

Clinical Laboratory Collaborative (CLC) 2010 Planning Committee

MINUTES

Date: January 12, 2010

Location: Crown Plaza Riverfront Hotel, Kellogg Room 1, St. Paul

Present: Robin Spencer, Cheryl Swinehart, Jan Frericks, Kaylene Landon, Joe McCluskey, Jessica Mattke, Tom Massmann, Sue Iddings, Valerie Arends, Carrie Bowler, Jo Ann Nickles, Brad Whitten, Cindy Savard, Judy Petersen, Mary Jane Yue, Pat Powers, Louise Millis, Renee Burke, Carol Lee, Tina Bjorkstrand, Nicole Osterhaus, Michelle, Stevens-Brioschi, Susan Retka, Marya Awker, Brenda Schramm, Carol Johanns, Amber Borowick, Cassie Gallati, Jillene Collins

Topic	Comments	Action/Assignments
Presiding Co-Chairs	J.Nickles facilitated the meeting	FYI
John Kieser	Provided a tour of the facility.	
Subcommittee Reports:		
Registration	J. Mattke Have received most organization's mailing lists. Working on the website for registration.	Gather organization's membership lists and will send to publicity. Draft a plan for the registration form
Program	J. Frericks 24 confirmed speakers. Need 48. Have recruited 5-6 possible keynote speakers. Still need speakers for '101' topics: Chemistry, Immunology. Micro, Heme, and Molecular need to have confirmed. Amber Borowick from the student activities committee thought it would be beneficial to have a resume writing/job search/networking type of break out session. Does anyone know of a potential speaker for this? Anticipate sending the first letter and PACE form to	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 available to speak) 2. Rose: collate information to date and circulate

	<p>speakers in February, with the turnaround time of 10 days for the speakers to get the material back to the committee.</p> <p>Karen Karni: is available for keynote or session, talk is 50 minutes, wants to speak on Monday – needs help converting a slide show to PPT. Please email JoAnn if you are interested.</p>	
Exhibitor	<p>C. Swineheart</p> <p>Contacts for vendors/exhibitors: need current contacts for some. Please let Cheryl know if you have any information.</p> <p>Letters have been sent to the vendors</p> <p>Hubble-Tiner will do the set up of the booths/drapery.</p>	<p>Investigate different approaches to meet the vendor. CDs, 5 minutes in the morning, etc.</p> <p>Update contacts for vendors</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>Meal planning is in progress for the conference</p> <p>History center is booked: Tuesday May 25th 5-8pm</p> <p>Raffle items will be packaged by Rachel</p> <p>Robin is generating a game to get people into the exhibitor hall</p>	
Moderator	<p>J. Nickles</p> <p>Still need a subcommittee chair</p> <p>Moderator work will begin once the speaker information sheets have been returned.</p>	<p>Find chair for the subcommittee</p> <p>NOTE: Valerie Ahrends will chair</p>
Student Activities	<p>A. Borowick</p> <p>We talked to programs about jeopardy; they have time slots set aside.</p> <p>Going to contact some people at UMN Program to see if there students are planning to attend and if they have any ideas for student activities.</p> <p>Will also get in contact with Argosy about the same</p>	<p>Contact UMN and Argosy for student participation</p> <p>Find out information on possible breakout sessions on Career Planning or Opportunities in the Field</p>

	<p>information. We thought of a “Career Planning” or an “Opportunities in the field” as topics for another breakout session to be presented on student day. We are looking into speakers for those ideas.</p>	
Publicity	<p>R. Burke Save the date flyer has been sent out to a number of associations and publications for advertisement. Save the date flyer has been sent to Bobbi Kochevar and Ryan Mulder to be sent to the different associate members. Need to start working on the booklet Need to start working on the postcard</p>	<p>Need to start working on the booklet Need to start working on the postcard</p>
Silent Auction	<p>P. Powers Needs to contact Rick Panning Looking into the idea of each hospital in the area contributing some basket</p>	
PACE/CE Organizer	<p>CE organizer from ASCLS has been purchased and will be used again.</p>	
Next Meeting	<p>Monday, February 8th, 2010 Really is Monday not Tuesday! Fairview Education Center, Burnsville</p>	<p>5:30 pm: Committee Meetings and supper 6:30 pm: General meeting</p>
Schedule of Future Meetings	<p>March 2, Fairview Education Center, Burnsville April 13, Fairview Education Center, Burnsville May 11, Tentative Packet Stuffing, Fairview Education Center, Burnsville May 24-26, CLC Meeting, Crowne Plaza, St. Paul</p>	<p>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.</p>
Miscellaneous	<p>Who maintains the ASCLS website containing the CLC information? When and how will the information be updated?</p>	<p>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.</p>
Meeting adjourned		

