Dr. Peter Nickerson, President, called the ASHI Board meeting to order at 12:40 PM on October 15, 2006. Prior to the discussion of any business, the Confidentiality Disclosure Statement and Conflict of Interest Statement were reviewed. All present board members were requested to sign and submit their Confidentiality Disclosure and Conflict of Interest Statements.

APPROVAL OF THE MINUTES
Dr. Ann Begovich presented the minutes and the summary of action items from the June 25, 2006 board meeting. A motion was made to approve the minutes and the action item summary from the June 25, 2006 board meeting with the addition of one revision. The motion was seconded and passed unanimously.

The board also reviewed the “To Do” list from the June board meeting to determine if there were any outstanding projects. Any outstanding projects will carry over to the “To Do’ list generated from this board meeting.

OPERATIONS DIVISION
The operations division report was presented by Dr. Peter Nickerson, Ms. Harriet Noreen, and Dr. Karen Nelson.

EXECUTIVE COMMITTEE REPORT

Strategic Plan: Dr. Peter Nickerson reviewed the status of the 2006 strategic plan with the board. Dr. Nickerson commented that there has been a lot of progress over the past year. All committees will be charged with re-evaluating their 2006 objectives and identifying new objectives for 2007.

Nominations Committee: Dr. Karen Nelson reported the results of the 2006 election:

President-Elect: Carol Pancoska, PhD, D(ABHI)
Treasurer: Lori Osowski, MS, CHS
Board Member (Doctoral) – one (1) year term: Sandra Helman, PhD, D(ABHI)
Board Member (Non-Doctoral): Judith Baker, CHS, I(ASCP)

In addition, the board reviewed the appointment of committee chairs for 2006 – 2007. During the June board meeting, Dr. Carol Pancoska was charged with the task of contacting the current chair of the scientific and clinical affairs committee to determine if he is willing to stay on as chair for one (1) more year. As per Dr. Pancoska’s discussion with Dr. Eckels, he has agreed to stay on as chair for one (1) more year. A motion was made to approve the appointment of David Eckels as chair of the scientific and clinical affairs committee for one (1) year. The motion was seconded and passed unanimously.

ASHI Staff Report: Ms. Kimberly Glenn reviewed the ASHI staff hours report through August 2006 with the board and asked if anyone had any questions or comments. Ms. Harriet Noreen informed the board that Ms. Glenn presents her with staff hour reports on a monthly basis so that the executive committee can properly moderate staff hour usage as per the Management Agreement.

EXTERNAL AFFAIRS REPORT
**Rare Allele Subcommittee**: Ms. Harriet Noreen reported that an ad-hoc rare alleles subcommittee was formed through the scientific and clinical affairs committee with Marcelo Fernandez-Vina serving as chair. The committee’s goal was to review the information provided by the NMDP and to provide the proficiency testing committee with information to help guide data entry and grading of the molecular testing surveys. The board recommended the review be published in a peer reviewed journal. Ms. Noreen will report back to the subcommittee and request that an action plan for the release of the review be developed for board review.

**Transplant Collaborative**: Dr. Sandra Rosen-Bronson reported that ASHI has organized a mini-plenary session for the 3rd National Learning Congress to be held in New Orleans on October 19th. The plan is to feature two clinicians describing how their laboratories’ use of new technology has allowed them to more readily transplant sensitized patients. To date, clinicians from Duke University and Emory University have agreed to present at the Congress.

**Corporate Support Development Subcommittee**: Dr. Nickerson reported that he and Ms. Kim Glenn held conference calls with ASHI’s diamond and platinum level supporters to thank them for their continued support and to outline ASHI’s 2007 plan for corporate support. Corporate Support opportunities for 2007 will be reviewed and discussed with the vendors during the vendor meeting scheduled during the annual meeting.

**Global Alliance in Transplantation (GAT)**: Dr. Ronald Kerman attended an Advisory Board Meeting of the GAT which took place during the World Transplant Congress in July. Dr. Kerman reported that there was no new business discussed. Dr. Kerman will continue to provide the board with updates as they occur.

**National Marrow Donor Program (NMDP)**: Harriet Noreen reported that the NMDP histocompatibility committee is expecting feedback from the ASHI board regarding the proposed survey of laboratories interested in having access to stored, unrelated-donor registry samples for HLA typing in transplant program associated laboratories. Ms. Noreen indicated that she coordinated the survey which was sent out to member laboratories.

Dr. Peter Nickerson reported that the board needs to identify a new NMDP liaison for the 2006-2008 term. The executive committee has identified Ms. Harriet Noreen as a candidate; however, they would like to discuss the nomination process with the NMDP prior to moving forward with a board vote. Ms. Kim Glenn will send a formal nomination to the board for vote at the conclusion of the annual meeting.

**Federation of Clinical Immunology Societies (FOCIS)**: Dr. Karen Nelson reported there has been no activity since the last board meeting.

**United Network for Organ Sharing (UNOS)**: Dr. Peter Nickerson and Dr. Karen Nelson reported that the UNOS histocompatibility committee responded to ASHI’s review of their proposal for calculating PRA. ASHI prepared a response to the histocompatibility committee requesting the creation of a joint committee to plan education for and implementation of the revised polices. Dr. Nickerson and Dr. Nelson recommended this be done by a consensus conference or a workshop co-sponsored by ASHI and UNOS.

Proposals from OPTN/UNOS are currently out for public comment and ASHI is in the process of developing a response. The deadline for the submission of comments is October 27, 2006.

**American Association of Blood Banks (AABB)**: Dr. Karen Nelson reported that ASHI’s representative to the AABB has requested that ASHI promote the joint AABB/ASHI Symposium
as a part of its 2007 strategic initiative. The board agreed that this was acceptable. Dr. Nelson further reported that the AABB has requested that ASHI approve, in principle, a joint effort with AABB to develop molecular testing and antibody identification standards for HPA and HNA. The ASHI board agreed with this concept, but would like Ms. Kim Glenn to investigate the legalities of developing joint standards prior to moving forward. A motion was made to move forward (in concept) with working with the AABB in the development of joint standards for molecular testing and antibody identification for HPA and HNA. The motion was seconded and passed unanimously.

**2006 Annual Meeting Report:** Ms. Donna Phelan, 2006 program planning chair, provided the board with an update regarding the 2006 annual meeting. Ms. Phelan reported that meeting registration looks strong and that ASHI has met or exceeded their targets for sponsorship and exhibits.

**TREASURER’S REPORT**
Ms. Harriet Noreen and Ms. Kim Glenn presented the Treasurer’s Report in Ms. Lori Osowski’s absence. The August 2006 financial statement was presented to the board. Changes in income, expenses and investment income were reviewed and discussed. A motion was made to approve the August 2006 financial statement. The motion was seconded and passed unanimously.

Ms. Noreen and Ms. Glenn reviewed and discussed the proposed 2007 budget with the board and addressed questions. The board had no objections to the budget as proposed. A motion was made to approve the 2007 budget, in principle. The motion was seconded and passed unanimously.

Ms. Noreen reviewed the 2006 annual business meeting presentation with the board. The presentation included the following information: 1) the status of ASHI reserves, 2) ASHI operating income and expenses and 3) ASHI’s financial position.

**DIVISION OF PROFESSIONAL STANDARDS**
The division report was presented by Mr. Don Constantino, Ms. Doreen Jezek and Dr. Anat Tambur.

**QUALITY ASSURANCE AND STANDARDS COMMITTEE REPORT**
Mr. Don Constantino reported that the QAS committee prepared revised standards for bead and micro array-based testing. The standards were circulated to the ASHI membership for public comment. The QAS committee reviewed all comments and prepared a final draft which was submitted to the ARB for review and approval. The QAS committee is holding a two day face-to-face meeting prior to the annual meeting to begin streamlining the ASHI standards document.

The QAS committee conducted a review of the JCAHO Leadership Standards posted for public comment. The committee prepared and submitted a formal response to JCAHO on behalf of ASHI; however, ASHI has not heard back from JCAHO regarding these comments. Ms. Kim Glenn will follow up with Ms. Donna Phelan, ASHI’s representative to JCAHO, to determine if there are any updates to report.

**LABORATORY DIRECTORS’ TRAINING REVIEW AND CREDENTIALING COMMITTEE REPORT**
Ms. Doreen Jezek presented the board with a revised proposal for New Director Training Requirements. Upon the review of the requirements, the board made a few recommendations
to be discussed further by the committee. Ms. Jezek will request the DTR and ARB incorporate the board’s recommended revisions and then move forward with implementing the requirements. A motion was made to approve the New Director Training Requirements document with the recommendations as put forth by the board of directors. The motion was seconded and passed unanimously.

In addition, the board recommended that ASHI establish a chain of communication with the ABHI to ensure that qualifications and credentials as outlined by the DTR and ARB are in line with ABHI requirements.

ACCREDITATION REVIEW BOARD REPORT
Ms. Doreen Jezek reported that the ARB requested funds be included in the 2007 budget for travel expenses for the program director and accreditation manager to attend the CMS partner meeting twice a year. This action was addressed and approved by the board during the 2007 budget discussion.

Ms. Jezek further reported that the ARB is waiting to hear from the scientific and clinical affairs committee regarding the review conducted by the rare alleles subcommittee.

PROFICIENCY TESTING COMMITTEE REPORT
Ms. Kim Glenn provided the board with a summary of the ASHI PT Program audit report which the College of American Pathologist (CAP) submitted to ASHI in August 2006. Due to several changes in the ASHI PT program since its inception, CAP requested that ASHI submit an updated application for approval of the ASHI PT program as an alternative PT provider. The application was submitted to CAP on October 1, 2006.

Dr. Tambur reported that the committee has developed draft templates for performance reports. The reports were generated based on templates requested by the ARB and should speed the transition to electronic reporting. The committee has also developed revised summary reports for the new performance reports.

Dr. Tambur reported that the committee is working to establish clear, inclusive and well defined grading criteria for all surveys. This project was initiated during the PT committee meeting held in May 2006. Dr. Tambur reported that the committee will need at least one more month to complete this project. Once finalized, the criteria will be circulated for board vote.

ASHI LIASON/REPRESENTATIVE REPORTS

Joint Commission on Accreditation of Healthcare Organizations (JCAHO): Ms. Donna Phelan, ASHI’s liaison to JCAHO, submitted a report to the board summarizing the June 2006 meeting and the September 2006 conference call. Detailed reports of issues, key points and standards have been given to Ms. Kim Glenn for archiving.

DIVISION OF COMMUNICATIONS
The division report was presented by Dr. Robert Lewis.

PUBLICATIONS COMMITTEE REPORT
Dr. Robert Lewis reported that the publications committee is currently working on the second supplement to the Laboratory Procedure Manual. To date, eight (8) procedures have been reviewed by the committee and submitted to Ms. Kim Glenn for formatting. The committee will continue to solicit feedback from the membership regarding the need for new procedures and/or revised and updated procedures.
WEB COMMITTEE REPORT
Dr. Robert Lewis informed the board that ASHI finalized an agreement with Amedco for the administration of ASHI University. ASHI University will be ready within the next couple of months.

Mr. Patrick Adams reported that the education and technologists affairs committee are working together to form two subcommittees to be responsible for the recruitment, oversight of development and review of modules for ASHI University. Ms. Kim Glenn reported that support for ASHI University was included in the 2007 corporate support prospectus.

Dr. Lewis reported that the ASHI Forum was launched on the ASHI website in August 2006. Curt Jordan, co-chair of the web committee, has been monitoring traffic on the Forum to estimate usage. Mr. Curt Jordan and Mr. John Hart, web committee co-chairs, will present the ASHI Forum at the joint technologists'/directors’ forum during the annual meeting. Mr. Lewis further requested the board to encourage the use of the discussion forums and the use of the forum for individual committees.

Dr. Lewis reported that Mr. John Hart will be in contact with Ms. Kim Glenn to discuss the redesign of the ASHI website in 2007. The expense for redesign of the ASHI website was discussed and approved by the board during the 2007 budget discussion.

DIVISION OF SCIENCE AND EDUCATION
The division report was presented by Mr. Patrick Adams and Dr. Carol Pancoska.

EDUCATION COMMITTEE REPORT

Regional Education Workshops: Mr. Patrick Adams reported that sites and faculty members for the 2007 regional meetings have been identified:

**Faculty:** Geof Land, Vicky Turner, Peter Nickerson/Kathryn Tinckam, and Carolyn Hurley.

**Sites:**
Northeast: Pittsburgh, PA
March 15-17, 2007

Western: Seattle, WA
April 26-28, 2007

Midwest: San Antonio, TX
June 7-9, 2007

It was recommended that ASHI look into identifying a site in the U.S. southeast for a 2008 regional meeting.

**Standardized Technologist Training Curriculum (STTC) / ASHI University:** Mr. Patrick Adams reported that the ASHI University steering committee has engaged both the education and technologists’ affairs committees. Two subcommittees have been formed and each subcommittee will have a co-chair who will be responsible for facilitating the development or review of modules as well as acting as a liaison between the committee and the ASHI-U subcommittee.

SCIENTIFIC AND CLINICAL AFFAIRS COMMITTEE REPORT
Dr. Carol Pancoska reported that the scientific and clinical affairs committee is in the process of reviewing the rare alleles review prepared by the rare alleles subcommittee. In addition, Dr. David Eckels is in the process of finalizing the white paper on antibody screening. Dr. Pancoska reported that Dr. Eckels will submit an electronic copy of the paper to the board for review by the end of the annual meeting.

The committee conducted a post transplant immune monitoring survey earlier this year. The survey was completed and the results summarized. The results of the survey will be presented at the annual meeting as a poster and will be submitted for publication in the *ASHI Quarterly*. In addition, Dr. Pancoska requested that the summary be presented at the directors’ forum at the annual meeting.

**DIVISION OF MEMBERSHIP**
The division report was presented by Ms. Nancy Higgins, Dr. Ronald Kerman and Dr. Frank Christiansen

**TECHNOLOGIST AFFAIRS COMMITTEE REPORT**
Ms. Nancy Higgins reported that the committee will meet during the annual meeting to discuss the appointment of a new chair for the upcoming year. Ms. Higgins will forward the name of the candidate to the board for vote at the conclusion of the annual meeting.

Ms. Higgins reported that the committee has been working with the education, web and ASHI-U committees in the development of ASHI University. There will be a joint education, technologists’ affairs and ASHI-U committee meeting held during the annual meeting to discuss goals and objectives for the upcoming year.

Ms. Higgins reported that a short donor specimen survey was developed for the ASHI Forum on the ASHI website to generate discussion on this donor collaborative issue and to encourage use of the ASHI Forum. Ms. Higgins will discuss this with the co-chairs of the web committee.

**MEMBERSHIP, MARKETING AND PUBLIC RELATIONS COMMITTEE REPORT**
Ms. Donna Phelan, chair of the membership committee, joined the board meeting to present the membership committee report. Ms. Phelan presented a proposal to the board which introduces new membership categories for 2007. The board of directors reviewed and discussed the proposal. Ms. Phelan was asked to revise the proposal incorporating revisions recommended by the board. Once the proposal is finalized, it will be circulated to the board for vote.

**DIRECTORS’ AFFAIRS COMMITTEE REPORT**
Dr. Ronald Kerman reported that the committee will focus on the need for new Current Procedural Terminology (CPT) codes and post transplant monitoring reimbursement in 2006-2007. Dr. Peter Nickerson will contact the committee chair, Pamela Kimball, to discuss the make-up and independence that a joint technologists’ and directors’ committee would have to address reimbursement issues with the Center for Medicare and Medicaid Services (CMS) and other agencies.

**BYLAWS COMMITTEE**
Dr. Ronald Kerman reported that Lorita Rebellato-Devente is the new chair of the bylaws committee. Dr. Rebellato-Devente is in the process of reviewing the committee membership to determine if new members are needed. Dr. Rebellato-Devente has been told about the unfinished business regarding the SPPM and plans to address this in the upcoming year. Ms. Kim Glenn will assist the committee as necessary.
INTERNATIONAL AFFAIRS COMMITTEE REPORT
Dr. Christiansen reported that the 2006 International Summer School program will be held in the Southeast Asia Pacific region, back to back with the ASEATTA meeting, from November 17-20 in Bangkok, Thailand. A draft program for the course has been developed and posted on the ASHI website. The 2007 program will be held in Europe and the 2008 program will be held in the USA. Dr. Christiansen indicated that EFI is looking to hold the 2007 program in Hungary. Dr. Christiansen will provide the board with updates as they are received.

AWARDS COMMITTEE REPORT
Ms. Kim Glenn reported the identification of the following 2006 ASHI Award winners:

Terasaki Clinical Science Award: Joshua Miller, MD
Rose Payne Award: Nicole Suciu-Foca, PhD, D(ABHI)
Distinguished Scientist Award: Frans Claas, PhD
Distinguished Service Award: Dod Stewart, BS, CHS
Outstanding Technologist Award: Dorothy Levis, MT(ASCP), CHS
J. Marilyn MacQueen Award: Paul Sikorski
ASHI Scholars: Constanca Figueiredo (International Scholar), Richard Derks, Joel Y. Sun, and Curtis P. McMurtrey

ANNUAL MEETING PROGRAM PLANNING COMMITTEE REPORT
Ms. Kim Glenn reported that the 2007 annual meeting program planning committee plans to meet at the conclusion of the 2006 annual meeting to discuss the program for next year. The 2007 meeting will be held from October 8 – 12, 2007 at the Hyatt Regency in Minneapolis, MN.

The meeting adjourned at 11:30 AM on October 16, 2006.