

Clinical Laboratory Collaborative (CLC) 2010 Planning Committee

MINUTES

Date: February 8, 2010

Location: Fairview Ridges Education Center, Burnsville, MN, Oak Room

Present: Edith Tefft, Jan Frericks, Mary Jane Yue, Brenda Schramm, Roxanne Gavin, Claudine Fasching, Valerie Arends, Jillene Collins

Topic	Comments	Action/Assignments
Presiding Co-Chairs	J. Collins facilitated the meeting	FYI
Subcommittee Reports:		
Budget/fundraising	J. Collins explained budget allocations; some committee expenses (publicity, moderator) have decreased in recent years, others (AV) have increased	
Registration	<p>T. Massmann via email</p> <ul style="list-style-type: none"> • all membership lists received, duplicates being eliminated • registration form has been revised; more info still required: Tuesday social event cost, transportation; program grid with session numbers; info about the Lab Futures with vendors • once form completed, it will be sent to publicity/program • working on on-line registration 	
Program	<p>J. Frericks</p> <ul style="list-style-type: none"> • current program grid was circulated • Rose will send PACE forms and letters soon; question: could completed forms be posted to website after received? then all necessary committees could view instead of emailing everyone completed forms 	<ul style="list-style-type: none"> • contact Paula Matson/ASCLS

	<ul style="list-style-type: none"> • need to confirm that Monday evening exhibit hrs are 4-5:30pm • Lab futures exhibits: to get PACE credit for attending, vendors will need to return forms to Cheryl S. (who will then pass on to PACE/CE) 	
Exhibitor	<p>J. Collins for C. Swinehart</p> <ul style="list-style-type: none"> • \$8725 taken in so far • so far, there are 35 confirmed vendors • the contract with Hubbell-Tyner has been signed • color scheme: tall panels between booths will be black, short panels and table skirts will alternate grey/silver and white between booths • R. Spencer is working on a Jeopardy-style game 	
AV	<p>J. Collins for C. Bowler</p> <ul style="list-style-type: none"> • C. Bowler has contacted Jim McDonald @ Swank AV for a quote for 5 screens/mikes/projectors • Swank will provide on-site help during meeting • 4+ laptops are needed (4 breakouts and keynote); they will be locked up at night • once returned, PACE forms are needed to compile speaker AV requirements 	<ul style="list-style-type: none"> • is anyone willing to volunteer their computer?
Social	<p>B. Schramm</p> <ul style="list-style-type: none"> • food choices discussed • Tuesday night event @ History Center: dinner/wine/dessert/tour; \$2000+ food and \$500 bar commitment (bar incl. dinner wine); \$700 sponsored • shuttle between hotel and History center: cost unknown, sponsorship pending; timing of operation needs confirmation • vendors need to be contacted about providing prizes; other gift baskets/prizes being worked on • Sysmex will sponsor a snack in the exhibit hall • looping presentation (on computer) of 'historical' lab equipment, etc. • decorations (of exhibit hall, breakout rooms, etc) in progress 	<ul style="list-style-type: none"> • B. Schramm will check if vegetarian options are available (also if other food concerns can be accomodated) • C. Swinehart • submit pictures

Moderator	V. Arends <ul style="list-style-type: none"> • sign-up sheet for moderators will be circulated at March meeting • for those who moderate two sessions on one day, registration for that day will be free 	
Student Activities	J. Collins for A. Borowick <ul style="list-style-type: none"> • due to an expected low number of students and scheduling concerns, there will be no “Jeopardy” game this year • Tuesday will still be an “educator’s day” 	
Publicity	C. Fasching <ul style="list-style-type: none"> • website has the new save-the-date flyer posted • postcards will be sent • question: does CLC have its own mailing permit? at one time, it did, but unsure if it is still valid or if it has expired (in 2009, Mayo mailing permit was used) • ~100 booklets will be printed to distribute to area lab managers, etc. (who may not be on mailing list) • booklet, program grid, social event info, etc. will be posted on website as it becomes available; booklet will contain links to speaker handouts, etc. 	<ul style="list-style-type: none"> • R. Burke will coordinate with T. Massmann and J. Mattke to get mailing lists • R. Burke will work with OmniPress to determine how to mail
Silent Auction	no report available	
PACE/CE Organizer	CE organizer from ASCLS has been purchased and will be used again.	
Next Meeting	Tuesday, March 2, 2010 Fairview Education Center, Burnsville	5:30 pm: Committee Meetings and supper 6:30 pm: General meeting
Schedule of Future Meetings	April 13, Fairview Education Center, Burnsville May 11, 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 CLC information? When and how will the information be updated?	Paula Matson is in the process of updating the ASCLS website with the information for the conference. Website updates tentatively set for the month of January.
Meeting adjourned		