



**VHIMA Board Meeting
Charlottesville, Virginia
January 19, 2006**

Board Members in attendance

Cindy Phelps, Karen Phipps, Evelyn Bickley, Loren Wolf, Allison Viola, Linda Vernon, Gloria Litton, Arnita Perry, Patty Campola, Teri Jones, Shelia Gunn, Lisa Whittaker, Kathy Byrd, Linda Vernon

Guests

Kathy Vass – VHIMA Member, David Munich – NOVACC, Representative- George Mason University, Representative – Defry, Representative- Cvent

Call to Order – The meeting was called to order at 10:00 a.m. by Cindy Phelps, RHIA, President

Review/Approval of Minutes – The minutes from November were reviewed.

Action: November minutes approved. Note “Draft” will need to be removed from the website.

Treasurer’s Report - The Budget was submitted prior to the meeting. The budget reflects the transfer of \$20,000 from a Wachovia Money Market to a CD. There are a few questions on the budget- with deficit at this time as income from convention has not occurred and membership rebates have not been posted.

CVENT – The members reviewed a presentation by Cvent via conference call. Cvent provides online event management that uses web-based technology with software residing on the internet. They customize online registration and event web pages, and send out personalized email invitations and reminders. Registration and fee collection is done online. There is an annual maintenance fee of \$1500 and they would charge \$5 per registrant for each event (minimum of 150 people).

Action: The board feels the cost is too high and that an Executive Director position would better meet our needs.

RHIT Program and Northern Virginia Community College – The members had a conference call with David Munch of NVCC and representatives from George Mason University and DeVry. NVCC has a distance education program for an associate degree in health information management. George Mason and DeVry provide distance education for a bachelors' degree. Students may use in state tuition rates. NVCC has an Advisory Committee that helps to review the curriculum and coarse contents and discusses recruitment. The Advisory Committee is asking for a member(s) from VHIMA. David Munch has agreed to have a booth at the annual meeting and plans are in the works for him to be a speaker at the meeting.

Action: Evelyn Bickley and Patty Campola have volunteered to be on the Advisory Committee.

Convention Report

Program – The program was reviewed and suggestions for revisions of meeting times were made for Thursday. Members felt that more time would be needed for the site visit and the vendor break needed to be 30 minutes instead of 15. The business meeting was moved to after lunch with the vendors. Arnita has agreed to handle the installation of officers. The two meetings at 1:15 were moved to 11:00. It was suggested that David Munch be added as a speaker in the 3:15 to 4:00 slot on Thursday and possibly sometime on Friday.

Arrangements – The meeting is being held at the Expo Center in Fredericksburg and hotel rooms have been blocked off at the Hilton Garden Inn. Room rates are \$109 per night. Hotel reservations need to be made by April 10. Food has been ordered for breaks and the committee decided on lunch menus during the meeting.

Vendors – Vendor packets will be send out on January 22. The board reviewed and made a few changes to the sponsorships.

Registration - Registration packets are to go out Feb. 2. The registration gift will be a \$5 Starbucks gift card. Teri needs a cover letter from Cindy. Action: Cindy will get the letter to Teri and the board will review the packet before it is sent out.

Convention 2008 – The Convention Center in Hampton Roads is available April 22 – 25, 2008. The rooms are \$139-159 at the Embassy Suites. They require one third of the payment upon signing a contract. Arnita will find out if Marion has any info from the Virginia Beach area so that a decision can be made soon.

Nominating Committee – Teri is having problems getting volunteers to run for office. The ballots need to go out the first week of February. Ballot reviewed and open slots filled. At this time there is one candidate per slot.

Newsletter – The next newsletter will cover convention information, scholarship information, survey results, an article on distance education, website information, and a

call for nominations of a Distinguished Member. Deadline for submitting articles to Patty is February 16, 2007.

Officer Reports

President – Cindy and Karen have invited Linda Vernon to attend the Winter Team Talks. Allison will also attend. Suggestions were made to have a coding person go to the Summer Team Talks. Cindy will send out information by email regarding the Core Service Achievement Award. It will need to be completed by March 31. The strategic plan is on target with programs. Information will be sent out.

President Elect- Karen has done some research on the Executive Director position. She got responses from Ohio and Tennessee. Each provided job descriptions. The Board agreed to look at this as a part time position. Income over the last 5 years needs to be reviewed to determine if resources are available to pay someone to hold this position.

VP- Loren reported on website issues. There has been interest in banner ads and online payment for the convention. The webmaster said it could take 8-20 hours of work and we could lose our “free” status and have to pay for our website. There would be an initial fee of \$495 to set up online credit card payment plus a maintenance fee and a per transaction fee (amount depending on the type of card). This could also cause us to lose our free website status.

Action: This information will be included in the newsletter. The board does not think we should pursue either issue at this time.

Director Report – Allison Viola

New Membership – Northern Virginia Technology Council (NVYC) new trial membership for the first six months of 2007. The purpose of becoming a member of this council is to serve on the Health Care Subcommittee and gain more recognition of the HIM community and get our foot in the door for any IT program developments. Allison was having lunch with the committee chairperson on January 29th to learn more about the council and how we can become more engaged.

Student Board Member – Allison met with David Munch of Northern VA Community College on Monday, December 4 to discuss various initiatives they are working on. He has offered up a student to become part of the board and waiting for a name. Allison has followed up with him a few times; perhaps he can fill us in during the board meeting.

Distance Learning Program – David Munch runs the online distance learning curriculum at NVCC for the RHIT program. He will be writing an article for the next newsletter describing the program and hopefully will bring some awareness to the program and increased participation in HIM. Also, David has been scheduled to participate in the board meeting scheduled for Friday, January 19th.

American Association of Community Colleges (AACCC) – Brian Foley of NVCC has made contact for me to discuss RHIT program. Allison will be following up.

NOVA RHIO Committees - Not much movement in this area.

NVCC HIM Curriculum Advisory Committee – They are still looking for a volunteer from VHIMA to participate in this committee. Allison cannot sit on this committee due to a conflict of interest. Perhaps we can put a notice in the newsletter to see if anyone will show some interest. This is a great leadership opportunity for someone who might be interested.

Governor's Reception - Attended the VA Governor's reception, Monday November 27 at Northern Virginia Community College Medical Education Campus. I had an opportunity to meet with Aneesh Chopra the Secretary of Technology for VA very briefly on his way out. He is very interested in distance education for the SW region of VA and opportunities to conduct remote coding and employment opportunities

Delegate-Bylaws - Members vote to update the VHIMA bylaws to match AHIMA regarding membership categories and using the terminology of committees versus task forces. A notice needs to go out to VHIMA members 30 days prior to the convention. Arnita reviewed proposed changes.

[Committee Reports](#)

CEC – no report

Coding Roundtable and Online Surveys – Friday at the state convention will consist of an all day coding roundtable. There were only 28 responses to the CE support questionnaire.

Action: A summary of the report will be in the newsletter.

Membership – As far as how we count membership for voting, the board decided to count only active members. The board discussed adding a student board member as a way of getting insight to their views. The board agrees that we need to look at ideas to get new members.

Scholarship - Report from Kristin Setliff - All applications for scholarships are due by April 1, 2007. To date no applications have been received.

In regards to education, Kristin mentioned the HIM program to a professor at Jefferson College of Health Sciences saying the program would be a good bridge to the current Healthcare Management Bachelor of Science program. Kristin will inquire further about this program since it was offered in the past. Kristin will be connecting with Allison to discuss some strategies for SW Virginia.

Local Associations – The board has concerns with the loss of membership from the Charlottesville and Lynchburg areas. People are maintaining their credentials but not paying for membership with AHIMA. The board feels that it is a mistake for AHIMA to allow this practice. Cindy has offered to talk to these associations with no response. The SWVHIMA association is planning a ½ day workshop on May 4.

Adjournment - The meeting adjourned at 3:00.

Next Meeting - The next meeting will be February 16, 2007 via conference call.

Submitted: Kathy Vass, RHIT
VHIMA Member

Approved: Cindy Phelps, RHIA
VHIMA President