

**VHIMA Board Meeting**  
Conference Call

February 16, 2007

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<b>Members in attendance</b>	Cindy Phelps, Allison Viola, Marion Swaim, Arnita Perry, Karen Phipps, Kristin Setliff, Linda Vernon, Lisa Whitaker, Cheryl Daughdrille, Loren Wolf, Leslie Twine, Linda Vernon, Evelyn Bickley, Patty Campola, Sara Ragonti (Student), Shelia Gunn.	
<b>Call to Order</b>	The meeting was called to order at 10:05 a.m. by Cindy Phelps, RHIA , President	
<b>Review/Approval of Minutes</b>	The minutes from the January 19, 2007 meeting were reviewed and approved as written.	Minutes approved as written.
<b>Treasurer's Report</b> <i>Cheryl Daughdrille</i>	Cheryl reported that there is currently a YTD deficit of \$9,640.72. This is expected to be minimized or eliminated in the next several months after receipt of the AHIMA membership rebates.	
<b>Membership</b>	It was noted that membership lists have duplicate entries, as several board members received two ballots. Shelia will investigate this.	Cindy has mailed Shelia the current membership list, and Shelia will update her list and forward to Teri Jones.
<b>Convention Report</b>		
<i>Program – LisaWhitaker</i>	Lisa is currently focusing on obtaining a long term care speaker on the agenda. All speakers have confirmed. All speaker's fact sheets have not yet been returned to Lisa, and she will follow up. Evelyn will need all bio information on the speakers by March 2 and will need the vendor information as soon as possible. Evelyn will make a hotel reservation for the key note speaker and also all VHIMA board members in accordance with the Bylaws.	
<i>Arrangements – Evelyn Bickley</i>	Soft Med will provide transportation costs to/from expo center to the hotel and will also donate \$500.  Advertising re. convention – <u>For the Record</u> will post convention dates at no cost. Allison will verify if convention info. can be posted on AHIMA's website and in the Journal.  Evelyn is investigating the cost for a local chef to provide a cooking demonstration at the President's Reception for an hour or so.  A postcard reminder for registration will be mailed March 15.	

<i>Vendor – Loren Wolf</i>	Three vendor confirmations have been received thus far.	
<i>Silent Auction – Linda Vernon</i>	Board members – all should provide an auction item and e-mail Linda the item name and value of the item.	
<i>Member Gift – Evelyn Bickley</i>	Registration gift – will order 150 and will mail the order information to the VHIMA Treasurer for payment.	
<i>Registration – Teri Jones</i>	Several registrations have been received on-line but has no further update at this time.  Linda Vernon noted that registration information and ballots were mailed at the same time. Perhaps the ballot envelope should be marked clearly.	Clearly mark mailed ballot envelope next year to avoid membership confusion when two similar appearing envelopes are received on or near the same date.
<b>Convention 2008</b> <i>Arnita Perry</i>	The Hampton Convention Center and Embassy Suites is available - a proposal was mailed to the board members. It was suggested to hold 60 rooms for Tues., 70 for Wed., 40 for Thurs. for the dates of April 22 – 25, 2008.	Several modifications were suggested to the contract which will be made prior to Arnita's signature.
<b>Newsletter</b> <i>Patty Campola</i>	The deadline for submitting articles is today, 2/16/07.	Remind the members to include the AHIMA membership number on the return envelope for the ballot so that their votes can be counted.
<i>Nominating Chair/Nominating Committee Procedure</i>	Concern re. lack of response. Perhaps model after AHIMA: The Board appoints a nominating chair, generally the past president, and then elect a nominating committee including two members at large. The board concurred; Bylaws will be updated accordingly.	
<b>President Report</b>		
<i>Strategic Plan – Cindy Phelps</i>	The strategic plan was sent out to all board members for updating/input.	The updated strategic plan will be posted on the website.
<i>Core Service Awards – Cindy Phelps</i>	The deadline is March 31. Gloria, Patty, Allison and Linda will respond re. their respective areas and will provide the information at the next board meeting.	The applications will be discussed at the March meeting.
<b>President Elect Report</b> <i>Karen Phipps</i>	The Executive Director position is being investigated and it is believed that this would be a .25 FTE position. Karen will develop this further for the March meeting.	
<b>President Elect Report</b> <i>Loren Wolf</i>	Loren reported that Web Weaving and Consulting is providing excellent service, and the website is up to date.	Contact Loren with any website modification suggestions.
<b>Director Report</b> <i>Allison Viola</i>	Allison has met with Tobin Seven, the Chair of the Northern Virginia Technology Council (NVTC). There is a meeting scheduled for March 6th in McLean, VA which Allison is unable to attend, and she would a substitute to attend this meeting.	Linda Vernon will plan to attend the meeting.

<p><b>Delegates/Bylaws</b>  <i>Arnita Perry</i></p>	<p>Arnita has made modifications and provided the revised bylaws to the board for discussion.</p> <p>Leslie from THIMA discussed THIMA’s procedure for approving sole candidates for board positions.</p> <p>Additional sections have been added for the CEC, Coding Roundtable and Membership.</p>	<p>Additional modifications were made to the Nominating Committee process in accordance with AHIMA’s procedure.</p> <p>The board agreed to an additional modification to the board election process in accordance with THIMA’s procedure.</p> <p>Marion (CEC), Gloria (Coding Roundtable) and Shelia (Membership) will write a description of their respective areas and return them to Arnita by today if possible, or by Monday, Feb. 19 at the latest.</p> <p>All other modifications will be made and sent to the membership for approval.</p>
<p><b>Committee Reports</b></p>		
<p><i>CEC – Marion Swaim</i></p>	<p>Marion is willing to discuss/present a session at the state convention and/or educate anyone interested in being a community educator.</p>	<p>Loren, Lisa and Evelyn will discuss this further with Marion and will e-mail an updated program.</p>
<p><i>Coding Roundtable – Gloria Litton</i></p>	<p>No report at this time.</p>	
<p><i>Membership- Shelia Gunn</i></p>	<p>As previously noted, Cindy has mailed Shelia the updated December membership roster. Shelia will provide the updated information to Teri Jones.</p> <p>The information provided by Shelia to increase membership was discussed. There are currently 875 total members of VHIMA with 799 voting members.</p>	<p>Shelia will promote membership at the state meeting.</p>
<p><i>Scholarship – Kristin Setliff</i></p>	<p>Kristin noted that no applications have been received. The information is posted on the website with an April 1 deadline for this year.</p>	
<p><i>Nominating – Teri Jones</i></p>	<p>No further discussion.</p>	
<p><b>Report from the Locals</b></p>		

<i>Tidewater</i>	Leslie Twine reported from THIMA as the President.  From Tidewater Community College, Gussie Hammond is on an extended medical leave of absence, and Leslie is currently an adjunct instructor there. She will provide the scholarship information to the students.	
<i>Central</i>	No report.	
<i>Piedmont</i>	No report.	
<i>Southwest</i>	No report.	
<i>Adjournment</i>	The meeting was adjourned at 12:15 p.m.	Next meeting date: March 16, at 10:00 a.m. in Richmond.

Submitted: Cheryl Daughdrille, RHIA  
 Treasurer

Approved: Cindy Phelps, RHIA  
 VHIMA President