

VHIMA Board Meeting
Conference Call
November 21, 2008

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in Attendance	Kim Galloway, Arnita Perry, Amy Shay, Patty Campola, Christina Upton, Lisa Smith, Gloria Litton, Evelyn Bickley, Karen Phipps and Marion Swaim	
Call to Order	Meeting called to order by Arnita at 10:05 am	
Review of Minutes	September 19, 2008 Board Minutes Reviewed	Minutes approved.
Old Business	Kim Galloway attended the AHIMA conference. Presidents of the local associations should receive notices of upcoming board meetings.	Amy will include the local presidents in the board meeting notices.
President's Report	<p>Arnita has accepted a position in Utah, which begins December 15, 2008. Arnita agreed to stay on and serve as president until the end of her term if the board agrees.</p> <p>Arnita received a newsletter from Michigan's State Association. She asked if VHIMA should forward there newsletters to our members.</p>	<p>Board members in attendance would like Arnita to remain president as long as she felt she could balance the responsibility with her new position.</p> <p>The board decided that this newsletter should be shared with board members only.</p>
President-Elect's Report	No report	
Treasurer's Report	Evelyn distributed income and expense summary for 07-08 and 08-09. She has also created an itemized list of income and expenditures, organized by budget categories for this year.	Evelyn will work with Amy to get the treasury information on the website by May 2009. Password access will be given to the Treasurer, President, President-Elect and Past-President.
State Hill Day Planning	Patty is getting mugs with candy gifts together. Volunteers will help with making the calls for appointments with legislators. The tentative agenda for the day's activities was shared.	

<p>2009 VHIMA Annual Meeting</p>	<p><u>Budget</u> - Karen distributed the proposed budget for the meeting. This can be compared with the new treasurer's itemized budget list for last year. Registration fees were estimated at \$225 for two days. Last year's convention fee was \$269 and in 2007 the fee was \$285. A maximum of 25 vendors may attend due to the size of the room. Last year 30 vendors attended. Keynote speaker is usually the biggest expense.</p> <p><u>Programming</u> – Amy, Arnita & Patty conference to discuss topics and speakers. Amy e-mailed the board a list of proposed topics and speakers. In addition, Scotty Frey of UVA offered a site tour and there would be an AHIMA update.</p> <p>Vendors have been contacting Amy. When will reservations be taken?</p>	<p>Karen asked that the board review the budget and send her suggestions.</p> <p>Gloria, Cindy, Marion & a representative from Bon Secour could do a panel discussion on the implementation of the same electronic record system with four different facilities. Gloria recommended a RAC's presentation by attorney, Marie Mosely. The site tour was scrapped. Key note speaker ideas were exchanged. An interactive EMR for members to test was recommended. The final program needs to be completed in January.</p> <p>Vendor fee is \$500. Cancellations will include a full refund if 60 days notice is given and partial refund if 30 days or less is given. Amy is to send a global communication to all vendors and place the information on VHIMA's website. Patty will contact Terry Jones and ask her to start taking vendor reservations.</p>
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Committee Reports	<ol style="list-style-type: none"> 1. Delegate Report - A new credential for Health Data Analyst was passed. 2. CEC – 8 CEC’s trained and assigned to do at least 2 presentations in the next 6 months. Monthly status meetings are conducted with the presenters. 3. Scholarship – No Report 4. Coding Roundtable - Forty people attended the September meeting. The meeting expenses were less than \$100 over the monies received in registration. The meeting received good marks in all areas except food. Food was catered by Olive Garden. Six CEU’s were offered. Another meeting is set for 12/4/08 in Williamsburg. Four CEU’s will be offered. Cost to attend is \$30. Meeting notices will be sent our next week. Thirteen members attended October’s CoP online coding chat for 1 CEU. Five attended the November online chat. The next chat is scheduled for January. 5. Membership – No Report 6. Newsletter - the deadline for article entry is 12/5/08 7. Local Associations – No Report 	<p>Board would like a breakfast presentation conducted during VHIMA’s Annual meeting. A member in the area is needed to help with public relations.</p> <p>Scholarship Chair is to send recommendation to the board.</p> <p>Gloria will send a meeting report via e-mail.</p> <p>Lisa will e-mail the newsletter 12/12/08. Delegates are to send their reports to Lisa.</p>
Other Business	<p>Amy needs updated contact information for THIMA’s new board.</p> <p>VHIMA’s CoP maintenance needs a new facilitator to update information.</p>	<p>MaryBeth Dunlap is the new president and should provide this information to Amy.</p> <p>Gloria agreed to be the facilitator for the CoP.</p>
Adjournment	Meeting adjourned at 11:47	
Next Meeting	January 16, 2009 , Conference Call, 10:00 am	

Submitted: Christina Upton, RHIT
Secretary

Approved: VHIMA Board 1/16/09