

VHIMA Board Meeting
Richmond, Virginia

August 18, 2006

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in attendance	Allison Viola, Katherine Byrd, Patty Campola, Tammy Crane, Cheryl Daughdrille, Shelia Gunn, Karen Phipps, Gloria Litton, Loren Wolf, Arnita Perry, Cindy Phelps, Marion Swaim, Christina Upton, Linda Vernon, Lisa Whitaker	
Call to Order	The meeting was called to order at 10:00 a.m. by Cindy Phelps, RHIA , President	
Review/Approval of Minutes	The minutes from the June 2, 2006 meeting were reviewed with one correction to add Shelia Gunn to the contact for sending an updated membership list.	Minutes approved with corrections noted.
Treasures Report	Cindy Daughdrille reported the close of FY2005-2006 to include a review of the balance sheet. FY2006-2007 VHIMA Budget C. Daughdrille received a pass due invoice from a CPA Boyce, Batie & Moore for services dated 12/19/05. Group discussed this is related to the audit of VHIMA book keeping audit which was not completed.	Budget was finalized with projected income & expenses of \$66,365 after a transfer \$1000 from assets to income.
President's Report		
<i>CSA Annual Report</i>	The report was completed and submitted to AHIMA	
<i>VHIMA/AHIMA Financial Agreement</i>	Cindy Phelps and Karen Phipps completed and submitted.	
<i>Summer Team Talks/Leadership</i>	Cindy Phelps and Linda Vernon attended the sessions. Highlights were published in the newsletter.	
<i>CSA Award</i>	VHIMA received 2 nd place as a result of improved communication in 2006 as a result of the improvements to the website.	
<i>Fore</i>	Received a thank you for the contribution to the FORE scholarship fund of \$482.00.	Cindy Phelps to forward correspondence to Tammy Crane for archive.
<i>AHIMA FORE Silent Auction – 2006</i>	Cindy Phelps will be purchasing a P. Buckley Moss print to submit for National Convention. \$250.00 is budgeted for the gift.	
<i>Governor's Office HIM Privacy Expert Submission</i>	Marion Swaim was recommended as a representative to the Governor's office for a Privacy Panel that is being formed to address HIPAA operational challenges. No news at this time whether she has been selected as a member of the task force.	

<i>AHIMA Election Results</i>	The election results can be found on the AHIMA website for state participation. Virginia's participation has dropped to 9%. Brief discussion on how to improve future results.	Blast email to VHIMA membership to raise awareness of candidates.
President Elect Report	No report at this time.	
Past President Legislative Report		
<i>Secretary Health and Human Services</i>	Linda Vernon and Patty Campola met with Marilyn Tavenner, Secretary of HHS on patient privacy. Full report provided in the newsletter.	
Vice President – Webmaster Report		
<i>Inventory Supplies</i>	Loren Wolf received minimal response on existing inventory stores.	Loren to forward a reminder to membership.
<i>On-Line Registration capabilities</i>	Loren Wolf to investigating with the webmaster the feasibility of online registration and payment options on the current website. Cvent is one vendor of interest.	Loren to work with webmaster and provide follow-up.
House of Delegates	Advance requests can be made to Cheryl Daughdrille for AHIMA Convention. Delegates will dress similarly for the session in October. Cindy Phelps will coordinate.	
<i>HOD Issues</i>	Inclusive vs. Exclusive membership. HOD looking at proactive methods to open dialogue on the issues with membership. A WEBEX session and email blast is being explored to reach out and inform membership.	
Coding Roundtable	Gloria Litton reported on future sessions. Several speakers for future education were discussed including: Kathryn Bresnan (Bon Secours Hampton Roads), Debbie Roberson, Trey Slot.. Looking at alternative education by increasing clinic education through a tech & physician input. A fall CRT is posted on the website offering 6CEU's.	Gloria Litton to coordinate with Patty Campola to obtain membership list for email notification.
Newsletter	The 3 rd quarter newsletter was distributed to membership. Patty Campola did a wonderful job on her first publication. Several email addresses were rejected. Fall Newsletter publication will be scheduled for October 2006 to include coding roundtable and AHIMA Convention updates.	Patty Campola to forward the rejected emails to Shelia Gunn to update the membership email distribution. Submission deadline to Patty Campola will be October 20 th for the next publication.

<p>VHIMA Website</p>	<p>Web address for vhima.com will be reinstated to mirror the vhima.org address for a period of one year. The 3rd quarter newsletter needs to be added to the website. Credit card payment options have been explored by Loren Wolf. Discussion regarding opening a merchant account in conjunction with the webmaster. The contact information needs to be revised as long as a review of the job postings.</p>	<p>Update the website to reflect 3rd quarter newsletter, revise contact information, update job postings. Loren to continue to explore credit card payment and provide an update at next meeting.</p>
<p>Director's Report</p>	<p>Allison Viola Looking at workforce issues and improving educational awareness to expand traditional HIM roles to the new generation of IT, informatics, etc.</p>	<p>Allison Viola to work with Linda Vernon on legislative and advocacy issues. Allison to contact Kristen Setliff regarding contact of Virginia HIM Educational Program Directors to see if we can get inclusion on the VHIMA Board.</p>
<p>Documentation Archives</p>	<p>The taskforce has not met to look at alternatives.</p>	<p>Task force to investigate vendors from VHIMA that has capabilities to digitize the information. Provide a report at September meeting.</p>

<p>2007 VHIMA Convention</p>	<p>Patty Campola provided a brief update for Evelyn Bickley on the Expo Center deposit has been paid. Linda Vernon reported that hotel arrangements are made.</p> <p>Lisa Upton and Lisa Whitaker reported on progress additional member support for the committee is being recruited.</p> <ul style="list-style-type: none"> ▪ Lisa requested that last year’s Chairperson’s materials be turned over for supporting documentation for event coordination. ▪ Education tracks to include possible topics of LTC or BHS. Leslie Twine has been contacted for suggestions on BHS. ▪ Vendor fees were discussed to look at increasing booth fees and/or to evaluate direct sponsorship of events. ▪ Keynote speakers are being researched. Don Asmonga, Jean Clark, SureScripts and Gail Graham are being evaluated. Website links: http://www.communicationsdoctor.com/keynote.html http://www.bobbiestaten.com/default.htm ▪ Speaker fees were discussed with an option of reducing speaker time as an effective means to minimize cost. <p>The board suggested attempting to get face-to-face meetings with Program and arrangements committees.</p> <ul style="list-style-type: none"> ▪ Other income opportunities would to allow none core business to buy space at the meetings such as Mary Kay, Avon, gift distributors, etc. 	<p>Increase membership and evaluate the ability to get this committee to regular face-to-face meetings with email and conferencing to supplement these meetings. Request that this meeting occur before the September board meeting.</p> <p>Loren Wolf to investigate competitor’s fees from other state associations.</p> <p>Committee to report additional developments following their next scheduled meeting on 9/13/2006</p>
<p>Report from the Locals</p>		
<p><i>Tidewater</i></p>	<p>November 3, 2006 Annual Meeting planned with installation of new board members. A local scholarship will be offered of \$1000.</p>	<p>Christina Upton to forward information for the VHIMA website on scholarship.</p>
<p><i>Central</i></p>	<p>Jeannie Clark was contacted and they are still an active association with a meeting planned on October 13, 2006.</p>	
<p><i>Piedmont</i></p>	<p>Coding Roundtable to be hosted in the fall.</p>	
<p><i>Southwest</i></p>	<p>President is leaving, no other report.</p>	
<p>2008 VHIMA Convention</p>	<p>Discussed options for 2008 convention. Marion will appoint someone from her area to check out option for Waterside, VA Beach or Norfolk.</p>	
<p>Strategic Planning</p>	<p>Cindy Phelps reported from summer team talks on the AHIMA strategic direction.</p>	<p>Cindy Phelps will merge the existing strategic objectives with the new AHIMA directives prior to the September board meeting.</p>
<p>AHIMA Core Service Area</p>	<p>Nominations are due by March 30, 2007</p>	

<i>Adjournment</i>	The meeting was adjourned at 1:50 p.m.	Next meeting date: Face-to-face on September 15, 2006 in Charlottesville.

Submitted: Tammy Crane, RHIA
Secretary

Approved: Cindy Phelps, RHIA
VHIMA President
09/15/06