



ASCLS Hawaii Board Meeting

Place: Via Zoom
Date & Time: April 22, 2020 @7:00pm
Attendees: A. Board: Sheri Gon, Rebecca Kanenaka, Claire Muranaka, Susan Naka B. Chairs & members: Kristen Croom, Janice Kong, Charmaine Kuehne, Michael Lieberman, Lynn Nakahara , Linda Sakuda, Andre Theriault, Marcella Yee
Outlines of results
<ul style="list-style-type: none">A. Call to Order 7:00 pm by President Sheri GonB. Minutes from 1/22/20 Mid Yr Meeting: Motion to approve by Becky, seconded by Claire. Motion passedC. Treasurer's Report (Becky)<ul style="list-style-type: none">a. All ASB funds moved to FHB account.b. Will review Audit Committee recommendations to resolve discrepanciesc. Working on clarifying formatd. Motion by Becky to leave \$3000 contribution for 2020 HCLC with HCLC committee for use in 2021. Seconded by Susan. Motion passed.D. Committee Reports<ul style="list-style-type: none">a. Membership – see attached written report. There are currently 94 members. Mike will update Membership Committee responsibilities.b. Nominations – Andre presented this year's slate of candidates for 4 positions: Charmaine Kuehne for Secretary, Paul Kim and Marni Wild for Nominations committee. The Nominations Committee (Andre and Jan) was not able to enlist a nominee for the President -elect position. Motion by Susan to accept slate of candidates, seconded by Claire. Motion passed. Andre will manage election of officers via Survey Monkey. Members should be notified of candidates at least 30 days before voting takes place.c. By-laws – Susan. No comments received on amended by-laws presented to attendees at 1/22/20 mid-year mtg. According to current ASCLSHI By-Laws, amended by-laws are approved with a 2/3 vote of attendees at the annual business mtg. If a business meeting will not be held this spring, voting will be done through survey monkey. Motion by Susan to approval or disapprove the amended by laws will be decided by a 2/3 vote of those responding via survey monkey. Motion seconded by Claire. Motion passed.d. HCLC – Kristen. Due to COVID-19 pandemic, 2020 HCLC was cancelled. HCLC will still have to pay C-vent fee for (\$4.58 each for 250 attendees). Andre and Kristen will discuss holding a virtual continuing education (CE) session through zoom in Fall, using C-vent registration services.e. PAC – Marcella described an on-line campaign to generate donations to PAC. Starting next week, members will be notified via email to donate online or by check. Prizes will be awarded to contributors of more than \$10. See attached report.f. 2020 Legislative Symposium – Marcella will use airline credit from cancelled 2020 Legislative Symposium for future Leg Days.g. Internal Audit – Report submitted by Lynn and Linda at the end of February.E. Region X report – Kristen<ul style="list-style-type: none">a. There will be a virtual 2020 Annual Meeting in lieu of meeting in Louisville, KY. 60 educational sessions will be presented over 4 days between 10:00 am- 4:00 pm (EST) in June. All sessions will be recorded and available to all attendees for \$295. House of Delegates and Regional Caucus meetings will also be held. Announcement is coming next week.F. E-motions

- a. Nomination of Voice under 40 – Charmaine was nominated (but, unfortunately, did not meet the age requirement); February 7, 2020: Motion by Susan and seconded by Claire
- b. PACE request for HI-ASM Spring Meeting; February 25, 2020: Motion by Claire and seconded by Jen; Approved
- c. Delegate Agreement Letter and Reimbursement ; March 10,2020: Motion by Jen and seconded by Claire; Approved

G. Old Business

- a. Website/KWN – Susan. Kristin will be reimbursed for annual WIX domain fee, \$25.86. Susan will ask Jen about template for webmaster consulting contract.
- b. Joint Healthcare Opportunities Conference April 2020 – Sheri. JHOC cancelled due to COVID-19 pandemic.
- c. Strategic Planning for FY2020 & FY2021 – Claire will plan next Strategic Planning meeting after June to review accomplishments and plan future tasks.

H. New Business

- a. Healthcare Workforce Shortage Conference Sept 2020 – Sheri. Plans to send a survey to Clinical laboratory personnel about workforce shortage has been put on hold.
- b. 2020 Lab Week – Jen and Margo are coordinating photo contest on IG and Facebook. Winners from week 1 and week 2 have been posted. Becky asked for winners' contact information to be able to send their cash prizes via VENMO.
- c. 2020 scholarships – Jen
 - i. Scholarship information (application forms and FAQs) posted on website under KWN and Upcoming Events.
 - ii. Sheri notified KCC and UHMT program directors
 - iii. Jen notified DLS education coordinator.
 - iv. Sheri sent reminders to her UH MT seniors.
 - v. No inquiries received to date.
 - vi. Information should be posted on FB and Instagram.
- d. 2020 ASCLS Hawaii Bus meeting – Sheri. Sheri will set up time for virtual business mtg.
- e. MLT/MT mixer. UH Spring 2020 Commencement ceremonies have been cancelled due to social distancing policies. Sheri and Charmaine will look into planning a virtual social meeting for MLT/MT students.

I. Motion to adjourn made by Becky, seconded by Kristen. Motion passed. Meeting was adjourned 8:55 pm.

Respectfully submitted by:
Susan Naka

Next meeting: TBD

What Action	Who	Due Date	Done
Update Membership Committee responsibilities	Mike	ASAP	
Election of new officers	Andre & Jan	By end of FY 2020	
Vote on amended by-laws	Susan	By end of FY 2020	
Plan Fall CE session	Andre & Kristen	ASAP	
Start PAC campaign	Marcella	ASAP	
Give photo winners contact info to Becky	Jen & Margo	4/30/2020	
Schedule Strategic Planning meeting	Claire	ASAP	
Schedule virtual annual business meeting	Sheri	By end of FY 2020	
Plan MLT/MT mixer	Sheri & Charmaine	TBD	

2 Attachments:

Attachment 1

Membership Committee report for 4-22-20 board meeting

1. The 3 yr. membership for professional members is now active (no discount). States will receive the 3 years of dues at once, and then will not receive anything for the next two years.
2. Early renewal of membership is strongly encouraged. Renewal now will yield expiration date of 7-31-21 (unless 3 yr membership is chosen-then 7-31-23, but expiration date will have to be manually adjusted by Andrea).
3. Lab groups and educators are encouraged to sign up for membership packages for 2020-2021 on-line. Expiration date will be 7-31-21.
4. The prorated membership for new members is up May 1. New member joins and renewals will be at full price and good until 7-31-21 after that.
5. The March 2020 membership numbers are: ASCLS-HI, 94 (but one is an out-of-state student); ASCLS national, 6707 total, 6471 non-duplicative. This is compared to the March 2019 numbers: ASCLS-HI, 90; ASCLS national, 6992 total, 6692 non-duplicative.
6. ASCLS-HI has two new members since our last meeting: Ramilyn Gonzalez and Ronald Lagatuz. Both are ascending professionals. Welcoming emails were sent to both of them.
7. The ASCLS board analyzed committees and made decisions whether to reorganize, retain but restructure, or remove. It was decided to retain but restructure the membership committee. The restructuring means that membership by region will no longer be required and more than one member per region can be on the committee. This means that if, e.g., there are two people from one region who are interested in being on the committee, and they both can be. On the other hand, if there is no one from a particular region who wants to be on the committee, then no one needs to be "drafted" to be on the committee.
8. Some committees were "sunsetting", e.g., the Product Development Committee, because other committees could perform their duties.
9. Over 30 applicants for the Voices Under 40 award were received. The applications will now undergo review to select the winning candidates.
10. The bingo contest for lab week was cancelled or at least postponed. Instead it was decided to try a photo collection of ASCLS people at work in labs to be posted on the website.
11. There is concern that the Covid-19 pandemic will ultimately affect membership since many states depend on spring meetings to build their membership.
12. Promotional items for use at membership booths at annual meetings are available from Vista Print, such as table banners, tablecloths, etc. These are colorful and display our logos prominently.
13. Promotional items to be given away ("swag") at annual meetings to attendees should have a purpose, such as promoting future ASCLS activities or promoting benefits of membership.
14. [Not from national membership committee meeting] Should we revise the job description for our membership committee chair? Apparently, it is quite old. I sent our current job description to the national committee at their request, but there are some items in the description that we are not currently doing (e.g., sending new members a state pin).

Attachment 2

I would like to propose an online/mail in PAC campaign starting now and ending on May 8 (mail in) or May 15 EDT (online donation to the ASCLS.org website.)

Hawaii has had a long successful tradition of being a top contributor to ASCLS PAC, and this is our chance to continue our support. The deadline for this year's submission is May 15, 2020 in order to be counted for the PAC awards. Donors may contribute online, or send a check to the ASCLS PAC representative.



Contributors of \$10.00 more will receive an aseptically packed "Medical Survival kit" (archtype pictured on Right) and a chance for a prize drawing for crocheted Coronaviruses pictured on the left. In addition, those donating \$25 or more will receive a PAC pin and two chances for the prize drawings for the Crocheted Coronaviruses.

(The Crocheted Coronaviruses were handmade by my friend Trish)

Letters announcing this campaign will be mailed and emailed to ASCLS Members the weekend of April 25. Nonmembers can contribute, but they may not be solicited, and should voluntarily submit a donation.

To Donate: log into the ASCLS.org, >DONATE and follow the prompts. Email or mail proof of the donation to the GAC (see below)

Marcella Yee