



BOARD OF DIRECTORS MEETING
Hilton San Jose, San Jose, California
Saturday, May 20, 2017

MINUTES

I. The meeting was convened at 5:47 p.m. Each member introduced herself, and it was established that a quorum was met. The CSH President, Kathy Hardy, conducted the meeting.

In "Attendance": 9

1. CSH President, Northern Chapter President: Kathy Hardy
2. CSH Vice President, Immediate Vice President and Education Committee Chair: Jennifer MacDonald
3. CSH Secretary, Los Angeles /San Bernardino Chapter President, and Webmaster: Rebecca Luna
4. Los Angeles/San Bernardino Chapter: Judicial/Legislative Committee Chair, Vice President, Director: Lydia Figueroa
5. Vice President, Northern Chapter Vice President, Convention Committee Chair: Debbie Overcash
6. Los Angeles/San Bernardino Chapter Treasurer: Melanie Robledo
7. San Diego, By-Laws Parliamentarian: Beverly Chandler (Proxy for Carl Nituda Northern Chapter Treasurer)
8. San Diego: Clarissa Wright (Proxy for Robin Simpkins Northern Chapter Director)
9. Los Angeles/San Bernardino Chapter: Website Committee: Duxiana Luna

II. Meeting Minutes read by Kathy Hardy. Motion to accept the minutes made by Jennifer MacDonald. Seconded by Rebecca Luna.

A motion to accept the 2015 minutes as written was made and seconded. **Motion passed.**

Roll Call and Quorum met
Incoming officers read by Kathy Hardy.

Remarks

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| II. Secretary's report | Rebecca Luna |
| III. Treasurer's report
(Report will be submitted at a later time) | Dusko Trajkovic (not available) |
| IV. Committee reports | |
| a. Awards (Kathy Hardy reported): Discussion about the awards and the benefits to members. No awards were given in 2017. Various ideas to promote the awards were | |

made by several CSH board members. The newsletter also contains the information about the available awards. Ideas will be forthcoming at the first of the year.

- b. **Education** (Jennifer MacDonald reported): We had a full program this year. Some of the classes were not well attended. The goal is to have the program our even earlier next year. Aida Feldman will put the 2018 date on her calendar to speak at our next convention. Jennifer discussed the possibility of holding a ASCP exam prep course in Southern California for students to be hosted by the LA/SB chapter. Anyone would have the opportunity to enroll in the extra educational course. The proposed cost would be \$40 per person with a lunch included. CSH would need to find a location for the exam prep course. On off years this course could be offered in the north or the south to allow more enrollees. The date for the program release will be sometime after July 2017. The Salk institute will lend their facility to organizations presenting a free lecture for educational events. Locations for the course were discussed.
- c. **Judicial/Legislation** (Lydia Figueroa reported): ASCP nursing survey was discussed in regards to an RN qualifying as a laboratory supervisor. Based on their degree nursing degrees are being explored as having enough qualifications to oversee clinical laboratories.
- d. **Membership** (Kathy Hardy reported): Eventbrite was very useful in membership registration this year. Every calendar year members receive an email about renewals and effective dates. Reminders in November were proposed. The newsletter will also mention renewals too. Mass emails through Eventbrite can be sent to members too. We have 95 current members. We had 4 members mail in renewals/membership all others used Eventbrite.
- e. **Nominations and Elections:** (Interim: Kathy Hardy): Survey Monkey was used to expedite the election process. Electronic nominations will be used every two years going forward.
- f. **Public Relations:** (Kathy Hardy reposted for Rita Tapia). We sold all of tee shirts and many mouse pads sold. We have lots of stress ball in inventory. Online store proposed and discussed. Feasibility of online store will be discussed at a later date ("in the works").
- g. **State newsletter** (Carole Fields absent, Kathy Hardy reported): No Comments. Perhaps an RSS feed can be used for newsletter.
- h. **Web Site** (Rebecca Luna/Duxiana Luna reported): Survey Monkey was used for the small fee of \$26 per month for our election. We will go back to free version of survey monkey for the duration of year. Special thanks to Beverly and Kris for all their help with online registration. Eventbrite revenue was about \$8,000 this year according to Beverly. For future voting unique membership numbers would be useful for tallying the votes. Budget for website growth will be discussed in the committee with Kathy Hardy for August 2017.
- i. **By-Laws:** (Beverly Chandler appointed as By-Laws and Parliamentarian by Kathy Hardy CSH President): This appointment is effective today.

- j. **Symposium/Convention Coordinator:** (Debbie Overcash reported): Announced the 2018 Convention will be held at the Hilton Double Tree Hotel in Anaheim. The contract has been signed and it is confirmed as the site. This year's convention site met expectations specifically with regards to meals, parking rates, and minimum spending requirements. Made a call for recommendations for next year's Northern California convention site. A priority goal is to qualify for free ballroom and meeting rooms from the hotel – this generally requires minimum spending requirements for food and beverages. Unfortunately spending minimums have increased and previous Northern sites such as Burlingame may no longer be feasible. Competing goals in making hotel selection are proximity to airports, easily accessible transportation, and interesting/fun locations. Considering Monterey again and possibly Tahoe.

V. **New Business Agenda Items**

- a. CSH scholarship- 1 Additional (for action)
Lydia Figueroa moves that an additional CSH scholarship be awarded to a student attending a NAACLS approved histotechnology school and who is a part of the local chapter(s) hosting the CSH Symposium for the year. Additional requirements include a C+ or higher grade point average (or the equivalent*) and current CSH student membership. The awarded amount should be commensurate to the Mt. Sac scholarships (\$500), but possibly \$300. The rationale behind the proposal was to open scholarship opportunities to the other two NAACLS accredited histotechnology schools in the state. A CSH scholarship committee was proposed to oversee the selection process. Further research is needed in the case of what constitutes the equivalent of a C+ or higher in schools that don't abide by the traditional letter grading system. As an aside, it was suggested that the CSH website feature the schools which pertain to this scholarship opportunity. **The motion was unanimously passed.** * Amendment to main motion by Beverly Chandler.
- b. Membership Chairperson appointment (for action)
Kathy Hardy requested that someone make the motion to appoint Carole Fields as the new CSH membership chairperson. Clarissa Wright seconded this motion. The previously appointed membership chair resigned his duties in 2015 and Kathy Hardy assumed the interim role, because, at the time, her schedule allowed for it. That is no longer the case and Carole Fields, the current CSH Newsletter editor, is reliable, efficient, a current member and is willing to assume the role. **The motion was unanimously passed.**
- c. Assisting Education Chairperson, Obtaining Speakers (for discussion)
Kathy Hardy encouraged directors to work with the education chairperson to assist in obtaining quality speakers for the annual state symposium/ convention. Obtaining quality speakers is a long and tedious process and any assistance and/or useful speaker recommendations would be beneficial.
- d. Amend Scholarship Criteria (for action)
Jennifer MacDonald moves to amend the criteria for the scholarship to state that the student must be currently enrolled in at least one HT class to qualify for the scholarship. Melanie Robledo seconded the motion. The current requirements state that the student must have histotech listed as their degree (major), but it does not state that they have to

be enrolled in any HT classes. The rationale behind this motion being that a previous recipient of the award had simply declared histotech as a major, but had not previously been enrolled in any HT classes. **The motion passed unanimously.**

e. Education Format for Future Meetings (for discussion)

Previous conventions included a memorial workshop on Saturday afternoon, but due to lack of continued interest, this year, the format was changed to offer multiple workshop choices. Beverley Chandler, affiliated with registration, commented she believed it was a better (more popular) format and Chis Wright, also affiliated with registration, confirmed that registrants prefer the new 90 minute workshops offered in lieu of the previously offered 3 hour Memorial Workshop. Kathy Hardy also commented that the 90-minute workshops allow for a good dispersal of information at a good price point for registrants. Everyone likes new format.

f. HOD delegates meeting (for information)

Kathy Hardy states CSH is looking for members who would like to represent CSH at the NSH House of Delegates Meeting to be held in Orlando, FL on Wed, Sept. 20 2017 at 7 PM. Delegates must be current members of NSH in good standing and should have been a member at least 2 years prior to submittal of request for given date. CSH offers each delegate one night's lodging and a \$25 per diem to serve at the HOD. Two to three eligible spots are open. Actual amount is yet to be determined based on membership.

The meeting adjourned at 7:46 PM on May 20, 2017.

Respectfully submitted,

Rebecca Luna
CSH Secretary

Addendum:

Melanie Robledo left room at 7:11 pm, returned at 7:15 pm

Debbie Overcash left at 7:24 pm, returned at 7:30 pm

Lydia Figueroa left room at 7:33pm, returned at 7:36 pm