

VHIMA Board Meeting
Conference Call
January 15, 2010

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in Attendance	Patty Campola, Cindy Phelps, Arnita Perry, Kristen Williamson, Evelyn Bickley, Theresa Brown, Christina Upton, Kim Galloway, Gloria Litton and Cindy Hunter	
Call to Order	Meeting called to order by Patty Campola at 10:00 am.	
Review of Minutes	Minutes for November will be reviewed at the next meeting.	
President and President-Elect Report	<p><u>AHIMA's new CEO</u> is requesting information regarding our aspirations and priorities as an organization. Local organizations should be contacted for input. We will ask him to speak at the annual meeting.</p> <p><u>ASAE Insurance Status</u> – insurance forms are being completed and should be done next week.</p> <p><u>AHIMA ROI Project</u> – AHIMA requested an updated Virginia ROI manual. VHIMA has an old manual in paper format. It has not been kept up to date. Most facilities outsource their ROI. We will not maintain an ROI manual at the state level.</p>	
Past President Report	No report	
Treasurer's Report	<p>Patty shared with the board the IRS findings. We do not owe back taxes or penalties to the government.</p> <p>Evelyn stated that electronic software “Mint” which is similar to “Quicken” for financial record keeping will be put into a secure file on the VHIMA website. She anticipates starting the electronic version April 1st. This will ease the transition for future treasurers.</p> <p>Financial Balances; Checking – 36,548.62 Money Market – 16,926.80 Savings – 28,968.29 <u>CD – 36,487.56</u> Total – 118,931.27</p>	

Treasurer's Report Cont'd	Evelyn is concerned with the lengthy delays in receiving travel receipts.	Patty will remind everyone to turn in receipts within 30 days of travel.
VHIMA Annual Convention 4/13-4/14/10	A list of topics and speakers was reported to the board. Patty sent board members a tentative schedule for the convention.	
Website/SW Annual Meeting Update	Cindy Phelps is working with Chad Denby to implement the ideas the website committee has for updating the website. A retention schedule needs to be developed for archiving information.	
Committee Reports	<ol style="list-style-type: none"> 1. Delegate Report – 2. CEC – Marion reported work is being done on phone conference training. AHIMA recommends making alliances with organizations such as Alzhiemers or American Heart Association. Each CEC is to commit to 3 presentations for the year and submit those by April. A change was made in how to order materials. AHIMA wants more students involved. Marion will contact local educational programs. 3. Scholarship –Kristen reported the deadline for applications is 3/15/10. The scholarship was advertised in the newsletter and she will send out information to the educational programs. 4. Coding Roundtable – Gloria reported preparations have been completed for a coding roundtable in Fredericksburg on 2/29/10. She discussed having a 3 hour break-out session at the state meeting on ICD-10. Southwest Virginia will host an ICD-10 training on May 7th. Kim Galloway stated that Richmond area was asking for a coding roundtable. Gloria and Kim will work on scheduling one in that area. Roanoke will probably host a 6 hour roundtable session. 	

Committee Reports Cont'd	<p>Gloria expressed an interest in setting up a CCS test prep session, possibly in June. She will contact Barbara Hart who is an instructor at Sentara to see if she would consider conducting this training. Gloria asked for budget approval of the February roundtable. She anticipates having 40 attendees, bringing in a total income of \$1,200 and spending \$565 on food and speaker gifts. To date she has received 25 registrations for the meeting. She looked into setting up a Webinar in place of having face to face meetings but this option cost prohibitive.</p> <ol style="list-style-type: none"> 5. Legislative – Everything is set for Hill Day. Twenty-five students are planning to attend. 6. Membership – no report 7. Newsletter – Deadline for articles is 3/31/10. 8. Nominating – Two names have been placed on each position with the exception of Secretary and President-Elect. 9. Local Associations – THIMA has requested an updated e-mail list from VHIMA/AHIMA. 	<p>An e-mail with information about the February roundtable will be sent to members.</p> <p>Shelia will contact AHIMA for approval.</p>
Adjournment	Meeting adjourned at 11:05.	
Next Meeting	Friday, February 19, 2010, by conference call at 10am.	

Submitted: Christina Upton, RHIT
Secretary

Approved: