AMERICAN SOCIETY FOR HISTOCOMPATIBILITY & IMMUNOGENETICS  
Board of Directors Meeting  
June 19, 2015  
Philadelphia, PA

Summary

Dr. Malek Kamoun, President, called the ASHI board meeting to order at 8:09 AM ET on June 19, 2015.

Mike Dwyer, AH Chief Executive Officer, provided an update on the rebranding of AH and the four new divisions which highlight AH’s specialties.

- Association Headquarters: Association Management
- Red Chair Communications: Marketing, design and public relations
- Front Row Meetings & Events: Meeting management, exhibits, sponsorship
- Co-Chair Solutions: Projects, consulting and education

Ms. Miranda thanked the board members for the many hours of volunteer service they provide to ASHI. She then reviewed the confidentiality and conflict of interest disclosure agreement, reminding everyone that if circumstances change, board members should revise their disclosure agreement.

SECRETARY’S REPORT
Mr. David Kiger, Secretary, presented the January 2015 Board Minutes which were already approved via email vote.

OPERATIONS DIVISION
The Operations Division report was presented by Ms. Kathy Miranda, Executive Director.

Executive Committee
The executive committee meets via conference call each Thursday with the full board joining the fourth Thursday of each month. A summary of the minutes from these calls is provided to the board. Action items from these meetings are tracked in the project management tool called Smartsheet. Ms. Miranda presented the Executive Committee report, staff hours report, and Career Center report.

The next board meeting is scheduled for Sunday, September 27th in Savannah, prior to the start of the 41st ASHI Annual Meeting.

Marketing Report
MarCom has been tracking ASHI’s social media pages (Facebook, LinkedIn, and Twitter) to determine its growth in since the beginning of 2015. ASHI’s social media pages have grown since the beginning of the year. ASHI’s rise in social media engagement means the society’s messages are reaching a wider audience, possibly leading to an increase in memberships and renewals,
additional meeting registrations, and a heightened awareness of ASHI’s educational offerings, such as ASHI-U. Lab Week also gained more followers for both Twitter and Facebook.

**Corporate Support**
ASHI currently has $119,000 in corporate support. Omixon increased support from $1000 last year to $10,000 for 2015. Ms. Miranda reported that there are many different opportunities in Savannah for sponsors to advertise including window clings.

**Nominations Committee Report**
Ballots were mailed the week of June 1, 2015. The following candidates are listed on the ballot:
President elect: Michael D. Gautreaux PhD, D(ABHI)
Treasurer: Walter Herczyk, MT(ASCP), CHS(ABHI)

Board of Directors (Non-doctoral): one will be chosen
Linda S. Buckert, MT(ASCP), SBB, CHS
Brett D. Loehmann, CHT, CHS, CTBS, BS

**Committee Rosters**
Committee rosters need to be updated with the current term end dates. There was discussion about the role of the Division head and there was some confusion about the duties and expectations of the job. Board members agreed that there is a need for mentoring committee chairs and Division heads to make them aware of their roles and responsibilities. Division heads will reach out to committee chairs to identify committee vacancies and term end dates for each committee member.

**TREASURER’S REPORT**
Ms. Liz Trimble, Treasurer and Ms. Miranda, Executive Director, presented the treasurer’s report. The board approved the 2014 audit as conducted by Briggs, Bunting & Dougherty. Copies of the audited financial statement were provided.

**Statement of Financial Position**
As of April 30, 2015, ASHI had total assets of $3,506,359.
ASHI also had escrows in the amount of $69,331 for the HLA Website and $23,334 for Human Immunology stipends. ASHI has $120,000 as Permanently Restricted Net Assets (Terasaki endowment) and $628,270 as Net Income. *Human Immunology* royalties are $162,500 more than budgeted YTD. Ms. Miranda reported that ASHI is now receiving the royalties from *Human Immunology* quarterly.

**Statement of Activity**

**Operating Income/Expenses:** On the statement of activity summary, ASHI reported a total operating income YTD of $1,144,027 and a total operating expense YTD of $571,990 for a total net operating income YTD of $572,037.
Investment Income/Expenses: As of April 30, 2015, the total net income for all investment activity (interest, unrealized gain in value of investments, less investment advisor fees) was $56,234.

ASHI Investment Policy: ASHI must maintain a minimum of 35% and a maximum of 45% of the assets (Schwab portfolio) in fixed income securities. As of April 30, 2015, 42% of ASHI’s portfolio was invested in fixed income securities and money market. ASHI must maintain a minimum of 55% and a maximum of 65% of the assets (Schwab portfolio) in high quality common stocks (equities). As of April 30, 2015, 58% of ASHI’s portfolio was invested in equities.

ASHI Reserves: Based on the ASAE’s Operating Ratio Report, 12th Edition, the median reserve target is 33% of the annual operating budget for associations who define reserves as liquid assets. ASHI’s policy states that they must maintain a minimum of 80% of their annual operating expenses in reserves. Based on ASHI’s current member equity (net worth of the organization) and budget net income for the year (including budget net operating income + budget interest income) as of April 30, 2015, ASHI has approximately 145% of their 2015 annual operating expenses as liquid assets (cash and investments that can be quickly converted to cash).

The board approved the April 2015 financial statement and investment report as presented.

Travel Fund Update
Dr. Gerlach provided board members with an update on the travel fund task force. Ten percent of the 2014’s investment income, totaling about $7000 will be added to this fund. In addition, board members are being asked to contribute to this fund which will assist ASHI members in financial need to travel to ASHI meetings. At the end of each year, 10% of the investment income will be added to this fund. As of April 30, 2015 there is net income of $170 which is member contributions only. The task force plans to offer (7) $1000 awards. The selection criteria is based on scientific or service. The deadline to apply for the travel award is July 29, 2015. Winners will be announced by August 5, 2015. The winners must attend the meeting to receive the award check.

Board members approved the Travel awards to include complimentary registration to the annual meeting in addition to up to $1000 for travel expenses and to limit one Travel fund award per institution each year.

EXTERNAL AFFAIRS DIVISION

The Transplantation Society (TTS)
Board members approved a proposal for ASHI to submit a formal proposal to be an affiliate with TTS and for Dr. Medhat Askar to submit a proposal to organize a Workshop at the 2016 TTS meeting in Hong Kong.

EFI
Dr. Kamoun reported that he met with the president and president elect of EFI. They were very
interested in collaborating with ASHI to develop standards in Histocompatibility and Immunogenetics.

CCCLW
Michelle Prod is the new CCCLW liaison replacing Walter Herczyk.

The Joint Commission
Board members approved contacting the ARB to ask who from the executive committee should serve as the liaison to the Joint Commission.

MEMBERSHIP DIVISION

Membership Committee
The committee has plans to conduct a survey in early 2016. There is a current initiative to try to reach out to Emeritus members to find out if they are interested in volunteer opportunities.

Technologist Affairs
David Kiger and Walt Herczyk were successful in reforming the committee which now has 9 members. Board members reviewed the results from the recent salary survey. There were 389 responses received. The Technologist Affairs Committee will update the analysis and define trends in the data collected from the salary survey. Cathey Klimek and Suzanne Dodson were approved by the board to serve as co-chairs of the Technologist Affairs Committee.

Directors Affairs
Dr. Gautreaux reported that the committee is working to clean up the HLA 101 module that is currently posted in ASHI U.

International Affairs
Board members discussed how ASHI could provide value to the International community. A suggestion was made to provide webinars, workshops or regionals in different countries. ASHI could help the international community develop a regional network in their own area and ASHI could serve as a mentor. It was agreed that the Board needs to decide what the International committee will be and that this needs to be included in the strategic planning discussions.

Bylaws Committee
The Bylaws Committee recommended revisions to the Board and the Board accepted those revisions. Following board approval of the revisions, legal guidance was sought. Legal counsel advised against the proposed revisions. Legal counsel advised that the only change necessary is to delete Article VII, Section 2, and renumber the following sections. Executive Committee members were in agreement with ASHI’s legal counsel. The Bylaws Committee has been informed and will now proceed by presenting this revision to the membership for vote.

Awards
Ms. Miranda reported that the committee is currently reviewing all nominations and stated that all nominations stay in the pool for the award for 3 years. There were no carry overs from last year.
COMMUNICATIONS DIVISION

Information Technology
ASHI will switch over to the new website and database, Your Membership, after the annual meeting. Plans are to go live in October.

Publications
Sharon Adams reported that she and James Mathew will be rotating off as co-chairs of the publications committee. They will talk to the committee members at the annual meeting to find people to fill the positions of chair and vice chair.

ASHI Quarterly hopes to (re)introduce two new features consistently: (1) “Current Literature Review” under the Associate Editorship of Siva Kanangat, PhD, D (AHBI), and (2) “Technical Updates” that are contributed by Technologist members of ASHI under the Associate Editorship of Walter Herczyk, CHS. A print on demand option is being explored. The committee will be reviewing the need for updated cover art at their meeting in Savannah.

There was some discussion about the short stories from the Rising Star applications and a suggestion was made to print the winning essay and then print the others with permission in the ASHI Quarterly.

SCIENCE AND EDUCATION DIVISION

Education
There was a discussion about the free ASHI U day that was offered December 17-19, 2014. Many people did not take advantage of it because it was too close to vacation and there was not enough advertising in advance.

Regionals
There were 82 registrants for San Antonio and 105 for Philadelphia. Ms. Toth reported that overall there is a decline in the numbers. The RFP process for the 2016 regionals will go out next week.

Proposal for New Committee
Ms. Donna Lucas reported that this year there are more senior attendees at the regional meetings. Ms. Lucas suggested creating a new committee from members of the Education Committee and the Annual Meeting Program Planning Committee that will oversee both the regional education workshops and the workshops for the annual meeting. The proposed committee will have 3 co-chairs to ensure continuity from year to year. Additional committee members will be recruited from the membership as needed with a mix of both doctoral and technologist members. Currently, the Chair of the Education committee does all the work for the regionals with no help from the committee. Board members discussed ideas including:

- Plan the content for the Regionals with the annual meeting
Using speakers who are local
Record one session and offer it as a webinar

It was agreed that the committee structure needs to be addressed and added to the strategic planning session.

Program Planning
All but one slot is finalized for the annual meeting. Dr. Gerlach asked board members to tell people not to plan travel until they see the program because it has changed from previous years. The meeting site is now live and registration open. There were 228 abstracts received this year. There will not be a call for late breaking abstracts. There are plans to communicate to membership using a video clip in ASHI Insights to let people know about the change in the program.

Scientific Affairs
The committee is busy proposing sessions for different conference sessions. Dr. Campbell reported that the committee would like to have more responsibility for program planning for the annual meeting. It was suggested that the committee come up with ideas and present them to the program planning committee.

National Clinical Affairs
Board members discussed and agreed that it would be best to provide a summary of the board meeting minutes on the website. Ms. Miranda reported that ASHI currently posts a summary of the three face to face board meeting minutes in the members-only section and that staff will update the page with the past two summaries. Board members approved posting monthly summaries of all full board meetings on the website.

ISS
Dr. Gerlach and Dr. Kamoun will be going to Bangkok for the International Summer School. They will also attend APHIA and their expenses will be covered.

PROFESSIONAL STANDARDS DIVISION

ARB
ASHI is being asked to approve the ARB guidelines for Next Generation Sequencing (NGS). This is the assay system utilized in determining results in a testing category; hence the laboratories that intend to add NGS are required to submit a Validation Packet for this testing System to the ARB Commissioner. The consensus of committee was to keep the minimum run at 200 samples including a minimum of 50 samples blinded. A concern that setting this criteria, may prevent small labs from meeting these guidelines. Board members agreed to table approving the ARB guidelines for Next Generation Sequencing (NGS) for discussion at a later date.

A2LA
Mr. Dean Sylvaria completed the crosswalk against ASHI standards. Mr. Sylvaria is planning to do an analysis of what ASHI has that they do not have. They want to use ASHI inspectors-to
inspect for A2LA. Dean Sylvaria will complete the summary comparing A2LA inspections with ASHI and provide a comprehensive report.

**QAS**
The committee is discussing the best options to improve the process for identifying and organizing tasks at the start of the yearly review cycle. There are plans to propose an annual face-to-face meeting of co-chairs & prior chair, starting January 2016, to create the to-do list for the coming cycle. Details to be presented in the next report to the board.

**New Business**
ASHI Insights Top Articles
The top article receiving 5553 clicks was the *Intro to HLA* module from the May 5, 2015 issue. This was followed by The Regional Workshops March 10th issue at 965 clicks and the March 24th issue at 924 clicks.

The meeting was adjourned at 5:37 PM ET.