

VHIMA Board Meeting
Conference Call
June 19, 2009

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in Attendance	Arnita Perry, Patty Campola, Christina Upton, Marion Swaim, Linda Vernon and Lisa Smith	
Call to Order	Meeting called to order by Arnita Perry at 10:03 am. Arnita stated that this was her last board meeting as President and she thanked all of the board members for their help and support this year.	
Review of Minutes	May 15, 2009 Board Minutes Reviewed	Minutes approved
President and President-Elect Report	<p>Arnita sent a certified letter to the former Administrative Coordinator in an effort to finalize outstanding business matters.</p> <p>In an effort to secure insurance for VHIMA board members, Arnita contacted AHIMA and received guidelines to be used in making this decision. She solicited help from several board members, asking they contact one association and find out if they have insurance and obtain the contact information of who insured them.</p> <p>Patty Campola and Arnita are working together next week to summarize the Environmental Scanning forms completed by members at the state convention.</p> <p>The paperwork for Marion Swaim's nomination for the Triumph award was submitted to AHIMA. Patty Cranford nominated Linda Vernon but she decided to wait and submit her nomination to AHIMA, for next year's award.</p> <p>Arnita reminded us that AHIMA's online voting is currently in progress and will end June 26th.</p> <p>New officers begin their duties July 1st.</p>	<p>Board members will continue to gather information and bring this to the strategic planning session for a decision.</p> <p>Arnita and Patty will submit their report to AHIMA electronically.</p> <p>AHIMA will provide results to the nominee's sometime in August.</p> <p>Patty has sent an e-mail reminder to our members and will send out a second reminder next week.</p> <p>Christina Upton will ask new officer's for pictures and current contact information to update the website.</p>

<p>President and President-Elect Report Cont'd</p>	<p>The next meeting is the Strategic Planning meeting to be held on August 14th at Snowden House next to Mary Washington Hospital in Fredericksburg.</p> <p>Website - Patty needs the position descriptions updated. There was discussion on how to retrieve archived information on the website. Access to the convention's power point presentations were not easily found on the website. A confidential folder has been set up for financial documents, however access to this folder unclear.</p> <p>Patty has appointed Lisa Smith as the chairperson for both Arrangements and Program for the 2010 state convention. Lisa wants to start lining up speakers next month.</p>	<p>Patty will send directions and ask for a meal choice at a later date. She is also trying to secure a phone line for members that cannot attend in person.</p> <p>Board members are to review their position description and advise Patty of any revisions. Christina asked that the board address the development of a retention policy during strategic planning.</p>
<p>Treasurer's Report</p>	<p>No report.</p>	
<p>Committee Reports</p>	<ol style="list-style-type: none"> 1. Delegate Report – Gloria Litton sent a report to board members via e-mail. She has been participating on the HIM Higher Education and Workforce team. They are discussing the need for clinical sites, a faculty development symposium and having CSA's partnering with educational institutions. She has also submitted an article for the next newsletter. 2. CEC – No report. 3. Scholarship – A scholarship recipient has been selected for 08-09. The recipient will be notified of their award. 4. Coding Roundtable – Gloria Litton submitted a state of the roundtable report to AHIMA. She e-mailed this report to the board. 5. Legislative – No report. 6. Membership – No report. 	

Committee Reports cont'd	<p>7. Newsletter – Lisa said the newsletter is looking good and almost ready to send out.</p> <p>8. Local Associations – MaryBeth Dunlap reported that THIMA's next meeting is schedule for July 15th. She thanked VHIMA for posting the meeting information on the website.</p>	
Other Business	Christina removed the hard drive from the laptop and destroyed it. The laptop was then dropped off for recycling. A receipt is on file.	
Adjournment	Meeting adjourned at 10:55 am	
Next Meeting	Strategic Planning Session	August 14, 2009, 10:00 am - 2:00 pm, Fredericksburg, VA

Submitted: Christina Upton, RHIT
Secretary

Approved: