

**VHIMA Board Meeting**  
January 18, 2008

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<b>Members in Attendance</b>	Karen Phipps, Cindy Phelps, Linda Vernon, Amy Shay, Arnita Perry, Evelyn Bickley, Marion Swaim, Shelia Gunn, Loren Wolf, Donna Hoover, Kristin Setliff, Patty Campola, Allison Viola, Kathy Byrd, and Paula Hathorn	
<b>Call to Order</b>	Meeting called to order by Karen at 10:10 am.	
<b>Review/Approval of Minutes</b>	Karen requested that November 2007 minutes be approved.	November 2007 Minutes approved by board.
<b>Treasurer's Report</b>	Evelyn reported she gave convention budget information to Amy. 2007 taxes are due in August. 2006 Taxes have not been filed.  One member requested she be allowed to attend 2008 Conference for free, since she paid for 2007 conference and could not come.	Karen to help Evelyn complete 2006 taxes.  Karen to write letter to member and inform her she can come to 2008 convention for free.
<b>President's Report</b>	2008 Winter Team Talks and Hill Day will take place April 7th & 8 <sup>th</sup> . The location is Renaissance M Street Hotel in Washington, DC. We need to decide who is going. The budget for the Winter Team Talks was \$1500, but Board agreed to fund six VHIMA members to attend.	Karen, Arnita, Cindy, Gloria, Kathy, and Linda will plan to attend.
<b>2008 Convention Report</b>	Amy announced invitations were being printed and would be mailed by February 1 <sup>st</sup> .	Amy to mail invitations.
	Amy requested feedback from Board about sending out reminder postcards for convention registration. Board decided to save the money and have Amy send email reminders. Board members will also help update email list.	Amy to send out reminder emails.  Allison, Linda, Karen, Shelia, Kristin, Loren, Patty and Cindy to help update email list.
	Amy announced PayPal had been implemented and is ready to be utilized on our website for Convention Payment.	Amy to monitor PayPal account.
	Donna Hoover is working on Silent Auction packets. A few prospects have already stated they would like to contribute.	Donna Hoover to send out Silent Auction packets.

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<b>2009 Convention Planning</b>	Arnita called Roanoke to obtain Convention Information. Board discussed what part of the state to hold the meeting. Amy will write article for newsletter asking for suggestions.	Arnita to report back on Roanoke information.  Loren to investigate Charlottesville area.  Amy to write article for newsletter.
<b>State Hill Day Planning</b>	State Hill Day Planning Committee held a meeting on January 18 <sup>th</sup> . Members are working on scheduling a date and obtaining sponsorship. Don Asmonga will be able to attend the Annual Convention to discuss advocacy. FL, SC, Mass. Have shared their materials, so we do not have to reinvent the wheel. Patty and Linda are going to HIMSS Day on January 21 <sup>st</sup> . The committee will meet every two weeks to plan for the event.	Committee will meet every two weeks and will report back to the board.
<b>Newsletter</b>	Deadline for next newsletter is February 29 <sup>th</sup> : <ul style="list-style-type: none"> <li>• Amy will submit Annual Convention article</li> <li>• Allison and Linda will submit Hill Day article</li> <li>• Kristin will submit scholarship article</li> <li>• Katherine will submit by-law article</li> <li>• Linda will submit Nominating Committee article</li> <li>• Amy will submit 2009 Convention questionnaire</li> <li>• Karen will submit Coding Roundtable article</li> <li>• Karen will submit Distinguished Member article</li> </ul>	All members will be reminded of Feb. 29 <sup>th</sup> deadline by Amy
<b>Committee Reports</b>	Membership Shelia attended a VCU Coders Forum and presented VHIMA Scholarship information to the group. AHIMA career information and prizes were also given out.	Shelia to continue working on recruitment efforts.
	Scholarship – Kristin thanked Shelia for giving out scholarship information. Kristin reported that TCC and Northern Va. Community Colleges have received the information. Kristin requested feedback on low participation. Board discussed that perhaps changes need to be made in the requirements.	Kristin will obtain feedback and report back to the Board at the next meeting.
	Local Presidents – None present.	None
	CEC – AHIMA will hold a conference call on February 7, 2008 for CEC Training. Marion reports she has nine interested volunteers that will be participating in the training.	Marion will inform us at the next meeting how the training session went..
	Coding Roundtable – AHIMA Regional Coding Meeting will be held in Alexandria, Va. March 18 <sup>th</sup> and March 19 <sup>th</sup> . The theme is “Achieving Coding Excellence 2008”. The agenda is currently being finalized with a focus on inpatient topics on the 18 <sup>th</sup> and outpatient topics on the 19 <sup>th</sup>	Karen will keep us updated.

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<b>Committee Reports (continued)</b>	Delegate - We will vote to incorporate verbage in the by-laws to include electronic voting, electronic business, and e-mail. We will review the quorum and nominating ballot rules. We will also add Administrative Coordinator verbage to Article 7.	Kathy to send out changes via email for Board to review.  Karen to send Administrative Coordinator verbage to Kathy.
	Nominations Committee Linda reports all positions have two candidates with the exception of President Elect. The ballot must be finalized by Feb. 8 <sup>th</sup> which is 70 days before the convention. Ballots will be mailed Feb. 22 <sup>nd</sup> and must be returned by March 14 <sup>th</sup> . We will be utilizing electronic voting in 2009. Amy to print and send Linda mailing labels.	Amy to print and send mailing labels to Linda.  Committee to finalize ballots and mail them on Feb. 22 <sup>nd</sup>
<b>Adjournment</b>	Meeting adjourned at 11:57 am	
<b>Next Meeting</b>	February 15, 2008 – Charlottesville Face to Face Meeting	

Submitted: Amy Shay, RHIT  
 Administrative Coordinator

Approved: Karen Phipps, RHIA  
 VHIMA President