

## VHIMA Board Meeting

Pre-Convention

April 24, 2007

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<b>Members in attendance</b>	Cindy Phelps, Marion Swaim, Karen Phipps, Linda Vernon, Shelia Gunn, Lisa Whitaker, Cheryl Daughdrille, Loren Wolf, Evelyn Bickley, Patty Campola, Teri Jones	
<b>Call to Order</b>	The meeting was called to order at 5:45 p.m. by Cindy Phelps, RHIA , President	
<b>Review/Approval of Minutes</b>	The minutes from the March board meeting will be obtained from Arnita Perry.	Minutes will be obtained and reviewed.
<b>Treasurer's Report</b> <i>Cheryl Daughdrille</i>	Cheryl reported expenses YTD of \$48,700 with income of \$54,048, with a net positive balance of \$5,348. There is currently a balance of \$25,589.22 in the Wachovia checking account, \$16,749.15 in the Wachovia money market account, \$28,170.89 in a SunTrust savings CD and \$15,539.86 in a Wachovia savings CD.	
<b>Membership</b>	Shelia reported that VHIMA currently has 719 active members. A quorum of 71 will be required to approve the proposed bylaws changes at Thursday's business meeting.	
<b>Convention Report</b>		

<p><i>Arrangements and Registration – Evelyn Bickley and Teri Jones</i></p>	<p>Evelyn reported that a vendor has scheduled a meeting which conflicts with VHIMA’s meeting times. This was of concern to all members present, and the vendor will be approached re. this.</p> <p>Teri reported that the registration planning has been completed. There are several registrants from the DC/Maryland/northern Virginia area.</p> <p>Evelyn reported that the membership reception will be held at the Hilton Garden Inn Wed. evening from 5:00 pm – 6:30 pm.</p> <p>To encourage attendance at the business meeting, two door prizes will be awarded, compliments of THIMA.</p> <p>A bus trip has been sponsored by SoftMed for the tour of Mary Washington Hospital and their ChartView imaging system. A sign up sheet will be available for the tour with two sessions planned. Evelyn requested that this be announced in the general session.</p> <p>Evelyn noted that there is a willingness to serve form in the brochure.</p>	
<p><i>Program – Lisa Whitaker</i></p>	<p>Lisa will introduce the key note speaker. Room monitors who will announce the remaining speakers were assigned.</p> <p>Evaluation forms are present in the packet. Be sure to remind attendees to complete at the end of each day and in the general session. The evaluation forms should be dropped off at the registration desk.</p>	
<p><i>Vendors – Loren Wolf</i></p>	<p>Loren reported that the vendors are setting up and are pleased with the accommodations. She noted that the vendor’s evaluation form has been given to them.</p>	
<p><i>Silent Auction – Linda Vernon</i></p>	<p>Linda reported that there are 28 silent auction items. She will need any additional items tomorrow morning. There may be enough items to hold a silent auction on both Wednesday and Thursday. The tables for the items will be directly outside the general session area and the vendor’s hall.</p>	

<i>Business Meeting – Cindy Phelps</i>	An outline of the business meeting was presented.  Cheryl will present a financial report.  A quorum of 71 will be required for the proposed bylaws changes.  Marion will coordinate the installation of officers.	
<i>Newsletter Patty Campola</i>	The deadline for submitting articles is May 18.	
<i>President Elect Report Karen Phipps</i>	Executive Director job descriptions have been reviewed. CSA financial management guidelines were reviewed. The benefits of having an independent contractor perform this service vs. hiring a part time employee were discussed. Karen noted that some executive directors assist multiple states. She will obtain a contract to share with board members at the May 18 meeting.	Karen will obtain a contract for an independent contractor executive director for review at the May 18 meeting.
<b>Delegates/Bylaws</b> <i>Arnita Perry</i>	Arnita was not present at this evening's board meeting.	
<b>Committee Reports</b>		
<i>Coding Roundtable – Gloria Litton</i>	Gloria was not present. Karen noted that Gloria will be relocating to the Outer Banks, North Carolina. She would like to continue to be an active VHIMA member.	AHIMA bylaws will be reviewed to determine if a member is able to live and work out of the state where he/she is an active member.
<i>Membership- Shelia Gunn</i>	Shelia noted that there are 719 active members. She plans to promote membership this week at the state meeting.	Shelia will promote membership at the state meeting.
<i>Nominating – Teri Jones</i>	It was noted that the newly elected officers will assume their roles on July 1.	
<b>Report from the Locals</b>		
<i>Tidewater</i>	No report	
<i>Central</i>	No report.	
<i>Piedmont</i>	No report.	
<i>Southwest</i>	No report.	
<i>Adjournment</i>	The meeting was adjourned at 7:00 p.m.	Next meeting date: Conference call on May 18, 2007.

Submitted: Cheryl Daughdrille, RHIA  
 Treasurer

Approved: Cindy Phelps, RHIA  
 VHIMA President