California American Society for Clinical Laboratory Science

**Board of Directors Meeting Minutes**

December 3, 2019

6:30 PM PST

1. Call to order 6:31 PM PST Attendees: Amanda, Kristen, Justin, May, Ramona
2. Upcoming Events- Spring Meeting
	1. Amanda has lined up two speakers for the event: a presentation on HLA and a presentation on Astrobiology
	2. Ramona thought that Brystal had lined up two speakers as well, but this needs confirmation
	3. Possible speakers by Binding Site???
	4. Justin needs an idea so that he can work on a schedule
	5. The vendor exhibitor prospectus was discussed.
		1. Remove demo vehicle language/badge and exhibit hall
		2. Instead of 6 ft. table, just say ‘a table’
		3. Remove language about 2 tables
		4. Correct sign up form pricing and change the dismantle date to April
	6. Check on electrical outlets at the back of the conference room
	7. Lunches: discussed Panera boxes $17 each and breakfast $6 each
	8. Speaker reimbursement:
		1. If speakers drive >25 miles we can reimburse at the CA rate/mile (motion was made by Justin and seconded by Ramona-motion passed)
		2. Reimburse speakers economy flight and 1 night of hotel (up to $200/night) Motion by Amanda and seconded by Justin- motion passed
	9. Speaker gifts- $20 (May motioned and Ramona seconded-motion passed)
	10. Discussed creating a google doc to keep track of logistics and sending out vendor forms
	11. Need to find a registration site for on-line registration
		1. Would like to set up by the end of January
	12. Discussed conference hours. 8a to 4p with a 1 hour lunch was discussed.
	13. Discussed having a break out session on legislative updates
	14. Discussed asking Ginger or Josh to speak
3. Kristen mentioned that Leg Day registration is open and asked if we would be sending anyone
4. Next meeting
	1. January 7, 2020 at 630 pm
5. Meeting adjourned at 715pm- Motion to adjourn by Justin and seconded by Ramona