1. CSMLS Renewals
	1. It is a requirement of all technologist positions to maintain CSMLS memberships.
	2. Please renew your membership before Dec. 31 and submit your receipts to Sarah for reimbursement.
2. STHA Annual General Meeting
	1. Tuesday 07 December, 2015 19:00
	2. [Please feel free to attend if you are interested](file:///S%3A%5CLAB%5CMeetings%5C2015%5CAttachments%5CSTHA%20AGM%20Announcement%2008-12-2015.pdf)
3. CSF Test Code
	1. There was a task entered in 2013 to allow for cell counts to be performed on more than one tube in a CSF set.
	2. There have been some challenges but there are some processes that can be accommodated. LIS Administration is waiting for some process decisions before full implementation.
4. Labels for Fractionated Products
	1. There was a request to have product labels affixed to bottles of fractionated products as we have experience some inventory issues with issuing product to floors that is not subsequently transfused.
	2. Mike and April are currently working on the process and LIS changes.
	3. More information to follow once the process has been finalized.
5. Chemistry Inventory List
	1. As per Theresa’s request, this list will now print on Saturdays.
6. Buffalo Airways Suspended
	1. Buffalo Airways has been grounded.
	2. Our shipments will still be handled as usual. Buffalo has contracted with Air Tindi for air service. The shipment arrival times are the same
7. Ft. Smith Hours of Operation
	1. Ft. Smith will have alternate hours of operation over the Holidays.
	2. [Please see the changes to the schedule attached to these minutes](file:///S%3A%5CLAB%5CMeetings%5C2015%5CAttachments%5CFtSmith%20Holiday%20Schedule%202015.pdf).
8. Carolyn has been redirected
	1. Carolyn does not have the official date she will be leaving; in the mean time she is tying up loose ends before the official hand over to Jen.
	2. There is still no assignment of the Acting Technologist II. If you are interested in possibly taking over these duties please contact Sarah or Carolyn.
9. Round Table:
	1. Jen:
		1. Rest period after Call Back.
			1. Can staff please think about possible changes to the rotation to eliminate the rest-period after call-back. This ongoing absence is disruptive to service and will make it difficult to ask for new staff positions if we are voluntarily operating short of staff.
			2. If changes are agreed upon then the new rotation will come into effect April 01, 2016.
		2. Vacation planning Schedule
			1. Elwood has posted a vacation planning schedule for 2016-2017.
			2. This process worked well last year for reducing vacation request conflicts.
	2. Sarah:
		1. Test blasting has occurred over the last couple of days and it has been determined that it is not feasible to expect 30 minute warnings before each blast.
		2. Sarah is still in ongoing discussions with the administration team and the contractors to communicate our concerns and share information back to us.
		3. If you have any serious concerns during the blasting period please do not hesitate to contact Sarah for discussion – Do not suffer in silence.