

Clinical Laboratory Collaborative (CLC) 2010 Planning Committee

MINUTES

Date: December 15, 2009

Location: Willow A Room, Fairview Ridges Education Center, Burnsville

Present: Robin Spencer, Cheryl Swinhart, Cindy Savard, Pat Ellinger, Rose Currie, Jan Frericks, , Janet Fennert, Pat Powerss, Kaylene, Landon, Renee Burke, Carol Lee, Nicole Osterhaus, Louise Millis, Joe McCluskey, Claudine Fasching, Susan Retka, Jessica Matke, Tom Massmann, Debra Westerberg, Sue Iddings, Valerie Arends, Edith Tefft, Carrie Bowler, Jo Ann Nickles

Topic	Comments	Action/Assignments
Presiding Co-Chairs	J.Nickles/C.Bowler facilitated the meeting V.Arends was introduced as the last co-chair for the CLC meeting.	FYI
Budget Fundraising	We need to be innovative in finding ways to fund the conference because vendors are working on very tight budgets. This could have impact on the conference so we need to start thinking about ways to generate revenue to support the conference in the future.	FYI
Theme Vote and Colors	Remembering our history, facing our future Black/White/Silver	
Subcommittee Reports:		
Registration	J. Mattke Online registration will again be offered.	Gather organization's membership lists. Draft a plan for the registration form
Program	J. Frericks 1. timeline is short and many more speakers are needed 2. Jan Frericks will act as Program chair 3. Rose Currie will act as secretary/record keeper 4. looking for generalist updates in the primary	Preliminary program outline 1. send speaker info to Rose ASAP at rcurrie@wabasha.net (ask the proposed speaker if they are willing and available to be considered for the final program and if there are any days/ times that they cannot be

	<p>disciplines i.e. micro, chem, heme, blood bank, immunology</p> <p>5. need some phlebotomy topics</p> <p>6. Tuesday will be student/educator day to include a 2 hour Hot Topic segment for educators, but there will be no poster contest this year</p> <p>7. exhibit hours to remain the same as 2009 with some other arrangement to be made for the ASCLS luncheon so that it does not reduce attendance at the exhibits</p> <p>8. Jeopardy will again be offered</p> <p>9. We decided to stick with the meet the vendors. C. Swineheart will investigate vendor interest</p>	<p>available to speak)</p> <p>2. Rose: collate information to date and circulate</p>
Exhibitor	<p>C. Swineheart</p> <p>The group decided on having exhibits open all 3 days again. Time has been moved up on Monday to 5:30pm for closing of exhibits.</p>	<p>Investigate different approaches to meet the vendor. CDs, 5 minutes in the morning, etc. Send out vendor letters</p>
AV	<p>C. Bowler</p> <p>Carrie will be checking with SWANK AV and the hotel regarding prices and contracts.</p>	<p>Price contracts</p>
Social	<p>S. Iddings</p> <p>All catering will be through the Crowne Plaza. Since the theme is "Remembering our History, Facing our Future", I have contacted the Minnesota History Center. Tue May 25th we can visit the MHC without an entrance fee, therefore the group voted that option vs the Jonathan Paddleford. If we rent a room at the MHC for \$600 for 4 hours we can have a lite buffet while attendees tour the Center. (cost for food to be determined)</p> <p>Colors decided on were Black & White/Silver for Decor and Vendor booths.</p> <p>The group has voted to have me reserve the room and plan on that.</p> <p>Ideas for special events were shared:</p>	<p>Next steps:</p> <ol style="list-style-type: none"> 1. Check with Crowne on shuttle back and forth from MHC to Crowne. 2. Get info on food and special menus for Vendors and meetings and draft a plan 3. Ideas for Decorations and special events 4. Gift ideas (vendors have been contacted for donations again). 5. Budget – J.Nickles will let us know.

	Vendors sending pictures of their first instruments and all of us contributing pictures and items from our past Labs. We are thinking of putting together a slide show that can run continuous, in the hallway/Vendor area during the Convention. Cheryl Swinehart - Exhibitors chair will help us when needed. Gift basket would again be great.	
Moderator		
Student Activities	No Posters Jeopardy Game	
Publicity	R. Burke Have a "Save the Date" flyer and stationary created by the end of next week We will not print booklets out this year and follow what Mayo set up last year. Instead we will be sending out postcards We will start contacting different publications with information about the meeting.	Save the date Cover brochure Send information to Associations newsletters
Silent Auction	P. Powers will be working on this with Rick & Liz Panning.	
PACE/CE Organizer		Check with Lisa about the CE organizer from ASCLS. \$75/year.
Next Meeting	January 12 th , 2010 Crowne Plaza Riverfront Hotel, St. Paul 11 East Kellogg Boulevard, St. Paul, 55101	Committee Meetings at 5:30pm Light supper at 6:00pm Tour of facility at 6:30pm followed by general meeting
Schedule of Future Meetings	February 8, Fairview Education Center, Burnsville March 2, Fairview Education Center, Burnsville April 13, Fairview Education Center, Burnsville May 12, Tentative Packet Stuffing, Fairview Education Center, Burnsville May 24-26, CLC Meeting, Crowne Plaza, St. Paul	Everyone – mark your calendars Committees will meet at 5:30 to discuss specific committee tasks and projects General Meeting from 6:30 to 8:00 pm. Food and Beverage will be provided at the meetings.
Miscellaneous	Who maintains the ASCLS website containing the	Paula Matson is in the process of updating the

	CLC information? When and how will the information be updated?	ASCLS website with the information for the conference. Website updates tentatively set for the month of January.
Meeting adjourned		