1. New Fiscal Year Changes:
	1. If you think of any minor capital needs ($1000-$1500) let Jen know
	2. No budgeted OT for 2018-2019. All requests must be pre-approved by supervisor or PCC. Be very specific on the OT request form
	3. Review old Performance Appraisal documents before meeting with Jen. Scheduling for PA’s will be available soon
	4. Staff Education fund is now administered by each department. If you have an idea for training speak with Jen
2. Summer Students:
	1. We will have 2 this year (May 7th to end of Aug)
3. Routine Samples on Weekends (or off hours):
	1. Some wards are waiting until the end of day to request routine bloodwork
	2. Ideas to counter this are:
		1. STAT list for available testing
		2. Discuss with CC’s the lab’s hours
		3. Discuss with Medical Director that some physicians are ordering routine bloodwork off-hours
4. Reminder that if transfusing a woman of child-bearing age (less than 45 years of age) with no history you must transfuse O Neg’s. Refer to procedure
5. Our HBSAG has switched to the HBSAG ES (extra sensitive) reagent. We should see no differences other than the test code has changed.
6. Roundtable:
	1. AAA points out that all RF’s not tested day of collection must be frozen
	2. KNW requests clarification on callback phone. Yes, we have approval to ship the call back phone by taxi. Use the call back voucher for this purpose
	3. MOO will contact Roxie at Hay River to point out that a recent delayed shipment of specimens was rejected because frozen
	4. Jen points out that the end of year inventory count went well
	5. Jen points out that interviews have occurred to cover EC’s deferred leave

MWA 04APR2018