Minutes

LSCLS Fall Board Meeting

August 24, 2013

Lynda Britton, Secretary

1. Meeting was called to order at 8:32 AM by Stephanie Blackburn, President.

2. Secretary: Michelle Werner moved to accept the minutes as corrected. Motion passed.

3. Treasurer: Joette Taylor, submitted a written report and reported income was down due to low convention money from 2012 and we were over budget in some areas. Only O.4% interest is being paid but we have $61,145.58 in our accounts.

Stephanie asked if there was any way to submit electronic payments for expenses. Joette prefers hardcopies. Please e-mail expense forms to her with receipts. She is willing to look at another method if receipts are included.

4. President’s Report: Stephanie Blackburn submitted a written report.

The Student Travel Task Force chaired by Maegan Fryday was established in April. Maegan will send out an email to the members of the task force to determine how funds will be allocated and place guidelines in writing that spell out students’ duties and responsibilities including writing an article for Bayou Tech if they receive funds.

The Contact List Task Force was formed in April to obtain updated contact information from all hospitals, clinics, and educational institutions in order to send out information about LSCLS membership, meetings, and continuing education opportunities. Stephanie commended Area II and Area IV representatives (Michele Werner and Becky See) for doing a fantastic job compiling their lists of contacts for their respective areas. Other Area Representatives were urged to complete their portion. Debbie Wisner suggested a deadline be given so it will be done this year. One week is not realistic but a deadline is needed. Cathy Robinson and Debbie Fox, Membership Committee Co-chairs, will need this for ASCL membership recruitment and renewal. October 15, 2013 was suggested as a realistic date for submission.

Program Directors need to encourage students to use personal email and permanent addresses, rather than school email when they join ASCLS. Program Directors should get the students’ permission to send them e-mail from LSCLS. It was suggested we place an “unsubscribe” on the bottom of emails sent. Evan was asked to find out how to do this.

Liz Williams said she had a statement on CLPC emails that asks recipients to send a reply if they want to be removed from the list. Patsy Jarreau said we could ask CLPC attendees to sign up their email voluntarily for LSCLS.

Membership goal is to get student graduates to convert to first year professionals. Debbie Fox can sort by members by zip code and have the area representatives send emails to members to remind them to renew by September 1 in order to receive 6 free CEs from ASCLS. Area reps were asked to do this this weekend or next week.

Bayou Tech—Evan Ashley and Jessica Lassiter did a great job on the first publication this summer. Articles were solicited: Dana for CLPC, Patsy Jarreau for licensure, and Gretchen Brocksmith for Student Forum. Mary Muslow requested nominations to be included in the next issue. Deadline is October 1. Cathy Robinson asked all delegates to attend Scientific Assembly (SA) meetings and submit a short summary to Evan for the October deadline. They should explain what SAs are. Evan asked for pictures from ASCLS meeting.

Next LSCLS/ASCLS-MS Bi-state meeting will be April 28-May 1, 2014 in Biloxi, MS at the Imperial Palace.

Cheryl Caskey will be chair of 2015 meeting in Shreveport.

Stephanie encouraged continuing mentorship of young professionals.

Stephanie requested that the Policy and Procedure Manual be updated with the changes to Student Bowl operations. Mary Muslow reported they had been updated but not in the Policies and Procedures document. Mary will send update to Stephanie and it will be posted on LSCLS website.

5. President-Elect’s Report, Michele Werner, no report.

6. Past President, Cathy Robinson submitted a written report.

7. Region VII Director, Karen Chandler, reported that all states in Region VII had submitted officers except for Arkansas which elects their President-Elect after the ASCLS Annual Meeting. Several nominations for student regional representative were received. Karen appointed Gretchen Brocksmith because she contacted Karen directly and the last rep was from Texas. Because she did not have a good connection, Karen will email a written report and Stephanie will distribute it.

8. Area I Linda Hawthorne - No report

9. Area II, Michele Werner submitted a written report. Michele asked if someone should be appointed as Area II rep. Evan and Rosalie will help Michele and we should elect a new Area II Representative in the spring

10. Area III Angie Stewart--No report

11. Area IV Becky See could not attend but told Stephanie she is planning a meeting in Lake Charles area.

12. Area V Ellen Hebert-- No report

13. Area VI Deborah Fox reported the area has about $250 and will consider having a meeting. Only 10 people attended regularly so it may not be worth the time. Only one person has shown any interest.

14. Area VII Patsy Jarreau reported there is no local society in New Orleans since Katrina. She contacted Denise Griffin for $8000 in funds. Denise has it and someone needs to get it from her. Patsy will attempt to find past New Orleans society board member to see what should be done about the money.

15. Awards Chairman Maegan Fryday will send out information about rewards soon. Stephanie suggested November. Maegan requested help locating sponsors for awards. Roche was suggested as a sponsor. Pat Porter is the contact. Seimens and Radiometer were suggested by Laine Reeder who will get contact information to Maegan. Laine also suggested CENLA could fund some awards. She will get nominations early and place it into the Bayou Tech by October 1. Deadline for awards is March 15.

16. Nominations Chair Mary Muslow reported that we do not need to elect a President Elect this year but to be thinking about who can be nominated in 2015. Officers to be elected this year include: Secretary, Area III, IV, and V (Alexandria, Lake Charles, Lafayette, and Monroe) for one year.

17. Student Bowl Chairman Mary Muslow has Laine Reeder as her new co-chairman. Lynda Britton suggested they ask for questions early and give a deadline. Mary has not been receiving questions from most teams as required in the guidelines. Mary will send e-mail to all schools that had teams last year to submit questions by November 30, 2013 or they cannot enter a team in the spring.

18. Career Recruitment Mary Mitchell--No report

19. Education and Scholarship Debbie Wisenor will update the application to reflect that international students can apply for scholarships as approved at the spring business meeting. Debbie will refresh the application and make it interactive and send it to the President to approve.

20. Web Master Jessica Lasiter had no report but the updated bylaws and the Bayou Tech are posted on the website.

21. Newsletter Editors Evan Ashley and Jessica Lasiter-previously discussed under the President’s report. Be sure articles are submitted by Oct. 1, 7013.

22. Membership Development Deborah Fox and Cathy Robinson—previously discussed under President’s report.

23. Finance Chairman Patsy Jarreau submitted a written report. Stephanie Blackburn moved that we increase president-elect’s budget to $2000. Motion passed. Patsy Jarreau moved that all money for Legislative seminar travel come from the Government Affairs budget. Motion passed. Budget of $3000 for Government Affairs was unchanged.

24. Government Affairs Chairman Cheryl Caskey--No report

25. P.A.C.E Chairman George Roberts--No report

26. Bylaws Chairman Vanessa Johnson will work closely with Michele Werner. The updated bylaws are on the website. Stephanie Blackburn reported ASCLS requested the states separate Articles of Incorporation from Bylaws.

27. Student Forum & FYP Advisor Maegan Fryday reported that the Student Forum President/Representative has been automatically rolled over to first year professional. However, this year Johntavious Hampton has moved to Montana. Maegan asked if Evan Ashley could be appointed. Stephanie Blackburn moved that the President should appoint the First Year Professional on recommendation of the Student Forum and FYP advisor. Lynda Britton moved that we change the bylaws to reflect this change. Vanessa Johnson will draft the change and send proposed changes to the Board. Maegan will ask Johntavious to mentor Evan and be replaced as First Year Professional Chairman. Evan agreed to serve. New professionals (students who graduate in May) should be encouraged to volunteer to be mentored on a committee.

28. Student Forum Chair Gretchen Brocksmith agreed to send information to the Student Travel Task Force to decide what money is allotted and responsibilities of the recipients. November 1, 2013 is the deadline for the task force to suggest findings to the Board for approval.

29. New business:

Membership co-chairs will assist the area representatives get in touch with lapsed members and this should be sent out next week.

Program Directors need to get updated email addresses from graduates and forward this to the membership co-chairs after getting their permission to share their email with LSCLS.

LSCLS Board was asked to review the policy for providing money for LSCLS members selected for the ASCLS Leadership Academy. A written contract should be signed by the person who is selected. This contract should state what is expected of a member who receives funds from LSCLS to participate in the two ASLCS Annual Meetings and the Legislative Conference. The contract should be notarized at the signing. The contract should state that if the recipient does not complete the Leadership Academy, they will pay back the funds received. There is a scholarship contract that can be adapted. It was also decided that LSCLS will only pay for half of the hotel room so the recipient must have a roommate or pay the other half of the room for these meetings. The Board agreed to pay these expenses as submitted but if the person defaults on the contract, he or she will be taken to small claim court to collect the distributed funds.

The meeting was adjourned at 10:14 AM.

Submitted by Lynda Britton, Secretary

In attendance:

Stephanie Blackburn

Lynda Britton

Joette Taylor

Mary Muslow

Liz Williams

Stella Peace

Gretchen Brocksmith

Michele Werner

Debbie Fox

Rosalie Baylock

Laine Reeder

Evan Ashley

Debbie Wisenor

Patsy Jarreau

Maegan Fryday

Karen Chandler

Vanessa Johnson