



## BOARD OF DIRECTORS MEETING

Mission Inn, Riverside, California

May 15, 2010

### Minutes

I. The meeting was convened at 5:35 PM. Each member introduced herself/himself, and it was established that a quorum was met. The meeting was conducted by the CSH President, Lydia Figueroa.

In "Attendance": CSH President: Lydia Figueroa, CSH Vice President San Diego Chapter Director: James Watson, Nominations and Elections Chair: Ellen Gill, Region VIII Director and CSH member: Kathy Rohrbach, Los Angeles/San Bernardino Chapter Director: Daisy Joseph, CSH Webmaster and Los Angeles/San Bernardino Chapter Director: Rebecca Luna, Education Committee member and Los Angeles/San Bernardino Chapter Director: Alex Trana, Los Angeles/San Bernardino Chapter Treasurer: Amber M. Fimbres, Los Angeles/San Bernardino Chapter President: Melinda Hamilton (and proxy for Debbie Overcash), San Joaquin Valley Chapter Director: Linda McGlothlen, Northern Chapter President and Director, and Public Relations Chair: Kathy Hardy, CSH Treasurer, San Diego Chapter Treasurer: Dusko Trajkovic, Legislative and Judicial: Anne Marie Calderone, CSH Secretary: Jennifer MacDonald, Membership Committee Chair: Donna Harclerode, Bylaws and Membership Committee: Mike Yeh, Member Guests: Joan Parsley and Irving Ortiz, Convention Chair: Robin Simpkins (arrived at 6:28 PM)

### II. Secretary's report

Jennifer MacDonald

Secretary's Report: A written report was submitted by the secretary for the activities for the year. The minutes of the May BOD meeting and the last AT Conference BOD meeting of November 2009 were e-mailed to all State Officers, Directors, Chapter presidents, and Committee chairman. A motion was made by Kathy Hardy to accept the minutes from the November 2009 meeting as written and the motion was seconded by Ellen Gill. **Motion passed.**

### III. Treasurer's report

Dusko Trajkovic

February Convention balance	\$1,330.69
May 15: Operating cash account:	\$10,060.38

Convention cash account:	22,090.69
Money Market account:	11,588.53
Time/Certificate Account	10,743.12
PayPal account	<u>13,512.00</u>
Total	\$67,994.72

I. COMMITTEE REPORTS

- a. **Awards:** Cel Rutledge submitted a written report for the Awards committee. There were two awards presented at the General Membership Luncheon. Rebecca Luna for her work on the CSH website was presented with \$1000 to attend the NSH. Jennifer MacDonald was presented with Histotechnologist of the Decade.

Linda questioned the approval of the Histotechnologist of the Decade award and Lydia explained the process by which this award was decided. There will be a new Awards Chair and all members were encouraged to nominate members for the available awards. It has been several years since awards have been presented and the money is available for these awards.

**Education:** Report by Jennifer for Lillian Young. For 2009 and 2010 the education committee made arrangements for all of the workshops. In the past the Convention Chair arranged the workshops and made all of the convention arrangements. The education committee also put on the high school education workshop. Feedback from Rebecca and Alex indicated that it was a success. Lillian has also met with a representative of Clariant and has recruited more CSH members. Clariant paid for all of their staff to join the CSH. Donna confirmed the memberships. The committee will also conduct a survey to find out what the members want for workshops.

- b. **Judicial/Legislative:** Report by Anne Marie Calderone. There have been no requests for judicial intervention. There was a written report submitted. There are no new developments for licensure requirements for Histotechnicians. Updates were given on CA lab personnel law, CAP Checklist changes and new guidelines development through collaboration between OSCO and ASCP.

There was a discussion of the requirements for grossing and making reagents. Anne Marie will get more information. Once they have their CLIA inspection Kathy will post updates to the CSH website,

- c. **Membership:** Report by Donna Harclerode. As of the 2010 meeting

there are 86 LA/SB Chapter members, 18 Northern Chapter members, 33 San Diego Chapter members, 5 San Joaquin Valley Chapter members, and 3 unclassified members (unknown or NA). There are a total of 145 members, 51 of which are new members.

- d. **Nominations and Elections:** Report by Ellen Gill. No report. It is not an election year.
- e. **Public Relations:** Report by Kathy Hardy. Numbers were not available for the meeting. Kathy gave kudos to Daisy and Mike for their "PR sales". Kathy will email a written report with the final numbers on the raffle.
- f. **State Newsletter:** Report by Kathy Hardy. Kathy has discussed the future of the newsletter with Rebecca, Mike, and Melinda. The goal is to have the newsletter on the website. Mailing takes too much time and is expensive. The new committee will create a new newsletter and see how it goes by the first quarter and report to the BOD.
- g. **Website:** Report by Rebecca Luna. There were 43 online membership registrations and 38 convention registrations. There were a few problems with PayPal. Rebecca is working on the problem to prevent it from happening in the future. Rebecca thanked her sister, Dulce for her technical support and Med Chem for the donation of the pens.
- h. **By-laws:** Report by James Watson. No new changes to the bylaws. An electronic version to be put on the website.

The meeting was suspended for dinner at 6:00 PM. Meeting reconvened at 7:00 PM

- i. **Symposium Convention Coordinator:** Report by Robin Simpkins given after the meeting reconvened at 7:00 PM. The 2012 will likely be held in San Diego. The 2011 meeting site has not been decided but will be held in the north.

Robin reported that with the exception of a few minor things that this meeting went well. We will know financially once the numbers are in.

#### V. Old Business

- a. The purchase of the computers is delayed until we decide on how many. The money allocated could actually cover the cost of two, one for the secretary and one for membership. The discussion of having membership on the website may change that. Mike stated that one

was needed to store membership information and discussion of the necessity of having one available for registration. Ellen stated that access to membership needs to be available all year round. Discussion followed on the best way to store and access membership information. Having our own website may resolve some of the concerns. Lydia suggested that we table this discussion until we have more information regarding the website and solutions for data storage.

- b. Melinda asked that membership dues be paid to the LA chapter for its members as agreed to at a previous meeting. Donna will get the numbers of LA/SB chapter members for Dusko. Checks will be issued to the chapter treasurers of the active chapters (those that hold meetings and have minutes).

## VI. New Business

- a. Appointment of a new Awards Chairperson, by Lydia. Lydia made the recommendation of appointing Joan Parsley as the new Awards Committee Chairperson. Joan has expressed interest in becoming involved in the society. Lydia appointed Joan to cover as the Chair from today (May 15) until the May 2011 when the incoming President appoints new committee chairs. Lydia requested that Joan form a committee to help with the awards and forward the names to Lydia and Jennifer (within 30 days). Joan could also be an asset to the web site committee and the newsletters. She has extensive experience in computers. Jennifer suggested that a request for committee members be posted on the website and if a request is sent to Jennifer she will disseminate it to her address book.
- b. CSH Membership, by Jennifer for Lillian. For information only. Clariant staff members have become CSH members. Donna stated that they have also been invited to join the San Diego list.
- c. High School Career Day, by Jennifer for Lillian. The education committee would like to have a career day every year. We had great vendor support. The committee would like to know how many students we should host at this event. Donna suggested that we place a few students at each of the tables to integrate them with the CSH members. Lydia requested a brief summary of the event from the career day committee and suggestions for next year. The committee can make a suggestion as to how many students are optimal. Jamie would like to see the local chapters involved.

Lydia stressed that if we participate in any event and we use the CSH name we need to let the BOD know and approve the use of the CSH name.

- d. Compensation for Liaisons for HS Career Day, by Jennifer for Lillian. Alex suggested that those helping out with career day receive either CEU or a “voucher” for a workshop. Ellen stated that we can define our own CEU for presentations. Kathy Rohrbach stated that the NSH will give CEU for volunteering. Kathy R. is going to get the information from the NSH and forward it to Jennifer. Lydia requested that the education committee pursue this. Jennifer felt that CEU would be appropriate, but not compensation. All of the BOD, committee members, and volunteers volunteer their time and are not compensated.
- e. CSH Workshops, by Jennifer for Lillian. The education committee would like to have a survey again to take recommendations for future meetings as far as what topics to include. We should email the members with a hyperlink to the survey. Lydia suggested that we set a time limit to tally the responses.
- f. NSH, House of Delegates Meeting, by Lydia. Lydia is taking names for those members that would like to represent the CSH at the House of Delegates in September. We have been assigned 7 seats in addition to the President. If you are interested please forward your information to Lydia. The CSH offers each delegate one night’s lodging and a \$25 per diem to serve.
- g. CSH Newsletter Editor, by Lydia. Kathy was appointed as the newsletter chair. She is forming a committee to help out. If each person helped to get articles for the newsletter. Judy was recognized for the great job that she did on previous newsletters. Kathy will keep her “in the loop”. Lydia would like to send her a letter of recommendation to help in her job searches. The letter should come from Lydia or the BOD and be printed on CSH stationary. Solicit articles from coworkers or doctors. Little stories or tricks for techniques. Our registration forms need to include a space for email address so that the newsletter can be emailed.
- h. CSH as an Accrediting CEU Agency, by Amber Fimbres. The motion was made for the CSH to become an official continuing education agency by the state of California. This will expand our exposure if we can offer CEU to CLS and Cytotechs etc. We will be recognized as a CEU provider by the state of California. Donna suggested that this will also be a stepping stone for recognition of Histotechs as professionals. Amber is willing to undertake this if she has some help. Daisy, Donna, and Lydia volunteered to help out. Jennifer was volunteered. Daisy has experience with the procedure and forms. Jennifer suggested that we also post our

workshops on the ACLS Facebook to attract other attendees. Kathy suggested that this will also attract other types of speakers and workshops.

**Jennifer made the motion that the CSH applies to the state of California to become a continuing education accrediting agency. Motion seconded by Kathy Hardy. Motion passed.**

- i. CEU Certificates, by Ellen Gill. Ellen stated that we need a plan on how we are going to issue our own CE units. Lydia stated that we need to form a committee for continuing education certificates. Mike volunteered to chair the committee. Donna suggested that we send them out after the meeting in PDF format. We need to decide when and how we will issue the CE certificates. Kathy R. suggested that Ellen provide the committee with suggestions as to what works and what doesn't. Daisy suggested that this is linked to the committee in "h". Kathy stated that if we set a time frame that it be attainable and that we adhere to it. The CEU committee needs to set up a teleconference to discuss this. The state application may affect our format. The committee is composed of Mike, Amber, Daisy, and Jennifer with input from Ellen. For those that worked at the registration desk and helped with the CE certificates please email Lydia with your suggestions and comments. They will be forwarded to the CE committee.

The meeting was suspended for a brief break at 8:10 and reconvened at 8:18.

- j. Convention Coordinator, by Ellen. The convention has grown too much for one person to handle as the Convention Coordinator. There should be local convention committee and the communication has been lacking. Lydia would like to establish responsibilities. We need job descriptions for convention committees. The convention committee should be from the area that the meeting is held. A southern committee for the meeting in the south and a northern committee for the meeting in the north. Local chapters should be involved. Communication is key. Jennifer mentioned that she is in possession of the convention handbook and job descriptions for the committee members. Jennifer will send the binders for the southern committee to Jamie. Liaison information and PR will be sent to Kathy. Binders should be replaced with electronic versions of the information and distributed each year to the appropriate members.

Added discussion: Lydia asked Robin to provide information of sites for 2011. Prospective sites for 2011 are Hyatt, San Francisco Airport and Claremont Hotel, Berkeley. The side by side comparisons will be available at the next teleconference. Lydia asked Robin to establish a committee right away. Kathy volunteered herself, Debbie, and Janet.

Ellen mentioned that airfare should also be used as a consideration for site choices.

- k. Registration Form Phone Numbers, by Ellen. The registration form needs to be modified again to include home address, work address, preferred address and emergency contact number, home and work phone number. Jennifer will correct the form.
- l. On-line registration, by Ellen. Certain internet connections created problems with the online registration. Mike will help Rebecca resolve the issues. Another issue is attendees selecting multiple workshops for the same time frame. A programming fix will correct this.
- m. Web-site domain purchase, by Rebecca. Labvision owns the californiahistology.org domain name. We can't go forward without purchasing the name. It must be made available to the public first. It was suggested that Labvision donate the domain name to us in exchange for advertising for a certain amount of time. We need to draft a letter to Labvision requesting the donation of the domain. Jennifer will draft a letter if she is given suggestions as to what to say.

**Rebecca made the motion to ask Labvision (or current owner) to donate the domain name [www.californiasociety.org](http://www.californiasociety.org) to the CSH in exchange for a year of advertising on the website. The motion was seconded by Kathy Hardy. Motion passed.**

- n. Web-site budget approval, by Rebecca. The website committee needs a budget for operating expenses. Lydia stated that each committee should be sending a proposed budget to Dusko and members should send their CSH related expense receipts to Dusko.
- o. Twitter and Facebook Account, by Rebecca. Rebecca would like to make a proposal to add a Twitter account to our website. It is low maintenance and would help reach out to our younger members. It would not be the only method of communication.

**Rebecca made the motion to add a Twitter account to the California Society for Histotechnology website. Jennifer seconded the motion. Motion passed.**

- p. Email lists for CSH, by Donna. Donna would like to have two email lists established for the CSH. One would be for the BOD, chair people, and significant members and the other for general members. Donna will send out invitations to the members to join the groups. Jennifer would provide an updated list to Donna.

**Jamie made the motion that we establish an email news group, such as Yahoo to directly communicate with the BOD, officers, and committee chairs to communicate with each other and eventually members. The motion was seconded by Linda. Motion passed.**

- q. NSH Updates, by Kathy Rohrbach. Kathy will send out a newsletter to update NSH members with a complete list of what the NSH is doing. Lydia thanked Kathy for her participation and contribution to the CSH. The BOD was appreciative of having NSH representation at our meeting. There will be another NSH BOD meeting in July via conference call.

Jennifer MacDonald made a motion to adjourn the meeting. This motion was seconded by Daisy Joseph. The meeting adjourned at approximately 9:18 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jennifer MacDonald".

Jennifer MacDonald  
CSH Secretary