

Second House of Delegates  
TACLS Annual Meeting  
Austin, TX April 5, 2003

Present:

President John Wentz  
President-elect Becky See  
Past-president Duncan Samo  
Secretary Joan Aldrich  
Treasurer Candy Schaper

Board Members:

Vicki Freeman  
Karen McClure  
Christina Thompson  
Dave Falleur

The meeting was called to order at 12:00 p.m.

Cade Phippen, Melissa Bowen, and Sandy Wortman were recognized as recipients of Keys to the Future.

Nominations supplemental report - Phil Kostroun

The winner of the runoff election for Member of the Year: Duncan Samo

Elected TACLS delegates to the ASCLS House of Delegates (in order of election):

: Joan Aldrich, Linda Smith, Duncan Samo, Karen Murray, Karen Chandler, Debra Faubion, Judy Baughman, Dave Falleur, Ellen Sanderson, Vicki Freeman, Carol Creech, Lynn Little.

Note: the exact number of delegates depends on the number of members of TACLS at the cutoff date.

Presidents report - John Wentz (written report)

Thanks to all members for their hard work.

President elect -Becky See (oral report)

Activities included learning the role of president;  
worked with the PSA organizing group;  
attending ASCLS Legislative Day

Past President - Duncan Samo (oral report)

Activites included attending ASCLS Legislative Day for the 3<sup>rd</sup> time;  
ASCLS PAC representative from Region VII;  
met with legislators at the current Texas Legislature the day before the TACLS meeting. As a result the Texas legislature is going to perform an interim study that addresses some of our concerns about the personnel shortage and maintenance of quality in clinical laboratories.

Secretary's report - Joan Aldrich (written report)

Board of Directors:

Christina Thompson -

made arrangements for development of the PSA, and met with TACLS group and the production company;  
developed a memo to leave with Texas legislators delineating our concerns;  
participated in the group that met with Texas legislators.

Vicki Freeman -

kept the TACLS web page updated and added page that lists laboratory educational programs;  
posted Region VII reports and TACLS newsletters on the website.

Dave Falleur -

spearheaded the new format for the TACLS Newsletter;  
published the TACLS newsletter in Feb with another to come soon after this meeting;  
chaired preparations for this TACLS Annual meeting. Thanks to Shirlyn McKenzie for assistance in obtaining a strong roster of speakers..

Karen McClure -

organized this year's TACLS Student Bowl; plans are underway to swap question pools with the Illinois section of ASCLS;  
participated in the group that is working on production of the PSA;  
member of the Convention Committee for the 2004 meeting of TACLS in Houston.

Treasurer - Candace Schaper

Activities included: getting accounts up-to-date and revising the account reporting system.

Current balances: checking account \$5821.27 (before this meeting)  
money market \$4832.42  
6 mo CD \$41,897.11  
13 mo CD \$70,889.55

Discussion at the Board of Directors meeting immediately preceding this meeting centered on ways to cover current expenses without prematurely cashing the 6 month CD that matures in September, 2003. The suggestion was made to defer certain payments, and then cash the 6 month CD into the MM account upon maturity.

The silent auction income was \$956 bid on items plus donations to total \$1055.

Finance Report - Camille St John

page 1 - same budget as last year - please send reimbursement requests by June 1;  
page 2 - same budget as last year;  
page 3 - increase audit expense for next year to \$1800 instead of 1700.  
Board item 210 lumped with 221 - same as last year;  
page 4 - same budget as last year; Exec Secretary has increased expenses but no raise in salary;  
page 5 - same budget as last year;  
page 6 - increased seed money for convention to \$7000; has been given to both the Austin meeting and also to the Houston meeting for next year;  
page 7 - overage from budgeted amount for membership development due to development costs of the new-member folder- includes packet to new and renewing members to enhance retention;  
page.8 - same budget as last year; legislative day expenses have only recently been submitted  
page 9 -public relations expended \$2500 deposit for PSA.  
page 10 - total expenses \$24,904.10 which is up from last year but includes seed money for the Houston meeting plus the PSA deposit;

Total budget of 4/6/03 \$123,440.35;

Modifications in projected budget for next year include changes in advertising in Advance, the Austin convention income, and ASCLS dues.

Bottom line: next year's budget will have a deficit of \$10,900 expected expenses compared to expected income.

MOTION to adopt the projected budget for 03-04 (except \$200 additional for taxes and audit). Discussion noted that transferring the 6 month CD funds to the Money Market account will remove approximately \$41,000 from reserve funds in 03-04. **The motion was passed.**

Camille asks for suggestions of making more income on our reserve funds because CDs currently have poor interest rate.

Vicki Freeman pointed out that increases in income will be required to offset future deficit spending. For example, the annual convention is no longer the major money maker for the society.

Lynn Little pointed out the need for grass roots meetings to generate interest and subsequent membership income and attendance at the annual meeting.

New member packets are intended to help revitalize local districts. John Wentz pointed out that converting even 10% of students into professional members would compensate for the predicted budgeted deficit..

Camille St. John noted that the budget includes minigrants of \$1000 for districts.

Karen Chandler got hospitals to pay for food at local meetings under the rubric of CE.

Shirlyn McKenzie had a question about page 4 of the budget where there is a difference between reimbursement to districts and to region VII fund. Region VII dues went from \$3 to \$5 per member but totals don't agree with budgeted district membership. Becky See replied that districts must submit receipts in order to be reimbursed and thus the budgeted money isn't really expended.

## Commission reports:

Commissioner Karen Murray (absent) sent a written report about the new member packet.

The packet includes several pages that list advantages of membership, current activities, etc. \$2200 has been expended so far for a several year supply of packets. The packet needs specific information from Board members/Commissioners and from the President welcoming new members to TACLS.

Membership Development - Melissa Nedry

Debbie Faubion will be mentoring Melissa next year and increased activity is anticipated. Paula Garrot reported that lots of new stuff will be coming from ASCLS in the near future. The revised ASCLS web site has a new slogan: Voice Vision Values. It also will have section for member recruitment.

Commissioner Karen McClure

The question pool for Student Bowl is being revised for next year. She will need lots of helpers with this project. She also needs a new Education Chair for 03-04.

Spring meetings:

2002 Arlington meeting lost \$3400,

2003 Austin meeting: Dave Falleur reported revenue 19,947.00 so far. Several institutions need to submit their purchase orders for attendees. Total attendance approximately 215 including 145 students but not including speakers and vendors. CLS students from UT Austin were invited to attend free (except they pay for food if needed). The local committee was lauded for planning this meeting.

2004 Houston meeting: Becky See reported that the logo is done; Karen McClure (program chair) needs suggestions of speakers. The meeting will be held April 1 through 3, 2004 (Thurs, Fri, Sat) at the Westchase Hilton Hotel.

Governance Commissioner Christina Thompson

The first TACLS Legislative Day was held Wednesday, April 2 in Austin. The TACLS delegation (Christina Thompson, John Wentz, Becky See) met with the legislative aides of the chair and vice chair of health and human services from both the House and Senate of the Texas legislature. Christie developed a "leave behind" that summarized issues, shortage, and also listed our web site for additional information. Discussions with legislative aides also included suggested solutions, e.g., to be sure that we're included in legislation about shortages. Also needed is a study to determine the number and quality of laboratory personnel. A legislative aide requested information needed for to conduct an interim study re shortage and suggested solutions to be conducted by the legislature (John will draft the letter). The "leave behind" memo will be posted on the TACLS web site.

Bylaws Committee

Bylaws motion #1 was made at the 1<sup>st</sup> House of Delegates meeting: **motion passed**  
SOP motion #2 was made at the 1<sup>st</sup> House of Delegates meeting: **motion passed**

#### Commissioner Vicki Freeman

The TACLS web site will be updated with new ASCLS slogan and other updates. Vicki requested help in marketing the links to job postings and company ads. Both are available for only a few dollars. The web site also needs more material from the student forum. We also need improved system to follow the addresses or email addresses of students after they graduate.

#### Awards Chair - Ellen Sanderson

She needs the official stamp (or a duplicate) to emboss for certificates. She obtained all the plaques for this meeting, and needs to communicate with the next Education Chair to coordinate obtaining plaques for Student Bowl winning teams.

Vicki Freeman requested a list of awardees to post on the TACLS web site.

#### Publications Chair - Dave Falleur

He has been working to improve the quality of newsletter. The new frequency of the newsletter (almost monthly) needs more input; please send news and photos of local events. The new frequency helps to keep our mailing list up to date. The plan is to continue mailing a printed document every month (in addition to posting it on the TACLS web site) to insure wide-spread receipt.

#### Leadership Development Chair - Karen Chandler

She has responded as needed, and also chaired the silent auction.

#### Region VII Director - Shirlyn McKenzie

This is the first year that ASCLS membership has 95% retention. Thanks to all the members whose phone calls to lapsed members had this result. We need to continue the membership campaign.

ASCLS has a new web master - Mike :

Now each member can access and update his own member information on-line. States can also access their membership list on-line instead of waiting for it to be forwarded. Each state designates who has access to the membership list via password..

A drop-down menu lists contact information for each state.

The ASCLS web master has also volunteered to be web master for state societies (for a price) with access to the ASCLS server (cheap).

#### Old Business

(A, B, C, have been covered.)

Christie Thompson asked for action regarding the \$35 per copy cost of the PSA when it is finished; expected finish date is the end of April. The PSA also needs a web address for information, and we need to designate a person to check the site regularly and respond to queries.

We should also look into marketing the PSA to the rest of ASCLS. The streaming video format of the PSA will make it available to web pages. PSA is going to be in both English and Spanish. Key cities for distribution of the PSA include Dallas-Ft. Worth, Corpus Christi, the Rio Grande Valley, and Houston. She is working on a promotional piece for theaters during National Medical Laboratory Week.

We should also look into producing an additional PSA about qualifications of laboratory personnel. Karen Chandler suggested inviting AARP to participate/help sponsor the 2<sup>nd</sup> PSA.

### New Business

#### Installation of Officers and Committee Chairs

Nominations Committee. - Ellen Sanderson and Phil Kostroun

Member at Large of the Board of Directors - Karen Chandler and Dave Falleur

Treasurer - Candace Schaper

President elect - Christina Thompson

President - Becky See

Outgoing past-president Duncan Samo was escorted to the audience.

Outgoing president John Wentz was presented with a gift.

The meeting was adjourned by President Becky See.