

VHIMA Board Meeting
February 15, 2008

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in Attendance	Karen Phipps, Amy Shay, Teri Jones, Patty Campola, Mary Beth Dunlap, Allison Viola, Marion Swain, Gloria Litton, Kathleen Byrd, Arnita Perry, Linda Vernon, Evelyn Bickley, Loren Wolf	
Call to Order	Meeting called to order by Karen at 10:09am	
Review/Approval of Minutes	Karen requested that January 2007 minutes be approved.	State Hill Day Planning - Correction of “HIMS to HIMSS” January 2007 Minutes approved by board.
President’s Report	Regional Coding Workshop Winter Team Talks/Hill Day	
Treasurer’s Report	Evelyn – Checking - \$ 43,715.87 Money market - \$ 28,968.29 Savings - \$ 16,859.69 CD - \$ 35, 599.86	Allison will visit with AHIMA’s CIO next month to verify guidelines for thresholds of savings for state associations and will share feedback with Evelyn.
2009 Convention Report Planning	Arnita – Roanoke, VA Hotel Roanoke - dates available \$139/single/double + 12% tax. Loren – Charlottesville, VA Double Tree – dates available Boards Head – dates available Omni – dates available	Loren will check with Hilton Garden Inn in Charlottesville, VA

<p>VHIMA Bylaw Changes</p>	<p>Kathy - 1st Draft forward to board members</p> <p>Regarding Electronic voting</p> <p>Ballots – event where one person on ballot(s)</p> <p>Quorum - 50 members present</p> <p>Administrator Coordinator</p> <p>Bylaw revision dates</p> <p>Membership section revision/update</p> <p>Classes of Membership</p> <p>National Representation</p> <p>Committee</p> <p>Finance</p> <p>Amendment of Bylaws</p>	<p>-“Deliver to the Membership”</p> <p>- a ballot will be delivered to the active members</p> <p>- 50 members present to establish quorum</p> <p>- Karen to check on specific verbiage regarding Administrative Coordinator</p> <p>- keep old revision dates on bylaw</p> <p>- delete: section 3 Transfer of Membership</p> <p>- delete: section 5 a. His transfer of membership to another state.</p> <p>- Active: to be revised/updated match AHIMA verbiage</p> <p>- Delete: section 1 B. New Definition Active*</p> <p>- Student: to match AHIMA verbiage</p> <p>- Delete: section D and E</p> <p>- Revise section 2. – to match AHIMA verbiage</p> <p>- The board shall have the authority to appoint an alternate delegate.</p> <p>- Active members in good standing.</p> <p>- delete: Section 2 Dues “new graduate” “Non...</p> <p>- Section 2 B: posted on VHIMA website, newsletter, email and/or U.S. mail. Include bylaw revisions with ballots and direct to VHIMA website to view all bylaws.</p> <p>- Section 3. Notice - delete “mail” add “provided”</p>
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State Hill Day Planning	<p>Linda – Hill Day for VA in 2009 on January 28th. Tentative meeting place – State Library ? Board for committee members, co-chairperson</p> <p>Attended HIMSS Hill Day</p> <p>Allison – working with Amy to develop pamphlets to be included in the annual convention packets.</p>	<p>Patty volunteered as co-chairperson.</p> <p>Linda will send “lesson learned” from HIMSS meeting to board.</p>
Scholarship	<p>Kristin – Applicants – to be VA resident One letter of recommendation - ? change to 2 letters Completion of Essay – 500 words to 1000 with suggested topics Application Process - Scholarships announcement</p> <p>Frequency of Scholarship</p>	<ul style="list-style-type: none"> - board agrees to 1 letter - board agrees - add “VHIMA website” - change to “all eligible students...” <p>Kristin to update revisions and resend to board</p>
2008 Convention Report	<p>Invites mailed out Terry will be receiving completed registrations Received 30 returned mailings – Amy working on updating addresses. AHIMA will be attending the annual conference – Lori Osborne from Marketing Amy will attend the THIMA coding roundtable (2/20/08)</p> <p>Started the program for the annual conference</p> <p>Loren – received registrations from 4 vendors with 4 additional verbal confirmations.</p>	<ul style="list-style-type: none"> - Bringing Convention Material and will mention Hill Day - any additional info should be sent to Amy
Nominating Committee	<p>Linda – proposed ballot with cover letter completed Will mail out next week (2/22/08) Amy will receive ballots and tally up numbers</p>	

Newsletter	Patty – Deadline is 2/29/08	Linda/Allison – Hill Day Amy – packet for annual conference Kristin – scholarship Kathy – bylaws Announce 2009 Conference in Charlottesville, VA Date Job Opportunities on Newsletter and VHIMA website
Committee Reports	Delegate Report – Delegate apportionment and selection Letter to the president/president elect regarding delegates who are technological savvy.	
	CEC – Begun to launch the new campaign; can view info @ www.myphr.com It’s HI Time” new tag line John Walsh – public service announcement Redoing all training material to be released around the first week of March, 2008. Conducted a training session with volunteers; volunteers were asked to perform a session by June 2008	
	Coding Roundtable – THIMA coding roundtable on 2/20/08 Reaching out to local association presidents for reports on coding roundtables. AHIMA Regional Coding Meeting will be held in Alexandria, VA on March 18 th & 19 th , 2008.	Program agenda to be added to VHIMA website and send out an email blast – Gloria will work with Amy.
	Membership – Not present	None
	Local Associations – None present	None
Adjournment	Meeting adjourned @ 12:56pm	
Next Meeting	March 21, 2008 – Conference Call	

Submitted: Teri Jones, RHIT, CCS, CCSP
 Secretary

Approved: Karen Phipps, RHIA
 VHIMA President