

VHIMA Board Meeting
Conference Call
May 18, 2007



Topic	Discussion	Action
Present	Cindy Phelps, Karen Phipps, Evelyn Bickley, Marion Swain, Shelia Gunn, Lisa Whitaker, Loren Wolf, Arnita Perry, Leslie Twine, Cheryl Daughdrille, Teri Jones, Patty Campola	
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 March 16, 2007 and April 24, 2007 were reviewed and approved as written.	Loren to remove draft on minutes.
Treasurer's Report	Cheryl reported YTD expenses of \$54,913 with an income of \$65,300 with a net positive balance of \$10,386. There is currently a balance of \$50,390 in the Wachovia checking account, \$16,761 in the Wachovia money market account, \$28,170 in the SunTrust savings CD, and \$15,559 in the Wachovia savings CD. Loren reported that the vendors ads and vendor income was incorrect and needed to be correct. Books will be audited by Patty and Teri prior to Evelyn taking over July 1 st .	Cheryl to make adjustments for vendor ads/income. Patty and Teri to audit books.
President's Report	<p>Cindy requested that each board member e-mail their bosses name and address to her so she could notify them of the volunteer work that was done this past year.</p> <p>Cindy also requested that each board member review and update their VHIMA policy guidelines for their position. She encouraged everyone to make their changes in red and send to her by 6/15/07 and if there are no changes – just state “no changes”.</p> <p>Cindy requested that the new Bylaws be posted on the website.</p> <p>The Core Service Awards – Cindy is expecting information from Linda Early in July.</p> <p>Cindy reported that for the AHIMA Silent Auction, a Vera Bradley beach set will be donated.</p> <p>Arnita stated she was unable to attend the North Carolina Health Information Management meeting.</p>	<p>Board members to e-mail Cindy.</p> <p>Board member to review and update policy guidelines by 6/15/07.</p> <p>Loren to post new Bylaws.</p>

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<p>President's Report <i>(continued)</i></p>	<p>Cindy did request that the board members photos get placed on the website. Patty will send photos to Loren.</p> <p>Cindy stated she is unable to attend the Summer Team Talks so since there is a big focus on the coding roundtable Gloria will be attending along with Karen.</p>	<p>Loren to place photos of board members on website.</p>
<p>President Elect's Report</p>	<p>Karen had sent out prior to the meeting the Rhode Island and Illinois Health Information Management Association Administrative Coordinator job descriptions. The group agreed that we would model our job description similar to the Rhode Island one. The job title would be Administrative Coordinator. It was decided that the salary would be between \$10,000-\$15,000/year. A small team (president, past-president and president-elect) would be interviewing the applicants and then the decision would be finalized with the board. It was discussed and decided that a current VHIMA board member could not hold the position. Karen motioned the board to move forward with hiring an administrative coordinator and the board approved.</p>	<p>Karen to write job description for the newsletter and website.</p>
<p>Vice President's Report</p>	<p>Loren stated that the job postings on the website were full. Web Weaving has done an excellent job in their turn around time of requests. The exhibitor's page has been updated with photos from the conference. Cindy stated that she will be researching past board members of the year to place on the website. Loren mentioned that currently we are storing conference information under archived documents on the website and this may be a good place to store historical data such as past detailed budget's for the conference if we can set something up that is password protected for board members only.</p> <p>Loren stated that she received many compliments from the conference. She did get some feedback regarding there wasn't enough time with the vendors. Loren and Evelyn received separate surveys from the Expo Center and will fill out and send back in.</p>	<p>Cindy to research board member of the year to list on the website.</p> <p>Loren to investigate a separate area for storage on website that can be password protected.</p>
<p>Director's Report</p>	<p>See Attached.</p>	
<p>Convention Summary</p>	<p>Evelyn expressed an interest in getting a detailed report regarding income and expenditures for this year's convention from Cheryl. It was decided that it would be good to also get some historical (past three years) data. It was decided that next year's convention should be</p>	<p>Cheryl to provide detail of expenses and income for the past three years.</p>

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<p>Convention Summary <i>(continued)</i></p>	<p>just two days – Wednesday, Thursday and have two tracks for both days. This will help get more attendance for the vendor area. Shelia requested theme Bee Longing. Lisa reported that there was less than 8% poor and fair. Some comments had to do with not enough variety of sodas, more diet needed. Evelyn stated we definitely need to order more bags next year.</p>	
<p>Newsletter</p>	<p>Patty reported she is still waiting for a couple of items and reviewed those items with the members.</p>	
<p>Committee Reports</p>	<p>CEC – Still waiting to hear from AHIMA. Coding Roundtable – Gloria to mentor new person. Membership – Shelia reported 722 active and 302 certified and 35 graduate members. Scholarship – No report Locals – Tidewater - Leslie Twine will be the new program director for Tidewater Community College. No other locals reported.</p>	<p>Marion to report back.</p>
<p>Meetings</p>	<p>Next Board Meeting - June 15th Conference Call July Meeting Cancelled Strategic Planning meeting will be at Mary Washington Hospital in Fredericksburg either on August 10th or 17th.</p>	

Recorded and Submitted By: Patty Campola, RHIA

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(Attachment)

Director Report
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NVTC – Northern Virginia Technology Council meeting to be held on Wednesday, May 30th. The former Workforce Health Technology sub-committee has been approved to become the Health Technology Committee. Allison cannot attend this event and notified Cindy and Linda immediately. Recommend that Linda attend and register as soon as possible.

Award – Virginia Secretary of Technology Aneesh Chopra has been awarded the Healthcare Information and Management Systems Society's (HIMSS) 2007 State Leadership Advocacy Award. Secretary Chopra will be honored at a reception tonight in Washington, D.C.

"HIMSS's recognition of Aneesh's leadership in Health IT is well deserved and serves as further validation of the tremendous progress we're making towards an improved health care system in Virginia," Governor Kaine said. "Secretary Chopra, Health and Human Resources Secretary **Marilyn Tavenner**, our Health Reform Commission and Health IT Council form a powerful team for advancing Health IT in Virginia." **Recommendation** – VHIMA submit a letter of congratulations to the Secretary. This is a great opportunity to once again put our organization in front of him and acknowledge the good work that is being done in VA. *Perhaps Linda and Allison can compile a letter and send off?*

Distance Learning Program – Followed up with David Munch of Northern VA Community College (NVCC) and his attendance at the VHIMA annual conference. He said that he made a bunch of great contacts and was even able to sign up a bunch of students. He is interested in maintaining a relationship with VHIMA and would look forward to participating next year's conference. He also said that our CSA was by far the nicest to work with.

NOVA RHIO Committees – Outreach committee provided drafts of NoVA RHIO talking points (one pager, 2 paragrapher, overview of NoVA RHIO). Provided comments back as well as the start of a bunch of FAQs for "laymen" to understand what a RHIO is and how does it affect them. ** Allison will share the documents with the group once they have been in final DRAFT form.

Respectfully Submitted,

Allison Viola, MBA, RHIA

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ELECTED DIRECTOR

