

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

1. Called to Order by Society President COL Helen Viscount at 1705.

2. Attendance

Officers:

COL Helen Viscount, MS, USA, President
LCDR Aaron Harding, MSC, USN, Vice President
LCDR Adrian Gaskin, MSC, USN, Secretary

Members-At-Large:

MAJ Ann Sterling, MS, USA, Army Member-at-Large
CPT Vanessa Melanson, MS, USA, Army Member-at-Large
Maj Donna Fox, USAF, BSC, Air Force Member-at-Large
Maj G. Shane Hendricks, USAF, BSC Air Force Member-at-Large
LCDR Sharon West, MSC USN, Navy Member-at-Large
SGM Jeffrey Lavender, USA, Enlisted Member-at-Large

Voting Members:

Col John Hickman, USAF, BSC, Air Force Ex-Officio/Consultant
COL Danny Deuter, MS, USA, Army Ex-Officio/Consultant
CDR Cindy Wilkerson, MSC, USN Ex-Officio/Consultant

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
LTC James E. Lee, MS, USA, P.A.C.E. Coordinator
LtCol Richard Schoske, USAF, BSC, P.A.C.E. Coordinator
Maj Marybeth Luna, USAF, BSC, President-Elect
COL Donald Taillon, MC, USA, Army Pathology Ex-Officio

Members Absent:

Maj Denise Lennon, USAF, BSC, Treasurer
CDR Patrick Lawson, MC, USN, Navy Pathology Ex-Officio
Col Joseph Pelletier, USAF, MC, Air Force Pathology Ex-Officio
CAPT Christine Howe, MSC, USN, Past President
LCDR Arlene Lopez, MSC, USN, Navy Member-at-Large

3. **Introductions:** COL Viscount welcomed everyone to the meeting and thanked the members for their contributions.

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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 \$220,886.14 (Checking --\$182,709.90 and Money Market -- \$38,177.05). Report was approved.

6. Secretary's Report:

a. Total members: 412; the breakdown is as follows:

| | |
|--------------|------------|
| Army | 197 |
| Air Force | 124 |
| Navy | 39 |
| PHS | 2 |
| Civilians | 25 |
| Emeritus | 25 |
| Total | 412 |

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

| | | | |
|-----------------------------|--|--------------------------------|--|
| President-Elect (Navy): | LCDR Aaron Harding | Vice President (Army): | LTC James Eric Lee |
| Secretary (any service): | LCDR Stacie Milavec (USN) LT Elizabeth Angelo (USN) | | |
| Army Member- at-Large: | CPT Jennifer Evans | Air Force Member- at-Large: | LtCol Imelda Catalasan Capt Anthony Polito Capt Sherry Glenn |
| Navy Member- at-Large: | LCDR Corey Jenkins | Enlisted Member at Large: | SGM Jesus Perez (Army) SMSgt Paul Martin (AF) SSgt Jonathan Shields (AF) TSgt Samantha Kunzelman (AF) TSgt Simone Owens (AF) |

c. Secretary's report was approved.

7. New Applicant Review – 81 New Applicants were reviewed. All applicants were approved as New Members. The breakdown is as follows:

| | |
|--------------------------------|----|
| Total Applications = 81 | |
| Army | 35 |
| Army Reserve | 4 |
| <u>Breakdown:</u> | |
| Officers | 40 |

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| | | | |
|-----------|----|-----------|----|
| Air Force | 17 | Enlisted | 29 |
| Navy | 15 | Civilians | 7 |
| PHS | 2 | Emeritus | 5 |
| Civilians | 8 | | |

8. SAFMLS 2011 Planning Committee

- a. Vendors' Guests – Local vendor guests are allowed to attend the Exhibits only. Exhibitor badges will be issued.
- b. Attendance and registration for this year's Annual Meeting is the largest turnout in the recent past.
- c. The participant badges will contain a barcode. Barcode scanner will be used in conjunction with handwritten log-in forms to account for workshop participants and test the scanner's ease of use.

9. Society Scope Update – The Winter SCOPE edition was posted online the week of 21 March. This publication is the first edition that will not be printed and mailed to members. An e-mail notification will be sent to all members that the SCOPE publication is available on the SAFMLS website. (CLOSED)

10. OLD BUSINESS:

- a. Online Registration:
 - 1) GOAL: Try to move registration process to our website. The RegOnline system was approved by the Board of Directors and implemented. RegOnline was implemented for use as a new membership database, Annual Meeting registration (participants and vendors), and fee payment. The system is working well.
 - 2) The RegOnline system will send at least three e-mail messages to members when annual membership fees are payable. These messages will begin in October. Membership fees are payable by 31 December of the year prior (i.e. 2012 dues are payable by 31 Dec 2011).
 - 3) A motion regarding allowing a 10-15 day grace period past 31 Dec for dues payment was discussed. A vote was taken; and the Board did not approve a grace period. Members who have not paid their dues by 31 Dec will not be eligible for the Annual membership registration fees; these members will be charged the non-member rate. (CLOSED)
- b. A motion was presented to develop 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.

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- 2) The survey will be sent to all participants via the RegOnline system following the Annual Meeting. Two e-mail reminders will be sent and the survey link will be closed one month after activation.
 - 3) The Board approved the motion for implementation after the 2011 Annual Meeting.
- c. Report of expenditures from 2010 annual meeting: expenditures were sent to the BOD by LCDR Gaskin. The Board will review at the Mid-Year meeting. **(Open, Secretary)**
 - d. Historic information and documents from past annual meetings (LA – JAX) should be sent to the Historian. Maj Luna has all the documents and will mail to COL McNabb after the Annual Meeting. **(CLOSED)**
 - e. CDR Wilkerson proposed to add another 1 ½ days (Friday-Saturday) to the meeting for service-specific leadership, fundamental training for junior officers, etc. This proposed start is the 2012 meeting. After discussion and the Navy’s “trial” schedule, the Board would like CDR Wilkerson to provide feedback at the Mid-Year meeting. Additionally, this topic will be added to the meeting survey. **(Open, CDR Wilkerson)**
 - 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 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. This issue was resolved with the implementation of RegOnline. **(CLOSED)**

11. NEW BUSINESS:

- a. Treasurer’s Audit – A motion was made to postpone the Audit due to the Treasurer not being able to attend the Annual Meeting. Motion was approved and Audit will be conducted at the Mid-Year meeting. **(Open, Maj Lennon)**
- b. Professional Multimedia Projects/DVDs – LtCol Fox has volunteered his services to create a multimedia DVD of the Annual Meeting for sale to interested participants. LtCol Fox is asking for up-front costs and will not charge the Society any fees for creating the DVDs. Board feels that the current photographer is doing an excellent job; and the Webmaster and Historian have copies of all pictures taken at the Meetings. This proposal will be added to the participant survey for member interest. **(Open, CAPT Finch)**
- c. President Reception Drink Tickets – A motion was presented to issue drink tickets for the President’s Reception only to members in good standing. The RegOnline system will be used to identify “Members in good standing.” Members in good standing are those people who have paid their membership dues by 31 Dec. Motion was approved. **(CLOSED)**

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d. Emeritus Members – A motion was passed in March 2011 to eliminate dues and registration fees for Emeritus members. (CLOSED)

12. With no further business, the meeting was adjourned at 1811.

Respectfully submitted,

// Original Signed //

ADRIAN D. GASKIN, LCDR, MSC, USN
Secretary