

# **ASCLS Hawaii Committee Reports May 2021**

## **Membership Committee Report**

Submitted by: Michael Leiberan, Chair

As of May 12, 2021, we have a total of 116 members in ASCLS-HI (with out-of-state students excluded, except for two CA students. This includes one Community member from Utah who originally joined ASCLS-HI in 2016, and who just rejoined us yesterday (5-11-21). This is a net gain of 22 members from 5-8-20, and a net gain of 19 members since January of this year. This gain is largely due to the efforts of Kelie Augustine, who recruited new members from her MLT class that she teaches at KCC.

Welcoming emails with an informational attachment have been sent to all new members (three since the March board meeting): Sandra Santos, Professional (based in Danville, CA as a sales rep for Hawaii); Bhavni Singh, Professional, employed at TAMC; Ellen Thomson, Ascending Professional, employed at DOH.

## **Nominations Committee Report**

Submitted by: Janice Kong, Chair

1. Announcement of election results for President-Elect and Nomination Committee member.
2. Discussion of this year's election process.
3. Update of Nominations committee
  - a. Google account: [electclshi@gmail.com](mailto:electclshi@gmail.com)
  - b. Members: Marni Wild, Paul Kim, Margo Aquino

## **ASCLS-HI Internal Audit Committee Report**

Fiscal Year 2020-2021

Submitted by: Lynn Nakahara, Chair

Members: Gale Fujitani, Lynn Nakahara, Linda Sakuda

Activities:

- July 2020. Hawaii Tax Online: GE tax forms G-45 and G-49 filed. Updated corporate partners.
- August 2020. Completed Fiscal Year 2019-2020 financial audit, submitted records to Kawakami & Wong CPAs for Federal 990 preparation. Form 990 filed electronically, with President's signature authorization.
- Jan 2021. Completed Hawaii Dept of Commerce & Consumer Affairs annual business registration. Midyear financial audit completed. GE tax form G-45 filed.

## **KWN/ Communication Committee Annual Report**

June 2020- May 2021

Submitted by: Susan Naka, Website Administrator and By-Laws Chair

The ASCLS HI website is scheduled to move to the ASCLS Microsite platform in 2021. In Dec 2020, the ASCLS Board of Directors approved a policy to offer constituent societies the opportunity to host their website on a national platform without charge. Constituent societies whose websites are hosted on the national platform will use a standard template, menu structure, color palette, and visual ID.

Susan Naka and Kelie Augustine agreed to serve as website administrators for this national platform and their names were submitted to Andrea Hickey, ASCLS Director of Membership Services and P.A.C.E. As part of the approval process, President Claire Muranaka changed the colors of our ASCLS HI logo to conform with national standards. Susan and Kelie are currently waiting for training on the new platform from ASCLS.

In the meantime, the website [asclshawaii.com](http://asclshawaii.com) on the wix platform has been renewed for May 2021-May 2022. New pages for Continuing Education, Board Meetings and Job Opportunities were added in July and August 2020. Although minutes of board meetings were available for downloading in 2020, the board was in favor of limiting accessibility to members only. Meeting minutes are now available only upon request and to attendees of the meetings. Once the website is moved to the national platform, the minutes can be available via a section restricted to members only.

Our website continues to be a source for news on job opportunities, recognition of members' achievements, and laboratory related activities. Forms for ASCLS HI masks and scholarship applications can also be downloaded.

### **By-Laws Committee Annual Report**

June 2020-May 2021

The amended SOP (Standard Operating Procedures) was approved by the ASCLS HI Board on Feb. 17, 2021. The SOP was amended as a result of changes in the ASCLS HI By-laws, which was approved at the Annual Business Meeting on June 17, 2020.

## **Scholarship Committee Report**

Submitted by: Claire Muranaka

Committee Members: Margo Aquino (Chair), Claire Muranaka, Susan Naka, Joyce Iwata

The Scholarship Committee met on April 14. To make the application process a little easier, forms were updated. MLS/MLT students enrolled and/or attending a NACCLS accredited programs are eligible (including online programs). Joyce Iwata created a flyer. Forms are posted on the ASCLS-HI website.

There are two \$2500 scholarships. Deadline to apply is August 31,2021.