

VHIMA Board Meeting
Richmond, Virginia

November 17, 2006

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in attendance	Cindy Phelps, Karen Phipps, Kristin Setliff, Christina Upton, Lisa Whitaker, Evelyn Bickley, Cheryl Daughdrille, Tammy Crane, Kathy Byrd, Patty Campola, Shelia Gunn, Loren Wolf, Arnita Perry, Lisa Whitaker, Marion Swaim.	
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 September were approved. The minutes from the August 18, 2006 meeting are posted on web as draft.	Minutes for September approved. Tammy Crane to revise August and September minutes to reflect final status and resend for posting to the website.
Treasurer's Report	Report was provided by C. Daughdrille. Recommended that we transfer \$20, 000 from Wachovia Money Market to a CD to increase interest earnings. A \$52.00 profit was recorded from the Coding Roundtable. A CD matured in November and was reinvested with a 5% return for a 10 month term.	Board approved money transfer.
President's Report		
<i>Resignation</i>	Tammy Crane has resigned her position as Secretary due to a family relocation to Raleigh. NC.	Cheryl Daughdrille has agreed to accept this post as an interim for the remainder of the term.
President Elect Report	No report at this time.	
Past President Legislative Report	Cindy Phelps provided a brief update for Linda Vernon. Linda has been addressing the Governor's office to lobby for VHIMA to have a representative on the Technology Board. VHIMA needs to have at the ready several volunteers who can help with the initiative as it moves forward.	
Newsletter	The newsletter was sent to membership on 11/17/06. Deadline for next publication, February 16, 2007. o Topics to include: 2007 Convention and Scholarship deadline April 1 st .	Gloria will provide the survey results.
CEC Report	No report at this time.	

Coding Roundtable	Gloria Litton provided a summary of the evaluations from the session. Evaluations showed favorable response to the program.	
Elected Director's Report	<p>Allison Viola reported on numerous activities.</p> <ul style="list-style-type: none"> ○ All VHIMA Board members are invited to attend the Virginia Governor's Reception on November 27th from 6:00 – 7:00 p.m. at the Northern Virginia Community College Medical Campus. ○ Allison has a meeting scheduled (12/4) with Brian Foley, Provost of Northern Virginia Community College and David Much, Assistant Dean. <ul style="list-style-type: none"> ▪ VHIMA membership on their curriculum HIM Advisory Board ▪ Selecting a student who will join the VHIMA board. ○ VA Healthforce (workforce) initiative to get involved and developing awareness of the HM community and promotion of the profession. ○ Interested in learning more http://www.novahealthforce.com/ ○ George Mason University RHIO workforce Committee, looking at involvement in some level and seeking volunteers from VHIMA to represent. ○ Brian Foley has been an exception resource. ○ Providing outreach to local high schools on HIM Professional awareness. ○ Point of Contact was provided for Tidewater Community College. 	
Vice President – Webmaster Report	Website has been updated with a link to the AHIMA member profile page. A few other minor updates. Discussed publishing Board Member pictures to the website. Membership agreed.	Loren Wolf will coordinate pictures at the January meeting.
<i>CVENT</i>	Loren Wolf participated in a web demonstration from CVENT. The service looks promising but there is concern for the cost. Discussed alternative vendors who may have similar services before a commitment is made.	Loren to coordinate a presentation to the whole board at the January 2007 meeting.
<i>Survey of Membership</i>	The survey will be removed from the website. Gloria Litton shared with Loren Wolf the results have been tallied but the board membership has not received a copy.	Gloria Litton to provide a copy to the board via email.

Executive Director Position	Discussed the possible need to have an executive director role for VHIMA that would be dedicated to coordinating functions and information on behalf of VHIMA. The board agreed to explore this option also as an alternative to a vendor approach such as CVENT. Suggested that Ohio, Pennsylvania and California have similar positions for comparison.	Karen Phipps to research the option and provide a report at the next meeting.
2007 VHIMA Convention	Evelyn Bickley reported that hotel and food arrangements are made. A preliminary budget was prepared. Payment for the hotel was requested and Cheryl Daughdrille confirmed that payment was submitted as well as the credit application. The arrangements and program committee members will meet on 12/8 to see the site. Terri Jones is coordinating registration. Linda Vernon is coordinating silent auction. Lisa Whitaker reported on the program progress with 50% of speakers secured. Speaker packets will be mailed in January. The Coding Roundtable is planned for the entire day 8:00 – 4:30 on Friday.	The keynote speaker choice will be deferred to the committee for final selection.
Nominating Committee Report	No report at this time.	Linda Vernon is working with Teri Jones.
Membership Report	No report at this time. The Board discussed the importance of current information as we approach the convention and 2007 Election.	Cindy Phelps has asked that Kathy Byrd help with the group.
Scholarship & Education	Kristen Setliff reported that she is working Allison Viola to look at opportunity to resurrect an HIM program in the Roanoke area.	
Report from the Locals		
<i>Tidewater</i>	Christina Upton reported that the new slate of officers will transition in January 2007 with Leslie Twine as the new President. Two scholarships were awarded at the THIMA Annual Meeting a \$1000 to Tammy Berryhill and a \$500 to ____.	Christina Upton to provide a full list of new board members and Leslie Twine's contact information. Christina to provide the name of the scholarship winner.
<i>Central</i>	No report.	
<i>Piedmont</i>	No report.	
<i>Southwest</i>	No report.	
2008 VHIMA Convention	Marion Swaim has contacted sales for a few sites. No response at this time. Arnita Perry has agreed to help Marion coordinate as needed.	
Strategic Planning	Cindy Phelps to make a few changes to the plan to increase accountability and establish a timeline.	Report at future meeting.

<i>Adjournment</i>	The meeting was adjourned at 11:20 a.m.	Next Meeting Date: January 19, 2007 10:00 am Face-to-Face Meeting, Richmond
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Submitted: Tammy Crane, RHIA
VHIMA Secretary

Approved: Cindy Phelps, RHIA
VHIMA President