



## ASCLS Hawaii Mid-Year Business

### Meeting

**Place:** Natsunoya Tea House, 1935 Makanani Drive, Honolulu, Hawaii 96817

**Date & Time:** Wednesday January 22, 2020 7:15pm-8:45pm

**Attendees:** (Board) Sheri Gon, Rebecca Kanenaka, Claire Muranaka, Susan Naka, Ray Yamaguchi, Jennifer Baba (Chairs & members) Andrea Borgioli, Tom Borgioli, Kristine Croom, Sandy Frances, Gale Fujitani, Erin Kawamoto, Paul Kim, Janice Kong, Charmaine Kuehne, Mike Lieberman, Mazie Miao, Lynn Nakahara, Sue Pang, Linda Sakuda, Susan Taura, Andre Theriault, Kerin Uyeda, Marcella Yee

#### Outlines of results

- A. Member recognition presented by Sheri.
- B. Call to Order @7:15pm by President Sheri
- C. Approval of Minutes from November 13, 2019 Meeting: motioned by Jen; seconded by Susan; motion passed
- D. Treasurer's Report (Becky):
  1. Income is less than expenses. We are running in deficit.
  2. Suggested that the President-elect and President should strategically plan how to infuse mutual funds into operational accounts.
- E. Committee reports
  1. Membership (Mike)
    - a. Hawaii has 94 members (including 5 out-of-state members).
    - b. 3 new members: Jodee Suzuki, Kerin Nakamura and Sandy Frances
    - c. Total National membership is 6258 in December 2019 as compared to 6119 in December 2018.
    - d. Proration is offered to new professional membership dues.
    - e. National documents for recruitment and retention were emailed to the membership committee.
    - f. October's member engagement lab-themed pumpkin for Halloween: winners are Leah Ade and Sharon Jongeward, received \$20 gift certificates
  2. Nominations (Andre)
    - a. 4 positions available for FY2021
      - President-elect
      - Secretary
      - Nominations (2 openings)
    - b. Due to lack of candidates, Andrea motioned to remove the one year professional membership requirement for Board director and Secretary; second by Kristen; post discussion, Andre recant motion.
    - c. A task force is formed to evaluate the one year professional membership requirement for Board director and Secretary.
      - Chair: Kristen
      - Members: Tom, Charmaine, Andre and Jan
  3. By-Laws (Susan)
    - a. We need to align State By-law with National's approved By-law.
    - b. Please review and provide inputs to Susan by February 7, 2020.
  4. HCLC (Kristen)
    - a. Purchased additional Cvent software is used to manage registration, exhibitors & speakers information at \$2000.
    - b. HCLC requested a check of \$3000 from ASCLS Hawaii.
    - c. HCLC 2020: 5/20-5/21/2020 @ KCC

- 4 sessions per time slot
  - Fee: half-day is \$60; full-day is \$100; 2-days is \$150
  - Target rollout date is March 12, 2020 with early bird ends on April 14, 2020.
5. Susan motioned: \$20 rebate to ASCLS Hawaii members to attend 2020 conference; second by Kristen; motion passed
  6. Internal Audit (Lynn):
    - a. Midyear audit is due.
    - b. GE tax is filed.
- F. E-motion
- a. Announcement of "Conference on nontuberculous mycobacteria in Hawaii" to members (no PACE request): motioned by Claire; seconded by Jen; motion passed
  - b. Allow Linda Sakuda to have access to the ASCLS-HI Microsoft Office account: motioned by Claire; seconded by Susan; motion passed
  - c. California requested trial of Cvent: motioned by Jen; seconded by Becky; opened for discussion [CA withdrew request]
- G. Region X: (Kristen)
1. CLEC is scheduled for February 2020 in Florida.
    - a. It's one of the highest registrants' conferences.
    - b. ASCLS Hawaii should consider supporting our local Program directors to attend CLEC.
  2. National Annual meeting at Louisville, KY on June 28 to July 2, 2020.
  3. National recommends that each State to review by-law regarding financial issues if the State is dissolved. Currently, no guidelines or recommendations at National. National will share when it's available.
  4. Retention:
    - a. ASCLS Hawaii was recognized at the 2019 Annual meeting with the highest retention rate and asked to share experience.
    - b. The National Task Force is working on compiling data from surveys to help ailing constituents.
- H. Old Business
1. MLT/MLS mixer (Erin & Mazie)
    - a. The second mixer had better attendance as compared to the first.
    - b. December events are hard for some students. Suggestion of changing to graduation celebration & mixer for MLT/MT.
    - c. If more professional laboratorians attend, it might attract more students.
  2. Delegate Agreement Letter and Reimbursement: review and provide inputs to Sheri by February 29, 2020
  3. Scholarships recipients (Sheri)
    - a. Erin Kawamoto (UH- CLS Second degree program)
    - b. Mazie Miao (KCC- MLT program, graduating in May 2020)
- I. New Business
1. Legislative Symposium: Susan motioned: Marcella Yee to serve as delegate; second by Claire; motion passed
  2. Strategic Planning for FY2020 & FY2021 (Claire)
    - a. Continue with the Strategic Plan established in June 2018.
    - b. Will complete the highlighted tasks and write an article to share on the website.
  3. Participation at annual Healthcare Workforce Shortage Conference in September 2020.
    - a. Sheri shared the opportunity to showcase Laboratory Professional shortage in conference.
    - b. Susan and Sheri will work on a survey to provide Hawaii's shortage information.
    - c. Possible set up exhibit table in conference.
- J. Adjournment @8:45pm: motioned by Tom; seconded by Kristen; motion passed

Respectfully submitted by Jennifer Baba

Next meeting: March 18, 2020; Time & Venue: 5:30pm at Diagnostic Laboratory Service

<b>What Action</b>	<b>Who</b>	<b>Due Date</b>	<b>Done</b>
Review "Reimbursement Agreement"	All	2/29/2020	
Nomination Task Force (Chair-Kristen)	members	ASAP	
Review State By-laws	All	2/7/2020	
Write article on "Strategic Planning" for website	Claire	ASAP	