**Minutes of Executive Board and Council Meeting of ASCPaLM in 29th WASPaLM Congress**

1. Date: Saturday, November 18th, 2017, 10:00 to 11:30 a.m.

2. Venue: Room #103 at Kyoto International Conference Center

3. Participants

Tjin-Shing Jap (IPP, Taiwan), Lia Partamakusuma (President, Indonesia), Hayato Miyachi (Vice President, Japan), Junghan Song (Secretary and Treasurer, Korea), Jang-Jih Lu (Taiwan), M. Oyundelger (Mongolia), Ida Parwati (Indonesia), Yutaka Yatomi (Japan), Masami Murakami (President of WASPaLM), Hyosoon Park (Korea), Yeo-Min Yun (Korea)

Chair；Lia Partamakusuma

**4. Executive Board and Council Meeting**

4.1 President Partamakusuma requested each country to nominate, as soon as possible, two persons besides the executive board members, to serve as council members. Prof. Jap will then update the website with the names of the new board members after the names are received

4.2 Financial reports

1. Prof. Song reported the transfer of around 22,000 (Twenty two thousands). USD (equivalent to 26,126,511 Korean Won) from Prof Oh-Hun Kwon to the ASCPaLM account which was being managed by Prof. Song.
2. President Partakusuma reported that the annual fee received from members was 1,800 USD.
3. Prof. Jap reported that the current balance for maintaining the ASCPaLM website was 1,302 USD.
4. Prof. Miyachi reported that the allocation from the Asian Exchange promotion Fund was 4,300 USD per congress. If Mongolian society needs support from this fund, it should submit in advance a financial statement that includes quotation, invoice and a breakdown of the estimated cost to Japan.
5. There were several discussions on how to use the fund.
6. The fund may be used to cover the expenses of executive and council meeting.

4.3. Memorandum of Understanding about collaboration in services, education, research and ASCPaLM's activities in Asia.

1. EB reviewed the draft MOU. Most of societies agreed with the draft but requested some more time to review the detail in it. Prof. Lu requested deletion of the term ‘technical data’ in Article 3-d.
2. The EB agreed that signing of the MOU would be done first and any revisions would subsequently be done within couple of months later. Indonesian, Mongolian and Korean Societies signed the MOU on site. Taiwanese and Japanese societies did not because their representatives left the meeting for an appointment. Prof. Song will scan the signed page and send it to Japanese and Taiwanese societies to obtain their signatures.

4.4 Implementation of ASPaLM program/activities related to the contents of MOU

1. EB discussed the implementation of the residency training program for rotational laboratory residents and other laboratory professionals.

2. Prof. Jap mentioned the example of Taiwan; airfare will be provided by the appropriate party from the candidate’s country of origin. Upon arrival in Taiwan, all services and hospitality including airport transfer, dormitory accommodation will be given by the host party

4.5 ASCPaLM activities in WASPaLM Kyoto 2017 Congress

 Prof. Miyachi expressed his appreciation of the efforts of Prof. Murakami for promoting cooperation between WASPaLM and ASCPaLM. In doing so, he noted the congratulatory remarks of ASCPaLM President at Opening Ceremony, the promotional booth for ASCPaLM, the joint WASPaLM and ASCPaLM symposium, and the invitation to ASCPaLM board members to attend the WASPaLM Gala dinner.

4.6 Report on preparation for the ASCPaLM Congress 2018 in Mongolia.

 1. Prof. Oyundelger reported the status of preparation of ASCPaLM congress to be held in Ulaanbaatar, Mongolia from 6 to 8th September, 2018. She distributed the second announcement brochures in ASCPaLM exhibition booth during the WASPaLM congress.

 2. She requested each member society to generously support the congress through contributions to the scientific program and active participation.

4.7 Any other business

1. Prof. Jap transferred the flags of 5 countries and WASPaLM flag for ASCPaLM congress to Prof. Oyundelger who will use those flags for the next meeting in Mongolia

2. Board members discussed about the possibility of expanding of membership of ASCPaLM. ASCPaLM secretariat will send a letter to Mainland China’s society inviting them to become a member. The Taiwan Society agreed the proposal, on the condition that the moniker of Taiwan Society of Clinical Pathology and Laboratory Medicine could be maintained as much as it can, otherwise the bottom line could be discussed further.

 3. EB recommended Indonesian Society to perform a legal check-up of the draft MOU.

4. Future ASCPaLM Congresses: It was confirmed the congresses after Mongolia in 2018 would be in Indonesia in 2020 and Japan in 2022.

1. The annual membership fee of US$ 100 was not collected because of insufficient time. The Treasurer will collect annual fees at the next ASCPaLM meeting.

Minutes recorded by Junghan Song, Treasurer and Secretary