

SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS
2003 PRECONFERENCE BOARD OF DIRECTORS

23 Mar 03
Silver Legacy Resort, Reno NV

1. Call to Order: The meeting was called to order by the Society President, LtCol Dale Ferguson at 1930.

2. Members Present:

Officers:

LtCol Dale Ferguson, USAF, BSC, President
CDR Michael Finch, MSC, USN, President Elect
MAJ Helen Viscount, MS, USA Vice-President

Members-At-Large:

LTC Danny Deuter, MS, USA
MAJ Martin Tenney, MS, USA
LCDR Christine Congdon, MSC, USN
LCDR Tom DeLucia, MSC, USN
MAJ Carol Walters, BSC, USAF
CAPT Norm Fox, BSC, USAF

LTC Chris Whelen, MS, USA, Past President
LtCol Bailey Mapp, BSC, USAF, Society Scope Editor

Non-Voting Board Members:

COL Noel Webster, MS, USA, Army Consultant
Col Suellyn Novak, USAF, BSC, Historian
LtCol Samuel J. "Phil" Livingstone, USAF, BSC, Exhibits/Vendors

3. Members Absent: (Note: Many unavailable due to operational requirements)

CDR Larry Ciorlito, MCS, USN, Treasurer
CDR Cynthia Wilkerson, MSC, USN, Secretary
CAPT Michael Nowacki, MC, USN, Navy Ex-Officio
CAPT Raymond G. Craigmiles, MSC, USN, Navy Consultant
COL Donna Roncarti, BSC, USAF, Air Force Consultant
COL Renata Greenspan, MC, USA, Army Ex-Officio
MAJ Mark Burton, MC, USAF, Air Force Ex-Officio
TSgt Charles A. Lattany III, USAF

4. Review of Previous Minutes: The minutes of the 18 Oct 02 mid-year meeting in Rockville MD were approved. (CLOSED)

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5. Treasurer's Report: The Treasurer, CDR Ciorlito was not present so there was no report however the Society does have a substantial baseline. A detailed report will be published in the Society Scope. (CLOSED)

6. Secretary's Report: CDR Wilkerson was not present for the meeting. There is a problem with the database reports so they will have to be rebuilt. A report on the membership composition will be available at the General Business Meeting.

7. New Applicant Review: There are 42 applications for membership in the Society. A motion was made and approved to accept them for membership. (CLOSED)

8. SAFMLS Planning Committee Update: (OPEN, MAJ Viscount)

a. Everything on track, with many people volunteering to assist and fill in as needed.

b. Workshops – No signs for workshops available due to problem with printer. Should be available by Tuesday. There have been several room changes and a list will be provided daily listing changes.

9. Society Scope Update: LtCol Mapp has held position of Editor for 3 years and is looking for someone to take over. Will advertise in the next issue that anyone interested in position should contact LtCol Mapp. (OPEN, LtCol Mapp)

10. Future Meeting Locations: (OPEN, LtCol Livingstone)

a.	2004	Boston, MA	Sheraton
	2005	Jacksonville, FL	Adams Mark
	2006	Reno, NV	Silver Legacy

b. After 2006, LtCol Mapp will be coordinating the sites

c. Both LA and Houston would like to have us back in their cities for future SAFMLS.

11. Old Business:

a. Professional Meeting Planning Organization- (Ref item 10b, minutes from 21 Mar 02) Interest in having exhibits/vendors coordinated and set up by a show management company. Company from VA will do a proposal and a summary report. Idea is to look at contracting the exhibit hall for the Boston meeting. Rule #1 though is that control remains with the Board of Directors. (OPEN, LtCol Livingstone)

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b. On-line Registration – (Ref item 11b, minutes from 21 Mar 02)
There have been a few glitches, mainly was difficult to register for workshops with time conflicts. Goal for next year is to look at allowing multiple registrations from one site whereby one person could register for all at that facility. Responsiveness and flexibility was good. (CLOSED)

c. Member-at-Large role- (Ref item 11d, minutes from 21 Mar 02) (CAPT Fox)
New/expanded role for the Members-at-Large with duties and responsibilities clearly spelled out. A motion was made and approved that a change be made to the by-laws encompassing the expanded role. (CLOSED)

d. CME Credit – (Ref item 11g, minutes from 21 Mar 02) (CDR Fox)
Goal is to award CME credit after the meeting for those who were unable to attend. Software needed to put test on web site, however not sure how to award credit through PACE. Additional information is required and need to get a course and see if is doable. Questions to be answered such as who bears cost, Society or individual, and what are requirements for on-line credit. Deferred until mid-year meeting. (DEFER to Oct 03)

e. Electronic Payments – (Ref item 11g, minutes from 21 Mar 02) (CDR Ciorlorito)
As CDR Ciorlorito was not present, this was not discussed and will be deferred until the mid-year meeting. (DEFER to Oct 03)

f. Professional Photographer – (Ref item 13a, minutes from 18 Oct 02) (LtCol Mapp)
Photos are currently taken by volunteers who enjoy doing this. Will pursue if a professional photographer is reasonable. Will get proposal and present at mid-year meeting. (DEFER to Oct 03)

g. Enlisted Member Status Change – (Ref item 13c, minutes from 18 Oct 02) (CDR Wilkerson) As CDR Wilkerson was not present, this will be deferred until the mid-year meeting. (DEFER to Oct 03)

h. SAFMLS Shirts – (Ref item 13g, minutes from 18 Oct 02) (LCDR Delucia)
Company contacted regarding purchasing shirts. There is a 50-75 shirt minimum with a \$50-\$100 set up fee. Shirts would be \$11-\$12 for a polo shirt. Very labor intensive effort and they may not sell well. A motion was made to not pursue this and close it out. The motion was approved. (CLOSED)

i. New computers for Secretary/Treasurer – (Ref item 13j, minutes from 18 Oct 02) (CAPT Fox) Recommendation was to purchase a new Gateway for both the

Secretary and Treasurer. CAPT Fox will provide the information to the Treasurer and have him buy them. Recommend disposing of the old one by donating to either a school or church. A motion was made and approved to proceed with the purchase. (CLOSED)

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12. New Business:

a. Proposal made to update the software on the registration computer to Word 2000. Cost is about \$100. A motion was made and approved to upgrade. (CLOSED)

b. SAFMLS Coins – New colored coins are available for purchase. COL Novak has 87 of them and they will be \$7. There are also 100 of the classic brass coins available. Will report at Post-conference meeting how sales went. (OPEN, COL Novak)

c. Running for Office – Question regarding whether there is any provision in the by-laws concerning running for another office while currently holding a position. If occurred, member would have to resign one. Result would be either an off cycle election for a 1 year term, or someone would be appointed to complete the vacated term. Further discussion required at mid-year meeting in Oct 03. (DEFER to Oct 03)

d. Wearing of Uniforms – Concern expressed over wearing uniforms in light of world situation and the fact that exhibit hall is across the street. Service consultants will make decision after evaluating how things go on Monday. (INFORMATION ONLY).

e. Gambling – Reminder to all that it is acceptable to walk through the Casino to and from exhibits and workshops, but no stopping to gamble. (INFORMATION ONLY).

14. With no further business to discuss, the meeting was adjourned at 2030.

Respectfully submitted

// Original Signed //

Christine L. Congdon, LCDR, MSC,

Acting Secretary

USN

SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS

2003 SAFMLS GENERAL BUSINESS MEETING

25 Mar 03

Silver Legacy Resort, Reno NV

1. Call to Order: The Society President, LtCol Dale Ferguson called the meeting to order at 0735.

2. Review of Previous Minutes: The minutes from the 2002 Business Meeting were printed in the Society Scope and available on the web site for membership review. The minutes were approved at the Board of Directors Meeting on 23 March 03.

3. Treasurer's Report: LtCol Ferguson presented the Treasurer's report that was provided by CDR Ciorlorito. Info provided was as follows:

Cash balance on 17 Mar 02	\$216,528.39
Cash Receipts from 17 Mar 02 – 18 Mar 03	\$109,819.55
Cash Disbursements from 17 Mar 02 – 18 Mar 03	\$108,984.36
Cash Balance on 18 Mar 03	\$217,363.58

The general balance for the Society has risen to a baseline of approximately \$150K since 2001. Spikes in balance correspond with revenue inflows from vendors in advance of each annual meeting with most disbursements following.

A motion was made and approved to accept the Treasurer's report as is.

4. Secretary's Report: A motion was made to accept the membership report, which was approved. A breakdown of members is as follows:

Army	274	Regular	538
Air Force	247	Associate	51
Navy	88	Applicant	33
DOD Civ	10	Emeritus	11
USPHS	8	Other	4
USAR	3	Total	637
USNR	3		
USAFR	2		
applicants			Statistics do not reflect 42 new
Allied	2		approved at BOD meeting on 23
March 03.			
Total	637		

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2003 SAFMLS GENERAL BUSINESS MEETING

5. New Applicant Review: There were 42 new applicants approved by the Board of Directors at their meeting on 23 March 03. The breakdown was as follows:

USA	20
USAR	4
USAF	9
USAFR	2
USN	4
USNR	1
USPHS	2

6. Society Scope Update: LtCol Mapp announced that he will be transitioning to a new position within the Society and is looking for someone to take over the responsibilities of Editor for the Scope. He requested that anyone interested contact him for additional info.

7. Future Meeting Locations: LtCol Livingstone reported that the locations have been selected for the next three meetings. The locations are as follows:

Boston, MA	Sheraton	22-26 March 04
Jacksonville, FL	Adam's Mark	13-17 March 05
Reno, NV	Silver Legacy	March 06

8. Old Business:

a. By-Laws Change: The Board of Directors, at their 23 Mar meeting approved a change to the By-Laws concerning the role of the Members-at-Large. The following information was added to the duties of the Members-at-Large:

Members-at-Large shall provide at least one article per year per military service branch, supporting the purpose and objectives of the Society, for publication in the Society Scope. Members-at-Large shall engage in active advocacy and recruiting for Society members. Members-at-Large shall provide support to the Annual Meeting as directed by the Planning Committee Chair. Members-at-Large will be the first consideration to fill the Society's Secretary role in the event the Secretary is unable to participate in Society functions (e.g. deployed). This interim appointment will be voted on by the Board of Directors and appointed by the President.

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2003 SAFMLS GENERAL BUSINESS MEETING

9. New Business:

a. Elections: Nominees for SAFMLS officers were posted and the President proposed that uncontested nominees be voted on verbally as a slate. A motion to that effect was recognized and passed. A paper ballot was used to decide the contested position of Navy Member-At-Large. The following members were elected:

President-Elect	Marilyn Brew, LTC, MS, USA
Vice President	Jean Ruddell, Maj, BSC, USAF
Army Member-At-Large	Eva Calero, MAJ, MS, USA
Air Force Member-At-Large	Julie Zwies, Maj, BSC, USAF
Navy Member-At-Large	Felix Alphonso, LCDR, MSC, USN

The President congratulated the new board members and thanked the outgoing members.

b. Logo Contest: The current Society logo has been used since 1971. A recommendation has been made that a new logo be created for the Society. Anyone interested in submitting a design for a new logo should send it to LtCol Mapp and a winner will be chosen from those submitted.

10. The meeting adjourned at 0805.

Respectfully submitted,

// Original Signed //

Christine L. Congdon, LCDR, MSC, USN
Acting Secretary

SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS

2003 POST SAFMLS BOARD OF DIRECTORS MEETING

27 Mar 03

Silver Legacy Resort, Reno NV

1. Call to Order: The meeting was called to order by the acting Society Secretary, LCDR Christine Congdon, at 2000 PST.

2. Members Present:

Members-At-Large:

LTC Danny Deuter, MS, USA

MAJ Martin Tenney, MS, USA

LCDR Christine Congdon, MSC, USN

LCDR Thomas Delucia, MSC, USN

MAJ Carol Walters, BSC, USAF

CAPT Norm Fox, BSC, USAF

LtCol Dale Ferguson, BCS, USAF, Immediate Past-President

LtCol Bailey Mapp, BSC, USAF, Society Scope Editor

LTC A. Chris Whelen, MS, USA, Past-President

Non-Voting Board Members:

LtCol Samuel J. Livingstone, USAF, BSC, Exhibits/Vendors

Col Suellyn Novak, USAF, BSC, Historian

COL Noel Webster, MS, USA, Army Consultant

3. Members Absent:

CDR Mike Finch, MSC, USN, President

LTC Marilyn Brew, MS, USA, President-Elect

MAJ Jean Ruddell, BSC, USAF, Vice-President

CDR Larry Ciororito, MSC, USN, Treasurer

CDR Cindy Wilkerson, MSC, USN, Secretary

CAPT Michael Nowacki, MC, USN, Navy Ex-Officio

CAPT Raymond G. Craigmiles, MSC, USN, Navy Consultant

TSgt Charles A. Lattany III, USAF

4. New Applicant Review: There are 21 applications for membership (9 Air Force and 12 Army). Many applications had information missing so unable to determine if meet qualifications. All 21 applicants were accepted for membership pending clarification by service Members-At-Large that all applicants are fully qualified. The secretary will send out membership certificates to the new members upon notification by Members-at-Large that all qualifications are met. (OPEN, CDR Wilkerson)

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5. Planning Committee: Conference appears to have been a success with no significant problems. Many people helped out at the registration booth this year, which made things much smoother and didn't overwork anyone. Someone has already stepped forward and volunteered to take over the registration desk for next years conference. (CLOSED)

6. Society Scope Update: LtCol Mapp introduced Maj Kevin McNabb who has volunteered to take over as the editor for the Scope. Maj McNabb's appointment as Scope editor is pending approval of the President who was not present. Bailey will do the next issue and Maj McNabb will take over after that. (CLOSED)

7. Old Business:

a. Professional Meeting Planning Organization: LtCol Livingstone has been working with 3 groups from the VA contracting section who are interested in taking over the planning of our meeting. They have been at meeting and are impressed with what they have seen. They will put together a proposal to be presented at our next meeting. Focus is on maintaining integrity of meeting and Board of Directors retaining control. (OPEN, LtCol Livingstone)

b. Coins: There were \$609 worth of coins sold during the meeting. All color coins available were sold. Recommendation made to put an article in the Scope and on the web page regarding ordering coins from Col Novak. (CLOSED)

8. New Business: Ex-Officio members. Concerns expressed over the fact that some ex-officio members are not members of SAFMLS. Recommendation made that the President should suggest that Ex-Officio members be members. President to investigate By-Laws to determine whether all Board members must be current members of SAFMLS. (OPEN, CDR Finch)

9. With no further business, meeting was adjourned at 2040.

Respectfully submitted,

// Original Signed //

USN

CHRISTINE L. CONGDON, LCDR, MSC,
Acting Secretary