

SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS
2008-2009 BOARD OF DIRECTORS MID YEAR AGENDA
RENO, NV SILVER LEGACY
16 SEP 2008

1. Call to Order: The meeting was called to order by the Society President, Lt Col Brian Casleton at 0805 PST.

2. **Members Present:**

Officers:

LtCol Brian Casleton, BSC, USAF, President
LTC Michael Lopatka, MS, USA, Vice President
LT Adrian Gaskin, MSC, USN, Secretary
Maj Marybeth Luna, BSC, USAF, Treasurer

Members-At-Large:

LCDR Debra Baker, MSC, USN, Navy Member-At-Large
Capt Denise Lennon, BSC, USAF, Air Force Member-At-Large
CPT Gerald Kellar, MS, USA, Army Member-At-Large
Capt Kathryn Shaw, BSC, USAF, Air Force Member-At-Large

Voting Members:

CDR Larry Ciorlorito, MSC, USN, Ex-Officio

Non-Voting Board Members:

LTC Danny Deuter, MS, USA, Historian
CAPT Mike Finch, MSC, USN, Webmaster
LCDR Aaron Harding, MSC, USN, Pace Coordinator
CAPT Christine Howe, MSC, USN, President Elect
LTC Donald Taillon, MC, USA, Army Ex-Officio
Maj Jeannette Watterson, BSC, USAF, Conference Director/Site Selection

Members Absent:

MSgt David Beacham, USAF, Enlisted Member-At-Large
COL William Boisvert, MS, USA, Consultant
COL Mark Brissette, MC, USA, Army Ex-Officio
LT Leslie Councilor, MSC, USN, Navy Member-At-Large
LTC Brian Kendall, MC, USAF, Air Force Ex-Officio
CDR Dave Larson, MC, USN, Navy Pathology Ex-Officio
MAJ James Lee, MS, USA, Army Member-At-Large
LTC Kevin McNabb, MS, USA, Past-President
LtCol Dale Selby, BSC, USAF, Air Force Pathology Ex-Officio
Lt Col Richard Schoske, BSC, USAF, Pace Coordinator
Col Steven A. Wilson, BSC, USAF, Consultant

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3. **Introduction:** The meeting was held at the Silver Legacy in Reno, NV. LtCol Brian Casleton welcomed everyone to the meeting and introductions were made.
4. **Review of Previous Minutes:** The minutes from the Post SAFMLS Board of Directors meeting was sent to all members electronically for review following the post meeting. Minutes were approved.
5. **Treasurer's Report:** The account has \$28,583.62 plus \$116,500.42 in the money market account. Report was approved.
6. **Secretary's Report:** A past dues list will be sent to the Members-At-Large to encourage members to pay up or face being dropped from the roles. Report was approved.
7. **New Applicant Review:** 8 membership applications were reviewed. The breakdown is as follows:
 - PHS – 1, Air Force – 2, Navy – 1, Army – 3, Civilian – 1
(Officers – 4, Enlisted – 3, Civilians – 1)

Seven applications met the criteria and were accepted for membership. The eighth applicant did not appear to have a DoD affiliation; more information from the applicant is needed and will be discussed at the next BOD meeting. Certificates and coins will be sent to all of the new members.

8. **SAFMLS 2009 Planning Committee:**

- a. Most assignments are already nailed down and will begin audio conferences by the end of October. An e-mail will be sent to the planning committee members with the first audio conference information.
- b. Applications for the vacant Board of Director positions are due to the Secretary by 31 Dec 2008. Vacant positions includes: Vice President (Air Force); President Elect (Army); Member-at-Large (1 for each service); and Enlisted Member-at-Large (any service).
- c. Award application deadline is 31 Dec 2008.
- d. Workshops/Short Topics: Submission deadlines is 31 Dec 08. New forms will be posted on the website and print the next Scope publication.
- e. Registration Desk Issues: Annual membership dues will be collected in separate line by the secretary.

(OPEN, LTC Lopatka)

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9. **Society Scope Update:** The awards information and workshops/short topics will be updated and published in the Scope. Applications for the vacant Board of Director positions are due 31 Dec 08. The vacant positions are Vice President (Air Force), President Elect (Army), Member-at-Large (one for each service), and Enlisted Member-at-Large (any service).

(CLOSED, Maj Watterson)

10. **Old Business:**

a. Membership for Vendors – Discussion regarding allowing vendors to become SAFMLS members. Motion was denied. The Board approved to allow vendors to subscribe to the SCOPE publication for a fee of \$30. The subscription fee currently listed on the SCOPE magazine states \$30.

(CLOSED, Maj Watterson)

b. Coins – The Society has approximately 180 coins left. Motion was presented to sell the remaining coins, solicit new designs in the SCOPE for the back of the coin, and offer a \$50 Visa gift card to the winner. New coins will be made available and sold at the 2010 annual meeting. The Board discussed changing the coin every three years. The Board approved the motion.

(CLOSED, LtCol Casleton)

c. Registration Fees (\$25) – A suggestion was made to charge a \$25 registration fee to each member and non-member at the annual meeting beginning in 2009. By-Laws do not specify that a registration fee can not be charged. The Board approved a \$20 registration fee effective 2009.

(CLOSED, LtCol Casleton)

d. Increase Annual Membership Dues – A motion was made to increase the annual membership dues. The initial proposal was to increase the fee to \$25. After discussion, a motion was made to charge \$20 instead for ease of collecting the money and making change. The Board approved increasing the annual dues to \$20 beginning with 2009 membership dues.

(CLOSED, LtCol Casleton)

d. Future Venues – 2010 – San Diego; 2011 – New Orleans. The following cities were mentioned as possible sites: Spokane, Boston, Nashville, St. Louis, Las Vegas, Portland, and Memphis. Maj Watterson will investigate these potential sites. A suggestion was made to push the meeting to late March or April if it is held in Boston. A suggestion was also made to return to Reno for future meetings due to the improved air quality; Reno will be discussed at the next annual meeting to ensure that the air quality continues to improve. In addition, a suggestion was made to post a copy of the new Nevada Clean Air Act on the website and in the SCOPE publication.

(OPEN, Maj Watterson)

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11. NEW BUSINESS:

a. Treasurer's Audit – Maj Luna forward a copy of the most recent audit to the Board via e-mail. The audit report was approved. The next audit will be conducted at the meeting in Reno.
(CLOSED, Maj Luna)

b. Banking Institution – Maj Luna discussed changed banking institutions from the Armed Forces. She will investigate USAA and Pentagon as potential facilities and report at the next meeting.

(OPEN, Maj Luna)

c. Authorized Account Signers – At this time Maj Luna is the only board member authorized signer. A suggestion was made to have the President, Vice President, and Secretary authorized signers; the motion was approved. New signature forms will be available at the next meeting for all positions above to sign. The signature form will need to be signed each year at the Post Board of Directors meeting.

(OPEN, Maj Luna)

d. Short Topics Workshops – During the planning stage for last year's meeting, obtaining the short topics was slow coming. A suggestion was made to advertise for topics in the summer edition of the SCOPE.

(CLOSED, LCDR Harding)

e. New Donor Recruiter – A suggestion was made to add workshops geared towards the Donor Recruiters since all positions will be converted to GS positions.

(OPEN, LCDR Harding)

f. Vendor Short Topic Workshop – A motion was made and approved to allow vendors to present short topic workshops. The Board stipulated that the workshop slots would be open to all vendors and that the vendor's presentation may not be an advertisement and must be technical or theory educationally based.

(CLOSED)

g. CLMA Partnership – CLMA submitted a request to the Society to partner our annual meeting with their conference. It was mentioned that this topic has been discussed in the past. Board felt that CLMA wanted to join our annual meeting because their membership is down and wants to promote their organization.

(OPEN)

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11. **NEW BUSINESS: (cont.)**

h. Vendor Bags – Vendors would like to distribute gifts to members at registration. Discussion was made concerning how vendors could get the bags to participants. The Board voted and approved that we would provide a table near the registration booth for the vendor. However, the vendor would have to provide a person to hand out the gift bags.

(CLOSED)

i. Poster Submission – Discussion occurred concerning the primary author of a poster submission. The primary author must be a current member in order for the poster to be judged. However, the primary author does not need to be present for the judging, but must have a representative at the meeting. The number of posters that a primary author can submit will depend on the size of the meeting location and space accommodations. This topic was approved by the Board.

(CLOSED)

j. PACE – LCDR Harding made a suggestion to include CEU articles and questions in the SCOPE publication. Dr. Taillon suggested having CME credits for the providers. He will contact PACE to determine specific requirements.

(OPEN, LCDR Harding)

k. Presentation Standardization – LCDR Harding proposed standardizing the requirements for workshop and short topic presentations. He will work with the coordinators of each to help improve the system.

(OPEN, LCDR Harding)

12. With no further business, the meeting was adjourned at 1030.

Respectfully submitted,

// Original Signed //

ADRIAN D. GASKIN, LT, MSC, USN
Secretary