

**SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS
2006 BOARD OF DIRECTORS MID-YR MEETING AGENDA
SHERATON HOTEL, BOSTON, MA
22 SEP 2006**

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

2. Attendance:

Members Present:

Officers:

CDR Cindy Wilkerson, MSC, USN, President
Lt Col Brian Casleton, BSC, USAF, Vice-President
CDR Chris Howe, MSC, USN, Secretary
LCDR Brian Ivey, MSC, USN, Treasurer

Members-At-Large:

Maj Marybeth Luna, BSC, USAF, Member-at-Large
LT Aaron Harding, MSC, USN, Member-at-Large

Voting Members:

CDR Larry Ciorlorito, MSC, USN, Navy Consultant

Non-Voting Members:

CAPT Mike Finch, MSC, USN, Webmaster
LtCol Bailey Mapp, BSC, USAF, Exhibit Coordinator
Maj Norm Fox, BSC, USAF, Past-President
Cpt Jeannette Watterson, BSC, USAF, Scope Editor

Members Absent:

CAPT Brenda Bartley, MSC, USN, Member-at-Large
COL Mark Brissette, MC, USA, Ex-Officio
CDR Dave Larson, MC, USN, Ex-Officio
COL Paul Barnicott, BSC, USAF, Consultant
COL Noel Webster, MS, USA, Consultant
LTC Danny Deuter, MS, USA, Historian
LtCol Brian Kendall, MC, USAF, Ex-Officio
LTC Kevin McNabb, MS, USA, President-Elect
LTC Mike Lopatka, MS, USA, Member-at-Large
MAJ Paul Mann, MS, USA, Member-at-Large
Maj Rich Schoske, BSC, USAF, Member-at-Large
SFC Nathan Bonds, USAF, Member-at-Large

3. Introductions: All members present introduced themselves by name and position.

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4. Minutes of the Previous Meeting – CDR Howe

The minutes from the Post SAFMLS Board of Directors meeting were sent to all members electronically for review prior to the meeting. Minutes were approved as written.

5. Treasurer's Report – LCDR Ivey

Financial info from annual meeting in Reno was provided. Beginning checking account balance on 4/1/05 was \$19,269.00. Total revenue from meeting was \$146,552.59. Total expenses were \$125,154.32. Money Market account value is \$139,353.40. Total assets as of 9/21/06 are \$169,329.98. An audit of the books will be done at the annual meeting in Boston. Report was approved as submitted. Recommendation made to add Secretary as second signer on account since this person processes all incoming dues payments and is a 3 year position with the Treasurer. Approved by BOD.

6. Secretary's Report – CDR Howe

There were a total of 551 attendees at the 2006 annual meeting in Reno, broken down as follows:

	Air Force	Army	Navy
Off	187	78	24
Enl	129	75	5
Civ	21	19	13

Currently there are 722 total members in SAFMLS. The breakdown is as follows:

Army-317	PHS-9
Air Force-256	Reserves (3 each service)-9
Navy-106	
Civilian-24	

Of the total members, 303 are delinquent in their dues for 2005. A past dues list was sent to the Members-At-Large to disseminate to all members encouraging them to bring their dues current or face being dropped from the roles. Anyone who has not paid their 2005 dues by the end of the year will be archived and dropped from the roles.

7. New Applicant Review – CDR Howe

Six (6) new applications were reviewed and accepted for membership. New members approved were: 1LT David Annan (USA), CPT Richard Roucault (USA), ENS Linda Gallus (USN), 2Lt Sherry Glenn (USAF), LCDR Steven Higgins (PHS) and CPT Vanessa Melanson (USA).

8. Future Meeting Locations – LtCol Mapp

The contract for the 2008 meeting in New Orleans will be validated in Oct. The last contract already negotiated is the 2009 contract for Reno. Will be looking for places for meeting for the years following that. Town & Country in San Diego as well as a hotel in Denver are very interested.

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9. SAFMLS 2007 Planning Committee – LtCol Casleton

Planning committee list has been compiled and there are a few holes still needing to be filled. The following are some specifics needing action:

Proctors needed for each short topic room; Label printers need to be replaced (approved by BOD); Info will be placed in registration packets regarding healthcare services during SAFMLS. All three (3) service Surgeon Generals will be attending and speaking during the opening ceremonies. Boston Sheraton has again set aside free gym access to SAFMLS attendees.

10. OLD BUSINESS:

a. Scope Magazine Cover – (Ref item 13b, minutes from 17 Mar 05) – LTC McNabb
LTC McNabb not present so tabled until March Meeting in Boston (OPEN, LTC McNabb)

b. Social Coordinator/Director – (Ref item 13c, minutes from 17 Mar 05) – Maj Fox
Recommendation made at previous meeting to have social coordinator to organize nightly social gatherings at local establishments. Board decided to add to planning committee and designate someone to do this. (CLOSED)

c. Photographer- (Ref item, 13l, minutes from 19 Sep 05) – LTC McNabb & CDR Finch
Photos from the Reno meeting were excellent. Recommendation made that we keep the same 2 photographers for the Boston meeting. HM2 Nelmes is now retired, but would be hired to work with Photographer from San Diego. Suggestion made that Historian keep the CDs with the photos from the meetings. Approved by board. (CLOSED)

d. Election of Officers – CDR Howe
The following positions are up for election at the 2007 meeting in Boston:
President Elect (AF), Vice-President (Navy), Treasurer, Member-at-Large from each service and Enlisted Member-at-Large. Bio, electronic photo and letter of intent needed from each candidate running for election.

e. Member Survey – (Ref item, 12b, minutes from 30 Mar 06) – CDR Wilkerson
Vice-President does a post meeting member survey to obtain feedback to improve future meetings. CDR Wilkerson will work with CAPT Finch to get this post Reno SAFMLS survey on the website. (OPEN, CDR Wilkerson)

11. NEW BUSINESS:

a. Military Vaccine Agency – CDR Wilkerson
Organization is interested in participating at SAFMLS. Would like a booth and to conduct a workshop. LTC Mapp will contact them regarding a booth. (CLOSED)

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b. Plaques for Outgoing Members – Maj Fox

Plaques have been done and will be sent to last years outgoing Board members. Maj Fox will coordinate the selection of the past presidents award for the Boston meeting. (CLOSED)

c. Best of Boston – CDR Wilkerson/LtCol Mapp

Planning organization interested in helping with SAFMLS. They can provide a tour of Boston for SAFMLS members if interested. Info will be put on the website. (CLOSED)

d. Fun Run – LTC Lopatka

LT Harding is working with LTC Lopatka to coordinate the fun run. (OPEN, LTC Lopatka)

e. Mailing Labels – CDR Howe

Secretary will work with LtCol Mapp to modify mailing labels so that dues expiration show up on the mailing label so all members will know their dues status when they receive their Scope magazine. (OPEN, CDR Howe)

12. Meeting Adjourned: The meeting was adjourned at 0945. The President, Exhibit Coordinator and Vice President to tour hotel facilities and convention center in the afternoon.

Respectfully Submitted,

// Original Signed //

Christine L. Howe, CDR, MSC, USN
Secretary