

SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS
2005 BOARD OF DIRECTORS MID-YR MEETING

19 September 2005
Silver Legacy Hotel, Reno, NV

1. Call to Order: The President, Maj Norm Fox was delayed in arriving so meeting was called to order by the Society Vice-President, LTC Elaine Perry, at 0827 PST.

2. **Members Present:**

Officers:

LTC Elaine Perry, MS, USA, Vice-President
CDR Chris Congdon, MSC, USN, Secretary
LCDR Brian Ivey, MSC, USN, Treasurer

Members-At-Large:

LTC Michael Lopatka, MS, USA, Army Member-At-Large
Lt Col Lucia More, BSC, USAF, Air Force Member-At-Large
Maj Marybeth Luna, BSC, USAF, Air Force Member-At-Large

Voting Members:

CDR Larry Ciorlorito, MSC, USN, Navy Consultant

Non-Voting Board Members:

CDR Cindy Wilkerson, MSC, USN, President Elect
CDR Mike Finch, MSC, USN, Webmaster
LtCol Bailey Mapp, BSC, USAF, Exhibits/Vendors

Members Absent:

LTC Marilyn Brew, MS, USA, Pas President
Maj Norm Fox, BSC, USAF, President
CAPT Brenda Bartley, MSC, USN, Navy Member-At-Large
COL Noel Webster, MS, USA, Army Consultant
Col Donna Roncarti, BSC, USAF, Air Force Consultant
COL Mark Brissette, MC, USA, Army Ex-Officio
CDR Dave Larson, MC, USN, Navy Ex-Officio
LTC Danny Deuter, MS, USA, Historian
LTC Kevin McNabb, MS, USA, Scope Editor
LTC Brian Kendall, MC, USAF, Air Force Ex-Officio
LCDR Mark Crowell, MSC, USN, Navy Member-At-Large
MAJ Mike Miller, MS, USA, Army Member-At-Large

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3. **Introduction:** The meeting was held at the Silver Legacy Casino/Hotel in Reno NV. LTC Elaine Perry welcomed everyone to the meeting and introductions were made.

4. **Review of Previous Minutes:** The minutes from the Post SAFMLS meeting were previously sent electronically to all members for review. Minutes were approved as written.

5. **Treasurer's Report:** Collected \$131,704.00 from 2005 annual meeting. Total expenses from 2005 meeting were \$138,079.08. Total loss of \$6375.08 for the 2005 meeting in Jacksonville. Total Society funds are \$155,531.55. Audit of records was conducted when Treasurer position was turned over from CDR Ciorlito to LCDR Ivey. See item 11g below for details. Report approved as submitted.

6. **Secretary's Report:** Database to be archived. All members who are not current in dues through 2004 will be archived. Will send list of non-current members to service Members-at-Large prior to archiving. Report approved as submitted.

7. **New Applicant Review:** 8 new applicants were approved for membership. The breakdown was as follows: 4 Army, 2 Navy, and 2 Civilians. Will print out membership certificates for all members who have joined in the last 2 years and send to them.

8. **Society Scope Update:** Editor not present, nothing to report. Deferred to March 06 mtg. Will request update on Lab Medicine connection. (OPEN, LTC McNabb)

9. **Future Meeting Locations:** 2006 Reno, NV. 2007 Boston, MA. 2008 New Orleans, LA. 2009 Reno, NV Contract with GES expires in 2006. Site Coordinator will be interviewing 2 interested companies. Report to be given at March mtg. (OPEN, LtCol Mapp)

10. **SAFMLS 2006 Planning Committee Update:** Email being sent to members of committee from last year as well as new volunteers. (OPEN, LTC Perry)

11. **Old Business:**

a. Electronic Payments- (Ref item 11g, minutes from 21 Mar 02)
CDR Finch recommended that we stick with PayPal and not pursue Go Daddy. Board agreed. (CLOSED)

b. By Law Review – (Ref item 12h, minutes from 17 Sep 04) Few changes recommended regarding Member-at-Large duties and President appointing several positions with BODs approving. Will review at March pre mtg and voted on at Business mtg. (OPEN, LtCol Mapp)

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c. Scope Magazine Cover (Ref item 13b, minutes from 17 Mar 05) – LTC McNabb Scope editor not present so tabled until March meeting. (OPEN, LTC McNabb)

d. Social Coordinator/Director – (Ref item 13c, minutes from 17 Mar 05) – Maj Fox Maj Fox not present so tabled until March meeting. (OPEN, Maj Fox)

e. Members only Night – (Ref item 13e, minutes from 17 Mar 05) – Lt Col Mapp Expensive to hold this event. Lt Col Mapp will see if he can get the vendors to sponsor this at future meetings. If not, board recommends that this not be continued. (OPEN, Lt Col Mapp)

f. Ethernet Card for Secretary Computer – (Ref item 13g, minutes from 17 Mar 05) – CDR Congdon This was completed. Will also set up an email address for secretary on website. (CLOSED)

g. Scholarship – (Ref item 13h, minutes from 17 Mar 05) – CDR Wilkerson Instead of a scholarship, the recommendation was made that there be an enlisted member of the year nominee from each service. Nominees must be members in good standing of SAFMLS and all 3 would be funded by society to attend the annual meeting. Will amend by-laws to reflect this. By-laws to be voted on at annual meeting in March 2006. (OPEN, CDR Wilkerson)

h. Financial Audit – (Ref item 13j, minutes from 17 Mar 05) – CDR Ciorlito An audit of the 2004 and 2005 records was conducted. A few suggestions as to documentation of misc income were made but board felt there were not enough expenses to warrant separating them. Review will be done each year at the Mid-Yr meeting. (CLOSED)

i. Poster Awards – (Ref item 13k, minutes from 17 Mar 05) – LCDR Ivey All awards from 2005 SAFMLS meeting have been mailed to recipients. (CLOSED)

12. New Business:

a. Changing length of annual meeting - Maj Fox
Did not feel meeting should be lengthened at all due to expense that would entail. Recommended that if more time is needed for all the workshops and short topics, the general session should be dropped (CLOSED)

b. Fun run/Walk - LTC Lopatka
Will hold run again at Reno meeting. Pursuing sponsorship at present time. Will put a button on the registration screen on the SAFMLS webpage (CLOSED)

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c. Golfing Event – LTC Lopatka

Some interest expressed regarding holding a Golf event. Not enough time so won't be holding one. (CLOSED)

d. New Orleans Meeting 2008 – LtCol Mapp

Meeting scheduled for New Orleans in 2008. Concern expressed over whether city would be ready for meeting. Should be ok, but if not, will look for alternate site. (CLOSED)

e. SAFMLS Award recommendation write up – MAJ Tenney/CDR Congdon

Awards judging criteria and write up do not match. Awards committee needs to rewrite so they match. (CLOSED)

f. Tri-Service Officer Career Development Workshop – Lt Col More

Several members expressed interest in conducting career development workshop. Determined this was a planning committee function. (CLOSED)

g. Internet Registration – Lt Col Mapp

Need someone to take over this function in near future. Lt Col Mapp will do for one more year and then Maj Norm Fox will take over this function. (CLOSED)

h. Exhibits – Lt Col Mapp

Invitations to exhibitors will be sent out in the next couple weeks. Rees Scientific already committed to Reno meeting. (CLOSED)

i. SAFMLS Program – Lt Col More

Lt Col More has been doing the program and will continue. Recommendation made to add blank pages for note taking. (CLOSED)

j. Personal Behavior – LTC Perry

Exhibit hall located outside hotel. Covers will need to be worn walking back and forth. No gambling allowed in uniform. (CLOSED)

k. Short Topics – CDR Wilkerson

Recommendation made to change times for short topics to 30 mins and 1 hr. Approved by BOD. (CLOSED)

l. Photographer – CDR Finch

Recommendation made to look in to hiring a professional photographer vice members taking photos. Minimum standards will be set and put on website for people interested in taking photos. Follow up will be provided at annual meeting. (OPEN, CDR Finch)

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m. Conduct official business via email

Recommendation made to conduct official business as needed via email or teleconference.
Change will be added to By-Laws for approval at annual meeting. Approved. (CLOSED)

n. Board of Directors Members Email Address – CDR Finch

A generic address for each Board member has been added to the SAFMLS website. (CLOSED)

13. With no further business, the meeting was adjourned at 1121.

Respectfully submitted,

//Original Signed//

CHRISTINE L. CONGDON, CDR, MSC, USN
Secretary