

**VHIMA Annual Business Meeting**  
**Embassy Suites Meeting Room**  
**April 24, 2008**

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<b>Call to Order</b>	Meeting called to order by Karen Phipps at 1:00pm	
<b>Review/Approval of Minutes</b>	Karen Phipps requested the April, 2007 Business Meeting be approved.	
<b>Established Quorum</b>	Karen Phipps reported 732 active members  Evelyn Bickley – Treasurer Teri Jones - Secretary	- Need 73 members present for quorum - Quorum established by active count of members by Treasurer and Secretary
<b>Treasurer's Report</b>	Evelyn Bickley – Treasurer  <ul style="list-style-type: none"> <li>▪ Checking - \$32,610.51</li> <li>▪ Money Market - \$16,867.63</li> <li>▪ Savings - \$28,968.29</li> <li>▪ CD – \$35,599.86</li> <li>▪ Total: 114,046.29</li> </ul>	
<b>Bylaw revisions</b>	<ul style="list-style-type: none"> <li>▪ Gloria Litton provided an overview of bylaw revisions</li> <li>▪ Kathrine Byrd was recognized for her work on the revisions of the bylaws.</li> </ul>	Members voted and approved bylaw revisions
<b>Selection of 2008-2009 Nominating Committee</b>	Members nominated four committee members to work with Chairperson, Kimberly Galloway <ul style="list-style-type: none"> <li>▪ Michelle Lakins-Waller</li> <li>▪ Beryl Jones</li> <li>▪ Paula Cottee</li> <li>▪ Patricia Cranford</li> </ul>	A motion was entered and accepted to approve the Nominating Committee
<b>Open Member Discussion</b>	Members voiced concerns that convention fees too high for those members paying their own way. Recommendations: <ul style="list-style-type: none"> <li>▪ \$15/CEU</li> <li>▪ Financial assistance to members to help pay for convention fees</li> </ul>	Karen informed members that board is actively discussing and researching avenues to keep convention costs down and help members to attend

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<b>Installation of            2008-2009            Officers</b>	President – Arnita Perry, RHIA President Elect – Patricia (Patty) Campola, RHIA Past President – Karen Phipps, MA, RHIA Vice President – Kimberly Galloway Treasurer – Evelyn Bickley, RHIA Secretary – Christina Upton, RHIT Elected Director – Shannon McCall, RHIA 1 <sup>st</sup> year Delegate – Linda Vernon, RHIA 2 <sup>nd</sup> year Delegate – Gloria Litton, RHIA	Installation of Officers by Paula Cottee
<b>2007-2008            VHIMA Board            Activities</b>	VHIMA Accomplishments: <ul style="list-style-type: none"> <li>▪ Hired Administrative Coordinator – Amy Shay, RHIT               <ul style="list-style-type: none"> <li>○ Chaired Arrangement and Program Committees for the annual convention</li> <li>○ Maintained VHIMA website</li> <li>○ Established Pay pal account for credit card payments</li> <li>○ Networked with VHIMA Regional Associations</li> <li>○ Networked with AAPC</li> </ul> </li> <li>▪ Eight Board Meetings</li> <li>▪ Updated 2008 VHIMA Strategic Plan to align with AHIMA’s Strategic Initiatives</li> <li>▪ Attended Summer and Winter Team Talks</li> <li>▪ VHIMA received 3 Core Service Awards</li> <li>▪ One application for a Core Service award submitted for recognition of the VHIMA Newsletter</li> <li>▪ Working on Virginia’s Hill Day – Headed by Linda Vernon and Patty Campola</li> <li>▪ VHIMA Bylaw revisions – completed by Kathrine Byrd               <ul style="list-style-type: none"> <li>○ 2009 online voting</li> </ul> </li> <li>▪ Marion Swaim led the Virginia initiative to provide training for volunteers promoting development of personal health record to communities in VA</li> <li>▪ Gloria Litton and Paula Hathorne provided and leadership of the Coding Rountables</li> <li>▪ Co-sponsored with DCHIMA coding roundtable in March 2008</li> </ul>	

<p><b>Recognition of the 2007-2008 Board and Committee Members</b></p>	<p>President – Karen Phipps, MA, RHIA          President Elect – Arnita Perry, RHIA          Past President – Cindy Phelps, RHIA          Chairperson Exhibitor Committee – Loren Wolf, RHIA, CPHQ          Elected Director – Allison Viola, MBA, RHIA          Secretary – Teri Jones, RHIT, CCS, CCSP          Treasurer – Evelyn Bickley, RHIA          1<sup>st</sup> year Delegate – Gloria Litton, RHIA, CCS          2<sup>nd</sup> Year Delegate – Katherine Byrd, RHIA          Chairpersons Coding Roundtable Committee – Gloria Litton, RHIA and Paula Hathorne, CCS, CPC          Student member – Sarah Riganti, CPC, CPC-H, CRS          Newsletter Editor – Patricia Campola, RHIA          Chairperson Nominating Committee – Linda Vernon, RHIA          Chairperson Scholarship Committee – Kristin Williamson, RHIT          CEC – Marion Swaim, RHIA          Membership – Shelia Gunn, CCS-P, CPC, CMBSI          Silent Auction – Donna Hoover, RHIA</p>	
<p><b>Board Member Of The Year</b></p>	<p>Karen Phipps presented the Board Member of the Year award to Linda Vernon in recognition of her work planning for the 2009 Virginia Hill Day</p>	
<p><b>Distinguished Member 2007-2008</b></p>	<p>The highest VHIMA honor was awarded to Arnita Perry, RHIA. Arnita has served on the VHIMA Board for many years in many capacities. She is a dedicated volunteer who will be serving on the Board this next year as President.</p>	
<p><b>Scholarship Awards</b></p>	<p>The 2008 Scholarship was awarded to two deserving students from Northern Virginia Community College:</p> <ul style="list-style-type: none"> <li>▪ Patricia Evans</li> <li>▪ Andrea Bilson</li> </ul>	
<p><b>Vendor Member</b></p>	<p>McRay Simmons, Director Healthcare Sales, Medquist awarded a gift to outgoing president, Karen Phipps</p>	
<p><b>2009 Annual Convention</b></p>	<p>Charlottesville, VA          Double Tree Hotel          April 22, 2009 and April 23, 2009</p>	
<p><b>Business Meeting Closed</b></p>	<p>Meeting closed by Karen Phipps at 2:06pm</p>	

Submitted: Teri Jones, RHIT, CCS, CCSP  
 Secretary

Committee to Review: Patricia Cranford, RHIA  
 Rob Gayman, RHIT, CCS  
 Karen Phipps, MA, RHIA

Approved: May 23, 2008