

MID-YEAR 2003 BOARD OF DIRECTORS MEETING

22 October 2003
Sheraton Hotel, Boston, MA

1. Call to Order: The meeting was called to order by the Society President, CDR Michael Finch, at 0800 EST.

2. Members Present:

Officers:

CDR Michael Finch, MSC, USN, President
Maj Jean Ruddell, BSC, USAF, Vice-President
CDR Larry A. Ciororito, MSC, USN, Treasurer
CDR Cindy Wilkerson, MSC, USN, Secretary

Members-At-Large:

LCDR Chris Congdon, MSC, USN
Eva Callero, MS, USA

Non-Voting Board Members:

CDR Brenda Bartley, MSC, USN, Navy Consultant
LTC Marilyn Brew, MS, USA, President-Elect
Capt Norm Fox, MSC, USAF, Webmaster
LtCol Bailey Mapp, USAF, BSC, Exhibits/Vendors

3. Members Absent:

LCDR Felix Alfonso, MSC, USN, Navy Member-at-large
Maj Mark Burton, USAF, MC, Air Force Ex-Officio
LtCol Dale Ferguson, BSC, USAF, Past-President
COL Renata Greenspan, MC, USA, Army Ex-Officio
CDR David Larson, Navy Ex-Officio
LtCol Samuel J. Livingstone, USAF, BSC, Exhibits/Vendors, Dialed in
TSgt Ileana S. Maxwell, Enlisted Member-at-large
LTC Kevin M. McNabb, MS, USA, Scope Editor
Col Suellyn W. Novak, USAF, BSC, Historian
Col Donna Roncarti, BSC, USAF, Air Force Consultant
MAJ Martin Tenney, MS, USA
MAJ Carol Walters, MSC, USAF – Dialed in
COL Noel Webster, MS, USA, Army Consultant

4. Introduction: The meeting was held at the Sheraton Hotel in Boston, MA. CDR Finch welcomed everyone to the meeting and introductions were made.

5. Review of Previous Minutes: The minutes from the 21 March 2002 Post-conference meeting were read and approved. (CLOSED)
6. Treasurer's Report: CDR Ciorlito gave the Treasurer's report, included as attachment (a). The Society's cash balance as of 22 October 2002 was \$187,153.32. A motion was made and approved to accept the Treasurer's report as submitted. (CLOSED)
7. Secretary's Report: The Society has 661 members (Army-283 + 5 applicants, Navy-95 + 5 applicants, Air Force-248 + 5 applicants, DoDCiv-11, Allied-2, Public Health-8, VA-0). A motion was made and approved to accept the report as submitted. A discussion was held concerning receipts for paying dues or membership cards to indicate year(s) paid. This would involve more mailings and extra work for the secretary. If anyone wants to know their membership status, they can email the secretary through the link at the SAFMLS website. (CLOSED)
8. New Applicant Review: There are 11 applications for membership. All eleven applicants were accepted for membership. The secretary will send out membership certificates to the new members. (CLOSED)
9. Future Meeting Locations. LtCol Livingstone reported that he has signed a contract for Jacksonville in 2005 and Reno in 2006. He is still working on a site for 2007 with LtCol Mapp. (OPEN, LtCol Livingstone/LtCol Mapp)
10. Old Business
 - a. Electronic Payments-This would allow society members to pay their dues electronically through a link on the SAFMLS website. The cost is 2.9% of the payment plus 30 cents per transaction. The treasurer will work on getting this set up in time for our 2004 meeting.
 - b. Professional Meeting Planning Organization-LtCol Livingstone is still exploring this option. CDR Bartley gave him some information on another possible vendor. He will present information at the next board meeting. (OPEN, LtCol Livingstone)
 - c. CME Credit-Capt Fox is still working on this proposal. He needs to have someone volunteer their workshop to be adopted for a possible on-line presentation and PACE credits. He will present more information at the next Board meeting.. (OPEN, Capt Fox)
 - d. Professional Photographer- The use of digital cameras has greatly improved the quality of pictures taken at SAFMLS. There is no need to explore this option anymore. (CLOSED)
 - e. Enlisted Member possible status change-There are 59 associate members in the Society right now that could possibly have their status changed. A

letter will be sent to them by the secretary asking them to send an updated application to determine if their membership status should change.

- f. New computers for secretary/treasurer-Capt Fox will get information to the treasurer concerning the purchase of two new laptops. They will be shipped directly to the secretary and treasurer. (OPEN, Capt Fox)
- g. Microsoft Word 2000 for registration desk laptop computer-This software upgrade should have been purchased. Capt Karen House will be contacted to see if this was done. (OPEN, CDR Finch)
- h. Board member vacancies if member runs for another office-The precedent is that the President has the ability to appoint a member to fill any vacated office. No change to the by-laws is necessary. (CLOSED)
- i. Ex-officio Members-Some Ex-officio members of the Board of Directors are not regular members of SAFMLS. A list will be given to CDR Bartley so she can contact those individuals.

11. New Business

- a. Keynote Speaker-CDR Finch recommends that we have Dr. Keffer as our keynote speaker. His CV was shared with Board members. He will ask for no fees. The Board approved the recommended speaker. (OPEN, CDR Finch)
- b. Policy for mid-year meeting-The Board discussed the possibility of having the mid-year meeting at the next annual meeting's location and to combine it with the Vice-President and meeting planner's visit. The Board agrees with this concept as long as funds are available for the travel. (CLOSED)
- c. Historian-COL Novak has retired and will need to be replaced as historian. A note will be placed in the pre-meeting issue of the Scope asking for anyone interested to contact the president. This issue will be discussed at the next Board meeting. (OPEN, CDR Finch)

12. Society Scope Update: LTC Kevin M. McNabb is the new editor of the Scope. Information will be sent out soon about articles for the pre-meeting issue of the Scope. (OPEN, LTC McNabb)

13. SAFMLS Planning Committee Update: (Maj Ruddell, OPEN)

- a. Teleconferences-They are going well and will be held on a regular basis until the meeting is held.

- b. Workshops-The deadline for submission is 15 Dec 2003. Once the workshops have been submitted, the room planning will start.
- c. Submissions and deadlines-The consultants were asked to get the word out about submission deadlines for the meeting for posters, short topics, workshops and awards.
- d. Hotel costs-Some of the costs at the hotel are much higher than they have been in the past (ex: parking is \$30 per day). This information will be put on the website for the attendee's knowledge.
- e. AV expenses-The AV costs for each annual meeting have been rising. They are estimated to be \$26,000 for the Boston meeting.

Respectfully submitted,

//Original Signed//

CYNTHIA E. WILKERSON, CDR, MSC, USN
Secretary

**SOCIETY OF ARMED FORCES
MEDICAL LABORATORY SCIENTISTS**
Financial Report October 2003

BEGINNING BALANCE: **\$217, 363.58**

Cash Receipts:

Booth Rental – 2003	\$45, 900.00
Registration - 2003	\$6,498.10
Interest	\$925.08
Coin Sales	\$26.00
Member Dues	\$1,030.00
Vendor Contributions	\$100.00

Total Cash Receipts: **\$54,499.18**

Cash Disbursements:

Site Visit, Boston 04	\$2,255.31
Mid Year Meeting 2002	\$209.00
Mid Year Meeting 2003	\$829.00
Homepage	\$378.49
Post Office Box	\$200.00
Postage/Mailing Expenses	\$262.90
Tax Preparation	\$640.00
Reno 2003	\$73,882.52
Scope Postage	\$233.65
Scope Publishing	\$4,300.57
Software	\$1,398.00
Miscellaneous Expenses	\$100.00

Total Cash Disbursements: **\$84,709.44**

Projected Final Cash Receipts Minus Cash Disbursements: **\$30,210.26**

ENDING BALANCE: **\$187,153.32**