

VHIMA Board Meeting
Conference Call
February 20, 2009

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in Attendance	Arnita Perry, Patty Campola, MaryBeth Dunlap, Christina Upton, Kim Galloway, Evelyn Bickley, Marion Swaim, Loren Therrien and Linda Vernon	
Call to Order	Meeting called to order by Arnita at 10:05 am	
Review of Minutes	January 16, 2009 Board Minutes Reviewed	Minutes approved with changes.
President and President-Elect Report	<p>AHIMA CSA Core Service Achievement</p> <p>Hill Day on Website – information about Hill day 2009 and plans for 2010 need to be added to VHIMA’s website as a link.</p> <p>VHIMA Member Speaker Policy – The board was asked to review the Policy & Procedure for Annual Convention Guidelines. Specifically #6 of the policy regarding member speakers.</p> <p>CSA Environments Scanning - Arnita sent a copy of the power point presentation to the board members. It was decided that the members should be surveyed for their input. An electronic venue at the Annual Convention would be the best way to accomplish this.</p> <p>HIM Legal Reference Manual - Arnita received an inquiry about VHIMA’s reference manual. She informed the person inquiring that we have one but it has not been updated, due to the frequency in changes that occur. They were advised to research the information on-line.</p> <p>AHIMA Triumph Awards – 6/1/09 is the deadline for submitting online nominations.</p>	<p>Board Members recommended nominating our Coding Roundtable, Hill Day, PHR and Electronic Voting.</p> <p>Linda Vernon will add a link to the website.</p> <p>E-mail Arnita if you agree with the policy or have recommendations for revisions.</p> <p>Kim will work on developing the survey.</p> <p>Patty will work with Lisa on distributing information about the Triumph awards through the newsletter. Members will receive information at convention in April.</p>

<p>President and President-Elect Report Cont'd</p>	<p>Winter Team Talks are March 23rd and 24th - Today is the deadline to register. Arnita, Patty and Linda are attending.</p> <p>Leadership Conference (7/18-7/19/09 – Chicago) Coding Roundtable Summit (7/19/09 – Chicago)</p>	
<p>Treasurer's Report</p>	<p>Evelyn e-mailed the report to the board for review. Overall budget is in a deficit which should change with anticipated income from the convention. She is working with the convention hotel to submit a master bill after the event versus prepaying.</p>	
<p>State Hill Day Review</p> <p>NVTC Membership</p>	<p>Linda is working on using the same date next year. This year 45 peoples signed up and 25 people attended. Spheris helped with expenses. Overall it was a good event. In the future more donations for meals would keep costs down. Allison wants to involve more members. The board decided to continue membership. However, participation is needed by the membership.</p>	<p>Submit as Core Service Award.</p> <p>Arnita/Evelyn will check on the cost of membership with NTVC. Arnita will follow up with the board by e-mail.</p>
<p>Nominating Committee Electronic Voting</p>	<p>Arnita stated that the electronic voting was approved by the membership but the by-laws were not updated. Information will go out in the March 1st newsletter regarding electronic voting. Members will be given a two week time limit to submit their vote. Kim reported no candidates to date for Vice-president or Director.</p>	<p>Ballots will be out starting March 15, 2009 through March 28, 2009.</p> <p>Second Year Delegate needs to update by-laws on the website.</p>
<p>2009 VHIMA Annual Meeting</p>	<p>Programming – Karen reported that registration has been put on website. E-mail to members has not been completed yet.</p> <p>Arrangements – Credit is being established with Doubletree but there is not much time left before the meeting. The board approved sending a check to the hotel for the deposit. Marion recommended contacting AHIMA to see if credit could be established under their umbrella. Marion wants follow-up on arrangements for the CEC presentation.</p> <p>Exhibitors – information has been sent to the vendors.</p> <p>Registration – registration information is on the website.</p> <p>Silent Auction – Arnita encouraged board members to donate items. Contact Lisa as soon as possible.</p>	<p>Evelyn will contact AHIMA regarding establishing a credit line.</p> <p>Loren to contact Marion regarding CEC presentation.</p> <p>Patty will find out the deadline to donate to the silent auction.</p>

Committee Reports	<ol style="list-style-type: none"> 1. Delegate Report – Linda reported that Professional Development & Recognition was considering introducing CE’s for volunteering in leadership positions of AHIMA and state associations. Higher Education and Workforce are discussing CEU’s for Clinical Practice Site Managers. 2. CEC – Presenters need time and audiences to do presentations. Everyone trained as a presenter has committed to doing 2 presentations. Marion plans to explore with her team, ways to find groups to educate. 3. Scholarship – No applicants to date. 4. Coding Roundtable – Six people participated in the Coding Chat led by Lisa Smith. On 2/19/09 twenty-five people attended a 4 hour roundtable at Augusta Medical Center, hosted by Susan Drake. 5. Membership – No Report 6. Newsletter - the deadline for article entry is 2/27/09 7. Local Associations – Marybeth, President THIMA, informed the board that the local is having an educational meeting on 3/27/09 which will provide 5 CE’s. Deadline to register is 3/10/09. Amy has put the information on the website. 	Christina will contact TCC and see if anyone is interested in applying.
Other Business		
Adjournment	Meeting adjourned at 12:01pm	
Next Meeting	March 20, 2009 , Conference Call, 10:00 am	

Submitted: Christina Upton, RHIT
Secretary

Approved: VHIMA Board 4/3/09