

**VHIMA Board Meeting**  
Charlottesville, VA  
April 21, 2009

| <i>Topic</i>                                | <i>Discussion</i>  | <i>Action</i>  |
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| <b>Members in Attendance</b>                | Arnita Perry, Patty Campola, Christina Upton, Kim Galloway, Marion Swaim, Loren Therrien, Linda Vernon, Kristen Williamson, Lisa Smith, Karen Phipps, Evelyn Bickley and Teri Jones  |  |
| <b>Call to Order</b>                        | Meeting called to order by Arnita at 4:38 pm   |  |
| <b>Review of Minutes</b>                    | April 3, 2009 Board Minutes Reviewed   | Minutes approved   |
| <b>President and President-Elect Report</b> | <p>Arnita thanked everyone for their support this past year.</p> <p>Administrative Coordinator Update – Karen has not been able to get into Paypal. The password has been reset and sent to Amy Shay’s e-address. Amy has not responded to Karen’s request for this information. The Yahoo password for VHIMA registration, Paypal password, contact address for Paypal and final cell phone bill is needed from Amy. Final paycheck is to be held until those items are received.</p> <p>Christina, VHIMA Secretary was given the documents/letters regarding Amy’s resignation, to hold for permanent file. VHIMA materials received from Amy in Christina’s possession will be distributed to appropriate board members. The computer is to be recycled after the hard drive is cleared.</p> <p>VHIMA Booth – Environmental Scanning forms will be available. Spheris has donated \$100 to support this survey. No information is available for NVTC.</p> <p>The board would like input from members for Triumph Award candidates. The deadline for entries is June 1<sup>st</sup>.</p> | <p>Evelyn will check with the bank to try to attain access to the Paypal information. Christina will contact Amy to ask about the information needed.</p> <p>Four \$25 gift certificates will be drawn by raffle for individuals completing the environmental scanning form.</p> <p>Marion will talk about the Triumph Awards at the business meeting. Patty will send out an e-mail blast after the convention.</p> |

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| <b>President and President-Elect Report Cont'd</b> | <p>Conference 2010 – April 14<sup>th</sup> and 15<sup>th</sup> has been reserved at the convention center in Fredericksburg. This will be announced at the business meeting. Arnita will open the floor for discussion as to what would bring more members to the convention.</p> <p>Website Review/Updates – Arnita needs help in reviewing the information on the website to ensure complete and current information is available.</p> <p>Agenda &amp; Script for business meeting was reviewed and additions corrections were made.</p> | <p>Kimberly and Linda will help Arnita review the website. Christina will see that all 08-09 approved minutes are posted.</p>             |
| <b>Treasurer's Report</b>                          | <p>Evelyn reported balances of 37,983.78 in the checking account, 16,919.39 in the money market account, 28,968.29 in savings certificates for a total of 83,871.46. An additional 35,599.86 is in savings accounts for a grand total of 119,471.32</p>  |   |
| <b>Convention Registration/Program</b>             | <p>Karen reported that 58 people have registered to attend on Wednesday and 83 for Thursday. Revenue and expenses were reviewed. Loren asked for volunteers to introduce speakers. Door prizes will be drawn throughout the convention.</p>  |   |
| <b>Silent Auction</b>                              | <p>Lisa has collected about 13 silent auction items. Half will be put out for auction each day of the convention.</p>  |   |
| <b>Convention Exhibitors</b>                       | <p>Teri reported everything was in order for the vendors.</p>  |   |
| <b>Committee Reports</b>                           | <ol style="list-style-type: none"> <li>1. Delegate Report – No report</li> <li>2. CEC – Marion will check for materials that can be placed at the VHIMA booth.</li> <li>3. Scholarship – The board approved revising the scholarship and extending the deadline to May 30<sup>th</sup>.</li> <li>4. Coding Roundtable – No report.</li> <li>5. Membership – No report.</li> <li>6. Newsletter - The next newsletter will go out the end of May.</li> <li>7. Local Associations – No report.</li> </ol>                                     | <p>The revised scholarship information should be sent out by the first week of May.</p> <p>Lisa will send out reminders for articles.</p> |
| <b>Adjournment</b>                                 | <p>Meeting adjourned at 5:30 pm</p>  |   |

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| <b>Next Meeting</b> | May 15, 2009, 10:00 am |  |
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Submitted: Christina Upton, RHIT  
Secretary

Approved: