

VHIMA Board Meeting
 August 17, 2007

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in attendance	Karen Phipps, Arnita Perry, Evelyn Bickley, Patty Campola, Teri Jones, Allison Viola, Gloria Litton, Linda Vernon, Shelia Gunn, Amy Shay, Loren Wolf, Paula Hawthorne, Sara Riganti, Marion Swain, Katherine Byrd.	
Call to Order	Call to Order by Karen Phipps @ 10:25am	
Review/Approval of Minutes June 2007 Board Meeting	Karen requested that June 2007 minutes approval for next board meeting.	

<p>Policy Review</p>	<p>Karen – all policies are on website/no notebooks needed. Attendees reviewed the following polices/guidelines:</p> <ul style="list-style-type: none"> -Past President – no changes -Vice President – no changes -President Elect – no changes -Elected Director- no changes - 1st and 2nd Year Delegate – To add “plan to attend Hill Day” guidelines -Secretary- no additional changes -Treasurer- no additional changes -Scholarship Guidelines-possibly change from VA resident to student of VA institution. Have Kristin to bring back recommendations. -Newsletter-no mailings or printed material. All newsletters will be e-mailed to membership. -Webmaster Guidelines-submissions to the web site will shall be loaded w/in 3-5 days. Domain is no longer “.com” and link from “.com” to “.org” no longer exists. -Exhibitor Team-2 wks before convention, at exhibitor check-in and post convention send an updated attendee listing to all exhibitors. -Finance- treasurer will write the check # of each receipt or reimbursement for each disbursement, maintain documentation w/deposit slips to support revenue line item. -VHIMA Board- will work together and actively support the arrangements, registration, exhibitor and program activities associated w/planning the Annual Convention. - will work together and actively support the Administrative Coordinator’s activities. 	<ul style="list-style-type: none"> -Loren Wolf will update policy to reflect reference to AHIMA guidelines. -Evelyn and Karen working the pricing and possible purchase of new printer/scanner for maintaining all financial records. -will add “attendance of board members to Hill Day” -Loren will obtain recommendations for the position statement. - Board will review: Arrangements, Convention Program, and Registration policies/guidelines Paula and Gloria will
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Membership	Sheila Gunn – Completed membership update and reviewed recently by the board.	
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<p>Strategic Plan</p>	<p>Karen and Paula attended the summer team talks in Chicago.</p> <ul style="list-style-type: none"> -ACE Program-requested each state to identify their own “ACE’s”. Utilized as resources for current employment -Brand extension-identify the AHIMA brand in the market. -new online courses. -new webinars for CSA management. <p>-E-HIM AHIMA –increase educational tracks, need to be specific about topics.</p> <ul style="list-style-type: none"> -Advance e-HIM practice in our state -Increase communication about e-HIM -Develop e-HIM leaders in our state <p>-Leadership Engagement/Impact: -CEC Program-Marion S. attending meeting in Chicago in July. CEC program revamped. Keep core content and tailor to audience. New materials will be available in November 2007.</p> <p>- Education: contacting more rural/remote areas of VA to pilot distance learning.</p> <p>- Advocacy -Linda V. requesting additional help from entire state association. There is a need for a committee to represent all areas of the state. Would like a “Hill Day in VA”.</p> <p>-Building Value -VHIMA Website</p> <p>- Membership -Shelia Gunn reported membership listing updated.</p> <p>-Coding Roundtable-Both Ellen A. and Jillian G.</p>	<ul style="list-style-type: none"> -Start identifying “ACE’s” w/in VA. <p>-10/24/07-Financial Webinar, 45 minutes to an hour</p> <p>-Introduce e-HIM educational track at annual conference. -Come up with a plan to utilize all venues within the state to get the word out regarding e-HIM from beginning to advanced levels.</p> <p>-Marion will, once she receives the new materials, obtained 10 new presenters and complete 20 presentations for the state by October 2008</p> <p>- 2008- stronger push to community colleges. Will develop realistic steps/goals to continue engage these areas of rural/remote areas of VA for distance learning. Establish a task force to determine what can be accomplished.</p> <p>-Gloria and Paula will work together to develop coding roundtable for 2008.</p> <p>-Get a committee established to plan a “Hill Day in VA” for 2009. Allison V. has volunteered to work with Linda V.</p>
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	<p>- Building Value -VHIMA Website</p> <p>Membership -Shelia Gunn reported membership listing updated.</p> <p>-Coding Roundtable-Ruth Ellen Ayers is willing to work with Paula and Gloria. AHIMA Regional Coding Roundtable in Alexandria in March 18 & 19 2008. MdHIMA and DCHIMA are interested in assisting in coordinating. -Paula reported – current topics are ICD-10, POA and MSDRG’s. Looking for ways to drill down to what coders are having daily problems with and how to get current coding information to rural hospitals coders as well.</p>	<p>-incorporate on VHIMA website as a resource</p> <p>- Board agrees to participate and have Gloria and Paula attend the kickoff meeting.</p> <p>-Will complete strategic plan at next board meeting.</p>
HOD	<p>Vote coming up starting September 2007 regarding the PHR, Diversity and Delegate Apportionment</p> <p>HIM Professional Standard and Positions Practice Resolutions are still being worked up.</p> <p>Katherine Byrd reported the survey results for the delegate apportionment.</p>	<p>Board agrees to vote “for” all three resolutions.</p> <p>Gloria, Cindy, Kathy, Arnita Karen delegates for AHIMA Annual Conference in Philadelphia, PA.</p>
Administrative Coordinator	<p>Karen Phipps introduced Amy Shay, RHIT – Candidate.</p>	<p>Amy gave a brief overview of her educational and professional history.</p>
Budget		<p>Work on final budget at next board meeting.</p>
2008 Annual Meeting		<p>Work on Chairpersons at next board meeting</p>

Board Meetings	Reviewed the following dates: 09/21/07- Conference Call 10/7-10/07-AHIMA Convention 10/19/07- Conference Call 11/16/07- Richmond 01/18/08-Conference Call 02/15/08-Charlottesville 03/28/08-Conference Call 04/22/08-Hampton, VA 04/23-24/08-VHIMA Annual Meeting 05/16/08-Conference Call 06/20/08-Conference Call	
Adjournment	At 2:03pm	

Submitted: Teri Jones, RHIT, CCS, CCSP
 Secretary

Approved: Karen Phipps, RHIA
 VHIMA President