

# Ohio AST

## 2008 Annual Meeting

“Trauma in the OR-911”



**Welcome!** Welcome back my friends to the 2008 Annual Meeting of Ohio AST. Our theme “Trauma in the OR-911” is one that we hope you enjoy and leave this year, meeting new members, as well as forming new friends. On behalf of the Ohio Board of Directors we hope you have a wonderful time and learn something about your profession. Have fun and enjoy yourself. Please let us know if there is anything we can do.

Jean Carty Turner, CST/CFA  
President

**Conference Agenda at a Glance:**

Saturday March 8:

1300-1350 Student Quiz Bowl  
1045-1115 Ohio AST Business Meeting Sessions I  
1350-1440 Candidates Forum

Sunday March 9:

0730-0750 Membership voting  
0955-1025 Ohio AST Business Meeting Sessions II

**Student Quiz Bowl**

The student quiz bowl will be held on Saturday at 1300 in the Angelica Room.

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## Call for Candidates

Secretary-Two Year Term (Assigned Policy & Procedure Chair)

Treasurer- One Year Term (Assigned Finance Chair)

Board of Directors- Two Year Term

Board of Directors- Two Year Term

Board of Directors- Two Year Term

Board of Directors- Two Year Term

### Eligibility:

**BOD** must be active (CST with currency or CST/CFA with currency) members of AST for a minimum of three years immediately preceding nomination.

**Treasurer** must be active (CST with currency or CST/CFA with currency) members of AST for a minimum of three years immediately preceding nomination.

**Secretary** must be active (CST with currency or CST/CFA with currency) members of AST for a minimum of three years immediately preceding nomination.

## Delegate/Alternate for National Conference

**Delegate** must be active (CST with currency or CST/CFA with currency)

**Delegate** must be active (CST with currency or CST/CFA with currency)

**Delegate** must be active (CST with currency or CST/CFA with currency)

**Alternate** must be active (CST with currency or CST/CFA with currency)

**Alternate** must be active (CST with currency or CST/CFA with currency)

\*\*Positions for Officers are elected by a majority vote. Positions for BOD and Delegate/Alternate are elected by a plurality vote. Voting will be conducted on Sunday March 9, 2008 in the Hamilton Room beginning at 0730 until 0755. Voting members must have membership card available. \*\*

Plurality- most votes cast

Majority- over half of votes cast

**Opening Ceremony:**

**No Smoking Policy:**

For the comfort and health of all attendees, smoking is not permitted at any AST function.

**Candidates Who Need to Be Credentialed**

If you plan to run for an elected position from the floor of the first business session, you must be credentialed prior to that session. If you have not had your credentials approved before conference, you must complete the required documents and bring to the Credential table for approval. The booth is open during the following times:

Saturday: 07:15-07:50  
              09:40-0955

**Exhibitors:**

The Board of Directors thanks Dr. Butler and his military medical cores staff for presenting their military mobile surgery suite.

**Students:**

The Board of Directors thanks each and every student for their attendance. We recognize by your presence, you have a deep commitment to the profession you have chosen. Your attendance and participation throughout this meeting is proof to us, you will be the leaders of tomorrow.

**Quorum:**

According to Robert's Rules of Order, our quorum is established at 20 active members or 03% of the total number of State assembly members.

## **BUSINESS SESSION I**

Call to Order	Jean Carty Turner, CST/CFA, President
Welcome	Jean Carty Turner, CST/CFA, President
Board Introductions	Jean Carty Turner, CST/CFA, President
Guest Acknowledgements	Jean Carty Turner, CST/CFA, President
Presidential Report (11)	Jean Carty Turner, CST/CFA, President
Treasurer Report (10)	Geri Johnson, CST/CFA Secretary/Treasurer
Secretary Report (12&13)	Geri Johnson, CST/CFA Secretary/Treasurer
GAPA Report (8)	Mary Lou Johnson, LPN, CST, GAPA Chair
Policy & Procedure Report (11)	Geri Johnson, CST/CFA Secretary/Treasurer
Education Report (9)	Cheryl Gorick, CST, Vice-President
Finance Committee Report (10)	Geri Johnson, CST/CFA Secretary/Treasurer
Presentation of Candidates	Jean Carty Turner, CST/CFA, President
Credentials Report	Jean Carty Turner, CST/CFA, President
Nominations from Floor	Jean Carty Turner, CST/CFA, President
Tellers Committee Appointed	Jean Carty Turner, CST/CFA, President
Old Business	Jean Carty Turner, CST/CFA, President
Recess until Sunday, March 9, 2008 at 0955	

## **BUSINESS SESSION II**

Meeting Reconvened	Jean Carty Turner, CST/CFA, President
Acceptance of 2007 Reports	Jean Carty Turner, CST/CFA, President
Tellers Committee Report	Jean Carty Turner, CST/CFA, President
Official Election Results	Jean Carty Turner, CST/CFA, President
Revoke (if necessary)	Jean Carty Turner, CST/CFA, President
Presentation of awards	Jean Carty Turner, CST/CFA, President
New Business	Jean Carty Turner, CST/CFA, President
Oath of Office	Jean Carty Turner, CST/CFA, President
Announcements	Jean Carty Turner, CST/CFA, President
Adjournment	Jean Carty Turner, CST/CFA, President

# CONFERENCE RULES

1. All delegates shall wear badges at all times.
2. Delegates shall sit in designated areas.
3. Any delegate seeking the floor shall rise, address the chair, identify herself/himself and wait to be recognized.
4. All main motions shall be presented in triplicate and signed by the maker of the motion and a second. A copy shall be given to the president and the secretary. Motion forms will be available at the Credential table and available for delegates.
5. The maker of the motion shall have the first opportunity to debate her/his motion and shall not end the debate with a motion to close the debate. The first debater on any motion shall not end her/his debate with a motion to close the debate.
6. Debate shall be limited to 3 minutes per speaker unless 2/3 vote of the assembly. The debate shall be alternated one for and one against the motion. No speaker shall speak more than twice on any issue.
7. All remarks shall be addressed through the chair.
8. Nominations from the floor shall be accompanied by a consent-to-serve form, and eligibility of the candidate to serve in said office shall have been established through the Credentials Committee.
9. Paper will be provided for written communication with the delegates during the business sessions.
10. There shall be no audio or video at the business sessions, except the official recorder used by the recording secretary.
11. There shall be no smoking during the business sessions or educational sessions.
12. There shall be no alcoholic beverages in the business sessions or educational sessions.
13. Only materials pertinent to the business session shall be passed out. These materials can be passed out only at the door outside before the business sessions have begun.
14. No delegate shall be allowed to leave or enter the business sessions while a motion is on the floor.
15. Election of officers shall be by a majority vote. In the event a second ballot is needed to establish a majority, the two candidates receiving the highest number of votes shall be placed on the second ballot. Election of Directors shall be by plurality vote. In the case of a tie, a decision shall be by ballot of the tied candidates and plurality shall elect. In the event of a second tie, a decision shall be made by lot.

## GOVERNMENT & PUBLIC AFFAIRS COMMITTEE REPORT

### **COMMITTEE ACTIVITIES:**

**Legislation:** Representatives of the Ohio Assembly met with the State Medical Board of Ohio June 7, 2007, to gain their support and agreement for regulation of surgical technologists under their jurisdiction. The presentation was given by GAPA members Brenda Engle, Geri Johnson and Mary Lou Johnson. The net result was that they agreed to work with us on regulatory legislation when a legislative sponsor has been identified.

Representative Jim McGregor has agreed to carry and sponsor our legislation in the spring of 2008.

**Buckeye Bulletin:** The newsletter has been delivered to the membership on time throughout 2007. Delivery problems with the USPS have subsided and longer lead times for submission to Copy-Rite were key to timely delivery.

**Public Affairs:** Surgical Technologist Week GAPA activities were very successful in 2007. The program included:

1. A Governor's Proclamation was obtained from Governor Strickland's office.
2. Copies of the Proclamation were attached with the Fall, 2007 Buckeye Bulletin along with suggestions for how to utilize the proclamation to draw attention to Surgical Technologists Week.
3. Based on this several local mayoral proclamations were obtained:  
Linda Russell – Dayton, and Centerville  
Mary Lou Thomas – Cuyahoga falls
4. Newspaper coverage:  
Mary Lou Johnson - Coshocton Tribune  
Kenneth Stoll - Toledo  
Brenda Engle - Springfield
5. Radio Interview – Brenda Engle, Mary Lou Johnson Station WULM Springfield
6. TV coverage: As a result of Linda Russell's mayoral proclamation her local TV station featured the mayor and city council issuing the local proclamation.
7. On The Job Displays: Copies of the Governor's proclamation were prominently displayed at many techs places of employment. Some displays included information on AST membership and certification. Also featured was information about the Ohio State Assembly and its officers. Pictures of the techs were displayed at several hospitals. Most celebrations included cookies, candy, pastries, and various handouts.
8. The Governor's Proclamation was recognized in the November, 2007, issue of "The Surgical Technologist" magazine.

The proclamation and these activities have had very positive effects within our tech community. This was evident at the Fall Seminar (Oct 20). The pride and coming together was so apparent and was a pleasure to see. We came together as a group to garner support from our employers, coworkers, and community and spread the word as to whom we are and what we do.

***PROJECTS IN PROGRESS:***

*Legislation*

1. Continue to meet with Ohio State Senators seeking a co-sponsor for our legislation.
2. Begin the legislative process with Representative McGregor.

*Public Affairs:* We continue to meet with Ohio's ST schools regarding AST membership and certification. The website was maintained throughout 2007.

***PROJECTS COMPLETED:***

1. Three issues of the Buckeye Bulletin were issued in 2007
2. 2007 Surgical Technology Week activities completed.

***ASSIGNMENTS:***

Continue meeting with legislators Mary Lou Johnson & Geri Johnson  
Continue ST school presentations. Joe Stevens

***RECOMMENDATIONS AND OBSERVATIONS:***

A Special Committee needs to be established to provide continuity in carrying our legislative programs forward.

**Committee Members:** Jennifer Baldwin, Kathleen Diedalis, Brenda Engle, Geri Johnson, April Kesler, Christi Reinert, Linda Russell, Joe Stevens

Regards,  
Mary Lou Johnson  
Chairperson, Government and Public Affairs Committee

## Education Committee Report

Dear Fellow Member,

This year has been a great year for education in the great State of Ohio. Our attendance at our educational sessions are starting to grow.

Along with our spring annual meeting, “Luck of the Irish: A Celebration of Surgical Technology” on March 17 & 18, 2007, our fall educational seminar was held at Ethicon Endo-lab in Cincinnati, OH, October 20, 2007.

In 2007 there has not been any change to the original self-study report, other than those that were indicated in the 2005 report that has been previously submitted to AST. The Ohio AST also held a developmental leadership forum on August 18, 2007 for the BOD.

<u>Attendees</u>	<u>Luck of the Irish</u>			<u>Ethicon in Stitches</u>	<u>Leadership Forum</u>
	<u>Day 1</u>	<u>Day 2</u>	<u>Total</u>		
CST	49	37	86	30	4
CST/CFA	9	8	17	5	5
Non-credentialed ST and SA	0	0	0	0	0
ST Students	17	10	27	3	0
LPN/LVN	3	3	6	3	0
RN	1	1	2	2	0
ST/SA with alternative credentials	0	0	0	0	0
Others/Unknown	0	0	0	0	0
<b><u>TOTALS</u></b>	<b>73</b>	<b>69</b>	<b>142</b>	<b>42</b>	<b>9</b>

This is how the Ohio State Assembly ranked per program in four essential areas.

<u>Essential Area</u>	<u>“Luck of the Irish”</u>			<u>“Ethicon in Stitches”</u>		
	E	S	U	E	S	U
Accuracy of Materials	59	10	0	23	9	0
Relevancy of Materials	54	15	0	19	12	0
Appropriate Level of Complexity	52	17	0	19	12	0
Speaker’s Ability to Communicate	55	14	0	23	9	0
<b><u>TOTALS</u></b>	<b>69</b>	<b>69</b>	<b>69</b>	<b>84</b>	<b>42</b>	<b>0</b>
<b><u>PERCENTAGE</u></b>	<b>80%</b>	<b>20%</b>	<b>0%</b>	<b>67%</b>	<b>33%</b>	<b>0%</b>

<u>Essential Area</u>	<u>“Leadership Forum”</u>		
	E	S	U
Accuracy of Materials	8	0	0
Relevancy of Materials	8	0	0
Appropriate Level of Complexity	8	0	0
Speaker’s Ability to Communicate	8	0	0
<b><u>TOTALS</u></b>	<b>8</b>	<b>8</b>	<b>8</b>
<b><u>PERCENTAGE</u></b>	<b>100%</b>	<b>0%</b>	<b>0%</b>

Respectfully submitted,

*Cheryl Gorick, CST*

Vice President and Education Committee Chair

## Finance Committee Report

PROJECTS IN PROGRESS: Seek out different businesses for a donated laptop to install Peachtree on and be able to pass this from Treasurer to Treasurer.

PROJECTS COMPLETED: Monies remain in money market, CD and checking account. See summary below

Executive Committee remains bonded. 2007 bi-annual financial reports submitted to AST to file records according to AST bylaws. This document is available for membership viewing. 2007 final comparison budget completed. The 2008 budget was approved at teleconference board meeting January 15, 2008.

ASSIGNMENTS: Peachtree accounting system has been loaded for 2 years. Tracy Schifferlie (part-time staff) remains to do this procedure. Peachtree produces workable budget. Tracy also takes care of the states post office box and registration. Tracy Schifferlie is also bonded.

RECOMMENDATIONS/OBSERVATIONS: Continue to build the legislative fund so we as an organization will be ready to hire a lobbyist when needed. Remain to have executive committee bonded to ensure membership the safety and security of their funds.

Respectfully submitted,  
*Geri Johnson, CST/CFA*  
Secretary/ Treasurer

## Treasurer's Report

\$16,492.81	CD earmarked for legislation
\$ 8,132.20	checking account
\$15,088.36	money market
<b>\$39,713.37</b>	<b>total all assets</b>

Respectfully submitted,  
*Geri Johnson, CST/CFA*  
Secretary/ Treasurer

## **Policy & Procedure Committee Report**

The policy and procedure committee has worked hard on drafts for the policies needed to complete the policy manuals. They have been held up in the review process. Unfortunately they are not yet in the policy books. We hope to have them completed very soon. There are still a few policies that have not been addressed at all and we hope to complete them in the next year.

Respectfully submitted,  
*Geri Johnson, CST/CFA*  
Secretary/Treasurer  
Chairperson Policy and Procedure Committee

## **President's Report**

During my term of office this past year, I have seen the membership increase again by another outstanding 13%. Students are attending the meetings with enthusiasm and participating in the seminars. Schools continue to ask members to speak to their students about AST. Friendships remain to develop. Pride in the profession is showing. The BOD agrees to disagree, agreeably for the good of the organization. Monies remain allocated for legislation. Educational seminars will continue being rotated within the state. Our ability as an organization to move toward the future is the key. Ohio BOD continues to work very hard concerning your state from regular yearly business to policy development and legislation. Your BOD is committed to serving the membership and devote countless volunteer hours. Ohio AST renewed the charter status of the state in May of 2007. This charter status is valid for five years. AST has developed a new award called the State Assembly Leadership Award. Ohio AST has applied. The 2007 annual reports of education and state report were submitted to AST. It has been an honor and a privilege to serve you this past year.

Respectfully submitted,  
Jean Carty Turner, CST/CFA  
President

**Ohio State Assembly of AST  
Business Session I  
Siegal Center, Columbus OH March 17, 2007**

Members Present: Jean Carty-Turner, Laurie O'Connor, Geri Johnson, Mary Lou Johnson, Christy Reinert, Paula Spinosi, Edward Moran, Cheryl Gorick  
Absent: Shawn Huelsman, Kathleen Diedalis, Ellen Muncy

Agenda	Topic	Discussion	Evaluation/ Action
	Meeting was called to order by the President	Welcome Introduction of BOD	President Jean Carty Turner at 1040
Quorum	Quorum	51 active members present	Quorum established & announced
Old Business	Presidential Report	Copy in conference handout	View and accept to be at Business Session II
	GAPA Committee Report	Copy in conference handout	View and accept to be at Business Session II
	Education Committee Report	Copy in conference handout	View and accept to be at Business Session II
	Finance Committee Report	Copy in conference handout	View and accept to be at Business Session II
	Treasurer's Report	Copy in conference handout	View and accept to be at Business Session II
	Policy & Procedure Report	Copy in conference handout	View and accept to be at Business Session II
	Secretary's Report	Copy in conference handout	View and accept to be at Business Session II
New Business	Candidates for office were announced	Nominations were asked for from the floor President Jean C Turner VP Cheryl Gorick Treasurer-none BOD-Linda Russell, Ken Stoll, Brenda Engle, Jenny Baldwin, Mary Lou Thomas, Laurie O'Connor	Credentials were verified on all candidates Tellers committee was appointed Candidates forum @ 1330 Voting 3/18/07 @ 7:30am
Adjournment			Meeting recessed until March 18, 2007 at 0850

Respectfully submitted,  
*Geri Johnson, CST/CFA*  
Secretary

**Ohio State Assembly of AST  
Business Session II  
Siegal Center, Columbus OH March 18, 2007**

<b>Present:</b> Jean Carty-Turner, Laurie O'Connor, Geri Johnson, Mary Lou Johnson, Edward Moran, Cheryl Gorick, Christy Reinert, Kathleen Diedalis, Paula Spinosi			
<b>Absent:</b> Shawn Huelsman, Ellen Muncy			
<b>Agenda</b>	<b>Topic</b>	<b>Discussion</b>	<b>Evaluation/ Action</b>
	Meeting reconvened		President reconvened meeting@ 0850
<b>Old Business</b>	Presidential Report GAPA Committee Education Finance Committee Treasurer's Report P & P Report	None None None None None None	Approved as written Approved as written Approved as written Approved as written Approved as written Approved as written
<b>New Business</b>		none	none
<b>Teller's Report</b>	Election results	Committee: Geri Johnson, April Kessler, & Jim Moran	Read by Geri Johnson, 51 established quorum 40 votes cast (see tellers report located in Secretary's documents)
<b>Announcement of new officers &amp; BOD</b>	Oath of Office by Geri Johnson	President Jean Carty Turner VP Cheryl Gorick BOD Linda Russell, Ken Stoll, Brenda Engle, Jenny Baldwin	All newly elected Officers & BOD took Oath of Office
<b>Aknowledgements/ Presentation of Awards</b>		Members were recognized for an outstanding job	Laurie O'Connor/Treasurer, Christy Reinert/ raffles BOD, Nikki Diedalis, BOD & Paula Spinosi BOD
		Ballots will be on file for 30 days, then destroyed	Jean Carty-Turner 1 <sup>st</sup> Edward Moran 2 <sup>nd</sup> motion carried
<b>Announcements</b>		Fall Educational seminar	Ethicon Endo-lab in Cincinnati OH 10/20/07
<b>Adjournment</b>		Motion to adjourn	All in favor, motion carried Meeting adjourned @ 0940

Respectfully submitted,  
Geri Johnson, CST/CFA  
Secretary

# Robert's Rule's of Order

The Motion is to...	What the Motion Does	How to State It
Postpone indefinitely	Kills the main motion without a direct vote on it	"I move to postpone indefinitely the motion to"
Amend	Perfects the main motion before the vote	"I move to amend the motion by"
Commit or refer	Sends motion to a committee for study	"I move to refer the motion to a committee of ____ selected by (appointment or election)" or "I move to refer the motion to the ____ standing committee"
Postpone definitely	Delays action to a later time	"I move to postpone the motion until ____"
Modify debate	Limits or extends time for debate	"I move the debate be ____"
Previous question	Closes debate	"I move the previous question." or "I move the previous question on all pending questions"
Lay on the table	Sets aside the pending main motion temporarily in order to attend to a more important issue	"I move to lay the motion on the table"
Call for the orders	Requires the assembly to follow the agenda when a member feels it is not doing so	"I call for the orders of the day"
Raise a question or privilege	Allows emergency matters to be considered immediately	"I rise to question of privilege"
Recess	Requests a short intermission	"I move that we recess for ____ minutes"
Adjourn	Closes the meeting Immediately	"I move that we adjourn"
Fix the time at which to adjourn	Provides for a continuation of the present meeting	"I move that when we adjourn, we adjourn to meet again at ____"
Request for information	Allows questions not necessarily of parliamentary nature	"I rise to a point of information"
Suspend the rules	Temporarily sets aside adopted standing rules or rules of order	"I move that we suspend the rule(s) covering ____ (state what is to be suspended)"

