

**SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS
2010-2011 BOARD OF DIRECTORS MID-YEAR AGENDA
NEW ORLEANS, LA -- HILTON NEW ORLEANS HOTEL RIVERSIDE
23 SEP 2010**

1. Call to Order: The meeting was called to order by the Society President, COL Helen Viscount at 0805 CST.

2. Members Present:

Officers:

COL Helen Viscount, MS, USA, President
LCDR Aaron Harding, MSC, USN, Vice President
Maj Denise Lennon, BSC, USAF, Treasurer

Members-At-Large:

MAJ James Lee, MS, USA, Army Member-at-Large
CPT Ann Sterling, MS, USA, Army Member-at-Large
Maj Shane Hendricks, BSC, USAF, Air Force Member-at-Large
LCDR Arlene Lopez, MSC, USN, Navy Member-at-Large
SGM Jeffrey Lavender, USA, Enlisted Member-at-Large

Non-Voting Board Members:

COL Danny Deuter, MS, USA, Historian & Army Medical Technology Ex-Officio
CAPT Mike Finch, MSC, USN, Webmaster
CAPT Christine Howe, MSC, USN, Past President
CDR Cindy Wilkerson, MSC, USN, Navy Medical Technology Ex Officio
Maj Jeannette Watterson, BSC, USAF, Conference Director/Site Selection
Maj Marybeth Luna, BSC, USAF, President Elect

Members Absent:

COL Barbara Crothers, MC, USA, Army Consultant
Col Joseph Pelletier, MC, USAF, Air Force Consultant
CDR Patrick Lawson, MC, USN, Navy Consultant
Col John Hickman, BSC, USAF, Air Force Consultant
LCDR Sharon West, MSC, USN, Navy Member-at Large
Capt Donna Fox, BSC, USAF, Air Force Member-at-Large
MAJ James Lee, MS, USA, Pace Coordinator
LtCol Richard Schoske, BSC, USAF, Pace Coordinator
LTC Paul Mann, MS, USA, SCOPE Editor
LCDR Adrian Gaskin, MSC, USN, Secretary

3. Introductions: The meeting was held at the Hilton Riverside in New Orleans, LA. COL Viscount welcomed everyone to the meeting and introductions were made.

4. Minutes of the Previous Meeting – Pre, Annual and Post -SAFMLS Board of Directors meeting and Business Meeting minutes were sent electronically to all members for review.

Minutes were approved.

(Closed)

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5. Treasurer's Report: The account has a total of \$126,184.99. The breakdown is as follows:
Money Market -- \$38, 115.50
Checking -- \$88,069.49.

Consider exploring the option of changing to another banking institution. Other banks to consider include Chase and Citibank. Report was approved.

(Open-Banking, Maj Lennon)

6. Secretary's Report: The annual membership status was not provided.

7. New Applicant Review: Information was provided by LCDR Gaskin. Six membership applications were reviewed. The breakdown is as follows: Army – 2, Army Reserve – 1, Air Force – 3, Navy – 0, PHS – 1, and Civilian – 0; (Officers–4, Enlisted–2, Civilians–0). All applicants meet the membership criteria.

New members for consideration are:

Capt T Warren Conrow (USAF)	2LT Joshua Pete (USAR)
1Lt Ryan Garrison (USAF)	SSG Decole Russell (USA)
LCDR Cara Nichols (PHS)	SSgt Jonathan Shields (USAF)
CPT Douglas Cline (USA)	

Candidates were approved by the Board for membership.

(Closed)

8. 2010 SAFMLS Planning Committee:

a. Possible Keynote Speakers (2011):

- Oliver North--\$3K — have to see if he's available
- Colin Powell--\$15K but negotiable — have to see if he's available
- MG Rubenstein — coming for sure. Have MG Rubenstein introduce Gen Powell
- Gen Norman Schwartzkopf

b. Pre-Mtg Dinner/BOD Mtg Lunch/Post-Mtg Dinner: TBD

c. COL Viscount will invite the NOLA mayor and ask the city mayor to make opening speech following the service songs.

d. LCDR Harding reviewed volunteer list for planning committee. Most members will repeat duties this year. The Planning Telecons will begin in December.

e. Call for workshops will go out soon. Deadlines will be in Dec. Pay attention to topics, so that there are not too many of the same type or heading.

f. Fun Run: The POC is LTC Paul Mann

g. Food at break-out sessions: POC is CPT Ann Sterling. CPT Sterling is trying to get vendors to pay for breakfast.

h. Vendor Bingo Proposal: vendors may pay extra money to participate. Attendees have to go to each vendor to get a stamp from vendor on game card. Vendors donate door prizes. If

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attendees get all stamps on the card, they are eligible to win prizes. Attendees have to be present to win. Prize value is ~\$50.00 door prize. Offer this game to vendors. The first 25 vendors to respond will be allowed to play in vendor bingo. The POC is LCDR Arlene Lopez.

i. PACE credits for Vendors and Posters: Would it be possible to award PACE credits for seeing/reading posters? Proposal #1: write x number of questions. Have attendees answer questions. Attendees would have to read the posters to answer the questions. If it took attendees an hour to read poster and answer the questions, then he/she would be awarded 1 hour of PACE credit. Proposal #2: vendors: what's the new technology of the 10 vendors? Have attendees visit each vendor to answer this question, then award them x hours of PACE credit. This may require an additional person to work the PACE committee. Maj Lennon will find someone to assist in checking the answers.

j. Vendors' Guests: local guests will be allowed to come to the vendor exhibits only. They will be issued exhibitor's badges.

(Open, LCDR Harding)

9. OLD BUSINESS:

a. Treasurer's Audit – An audit was conducted; only one issue to reconcile. Check was missing—found it. The issue was resolved at last meeting. **(Closed)**

b. A motion was brought to the member to have posters labeled as “member” or “non-member” for ease of judging. Authors must also adhere to the poster size that is listed on the form. Motion was APPROVED. COL Kevin McNabb is the Point of Contact. COL McNabb will ensure that posters say "Member" or “Non-member”. Additionally, COL McNabb needs to ensure that posters meet required poster size. **(Open, LCDR Harding)**

c. At the 2010 Post-Meeting it was brought to the BOD attention that the 2011 Annual Meeting is scheduled for 6-11 March 2011 in New Orleans. This date (6-11 March 2011) coincides with Mardi Gras. Maj Watterson contacted the hotel and was able to change the meeting dates to 28 Mar – 31 Mar 10. **(Closed)**

d. Registration Fees – A motion was brought to change the amount of registration for members (in good standing/current on dues) vs. non-members and on-line registration vs. on-site registration. Proposal was to charge higher fees for on-site and non-members by doubling the fees as written below:

Member:	On-line Registration - \$45	On-site Registration - \$80
Non-Members:	On-line Registration - \$85	On-site Registration - \$120

An increase to the registration fees was approved. **(Closed)**

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10. NEW BUSINESS:

a. Online Registration – CAPT Finch

- 1) GOAL: Try to move registration process to our website. It costs \$3K to run coding from website vendor. We'll pay civilian organization to write the code that the Air Force is doing for free. There's a possibility that CAPT Finch can contact Air Force and have them teach him how to do this code.
- 2) From Jeannette/Aaron: we'd like to see vendors have a bar code scan capability. Vendors need to collect attendees' demographics when they arrive on-site or register online. Also, we need to put barcodes on badges. This won't cost anything. Vendors will pay for scanners. We can use scanners to track attendees. We're looking at civilian online registration companies. The cost is \$5.00 per attendee. The cost can be included in the conference fee. The BOD asked if the civilian online registration company could include a post-meeting survey in the program.
- 3) CVENT is what the American Medical Technology is using. SGM Lavender will follow-up and provide information.

(OPEN, CAPT Finch)

b. Development of a post-meeting survey for attendees

- 1) Note: Army central funding requires feedback from conferences. SGM Lavender will create the survey and deploy at the Annual Meeting.

(Open, SGM Lavender)

c. Lead retrieval – BAR CODING ATTENDEES--Maj Watterson. BOD approved.

(Closed)

d. Vice President Elect: LCDR Harding suggested that a new officer, the Vice President-elect, should be involved in the BOD before taking the position. This practical experience is crucial to knowing how to run the planning committee and know the history of the SAFMLS. The process to add this proposal in the By-Laws is:

- 1) Motion to modify the by-laws to add VP-Elect.
- 2) Put proposal in the next Scope.
- 3) Present this to the SAFMLS members at the business meeting.
- 4) Have members vote this move at the Business Meeting.
- 5) Publicize the nominees.
- 6) Vote on the VP at the business meeting (Air Force has the 2012 VP position). VP-Elect will be active in 2012.
- 7) MOTION APPROVED. COL Deuter will write by-law change.

(Closed)

e. Proposal to purchase new laptops was approved. New laptops must have CD-ROM. One member stated that if we spend more than \$500 on computer, then we're paying for too much. The computer must have MS 2010, MS WORD, MS Excel, Quicken and extended warranty.

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- f. Report of expenditures from last annual meeting: expenditures were sent to the BOD by LCDR Gaskin. (Open, LCDR Gaskin)
- g. Proposed Guest speaker for 2012 is Dr. Brad Nieder. He speaks about leadership through comedy. Approved by BOD. Theme for next year's meeting: "Leadership, Education and Collaboration." (Closed)
- h. Need historic information and documents from past annual meetings (LA – JAX). Maj Luna has all the documents and will forward to the Historian. (Open, Maj Luna)
- i. Proposal: add another day (Friday) to focus on service-specific leadership, fundamental training for junior officers, etc. Proposed start: 2012 meeting. Talk about this at the 2011 post-meeting. (Open, CDR Wilkerson)
- j. Future Meeting Site – The Gaylord Convention Center in Washington, DC was suggested as a possible site for an Annual Meeting. The information will be forwarded to Maj Watterson for investigation. Other proposed sites are:
- 1) RIVERSIDE, CA: convention center sent a proposal but the convention center is supported by three different hotels. The BOD **rejected** this proposal.
 - 2) GAYLORD (WASHINGTON, DC): advantage is that it honors the government per diem and there are lots of restaurants. The disadvantage is that it's in an inconvenient location and there's no Metro access.
 - 3) ATLANTA: possible site
 - 4) INDIANAPOLIS: it's not a major airline hub. Therefore, airfare could be expensive.
 - 5) DENVER
 - 6) TAMPA
 - 7) ORLANDO (DISNEY)
 - 8) MIAMI (INTERCONTINENTAL): SGM Lavender will research this. (OPEN, Maj Watterson)
- k. Credit Card Payment Option – Some vendors have voiced concerns that it is difficult for the company to pay the booth fees by check and have asked if a credit card payment can become an option. A motion was presented and **approved** to have a PayPal link located on the "Vendor" page as an option for vendor payments. CAPT Finch will follow-up. We can consider raising our vendor fees to accommodate the PayPal fees. Table this discussion until next BOD meeting. (OPEN, CAPT Finch)

11. The meeting was adjourned at 1100.

Respectfully submitted,

// Original Signed //
Adrian D. Gaskin, LCDR, MSC, USN
Secretary