

**SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS  
2011 BOARD OF DIRECTORS PRE-MEETING MINUTES  
NEW ORLEANS, LA, HILTON RIVERSIDE  
31 MAR 2011**

1. Called to Order by Society President Maj Marybeth Luna at 1752.

**2. Attendance**

Officers:

Maj Marybeth Luna, USAF, BSC, President  
MAJ James E. Lee, MS, USA, Vice President  
LCDR Stacie Milavec, MSC, USN, Secretary

Members-At-Large:

LCDR Corey Jenkins, MSC, USN, Navy Member-at-Large  
Maj Shane Hendricks, USAF, BSC, Air Force Member-at-Large  
CPT Vanessa Melanson, MS, USA, Army Member-at-Large  
CPT Jennifer Evans, MSC, USA, Army Member-at-Large  
SGM Jesus Perez, USA, Enlisted Member-at-Large

Voting Members:

Col John Hickman, USAF, BSC, Air Force Ex-Officio/Consultant  
Col Bailey Mapp, USAF, BSC, Air Force Ex-Officio/Consultant  
COL Danny Deuter, MS, USA, Army Ex-Officio/Consultant  
CDR Cindy Wilkerson, MSC, USN, Ex-Officio/Consultant  
Col Joseph Pelletier, USAF, MC, Air Force Pathology Ex-Officio  
COL Donald Taillon, MC, USA, Army Pathology Ex-Officio

Non-Voting Board Members:

CAPT Mike Finch, MSC, USN, Webmaster  
COL Kevin McNabb, MS, USA, Historian  
Maj Jeannette Watterson, USAF, BSC, Conference Director/Site Selection  
LTC Paul Mann, MS, USA, SCOPE  
LtCol Richard Schoske, USAF, BSC, P.A.C.E. Coordinator  
LCDR Aaron Harding, MSC, USN, President-Elect  
COL Helen Viscount, MS, USA, Past President  
MAJ Ann Sterling, MS, USA, Army Member-at-Large, Outgoing  
Maj Donna Fox, USAF, BSC, Air Force Member-at-Large, Outgoing  
SGM Jeffrey Lavender, USA, Enlisted Member-at-Large, Outgoing

Members Absent:

Maj Denise Lennon, USAF, BSC, Treasurer  
CDR Patrick Lawson, MC, USN, Navy Pathology Ex-Officio  
LtCol Imelda Catalasan, USAF, BSC, Air Force Member-at-Large  
LCDR Sharon West, MSC USN, Navy Member-at-Large

**SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS  
2011 BOARD OF DIRECTORS PRE-MEETING MINUTES  
NEW ORLEANS, LA, HILTON RIVERSIDE  
31 MAR 2011**

- 3. Introductions** The meeting was held at the Hilton Riverside, New Orleans, LA. Maj Luna welcomed everyone to the meeting and introductions were made.
- 4. Minutes of the Previous Meeting** – Pre-SAFMLS Board of Directors meeting and Business Meeting minutes will be sent electronically to all members for review.
- 5. Treasurer’s Report** –Maj Luna did not have a report on hand for discussion.
- 6. Secretary’s Report** – Nothing to report as this time.
- 7. New Applicant Review** – One new applicant was reviewed. The application for MAJ David Johnson, USA for regular membership into SAFMLS was approved by the Board of Directors.
- 8. 2011 SAFMLS Planning Committee Final Review** – The Hilton Riverside was a good venue for this annual meeting. No issues to report with the hotel.
  - a. Annual Meeting Attendance – Total number of attendees was 686. There were 27 “no shows.” 357 Exhibitors attended with 83 booths, 4 trailers and 20 exhibit guests.
  - b. A request to capture input from involved members using the After Action Report. LCDR Harding requested to have this input within two weeks from the date of this meeting for consolidation and forwarding to the Board of Directors.
  - c. Phadia Bayou party was a huge success. Phadia is interested in sponsoring another Fun Run and evening event at the next SAFMLS.
  - d. Some vendors claimed they had no knowledge of the “VINGO” game/raffle even though information was listed on the website and information was provided in emails to the vendors.
  - e. RegOnline will be a huge help with coordinating next year’s SAFMLS annual meeting and will be used to get messages out to members early.
  - f. The Vice President-elect will shadow the Vice President and is expected to participate at the Mid-Year Meeting in Memphis, TN.
- 9. OLD BUSINESS:**
  - a. No old business to discuss.

**SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS  
2011 BOARD OF DIRECTORS PRE-MEETING MINUTES  
NEW ORLEANS, LA, HILTON RIVERSIDE  
31 MAR 2011**

**10. NEW BUSINESS:**

- a. Reappoint Positions - There are certain positions that are appointed by the President and have to be reappointed every year. The following members were appointed or reappointed to their positions: (CLOSED)

Webmaster: CAPT Mike Finch                      Historian: COL Kevin McNabb  
Scope Editor: LTC Paul Mann                      Exhibits/Site Coordinator: Maj Jeannette Watterson  
P.A.C.E. Coordinator: LtCol Richard Schoske

- b. Society Scope - Society Scope is now electronic. No more hard copies will be mailed. Articles are needed. It was suggested to utilize the Members-at-Large in contributing stories for the Society Scope. Deadline for articles is 1 May. (CLOSED)
- c. Coin Sales – Sales were huge on-line. Coins sold out leaving some without getting theirs who purchased one. Due to how the coins were purchased online, it was impossible to determine who purchased a coin. It was discussed to send an email out to determine who ordered a coin and use the honor system to refund the money or utilize the feedback form as a method to determine who needs a refund. (Open, CAPT Finch)
- d. Members-at-Large Responsibilities - Members-at-Large must ensure members assigned to manage the registration booths are accounted for and report for duty at their designated days and times. Members-at-Large should also function as social directors by assisting with locating restaurants, locating military discounts, etc at annual meeting locations. In all it was suggested that the Members-at-Large duties should be redefined. (Open)
- e. Onsite SAFMLS Registration - Booths should remain open until the last day and manned by one person to cover. It was suggested that a central repository of materials should be maintained when registration desks are removed. (Open)
- f. Recruitment – CPT Melanson asked if individuals in the IRR can actively participate in SAFMLS. The answer was yes. Another comment was raised that more PHS and VA members need to be recruited into the Society as well. (CLOSED)
- g. Member Recognition – Recognize retiring members in the Scope, get information to LTC Mann. COL Viscount mentioned wanting to recognize COL Suddendorf and desired to place this in the Scope. (CLOSED)
- h. Distinguished Members – Does the Society give distinguished members a gift? A suggestion was made to give an old SAFMLS coin. (Open)

**SOCIETY OF ARMED FORCES MEDICAL LABORATORY SCIENTISTS  
2011 BOARD OF DIRECTORS PRE-MEETING MINUTES  
NEW ORLEANS, LA, HILTON RIVERSIDE  
31 MAR 2011**

- i. Posters – Deadline for membership in good standing is 31 December. (APPROVED)
  - j. Overflow Booking – The chosen venue in Memphis, TN for the 2011 SAFMLS Annual Meeting only has 500 rooms blocked for the event. A move to request contracting for an additional 150 rooms at a nearby hotel was proposed. (APPROVED)
  - k. Outgoing Member Plaques – Outgoing members for 2010 did not receive their plaques. LCDR Gaskin will send names to Maj Hendricks for mailing. (**Open**, LCDR Gaskin)
  - l. Paperless Electronic Device Usage – LCDR Harding presented a device, “Spot Me,” to the Board of Directors for consideration for use at a future annual meeting by attendees. This device is used to manage the attendee’s entire conference/symposium experience. Estimated cost is \$60,000. More information will be provided during the Mid-Year Meeting. (**Open**, LCDR Harding & LTC Lee)
  - m. Quarterly Teleconference – This teleconference will be conducted in June. (APPROVED)
  - n. Mid-Year Meeting – Mid Year Meeting will be held in Memphis, TN in the August timeframe. Dates will be sent out at a later time for planning. (CLOSED)
- 11.** With no further business, the meeting was adjourned at 1855.

Respectfully submitted,

// Original Signed //

LCDR STACIE A. MILAVEC, MSC, USN  
Secretary