

SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS
2004 BOARD OF DIRECTORS MID YEAR MEETING

17 September 2004
Adams Mark Hotel, Jacksonville, FL

1. **Call to Order:** The meeting was called to order by the Society President, LTC Brew, at 0830 EST.

2. **Members Present:**

Officers:

LTC Marilyn Brew, MS, USA, President
CDR Cindy Wilkerson, MSC, USN, Vice-President
CDR Larry Ciorlito, MSC, USN, Treasurer
CDR Chris Congdon, MSC, USN, Secretary

Members-At-Large:

HM1 Antonio Estrada, USN, Navy Enlisted Member-At-Large
Maj Julie Zweis, BSC, USAF, Air Force Member-At-Large (NOTE: via telephone)

Non-Voting Board Members:

LTC Danny Deuter, MS, USA, Historian
Maj Norm Fox, BSC, USAF, President Elect
CDR Mike Finch, MSC, USN, Webmaster (NOTE: via telephone)
LtCol Bailey Mapp, BSC, USAF, Exhibits/Vendors (NOTE: via telephone)
LTC Kevin McNabb, MS, USA, Scope Editor

3. **Members Absent:**

CAPT Brenda Bartley, MSC, USN, Navy Consultant
Col Donna Roncarti, BSC, USAF, Air Force Consultant
COL Noel Webster, MS, USA, Army Consultant
LCDR Mark Crowell, MSC, USN, Navy Member-At-Large
LCDR Felix Alfonso, MSC, USN, Navy Member-At-Large
Eva Callero, MS, USA, Army Member-At-Large
MAJ Michael Miller, MS, USA, Army Member-At-Large
Maj Lucia More, BSC, USAF, Air Force Member-At-Large
Maj Mark Burton, USAF, MC, Air Force Ex-Officio
COL Renata Greenspan, MC, USA, Army Ex-Officio
CDR David Larson, MC, USN, Navy Ex-Officio

4. **Introduction:** The meeting was held at the Adams Mark Hotel, in Jacksonville FL. LTC Brew welcomed everyone to the meeting and introductions were made.

5. **Review of Previous Minutes:** The minutes from the post-meeting were reviewed and approved with one correction. LTC Danny Deuter's rank was wrong. Noted and will be corrected on future minutes. (CLOSED)

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6. **Treasurer's Report:** Cash balance on hand as of 18 February 04 was \$246,050.30. Total cash on hand as of 17 September 04 is \$176,427.56. Recommendation made by Treasurer to not invest money, but leave where it is. A motion was made and approved to accept the Treasurer's report as submitted and not invest the money. (CLOSED)

7. **Secretary's Report:** There are 772 members in the database. Of those, 187 are not current members. Breakdown is as follows:

Air Force: 284 Army: 324 Navy: 102 Civilian: 37 PHS: 9
USAFR: 3 USAR: 5 USNR: 5

Open Board member positions up for election at 2005 annual meeting: President Elect (Navy), Vice-President (Army), Secretary, Treasurer and Member-At-Large for each service. Secretary unable to inactivate people who aren't current in dues. LtCol Mapp to check database and see if he can fix it so database can be updated. (OPEN CDR Congdon)

8. **New Applicant Review:** There are 27 applications for membership. All applicants were accepted for membership. If template can be found, Secretary will send out membership certificates to the new members. A motion was made and approved to accept the Secretary's report. (CLOSED)

9. **Society Scope Update:** Preparation for Scope going well. Preview issue will be sent out 1-2 months prior to meeting. LtCol McNabb trying to get a stockpile of articles from the Members-At-Large. The following information is needed for the Pre-Meeting issue of the Scope: Map of conference rooms and exhibit hall, hotel information, reservation phone #, abstracts for workshops and short topics. (CLOSED)

10. **Future Meeting Locations:** 2005 Jacksonville, FL. 2006 Reno, NV. 2007 Boston, MA. 2008 New Orleans, LA. (OPEN, LtCol Mapp)

11. **SAFMLS 2005 Planning Committee Update:** Things are going well. CDR Wilkerson requested help and has gotten a good response. Teleconferences will start in Oct. General session will be a motivational speaker. LCDR Fahie has lead on this. Trying to get a "joint" person for the Opening ceremonies. (OPEN, CDR Wilkerson)

12. **Old Business:**

a. Electronic Payments- CDR Ciorlito (Ref item 11g, minutes from 21 Mar 02)

A Pay pal account has been setup and the link will be on the website for dues payment for the 2005 meeting. (OPEN, CDR Ciorlito, CDR Finch)

b. Professional Meeting Planning Organization – LtCol Mapp (Ref item 10b, minutes from 21 Mar 02) Four companies were contacted, with 2 responding; STI and Bobrow Event Mgmt. Motion made and approved to drop this idea and maintain planning with SAFMLS members. (CLOSED)

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c. Online CME credit – Maj Fox (Ref item 11g, minutes from 21 Mar 02) It is proving to be technically difficult to make this happen and Maj Fox has been unable to find a course to pilot. Motion made and approved to drop this from further consideration. (CLOSED)

d. Enlisted Member Status Change – CDR Congdon (Ref item 13c, minutes from 18 Oct 02) A letter has been sent to 130 enlisted members asking them to send an updated application/education information to determine if their status has changed and if they are eligible to become regular members. Will review applications once received. (OPEN, CDR Congdon)

e. Poster Submission Process – LTC Brew (Ref item 13a, minutes from 26 Feb 04) COL Boisvert will submit recommendations for poster submission process. LTC Brew to send to BOD via email. (OPEN, LTC Brew)

f. Public Health Service Member-at-Large position – CDR Wilkerson (Ref item 13c, minutes from 26 Feb 04) Decision made to encourage more PHS members to join and become active. By-laws will be checked and recommendation will be made to set a benchmark. Follow up at 2005 BOD Pre-Meeting. (OPEN, CDR Wilkerson)

g. External Storage Devices – CDR Finch (Ref item 13e, minutes from 26 Feb 04) Devices have been purchased. (CLOSED)

h. By-Law Review – LtCol Mapp A small working group, LtCol Bailey Mapp, LTC Danny Deuter and CDR Mike Finch, will prepare a draft of the new By-Laws and send out to all BOD members to review, approximately 90 prior to 2005 meeting. (OPEN, LtCol Mapp)

13. New Business:

a. Annual Meeting Registration – Registration fee will be \$25 for non-members. A motion was made and approved to purchase 2 label printers for the registration booth. A discussion was held as to whether or not to allow new member registration on-site. Final decision will be made at annual meeting once registration booth is set up. (OPEN, Maj Fox)

b. Website Posting of Times & Dates for Abstracts and Posters – A link to this information will be put on the website. (CLOSED)

c. Foreign Membership – A request for membership was received from a Canadian Med Tech. The By-Laws will be reviewed to determine whether foreign membership is addressed. Follow-up at March SAFMLS meeting. (OPEN, LtCol Mapp)

d. Editor-in-Chief of the ASCP publication, LAB MEDICINE – Interested in doing a workshop at annual meeting. Discussed and decision made not to allow this. (CLOSED)

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e. Liability Insurance – Interest in setting up a renewable policy that would be good from year to year. Follow-up at 2005 annual meeting. (OPEN, CDR Ciorlorito)

f. Enlisted Members-At-Large: Proposal made to have enlisted Member-At-Large from each service. By-laws to be reviewed and report given at annual meeting. (OPEN, LtCol Mapp)

14. The meeting was adjourned at 1145.

Respectfully submitted,

//Original Signed//

CHRISTINE L. CONGDON, CDR, MSC, USN
Secretary