

**VHIMA Annual Business Meeting**  
Fredericksburg Expo and Conference Center  
Fredericksburg, Virginia

April 26, 2007

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<b>Board Members in Attendance</b>	Cindy Phelps, Allison Viola, Marion Swaim, Arnita Perry, Karen Phipps, Linda Vernon, Lisa Whitaker, Cheryl Daughdrille, Loren Wolf, Evelyn Bickley, Patty Campola, Sara Ragonti (Student), Shelia Gunn.	
<b>Call to Order</b>	The meeting was called to order at 1:20 p.m. by Cindy Phelps, RHIA , President	
<b>Quorum</b>	The attendees were polled to determine the presence of a quorum for voting on VHIMA proposed bylaws changes. A quorum of 72 was present.	
<b>Review/Approval of Minutes</b>	A review of the minutes from the 2006 Annual Meeting was completed. Christina Upton, spokesperson for the sub-committee, submitted the minutes to the floor for approval.	A motion was entered and accepted to approve the minutes as written.
<b>Treasurer's Report</b> <i>Cheryl Daughdrille</i>	The treasurer's report was presented by Cheryl Daughdrille.  Expenses fiscal year to date were recorded at \$48,700, income at \$54,048, with a net positive balance of \$5,348. The following account balances were noted: <ul style="list-style-type: none"> <li>• Wachovia Checking - \$25,589.22</li> <li>• Wachovia Money Market - \$16,749.15</li> <li>• SunTrust Savings CD - \$28,170.89</li> <li>• Wachovia CD #1 - \$15,559.86</li> <li>• Wachovia CD #2 - \$20,000.00</li> </ul>	
<b>Old Business</b>		
	There was no old business to discuss.	
<b>New Business</b>		
<i>Bylaws Revisions – Arnita Perry</i>	Arnita reviewed the proposed bylaws revisions which have been posted on the VHIMA website.	A motion was entered and accepted to approve the bylaws revisions.

<p><i>2007-2008 VHIMA Board Induction</i></p>	<p>The Election Committee submitted the slate of 2008 elected officers.</p> <p>Marion Swaim, RHIA, presided over the installation ceremony and welcomed into office the following:</p> <ul style="list-style-type: none"> <li>• Karen Phipps, RHIA, President</li> <li>• Arnita Perry, RHIA, President-Elect</li> <li>• Loren Wolf, RHIA, CPHQ, Vice-President</li> <li>• Teri Jones, RHIT, Secretary</li> <li>• Evelyn Bickley, RHIA, Treasurer</li> <li>• Gloria Litton, RHIA, CCS, First Year Delegate</li> <li>• Katherine Byrd, RHIA, Second Year Delegate</li> <li>• Allison Viola, RHIA, Elected Director</li> <li>• Cindy Phelps, RHIA, Past President</li> </ul>	
<p><i>2007-2008 Nominating Committee</i></p>	<p>The following individuals were nominated:</p> <ul style="list-style-type: none"> <li>• Linda Vernon, Chairperson</li> <li>• Kathleen Scott</li> <li>• Paula Hathorn</li> <li>• Terri Connell</li> <li>• Sandra Gaskins</li> </ul>	<p>A motion was entered and accepted to approve the Nominating Committee.</p>
<p><i>VHIMA Accomplishments in 2006-2007</i></p>	<ul style="list-style-type: none"> <li>• Consumer education by attendance at job fairs, providing speakers and conducting CEC sessions.</li> <li>• Nine board meetings were conducted.</li> <li>• The summer and winter team talks and Hill Day were attended.</li> <li>• VHIMA's strategic plan was updated and modeled after AHIMA's strategic plan.</li> <li>• VHIMA met all goals including the EHIM survey with the annual convention built around EHIM with a site visit to a facility with an imaging system.</li> <li>• Our first student board member, Sarah Rigante, was appointed.</li> <li>• Membership profiles were updated.</li> <li>• Strengthening the state association with revised membership categories, revised bylaws and by archiving VHIMA information.</li> <li>• Two statewide coding roundtables were conducted and were successful.</li> <li>• Three nominations for AHIMA Service Awards were submitted by VHIMA.</li> </ul>	

<i>Board Recognition</i>	<ul style="list-style-type: none"> <li>• Karen Phipps has researched the Executive Director position.</li> <li>• Loren Wolf has updated the VHIMA website, has researched on-line credit card payments which proved to be too costly to begin and maintain, researched outside agencies to coordinate the conventions (the Executive Director position would include this role).</li> <li>• Allison Viola reached out to educational programs, including assisting with appointing a student member to the board, and also attended Northern Virginia RHIA meetings.</li> <li>• Linda Vernon worked with the legislature on EHR, attended town council and technology council meetings.</li> <li>• Arnita Perry proposed bylaws revisions to ensure that VHIMA bylaws are in synch with AHIMA bylaws.</li> </ul> <p>Cindy Phelps presented the Board Member of the Year award. Two individuals were recognized:</p> <ul style="list-style-type: none"> <li>• Patty Campola was recognized for assuming responsibility for the newsletter redesign and distribution.</li> <li>• Loren Wolf was recognized for her dedication. She has volunteered for many tasks and is always available when called upon.</li> </ul>	
<i>Distinguished Member Award</i>	The highest honor in the VHIMA organization was awarded to Linda Vernon, RHIA. Linda has served on the VHIMA board in many roles. She is a dedicated volunteer who continues to serve VHIMA.	
<i>Scholarship Presentation</i>	Cindy Phelps presented the 2007 Scholarship award to Kristie Fetherolf, a student at Stephens College.	
<i>Deceased Members</i>	Penny Frances Barbour Wright, a 16 year member of VHIMA, passed away following a 3 year battle with breast cancer. Condolences to her friends and family.	
<i>2008 Annual Convention</i>	The 2008 Annual Convention will be held in Hampton Roads April 22-25.	
<i>Other Business</i>		
<i>Adjournment</i>	The meeting was adjourned at 2:15 p.m.	

Submitted: Cheryl Daughdrille, RHIA  
 Secretary/Treasurer

Committee To Review: Gail Kidd, RHIA  
Meredith Talmadge, RHIT  
Cindy Phelps, RHIA

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