



BOARD OF DIRECTORS MEETING
Hilton Concord, Concord, California
May 14, 2011

Minutes

I. The meeting was convened at 5:41 PM. Each member introduced herself/himself, and it was established that a quorum was met. The meeting was conducted by the CSH President, Kathy Hardy.

In Attendance:

CSH President, Northern Chapter President and Public Relations Chair: Kathy Hardy, CSH Vice President San Diego Chapter Director: James Watson, CSH Secretary and Education Committee member: Jennifer MacDonald, CSH Treasurer, San Diego Chapter Treasurer: Dusko Trajkovic, Legislative and Judicial: Anne Marie Calderone, Nominations and Elections Chair: Melinda Hamilton, Immediate Past President: Lydia Figueroa, Los Angeles/San Bernardino Chapter President: Amber M. Fimbres, Los Angeles/San Bernardino Chapter Vice President, Director and CSH Webmaster: Rebecca Luna, Los Angeles/San Bernardino Chapter Director: Jessica Diaz, Northern Chapter Director: Debbie Overcash, San Joaquin Valley Chapter President: Janna Frey, San Joaquin Valley Chapter Director: Linda McGlothlen, Convention Chair: Robin Simpkins, Region VIII Director and CSH member: Kathy Rohrbach, CSH Member: Ellen Gill, CSH Member: Irving Ortiz, CSH Member: Susi Gadberry, Guest: Paul Billings

II. Secretary's report

Jennifer MacDonald

Secretary's Report: The minutes of the May BOD meeting and the last AT Conference BOD meeting of September 2010 were e-mailed to all State Officers, Directors, Chapter presidents, and Committee chairman. A motion was made to accept the minutes as written and the motion was seconded. **Motion passed.**

III. Treasurer's report

Dusko Trajkovic

Convention Account	\$ 2,514
Operating Account	17,482
Savings	11,605
PR	1,071
PayPal	8,660
Certificate (LLCC)	<u>10,002</u>
	\$51,336.58

IV. COMMITTEE REPORTS

- a. **Awards:** No written report submitted. During the Membership luncheon Lydia Figueroa was presented with the CSH/NSH Scholarship award and Ellen Gill was presented with the President's Award.
- b. **Education:** Jennifer MacDonald for Lillian Young. BOD was updated on the Education Committee's activities.
- c. **Judicial/Legislative:** Report by Anne Marie Calderone. There have been no requests for judicial intervention. There was a written report submitted. There is a new CAP checklist as of 6/17/2010 with a total of 31 new requirements, 24 revised requirements and 11 deleted requirements. There are new CAP/ASCO guidelines for IHC test of ER/PR. There are changes to the revalidations of qualifications. See the ASCP website for changes.
- d. **Membership:** Report by Jennifer for Donna Harclerode. 93 members.
- e. **Nominations and Elections:** Report by Ellen Gill. A detailed report was submitted and will be kept on file. Election results were posted on April 7, 2011. Electronic submissions saved on time and postage.
- f. **Public Relations:** Report by Kathy Hardy. No written report submitted. CSH items will be available on the website using PayPal.
- g. **State Newsletter:** Report by Kathy Hardy. No written report submitted. Mailings of the newsletter will start up again.
- h. **Website:** Report by Rebecca Luna. No written report submitted. The website has a Twitter following, Facebook, applications (apps), advertising and the newsletter. There is now a tech support number.

- i. **By-laws:** Report by James Watson. No written report submitted. No new changes to the bylaws. An electronic version to be put on the website.
- j. **Symposium Convention Coordinator:** Report by Robin Simpkins. No written report submitted. An update of the symposium was given. Site for 2012 not selected.

V. Old Business

- a. Computer was delivered to the Secretary.

VI. New Business

- a. Lydia recommended deleting the two year term for HOD Delegates from the CSH Bylaws. Ellen thought this change is appropriate and a simple change to make. We will vote on this at the next teleconference.
- b. Related to the above change is defining “good standing” in Article XI. Members agreed that Delegates should be active in the state or at the chapter level. We need to look at the NSH guidelines and redefine HOD Delegate preferred qualifications.
- c. Chapter Director job description by Ellen Gill. The current job description for Chapter Directors needs to be updated. All committee members are expected to prepare a report of activities, but the Director is not. They should be expected to report to the BOD what is happening at the Chapter level. Directors should be contacting their Chapter members, so contact information should be given to the directors. These reports could be put into the newsletter. Ellen would like a commitment to updating the Director job descriptions.
- d. Membership by Ellen Gill. The format for membership information needs to be standardized. The standardization would allow address labels and searches to be done. The membership list needs to be updated on a continual basis and sent out to the Chapters. Ellen referenced the format of the website. Jamie made the recommendation that since Rebecca has the format she could correlate applications and registrations and work with membership. Melinda asked that we send out reminders similar to the NSH and Jamie stated that we will be. Irving Ortiz was appointed Membership chair.
- e. House of Delegates Meeting by Jennifer MacDonald. Volunteers are needed for the HOD. Lydia and Melinda volunteered. Ellen is an alternate.

- f. San Joaquin Chapter merger by Janna Frey. Due to the lack of participation with the San Joaquin Chapter Janna proposed a merger with another Chapter, perhaps the Northern. Suggestions were discussed as alternatives. Janna will try to recruit more members from work. She is going to prepare a letter with the benefits of membership. If recruitment is not successful within the next two years she will propose a merger with the Northern Chapter. It was suggested that vendors could identify potential members.
- g. Other: Lydia suggested that we have a meeting on how to conduct a meeting according to *Robert's Rules*.
- h. Next meeting: Teleconference Saturday, July 30 at 10:30 AM.

Jennifer MacDonald made a motion to adjourn the meeting. This motion was seconded by Melinda Sokol-Hamilton. The meeting adjourned at approximately 7:38 PM.

Respectfully submitted,



Jennifer MacDonald
CSH Secretary