

Clinical Ligand Assay Society
Executive Board Meeting

Jan. 19-20 2007
The Crowne Plaza
Romulus, MI

D. Geiger – President – Voting
F. Kiechle – JCLA Editor – Non-Voting
D. Roth – Gov't. Affairs – Non-Voting
K. Aziz – Finance Chair – Non-Voting
N. Lawrence – Marketing – Non-Voting
O. Wolfe – NY Metro – Voting
D. Shaw – National Office – Non-Voting

B. Gilbert – Treasurer – Voting
Jeanne Ciccone – Education Chair – Non-Voting
B. Cook – Membership – Non-Voting
K. Simkowski – Secretary – Voting
M. Bon Homme – At Lge Mem – Voting
D. McCann – Ex. Director – Non-Voting
R. Lawton – National Office – Non-Voting

I. Presidents Welcome – D. Geiger

A. President D. Geiger welcomed everyone to the meeting.

II. Publications – F. Kiechle

- A. K. Aziz will be Guest editing 29:3 on Nanotechnology.
- B. We are pushing for 29:4 to be out by the International Meeting.
- C. We are always looking for ideas, themes, and articles. It is the Journal of the Society.
 - i. **ACTION ITEM:** Looking into a possible 15 May Editorial Board Meeting.
 - ii. **ACTION ITEM:** Editorial Board needs to have conference calls at least a couple times a year.
- D. O. Wolfe is looking for short articles for the Newsletter. A new Newsletter is almost ready for release.
- E. O. Wolfe suggested having an "Ask the Experts" column as well as Chapter news.
- F. The Newsletter will be published by volume number not by the season.

III. Secretary's Report – K. Simkowski

- A. Everyone received a copy. There were no corrections, additions, or deletions.
- B. F. Kiechle moved to accept the minutes as presented.
- C. D. Geiger 2nd.
- D. Motion passed.

IV. Treasurer's Report – B. Gilbert

- A. Report Attached.
- B. B. Gilbert reminded everyone they need to pre-pay for the Annual Meeting.
- C. D. Geiger stated we need to review our accounting practices at the Annual Business Meeting.
- D. B. Gilbert stated he will give a full year report as well as give a current status and reasonable projection at the Annual Business Meeting.
- E. D. Geiger – we need to make a good faith effort to do it, appropriately.
- F. O. Wolfe – we need to work on getting contributions quicker.
- G. D. McCann - We are.

V. Executive Director's Report – D. McCann

- A. We owe a lot to D. Geiger for working so hard on getting contributions.
- B. D. McCann stated we are receiving a lot of positive feedback on the International Meeting. However, 90% of what we do must be pre-paid at the El Conquistador.
- C. D. McCann thanked O. Wolfe and V. Tavkar for their help at the conference in Puerto Rico. They came on their own to promote the CLAS meeting.
- D. D. Geiger thanked the National office for everything they do and all their efforts.
- E. D. McCann let everyone know that 17 Jan. was Dianas' 20th Anniversary with CLAS.
 - i. **ACTION ITEM:** Need to work hard on Marketing for the meeting.
 - ii. **ACTION ITEM:** Need to get participants to the meeting and give sponsors something for their contributions.
 - iii. **ACTION ITEM:** O. Wolfe asked for contact information from companies with Caribbean Reps.
 - iv. **ACTION ITEM:** O. Wolfe will make contact with a taxi driver in P.R. about rates from the airport to the hotel.

VI. 2007 International Meeting – D. McCann

- A. All in all, everything is going extremely well for the Annual Meeting.
- B. A lot of credit goes to D. Shaw for an exceptional job on the Program.
- C. C. Hawker is coordinating the Golf Outing.
- D. There will be an Executive Board Meeting, Wed. the 16th of May in the morning.
- E. No Passport is needed unless coming from anywhere outside of the U. S., i.e., other Caribbean Islands or Europe. We need to inform our European colleagues the same documents to enter the U.S. are needed to enter Puerto Rico.
- F. We would like to get a manuscript from all the speakers. H. Fritsche suggested that if there were no manuscript submitted by a speaker, there would be no Honorarium. Everyone agrees.
- G. J. Ciccone will check with a Canadian contact she has.
 - i. **ACTION ITEM:** Everyone needs to look at even small companies to present at Biotech Day.
 - ii. **ACTION ITEM:** Stress the \$2000 fee and what it includes:
 - a. 30 minute presentation
 - b. Booth
 - c. 2 full registrations
 - iii. **ACTION ITEM:** If you have any names of individuals that might be interested in participating, let the Office know so that we can send them a Program.
 - iv. **ACTION ITEMS:** We are still looking for contributions.
 - v. **ACTION ITEM:** CIPHERGEN needs to be approached.
 - vi. **ACTION ITEM:** We need to get the Website updated.
 - vii. **ACTION ITEM:** R. Lawton to look into Group Mail to send out blast e-mails and cut down on the spam messages.
 - viii. **ACTION ITEM:** Need to redo the Call for Abstracts. Also send the Board the Abstract form.
- H. D. Geiger – how many abstracts would we like? D. McCann – 30
- I. D. Geiger – it should be on the program as to whom people should make checks out to for registration.
- J. D. McCann – we will do an extra sheet for the Program for any last minute changes.
- K. B. Gilbert – it is very important to have at least one of the Distinguished Scientist Awardees names in the Program.
- L. D. Geiger asked if the next conference call had been set up. They are working well. We will continue to have bi-weekly conference calls.

VII. Governmental Affairs – D. Roth

- A. Report Attached

** D. Geiger introduced the two new board members: Jeanne Ciccone w/Inverness, and Donna Roth w/Siemen's**

VIII. By-Laws – O. Wolfe

- A. The By-Laws committee consists of: B. Gilbert, D. Syed, B. Handy, and O. Wolfe serving as the Chairman.
- B. O. Wolfe asked everyone to look over the By-Laws and make recommendations that would apply to the Society today.
- C. O. Wolfe – we need to have a working session at the Aug. Board meeting, discussing position duties.
 - i. **ACTION ITEM:** O. Wolfe will put together a worksheet with the duties of the different offices on the Board.

IX. Awards Committee – M. Fleisher – Not present

- A. The Committee is working on the selections.

X. Certification – Al Heal – Not present

- A. Report Attached
- B. O. Wolfe made a motion, 2nd by K. Simkowski, to recommend to the Certification Board that in order to maintain certification in Molecular Diagnostics, registrants must complete 10 CEU's (10 hours) per year in Molecular Diagnostics, Molecular Pathology, or Molecular Biology at a fee of \$75.00 over the 2-year period. Motion passed.
- C. Motion Attached

XI. Membership – B. Cook

- A. An action item from the last meeting was to identify Chemistry training programs and their directors. Having done this,
 - B. Cook got names of people who would help him make contact with these programs. We also need to get post-docs involved.
 - i. **ACTION ITEM:** B. Cook to write a script to pursue the college training programs.
 - ii. **ACTION ITEM:** B. Cook to contact R. Valdes, H. Fritsche, and E. Diamandis about the script.
 - iii. **ACTION ITEM:** D. Geiger – these are calls that need to be made within the next couple of weeks with the Abstract deadline being so close.

XII. Chapter Presidents Reports

A. At-Large – M. Bon Homme/V. Tavkar

- i. No Report

B. Midwest – C. Feldkamp – Not present

- i. D. McCann - Midwest working on hosting a course on Clinical Trials.

C. New England – E. Sigillo – Not present

- i. Report Attached

D. New York Metro – J. Gourdet – Not present

- i. O. Wolfe will check on what's going on with NY and send an addendum.

E. Southwest – H. Fritsche – Not present

- i. No Report

F. Florida – M. Courey – Not present

- i. No Report

XIII. Finance – K. Aziz

- A. The Finance Committee consists of D. Geiger, B. Gilbert, B. Handy, J. Ciconne, and K. Aziz serving as chairman. K. Aziz will check with I. Kampa about also serving on the committee.
- B. K. Aziz would like to see the Nano-themed JCLA published. He will also work on making it into another traveling seminar.
- C. The Clinical Trials seminar is close to being offered.
- D. Wolfe – we should look at IVD Clinical Trials. Currently no seminar is being offered.
 - i. **ACTION ITEM:** Continue working on the Clinical Trials Course.
 - ii. **ACTION ITEM:** K. Aziz asked everyone to send him comments and suggestions about the proposed Course.

XIV. Marketing – N. Lawrence

- A. We are working on a blast e-mail campaign in order to get the word out about the “Call for Abstracts” as well as for the Annual Meeting
 - i. **ACTION ITEM:** N. Lawrence needs the CLAS logo in JPEG format.
 - ii. **ACTION ITEM:** D. McCann asked N. Lawrence to send all text to the Nat’l. Office before sending the blast e-mail.

XV. Old/New Business – D. Geiger

- A. Action items discussed.
 - i. **ACTION ITEM:** Need to send suggested names to N. Siegel for Nominations. The Ballot needs to be out by April 1, 2007. Deadline for Nominations is March 1, 2007. Nominations are for: President-Elect and 1 At-Large Representative.
 - ii. **ACTION ITEM:** Change the verbiage on the Sponsorship Opportunities sheet to Paid instead of taken as the sponsors pay.

XVI. Next Board Meeting – D. Geiger

- A. **Wed. May 16, 2007**