

**ASCLS-New Mexico Meeting
March 1, 2008**

Location: UNM HSSB

Commenced: 10:35 am

Current Members: 32 (+/- 0)

Attendees:

Pam Owens (Acting President)
Lee Danielson
Cecily Yee
Margaret Alba
Nicolette Dumas
Monique Gonzales
Charles Faingnaert
Andrew Martinez
Alison Arbo

Treasurer's Report:

Account Balance: ~\$10,000

Paid Out (*since last meeting*): \$0

Deposited (*since last meeting*): \$0

OLD BUSINESS:

(blue text = updated information) (green text = new information under existing topic)

- Student/Young Professional Recruitment (POCs: Nicolette Dumas, Monique Gonzales, Charles Faingnaert) STATUS: **OPEN**
 - Combine student and young professional PowerPoint (Nicolette and Monique with inputs from Charles)
 - A draft PowerPoint was presented at the meeting and feedback was given. Nicolette and Monique will incorporate the feedback.
 - Redo ASCLS Student Forum brochure to include info for young professionals (Charles with inputs from Nicolette and Monique)
 - Nicolette and Monique are compiling their inputs
 - It will cost an about \$406 (plus tax) for 200 copies. These copies will be handed out during presentations and sent to medical laboratories outside of Albuquerque.
 - Plan for presentation to UNM and CNM in March (Charles will coordinate with UNM and Nicolette will coordinate with CNM)
 - Pam has worked a deal for extending membership for new members to July 2009
 - Offer expires April 30th
 - Pam will look into having ASCLS-New Mexico pay the membership dues for new members and students over the next year or so
 - ASCLS-New Mexico will pay half the membership dues for **new** students memberships (\$15 out of the \$30 dues) and **new** First Year Professionals memberships (\$22.50 out of the \$45 dues)
 - Pam will decide when this offer will expire
 - Charles will write instructions for filling out the application so that the students and young professionals understand how to fill out the form with ASCLS-New Mexico paying half the amount and how to submit it. This will be attached to the hardcopy applications and e-mailed with a softcopy application to the students in clinical rotations.
 - Charles will collect all the applications, figure out the amount paid by ASCLS-New Mexico, and mail the package to ASCLS
 - Nicolette asked if non-MT degreed laboratorians (those with degrees in Biology, Microbiology, etc.) can be members of ASCLS and therefore targeted for recruitment. Pam will investigate this.

- It was suggested the Student/Young Professional Recruitment presentation be given each semester and at NMLPW 2008
- Pam would like to get ASCLS member pins (\$5 each) and ASCLS pens (\$0.35 each) to give out to new members
- Internet (POC: Charles Faingnaert) STATUS: **OPEN**
 - Look into establishing an Internet domain name
 - The domain name ASCLS-NEWMEXICO.ORG has been registered (our new website address is <http://ascls-newmexico.org> – note there is no “www”). The cost was \$33.75 and the renewal date is 2/27/2011.
 - WebzPro is our webhoster. The cost was \$20.40 and the renewal date is 8/26/2008. With this service we have 20 e-mail accounts with the extension @ascls-newmexico.org. These accounts will include addressees like president@, secretary@, webmaster@, etc. These accounts will add continuity and the messages can automatically be forwarded to two personal e-mail addresses. Charles will set up the e-mail accounts and explain the WebMail features to those with accounts.
 - Update website
 - <http://ascls-newmexico.org> currently has a “Coming Soon!” page with basic information. It may go up and down as Charles makes server setting changes. He will notify everyone when the webpages are published.
 - Charles provided a document to members at the meeting with his suggested layout of the website. He will e-mail this document out to solicit feedback and list what he needs from individuals. After he receives feedback and gets the information he requested, he will work on the website.
 - Charles will contact the webmaster of the ASCLS website to change our link from <http://www.zianet.com/g-man/> to <http://ascls-newmexico.org>
 - Margaret will look into getting MS FrontPage from John Scariano
 - Charles has purchased Microsoft Expression Web as the online web-building applications do not offer the necessary flexibility
- Activation Letter (POC: Nicolette Dumas, Monique Gonzales) STATUS: **OPEN**
 - Draft a letter concerning the revitalization of the organization to be sent to current NMSCLS members
 - Nicolette and Monique drafted the letter and forwarded it to Pam Owens
 - Pam will compile an e-mail list
 - Pam will try to send out the letters before the next meeting
- Fall Symposium (POC: Lee Danielson) STATUS: **OPEN**
 - Lee Danielson has volunteered to be the Symposium Committee Chair. She may be contacted at Ldanielson@salud.unm.edu with questions and ideas for guest speakers.
 - Margaret Alba has volunteered to head up registration services. She may be contacted at malba@salud.unm.edu
 - Barbara Ruth has volunteered to work with the vendors. She may be contacted at Barbara.Ruth@tricore.org
 - The dates of October 30-31 have been decided on for the Fall Symposium
 - The decision was made to hold the big annual symposium during the fall rather than the spring, when people are normally busy with school and transitions
- State Registration (POC: Pam Owens) STATUS: **OPEN**
 - Register with state as a non-profit organization
 - To become registered with the state, we need to submit our bylaws, pay a fee, and have a board with three directors and three officers.
 - For the three directors, it was suggested we have the Region VII Director be one, and an individual from northern New Mexico and an individual from southern New Mexico

be the other two. This will hopefully ensure state-wide participation. Past NMSCLS presidents will be sought out.

- Our two current officers are:
 - Pam Owens – Acting President
 - Joy Hamilton – Acting Treasurer
- Check if taxes need to be paid on current account balance
- Soliciting Participation (POC: Pam Owens) STATUS: **OPEN**
 - Contact S.E.D. and VA Medical Center to get members from these organizations involved

NEW BUSINESS:

- Organization Name (POC: Pam Owens) STATUS: **CLOSED**
 - Our official name has changed from NMSCLS to ASCLS-New Mexico to go along with the trend of state society names
- Bylaws (POC: Pam Owens) STATUS: **OPEN**
 - An old NMSCLS draft copy from the early 1990s has been located. Pam will work with the ASCLS Bylaws Committee to update our bylaws.
- TriCore Reference Laboratory's *TriCorrespondence* will be writing an article about the revitalization of ASCLS-New Mexico (formerly NMSCLS)
- Physical Address (POC: Pam Owens) STATUS: **OPEN**
 - Pam will look into getting a P.O. Box for our physical address
- 2008 Legislative Symposium (POC: Charles Faingnaert) STATUS: **OPEN**
 - Charles will be going to the ASCLS 2008 Legislative Symposium, held March 16-18, in Washington D.C. The ASCLS Student Forum meeting will be held Sunday evening. On Monday there will be several meetings along with a few presentations on issues affecting the career field (competitive bidding, fee schedule modernization, personnel shortages). The Capitol Hill appointments will be on Tuesday. If you have any issues or questions you would like brought up, please let Charles know. He can be contacted at charles.faingnaert@comcast.net

Concluded: 11:55 am

The next meeting will be held at UNM (HSSB, Room 105) on Saturday, March 15th, at 10:30 am. HSSB is building 266, located across from the Medical Center Library, and at the intersection of Stanford Drive and Marble Avenue. Room 105 is the large conference room on the right side when walking through the main double doors. Parking is available at the large medical parking lot long Tucker Road (off of Stanford Drive). No parking permit is required on the weekends. Please do not park in the reserved parking spaces.

The Acting President approved these minutes on March 3, 2008.

///SIGNED///
Charles L. Faingnaert
ASCLS Student Member