

VHIMA Board Meeting
Conference Call
August 1, 2008

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in Attendance	Arnita Perry, Patty Campola, Karen Phipps, Shannon McCall, Kim Galloway, Lisa Smith, Amy Shay, Linda Vernon, Shelia Gunn and Christina Upton	
Call to Order	Meeting called to order by Arnita at 10:00 am	
Review of Minutes	No discussion	Minutes for June Board Meeting approved
President's Report	Arnita welcomed new board members Introduced AHIMA's strategic plan	
Summer Team Talks	AHIMA's Focus is on Volunteerism. AHIMA has challenged CSA's to grow their membership. CSA Membership Growth Chart, identifying total number of members per state, was distributed. Summer Team Talk pictures are on Website.	To increase membership VHIMA will demonstrate value in being a member.
Strategic Planning	Attendees discussed and agreed on items for strategic plan. Improve Communications through CoP.	Arnita to complete strategic plan and distribute.
Administrative Coordinator's Report	Amy submitted a report listing all of the tasks she has performed since joining VHIMA in Fall of 2007. Twenty-six states now have at least one Administrative Coordinator. She has used all of the hours on her current contract. She proposed increasing the position from 1/4 time to 1/2 time.	No action at this meeting.
Past President's Report	Karen reviewed changes she made in President's Guidelines and Finance Policy & Procedures. An audit of the financial records was conducted. It was recommended that the budget categories should be well defined to avoid confusion when a new treasurer takes over the books.	Karen will make board recommend changes to guidelines. Written report of audit was submitted. Karen will purchase a P. Buckley Moss print for AHIMA's silent auction.

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2009 Convention Planning	The convention is scheduled for April 22nd and 23rd in Charlottesville. Amy reported that the contract for the Doubletree Hotel in Charlottesville has been signed. Karen provided a copy of an e-mail from Active Data Services offering to recruit speakers.	Sheilia is working on obtaining items for the silent auction.

Newsletter	Lisa stated that articles for the newsletter are due by 8/29/08. Information for the newsletter may be submitted to Lisa by e-mail at lisa.smith@medical.org	
State Hill Day	Linda reported that her committee is trying to contact all state senators and delegates on healthcare committees. A tentative agenda has been set with activities starting at 8:30 am. Brian Foley has been asked to speak. A budget of \$5,200 is requested. The committee is actively looking for sponsors. She also stated that Commonwealth of Virginia Information Technology Symposium (COVITS) is 9/7/08-9/9/08. For stated employees only and registration deadline is 8/8/08. Linda felt that we should try to have someone attend.	Linda will submit an article to the newsletter and an e-mail blast will be sent out to the membership. An itemized budget for Hill Day was submitted. Christina will look into COVITS and report back to Arnita.
Scholarship	No report	Arnita will check to ensure that proceeds from the state convention's silent auction was sent to FORE.
Committee Reports	<ol style="list-style-type: none"> 1. Delegate Report - No report 2. CEC – No report 3. Coding Roundtable – Gloria stated that annually 4 to 6 events are required, to include one 6 hour session. She suggested one presentation in 4 different locations, one in each quarter of the year. A committee of 6 is needed with at least one member representing the location of presentation. Cop chat session for coders was also suggested. 4. Website – No report 5. Membership - Sheilia suggested having a Membership Moment in each newsletter to introduce a member. She also suggested recognizing Coder's Day, October 10th. 6. Nominating Committee – No Report 7. Local Associations – No Report 	<p>Amy will send contact information to Gloria of those who volunteered to help with the roundtable events</p> <p>Kim will write an article promoting membership.</p>
Proposed Budget	Karen presented a proposed budget for fiscal year 08-09. There was discussion and changes to a few line item amounts. It was suggested that we look into sponsorships for e-mail blasts.	Feedback for the roundtable budget will be requested from Gloria. Karen will send out budgets of the past 10 years.
Adjournment	Meeting adjourned at 3:40 pm	
Next Meeting	September 19, 2008, Conference Call, 10:00 am	

Secretary

Approved: VHIMA Board Members