



**Six Rivers Chapter of CLMA
Board Meeting Minutes
January 16, 2007**

I. Attendees: Paul Labbe Cynthia Griffith Marsh Spalding
 Jade Wilson Joyce Dicks Kathy Good
 Jenny Murray Juli Willbarger Lea Owens
 Renee Cuevas Barb Keehn

II. Roll call/Meeting minutes look O.K.

III. General Business/ Update of Outstanding items

A. CLMA Updates

1. Board of Directors (Cynthia)
 - Paul is running for national board of directors
 - Contact Stephanie Robinson if ballot is not received
 - Ballot will be sent out AGAIN on January 17th
2. Ambassador Program (Cynthia)
 - Minnesota added 13 new members in Q1
 - October 2006- September 2007 Program
3. Audiolab
 - Will talk about in small group meeting committee

B. CLMA Executive Office Update (Lea)

1. Contact national office if you are having issues receiving e-mail communications
2. ThinkLab 2007
 - Major Sponsor is Orchard Software
 - CCL Chair-elect position is open for nominations
 - Member Awards-nominate someone- must be a current member
3. ****Lapsed member reports being sent out by Lea to chapter leaders- Cynthia not receiving these- Lea to follow-up with Cynthia
4. Master Mind- Tips on teleconference etiquette
5. Free Registrations from National
 - Cynthia, as SRC representative to use one
 - Kathy Good, winner from the SRC drawing, can not use- give to Craig Boyd as runner-up
6. CCL meeting in Houston
 - Being held March 23rd from 8-5
7. Chapter discounted registration fee
 - Chapter can pay for one registration and get a second half -price if registered at the same time.

8. CCL chair elect
 - Current Presidents and Past Presidents can run for CCL chair elect
9. By-Law still under review the National Level – Lea suggested follow-up with Stephanie Robinson.

C. 2007 ORVC (Jenny)

1. Program is looking good- all items for brochure need to be sent to Juli by January 19th
2. Brochure to be sent out to members 2/01/07
3. Dates: May 15th-17th
 - 3 break out sessions during day one
 - 2 break out sessions during day two
4. Golf on Tuesday prior to mixer
5. Wednesday eve. Event- Theater Group/Games

D. Chapter Development Fund

1. E-mail regarding how to support CCL meeting
 - We should support it-
 1. SRC is one of the more active chapters
 2. SRC donation would help other (struggling) chapters
 - Motion made to give \$1000 to Chapter development fund
 - Unanimous vote by the board to donate \$1000 to Chapter development fund
 - *****Renee to fill out and send form to Craig
 - *****Craig to write check and send to CLMA.

E. Scholarship program

1. 3 applicants chosen
 - One each from Columbus, Dayton, Cincinnati
2. Awards: One for \$1000 and two for \$500
3. Cynthia to put award letters together to send to students
4. Do award ceremony among peers, organizers for each area:
 - Renee: Columbus
 - Joyce: Cincinnati
 - Paul: Dayton
5. *****Need to have ceremony done by 2/14/07- take pictures to put on website
6. Motion made to place \$1000 from general fund to scholarship fund to replenish the scholarship fund
7. Motion unanimously approved by board to put \$1000 into scholarship fund
8. Suggestion and Motion made for scholarship award winners to be signed up for associate CLMA member status
9. Motion unanimously approved by board- all Student scholarship award winners will be given a CLMA associate membership
10. *****Craig to move monies accordingly in accounting

11. ****Renee to sign up students for Associate CLMA membership
12. ****Craig to write checks

IV. Committee Reports

A. Finance report (Craig)

N/A

B. Program/Education(Jade)

1. Small Group meetings: committees to meet to organize remainder of year and look at Audio Labs
2. Small group meetings could be social as well for example using the Lab Week celebration as a small group meeting
3. Fall Meeting- October 4th and 5th
 - Strategic planning meeting morning of the 4th
 - Single speaker the afternoon of the 4th
 - Speakers on the 5th
 - More vendor time
 - ****Jade getting save the date cards for the spring meeting for vendors

C. Membership report (Jenny)

1. 103 current members
2. No lapsed members this month
3. 5 are going to lapse
4. 18 members did not renew last year- Jenny sent communication out to these individuals January 15th, 2007
5. Committee meeting to be held soon
6. Associate members status for students and retirees- \$55

D. Communication report-(Renee)

1. Edward Deen from CompuNet is updating our website
 - He has made changes to the website
 - ****Renee asked board to look at website and give feed back to her regarding updates and changes- Renee will forward to Edward
2. ****Newsletter Schedule and Due dates
 - February- Due February 16th-Scholarship info and ThinkLab07
 - May-Due May 11th- Post ThinkLab07 and Lab Week
 - August-Due August 10th- ORV CLMA and Welcome from vaca.
 - November-Due November 9th- Fall Conference and Scholarship info
3. ****Broadcast e-mails Schedule: Same date as Six Rivers teleconference is scheduled for

E. HealthCare Policy report(Paul)

1. Preparing response to ASR's
2. Washington Fly-In march 20th and 21st
3. ****Survey for Strategic Planning- only 60 received- Paul is one- asked for suggestions prior to him filling out survey
4. Watching new congress closely to see what their positions is on the Laboratory

F. Professional Outreach(See above Scholarship)

1. Lab Week
 - April 23rd-28th
 - Each geographical area to make plans for Lab Week Celebration

V. Wrap Up & Action Plan

1. Action items are marked by ****

❖ Next teleconference meeting 02/20/07 at 08:30