

**VHIMA Board Meeting**  
February 17, 2006

Attendance:

Linda Vernon  
Shelia Gunn  
Brandi Fowler  
Christina Upton

Gloria Litton  
Karen Phipps  
Kristin Setliff  
Marion Swaim

Lisa Whitaker  
Cindy Phelps

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<i>Call to Order</i> Conference call.	The meeting was called to order at 10:10 a.m.	
<i>Approval of Minutes</i>	The minutes were reviewed.	Approved as written.
<i>Treasurer's Report</i>	Cheryl Daughdrille has completed reconciliation and will be evaluating and investigating account options.	C. Daughdrille will send an update via e-mail to board members
<b><i>Old Business</i></b>		
<i>2006 VHIMA Annual Meeting</i>	<p>Kristin Setliff presented an overview of the work done to date of the Planning Committee for the 2006 VHIMA Annual meeting to be held in Roanoke.</p> <ol style="list-style-type: none"> <li>1. The agenda is final with 15.6 CE hours</li> <li>2. A session was added to Thursday, Maximizing Performance</li> <li>3. On Friday there will be a separate room for a CEC public session and a CEC session for members will be on Thursday</li> <li>4. The membership gift will be a lunch pack with the meeting logo.</li> <li>5. Registration packets will go out in the next week.</li> </ol>	K. Setliff to provide an update at next meeting.

<p><i>Newsletter</i></p>	<p>Brandi Fowler announced that the newsletter went out as planned. The target completion date for the next newsletter is March 31, 2006.        Possible topics include:</p> <ol style="list-style-type: none"> <li>1. Team talks</li> <li>2. Hill Day</li> <li>3. VHIMA annual meeting</li> <li>4. Distinguished member</li> <li>5. Scholarship</li> <li>6. Education</li> <li>7. CEC</li> <li>8. Need for CEC trainers</li> <li>9. Coding Roundtable</li> </ol>	
<p><i>Nominating Committee</i></p>	<p>E. Bickley and P. Campola will do the count since Tammy Crane is on the ballot.</p> <ol style="list-style-type: none"> <li>1. The 2006 ballot will be mailed on February 20, 2006</li> <li>2. Ballots must be returned for counting by March 17, 2006</li> </ol>	
<p><i>Website Update</i></p>	<p>Karen Phipps reported on the status of revisions. The website is now complete and in a maintenance mode.</p> <ul style="list-style-type: none"> <li>• Policies have been revised to reflect board responsibilities for website maintenance.</li> </ul>	<p>K. Phipps will e-mail revised policies to board members for review.</p>
<p><i>Consumer Education Coordinator (CEC)</i></p>	<p>Marion Swaim reported on activities and plans to date.</p> <ol style="list-style-type: none"> <li>1. M. Swaim sent an e-mail to the membership looking for members interested in becoming CEC trainers.</li> <li>2. A public session will be conducted at the annual meeting in April. Target audience:            Civic groups            Local AARP chapter            Post in local paper            Check with Carilion            Speakers' Bureau for appropriate groups</li> <li>3. A projector and VCR will be needed for the presentation.</li> <li>4. A one hour presentation for THIMA is planned.</li> </ol>	

<b><i>New Business</i></b>		
<i>VHIMA Convention 2007</i>	<p>Linda Vernon visited the new Expo Center in Fredericksburg, VA and the Hilton Garden Inn, a 50-room facility.</p> <ol style="list-style-type: none"> <li>1. Estimated cost at the Expo Center is \$15,150 for space rental plus catering, decorating, staffing, electrical and AV.</li> <li>2. Possible dates are 4/24/07 – 4/27/07.</li> <li>3. Need to assess vendor impact of Fredericksburg meeting location</li> </ol>	<p>L. Vernon to determine if contract with Williamsburg Marriott can be terminated for 2007 meeting.</p> <p>L. Vernon to contact Joyce Frazier, DCHIMA to meet in DC during Hill Day to plan further.</p>
<i>Coding Roundtable</i>	<ol style="list-style-type: none"> <li>1. A coding roundtable is planned for late spring to be held at Martha Jefferson Hospital in Charlottesville with HP3 conducting the educational session.</li> <li>2. A location is being pursued for the fall coding roundtable planned for October in Williamsburg or Virginia Beach. Possible locations are the new Williamsburg Hospital opening in the fall or Careplex.</li> <li>3. The roundtables will be tied in with local association meetings.</li> </ol>	<p>Gloria Litton will be talking with Teri Jones concerning her plans for the convention, as well as the coding roundtable at Martha Jefferson.</p>
<i>Educational Support &amp; EHR Survey</i>	<p>Educational surveys will be conducted at the 2006 VHIMA annual meeting.</p>	<p>Karen Phipps will forward the EHR and Educational surveys to the web designer to create a live online survey.</p>
<i>Membership</i>	<p>Shelia Gunn reported membership statistics as of 12/31/05:</p> <ul style="list-style-type: none"> <li>• Active – 590</li> <li>• Voting – 610</li> <li>• Associate – 147</li> <li>• Students – 124</li> <li>• Grad – 23</li> <li>• Senior – 12</li> <li>• Honorary - 4</li> </ul>	<p>S. Gunn will be contacting and welcoming new members and provide new membership information for posting in the newsletter and on the website.</p>

<i>Upcoming events</i>	<ol style="list-style-type: none"> <li>1. Winter Team Talks – scheduled for 3/16/2006           <ul style="list-style-type: none"> <li>• Deadline for registration is 2/28/2006.</li> <li>• Theme: Success by Association: Leadership Engagement</li> </ul> </li> <li>2. Hill Day – scheduled for 3/15/2006</li> <li>3. Strategic Planning for the new year starting 7/1/06 will be planned for Friday, 4/28/06 following the annual meeting.</li> </ol>	Cindy Phelps, Joyce Booker and Linda Vernon will be participating in Hill Day and Winter Team Talks.
<i>Scholarship</i>	Linda Vernon reported that there have not been many responses. Shelia Gunn, Membership Chair, reported that she has a database that contains student information. It was agreed to e-mail students directly about the scholarship opportunity.	Shelia Gunn will supply e-mail addresses to Evelyn Bickley to send scholarship information to students.
<i>Regional Association Updates</i>	<p>Christina Upton reported that THIMA has scheduled a full day membership education session on 3/17/06.</p> <p>A report from Amor Hypes, SWVHIMA president announced the 5/12/06 Spring Conference to be held at the Carilion Rehab Auditorium, Roanoke, VA.</p>	
<i>Adjournment</i>	The meeting was adjourned at 1:30 p.m.	Next scheduled meeting will March 24, 2006 in Charlottesville, VA.

Submitted: Karen Phipps, RHIA

Approved:

Linda E. Vernon, RHIA  
 VHIMA President