

**SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS
2010 BOARD OF DIRECTORS PRE-MEETING MINUTES
SAN DIEGO, CA TOWN & COUNTRY INN
22 MAR 2010**

1. Called to Order by Society President CAPT Christine Howe at 1706.

2. Members Present:

Officers:

CAPT Christine Howe, MSC, USN, President
LtCol Lucia More, BSC, USAF, Vice President
Maj Marybeth Luna, BSC, USAF, Treasurer
LCDR Adrian Gaskin, MSC, USN, Secretary

Members-At-Large:

MAJ James Lee, MS, USA, Army Member-at-Large
CPT Ann Sterling, MS, USA, Army Member-at-Large
Maj Kathryn Shaw, BSC, USAF, Air Force Member-at-Large
SGM Jeffrey Lavender, USA, Enlisted Member-At-Large

Voting Members:

Col Steven A. Wilson, BSC, USAF, Air Force Ex-Officio
CDR Cindy Wilkerson, MSC, USN, Navy Ex-Officio
LTC Donald Taillon, MC, USA, Army Pathology Ex-Officio

Non-Voting Board Members:

COL Danny Deuter, MS, USA, Historian
CAPT Mike Finch, MSC, USN, Webmaster
Maj Jeannette Watterson, BSC, USAF, Conference Director/Site Selection
Col John Hickman, BSC, USAF, Incoming Air Force Ex-Officio
LtCol Bailey Mapp, BSC, USAF
LtCol Richard Schoske, BSC, USAF, PACE Coordinator
LTC Paul Mann, MS, USA, SCOPE Coordinator

Members Absent:

COL William Boisvert, MS, USA, Army Ex-Officio
LCDR Sharon West, MSC, USN, Navy Member-at Large
LT Leslie Councilor, MSC, USN, Navy Member-at-Large
Capt Donna Fox, BSC, USAF, Air Force Member-at-Large
LCDR Aaron Harding, MSC, USN, Pace Coordinator
LTC Helen Viscount, MS, USA, President Elect
CDR Patrick Lawson, MC, USN, Navy Pathology Ex-Officio
LtCol Dale Selby, BSC, USAF, Air Force Pathology Ex-Officio
LtCol Brian Casleton, BSC, USAF, Past-President

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3. Introductions: CAPT Howe welcomed everyone to the meeting and introductions were made.

4. Review of Previous Minutes: The minutes from the Mid-Year SAFMLS Board of Directors meeting was sent to all members electronically for review. No additional corrections were needed. Minutes were approved.

5. Treasurer's Report: The account has total of \$232,853.32 (Checking -- \$194,892.18 and Money Market -- \$37,961.14). CAPT Howe was given the Visa Gift Cards for the design winners of the 2010 SAFMLS coin. Report was approved.

6. Secretary's Report: LCDR Gaskin

a. Total members: 662; the breakdown is as follows:

Members in good standing: 384

Members not in good standing (dues in arrears): 278

| | Officers | Enlisted | Civilian | New Applicants | Total |
|-----------|-----------------|-----------------|-----------------|-----------------------|--------------|
| Army | 216 | 62 | | 43 | 298 |
| Air Force | 147 | 35 | | 14 | 193 |
| Navy | 66 | 18 | | 10 | 88 |
| PHS | 10 | | | 1 | 9 |
| Civilian | | | 27 | | 33 |
| | 439 | 115 | 27 | 81 | 662 |

b. The following BOD positions will be vacated; nominations have been received for each position:

- President-Elect (AF): Lt Col Julie Zwies
Maj Marybeth Luna
- Vice President (Navy): LCDR Aaron Harding
- Treasurer (any service): Maj Denise Lennon (AF)
- Army Member-at-Large: CPT Vanessa Melanson
- Air Force Member-at-Large: Maj Shane Hendricks
Capt Julie Kena
Capt James Brian Clark
- Navy Member-at-Large: LCDR Arlene Lopez
LCDR Lorena Griffin

c. Secretary's report was approved.

7. New Applicant Review – 81 membership applications were reviewed. The breakdown and names are as follows: Army – 43, Air Force – 14, Navy – 10, PHS – 1; Civilian – 13. All applicants were approved as New Members.

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8. SAFMLS 2010 Planning Committee: All is going well. Additional badges had to be purchase due to large number of attendees.

9. Society Scope Update: The printing company that prints the publication has merged. Only half of the copies were printed and mailed to members. LTC Mann is investigating the issue and will ensure all members received a copy. A recommendation was made to change printing companies if a printed publication is required. A motion was brought to the BOD to discontinue the hard-copy publication. A vote will be made at the Annual Business Meeting for members to decide.

10. OLD BUSINESS:

- a. Membership for Vendors – Vendors will not be allowed membership, unless the individual employee meets the current membership requirements listed in the By-Laws. (CLOSED)
- b. Writer’s Award - LTC Mann recommended an Officer and Enlisted “Writer’s” award for the best article published in the Summer, Winter, and Spring SCOPE issues. This award will be presented at the Annual Award’s Breakfast. The judging will be performed in the same manner as the current award process. The Sponsor for these awards is AMT. (CLOSED)
- c. Allowing Non-DoD personnel at 2010 Annual Meeting - Non-DoD personnel were allowed to participate at the 2010 Annual Meeting; however, the personnel were invited as vendor guests. Vendors were to submit a list Maj Watterson two weeks prior to meeting. In order to allow non-DoD personnel to attend the Workshops or Short Topics lectures at future meeting, Col Wilson will discuss issue with JAG official to ensure admission does not violate the Charter. (OPEN, Col Wilson)

11. NEW BUSINESS:

- a. Treasurer’s Audit – CDR Wilkerson and MAJ Lee will perform the annual audit of the treasurer’s records. (OPEN, Maj Luna)
- b. The Treasurer made a motion to move SAFMLS account from Armed Forces Bank to USAA. Armed Forces Bank requires that all checks be mailed in, while USAA will accept scanned checks and will money will post to account faster. BOD approved USAA as the new banking institution. (CLOSED)
- c. New Computers – A motion was made to replace the computers used by the treasurer and secretary. The BOD approved the purchase of two computers and Quicken software not to exceed \$1500 total amount. The purchase will be made after the all bills have been cleared, but by the Mid-Year meeting (CLOSED)

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11. NEW BUSINESS: (cont.)

- d. Registration (On-Line) – For the past few meetings, there has been significant issues with the On-line registration set-up and implementation with Gunther. A motion was issued to house the “On-line” registration on the SAFMLS website. Motion was approved. CAPT Finch will coordinate the move and implementation. (CLOSED)
- e. 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. (OPEN, Maj Watterson)
- f. 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 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. (OPEN, CAPT Finch)
- g. Member Contact by Vendors – An e-mail was received and forwarded to the Board that addressed concerns with receiving unsolicited messages from vendors at the Annual Meeting. This concern has been discussed by the Board and decided that a list of attendees would continue to be provided to the vendors. One of the reasons that vendors support the Annual Meeting is to make contact with potential customers. (CLOSED)
- h. President’s Reception Crowd Control – The reception is for members in good standing as of 04 Jan 2010. The Board is aware that members not in good standing and non-members will go to the reception. The Board decided that no one will stand at the door to check member status or turn anyone away. However, members in good standing will get two free drink tickets. (CLOSED)

12. With no further business, the meeting was adjourned at 1805.

Respectfully submitted,

// Original Signed //

ADRIAN D. GASKIN, LCDR, MSC, USN
Secretary