



ASCLS Hawaii Annual Business Meeting

Place: Virtual meeting via Zoom

Date & Time: June 17, 2020; 5:03pm-6:59pm

Attendees: (Board) Sheri Gon, Claire Muranaka, Susan Naka, Rebecca Kanenaka, Ray Yamaguchi, Jennifer Baba (Chairs & members) Kristen Croom, Gale Fujitani, Paul Kim, Jan Kong, Charmaine Kuehne, Lynn Nakahara, Linda Sakuda, Mike Lieberman, Andre Theriault, Marcella Yee, Margo Aquino, Susan Taura, Susan Pang, Kellie Augustine, Christine Svcina

Outlines of results:

- A. Call to Order @5:05pm by President Sheri Gon. At end of meeting, \$50 Longs gift card winner will be announced.
- B. Approval of April 22, 2020 Board Meeting Minutes (Jennifer Baba)
 1. Motioned by Susan to accept; seconded by Ray; report accepted
- C. Treasurer's report (Rebecca Kananaka)
- D. Committee reports
 1. Membership (Mike Lieberman)
 - a. The June 2020 membership numbers are ASCLS-HI, 100 (excluding one out-of-state student); ASCLS national (May 2020), 7080 total, 6820 non-duplicative. This is compared to the June 2019 numbers: ASCLS-HI, 90; ASCLS national (May 2020), 7292 total, 6942 non-duplicative.
 - b. ASCLS-HI has seven new members since our last meeting (April 2020): Ashley Nakamura (Developing Professional), Chris Lai Hipp (Professional), Janelle Inao (Ascending Professional), Khamer Banez (Developing Professional), Ariell Colis (Developing Professional), Nadine Ann Pilande (Developing Professional), and Joshua Velasco (Developing Professional). Welcoming emails with an informational attachment were sent to each new member.
 - c. Since July 2019, we have 19 new members. From January 2019 through June 2020, 26 new members joined.
 - d. The 2019 Region X lapsed member campaign yielded 22% renewals, which was the highest percentage of renewals by far for all regions. The next highest was 9% renewals for Region IV. Hawaii had 16 lapsed members, of which 4 renewed (25%).
 - e. The job description for the membership committee chair was revised and sent to the national committee. The revised job description is attached to this report.
 - f. The national membership committee also devised a timeline for the duties of the membership chair, in terms of monthly, quarterly, annual, and on-going activities. The timeline is also attached.
 - g. National early renewal numbers are very good so far this year, much better than at this date last year (exact numbers pending).
 - h. The Covid-19 pandemic has affected national membership due to the cancellation of the annual state society meetings since many states depend on spring meetings to build their membership. (However, our state membership does not appear to have been affected.)
 - i. Registration for the virtual 2020 JAM is much higher than in previous years for the in-person national annual meetings (exact numbers pending).

- j. Point of information: term limits for regional membership committee chairs are two three-year terms.
 - 2. Nomination (Andre Theriault)
 - a. Elections were held via SurveyMonkey from May 15th to June 16th, 2020. We have 94 members with 91 ballots that went out. Three members opted out of survey. There were 44 respondents for a 48% response rate.
 - b. Results are as follow:
 - President-elect: Marcella Yee (91%) & 4 write-ins: AT and SN
 - Secretary: Charmaine Kuehne (100%)
 - Nomination (1): Paul Kim (100%)
 - Nomination (2): Marni Wild (100%)
 - c. Response rate doubled from last year. Recommend that a second email invitation go out to non-respondents in the SurveyMonkey.
 - 3. By-laws (Susan Naka)
 - a. By-laws report: Attachment 1
 - b. By-laws Amendment: Attachment 2
 - Amendment is approved.
 - Next step is to complete the SOP and Board approval.
 - 4. HCLC (Kristen Croom)
 - a. 2020 HCLC is cancelled.
 - b. In discussion of Virtual HCLC meeting in Fall 2020. Checking with CLMA.
 - c. In progress of gathering free CEs for the laboratory community.
 - 5. Internal Audit (Lynn Nakahara)
 - a. Members: Gale Fujitani, Lynn Nakahara, Linda Sakuda
 - b. Activities:
 - July 2019: GE tax forms G-45 and G-49 filed.
 - August 2019: Completed Fiscal Year 2018-2019 financial audit, submitted records to Kawakami & Wong CPAs for Federal 990 preparation.
 - Jan 2020: GE tax form G-45 filed; updated officers.
 - Completed Hawaii Dept of Commerce & Consumer Affairs annual business registration.
 - Feb 2020: Mid-year financial audit completed.
 - c. Annual financial audit is due.
- E. E-Motions (Jennifer Baba)
- 1. 5/10/20: Budgeted funds for ASCLS-HI delegates to the 2020 JAM
 - a. Are used to pay registration fees to the 2020 JAM Virtual meeting for delegates and board members.
 - b. Remaining funds can be used to register other ASCLS HI members with priority given to members of the Membership, Nomination, PAC, and Internal Audit, HCLC and PAC committees. Motion by Susan; Second by Becky; passed.
 - 2. 6/3/2020: Legislative Day budgeted funds
 - a. ASCLS-HI will reimburse Marcella Yee for her airfare cost to 2020 Legislative Day, despite the cancellation of the event. If she uses the airfare credit before it expires toward travel not approved by ASCLS-HI, she will reimburse ASCLS-HI.
 - b. Airfare credit= \$318.80
 - c. Motion by Susan; Second by Jen; passed.
 - 3. 6/4/20: Annual Meeting budgeted funds
 - a. ASCLS-HI will purchase a \$50 gift card to use for a drawing at the Annual Business Meeting 2020.
 - b. Motion by Claire; Second by Jen; passed.

F. Region X (Kristen Croom)

1. Survey from the beginning of 2020 is not graded. It is mainly for sharing experiences.
2. In progress, reorganization of committees to eliminate duplication.
3. National: 2 candidates for President-elect

G. Old Business

1. Meet and Greet a Grad (Charmaine Kuehne)
 - a. 4 MLS participated in Q&A format (topics such as internship and post graduate life).
 - b. Goal is to continue relationships with the graduates.
 - c. Will submit proposal of graduate congratulatory gifts to Board with money amount.
2. Scholarships (Jennifer Baba)
 - a. Members: Jennifer Baba (Chair), Sheri Gon, Becky Kanenaka, Claire Muranaka, Susan Naka
 - b. 2019 Scholarship winners: Erin Kawamoto & Mazie Miao
 - c. January & February 2020
 - reviewed 2019 Scholarship process
 - revised 2019 scholarship application & added information sheet with FAQs
 - decided on application due date of 7/15/20
 - awardees announcement: target beginning of September
 - d. March 2020: Susan published application and information sheet on website
 - e. June 1, 2020: Jen post scholarship info on ASCLS-HI Facebook & her IG with tag to ASCLS-HI (monitor by Margo)
 - f. No applicants as of 6/3/20. If no awardees for 2020, will donate \$2500 each to KCC (MLT) & UH-Manoa (MT) programs.
 - g. Due to COVID pandemic, committee will re-evaluate deadline.
3. Government Affairs (GAC) and Political Activation (PAC) (Marcella Yee)
 - a. The Novel Coronavirus disease (COVID-19) dominated the worldwide scene, and in the United States from January 2020 to present.
 - b. Because of this, the March 16-17 Washington DC Legislative Symposium was cancelled, losing opportunities to highlight Laboratory related legislative and administrative concerns. Availability of testing supplies, laboratory staffing, and laboratory testing development and accreditation became headline news topics spring 2020. As the COVID19 pandemic continues, the role of the laboratory in health care and alternatives to the traditional MLS or MLT continue to be covered. The Virtual Annual Meeting workshops in June 2020 will cover some of the Legislative Symposium topics.
 - c. A virtual PAC campaign was held in May 2020, since the HCLC was cancelled to the COVID19 Pandemic. Approximately 11 members contributed for a total of about \$200, by traditional check or direct electronic payment through the ASCLS.org. Information is based on checks forwarded to the ASCLS PAC Office, and voluntary notifications if the contribution was made online.
4. Microsoft 365 subscription
 - a. 6 users available; Priority to Boards members, Region X director, Committee Chair & members
 - b. Current users: Jennifer, Kristen, Linda & Sheri

H. New Business

1. UHM Week of Welcome
 - a. ASCLS-HI is welcome to assist in UHM Medical Technology's Open House.
 - b. Date: August 19, 2020 (Wednesday), 10:00am to 1:00pm

- c. Volunteers: Ray, Susan, Christine & Charmaine
- 2. Induction of new ASCLS-HI officers. (Sheri Gon)
- 3. List of Committees as of June 2020 (Jennifer Baba)
 - a. Communication:
 - Website: Susan Naka
 - Facebook: Marcella Yee
 - Instagram: Margo Aquino
 - b. Government Affairs: Marcella Yee
 - c. HCLC: Kristen Croom
 - d. Internal Audit: Gale Fujitani, Lynn Nakahara, Linda Sakuda
 - e. Membership: Mike Lieberman
 - f. Nomination: Janice Kong, Andre Theriault
 - g. PACE: Susan Taura
 - h. Scholarship: Jennifer Baba, Sheri Gon, Becky Kanenaka. Claire Muranaka, Susan Naka
- 4. Awards (Sheri Gon): see Attachment 3
- 5. New officers for FY2021 (July 1, 2020 to June 30, 2021)
 - a. President: Claire Muranaka
 - b. Past President: Sheri Gon
 - c. President-elect: Marcella Yee
 - d. Treasurer: Rebecca Kanenaka
 - e. Secretary: Charmaine Kuehne
 - f. Director: Ray Yamaguchi

I. Gift card winner: Christine Svrčina

J. Adjournment @6:59pm: motioned by Jennifer; seconded by Claire; motion passed

Respectfully submitted by Jennifer Baba



Action(s)	Who	Due Date	Done
Amendment SOP	Board	ASAP	
Virtual Meeting in Fall 2020	Kristen Croom	ASAP	
Graduate congratulatory gifts proposal	Charmaine Kuehne	ASAP	
Scholarship deadline	Jennifer Baba	07/10/2020	

Attachments:

- 1. By-laws report
- 2. By-laws Amendment
- 3. Awards