

## VHIMA Board Meeting November 16, 2007

| <i>Topic</i>   | <i>Discussion</i>  | <i>Action</i>   |
|--|--|---|
| <b>Members in Attendance</b>                                 | Karen Phipps, Cindy Phelps, Linda Vernon, Amy Shay, Arnita Perry, Paula Hathorn, Evelyn Bickley, Marion Swaim, Shelia Gunn, Loren Wolf, and Donna Hoover   |   |
| <b>Call to Order</b>   | Meeting called to order by Karen at 10:15 am   |   |
| <b>Review/Approval of Minutes October 2007 Board Meeting</b> | Karen requested that October 2007 minutes be approved.   | October 2007 Minutes amended and approved by board.   |
| <b>Treasurer's Report</b>                                    | Evelyn distributed the Treasurers Report. Amy asked Evelyn for 2007 convention budget information.   | Evelyn to email Amy 2007 budget information.  |
| <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 is \$1500.                        | Board to further discuss who will attend.   |
| <b>2008 Convention Report</b>                                | Amy announced that Cheryl Servais will be the keynote speaker for the convention. Program for the first day almost finished. Program for 2 <sup>nd</sup> days still needs speakers.  | Karen, Amy, and Arnita to discuss further planning for 2 <sup>nd</sup> day programming.   |
|  | Amy suggested a sit-down lunch or buffet as opposed to a boxed lunch. Board decided to order a buffet for Wednesday lunch and a sit-down lunch for Thursday.   | Amy to meet with Embassy Suites Catering Manager to order food selections.  |
|  | Amy presented the Board with gift choices for conference attendees. Board decided to give \$5.00 Starbucks gift cards.   | Amy will order Starbucks gift cards.  |
|  | Amy presented information about credit card registration process. Chad, from Web Weaving, suggested using Pay Pal to keep costs at a minimum. It was discussed that if we could use our own website that it would be more beneficial in the long term. | Amy to continue researching credit card options.  |
|  | Amy provided CE comparison cost analysis to Board for review.  | Board will review costs for annual convention.  |
|  | Donna Hoover will be in charge of the Silent Auction. She gave suggestions to the board. She suggested companies and organizations make "themed" baskets to be used for the Silent Auction.  | Donna will start gathering more ideas and suggestions for the Silent Auction. She will also conference with Linda Vernon who has chaired the Silent Auction before. |

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| <b>State Hill Day Planning</b> | State Hill Day is April 8, 2008 in Washington, DC. Hill Day planning committee will have a conference call on 1/11/08 at 10:00am. Cindy to secure conference line.  |   |
| <b>Newsletter</b>              | 3 <sup>rd</sup> Quarter Newsletter was sent out on 11/1/2007.<br>Deadline for next newsletter is December 8 <sup>th</sup> .   | All members will be reminded of Dec. 8 <sup>th</sup> deadline by Amy                                      |
| <b>Committee Reports</b>       | Membership Shelia to start a new "GR8" Membership Campaign.   | Shelia to continue working on campaign.   |
|                                | Scholarship – Nothing new to report.  | None  |
|                                | Local Presidents – None present.  | None  |
|                                | CEC - Program is still undergoing some changes. Marion will continue to get updates from AHIMA.   | Marion will inform Board when AHIMA announces changes.  |
|                                | Coding Roundtable – AHIMA Regional Coding Meeting will be held in the Spring. The theme is "Achieving Coding Excellence 2008". More information to come.  | Gloria will keep us updated.  |
|                                | Nominations Committee Amy Shay gave Linda Vernon online voting software program outline from AHIMA. Amy to contact AHIMA to see if VHIMA Bylaws need to be changed. If not, online voting will start in 2008. If bylaws need to be changed, subject will be addressed at the Annual Business Meeting in April and online voting will start in 2009. | Amy to call AHIMA. Linda to review software program and get ready to implement, if we can use it in 2008. |
| <b>Adjournment</b>             | Meeting adjourned at 2:00pm   |   |
| <b>Next Meeting</b>            | January 18, 2008 - Conference Call  |   |

Submitted: Amy Shay, RHIT  
Administrative Coordinator

Approved: Karen Phipps, RHIA  
VHIMA President