Dr. Marilyn Pollack, President, called the ASHI Board meeting to order at 8:08 a.m. EDT on Friday, June 7, 2013 with a welcome to all attendees. Ms. Kathy Miranda, Executive Director, reviewed the ASHI conflict of interest and confidentiality agreement documents, requesting that any board member who has a change during the year notify the staff office.

APPROVAL OF MINUTES
Secretary Dorothy Levis presented the January 12, 2013 minutes for approval. Ms. Miranda reviewed the status of the board, committee and staff action items from that meeting. These items appear on an update spreadsheet which is maintained weekly. With a minor correction to an item on page 10, the minutes and list of action items were approved.

OPERATIONS DIVISION
The Operations Division report was presented by Ms. Kathy Miranda and Dr. John Gerlach.

Executive Committee Report
The Executive Committee meets via conference call each Thursday with the full board joining the fourth Thursday of each month. The board receives copies of the minutes from all these calls.

Staff Report
Ms. Miranda noted that a CAP audit is coming up in August which will require a lot of extra staff time in order to prepare and attend. The Executive Committee reviews the staff hours report each month, and reviews a weekly update spreadsheet outlining all open and completed action items.

Nominations Committee
Dr. Gerlach presented the candidates recommended by the committee:
   President-elect: Malek Kamoun, MD, PhD
   Secretary: David Kiger, CHS
   Board of Directors (3 Doctoral Positions Available):
      Patricia (Trish) M. Campbell, MBChB, FRCP(UK), FRCP(C)
      Michael D. Gautreaux, PhD, D(ABHI)
      Cynthia Taves, PhD, D(ABHI)

In addition to the committee’s nominations, there are three self-nominated candidates who have each provided all documentation required to be eligible to run. They are:
   James Cicciarelli, PhD
   Zahra Mehdizadeh Kashi, PhD, HCLD
   Allen Norin, PhD, D(ABHI)

It was noted that although there has traditionally been international representation on the board, the current bylaws do not require the presence of an international candidate on the slate of nominees for the board. A recommendation for a bylaws revision was made as there is still time to add it to the 2013 revisions.

Treasurer’s Report
Ms. Liz Trimble and Ms. Kathy Miranda presented the Treasurer’s report.
2012 Audit
It was stated for the record that the audit of the 2012 financial statement was approved by unanimous board email response previous to the board meeting.

February 2013 Financial Statement and Dashboards
Ms. Trimble presented the February 2013 financial statement and reviewed the financial dashboards. The board approved the February 2013 unaudited financial statement as presented.

Investment Performance
At the end of February 2013, ASHI had $1,729,201 in investments. ASHI’s portfolio has risen 3.06% in value from the first of the year.

Corporate Support Update
The goal for this year is $198,000. A new supporter, Mtilda, has joined at the bronze level. To date ASHI has received $167,000 in pledged support with $31,000 in additional support needed to meet the 2013 goal. The board agreed that ASHI should reach out to small companies and suggested some who Ms. Miranda can contact.

External Affairs Committee Report
The External Affairs report was presented by Dr. John Gerlach, Dr. Amy Hahn and Ms. Kathy Miranda

American Association of Blood Banks (AABB)
AABB Program Planning Committee
A proposal was submitted to the AABB and accepted. It is scheduled for the AABB Annual Meeting and TXPO in Denver CO.

AABB Molecular Standards Committee
The committee completed the review of proposed changes to the 2nd Edition of Standards for Molecular Testing. The majority of changes included format and clarification of language. There were also updates to allele charts which were included the Standards for Molecular Testing for Red Cell, Platelet, and Neutrophil Antigens, 2nd edition.

The final review of the guidance document for the 2nd Edition of Molecular Testing is close to completion. There were no changes that directly affect the HLA community.

AABB Relationship Testing Committee
The draft of the 11th Edition of Standards for Relationship Testing Laboratories was submitted for comments. The collated comments are to be sent to the RT Standards Program Unit (SPU) members for their real-time editing in June. Standards have been added to cover pre-natal DNA testing.

AABB standards have been added to cover “expert system software” that can be used as one of the experts evaluating results. The ASHI Standards only recognize human evaluation. The AABB standards are based upon what the FBI accepts.

American Board of Histocompatibility & Immunogenetics (ABHI)
Preparations are being made for a face-to-face meeting of the Lab Directors’ Exam Practice Analysis committee in order to create a new content outline for the directors’ exam.
**American Society for Blood and Marrow Transplantation (ASBMT)**
There were no updates reported.

**American Society for Clinical Pathology (ASCP)**
ASHI submitted a proposal to ASCP which was accepted for its 2013 annual meeting in Chicago.

**American Society for Transplantation (AST)**
There were no updates reported.

**Coordinating Council on Clinical Workforce (CCCLW)**
There were no updates to report.

**Federation of Clinical Immunology Societies (FOCIS)**
Communities of practice have been established with the goal of empowering and involving FOCIS members in the annual meeting scientific program development and increasing interdisciplinary communication among societies. An ASHI/TTS joint member society symposium and a joint ASHI/ACLPS/AMLI member society symposium will be held at the FOCIS annual meeting in Boston.

**Federation for the Accreditation of Cellular Therapy (FACT)/National Marrow Donor Program (NMDP)**
ASHI has been invited by FACT and NMDP to participate in the distribution of a survey regarding transplant center practices for preparing cord blood units for administration. A group formed by ASHI and NMDP representatives initiated a study evaluating the impact of the new list of CWD alleles in requiring additional resolution. NMDP would like to implement the use of the new CWD version in January 2014.

**The Joint Commission (TJC)**
ASHI’s agreement with TJC automatically renews on a year-to-year basis. Changes can still be made in writing at any time. The Accreditation Manager has been providing periodic updates to Mr. John Hart for discussion at the quarterly PTAC meetings.

**United Network for Organ Sharing (UNOS)**
Dr. Amy Hahn won the election as Region 9 representative to the Histocompatibility Committee and withdrew her application for consideration as an at-large nominee from ASHI. The solid organ branch of the NCAC, together with the program directors of PT and ARB, formulated responses to new proposals #2 (Changes to the OPTN Bylaws Governing Histocompatibility Laboratories) and #3 (Update to HLA Equivalency Tables). These responses were sent to the ASHI membership with a request for everyone to comment; they were also sent to related groups such as AST and NKF for their support, and were submitted to UNOS prior to the deadline. The major overhaul of the kidney allocation system will likely be voted on at UNOS’ June board meeting. The proposals currently out for comment will be voted on at the fall board meeting.

**PROFESSIONAL STANDARDS DIVISION**
The Professional Standards Division report was presented by Mr. Walter Herczyk (ARB), Dr. Michael Gautreaux (DTRC), Mr. Dean Sylvaria (PT), & Ms. Dawn Wagenknecht (QAS)

**ARB Program**
Inspectors’ packets will be sent via email instead of Fed Ex, starting with Cycle 2, 2013. The Inspector Training modules for ASHI U are being updated. AFDT has agreed to provide a “pass/fail” grade on antibody PT, and APHIA has agreed to provide “pass/fail” grades on all PT. The program director has reached out to CMS regarding use of virtual crossmatches as “final crossmatches.” An answer is still being awaited. Pieces have been written for In the Groove and ASHI Quarterly to inform laboratories about accreditation for Immune Cell Function and loss of the Cylex™ kit. Unless they replace testing for immune cell function by another assay, this testing system will be removed from the letter on the next accreditation cycle. The Cycle 2 inspection window will be moved up by two weeks (to Aug 1 – Oct 1) to accommodate the early ARB meeting, which will be held on Nov 16-17 prior to the ASHI meeting in Chicago.

Directors’ Training Review & Credentialing Committee
The DTRC has been catching up on a backlog of directors-in-training at various places in the pipeline, and continues to be very busy: 12 registration letters have been sent out, seven “green light” letters for portfolio submission have been sent out, and there are currently five portfolios out for review. There are sixteen newly-accredited directors, including two who went through the new appeals process. Three foreign directors have had waivers for requirements based on experience.

The process for accrediting formal director training programs is being revised. There has been some confusion about the difference between individual training plans and formal ASHI-accredited training programs, and a subcommittee has been formed to address this problem. The process to vet/accredit the newly named “ASHI-Approved Fellowship Program for Histocompatibility and Immunogenetics” is being formulated, and will be incorporated into the DTRC operations manual.

For individual two-year director-in-training programs, the DTRC will begin to ask for an annual progress report from the director-in-training’s mentor. A standard template is being developed which will also be incorporated into the revised operations manual and guidelines.

Proficiency Testing Program
The addition of complement fixing antibody assays to the methods required changes to the PT software. These have just been completed by the programmer. Complaints were received about low cell numbers and poor viability with certain whole blood samples sent in the AC-1 survey. Other options for shipping samples are now being investigated. The CAP audit will be held at ASHI headquarters in August. Dr. Susan Saidman, Program Director, will attend. Also, the annual renewal request to CAP for 2014 is due June 30, 2013. PT vendor Hologic has agreed to finish out the year although the contract term ends in July. Despite a significant increase in survey prices, the number of labs has increased slightly. There are labs in 3 new countries this year – Egypt, Italy and South Africa. The number of HTS (additional volume in the HT survey) modules has decreased. AC surveys have decreased, but the amount of extra blood requested (ACC module) has increased.

Quality Assurance & Standards Committee
An ARB liaison has participated in QAS calls this year. The new standards proposed in 2012 have been approved by CMS and are posted on the ASHI website. The 2013 first draft revisions to the standards are on schedule.

A Next Generation Sequencing Task Force, chaired by Mr. Don Constantino, has been formed to draft relevant standards to encompass all of the next generation sequencing (NGS) platforms being used for HLA testing.
SCIENCE & EDUCATION DIVISION
The Science & Education Division report was presented Dr. Malek Kamoun (Scientific Affairs), Dr. Amy Hahn (National Clinical Affairs and Annual Meeting Program Planning), Ms. Donna Lucas (Education), and Dr. Maria Bettinotti (CPT)

Scientific Affairs Committee
SAC and IDAWG organized another symposium on the development and implementation of data standards for next-generation sequencing methods for HLA and KIR typing, which was held in conjunction with the EFI annual meeting. The report from the IDAWG project summarizing its survey on data management and analysis methods for the 16th IHIW was published in the International Journal of Immunogenetics. SAC was requested by the board to put together proposals for ASHI-sponsored symposia at the 2014 World Transplant Congress (WTC) and the 2013 American Society of Clinical Pathology (ASCP) annual meeting. Two proposals were submitted.

National Clinical Affairs Committee
The solid organ branch of the NCAC, together with the program directors of PT and ARB, formulated responses to June 2013 proposals #2 (Changes to the OPTN Bylaws Governing Histocompatibility Laboratories) and #3 (Update to HLA Equivalency Tables). These responses were sent to the ASHI membership with a request for everyone to comment; they were sent to related groups such as AST and NKF for their support, and were submitted to UNOS.

The stem cell branch of the NCAC was asked to comment on the draft of the FACT and NMDP cord blood testing survey. NMDP and FACT are also working together to develop criteria for the vetting of accreditation agencies.

At the January board meeting, it was decided that a government branch of the NCAC was needed. Dr. Maria Bettinotti and Mr. John Hart agreed to serve. An email address for a government liaison was created (governmentrelations@ashi-hla.org) so that ASHI members could use it to send pertinent information to ASHI with relation to government affairs. It can also be used for government organizations to communicate with ASHI.

Education Committee
Regional Workshops
There were 106 attendees at the Las Vegas, Nevada workshop and 105 attendees registered for the Fort Lauderdale, Florida workshop. Electronic capture of the Fort Lauderdale meeting was done via Adobe Captivate (with speaker consent) and will be processed at headquarters.

ASHI-University
New authors are now being trained.

Lab Manual Revision
The new format for modules/chapters for the ASHI-U / Procedure Manual was presented and approved by the board.

Program Planning Committee
The annual meeting program has been completed and the meeting objectives are being written. Late-breaking abstracts will again be accepted this year, but with a $25 fee imposed. Instead of the traditional banquet, there will be a comedy show at Second City.
CPT Committee

Codes

In May the committee responded to a request from the AMA to review and edit the discussion of the rationale for the updated HLA codes to be included in the annual AMA Changes to CPT publication. As of January 2013, CMS accepted the new molecular CPT codes. These went into effect January 2012 for other payors. Stacking codes have been deleted. Coding for KIR and MICA was approved at the October AMA CPT meeting as part of the molecular pathology workgroup proposal for Tier 2 analytes. This will go into effect in Jan 2014 (or possibly July 2013).

National Correct Coding Initiative

In September 2012, the CPT Committee responded to a request to review all of the NCCI edits and the MUEs for the molecular codes. Extensive comments were made, many of which were accepted. For those that were not accepted, a rationale was provided. Per the request letters, details cannot be shared beyond the review committee. In February, the CPT Committee responded to a request to review and comment on some edits related to bundling of certain cytogenetics codes with other molecular codes (including molecular HLA codes).

Pricing

ASHI worked with Palmetto GBA to try to get accurate pricing. This helped with the low resolution pricing, but the high resolution pricing is still too low. Earlier this year, ASHI again worked with a coalition of professional societies that released a joint statement regarding concerns about the CMS procedure for setting prices for molecular testing and recommendations, including removing coverage and payment restrictions, providing greater transparency about the evidence for coverage decisions and basis for payment decisions, extending the period for reconsideration of denials, and convening stakeholder meetings with CMS.

Next Generation Sequencing

In April, the AMA convened a group to discuss future plans for coding Next Generation Sequencing. Several new codes for some applications were proposed. The committee believes that HLA requirements will be encompassed by the codes for high resolution typing.

COMMUNICATIONS DIVISION

The Communications Division report was presented by Ms. Dorothy Levis and Ms. Kathy Miranda.

Information Technology Committee

The committee agrees that improvements are needed on the current ASHI website. The first step in web design is to perform a discovery (ask the committees, EC, board, etc. what they need/expect from the website, and add the functions staff needs) to get a better handle on need and scope. A simple survey will be created by the committee to ask members and committees this question.

Publications Committee

The committee strives to maintain a high degree of accuracy and correct language use in all the communications from ASHI. In addition, the co-chairs believe there is improved efficiency with the work dissemination and ability to provide efficient turn around times.
Three applications have been received for the position of editor of *Human Immunology*. The board will approve the new Editor-in-Chief in July.

**Marketing**  
The Association Headquarters MarCom Department provided an update on marketing efforts.

A Lab Week branding campaign was held, consisting of the creation of a lab poster which was sent to all accredited laboratories, a Facebook campaign in which labs sent in team photos, and a web “badge” which could be used on email signatures. This campaign was very successful.

Since January, ASHI’s Facebook “likes” have increased 54%, from 275 to 423 (13% came from the Lab Week campaign alone), LinkedIn connections have increased 33%, from 135 to 180, and Twitter followers have increased 20%, from 56 to 67.

All electronic messages have been redesigned to show a consistent style and brand.

**MEMBERSHIP DIVISION**  
The Membership Division report was presented by Dr. Joannis Mytilineos, Dr. Maria Bettinotti, Mr. Walt Herczyk, Dr. Lorita Rebellato-DeVente and Ms. Donna Lucas

**Membership Committee**  
The Membership Committee conducted a survey to evaluate the value of the Institutional Membership category. Two current members and one past member responded. Based on the survey results, as well as the lack of responses that were received, the committee concluded that the Institutional Membership category no longer holds value for the members, and made a recommendation to the board to retire this membership category beginning in 2014. The board approved.

The committee will be drafting an application form and process for new educational travel grants approved by the board. In 2014, each regional workshop will be allotted two (2) $500 educational travel grants and the annual meeting will have two (2) $1,000 educational travel grants. The board agreed to give membership the opportunity to add extra money to their dues renewals in order to support this meeting travel grant program.

The results of a membership survey conducted by AH’s MarCom were tabled for discussion until the next board conference call.

**Technologists’ Affairs Committee**  
The board was requested to suggest names for potential active committee members.

**Directors’ Affairs Committee**  
The directors’ salary survey is being created in electronic format by the vendor and is on schedule to go out this summer. An “ASHI 101” ASHI-U module is being put together now.

**International Affairs Committee**  
The 2013 ISS is taking place in Sardinia, Italy with EFI hosting. Board members were encouraged to spread the message that applications are being accepted and travel awards are available. The 2014 ISS is being hosted by ASHI and venues near Denver just before or after the annual meeting are being investigated.

**Bylaws Committee**
Dr. Siva Kanangat was approved as Vice Chair. In 2012, at the request of the ASHI Board of Directors, ASHI’s attorney, Michael Deese, thoroughly reviewed the bylaws and made extensive amendments across the entire document to ensure that the content was up to date and in concordance with existing law. The Bylaws Committee reviewed the amendments and presented them to the board for its May teleconference meeting. The revisions will be posted for public comment before ballots go out to the membership for a vote.

**Awards Committee**

The nominations deadline was extended until June 1 because the annual meeting is later this year. Previous nominees from the past three years will also be considered.

**NEW BUSINESS**

There being no new business, Dr. Pollack adjourned the meeting at 4:15 p.m. EDT.