

VHIMA Board Meeting
Richmond, Virginia

September 15, 2006

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in attendance	Cindy Phelps, Karen Phipps, Gloria Litton, Kristin Setliff, Christina Upton, Linda Vernon, Lisa Whitaker, Evelyn Bickley, Cheryl Daughdrille	
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.	Minutes for September approved. The minutes from the August 18, 2006 meeting are posted on web as draft. Remove the watermark and repost.
Treasurer's Report	Cheryl Daughdrille reported that there is currently a YTD deficit of \$7,842.95. With the anticipated AHIMA rebates in November, December and January, the deficit should be eliminated. It was noted that the past due invoice for \$135.00 from Boyce, Spady & Moore, PLC was paid as the business provided documentation to support the fee. It was incurred at the request of the past Treasurer for the preliminary audit of FY 2005 treasurer's records.	
President's Report		
<i>Policies and Procedures for Arrangements</i>	Cindy Phelps reported that the Finance Policy and Procedure for Travel and Meeting Registration does not agree with the Arrangements Policy and Procedure. The Arrangements Policy and Procedure will be amended so that both are in agreement.	
<i>Delegates to AHIMA Convention</i>	Cindy Phelps noted that vests have been ordered for the delegate. They will be worn with a white t-shirt or blouse and jeans. One additional vest was ordered for the Silent Auction at the state convention.	
President Elect Report	No report at this time.	
Past President Legislative Report		

<i>Health Information Technology Council</i>	Marion Swaim submitted her resume to be assigned to the council. We are awaiting communication from Marion to determine if she has been contacted. Linda Vernon will further investigate and will follow-up with Marion.	
<i>Past Board Members of the Year</i>	Lisa Whitaker reported that the historical records are on three different types of storage media including CDs, microfiche and microfilm (rolls). The microfilm is very difficult to read. Cindy Phelps noted that she has access to equipment to read the roll microfilm. Lisa Whitaker will send all media, including the microfilm rolls, to Cindy Phelps' home address via UPS or FedEx.	
Vice President – Webmaster Report		
<i>Inventory Supplies</i>	Loren Wolf received minimal response on existing inventory stores. She will be asked to send out the list of the supply information she currently has.	Loren to send a list of supplies to the board members.
<i>On-Line Registration capabilities</i>	Loren Wolf to investigate an RFP to look at vendors to do on-line program registration online payment options. Karen Phipps suggested that Loren check with Chad from Web Weaving to determine if this is feasible.	Loren to solicit RFP for evaluation and contact Chad from Web Weaving.
<i>Vendor Registration Cost</i>	Following a survey of several state organizations, it was determined that the average cost is \$600. It was determined that VHIMA's cost to vendors will remain at \$550.	
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 continues to look at proactive methods to open dialogue on the issues with membership. An e-mail blast was distributed to the membership re. the HOD surveys.	Shelia Gunn will be contacted to assess how frequently the membership lists are updated.
<i>Survey of Membership</i>	Gloria Litton reported that she will tally the results of the surveys received for the October newsletter.	
Coding Roundtable	Gloria Litton reported on the upcoming session in Hampton. A proposed budget for the Coding Roundtable sessions was reviewed and approved.	
Newsletter	The newsletter deadline will be October 20, after the AHIMA convention.	Gloria will provide the survey results.
PR – News Release for AHIMA Award	Cindy Phelps indicated that she received a news release from AHIMA re. the second place win for the website. This can be submitted to newspaper throughout the state, perhaps during HIM week.	Patty and Cindy will research this.
CEC Report	No report at this time.	

Director's Report	Allison Viola did not attend today. Linda Vernon noted that Allison requested feedback from us on her role. It was determined that VHIMA would like her focus to be on educational awareness.	Linda Vernon will work with Allison Viola on educational awareness of HIM/HIT programs in the state.
2007 VHIMA Convention	<p>Evelyn Bickley reported that hotel and food arrangements are made. It was suggested that the number of blocked rooms be increased to 60 on Tuesday, 60 on Wednesday and reduced to 40 on Thursday. Cindy Phelps reminded Evelyn that she is also responsible for purchasing registration gifts.</p> <p>Lisa Whitaker reported on the program progress. She will send a rough draft to the board members today.</p> <ul style="list-style-type: none"> • She noted that she is reviewing video clips for key note speakers. She will narrow the candidates to two and would like the board's assistance. It was determined that she will place video clips on the internet and will notify the board members when that has been done. • Educational tracks to include two tracks. Topics of interest include RIOs, an AHIMA update and EMR. <p>Gloria Litton noted that the coding session will be six hours, as required by AHIMA. Topics of interest include ICD-10, APR DRGs and modifiers.</p> <p>Linda Vernon requested a Silent Auction from each board member.</p>	
Nominating Committee Report	No report at this time.	Linda Vernon will contact Teri and offer support/advice.
Membership Report	No report at this time.	Cindy Phelps will contact Shelia re. the frequency of updating membership's information.
Report from the Locals		
<i>Tidewater</i>	November 3, 2006 Annual Meeting planned. Christina noted that a donation of \$200 was received from Health Information Associates towards the cost of the meeting. Leslie Twine is president-elect. Leslie has also applied for an AHIMA volunteer position to work with accreditation testing.	
<i>Central</i>	No report.	

<i>Piedmont</i>	See Coding Roundtable.	
<i>Southwest</i>	No report.	
2008 VHIMA Convention	No discussion.	
Strategic Planning	Cindy Phelps presented the strategic plan. Each strategic initiative was reviewed and discussed. Cindy suggested that the strategic plan in the future be developed following the summer team talks.	
<i>Adjournment</i>	The meeting was adjourned at 1:50 p.m.	Next meeting date: If needed, a teleconference will be held on October 6. There will be a teleconference on November 17.

Submitted: Cheryl Daughdrille, RHIA
 Acting Secretary

Approved: Cindy Phelps, RHIA
 VHIMA President