
<td></td>
</tr>
<tr>
<td>XI. Make an effort to try to attend the Regional meetings, Legislative Symposium, and the ASCLS Annual Meeting. If you are unable to attend, work with your Regional Director to find another member to attend those meetings.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>New Professionals New Members Forum (NPNMF) Constituent Society Representatives</th>
<th>Ascending Professionals Forum (APF) Constituent Society Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following are some of the responsibilities of a constituent society representative; however, each constituent society may have a specific position description that is available.</td>
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</tr>
<tr>
<td>I. Solicit input, opinions, needs, and concerns of new professionals and new members in your respective constituent society.</td>
<td>1. Solicit input, opinions, needs, and concerns of ascending professionals in your respective constituent society.</td>
</tr>
<tr>
<td>II. Review all correspondence from the regional Communication Coordinator and disseminate information to respective new professional and new members.</td>
<td>2. Review all correspondence from the Regional Representative and disseminate information to respective ascending professional members.</td>
</tr>
<tr>
<td>III. Communicate needs, concerns and opinions of new professionals and new members to the NPNMF regional Communication Coordinators and state President along with activity updates when requested.</td>
<td>3. Communicate needs, concerns and opinions of ascending professionals to the APF Regional Representative and state President along with activity updates when requested.</td>
</tr>
<tr>
<td>IV. Prepare a strategic plan to meet charges assigned by the</td>
<td>4. Prepare a strategic plan to meet charges assigned by the constituent society President, if applicable.</td>
</tr>
<tr>
<td></td>
<td>5. Work with the constituent society APF members to meet constituent society charges, if applicable.</td>
</tr>
<tr>
<td>The Quick Guide to the NPNMF</td>
<td>Proposed APF Guidelines for Governance</td>
</tr>
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<td>-----------------------------</td>
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</tr>
<tr>
<td>constituent society President, if applicable.</td>
<td></td>
</tr>
<tr>
<td>V. Work with the constituent society NPNMF members to meet constituent society charges, if applicable.</td>
<td></td>
</tr>
<tr>
<td><strong>Annually Recurring NPNMF Charges</strong></td>
<td><strong>Annually Recurring APF Charges</strong></td>
</tr>
<tr>
<td>1. Establish a key network of those members interested in participating in efforts of the NPNMF and communicate with them on a monthly basis, reporting all activities to the ASCLS Board of Directors.</td>
<td>1. Establish a key network of those members interested in participating in efforts of the APF and communicate with them on a monthly basis, reporting all activities to the ASCLS Board of Directors.</td>
</tr>
<tr>
<td>2. Educate members of the NPNMF on ASCLS and opportunities within ASCLS. All involved should gain a better understanding of the inner workings of ASCLS.</td>
<td>2. Educate members of the APF on ASCLS and opportunities within ASCLS. All involved should gain a better understanding of the inner workings of ASCLS.</td>
</tr>
<tr>
<td>3. Identify the needs of those new professionals and new members and determine how ASCLS can help meet those needs as an organization.</td>
<td>3. Identify the needs of those ascending professionals and determine how ASCLS can help meet those needs as an organization.</td>
</tr>
<tr>
<td></td>
<td>During the Ascending Professionals Forum business meeting at the ASCLS Annual Meeting Forum members can identify additional charges to pursue.</td>
</tr>
</tbody>
</table>
## Activities of the Committee or Affiliated Organizations

The Appointments Committee members are Kim Von Ahsen, Claude Rector, Deb Rodahl, Kelcey Harper, Cristal Lane and Cindy Johnson, chair.

The committee met on 11/12/18, 12/6/18, 2/5/19, 2/19/19, 3/5/19 to complete the following tasks:

- Review and update committee member listing on the appointments grid
- Confirm which committee members are eligible for reappointment
- Review committee member activities with committee chairs and board and staff liaisons
- Prepared appointments for Committees, Committee Chairs and Vice chairs, and ASCLS Representatives to Other Organizations for presentation at the Interim BOD Meeting

### Items of Concern:

None

### Request for Action:

- I move that the ASCLS Board of Directors approve the appointments of the members listed in the attached document to the various ASCLS Committees.

- I move that the ASCLS Board of Directors approve the appointments of the members listed in the attached document as Chairs and Vice Chairs of the various ASCLS Committees.

- I move that the ASCLS Board of Directors approve the appointments of the members listed in the attached document as ASCLS representatives to the various organizations.

- I move that the ASCLS Board of Directors approve the appointment of Erin Frasher, Region IX Representative, to the Membership Committee. **Be it noted:** Erin will replace Holly Silver who resigned from the Committee.
I move that the ASCLS Board of Directors approve the list of appointments for 2019-2020 to the various ASCLS Committees on the attachment “Appointments Motion #1.”

<table>
<thead>
<tr>
<th>Committee</th>
<th>Appointment Type</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract and Proposal Review Committee</td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Rachel Morris</td>
</tr>
<tr>
<td></td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Janna Schill</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>Payman Nasr</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>John Ko</td>
</tr>
<tr>
<td>Annual Meeting Steering Committee</td>
<td>Reappointment</td>
<td>Industry Liaison</td>
<td>Josh Pulido</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Host City Liaison-Louisville</td>
<td>Usha Chatterjee</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Host City Liaison-Dallas</td>
<td>John Wentz</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>Heather Herrington</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>Karri Hovis</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>Nicholas Moore</td>
</tr>
<tr>
<td>Awards</td>
<td>New appointment</td>
<td>Committee member</td>
<td>Tina Dihle</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>Maria Rodriquez</td>
</tr>
<tr>
<td></td>
<td>Ascending Professional</td>
<td>Committee member</td>
<td></td>
</tr>
<tr>
<td>Body of Knowledge</td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Mary Beth Miele</td>
</tr>
<tr>
<td></td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Drona Pandeya</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Mary Gourley</td>
</tr>
<tr>
<td></td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Karen Griffin</td>
</tr>
<tr>
<td></td>
<td>Reappointment</td>
<td>Committee member</td>
<td>James Mistler</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>Maja Chloukova</td>
</tr>
<tr>
<td></td>
<td>Ascending Professional</td>
<td>Committee member</td>
<td></td>
</tr>
<tr>
<td>Doctorate in Clinical Laboratory Science</td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Vickie Freeman</td>
</tr>
<tr>
<td></td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Ed Peterson</td>
</tr>
<tr>
<td></td>
<td>Reappointment</td>
<td>Committee member</td>
<td></td>
</tr>
<tr>
<td>Education and Research Fund Trustees</td>
<td>Reappointment</td>
<td>Committee member</td>
<td>Suzanne Butch</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>Pat Tille</td>
</tr>
<tr>
<td></td>
<td>New appointment</td>
<td>Committee member</td>
<td>Cathy Otto</td>
</tr>
</tbody>
</table>
### Government Affairs Committee

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappointment</td>
<td>Committee member</td>
<td>Stephanie Noblit</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Letycia Nunez-Angote</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Donna Spannaus-Martain</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Debra Shell</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Michele Adams</td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td>Grant Edvalson</td>
</tr>
</tbody>
</table>

### Leadership Academy

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappointment</td>
<td>Committee member</td>
<td>Mallory Janquart</td>
</tr>
</tbody>
</table>

### Leadership Development Committee

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Region</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>New appointment</td>
<td>Region III</td>
<td></td>
<td>Letycia Nunez-Angote</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Region IV</td>
<td></td>
<td>Kathy Doig</td>
</tr>
<tr>
<td>New appointment</td>
<td>Region V</td>
<td></td>
<td>Christie Massen</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Region VI</td>
<td></td>
<td>Michelle Campbell</td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td></td>
<td>Nathan Howell</td>
</tr>
</tbody>
</table>

### Marketing and Communications Committee

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Region</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>New appointment</td>
<td>Member at Large</td>
<td>Region III</td>
<td>Brandy Greenhill</td>
</tr>
</tbody>
</table>

### Membership Committee

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Region</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>New appointment</td>
<td>Region III</td>
<td>Region IV</td>
<td>Nick Brehle</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Region V</td>
<td>Region VI</td>
<td>Brooke Solberg</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Region VI</td>
<td></td>
<td>Roxanne Alter</td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td></td>
<td>Thriya Saeed</td>
</tr>
</tbody>
</table>

### Mentorship Committee

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Region</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td></td>
<td>Ally Storla</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Committee member</td>
<td></td>
<td>Susan Iddings</td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td></td>
<td>Angela Zellner</td>
</tr>
</tbody>
</table>

### Ascending Professional Forum

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Region</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>New appointment</td>
<td>Region III</td>
<td>Region IV</td>
<td>Meera Patel</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Region V</td>
<td></td>
<td>Esther Iheme</td>
</tr>
<tr>
<td>New appointment</td>
<td>Region VI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### PACE

<table>
<thead>
<tr>
<th>Role</th>
<th>Position</th>
<th>Region</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappointment</td>
<td>Committee member</td>
<td></td>
<td>Rochelle Helminski</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td></td>
<td>Randelle Solomon</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td></td>
<td>Jie (Jenny) Gao</td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Patient Safety</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>-------------------</td>
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<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Reappointment</td>
<td>Committee member</td>
<td>Brandy Gunsolus</td>
<td></td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Stephanie Bonertz</td>
<td></td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Karen Golemboski</td>
<td></td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td>Lorena Romero Alberto</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Political Action Committee</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New appointment</td>
<td>Region III</td>
<td></td>
</tr>
<tr>
<td>Reappointment</td>
<td>Region IV</td>
<td>Stephanie Rink</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Region V</td>
<td>Ali Nussbaum</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Region VI</td>
<td>Linda Hickok</td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td>Edward &quot;Ellis&quot; McVoy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Product Development Committee</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappointment</td>
<td>Committee member</td>
<td>Toula Castillo</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Rebecca Boyer-Andersen</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Kathryn Golab</td>
</tr>
<tr>
<td>New appointment</td>
<td>Committee member</td>
<td>Rachelle Barrett</td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Promotion of the Profession Committee</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappointment</td>
<td>Committee member</td>
<td>Abou Drammeh</td>
</tr>
<tr>
<td>Ascending Professional</td>
<td>Committee member</td>
<td>Joshua Cannon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Scientific Assembly</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reappointment</td>
<td>Coordinator</td>
<td>Susan Stalewski</td>
</tr>
<tr>
<td>Reappointment</td>
<td>Vice-Coordinator</td>
<td>Elizabeth Dahlgren</td>
</tr>
</tbody>
</table>
2019-2020 Appointments for Chairs and Vice-Chairs:

I move that the ASCLS Board of Directors approve the list of Chairs and Vice-Chairs of the various ASCLS Committees listed on attachment “Appointments Motion #2.”

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>Vice-Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract and Proposal Review Committee</td>
<td>Stacey Robinson</td>
<td>Rachel Morris</td>
</tr>
<tr>
<td>Annual Meeting Steering Committee</td>
<td>Lynn Williams</td>
<td>Josh Pulido</td>
</tr>
<tr>
<td>Awards</td>
<td>Suzanne Campbell</td>
<td>Scott Aikey</td>
</tr>
<tr>
<td>Body of Knowledge</td>
<td>Janice Conway-Klaassen</td>
<td>Susan Stalewski</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Shannon Billings</td>
<td>Mary Gourley</td>
</tr>
<tr>
<td>DCLS</td>
<td>Renee Hodgkins</td>
<td>Lindsey Davenport Landry</td>
</tr>
<tr>
<td>Education and Research Fund Trustees</td>
<td>Louanne Lawrence</td>
<td>Barbara Snyderman</td>
</tr>
<tr>
<td>Government Affairs Committee</td>
<td>Annette Bednar</td>
<td>Stephanie Noblit</td>
</tr>
<tr>
<td>Leadership Academy</td>
<td>Suzanne Butch</td>
<td></td>
</tr>
<tr>
<td>Leadership Development Committee</td>
<td>Kathy Doig</td>
<td>Carol Rentas</td>
</tr>
<tr>
<td>Committee</td>
<td>Chair</td>
<td>Vice-Chair</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Marketing and Communications Committee</td>
<td>Rebecca Rogers</td>
<td>Brandy Greenhill</td>
</tr>
<tr>
<td>Membership Committee</td>
<td>Melissa Dumoulin</td>
<td>Cherika Robertson</td>
</tr>
<tr>
<td>Mentorship Committee</td>
<td>Heather McLaughlin</td>
<td></td>
</tr>
<tr>
<td>PACE</td>
<td>Katie Franz</td>
<td></td>
</tr>
<tr>
<td>Patient Safety</td>
<td>Stacy Walz</td>
<td>Anne Gaffney</td>
</tr>
<tr>
<td>Product Development Committee</td>
<td>Samantha Treutel</td>
<td>Michelle Campbell</td>
</tr>
<tr>
<td>Promotion of the Profession Committee</td>
<td>Alice Hawley</td>
<td>Eric (Jonathan) Sanford</td>
</tr>
<tr>
<td>Scientific Assembly</td>
<td>Susan Stalewski</td>
<td>Elizabeth Dahlgren</td>
</tr>
</tbody>
</table>
2019-2020 Appointments to Affiliated Organizations

I move that the ASCLS Board of Directors approve the list of appointments for ASCLS Representatives to Other Organizations and Miscellaneous Appointments listed on the attachment “Appointments Motion #3.”

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Hospital Association</td>
<td>Edward Peterson</td>
</tr>
<tr>
<td>Media Alert Advance (Past President)</td>
<td>Roslyn McQueen</td>
</tr>
<tr>
<td>International Federation of Biomedical Laboratory Science (IFBLS)</td>
<td>Hassan Aziz</td>
</tr>
<tr>
<td>CLSI</td>
<td>Nicholas Moore</td>
</tr>
<tr>
<td>CCCLW</td>
<td>Susie Zanto</td>
</tr>
<tr>
<td>ASCLS Today Editor</td>
<td>Cheryl Caskey</td>
</tr>
<tr>
<td>Health Professions Network</td>
<td>Dan Olson</td>
</tr>
</tbody>
</table>

**Appointments Motion #4:**

I move that the ASCLS Board of Directors approve the appointment of Erin Frasher, Region IX Representative, to the Membership Committee. **Be it noted:** Erin will replace Holly Silver who resigned from the Committee.
<table>
<thead>
<tr>
<th>REPORTS TO:</th>
<th>ASCLS BOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>REPORT OF:</td>
<td>Policy and Procedure Committee</td>
</tr>
<tr>
<td>SUBMITTED FOR:</td>
<td>2019 Interim ASCLS BOD Report</td>
</tr>
<tr>
<td>PREPARED BY:</td>
<td>Holly Weinberg, Chair</td>
</tr>
<tr>
<td>DATE:</td>
<td>February 23, 2019</td>
</tr>
</tbody>
</table>

**Activities of the Committee:**

**Committee Members:** Beth Warning, and Nadine Fydryszewski with support from Roslyn McQueen and Jim Flanigan.

The Policy and Procedure Committee of the ASCLS Board of Directors reviewed the SOP document to identify opportunities to provide clarification and consistency with current practice.

Committee updates as requested:
- Notified Bylaws Committee of additional qualification for Emeritus candidates who experienced a lapse in membership as approved by BOD at the Fall BOD meeting. Additional qualification states: A professional member is also eligible for emeritus status if the total years of non-continuous membership and age are equal or greater than 95.
- Amended through email motion on December 2, 2018, Article V, Section C, item 2.b. of the Standard Operating Procedure to change the date for closing membership files to determine delegate numbers from May 31 to April 30.
- Clarification of timeline for identifying Editor in Chief of journal (see RFA#1)
- Clarification of policy for dues collection (see RFA#2)

**Items of Concern:**
- None

**Request for Action:**
- RFA#1: On behalf of the ASCLS Policies and Procedures Committee, I move that the ASCLS Board of Directors approve amending Article XIII, Section B, item 1.a.1 of the Standard Operating Procedures (SOP) to provide an adequate time frame for identifying a new Editor in Chief or to reaffirm continuing appointment of the current Editor in Chief (see attachment A).
• RFA#2: On behalf of the ASCLS Policies and Procedures Committee, I move that the ASCLS Board of Directors approve amending Article III, Section D, item 2 of the Standard Operating Procedure (SOP) to provide clarity and meet with current practice regarding membership dues processing for constituent societies (see attachment A)
<table>
<thead>
<tr>
<th>RFA#1: Current language</th>
<th>Proposed:</th>
<th>Rationale:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARTICLE XIII -- PUBLICATION(S)</strong></td>
<td><strong>ARTICLE XIII -- PUBLICATION(S)</strong></td>
<td><strong>Rationale:</strong></td>
</tr>
<tr>
<td><strong>B. Editor(s) in Chief</strong></td>
<td><strong>B. Editor(s) in Chief</strong></td>
<td>To provide necessary timeframe to either identify a new Editor in Chief who will be mentored by the current Editor in Chief or to reaffirm continuing appointment of current Editor in Chief without interruption of duties</td>
</tr>
<tr>
<td>1) Following the annual meeting, an announcement for the position of Editor(s) in chief of the official Society journal will appear in the journal.</td>
<td>1) Prior to January 1 of the third year of the Editor in Chief’s term, the ASCLS BOD will either reappoint the Editor in Chief or will begin the selection process for a new Editor in Chief who will serve as Editor in Chief Designate upon appointment until the new term begins.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RFA#2: Current language</th>
<th>Proposed:</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ARTICLE III -- MEMBERSHIP</strong></td>
<td><strong>ARTICLE III -- MEMBERSHIP</strong></td>
<td><strong>Rationale:</strong></td>
</tr>
<tr>
<td><strong>D. Dues</strong></td>
<td><strong>D. Dues</strong></td>
<td>Clarify meaning and include option for a member to join more than one constituent society.</td>
</tr>
<tr>
<td>2. A member is to remit the dues of the Society and of the constituent society to the Executive Office.</td>
<td>2. A member is to remit the membership dues of the national Society and of the constituent society(ies) to the Executive Office.</td>
<td></td>
</tr>
<tr>
<td>a. The annual dues of a constituent society, not to exceed thirty ($30) dollars, are to be added to the dues of the Society and the total amount is to be remitted to the Executive Office.</td>
<td>a. The annual membership dues of a constituent society are not to exceed thirty ($30) dollars.</td>
<td></td>
</tr>
<tr>
<td>b. The Executive Office will retain the appropriate amount for membership in the Society and will remit the remainder to the treasurer of the constituent society.</td>
<td>b. The Executive Office will retain the appropriate amount of national membership dues and will remit the remainder to the constituent society(ies) if the following conditions are met: i. A current leadership roster including President, Treasurer, and one additional Board Member has been submitted</td>
<td>Clarify meaning and conditions for remitting dues</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. The constituent society submits documentation of compliance with standards in Article VIII, Section D. of the Standard Operating Procedures.</td>
</tr>
</tbody>
</table>
| 1) | Dues checks will be sent to the states at the end of each quarter, no later than one month after the close of the quarter. Dues will be sent to the Treasurer or the President of the constituent society in the absence of a treasurer. | 1) Dues will be sent to the states meeting these conditions at the end of the first and third quarters, no later than one month after the close of the quarter.  
2) Dues will be sent to the Treasurer or to the President at the direction of the constituent society. |
| 2) | Dues checks will not be sent to any constituent society that does not file a leadership roster with the National Office that includes a minimum of a president and at least 2 board members.  
If a leadership roster is incomplete as stated in #3 above or absent after 2 dues mailing cycles, the dues of the constituent society will be used for scholarships for constituent society members to participate in appropriate ASCLS | 3) If the constituent society submits incomplete information, lacking either a complete leadership roster or not meeting conditions as stated in 2.b.2 above, the Regional Director will send written notification to the constituent society President and Treasurer of record for the previous year stating that the state dues might be withheld. A copy will be sent to the ASCLS President and Executive Vice President  
4) If the constituent society is not in compliance with stated conditions, the constituent society dues will be placed in trust to be used to benefit the members of that constituent society. The Regional Director will work with the previous year’s leadership to identify new leadership and bring the constituent society in compliance |
<p>| 3) |   | Remove reference to ‘check’ to provide for electronic means of remittance; clarify who receives dues |
| 4) |   | Clarify action when a constituent society is not in compliance; remove specific dates allowing flexibility in working with specific situations. Remove redundant clauses |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>5)</td>
<td>sponsored continuing education events. When a constituent society does not submit a leadership roster by August 1, the Region Director (RD) shall send a written notification to the constituent society President and Treasurer of record for the previous year stating that the state dues will be withheld. A copy will be sent to the ASCLS President and Executive Vice President.</td>
</tr>
<tr>
<td>6)</td>
<td>If a leadership roster is not filed with the ASCLS office by November 1, the state dues money for that year will be placed into grants to be used to benefit the members of that constituent society. The RD will work with the previous year's leadership to identify new leadership and to hold elections as required by the state bylaws.</td>
</tr>
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</tr>
<tr>
<td><strong>7)</strong></td>
<td>After two dues mailing cycles with no leadership roster, the RD, in consultation with the ASCLS President, shall determine how to distribute the grants. The RD shall conduct a meeting of the grantees at a chosen ASCLS event for the purpose of reactivating the constituent society. The grants will be distributed at this meeting. The RD will send a summary of the discussion and a list of the attendees to the ASCLS President and Executive VP.</td>
</tr>
<tr>
<td><strong>8)</strong></td>
<td>If the state affiliate does not submit a leadership roster for the year after the withheld dues have been used as a grant, the procedure described above shall be repeated until such time as the constituent society becomes inactive as described in the Bylaws Article VIII E.</td>
</tr>
</tbody>
</table>
Activities of the Committee
The AMSC members are putting the finishing touches on the program for the Annual Meeting. The committee has met via conference calls to continue the speaker selection and recruitment. Activities by the committee members have been contacting speakers, creating panel and symposium sessions, recruiting high profile speakers, scheduling change requests, and replacing speakers and/or sessions that have declined.

We have secured 2 powerful speakers for the opening and closing Keynote Sessions. Dr. James Crawford, Dept. Chair of Pathology and Lab Medicine at Northwell Health will give the Opening Keynote on The future of the Laboratory Profession / Lab 2.0. The Closing Keynote will be a very uplifting and motivational session given by Devin C. Hughes on Leading Positive Performance / Orange Frog Theory. Devin is the “Chief Inspiration Officer” with the International Thought Leader Network.

High profile speakers that will be big draws include Brandy Gunsolas, DCLS, Special testing Lab Manger, AUMC Dept. of Pathology, who will be doing 2 sessions based on her experiences in her first year as a DSCLS. One of those sessions will also be a podcast. Another high profile speaker will be Aaron Fisk, Vice President of Quality, Regulatory and Employee Engagement who will be doing a powerful back to back set of sessions employee relations and workforce issues like conflict resolution, Interdisciplinary communication/perception, and employees that move from the bench into management and how to address prior friendships/favoritism. Aaron is an extremely dynamic speaker who has the unique perspective of being a lawyer as well as an HR expert.

The committee has worked diligently to secure solid educational sessions that will appeal to our attendees. We have also encouraged several speakers to consider new formats and ideas for stimulating discussion, gaining audience participation and engaging attendees in new and different ways. Many of our presenters have embraced this concept and are putting together sessions accordingly. This meeting will offer a unique experience that will allow our members and attendees to personalize their meeting and interact with each other and the presenters in ways they never have before.

Regrets notifications have been sent out by the Vice Chair to people who submitted proposals that were not accepted.

The Committee will continue to work with speakers who are developing presentations around new formats and help them refine their sessions.
<table>
<thead>
<tr>
<th><strong>Items of Concern:</strong></th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Request for Action:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>
**REPORTS TO:** Board of Directors  
**REPORT OF:** Abstract and Program Review Committee  
**SUBMITTED FOR:** 2019 Interim Board Report  
**PREPARED BY:** Linda Gorman, Chair  
**DATE:** 03/07/19

### Activities of the Committee
1. Getting ready to review Abstracts for posters and presentations at Annual meeting. Submission deadline was March 1, 2019
2. Vice Chair Stacey Robinson has conducted session for new members to review Abstracts and learn about C-vent method for this year's reviews
3. Meeting scheduled for March 11, 2019 at 4PM to review practice session and talk about C-vent scale
4. Integration of AGT group into our Committee and Review process is on-going.

### Items of Concern: None

### Request for Action: None
<table>
<thead>
<tr>
<th>Activities of the Committee or Affiliated Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓  Zoom Videoconference calls were held on October 18, January 17, and February 21. A running attendance chart has been included on the agenda and minutes. Attendance has been reasonable.</td>
</tr>
<tr>
<td>✓  The on-line submissions process continued this year with some improvements, and included the addition of the SA Professional Achievement, the Voices Under 40 and the PPC Fundraising Awards. The process appears to be working well.</td>
</tr>
<tr>
<td>✓  The Awards Guidelines and Behind the Scenes document were revised and finalized, as well as the necessary attachments and scoring sheets for judges. All these documents are housed in the library on the Awards Committee Member Community. It was decided that the Awards Guidelines would no longer be produced in future years, as it duplicates the material on the website, and having the information in two different places can lead to errors.</td>
</tr>
<tr>
<td>✓  The Omicron Sigma Awards and Keys to the Future forms have also been built and are active on their individual webpages. We have already started getting nominees, even though the deadlines are April 1/May 1 respectively. With the new guidelines, it will be interesting to see how this process works this year.</td>
</tr>
<tr>
<td>✓  Posts to the ASCLS Leaders Member Community were submitted numerous times to encourage nominations.</td>
</tr>
<tr>
<td>✓  As of February 15, the following awards had nominations: Lifetime Achievement Award (6), Ascending Professional Leadership (6), Developing Professional Leadership (6), Publication (11), and Website (9), Scientific Research (4), and Theriot (1). This is in line with the nominations we received last year.</td>
</tr>
<tr>
<td>✓  There are 22 Golden Service Awards this year (50 year members).</td>
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<tr>
<td>✓  The Awards Committee will continue to work on posting previous winners of awards (not scholarships), especially those where a person can only receive it once during their lifetime.</td>
</tr>
<tr>
<td>✓  Work begins in earnest when we receive a download of the on-line submission applications and access to the attachments.</td>
</tr>
</tbody>
</table>

**Items of Concern:** NONE at this time

**Request for Action:** NONE at this time
<table>
<thead>
<tr>
<th>Reports To:</th>
<th>Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of:</td>
<td>Bylaws Committee</td>
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<tr>
<td>Submitted For:</td>
<td>2019 Interim Board Report</td>
</tr>
<tr>
<td>Prepared By:</td>
<td>Shannon Billings</td>
</tr>
<tr>
<td>Date:</td>
<td>February 25, 2019</td>
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</tbody>
</table>

### Activities of the Committee

- Held teleconference October 25, 2018
- Held teleconference November 15, 2018
- Held teleconference January 24, 2018
- Reviewed and approved ASCLS-PA Bylaws
- Reviewed and approved ASCLS-ID Bylaws
- Reviewed and approved ASCLS-CO Bylaws, with additional changes
- Reviewed and approved KSCLS Bylaws, with additional changes
- Reviewed ASCLS-IL Bylaws, did not approve as written, requested additional revision.

### Items of Concern:

None

### Request for Action:

None
Activities of the Committee or Affiliated Organizations
Recently some progress has been made with CLS journal. The XML file problems and indexing in cross-ref has begun which will allow us to submit our paperwork for relisting in pubmed as early as next week. We still do not have issues that look or feel like an electronic journal. It is my hope that APEX will assemble these issues as soon as possible.

Since the last BOD report the CLS Journal has worked the following initiatives:

1. The journal website is now available to everyone and is functioning as an open access journal until the subscriber database is functional and enabled.
2. Manuscript turn-around times continue to have reasonable turn-around times. CLS Journal now has the following statistics: Assigned to review are averaging 12 days; Submission to first decision for reviewed papers are 60 days. In summary authors are able to determine the complete decision and acceptance on their manuscripts in 60 days or less depending on revisions. This is appropriate and should help us remain competitive with other journals as our journal website and activities improve.
3. We are presenting “CLS Journal: Your Place for Articles and Enhanced Author Content” CLEC 2019.

Acceptance and Rejection Rates for CLS Journal
If we remove focus and abstracts we have 14 accepted + 13 rejected + 3 withdrawn 14/30 = 46.7% acceptance rate as of January 1, 2019. This is similar to previous reports.

Manuscripts in process
There are 3 manuscripts in process for the focus section. There are concerns that submissions are waning due to lack of issues and pubmed listing.

Progress on Items of Concern
Jim Flanigan worked with the Perry Scanlan the EIC to complete the following items:
1. Resolve the XML file conflicts with Highwire and Cross-ref  
   - Completed
2. Repaired Digital Object Identifier issues  
   - Completed
3. Completion of 2018 electronic journal issues with APEX  
   - In progress
4. Submission of paperwork for Pubmed relisting  
   - Paperwork for aim and scope, peer-review process, Conflict of interest, informed consent, animal care requirements, and human and animal rights statements were completed.  
   - Scheduled for submission the week of 2/18/19

In summary, the journal continues to request patience and understanding while we work hard to build a website and submission system that will carry the journal into the future. It is also appropriate to thank the board of directors, president, and executive vice president for giving us the tools to start competing with other publishers for high quality manuscripts. We are not quite there yet but with your continued support the journal will make ASCLS proud. Please continue to speak positively and consider submitting manuscripts to our journal.

**Items of Concern:**
1. APEX has not yet completed any actual issues for the 2018 calendar year.

Some authors need PDF versions of their article in publishable form. Our publish ahead of print in a PDF of the word document is not sufficient for most universities or tenure committees. Authors need to examine the proofs and I cannot determine any areas we lack in the publications themselves until a draft is made. Progress is being made now that other issues are beginning to resolve. A time table for expected completion would be very helpful.

2. Address remaining issues with Pubmed to be relisted

This is a significant issue as we will not be getting the number of manuscripts we need if this is not corrected. This will remain a concern until we are relisted in pubmed. As of now it is expected that our application will be submitted the week of Feb 18, 2019.

**Request for Action:**
1. The Editor in Chief of Clinical Laboratory Science Journal moves to establish a monthly meeting between Jim Flanigan (EVP) and Perry Scanlan (EIC) until issues are caught up and progress of the pubmed application is complete. Additional quarterly meetings will be conducted to coincide with the close of the quarterly issues of CLS journal.
REPORTS TO:  Board of Directors
REPORT OF:  ASCLS Diversity Advocacy Council
SUBMITTED FOR:  February 2019 Board Report
PREPARED BY:  James March Mistler, DAC Chair
DATE:  2/24/19

Activities of the Committee or Affiliated Organizations

- Held conference calls in fall and winter
- Re-evaluated and updated DAC Travel Grant for Ascending members to attend Annual Meeting
- Re-evaluated and updating DAC Scholarship in honor of Glenda Price; will be moved to E&R Fund
- Working on advertising, funding and potentially pins for purchase

Items of Concern:

There should be questions on demographics (race, culture, LGBTQIA+, ethnicity, religion, education, etc.) on surveys and/or membership applications to identify the diversity of ASCLS.

Request for Action:

NONE
Activities of the Committee or Affiliated Organizations

Summary of Activities since OCT 2018.

- In person meeting was conducted at the ASCLS CLEC meeting in Baltimore, Feb 21st.
- Zoom conferences were held on October 9th and December 11th, 2018.
- Continued work on the RFP, website, and marketing of the DCLS.
- Discussions of a DCLS Futures Conference (please see request for Action below.)

The DCLS Oversight Committee suggests the conference to be held in early-mid October 2020 to balance the time with the Annual meeting and CLEC attendees. For educators and DCLS students, early October may be easier to navigate for scheduling.

DCLS Oversight Committee would be charged with the program content development.

Attendees: We would encourage attendance by ASCLS DCLS educators, students, and other potential stakeholders (healthcare representatives, NAACLS, etc.)

Anticipate 100-200 attendees for a 1-day conference held in the middle of the country that is easily accessible. A survey of NAACLS accredited MLS program directors (n=74 responding to the question) indicated that 18 program chairs were extremely or very interested in a DCLS Futures conference and 27 program chairs were somewhat interested. Those responding do not include those of the current active programs. Additional attendees could include 12 committee members, approximately 50 DCLS students (from all programs), and other interested faculty from existing and potential programs as well as other stakeholders (ASCP, ASCLS, CMS, and other healthcare professions).

Committee has 8 subcommittee work groups to address the goals for 2018-2019:

Sub-committee groups (each item corresponds to the official ASCLS DCLS charges):

- Certifications for DCLS – A draft of RFP has been developed and is under review by the committee. ASCP has developed a taskforce to develop a DCLS certification exam. Their next meeting is March 6th, 2019. Linda Smith is the ASCLS representative on the taskforce. ASCP has given ASCLS questions to address for the certification. (see included questions).
• Potential institutions for DCLS programs – A survey has been sent to NAACLS accredited MLS programs to assess the potential development of DCLS programs across the nation. This survey identified 10 programs who are in various stages in development (beyond the 3 currently running programs). Two of these institutions have agreed to be identified publicly, George Washington University (DC) and Rush University (Chicago).

• Development of educational and professional standards:
  • Body of knowledge subcommittee – work group is meeting monthly to revise the drafted document. Dr. Jun has revised the pharmacy section and is under review by the committee.
  • Clinical Residency subcommittee – a draft of competencies has been developed and is under review.

• Communication with NAACLS – Renee Hodgkins and Brandy Gunsolus continue to serve on the Doctoral Review Committee (DRC). Site Visit Review form is the next task assigned to complete DRC Refresh.

• Professional issues related to DCLS practice –
  o Discussion at the in-person meeting about the credential that should be used when developing the RFP and in response to questions from ASCP. Are there issues with having a certification that is the same as the degree designation? Currently, remains as DCLS though the committee is still reviewing this consideration. (See items of concern).

• Facilitate and maintain standardization and certification of DCLS – This charge is addressed in a variety of subcommittees see above 1 & 2.

• Financial assistance for DCLS students – Recruitment of potential donors for a DCLS specific scholarship through the E&R fund is still on going.

• Marketing the DCLS –
  o A subcommittee has been formed to address development of a DCLS profession page on ASCLS.org. Jim Flanigan has been working with the committee for a website refresh similar to the patient safety committee.
  o Committee members continue to speak on the DCLS at ASCLS meetings (all levels). Renee will be speaking at ASCLS-IN and KSCLS (Kansas); Brandy will be giving several talks including ASCLS-IL and -GA annual meetings. Nadine F. will be speaking at several conferences as well including ASCLS-NJ and PA.

• Reimbursement for DCLS services – this charge will be addressed through the professional issues related to DCLS practice subcommittee.

The following days are proposed for upcoming meeting dates for 2019:
4/9 at 14:00-15:00 Central time via Zoom conferencing,
6/23 (TBA) in-person at the Annual meeting in Charlotte, NC.
**Items of Concern:**
Active involvement of some committee members continues to be a struggle even after changing the meeting times.

Discussion of the credential for the DCLS certification. Should the degree and the credential be the same?

**Request for Action:**
We move that the ASCLS Board of Directors develop and host a DCLS Futures Conference in the Fall 2020.

Be it Noted: A breakeven budget will be developed and included in the FY2021 budget process for approval by the board in March 2020.
1. Introduction of Group(s) presenting the proposal. ASCLS is a national professional organization that provides advocacy, standards setting, education (professional and continuing), personal and professional development for clinical laboratory science practitioners. The ASCLS DCLS Oversight Committee provides a means for DCLS programs to share resources including courses and faculty and input and expertise for the development of educational and professional standards. The Committee maintains ongoing communication with applicable accreditation and certification boards regarding DCLS Standards and facilitate the consistent interpretation of these standards globally.

2. Name of group under consideration for a credential (e.g., practitioners of cellular therapy) with a description of the profession. Doctorate in Clinical Laboratory Science. The DCLS is an advanced practice doctoral program requiring an entry level baccalaureate degree and national certification as a Medical Laboratory Scientist, MLS (ASCP)CM as a prerequisite. The mission of the proposed DCLS is to prepare graduates for advanced practice in clinical laboratory science as a member of the inter-professional team approach to health care.

3. Name of the proposed credential (e.g., Cellular Therapy Technician) and rationale for why the credential should be considered. DCLS

4. How does this credential benefit patient welfare? With a plethora of clinical laboratory tests and new molecular methodologies being added to the clinical laboratory test menu, clinicians are challenged with keeping abreast of the latest in laboratory services. The DCLS will serve as a consultant, similar to the PharmD and other allied health professionals who take part in clinical rounding and patient care. Their contribution as the expert in clinical laboratory testing would benefit the clinician and other health care providers by promoting appropriate and cost-effective utilization of clinical laboratory services and maximizing patient safety by reduction of medical errors

5. Number of current U.S. practitioners in the field (based on membership in professional organizations and all other available data.) One practitioner with ___ currently enrolled in DCLS programs ___Programs located at:
   - Rutgers-School of Health Related Professions, Newark, NJ,
   - University of Texas Medical Branch, Galveston, TX
   - University of Kansas Medical Center, Kansas City, KS
6. Is there international interest in this certification? If so, indicate number of practitioners outside of the U.S. ????

7. Number of practitioners entering the field annually (based on all available data). Suggest projecting number of graduates annually beginning in some future year.

8. Detailed description of body of knowledge required of all practitioners: In progress:

9. Are there recognized best practices guidelines, peer-reviewed collections of essential information and/or key textbooks that are regularly updated? In progress? Add Timeline.

10. Survey description and results of survey Add

11. Job Analysis – description of assistance that will be provided in completing a job analysis of the profession (e.g., providing e-mail list of practitioners, assistance in developing survey questions, etc.) In progress? Add Timeline.

12. Financial support – describe support that the group is willing to provide. As the newest terminal degree for laboratory professionals, and based on current interest from professionals as well as employers, we anticipate those seeking the DCLS credential will produce revenue in excess of costs.

13. Marketing – describe support that the group is willing to provide; identify key meetings and journals in the field; identify on-line networks: ASCLS pledges the full force of its abilities to promote and support the new credential, including the advocacy of its enshrinement in federal personnel regulations governing laboratories as well as state licensing laws and regulations. ASCLS already has provided prominent visibility via the Clinical Laboratory Science journal, ASCLS Today Newsletter, as well as the ASCLS Website and social networks.

14. Timeline for development of the credential Add

15. Information on formal training programs including accreditation body (e.g. NAACLS, CAAHEP, etc.), number of programs, sample curriculum, number of students. Summary

16. Any problems or issues that should be considered. Summary

17. Any regulatory issues affecting this practice. Ensuring that practitioners with this credential will qualify as Laboratory Directors under CLIA and within state licensing regulations.
Activities of the Committee

1. Trustees met by conference call on October 25, 2018 and January 17, 2019.

2. We are continuing our planning for a Silent Auction fundraiser at CLEC. Mary Ann McLane will be the chair of this event, assisted by Linda Smith and Barbara Snyderman.

3. Our second fundraising priority is to get many individual donors to fund a named scholarship or grant. We are continuing to work on this. We are hoping to award two member grants of $5000 each in April depending upon our fundraising results.

4. We initiated a second call for proposals for the I. Dean Spradling Graduate Student Research Grant with a deadline of December 15. Due to the poor response in the past we tried new ways to publicize this grant and our response was better. We had 3 applicants and the grant was awarded to Rebecca Connor, a master’s student in medical molecular biology at Stony Brook University in New York. Her proposal was titled, *Analysis of histone acetylation combined with lymphocyte typing*.

5. We are still working with Jim Flanigan to get information on all donors to the E&R fund so we can send thank you notes.

6. We have submitted two articles to ASCLS Today to publicize our scholarship and grant recipients from last year and deadlines for next year. Our scholarship and grant deadlines were changed to April 1 due to our earlier annual meeting dates.

7. Trustees are continuing to work on reviewing *Clinical Laboratory Science* articles for the Kleiner award. Jim Flanigan is helping to work out several delays due to the new online format.

8. Committee charges were discussed, revised and sent to the ASCLS president.

9. Our next conference call is scheduled for April 18, 2019

**Items of Concern:** None

**Request for Action:** None
Activities of the Committee
10-15-18 GAC Conference Call
11-19-18 GAC Conference Call
12-17-18 GAC Conference Call
1-21-19 GAC Conference Call
2-18-19 GAC Conference Call

Legislative Update:
There is the potential for new opportunities in the 116th Congress in the areas of bipartisan lab developed tests (LDTs), the ACA (Affordable Care Act), and Workforce issues.

Regulatory Update:
Workforce: There have been preliminary discussions with members of Congress about a workforce bill for clinical laboratory scientists. Possible workforce approaches include a new program under Title VII, funding under Medicare for clinical sites, and funding from the VA to expand the number of students. The hope is to have a draft bill available by the Legislative Symposium that can be shopped around to members of key health committees as well as the 17 members of Congress who are healthcare professionals who understand the value of Clinical Laboratory Scientists.

VALID (Verifying Accurate Leading-Edge IVCT Development) Act: At the end of last year, Reps. Larry Buschon (R-IN) and Diana DeGette (D-CO) introduced a discussion draft of a new bill, the VALID Act, in another attempt to regulate diagnostic testing and LDTs. The House Energy and Commerce Committee is seeking feedback on the bill, which is over 100 pages long, by March 3. A GAC subcommittee was formed to review the bill and provide the requested feedback. Although the bill is somewhat simpler than the DAIA, some items will need to be addressed and fixed.

PAMA: There has been no new action on PAMA and very little chatter coming out of the trade groups at the present time. However, there will be a presentation on PAMA at the Legislative Symposium and we will be discussing this issue during our visits to Capitol Hill because of the reimbursement cuts and the affect they have had on clinical laboratories.

Items of Concern:
None

Request for Action:
None
There are no activities to report at this time.

None.

None.
<table>
<thead>
<tr>
<th>Activities of the Committee</th>
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<tbody>
<tr>
<td>✓ The committee has met four times via Zoom teleconference since the last report to discuss the current state of the ASCLS Marketing and Communication Strategy. These discussions were focused on the five following questions:</td>
</tr>
<tr>
<td>1. Who are we communicating/marketing to?</td>
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<td>2. What are we communicating/marketing?</td>
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<tr>
<td>3. How do we currently communicate/market?</td>
</tr>
<tr>
<td>4. When do we communicate/market?</td>
</tr>
<tr>
<td>5. Why do we communicate/market the way we currently do?</td>
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<tr>
<td>✓ Based upon pre-teleconference submissions, word clouds were generated that identified the major concepts for each of the above questions. These word clouds helped further guide the conversations during our teleconferences.</td>
</tr>
<tr>
<td>✓ Meeting minutes were used to develop the provided report entitled, “Analysis of Current ASCLS Marketing and Communication Strategies.” (report provided as an addendum to this document)</td>
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<thead>
<tr>
<th>Items of Concern:</th>
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<tr>
<td>➢ Current Status of the Journal's PubMED Indexing. We understand that the EVP is working diligently on this process but would like more details since this is an important marketing and communication tool for our association.</td>
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<th>Request for Action:</th>
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<tr>
<td>None at this time</td>
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Analysis of Current ASCLS Marketing and Communication Strategies

A report of the ASCLS Marketing and Communication Committee

Introduction and Background

During the 2018 Annual Meeting in Chicago, the ASCLS Board of Directors approved the creation of a new committee focused on Marketing and Communication strategies. The board determined the purpose of the new committee is to, “assist the society with identifying and implementing Marketing and Communication strategy.”

The Board developed a structure for the committee in which a seat was provided to all standing committees and publications of the association that frequently engage in marketing and communication activities. A volunteer from each committee and the editors of the newsletter and journal were appointed to serve as member of this new marketing and communication group. Furthermore, two at-large members were appointed to the new committee with one serving as chair. The following charges were provided:

1. Equip all members with tools to promote ASCLS and the profession.
2. Build the ASCLS brand around the value of the organization and the profession.
3. Effectively leverage professional networks and integrate marketing and communication across all platforms

The chair, vice-chair, board liaison, staff liaison, and executive vice president (EVP) met shortly after the formation of the committee to discuss its role and develop an agenda for the first year. It was agreed that this committee’s work was important to the association’s future and that the tasks carried out must be handled in a careful and methodical manner. It was decided the first year would focus on analyzing the current MarCom strategy, developing a new and effective MarCom strategic plan, and designing an implementation schedule for the new plan.

To that end, the committee began its work by being briefed by the EVP on foundational concepts related to marketing and communication. From there the committee focused its efforts on analyzing the current ASCLS MarCom strategy. It accomplished this task by centering their discussions around the following five questions:

1. Who are we communicating/marketing to?
2. What are we communicating/marketing?
3. How do we currently communicate/market?
4. When do we communicate/market?
5. Why do we communicate/market the way we currently do?
This report summarizes the committee’s findings to help facilitate a larger discussion amongst ASCLS Leadership about our current MarCom strategy. It also will help serve as the starting point for a new MarCom strategic plan.

Foundational Concepts of Marketing and Communication
As mentioned, the EVP provided a detailed overview of theories and practices related to MarCom strategy. During this discussion there were some important concepts presented about how ASCLS relates to these concepts.

Goal-Orientated versus Methods-Orientated
ASCLS has long been focused on making professionals and members aware of our role in the medical laboratory community. However, we must begin to accept the idea that just making individuals aware of ASCLS or aware of association happenings is not enough. Furthermore, we tend to fixate on how we market and communicate and how much volume we can generate about our message. The development of a marketing or communication strategy should not be focused on the how we distribute the information nor should it be focused on how “loud” or message is. Instead, the focus of any marketing and/or communication strategy should be centered upon the goal (i.e. why are we marketing or communicating as an association?). Our inability to focus our marketing and communication plan around key goals could explain why awareness in ASCLS does not consistently stimulate interest or decisions that drive action.

To provide an example of this we would like to highlight membership renewal strategies. During membership renewal season the impetus is often to send out as many reminders using as many methods as possible to drive renewals. However, membership numbers over the last 15 years demonstrates that this approach to marketing membership renewal is not driving folks to renew their membership at the rates we would like to see. It could be argued that this is because membership renewal is looked at as a separate marketing endeavor detached from all other MarCom happenings within the association each year. We have often seen one state’s success at using a method as a directive to generalize that method to all states and use that as our focus of renewal marketing campaigns. It is given special attention during the time of year members must renew but is not tied into any underlying goals beyond keeping membership numbers at a certain level to assure the association remains healthy.

With that in mind, if a strategic MarCom strategy were to be developed that had goals centered around articulating the tangible values of ASCLS membership the renewal process would simply become part of a bigger MarCom endeavor. This larger goal would feed into a more comprehensive vision that could drive further interest and desire for members to renew and remain engaged with ASCLS. For this reason, the continued focus must be on larger goals and not simply on trying to generalize methods or create MarCom campaigns isolated to one issue without looking at the entire strategy.

Distribution of Content
Currently ASCLS uses a centralized hierarchy of marketing and communication. Certain stakeholders will communicate information into an appropriate spot within the organization for a given topic. These spots, or nodes, include the ASCLS office, Regional Director, State Presidents, ASCLS Today, Clin Lab Sci, Member Communities, and others. It is then becomes the role of that node to broadcast the information to the larger audience.
However, what if one of the centralized communication nodes fails? This would inhibit the process to send information to that particular node and/or inhibit the ability of that node to broadcast information in a timely manner. The failure of a node occurred recently when ASCLS Today was not being published due to an unfortunate situation with the printing company that was being used. This inability to publish ASCLS Today upset our membership because they felt as though they were not being made aware of the happenings of the association. Furthermore, recent issues with the indexing of *Clin Lab Sci* in PubMed have created some concern about members who need to publish for promotion and tenure-related issues.

With these recent examples in mind, a discussion should be had about this centralized distribution model for any future MarCom Strategy. While moving to a different MarCom distribution model may be a challenge, it may have the potential to improve communications for the association and avoid costly issues.

**Audience**

The MarCom strategy for ASCLS has often been centered on two monolithic entities: members and non-members. This approach to our strategy lessens our ability to generate awareness and interest in our association and we must recognize that this paradigm has diminished our ability to market and communicate effectively. To address this issue, we must break down these monoliths into various categories and develop targeted messages more appropriate to the audience.

Breaking down our audience may be one of the most complex endeavors that will occur as we develop a MarCom strategy over the coming months since there can often be cross-talk between groups and blurred lines between others. While we wish to make sure our message and medium matches the person at the time of communication, we want to be careful about not making assumptions about varying cohorts that exist. Developing a more detailed understanding of our various audiences' needs and wants will be an ongoing evolution that this committee will need to be mindful of moving forward.

**The Laboratory Professional Landscape**

ASCLS does not operate in a vacuum. Figure 1 was prepared by Jim Flannigan to help visualize ASCLS within the context of other laboratory-related association, businesses, and governmental organizations.

In looking at Figure 1 it becomes readily available that ASCLS remains the one professional association focused solely on the generalist practitioner, manager, educator, and student in medical laboratory science. However, we share this profession with many sister organizations and government agencies. Our primary focus in any strategic plan related to marketing and communication must be how to position ourselves within this greater landscape while continuing to work effectively and cooperatively with stakeholders who share our values and positions.
With these foundational concepts in mind, the committee began its work on address the questions of the current MarCom strategy.

Who is ASCLS Marketing to and Communicating with?
The first question the committee approached was “Who is the audience for our current MarCom Strategy?” Committee members were asked to provide thoughts on this in a pre-teleconference poll. Data was collected and a word cloud was generated. Figure 2 is the word cloud generated to this question and Table 1 presents the collected responses.
Table 1: WHO is ASCLS currently marketing to and communicating with?

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>members, volunteers, laboratory professionals, ASCP, CLMA, AGT, ASCP BOC, AACC, ASM, APHA, CAP, COLA, CMS, CLIA, CCCLW, CLCC, retirees, students, new professionals, congress, state politicians, hospitals, private laboratories</td>
</tr>
<tr>
<td>Lapsed members</td>
</tr>
<tr>
<td>I believe ASCLS is currently primarily marketing to and communicating with our members, although we do have some outreach to non-members, especially with groups like the new professional forum.</td>
</tr>
<tr>
<td>Educators and managers that are members and aren’t members</td>
</tr>
<tr>
<td>Currently:</td>
</tr>
<tr>
<td>ASCLS Leadership</td>
</tr>
<tr>
<td>ASCLS Members</td>
</tr>
<tr>
<td>Some to lapsed members</td>
</tr>
<tr>
<td>Some to patients</td>
</tr>
<tr>
<td>Small amount to patients/general public</td>
</tr>
<tr>
<td>Very Small amount to high school students</td>
</tr>
<tr>
<td>Very small amount to non-MLS science students in comm college/colleges</td>
</tr>
<tr>
<td>ASCLS members, members on social media, lobbyist, State Representives in Washington, students, new professional who have passed the BOC, Educators, past/lapsed members, social media users who are interested in in lab medicine</td>
</tr>
<tr>
<td>At this current time ASCLS is marketing/communicating with - members in all categories, lapsed members, people on FB, selected info to ASCLS leadership, selected info out to specific ASCLS communities/committees. I am not a twitter/instagram follower but it is my understanding that these would also be on the list. Industry partners when needed. Other national organizations when needed. Google seekers if the correct search words are used. I'm not sure those are all and I am not saying that what is currently done is effective.</td>
</tr>
<tr>
<td>ASCLS is currently marketing to MLT and MLS professionals especially those interested in laboratory activism. We are marketing ourselves as CLS professionals for CLS professionals. We communicate with those who are interested in participating in CLS self governance, This usually is particularly strong with educators.</td>
</tr>
<tr>
<td>What marketing? Are we actually marketing at all? We have lots of stuff but I don't think we market at all. Maybe educators with CLEC. We are helping people find ASCP, BOC, AACC, patient resources, NAACL, Maybe it is helpful to not who we are NOT marketing to?</td>
</tr>
<tr>
<td>NOT Working professionals</td>
</tr>
<tr>
<td>NOT people looking for CE</td>
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<tr>
<td>NOT people wondering about the field</td>
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<tr>
<td>NOT the media</td>
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<tr>
<td>NOT patients</td>
</tr>
<tr>
<td>We are currently communicating only with members and we communicate by category versus by individual.</td>
</tr>
</tbody>
</table>

Based upon this raw data and the word cloud, the committee began to breakdown the following categories into more detailed cohorts: 1) laboratory professionals, 2) members, 3) non-members, 4) other associations and government agencies, 5) educators, and 6) managers. The subcategories of each of these groups is presented as follows:

Laboratory Professionals

- MLS/MLT certified individuals
- Educators (see below)
- Non-MLS, Non-MLT, laboratory professional (histo, cyto, CLA, phleb, etc)
- Administrators
- Professionals in industry
- Pathologists/Medical directors
- Public Health Laboratory professionals
Members
- Membership categories (i.e. Developing, Ascending, Professional, Emeritus, etc)
- Lapsed members <1 year lapse
- Age groups (difficult to determine since age is not required data in membership application)
- Those who attend meetings vs those who do not attend meetings
- Social media users vs non social media users
- Paper based lovers vs digital media lovers
- Active leaders vs mailbox members at the various levels of the association.
- By specialty in the Scientific assemblies
- Committee interests (not on committee but interested in products)
- Developing/New Leaders vs Seasoned/Experienced Leaders
- Politically active or interested individuals who get engaged when GAC sends out alerts

Non-members
- Lapsed members >1 year lapse
- Professionals in states lacking activity vs with strong activity
- MLS and MLT professionals who are not members due to lack of knowledge
- MLS and MLT professionals lacking a sense of professional identity
- MLS and MLT professionals who feel we do nothing for the profession or themselves
- Individuals who see other associations as meeting their needs more appropriately
- Age (same cohorts as members)
- By position/level of practice (i.e. students, bench level, supervisory, educators, etc)
- Level of financial burden/socioeconomic cohorts
- Ancillary professionals who do not understand the value and benefits of joining
- Cultural, social, or misc. demographic cohorts that are not driven to be 'joiners' or do not identify with ASCLS
  - N.B. this demonstrates the need to be consistently aware of how we demonstrate our diversity and inclusivity
- Attend ASCLS meetings but not members

Associations and Government Entities
- ASCP, BOC, NAACLS, AGT, AACC, AMT, CLIAC, CLMA, AABB, ASM, ASH, COLA, CCCLW, CDC, CMS, APHL, ACLA, AAB
- Politicians and staff at the local, state, and Fed levels

Educators
- MLS/MLT educators
- High school science teachers
- Other lab-associated educators (e.g. histo, cyto, phleb)
- Academic science faculty
- Clinical Affiliate Staff/Preceptors/Trainers
  - Lab Educators
- CLEC attendees who are non-members
Managers
➢ Technical supervisors
➢ Lab managers
➢ Dept administration

Impact on Future Strategy
With these cohorts broken up into more detail, we can see that the amount of diversity we currently market to and communicate with is vast. With this in mind, we must keep the following in mind as we develop our new MarCom strategy:

1. A diverse set of stakeholders reinforces the need to be goal-oriented in our MarCom Strategy and not allow the methods of marketing and communication to be our central focus.
2. While we wish to remain as inclusive as possible, the new MarCom strategy should investigate what groups we must tailor our message to so we can accomplish our collective goals.
3. We must rank order the above categories based upon if the effort is marketing-focused or communications-focused.
4. There is a need to relate the target audiences with appropriate mechanisms for communication to assure that the return on investment matches any costs incurred.

What is ASCLS Marketing and Communicating?
The second question the committee approached was, “What are we currently marketing and communicating?” Again, committee members were asked to provide thoughts on this in a pre-teleconference poll. Data was collected and a word cloud was generated. Figure 3 is the word cloud generated to this question and Table 2 presents the collected responses.
Table 2: WHAT is ASCLS marketing and communicating about?

| Membership services to members mostly; government affairs issues; patient safety; education information—communicating currently  
Marketing, in my opinion, is limited or most members are unaware of what is being done; whatever is being done or is scheduled needs to resonate at the personal level of the lab professional & we need to clearly understand the target audience & how to reach them with what they want.  
Laboratory Research via journal articles, Patient Safety, Membership Benefits, Call to Actions-Responses needed on government issues, Events-National, Regional, and State, Laboratory Profession, Efforts of the different committees, ASCLS’s position on specific issue ie staffing shortages, Continuing Education, Awards and Award Winners, Issues Laboratories are facing, Legislature that impacts laboratories.  
Patient safety  
ASCLS membership  
benefits of membership (this often isn’t clear enough)  
our "silent profession"  
STEM jobs  
legislative concerns (occasionally)  
our shortage (not near enough)  
opportunities in our field  
educational opportunities  
opportunities for students / scholarships  
Advocacy for the clinical laboratory professional; Professional conferences for networking and CE credit; career networking and job support.  
Currently, ASCLS is marketing the profession and the organization. We are promoting and informing the public about the importance of our job and the benefits of joining the society.  
On the other hand, our profession is always changing. For instance, new diseases are being discovered, standards and requirements are revised and updated, and new technologies are being developed. It is hard to keep up with these changes. Which is why ASCLS informs (communicates) its members about these changes.  
There is no better way to stay "in the loop" than joining a professional society. Moreover, we are the face of the profession, so we communicate our members' opinions, comments, and concerns to individuals that are outside the profession. For example, we represent our members every time we meet with the members of Congress to express our concerns about PAMA and work-shortage.  
the profession, membership benefits, body of knowledge, entry level requirements, regulatory affairs, government affairs, patient safety, scientific advances, meetings, regional and state events |

Discussion during the conference call was constructive albeit there were some challenges that needed to be addressed and discussed. First, the committee felt that ASCLS markets member services well. However, these services do not interest people because they don’t understand the greater impact of ASCLS. Therefore, while our message attempts to be stakeholder-centric, it does not generate interest or a desire to join or remain engaged with the association.

Second, there is a concern that the ASCLS brand and what we are marketing does not carry as much recognition in the profession as other associations. For example, members of the committee felt that ASCP does a better job of marketing continuing education and has a higher degree of recognition due to BOC being perceived as connected to their membership arm via their branding. The committee feels strongly that we must continue to collaborate and partner with ASCP but must be willing to aggressively enhance our brand’s standing – even if that means directly competing on certain services offered by multiple associations.

Next, we have not made ourselves appealing to managers and their unique interests in an effective manner. For this reason it is challenging to get their buy-in and assistance in promoting our association to their staff. In fact, in some instances it may be challenging to get them to even be supportive of staff who is already involved in ASCLS.

2/15/2019
Another final obstacle is the fact that we do not share the positive impacts we make in an exciting manner. Often the stories of how ASCLS membership benefits professionals is hidden in ASCLS Today or in some member-focused publication. We do not market out to the broader landscape about the impact we have on the lives of professionals. For this reason we are never able to answer the proverbial question that stakeholders will eventually always defer back to: What have you done for me lately? This is evident when we talk to lapsed members and see non-members communicate about our role in the community on social media groups. Individuals want to see tangible benefits to them and their situations and they want them to happen immediately. While we cannot be a panacea to such individualized concerns, we must share stories of how membership positively impacts professional lives in an exciting way using appropriate broadcast mechanisms to help others appreciate what we do.

With the listed concerns about what we have to market in mind, it was felt that we do have several positives that we do promote well. These include:

- Sense of family amongst the membership
- Strong desire to be engaged in patient safety
- Sense of innovative vision for our profession
- An association that is for laboratory professionals by laboratory professionals
- Strong grass roots identity
- Scientific identity based in our scientific assemblies and academic journal
- Heavy lifters in the realm of Government affairs

With these positives in mind, it is important to remember that all the above depend upon a strong membership base. Our MarCom strategy should be developed in a way that enhances the strengths of what we market and begins to tackle our weaknesses. This will ensure we can continue to market the above positives as actual benefits.

To further address some of the concerns stakeholders may have about what we market we may wish to enhance current offerings and study the impact ASCLS has on individuals. An example of an area we can enhance is our asynchronous CE opportunities via our new learning management system. An area of marketing research we could undertake is looking at the relationship between institutional memberships and salaries at those institutions in relation to other facilities that don’t support membership in ASCLS.

Finally, to be effective in marketing and communication we must also cut out the association jargon we use. When we use acronyms or committee names as though all members are supposed to understand their meaning, we limit inclusivity and begin to look like an exclusive club of ‘haves’ and ‘have nots.’ Some in ASCLS Leadership do not agree with the idea that governance functions come across as having a sense of exclusivity. However, this perception of ‘haves’ and ‘have nots’ is a reality ASCLS must face – regardless of if leadership agrees with this concern or not. Tailoring messages related to association functions can be accomplished without such heavy use of jargon that can be reserved for board reports. This will make governance more approachable and further engage members in association activities.

**Impact on Future Strategy**

With a sense of what ASCLS is marketing and communicating about and appreciating the weaknesses and threats surrounding our current strategy, the following should be kept in mind as the future MarCom strategy is developed:
1. We must better articulate what ASCLS is and the impact it can have. One of our strategic MarCom initiatives should be to move away from communicating about the services we offer and be more focused on who we are as an association.

2. The ASCLS brand’s image amongst laboratory professionals needs to be assessed. We make many assumptions about our placement in professional landscape based upon anecdotes and historical context. However, a more thoughtful and data-driven approach to assessing our brand’s value in the market would better inform the MarCom strategy.

3. A discussion and decision must be had about branding across the various levels of the association.

4. Marketing and communication efforts need to be more impactful and more tailored to the cohorts they are being delivered to. Using jargon and governance language in general communications to our membership may send out a perception of exclusivity. We must remember that the message of what we are communicating must be tailored to who are communicating with.

How is ASCLS Communicating and Marketing?

The third question the committee approached was, “How we are currently marketing and communicating?” Again, committee members were asked to provide thoughts on this in a pre-teleconference poll. Data was collected and a word cloud was generated. Figure 4 is the word cloud generated to this question and Table 3 presents the collected responses.

![Figure 4: How ASCLS Currently Markets and Communicates Word Cloud](image-url)
Communicating with members: I think ASCLS assumes a lot of things of its members. It is not very easy to find things on the website, especially when you are searching for things. Many times the communicating is that info is out there now go find it - YIKES!! Case in point - there is brand new awards document that will spell everything out (it is great!!) but when you try to search for it by typing in "awards" in the search, the title of the document does not come up, the date is 2012, and it was 16th on the list. In my discussion with Susie Z, I did mention this as I knew it was there, so I kept searching. For someone else that did not know it was there, they probably would have given up. If a member does not have info about member Communities, they probably get no communication - or is there an automatic assignment to a general community upon membership? I don't know.

When we get a new member, what communication goes out to them to welcome them, to give directions to them about the opportunities and available communication to get plugged in, who checks in with those new members? I think that is why at times members drop off because there is so little communication with them, especially during those first years. Thus, they see no benefit and quit renewing.

Marketing to members: Thinking of the Leadership Academy. Was there ever a mass email that went out to members? Was it only in the ASCLS community info? How was that info shared with members? It feels at times that if it wasn't for the Regional Directors sending info out, it would not be something that the basic member would ever know about. That is definitely the reason why in my leadership roles within ASCLS, I have said over and over it feels like it falls on the backs of the Region Directors to ensure that info is passed along. And then if the State Presidents don't follow through, it is lost. Communicating with non-members: Pretty non-existent. What would they communicate?

Marketing to non-members: I like that lately there has been more presence on FB - sorry I don't do Instagram or Twitter - but again who sees it unless you have "liked" that page. Too bad there is not a laboratory publication anymore like Advance. Is there a lab site that is a repository for info at which ASCLS could advertise/market, if so I don't know what it is? Do we need billboards at airports - I think that is something that Jim did with the pharmacy group. Unfortunately, most marketing costs money which I don't know that ASCLS has.

The most important thought shared during this discussion was that there is little diversity in how we market and communicate and it is focused more on the newer technology that many of our members may not be comfortable with and non-members can't access.

Further discussion centered around the committee strategically evaluating all tools used to market and communicate individually. The following sentiments were shared for each tool:

**Journal**
- Not very effective at the moment because of the need to focus on PubMed indexing.
- Due to finances associated with journal there are several layers that must be gone through to get any forward momentum going on changes to the journal.
  - The EIC is on the committee and said that while the ASCLS Office is helpful, this cumbersome and unclear process make journal management challenging.
- We could be losing members who need to publish.

**Newsletter**
- The ASCLS Today EIC is on the committee and said it is just about back on track after publication issues over the prior 15-18 months
- There is a long standing issue meeting deadlines and getting authors
- Current content should be evaluated:
  - Should we move away from geography to a more topical based format
    - Cheryl says this would be ideal because it is mainly her as EIC brainstorm ideas for publication. She feels this limits what could be in the newsletter.
➢ ASCLS Today branding may need to be re-evaluated to determine if the name is appropriate and if we want some elements to be publicly available to attract non-members.
➢ It was agreed upon that members do value this member service deeply and any changes must be made with this fact in mind.

Online Communities
➢ If you don’t go looking, you don’t go to these communities and they are cumbersome to get to from outside the digest emails
➢ An app is being developed to help bring communities forward. GREAT Advance.

Social Media
➢ Julia is keeping up the ASCLS social media presence and figuring out stats to better inform how to use these various modes of communication
➢ We need to make sure we are using social media to detect interests of folks who belong to all the audiences listed earlier in this report.

Document Control
➢ ASCLS has adopted an “If we build the document, they will come” philosophy. However, document control is a major issue as even experienced leaders have challenges finding information.
➢ Some important documents (e.g. the Awards “made easy” outline) are never marketed or saved in appropriate locations.

Impact on Future Strategy
With a more solid sense of how ASCLS is marketing and communicating, the following should be kept in mind as the future MarCom strategy is developed:

1. The procedures and process regarding the journal’s publication process should be more clear. This includes possible allowing for financial processes that provide more autonomy to the editorial board to make decisions in a timely manner.
2. The branding and content of ASCLS Today must be evaluated and possibly changed
3. The effectiveness of the Online Communities apps should be closely monitored in a combined effort by the staff and this committee so that education to members can be communicated effectively.
4. A better system for document control should be built.
5. The committee must evaluate if a decentralized communication network would better suit association needs.

When is ASCLS Marketing and Communicating?
The fourth question the committee approached was, “When we are currently marketing and communicating?” Again, committee members were asked to provide thoughts on this in a pre-teleconference poll. Data was collected and a word cloud was generated. Figure 5 is the word cloud generated to this question and Table 4 presents the collected responses.
This report would not be complete if the word cloud was not pointed out as a sad reality. While those in leadership may wish to disagree with Figure 5, the committee feels it accurately reflects when we market and communicate. This demonstrates a sad level of timeliness for ASCLS marketing and communication endeavors. This word cloud demonstrates why the current ASCLS MarCom strategy is insufficient. We essentially only market or communicate with members as we need – and not as they need. This is suggestive of no master MarCom strategy being in place and more a set of ideas on how to market and communicate about a topic.
The committee noted that the working idea has been to avoid stakeholders with marketing and communication campaigns. Meanwhile, we want them to recognize who we are, appreciate all that we do, and join us because they see value in your mission. It is important to point out that those two assumptions cannot live simultaneously in an effective strategy because they are concepts at odds with one another.

We must move forward and be willing to share information on a routine and regular basis with a limited amount of concern about bombarding stakeholders. We live in a social environment where we are bombarded by marketing and communication messages from various groups and companies we associate with on a routine basis. While some people get turned off by this, it has become such a normal standard of life that it is accepted.

This does not mean we do not advocate for daily email blasts or communication just for the sake of communication. Instead we would like to develop a well thought out strategy that includes regular and timely communications using a variety of mediums. The regularity of the messages will be dependent upon the medium being used and the audience being targeted. But we must adopt an approach where we do not worry about disrupting lives in the digital environment where another email or social media post in their feed is the norm.

We must also start looking at how we welcome new members. There used to be welcome packets sent out by the national office via USPS. The committee stated that these welcome packets catalyzed a sense of belonging and an initial communication that made them feel as though they are part of something bigger than themselves. Melissa mentioned that some regions and states still do this. We should evaluate the effectiveness of these tools and determine if they are working as they should (in many instances the data already exists and shows that they do improve outcomes).

**Impact for Future Strategy**

With a sense of when ASCLS is marketing and communicating, the following should be kept in mind as the future MarCom strategy is developed:

1. We must be more stakeholder-centric and less needs-based in when we communicate and market.
2. Data should be collected from various audiences on how frequently they would like to hear from the association via various delivery methods. This data need not be formally collected but can come from informal conversations with representative samples from various key audiences.

**Why is ASCLS Marketing and Communicating?**

The final question the committee approached was, “Why we are currently marketing and communicating?” Again, committee members were asked to provide thoughts on this in a pre-teleconference poll. Data was collected and is presented in Table 5.
Table 5: Why is ASCLS marketing and communicating?

- To keep members informed
- To try and attract new members
- Attract people into the profession
- Visibility of the “hidden” profession
- Keep members on task / deadline reminders
- Share opportunities to volunteer educational opportunities
- To keep outsiders “in the know”
- To clear up mis-information
- Reminders
- Share knowledge/expertise

ASCLS is marketing and communicating to stay connected or trying to stay connected to members. As we have discussed, we may be missing the mark on what and how we are communicating and what we are marketing and to what audience we want to include in our messages.

Marketing: To gain new members, To create awareness of the association, To promote the laboratory profession and laboratory professionals, To get attendance at meetings and events, Advocate for laboratory and laboratory professionals, promote activities/lab week run,

Communicating: Reminders: Renew, Deadlines, Meeting Sign ups, To raise money for specific committees/forums, To share research, To educate on best practices, Invitation to events, Requesting action from members, Celebrating achievements, share continuing education opportunities, encourage networking, keep members informed on the happenings of the society, engage members, Ask for volunteers, share committee work and projects, Share about government affairs and new legislation that impacts laboratories

Hopefully to keep our members informed about current issues, situations, meetings, opportunities, etc. Hopefully to provide resources needed for members to perform and evolve within ASCLS and their careers as professionals and allow them to "easily" find info that they need for their roles within ASCLS
Hopefully to reach out to those who are non-members to inform, promote and "entice" them to look deeper into ASCLS and become members. To give links and enough info to allow them to navigate get a good feel for who we are and what our passion's are.
Hopefully to stay in contact with other laboratory organizations to have discussions to allow ASCLS to present a united front in regards to lab issues as they interact with those other organizations.

The answers provided to this question were no surprise. The on-going function of marketing and communication in ASCLS has been focused on educating members, non-members, and the public about association functions and the positive impact the profession has on society. However, the answers to these questions are more formative and summative objectives and not truly goals in and of themselves. This helps confirm the notion that there is a lack of goals that help frame all marketing and communication endeavors within ASCLS.

Impact for Future Strategy

With a sense of why ASCLS is marketing and communicating, the following should be kept in mind as the future MarCom strategy is developed:

1. The committee must develop goals for marketing and communication that directly relate to the mission of ASCLS.
2. Formative and Summative objectives and associated outcomes should be developed that help determine if a communication or marketing campaign has been successful.
Final Recommendations for the Future ASCLS MarCom Strategy:

Based upon an analysis of the current status of ASCLS Marketing and Communication endeavors, the committee feels strongly that a future MarCom plan should address the following issues:

1. A diverse set of stakeholders reinforces the need to be goal-oriented in our MarCom Strategy and not allow the methods of marketing and communication to be our central focus.
2. While we wish to remain as inclusive as possible, the new MarCom strategy should look into what groups we must tailor our message to so we can accomplish our collective goals.
3. We must rank order audiences based upon if the effort is marketing-focused or communications-focused. This will help facilitate campaigns that have lasting impact amongst the target audience.
4. There is a need to relate the target audiences with appropriate mechanisms for communication to assure that the return on investment matches any costs incurred.
5. We must better articulate what ASCLS is and the impact it can have. One of our strategic MarCom initiatives should be to move away from communicating about the services we offer and be more focused on who we are as an association.
6. The ASCLS brand’s image amongst laboratory professionals needs to be assessed. We make many assumptions about our placement in professional landscape based upon anecdotes and historical context. However, a more thoughtful and data-driven approach to assessing our brand’s value in the market would better inform the MarCom strategy.
7. A discussion and decision must be had about branding across the various levels of the association.
8. Marketing and communication efforts need to be more impactful and more tailored to the cohorts they are being delivered to. Using jargon and governance language in general communications to our membership may send out a perception of exclusivity. We must remember that the message of what we are communicating must be tailored to who are communicating with.
9. The procedures and process regarding the journal’s publication process should be more clear. This includes financial processes that provide a degree more autonomy to the editorial board to make decisions in a timely manner.
10. The branding and content of ASCLS Today must be evaluated and possibly changed
11. The effectiveness of the Online Communities apps should be closely monitored in a combined effort by the staff and this committee so that education to members can be communicated effectively.
12. A better system for document control for publicly accessible documents should be built.
13. The committee must evaluate if a decentralized communication network would better suite association needs.
14. We must be more stakeholder-centric and less needs-based in when we communicate and market.
15. Data should be collected from various audiences on how frequently they would like to hear from the association via various delivery methods.
16. The committee must develop goals for marketing and communication that directly relate to the mission of ASCLS.
17. Formative and Summative objectives and associated outcomes should be developed that help determine if a communication or marketing campaign has been successful.
**REPORTS TO:** Board of Directors

**REPORT OF:** Membership Committee

**SUBMITTED FOR:** 2019 Spring Board Report

**PREPARED BY:** Roxanne Alter M.S.MLS(ASCP)℠

**DATE:** February 15, 2019

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**Activities of the Committee or Affiliated Organizations**

- We drafted a Frequently Asked Question and Answers document about Membership in ASCLS. This document has helped the membership committee address common questions that potential and current members ask. This document will be used for all State and Regional Membership chairs and could be placed on the web-site for anyone to access. We are working on a more specific list of Question and Answers about Membership just for leadership to help state membership chairs.

- Melissa Dumoulin, the Vice Chair of Member Services, Membership Committee continues to inform us about the new Marketing and Research Committee. While the committee is still new, she believes that the committee is defining a common message for ASCLS and marketing.

- Brooke Solberg and Brianna Miller have developed engagement activities such as the name someone that has done something special / thanksgiving and shout out what you personally have done for December. They are currently working on a type of Bingo activity for National Laboratory week when you achieve 5 activities in a row you will be put into a drawing. These engagement activities are replacing our You-tube video contest and has increased engagement by increasing participation.

- Leslie Martineau, Cherika Robertson and Holly Silver are working on a survey to assess whether or not a new category for Phlebotomy is something that is needed or wanted by current phlebotomist’s. This survey link will be sent to as many Phlebotomy programs or hospitals to get data.

- We are working on a multi-year renewal process to determine the details of how many years starting with the professional category.

**Items of Concern:** none

**Request for Action:** Membership Committee moves that the ASCLS Board of Directors approve the trial of a new multi-year membership add on category for the professional membership category.
Pros and Cons of a multi-year membership

Pros

1) Reduces the time spend on renewing your membership
2) Reduces the chance of forgetting to renew your membership
3) Other professional organizations have this feature
4) This feature could eliminate some renewal notices
5) Members have been asking for auto renewal but because our system won’t allow this multi-year renewal may fill this need until auto renewal is possible.
6) Could take the place of auto renewal
7) The trial add on feature would be tested with professional membership only.
8) Prevent members from getting mad and not renewing over a petting situation and would have time to rethink as there is no refund for membership.
9) Could increase the chances of retaining members for a long time and perhaps increase engagement.

Cons

1) The accounting process could be an issue of adding the multi-year renewal
2) The states would receive a lump sum of this multi-year renewal for states and could cause issues.
3) Renewal could be an issue after the multi-year membership is finished. So use to not renewing the member could forget to add on or renew.
REPORTS TO:  Board of Directors  
REPORT OF:  Mentorship Committee  
SUBMITTED FOR:  2019 Interim Board Report  
PREPARED BY:  Tim R. Randolph  
DATE:  2/14/2019

Activities of the Committee

1. Meetings
   a. Since the Fall Board Report the committee has met monthly as follows:
      1) Oct. 20, Nov. 17, Dec. 7, Jan. 26, Feb. 2

2. Mentorship Program
   a. 32 mentor/mentee pairs were formed
   b. An orientation email was sent with instructions/curriculum to each pair
   c. Two discussions were monitored on the ASCLS community site. Mentees were very complementary of their experience in the Mentorship Program.
   d. One pair dissolved on January 8 due to an overcommitment by the mentee
   e. Currently there are 31 active mentor/mentee pairs

3. Mentorship Materials
   a. The committee was tasked to review all materials to revise for next year
   b. The following materials have been revised:
      1) Mid-cycle Evaluation Form, Program Application, Mentee Action Plan, Mentee Log Form, Participant Agreement
      2) Andrea is converting the updated Mid-Cycle Evaluation Form to Survey Monkey to be launched very soon.
   c. Tim is working with LDC (Kathy Doig) and LA (Mallory Janquart) to coordinate activities. The three of us met once since the Fall Board Report. Tim provided Kathy a list of modules that need developed to support the Mentorship curriculum.
   d. Committee was concerned about the lack of a policy to handle serious conflicts that could occur between mentors and mentees. Kristen brought this concern before the BOD and we were advised to investigate leadership materials. We reviewed these materials and they did not satisfy the concerns of the committee. Tim and Stephanie are planning to put together some bullet points to present to the BOD as seeds for discussion.

Items of Concern:
Meeting attendance is very poor. Committee was surveyed in August 2018 to determine the best time block for meetings. Committee is being surveyed again now to see if a better time can be identified. Poor attenders are also non-responsive to emails. Attendance: Tim 7/7, Stephanie Noblit 7/7, Khadidja Derrouche 4/7, Sue Iddings 4/6 (started Sept.), Heather McLaughlin 3/7, James Gardner 2/7, Christine McLaughlin 2/7, Donna Duberg 1/7 (Allicia Gunderman 2/3 started Dec.).

Request for Action:
None
Activities of the Committee

I. Additional work to update job duties at the national level.
II. Updated the CIF for 2019
III. Sent information to ASCLS Today and national office for publication
IV. Reviewed candidate returned CIFs and determined eligibility
V. Reviewed candidate requirements for ASCLS offices

Upcoming Activities

I. Creating a President Elect question

Items of Concern:

Request for Action:

Move that the ASCLS Board of Directors approve a change to the SOP’s in regard to the qualifications of members to run for a Regional Director position on the Board. Current SOP state that “Regional Director candidates must have attended at least two regional council meetings in the last five years and must have been a Delegate to the National Meeting 3 of the last 5 years.”

The Proposed language modification:
“Regional Director candidates must have attended at least two regional council meetings in the last five years and must have attended the ASCLS Annual meeting at least 3 of the last 5 years and have attended as a delegate at least once in the last 5 years.”

Rationale for reducing the Delegate requirement includes:
- Declining society memberships reduces the number of delegates a state can send, thereby limiting opportunities
- Many states are spreading the opportunities to be a delegate across their membership base as a way to encourage newer member involvement and
Move that ASCLS Board of Directors approve the slate of candidates for the 2019 ASCLS Elections

President Elect- Maddie Josephs
Secretary-Treasurer- Kyle Riding
Region I Director- Lisa Hochstein
Region VII Director- Claude Rector
Region VIII Director- Stephanie Mihane
Judicial Committee (1 position)- Holly Weinberg & Suzanne Campbell
Nominations Committee (1 position)- Josh Pulido & Deb Rodahl
REPORTS TO: Board of Directors
REPORT OF: Patient Safety Committee (PSC)
SUBMITTED FOR: 2018 Interim Board Report
PREPARED BY: Lezlee Koch, 2018-19 Chair
DATE: February 14, 2019

Activities of the Committee (October 9, 2018 thru February 14, 2019)

Accomplishments:
1. **Coalition to Improve Diagnosis (CID):** PSC supported ASCLS in the application process and organizational membership was approved; PSC hold responsibility for oversight, communication and collaboration with CID and the Society to Improve Diagnosis in Medicine (SIDM). Brandy Gunsolus is currently the representative to CID.
2. **Annual PSC Recruitment of Volunteers:** Completed; 5 new volunteer observers activated
3. **Products, Programs, Projects Completed:**
   a. Patient Safety Tips Brochures: Interfering Substance (2) – Patient and Provider
   b. ASCLS Patient Safety Webpage: Completed revision to Patient Safety webpages on the ASCLS Main site (new educational content and structure); Patient Safety & Healthcare Quality community library updated to include complete cross-walk links to ASCLS main site resources and references

Workgroups & Patient Safety & Healthcare Quality Community:
1. **PSC Workgroups:**
   c. Three active workgroups continue to meet monthly to achieve goals of the PSC - 1) Education & Research (E&R) 2) Products & Promotion (P&P) 3) Benchmarking (Benchmarking)
   d. PSC continues to meet every other month
2. **Patient Safety & Healthcare Quality Community –** PSC continues to actively maintain this community including communication to Community and ASCLS members through blogs and discussions, library resource documents; continue to market Community to ASCLS members
   a. Community Membership: 108

2018-19 PSC Assigned Charges, Accomplishments & In-progress Actions:
#1 Continue to develop and revalidate existing patient safety tools and resources available through ASCLS and publicize their availability via appropriate media. During the revalidation, identify articles to support included information, and include that information on the Patient Safety page of the ASCLS website.
   a. Completed:
      i. Patient Safety Tip brochures (Refer to Accomplishments above)
      ii. ASCLS Patient Safety Webpage (Refer to Accomplishments above)
   b. In-Progress: Professional Communication educational product (for laboratorians & students); Provider Safety Tip Brochures (Cardiac Markers; Reference Intervals; POC Testing Limitations; INR Testing); Revitalization of the ‘It’s Up to Me’ patient safety campaign; Patient Safety Orientation (working on voice over Power Point product); conversion of previous Patient Safety 101 for educators CE to PATH LMS; Non-laboratory Patient Safety educational products
#2 Collaborate with other ASCLS committees as a resource for patient safety information
   a. ASCLS Marketing & Communication Committee – PSC continues to serve on this committee
#3 Design, develop, publish and distribute new patient safety products as needed
   a. Benchmarking Toolkit Workgroup: product development has begun and is in initial phases; toolkit components have been identified and initial quality measures are being formulated
#4 Continue to develop and provide patient safety resources to be used in clinical laboratory science curricula
   a. Professional Communication Educational product in-progress (E&R Workgroup)
   b. Patient Safety – Model Curriculum for MLS/MLT – Strategic planning for this project completed in January

#5 Strengthen media response to patient safety issues and promote the value of the clinical laboratory profession
   a. In-Progress: Develop program to enhance Patient Safety publications for ASCLS
      i. Request received from National Office and Marketing/Communications committee to evaluate how Patient Safety publications be incorporated into ASCLS Today and potentially into other ASCLS media
      ii. PSC has established a team to evaluate request; a report will be issued after assessment
   b. In-Progress: LabTestingMatters (PSC is producing 6 articles [Jan-Jun] for this site; URL to view articles: http://www.labtestingmatters.org/category/ascls/
   c. PSC continues to utilize discussions and blogs in the Patient Safety & Healthcare Quality community to share hot topics, new programs and offerings with this community and the Open Forum

#6 Evaluate new routes to patient safety committee initiatives (test utilization, chose wisely, harmonization, interdisciplinary approach/education for non-laboratorians, IOM reports)
   a. PSC continues to monitor laboratory patient safety and healthcare quality organizations websites/articles for new movements, programs, etc. – information is published as blogs and discussions for the Patient Safety & Healthcare Quality Community and Open Forum
   b. CID Membership: PSC will begin action planning to develop relationships with organizations in the CID; will be evaluating how ASCLS may disseminate our patient safety products/programs through CID to member organizations

Items of Concern:
#1: Developing Professional committee members have not been assigned to the PSC
   • We are aware of how massive the appointment process must be for the President-Elect, the Appointment Committee and the Board of Directors and wonder if our current standard process can be enhanced utilizing standard process and deadlines for State Society Leaders and Regional Directors to obtain DP and AP volunteers for committees prior to the beginning of the appointment process.

#2: Committee Leadership Roster Publication (utilizing electronic production process)
   • This concern was also listed in the PSC Fall report; no follow up information was received following the Board meeting
   • The PSC recognizes the importance of utilizing an electronic production process for ASCLS Committee Leadership Rosters to provide essential real-time committee contact information to our members and leadership.
   • It is noted and was previously discussed with Roslyn McQueen and Jim Flanigan that specific core information be available to committees to assist with their required functionality.
      o The following core information needed by a committee and is currently not available in our electronic rosters includes: member class (PF, DP, AP, EM); appointment term or term expiration; for committees with consecutive terms definition, it would also be helpful to know how many terms the member has served

Request for Action:
None
<table>
<thead>
<tr>
<th>REPORTS TO:</th>
<th>Board of Directors</th>
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<tr>
<td>REPORT OF:</td>
<td>Political Action Committee</td>
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<tr>
<td>SUBMITTED FOR:</td>
<td>2019 <strong>Interim</strong>____ Board Report</td>
</tr>
<tr>
<td>PREPARED BY:</td>
<td>Stephanie Rink</td>
</tr>
<tr>
<td>DATE:</td>
<td>February 24, 2019</td>
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</table>

**Activities of the Committee**

Conference Call held on February 6, 2019 in preparation for Legislative Symposium.

“Color of the year” selected for 2019 PAC pins (white), and donation levels for recognition updated for 2019. ($20 donation recognized with badge ribbon, $40 donation recognized with annual PAC pin, $300 total donation in one year recognized with Gold PAC pin, 3 consecutive years of $300 donations recognized with special pin.)

Proceeding with plans to obtain a “Traveling Trophy” to recognize Region winner at the Annual Meeting House of Delegates.

Conference call to be held on Sunday, March 17 at Legislative Symposium (time TBD).

**Items of Concern:**

None

**Request for Action:**

None
Activities of the Committee

**Committee Meetings:** The PDC committee met over Zoom on November 15, 2018 and January 28, 2019

**The App:** Still in development as of January 2019, but clarification is needed by Higher Logic as to where they are in the timeline to implementation. Andrea Hickey is the point person on that and will be reporting on that on our March call.

**Existing CE course on Professionalism:** Carol Rentas has volunteered to spearhead the amalgamation of several professionalism courses into a functional CE course for purchase in the store.

**Identifying member needs:** A survey was drafted by the chair and will be sent out to the member community to solicit feedback on activities related to the ASCLS Store purchases and suggestions for future offerings, including awareness of podcast offerings.

**Podcasts:** The committee is brainstorming ideas on how to market the podcasts to the membership. Sam Treutel, vice-chair of the PDC is the point person for that and will also be addressing future podcast topics depending on results of the survey.

**Items of Concern:**

None at this time
Request for Action:

None at this time.
### Activities of the Committee:

- Committee had its first meeting since Annual meeting on 1/28/2019
- **Charge 1-Representative to Awards Committee** – Alice was able to attend and has sent out a reminder to all ASCLS Leadership as a reminder of the PPC Fundraising Competition and updated submission dates (5-30-19)
- **Charge 2-Continue to develop and update promotional tools** – all members are to review current product, discuss with peers and bring back suggestions. Reach out for committee member who might be willing to write an article for ASCLS Today.
- **Charge 3-Demonstrate the value of the profession, other healthcare professions and to the public** – discussed re-energizing the Road to Understanding (RtoU) submissions as they show value to the profession and other healthcare professions. Asked for a volunteer to be in discussion with the safety committee in regards to public safety. Asked all members to think about other ways to market/communicate
- **Charge 4-Promote patient advocacy to demonstrate value**– one member pointed out how he felt his RtoU story was not as worthy as those from the ASCLS president, directors, etc so we need to have some way to communicate that ALL are worthy
- **Charge 5-Utilize the ASCLS Blog “The Bench Connection”** – no one on the committee really knew about the blog so Charlotte Romaine was able to get us up to speed. Julia mentioned that there are very few hits and the average length of stay was 2 seconds. Eric and Julia will be working on this as a project to develop and eventually bring back to membership
- **Charge 6-Collaborate with Director of Marketing** – we will be further discussing this at the next meeting about promotion of ASCLS and MLPW materials
- **Charge 7-Annual Meeting Charitable Organization** – Charlotte Romaine was given Charlotte, NC contacts and was able to determine 5 options. One option was selected and will be discussed in length at the next meeting as there are several opportunities within this one option
- **Charge 8-Collaborate with other ASCLS committees to promote the profession e.g. National Science Event** – we are committed by $ to be a part of the National Science Event in 2020 and will be inviting MaryAnn McLane to come speak to our committee in an upcoming meeting
**Items of Concern:**
- None at this time besides time

**Request for Action:**
- None at this time

**Committee Members:**
- Alice Hawley, Chair
- Abou Drammeh
- Charlotte Romaine
- Diane Deutsch-Keahey
- Eric Stanford
- Lisa Hochstein
- Michelle Moy
- Board Liaison: Julia O’Donnell
- Director: Maddie Josephs
# Activities of the Committee
- The committee has been working at developing a new curriculum and identifying resources needed to aid in this task. We have chosen a format for the new curriculum and are working at identifying new areas where we will need outside expertise.
- A revised application is being developed to get out to the membership March 1, 2019.
- Monthly conference calls are scheduled to ensure deadlines are being met and we are progressing in our curriculum updates.
- Check in calls are also scheduled just to touch base in between larger meeting to make sure everyone has the resources they need.

# Items of Concern:
- We are concerned about meeting our deadlines for this upcoming class. Revisions to the curriculum are extensive and will require outside help. We did not receive the Task Force report until late October 2018, so we have only been working on updates since November 2018. We do feel we are on track to implement some changes to the curriculum, but want the board to understand there will be a growing phase to the curriculum.
- With the overhaul to the curriculum, the committee views the updates that need to be made as a phased process. We will continually evaluate if certain topics are working and if additional topics need to be added. A new and elevated Leadership Academy will take some time to develop.

# Request for Action:
None
Activities of the Committee

- Met via Zoom: 11/4, 12/2, 12/18, 1/17, 2/18 (YES – they were willing to meet twice IN DEC! Super team!)
- Developed and revised a set of guidelines for the process of developing our modules. We have decided to pilot test this with our first modules and revise as needed. (Charge 2)
- Developed and revised a document to guide module authors/presenters and reviewers. We have decided to also pilot this with our first modules and revise as needed. (Charge 2)
- Chair Kathy Doig met with Mentorship Committee chair, Tim Randolph, and Leadership Academy chair, Mallory Janquart, to discuss ways to work together. They have provided recommendations on module topics that would benefit their committees. (Charge 2)
- The LDC is considering professionalism and mentorship as possible first modules for development. We are coordinating with the Product Development Committee as they are looking at a professionalism module as well. (Charge 2)
- Identified a speaker on leadership for the 2019 annual meeting. Our first recommendation fell through, but a second invitation was accepted by Dr. Daryl Kerr from the University of North Carolina at Charlotte who will speak on “Top Five Skills of Effective Leaders.” (Charge 4)
- Consulted with Julia O'Donnel for suggestions on how to gain more Key to the Future nominees. Developed a plan and we are implementing over the next few months. Includes announcements to various ASCLS communities, publications in state newsletters, and monitoring submissions and seeking Regional Director involvement to nudge state submissions, when necessary. Worked with Jim Flanigan on revisions to the on-line submission form. (Charge 5).

Items of Concern:
None

Request for Action:
None
**REPORTS TO:**  ASCLS Board of Directors  
**REPORT OF:**  Scientific Assemblies  
**SUBMITTED FOR:**  2019 Interim Board Report  
**PREPARED BY:**  Susan Stalewski, SA Coordinator  
**DATE:**  2/24/2019

### Activities and comments of SA Coordinator Oct. 2018-Feb. 2019

1. Monitored activities of SA sections discussions via member community. Identified those sections that may require help in strengthening activities and assisted them with developing a plan for communicating with and engaging members. Continue to seek leadership for the Fab 5 and Generalist SA and recruited at CLEC meeting in Baltimore. Will continue this effort. Observing substantially increased activity in member communities over previous year.

2. Distributed Body of Knowledge review requests via SA member communities.

3. Participated in Body of Knowledge review of Lab Operations, Immunology, Molecular at CLEC in Baltimore.

4. ImmunoBok to be distributed in winter/spring 2019

5. Facilitated article submissions to ASCLS Today, microbiology, ImmunoBok. Collaborated with ASCLS Today editor to revise submission schedule.

6. Revised SA position description with Director Croom.

7. Communicated with Product Development committee chair (C. Rentas) to facilitate content for APP. More work to do with SAs in winter/spring 2019.

8. Attended CLEC meeting Feb., Baltimore and networked with SA groups at SA breakfast meetings. Added information about SAs to CLEC meeting ap.

### Specific SA Chair Activities to date: October 2018-Feb. 2019

**Chemistry/Urinalysis Chair: Gerald Redwine**

- Submitted the Bio-Rad nominee for the Chemistry/Urinalysis SA Assembly to Ashlee Ketchum, three months ahead of the February 2019 deadline.
- Submitted an article on behalf of the Chemistry/Urinalysis SA Assembly, titled, “Technology and Enzyme Studies,” to Cheryl Caskey at ASCLS Today on December 20, 2018, before the January 1, 2019 deadline. I do not know if it was accepted/acceptable.
- Completed chair’s portion (Redwine) of an article for the Clinical Laboratory Science Journal, that I plan to submit in March, once my co-author finishes his portion.
- Continued to post a “Question of the Month,” as seen below.

**QUESTION OF THE MONTH (Posted – Chemistry/Urinalysis SA)**

November 2018: Are tests under the umbrella of "confirmatory tests" relevant or available for urinalysis in today's clinical laboratories?

December 2018: How have today's principles of evidence-based laboratory medicine seen the rise/discovery of previously less frequently ordered chemistry/urinalysis tests for routine patient care?

January 2019: Happy New Year, Is your analyzer capable of running the new hs-troponin I test that is on the horizon, and if so, have you compared those values of patients to their troponin I?

February 2019: Specifically, how has conventional chemistry analyzers changed over the last 10-years?
Microbiology/Public Health - Chair: Marcia Firmani  
No report  

Fab Five – Chair: vacant  
No report  

Immunology/Immunohematology Chair: April Nelson  
• ASCLS Today Article Submitted: The How and Why to Validate a Blood Product Irradiator by Jeff Stuckey, MLS (ASCP)cm and Laurie Gillard, MLS (ASCP)cm SBB.  
• SA Communication: National Meeting Topic- "Updates on HPV vaccinations". Speaker Ana Oliveira of the University of Alabama at Birmingham has offered to speak on this topic at the National meeting in Charlotte, NC.  
• Award Nomination: ASCLS Scientific Assembly Bio-Rad Professional Achievement Award Nomination for Stacie Lansink, 2017-2018 Immunohematology SA Chair.

Hematology/Hemostasis Chair: Toula Castillo  
• The chair continues to mentor the vice chair on the processes of the scientific assembly  
• The chair has submitted 3 names for consideration of the Professional Achievement Award in Hematology and Hemostasis; one abstained from nomination, but the two candidates under consideration are:  
  • Susan Leclair  
  • Kristin Landis-Piwowar  
• Several submitted speakers from the Scientific Assembly have been accepted for the 2019 Annual Meeting in Charlotte, NC

Generalist Chair: vacant  
No report

Education Chair: Floyd Josephat  
• Reviewed CLEC 2019 Posters and Technology Abstracts  
• A total of 20 abstract were reviewed and 14 were accepted for CLEC 2019  
• Had over 20 volunteers to help review abstracts  
• Various email communications with Melanie Giusti, ASCLS Staff  
• Contacted Cheryl Caskey about submitting an article for the Nov ASCLS Newsletter.  
• Participated in phone conferences with the CEPI committee  
• Various communications with Tera Webb, ESA Vice-Chair  
• Various email communications with abstract reviewers  

CEPI sub committee  
Submitted by: Kathy Hoag, Chair  
Meetings held: Nov 12, 2018, Jan, 2019  
Committee members include Mike Bishop, Daniel deRegnier, Cindy Handley, Kathy Hoag- chair, Joan Polancic, Cathy Robinson and Melanie Giusti

Activities of the Committee to Date:  
• Elected vice chair (Dan deRegnier) and Government Affairs Committee Liaison (Cathy Robinson)  
• Established priorities for committee work for the 2018-2019 year:  
  • Continue to solicit and facilitate development of additional modules for the ASCLS Laboratory Educator Institute (LEI) which currently has 10 modules in the pipeline;  
  • Assist Dr. Gerlach (Michigan State University) with distribution of "State of the Clinical Laboratory Survey" to Laboratory Directors and Managers nationwide. The survey findings will be part of the 2019 CLEC Keynote.  
• Report of all CEPI activities given at CLEC in Baltimore.
• Presented Keynote session at CLEC in Baltimore, "Workforce Issues and Their Impact on MLT and MLS Practicum and Clinical Training

Phlebotomy - Chair: Estelle Nineman
• Participated in 2019 AM proposal review
• Sent welcome e-mails to new Phlebotomy SA members for each month following the annual meeting
• Created a Phlebotomy Highlight section in the Phlebotomy SA community to showcase the important work of the specimen collector
• ASCLS Phlebotomy article November of 2018

Plans
• Continued monthly (minimum) posting to the member community
• Survey the member community to get their input on what they would like to see from the SA and the online community itself
• Continued welcome e-mails to new SA members
• Send pertinent updates from CLSI to phlebotomy member community

Molecular Diagnostics- Chair: Rachel Alexander
Completed:
• Submission of ASCLS Today article (by Josh Pulido)
• Post showing Universities which offer Molecular/ Lab Career programs
• Discussed/ Introduced LabRoots.com to SA for additional training/ CE credits

Would like to:
• Create a study guide for Molecular (perhaps other) ASCP test
• Inquire about Texas Tech University expansion of student internship sites

Point of Care – Chair: Stephanie Mihane
No report

Informatics:- Chair - Shashi Metha
No report

Items of Concern:
Lack of participation/response for some SAs

Requests for Action:
None
REPORTS TO:  Board of Directors  
REPORT OF:  Body of Knowledge Committee  
SUBMITTED FOR:  2019 Winter Board Report  
PREPARED BY:  Janice Conway-Klaassen, Chair  
DATE:  March 7, 2019  

<table>
<thead>
<tr>
<th>Activities of the Committee or Affiliated Organizations</th>
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<tbody>
<tr>
<td>The Body of Knowledge Committee held an in-person session on Thursday February 21, 2019 during the CLEC in Baltimore. About 47 people attended. During the session, we provided background information related to the purpose of the BOK, principles that guided the committee in the updates and revisions. We then presented the work we had done to date.</td>
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<td>Participants divided into 4 groups and reviewed the drafts of the General Laboratory Practice, Immunology, and Molecular Diagnostics sections. Comments were collected and are in process of being collated into the documents. One repeating them was to perhaps greatly expand the definition of safety to include patients and to include the principles of the “right test, right time, on-time.”</td>
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<td>The committee with meet in early April to review those collated comments and make final recommendations to the Board.</td>
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<td>Next steps are to update and revise the Immunohematology, Administration, and Microbiology sections. The committee will publish the drafts on the ASCLS Communities and request input from the general membership and the related scientific assemblies. These comments will hopefully be collated into draft documents which will be reviewed during the annual meeting in North Carolina.</td>
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| Items of Concern: |
| No items of concern at this time |

| Request for Action: |
| No action items requested |
The ASCLS Today is being published on schedule. The backlog of articles has been published or have been scheduled for an issue unless the article was no longer timely.

The Editor is a member of the Marketing and Communication Task Force. The task force will evaluate the newsletter and consider whether the format and/or article content should be modified. Once that is done, the schedule for the 2019-20 year will be developed.

The help of the ASCLS staff in getting the newsletter publications back on schedule is appreciated.

**Request for Action:** None

**Liaisons:** Deb Rodahl, BOD
Julia O’Donnell, Staff
<table>
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<tr>
<th>REPORTS TO:</th>
<th>Board of Directors</th>
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<tbody>
<tr>
<td>REPORT OF:</td>
<td>International Federation of Biomedical Laboratory Science (IFBLS)</td>
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<tr>
<td>SUBMITTED FOR:</td>
<td>2019 Interim Board Report</td>
</tr>
<tr>
<td>PREPARED BY:</td>
<td>Hassan A. Aziz</td>
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<tr>
<td>DATE:</td>
<td>February 12, 2019</td>
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### Activities of the Committee or Affiliated Organizations

Attended and participated in the IFBLS General Assembly of Delegates (GAD) 2018, Open Forum, and Chief Delegates meetings held in Florence, Italy in September.

The 2019 membership fee invoice and the Membership Renewal form for IFBLS were forwarded to ASCLS.

Shared with the ASCLS members the most recent edition of the IFBLS Newsletter.

IFBLS will continue to build upon the services and benefits offered and will continue to promote the image of Biomedical Laboratory Science as the profession at the heart of public health.

The IFBLS Scientific Committee is in the process of developing a position paper on the role of BLS’ in patient safety.

The IFBLS Board of Directors is actively seeking volunteers to join the Congress Advisory Group. The main purpose of this group is to aid and assist IFBLS in ensuring the success and continuation of future IFBLS World Congresses.

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</table>
Activities of the Committee or Affiliated Organizations

✓ Conference calls for the CCCLW Steering Committee were held on October 14, November 9, January 11, and February 8.
✓ A conference call for the entire CCCLW was held December 10, 2018, and the next call is scheduled for March 11, 2019.
✓ The 2018 CCCLW Annual Report was submitted to the ASCLS President in December.
✓ APHL was rejoined the CCCLW, and we welcomed COLA in 2019 as well.
✓ The CCCLW website continues to be updated as content is received. CCCLW will serve as a clearinghouse for information about the laboratory workforce.
✓ The Laboratory Science Careers website was launched in early December 2018. Although attempts were made to solicit members from other organizations, the design team ended up being ASCLS members only: myself, Joshua Cannon and Lezlee Koch, with help from Jim Flanigan and the Orange Wave website contractor. Joshua Cannon has volunteered to be responsible for making updates to the website. We continue to look for ways to market this site. It would be great to give our members ideas on how to use the new webpage for recruiting future professionals into medical laboratory science.
✓ Susan Morris continues to work to engage the participating organizations in CCCLW. At the March meeting, organizations will be asked: What does your organization want to see from CCCLW? We will be also using the ASCLS position paper to help determine causes of the workforce shortage to determine/prioritize future actions.

Items of Concern:
After the work that went into the revitalized Laboratory Science Careers website, the design team is concerned that ASCLS (and the other organizations in CCCLW) are not doing enough to promote the site. Do you have suggestions and ideas for how we can accomplish this?

Request for Action:
None at this time
Activities of the Committee or Affiliated Organizations

- NAACLS will seek membership with the Health Professions Accreditors Collaborative (HPAC). The HPAC is a subset of the Association of Specialized and Professional Accreditors (ASPA) of which NAACLS has long been an active member. The HPAC serves as a platform for discussion, proactive problem solving, and sharing among health professions accreditors.
- NAACLS expanded the membership of the Doctoral Review Committee (DRC) to include representation from a wider group of stakeholders, including the ASCLS. The expanded DRC updated and revised several documents related to DCLS program accreditation and these revised documents were adopted by the NAACLS Board of Directors. These changes streamline the process for DCLS programs seeking NAACLS accreditation.
- To improve quality assurance, the charge of the Site Visit Process Committee was revised to be more inclusive of the accreditation and approval review processes and its name was changed to the Review Process Committee. This change widens the scope of NAACLS quality assurance.
- Several potential standards changes were released with invitations for public comments. The NAACLS Board of Directors will review all comments at the April, 2019 meeting.
- All NAACLS 2012 standards-related documents are being reviewed on a granular level for consistency and clarity of language.
- With full implementation of the 2012 standards in 2015, programs that did not meet benchmarks for certification exam pass rates, graduation and placement rates are required to submit Action Plans for improvement. NAACLS has now had enough programs follow this process for NAACLS to review the process and make improvements as necessary.
- Despite many delays, the development of the Accreditation Management System software continues and progress is being made.
- NAACLS is preparing the three-year Interim Report for submission to the Council for Higher Education Accreditation (CHEA). CHEA is the non-governmental body that grants recognition to NAACLS. CHEA approved revised standards in September 2018 and is requiring all recognized accreditors to submit a transition document that outlines how the accreditor meets the new standards. These two reports are to be submitted in the spring.

Items of Concern:

None
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<td>None</td>
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</table>
REPORTS TO:  Board of Directors
REPORT OF:  Health Professions Network (HPN) Representative
SUBMITTED FOR:  2019 Report for Interim BOD Meeting
PREPARED BY:  Daniel Olson
DATE:  February 15, 2019  (Since October 11, 2018)

Activities of the Committee or Affiliated Organizations
About the Health Professions Network (HPN):

The HPN represents 80 member associations and works to promote collaboration and serve the interests of allied health professionals from 200 different health professions as well as educators, regulators, accrediting agencies, and government agencies. Since its founding in 1995, HPN has worked to advance and explore current issues relevant to health professions.

I represented ASCLS at the HPN Board of Directors monthly Conference Call Meetings. As of Jan 1st, 2019, I was elected to serve as President of HPN.

The HPN continues to work with national stakeholders in the series of Summits being held. The theme of the upcoming Spring HPN conference is “Industry Impact on Healthcare & Health Staffing” which will be held April 2-5, 2019, in Cincinnati, OH. (Please see attached brochure)

The HPN continues to work with national stakeholders on disseminating the DOL’s “Fundamentals of Health Care Competency Model” across the U.S.

Additional HPN notes:

The HPN continues working to implement a two-pronged consumer awareness campaign: One, to create awareness of the health professions and the career opportunities in these fields; two, to address the more fundamental issues (lack of clinical sites, shortage of faculty, inadequate program funding, issues with credentialing and licensure). The economic downturn, for the short term, has obviated the need for the first goal— awareness of the health professions is already there—so now we must face the second challenge.

The HPN will continue to further develop its relationships with HRSA, DOL, DOE, etc., to potentially complement national missions and initiatives.

The HPN is working to strengthen the organization, communicate membership benefits to a larger audience, recruit and engage new members and organizations, develop revenue-generating activities, and enhance relationships with other key health care organizations, to ensure a two-way dialogue between HPN and member organizations. Other goals include:
- Increase public awareness of the health professions
- Recruit students into health care fields
- Serve as an informational resource for policy makers re: health workforce
- Undertake a multifaceted communications plan and PR campaign (making use of Web 2.0 and social media networking)

**HPN Meeting schedule for 2019**

<table>
<thead>
<tr>
<th>Season</th>
<th>Dates</th>
<th>Location</th>
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<tbody>
<tr>
<td>Spring 2019</td>
<td>April 2-6, 2019</td>
<td>Cincinnati, OH</td>
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<tr>
<td>Fall 2019</td>
<td>October 1-4, 2019</td>
<td>Albuquerque, NM</td>
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*If you need access to the HPN Summit Presentations, please contact Dan Olson at Dan.Olson.Aloha@comcast.net*

**Items of Concern:**
N/A

**Request for Action:**
None
Who employs the thought-leaders who will shape the future of healthcare and health professions? The Mayo Clinic? Or Amazon? Walmart?

Amazon, JP Morgan and Berkshire Hathaway have made waves with their joint venture aimed at improving care and cutting costs for their 1.2 million combined workforce. Walmart, which alone employs 1.5 million, is also a player to watch...

What these huge corporations do could change healthcare drastically for the 150 million U.S. individuals insured through their employers.

Employer-led initiatives will inevitably and significantly affect how health professionals are educated, trained, regulated and compensated.

**IN-ROADS ON INDUSTRY IMPACT**

Join the Health Professions Network at our April 3-5 conference in Cincinnati to make in-roads on these employer-led developments, and learn how employer-led initiatives and direct contracting may affect your profession—in the immediate future.

**You’ll leave with practical takeaways to guide your organization’s strategy and make a greater IMPACT for the professionals you support.**

JOIN HPN FOR IMPACT

**KEEP UP WITH THE RAPID CHANGES**

Health Professions Network is uniquely positioned to view trends in healthcare from the widest range of perspectives. HPN continues to expand communications to bring members more valuable updates and insights. HPN membership will keep you up-to-speed on the accelerating changes in healthcare.

**EDUCATION WITH IMPACT**

HPN’s meetings continue to deliver high quality speakers doing thought-leading work in the industry. Care quality improvement systems, new hiring processes based on predictive competency models, artificial intelligence and its impact on professions, collaboratives changing how regional health workforces are educated and trained—these were just a few topics discussed at our recent meetings.

**UNIQUELY EQUIPPED TO SUPPORT YOU**

HPN’s members combine a great deal of experience and expertise in association leadership, and these members are a resource for your professional and organizational development. With organizations at all levels and in all stages of development, leaders have a chance to learn from each other—what works and what doesn’t in terms of supporting members, students, and credentialed professionals alike.

**NETWORKING & COLLABORATING FOR IMPACT**

HPN continues to convene a wider range of both member and non-member groups and influencers in healthcare initiatives and collaboratives, which offer unique opportunities for networking. Your own initiatives and advocacy efforts can be enhanced through collaboration and building on each others’ efforts—and together, we ensure that the voice of non-physician health professionals is heard.

Together, we can do more with less. Join the members of HPN to add significant advantages for your organization. **Join HPN to save, immediately, on conference registration.**

Industry and employer-led initiatives will rapidly have a drastic affect on how non-physician professionals are educated, trained, regulated and compensated. Learn how they affect YOU and YOUR ORGANIZATION.
**PRELIMINARY SCHEDULE**

**Wed, April 3** - HPN’s Board of Directors meets for lunch and an afternoon meeting. All attendees join HPN and the Cincinnati CVB for an opening reception in the evening.

**Thurs, April 4** - In the morning, all attendees join HPN for several expert sessions about INDUSTRY IMPACT on healthcare & the workforce. In the afternoon, Cincinnati CVB treats attendees to a tour of the city and its attractions.

**Fri, April 5** - In the morning, expert sessions will continue. HPN will also meet in the afternoon for HPN business, addressing ongoing collaborative efforts of the organization. The CVB will treat attendees to tour more partner organizations that evening!

**PROGRAM**

Health Professions Network meetings regularly convene regional experts and industry leaders to present quality educational sessions on topics at the forefront of the rapid change in health care.

Our theme, INDUSTRY IMPACT ON HEALTHCARE & THE WORKFORCE will tackle the latest developments and projects from employers—many of which project to have a profound impact on healthcare service delivery and health professions.

We’ll hear from large employers—like Walmart, Amazon, or Berkshire Hathaway—about how they’re approaching insurance and healthcare for their employees. We’ll also hear more about employer-driven collaboratives and initiatives that will change how non-physician professionals are educated and hired.

Our speaker agenda will soon be confirmed. Find the latest information on our website.

**AMAZON, WALMART AND OTHER LARGE EMPLOYERS ARE ALREADY CHANGING HEALTHCARE**

Amazon’s unnamed joint venture named Atul Gawande Chief Executive Officer in June, who quickly took aim at “middlemen” in the health care system, according to Bloomberg. Amazon’s supply chain dominance, key partnerships and application for state-by-state licenses poises it to make a huge impact in the medical supplies market—which would certainly cut out “middlemen” and drive down supply costs.

Walmart, too, looks to put increasing pressure on providers to provide higher quality care at a lower cost for its 1.5 million employees. Walmart directly contacts with Mayo Clinic in Rochester, MN to provide care for any employees diagnosed with breast, lung or colorectal cancers—and they’re seeing impact in eliminating unnecessary surgeries and procedures.

Employer-led direct contracting may play a huge role in the more general trend towards value-based care, as these contracts have tended to opt for a single, total rate for all employees. That way, providers are incentivized to provide preventative care and ensure patients see better outcomes. And where Walmart or Amazon lead, other employers are sure to follow...

**LEARN HOW THEY MIGHT AFFECT YOU AND YOUR ORGANIZATION...**

**JOIN US APRIL 3-5 IN**

**CINCINNATI, OHIO**

**CINCINNATI MEETINGS:** The key to successful meetings in Cincinnati is to experience the contagious energy pulsing throughout the city. A region fueled by dreamers, doers, innovators and makers, Cincinnati inspires attendees to achieve more. Through customizable events, easy and original programming and after-hours options for every personality, Cincinnati delivers an unforgettable meeting experience.

**REGISTER NOW**

Name: ________________________________  Organization: ________________________________

Title: ________________________________  Email: ________________________________

Phone: ________________________________

Registration fee includes meetings and sessions on April 4 & 5. The first 40 registrants are entitled to complimentary hotel accommodation. Find updated details on hpnonline.org. Optional donation contributes to the HPN Jannell Lang Memorial Scholarship, supporting a HOSA-Future Health Professionals Student.

**Membership Options**

- Full Membership or Affiliate Membership — $300
- Institutional (School) Membership — $300
- Individual Membership — $200

**Registration Fees**

- Full Member — $250
- Affiliate, Educational — $300
- Affiliate, For-Profit — $350
- Non-Member — $450

**Optional Donation**

- Bronze Level — $50
- Silver Level — $100
- Gold Level — $150

**Do you have any dietary restrictions?**

**Arrival & Departure Days:**

While you may not yet have your flight itinerary set for the meeting, we do need to know which days you will be arriving and departing.

**ACKNOWLEDGMENT**

As soon as your airline itinerary is set, please provide HPN with this information ASAP. (Contact hqmembers@gmail.com).

**Meeting Planner?**

Please indicate if you are in charge of planning meetings for your organization, and if not, the contact information of your meeting planner.

**Has your group ever met in Cincinnati?**

- Yes  □  No  □

**Payment Information**

- Check  □  CC (MC/Visa/Amex)  □  Bill me
- Name: ________________________________
- CC #: ________________________________
- Exp. Date: ____________________________

**Billing Address & Zip: ________________________________**

SEND YOUR REGISTRATION TO

Health Professions Network
PO Box 2007, Midlothian, VA 23113
OR FAX 804.639.9212

REGISTER ONLINE @ HPNONLINE.ORG
Activities of the Committee or Affiliated Organizations

General Activities:
- The BOC Executive Committee held its annual strategic planning meeting in November 2018. Members participated in a strategic planning exercise, reviewed the current strategic plan, and provided suggestions for updates.
- The Ethics Committee continues to investigate and review cases of fraudulent use of ASCP credentials. Pat Tanabe, Executive Director has posted cautions about loaning wall certificates or posting copies of wall certificates on social media as these provide an avenue for individuals to create fraudulent documents.
- Members of the BOG will be presenting the BOC update, a Concurrent Session on the BOC and its examination committees, and a Roundtable on International Certification.
- All ASCLS representatives have been assigned to committees or task forces within the BOC. These include the Website Task Force, Value of Certification Task Force, DCLS Task Force, Editorial Committee, Exam Oversight Committee, Ethics Committee, and CMC Committee.
- Linda reviewed the ASCLS document describing qualifications & responsibilities of the ASCLS Representatives to the BOC and provided suggestions for updating the document.
- President Susan Harrington, PhD, MT(ASCP) will participate in the CLIAC Working Group addressing personnel standards submitted by CMS.
- Kathy Hansen, Sue Beck, and Scott Aikey have been nominated for the ASCP Distinguished Service Award to be given later this year.
- The BOC will meet April 11-13 in Miami Beach, FL., and Sept. 14-15 in Phoenix, AZ.

Exam-related:
- The DCLS Exam Task Force and the Committee to develop the doctoral Immunology Examination continue activities.
- The Biorepository Working group met in December 2018. They continue work on the criteria, content outline, and examination for this Qualification.
- Examination Committees will meet during the coming year for review of questions.
<table>
<thead>
<tr>
<th><strong>Items of Concern:</strong> None</th>
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<tbody>
<tr>
<td><strong>Request for Action:</strong> None</td>
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</table>
Activities of the Committee or Affiliated Organizations

- Continuing to post volunteer opportunities with CLSI to ASCLS membership through the ASCLS member communities
  - Current volunteer opportunities:
    - MM01: Molecular Methods for Clinical Genetics and Oncology Testing, 4th Edition
    - NBS06: Newborn Screening for Severe Combined Immunodeficiency and Other Related Severe Immunodeficiencies, 2nd Edition
- Serving as contributor on the Antifungal Subcommittee
- Serving as contributor on the M47 Document Development Group.
  - Anticipated completion of revisions to M47 document is May 2019
- Serving as contributor on the M53 Document Development Group
  - Anticipated completion of revisions to M47 document is September 2019
- Planning to attend the upcoming CLSI Committee Week meetings in 2019 as they relate to current writing assignments for documents under revision:
  - March 17 – 21, 2019, St. Louis, MO
  - June 13 – 18, 2019, Dallas, TX

Items of Concern:
None

Request for Action:
None
On the good side, the real traffic (see concerns) has increased.

On the better side, the members have dealt with the software glitches and failures with remarkable patience.

Items of Concern:

- The issues with the software have continued to increase in number and variety. 1. We have multiple repeat submissions daily which means that each team member is forced to remember every reply they have sent in order not to answer more than once. Since folks do their replies in more than one session, this is very tedious.
- 2. We have junk mail. Since 1999, there has been little to no junk mail – perhaps one a month. Once the new software went into place, we have many every day. We receive multiple copies of multiple “ads” claiming miracle cures or suggestions to purchase every day.
- 3. Now we receive multiple copies of submissions from different days – which means that unless a responder looks up every question from the previous day or two, they will be answering a question that has already been dealt with.
- 4. We receive submissions that are filled with gibberish – again taking time and patience to open, recognize and move on.
- 5. While it is impossible to state categorically, we now receive many incomplete submissions which in number greatly exceed the number of mistakes made by a legitimate questioner. We have had enough of those in the past to recognize an increase.
- 6. There is no way to remove any of these irregular submissions from the database so any statistics are rendered useless.

As a result, several members have commented about their willingness to continue under these circumstances and I have wondered if it were not the better part of prudence to stop this service until and unless we can be reasonably sure of actually doing what we wish to do.
While I understand that people are working at this and have been working on this since October, it has been going on since the fall with minimal improvement. Just blocking an address seems to not be sufficient.

Request for Action:
- None
REPORT TO ASCLS Board of Directors
REPORT OF Choosing Wisely Task Force
SUBMITTED FOR 2019 Interim (Spring) Board Report
PREPARED BY George A. Fritsma, Chair
DATE 2/18/19

ASCLS Choosing Wisely Task Force Members
The ASCLS Choosing Wisely Task Force met January 10, 2019, 4–5 CT. Our members are:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Credentials</th>
<th>Location</th>
<th>Specialty</th>
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<tbody>
<tr>
<td>Bostic</td>
<td>Dana</td>
<td>MBA, MLS (ASCP)CM, MSHS</td>
<td>U of Kansas Medical Center</td>
<td>BB, Health Care Sim</td>
</tr>
<tr>
<td>Cremeans</td>
<td>Lisa</td>
<td>MMDS, MLS (ASCP)CM, SMCM, MBCM</td>
<td>U North Carolina, Chapel Hill</td>
<td>Microbiology, Molecular</td>
</tr>
<tr>
<td>Ebomoyi</td>
<td>Josephine</td>
<td>PhD, MSPH, M (ASCP)</td>
<td>Northern Illinois U, DeKalb</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Esani</td>
<td>Muneeza</td>
<td>PhD, MPH, MT (ASCP)</td>
<td>U of TX Medical Branch, Galveston</td>
<td>Clin Chemistry</td>
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<tr>
<td>Flanigan</td>
<td>Jim</td>
<td>CAE</td>
<td>ASCLS Executive Vice President</td>
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<tr>
<td>Fritsma</td>
<td>George</td>
<td>MS MLS</td>
<td>U of Alabama at Birmingham</td>
<td>Heme, Coag</td>
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<tr>
<td>Josko</td>
<td>Deborah</td>
<td>PhD, MLT (ASCP)CM,SM</td>
<td>Director, MLS, Rutgers U</td>
<td>Immunology</td>
</tr>
<tr>
<td>McQueen</td>
<td>Roslyn</td>
<td>MLS, PhD</td>
<td>Flint, Michigan, ASCLS President</td>
<td>Hematology</td>
</tr>
<tr>
<td>Miller</td>
<td>Brianna</td>
<td>MS MLS</td>
<td>U of Alabama at Birmingham</td>
<td>Heme, Coag, BB</td>
</tr>
<tr>
<td>Otto</td>
<td>Catherine</td>
<td>PhD, MBA, MLS (ASCP) CM</td>
<td>Rutgers U, ASCLS Pat Safety Chair</td>
<td>Heme, Coag</td>
</tr>
<tr>
<td>Panning</td>
<td>Rick</td>
<td>MBA, MLS (ASCP)CM</td>
<td>HealthPartners, Minnesota</td>
<td>Lab Management</td>
</tr>
<tr>
<td>Rector</td>
<td>Claude</td>
<td>MLS(ASCP)CM (2018 BOD Liaison)</td>
<td>U of Arkansas, Helena, AK</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Rudnik</td>
<td>Dawn</td>
<td>MT(ASCP)SM</td>
<td>U of Michigan Health Svices Lab Mgr</td>
<td>Microbiology, General</td>
</tr>
<tr>
<td>Salazar</td>
<td>Eddie</td>
<td>PhD, MLS(ASCP)CM</td>
<td>U of TX Medical Branch, Galveston</td>
<td>Clin Chemistry, UA</td>
</tr>
<tr>
<td>Smith</td>
<td>John</td>
<td>MS, MLS</td>
<td>Kansas</td>
<td>Micro, Hlth Care Usage</td>
</tr>
<tr>
<td>Weinberg</td>
<td>Holly</td>
<td>MLS(ASCP)CM, SH</td>
<td>Montana, 2019 ASCLS BOD Liaison</td>
<td>Heme, Coag</td>
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Task Force Activities

Approved Task Force Recommendations
At the fall ASCLS BOD meeting, these recommendations were approved and were subsequently forwarded to the American Board of Internal Medicine for review and publication, now in progress.

- **Ferritin:** “Avoid using hemoglobin to screen for iron deficiency. Instead use ferritin.” by Dr. Esani
- **PT and PTT** “Avoid routine prothrombin time (PT) and partial thromboplastin time (PTT, APTT) pre-operative screens on unselected patients” by Professors Fritsma and Miller.
- **RBC Transfusion:** “Do not transfuse red blood cells for expansion of circulatory volume unless necessary for patient cases with severe hemorrhage” by Ms. Bostic.
### New Recommendations in Progress

At our January 10, 2019 meeting the Choosing Wisely Task Force adopted the following new recommendations drafts for development. We target the annual ASCLS meeting in Charlotte for submission to the respective Scientific Assemblies for review.

- **Dawn Rudnik**, “Avoid antibody screening for asymptomatic Herpes simplex type II.”
- **Muneeza Esani**: “Reduce frequency of hemoglobin A1C assays.”
- **Deborah Josko**: “Reduce influenza testing, and identify based on symptoms and treatment response.”
- **George Fritsma**: “Avoid ordering an initial factor V Leiden, first perform the activated protein C resistance ratio assay.”
- **Dana Bostic**: “Review profile charging practices, use targeted assays.”

### Choosing Wisely Champions

Prof. Fritsma invited the Task Force to identify and nominate Choosing Wisely champions, citing the members who have prepared Choosing Wisely educational and informational modules. We recommend ASCLS Directors consider champion nominations as well.

### Next Meeting

Our next meeting is Thursday, April 11, 2019, 4–5 PM CDT. We thank Jim Flanigan for providing Zoom conferencing.

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### Items of Concern: None

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### Choosing Wisely Request for Action

The Choosing Wisely Task Force moves that the ASCLS BOD approve the following recommendation for submission to the American Board of Internal Medicine:

**Routine Type and Screen**

*Profs Miller and Fritsma* developed: “Avoid routine blood typing and screening for low risk surgeries without a clinical indication.” *Prof. Bostic* presented the recommendation to the Immunology-Immunohematology Scientific Assembly. Although the members of the SA, chaired by Stacie Lansink, voted approval and offered no updates, the recommendation was tabled temporarily for Prof. Miller’s review. Prof. Miller provided updates subsequent to our January 10, 2019 task force meeting and the recommendation now ready for BOD review and approval.
Avoid routine Type and Screen testing for patients undergoing procedures with a low risk of bleeding without clinical indication.

In addition to the risk of iatrogenic anemia from unnecessary blood draws, performing unwarranted Transfusion Medicine screening tests such as the Type and Screen testing can bring unnecessary costs and inconveniences to patients and bring more burden to medical laboratory personnel and other healthcare professionals. While the majority of patients are not red cell alloimmunized, about two percent of the population do have unexpected red cell antibodies. Although small in number, these antibody workups can require extra blood draws, resources, and undue delay to surgeries. Avoidance of performing the Type and Screen testing in procedures which are considered low risk according to estimated blood loss, maximum surgical blood order schedule category, and/or selective test ordering by anesthesiologists and other healthcare professionals can limit the undue strain on the patient, healthcare professionals, and the healthcare system. In addition, patient assessment and other preoperative laboratory values such as the hemoglobin value may be used as guidance in the ordering of a preoperative type and screen.

American Society for Clinical Laboratory Science

This American Society for Clinical Laboratory Science (ASCLS) recommendation was developed under the leadership of ASCLS’s Choosing Wisely Task Force and the ASCLS president and executive vice president. The Task Force examined hundreds of options based on evidence available through an extensive review of the literature. Routine Type and Screen testing performed on patients without risk of bleeding may lead to further unnecessary testing and cost to the patient. Need should be assessed according to estimated blood loss of a procedure, maximum surgical blood order schedule category, and healthcare professional assessment. By not performing unnecessary Type and Screen testing, this will improve patient care by reducing iatrogenic blood loss, decreasing cost to patients, and conserving medical resources. Subject matter experts from the ASCLS Transfusion Medicine Scientific Assembly reviewed and recommended approval of this recommendation, which was subsequently approved by the ASCLS Board of Directors.

References


### Task Force Charges:
- Review the findings of the Root Cause Task Force and use those findings as the basis for its work.
- Recommend a list of objective, quantitative measures (KPIs) that are indicators of constituent society health and which may be used in an annual assessment. Some of those KPIs may already exist, while others may need to be developed.
- Develop and recommend a single or multidimensional categorization system that utilizes those KPIs to identify the absolute and relative health of each constituent society.
- Develop and recommend a transparent system of annual assessment (which includes timeframe, methods for collection and who is responsible for performing the task) that reliably indicates the health of each constituent group.
- Develop and recommend specific interventions ASCLS should make with constituent groups that fall into categories of substandard function.
- Offer recommendations for interventions that may be utilized to strengthen and prevent high and standard performing constituent societies from falling into substandard groups. The Task Force may also suggest ways in which higher performing constituent societies may be leveraged to improve poorly performing constituent societies.
- Develop and offer recommendations for a standard approach to addressing non-functioning groups that may include mergers, dissolution, or re-chartering.

### Activities of the Committee
- Constituent Society Task Force was established and approved by ASCLS Board of Directors.
- Task Force Members include:
  - Linda Goossen, Chair and Rick Panning, Vice Chair
  - Mary Ann McLane, Miles Tompkins, Suzanne Campbell
  - Jim Flanigan, staff liaison
  - Roslyn McQueen, board liaison
- Tasks:
  - Review ASCLS minimum requirements for an “active” constituent society.
  - Discussion of the concept of KPIs (Key Performance Indicators)
  - Selection of a KPI matrix model
  - Model modified to reflect ASCLS constituent society performance and identify constituent societies “at risk”
  - Development of Constituent Society Task Force assessment tool and grid
  - Determined which information data is available from ASCLS office
  - Pilot utilization of assessment tool for Minnesota, Michigan, Kansas, Oklahoma and Connecticut
- Next steps:
  - Presentation to Board during Planning Day on March 16 (Rick Panning)
  - Develop Survey Monkey version of assessment tool to be rolled out to all constituent society presidents and copied to their Regional Director
  - Identify “at risk” societies
  - Develop interventions to assist “at risk” societies

**Concerns:**

**Request for Action:** Request that the ASCLS Board of Directors approve the Constituent Society Task force KPI assessment tool. The tool should be converted to a Survey Monkey survey and distributed to all constituent society Presidents and corresponding Regional Directors.
**Key Performance Indicators (KPIs) for ASCLS Constituent Societies (revised 02/27/19)**

KPIs should be

- Clearly defined
- Quantifiable
- Adaptable
- Crucial to achieving organizational objective
- Practical and actionable

---

**Financial Health**

Budget: (last full fiscal year, Aug 2017-Juy 2018)

- Annual revenue (actual): $________________
- Annual expenses (actual): $________________
- Operating revenue mix (state as a percent of total)
  - ____ Dues
  - ____ State Meeting
  - ____ Donations
  - ____ Other: ______________________
- Expense mix (state a sa percent of total)
  - ____ Scholarships
  - ____ Travel for officers/delegates
  - ____ Communications
  - ____ Awards
  - ____ Region dues
  - ____ Other: ______________________
- Budget for the current year. Select one.
  - __ break even
  - __ profit
  - __ deficit
  - __ I don’t know/we don’t have a budget

How often is an audit performed? Select one.

- __ Annually
- __ Bi-annually
- __ Other: ______________

IRS 990 filed: __ Yes  __ No
Treasurer position filled: __ Yes __ No

Programs & Services Delivery

P.A.C.E. hours/Continuing education: number of hours offered August 1, 2017-July 31, 2018

Do you have non CE social activities? __ Yes __ No __ Don’t know

- How many of these are geared for
  ____ general membership
  ____ ascending professionals (new professionals)
  ____ developing professionals (students)

Do you hold an annual scientific meeting (at least 1 full day in length)? __ Yes __ No

- __ ASCLS alone
- __ multiple partner organizations (please list): ______________________________________

Volunteer Resources

Member retention rate (Jim: What are the categories of information?)

New members by category

Current board vacancies

- Number of unfilled positions or extended terms: _______________________________

Do you hold a new member welcome? __ Yes __ No

- What form does it take?
  o __ Letter
  o __ Email
  o __ Welcome event
  o __ Phone call
  o __ Other
Marketing & Communications (capabilities and effectiveness)

Website

• Is there a society website? __ Yes  __ No  URL: __________
• Is it current? __ Yes  __ No  Last update: ________________________
• Do you have dedicate personnel to keep online links current?
  - Frequency of update: ______________
  - How many views? ________________

Social media activity (ASCLS activities, general lab community alerts, job postings)

• Is there a state social media presence? __ Yes  __ No
• Which platforms?
  __ Facebook
  __ LinkedIn
  __ Instagram
  __ Twitter
  __ Other: ________________________________
• Is it monitored/Kept current? __ Yes  __ No

Newsletter

• Number of issues annually? __________
• Distribution beyond ASCLS membership? __ Yes  __ No
• Format
  __ Paper (mailed)
  __ On line / posted on website

Other than social media and newsletters, are there other forms of membership communications?

• __ ListServ
• __ Membership Emails
• __ Other: ________________________________

Connect community activity: ___________________________

• This is a communication platform available for all constituent societies on the ASCLS Website.
Outreach & Advocacy

Number of community/outreach events organized or attended (by constituent society - state or district), held or attended

- ____ Scrubs camps
- ____ Schools
- ____ Science teachers
- ____ Community organization
- ____ Other: _________________________________

How are society members alerted to the need for state level advocacy efforts? (Licensure efforts or threats to current licensure laws): ________________________________________________

Attendees at National Legislative Symposium in current year ____

State/Constituent Legislative Symposium __ Yes __ No

Is there current licensure activity?

- ____ Effort to attain licensure
- ____ Effort to defend retain licensure

MLPW activities __ Yes __ No

- ____ State proclamation
- ____ Other activities: _________________________________

Governance

Number of board meetings per year? _______

Number of general membership meetings per year? _______

Is there formal succession planning for board/committees membership? __ Yes __ No __ Don’t know

- Recycled board members and/or extensions of officer terms. __ Yes __ No
- Unfilled board or committee positions. __ Yes __ No
- Board orientation / handbook __ Yes __ No
- Board / Committee chair mentors. __ Yes __ No

Society By-laws

- Up to date __ Yes __ No
- Compatible with national __ Yes __ No
- Job Descriptions/SOPs available for all positions on board and committees. __ Yes __ No

Strategic Planning Process __ Yes __ No

- Frequency. __ Annual __ Other: _________________
CLEC Steering Committee

CLEC Steering Committee (10 people)

- Current Host Committee Chair
- Immediate Past Host Committee Chair
- Next CLEC Host Committee Chair
- ESA Vice Chair
- CEPI Chair
- 3 x At-Large Members appointed for three years rotating appointment, with one of those members from industry.
- Appointed Chair
- Appointed Vice Chair

CLEC-SC Duties

The Committee serves to develop short and long-term plans for the Clinical Laboratory Educators Conference (CLEC) consistent with the ASCLS Strategic Plan, creates the educational program, and provides direction and oversight to the abstract and program submission process.

Background

The Clinical Laboratory Educators Conference (CLEC) has grown organically and has now eclipsed the size of the ASCLS Annual Meeting in terms of the number of attendees and size of the educational program.

CLEC operates under a guidelines document approved originally in 2004 and most recently reviewed in 2012, but there is no record that the update was approved by the board of directors. The original guidelines were developed by the ESA in 1995. Currently, the development and oversight of the meeting is placed in the hands of a local host committee that chooses a program subcommittee. There is little if any volunteer carry-over from year-to-year, making staff the repository of institutional memory. The 2012 update envisioned, in part, a CLEC Steering Committee, but it was never put in place.

The currently in place guidelines document itself is overly detailed and does not reflect the current workflow for CLEC. The board of directors should consider repealing that entire policy and replace it with structures consistent with others within the society.

For comparison, the Annual Meeting is led by volunteers who create the program and provide year-to-year consistency in the programming and vision for the event.

AMSC Composition – For Comparison

1. Annual Meeting Steering Committee (AMSC)
   b. Composition, Appointment Term, and Leadership:
      1) The total committee membership is six (6) and includes: AMSC Chair, AMSC Vice Chair, AMSC Past Chair, ASCLS President-Elect, Ascending Professional Forum Director, and the Host Society Liaison.
      2) Additional committee members: 1-2 ASCLS members who work in industry may be appointed to provide specific industry expertise to the committee
3) Ex-officio members are the ASCLS President, Executive Vice President, Director of Professional Development, and the ASCLS Meeting Manager.

4) Appointment Term & Leadership:
   a) The member appointed to Vice-Chair of AMSC must agree to a three-year term ending with the Past Chair of the AMSC.
   b) Committee Members: One (1) year term

b. AMSC Duties
   The Committee serves to develop short and long-term plans for the ASCLS Annual Meeting consistent with the Strategic Plan of the organization and provide direction and leadership to APRC during the program submission process.

Note: As imagined, there are two representatives from the ESA. Either of those positions could be replaced with the current ESA Chair, but the ESA Chair has significant concurrent responsibilities. This committee is likely to be as time intensive as the Annual Meeting Steering Committee. CEPI is the educational development subcommittee of the ESA. Placing CEPI in a position to influence the largest meeting for educators is consistent with its current role in the ESA.

Financial Arrangements
The current arrangement has fallen well out of date with the actual management of the event. While 80% of those who attend CLEC are also Education Scientific Assembly (ESA) members, the ESA plays little role in CLEC, aside from holding a meeting there. Based on current policy, 30% of the net proceeds are funneled into a board-designated fund within the ASCLS balance sheet. In the current policy, the ESA is jointly responsible for any shortfalls for the meeting, but there is little chance of that occurring any longer.

As the ESA is not a separate corporate entity, there really is no “profit sharing” as it is typically understood, nor would any shortfall come from some separate “account.” Any excess revenue and any financial shortfall would accrue directly to the ASCLS bottom line.

As of December 31, 2018 the balance in board designated ESA fund is more than $104,000.

The local host committee, which is structured as a subcommittee of a constituent society, received 10% of the net proceeds of CLEC.