

**VHIMA Board Meeting**  
**Conference Call**  
**September 19, 2008**

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<b>Members in Attendance</b>	Arnita Perry, Linda Vernon, Amy Shay, Shannon McCall, Christina Upton, Karen Phipps, Allison Viola, Kim Galloway, Evelyn Bickley, Gloria Litton and Patty Campola	
<b>Call to Order</b>	Meeting called to order by Arnita at 10:04 am	
<b>Review of Minutes</b>	August 1, 2008 Board Minutes Reviewed	Minutes approved
<b>President's Report</b>	<p>An additional 67 hours, over the contracted number of hours, at a cost of \$2,781.44 has been billed by Amy Shay, VHIMA Administrative Coordinator. An e-mail was sent to board members asking to vote on approval of paying additional monies. Policies are now in place to monitor hours worked by the administrative coordinator.</p> <p>This year the Administrative Coordinators hours will be mostly devoted to Coding Workshops, Hill Day and 2009 State Convention. Committee Chairmen were asked to estimate how much time they will need to utilize Amy. At this time Hill Day is expected to need 3 to 5 hours weekly. Coding Roundtable anticipates 2 hours monthly.</p> <p>Gloria cannot attend AHIMA's convention. Another delegate is needed to have the full 5 votes allotted to Virginia. This delegate would be assigned to the Higher Education workshop.</p> <p>Karen has purchased and mailed the print for AHIMA's Silent Auction.</p> <p>Karen presented the revised Reimbursement Form for the board to review. Recommendations included removing the mileage rate on page 1 and add instructions on how to determine the current rate on page 2, adding a header and revision date to page 2.</p> <p>AHIMA sent out an Environmental Scanning Form to be completed by each of the CSA's and returned.</p>	<p>Board Members Vote Tally; 5 Yes 2 No 1 Abstained 1 No Response</p> <p>Any assistance a board member needs from Amy must go through Patty and Arnita for approval.</p> <p>Kim Galloway will let Arnita know Monday, 9/22/08 if she can attend. Second alternated is Shannon McCall.</p> <p>Karen will make revisions.</p> <p>The board approved the priority of trends listed by Arnita.</p>

<b>President-Elect's Report</b>	The current reimbursement policy for meals requires receipts to be submitted with the completed reimbursement form. The current reimbursement rate for meals is \$40 per day. The board was asked to discuss eliminating the receipt requirement and raising the per diem.	Due to IRS regulations the board decided to continue requiring receipts and the per diem will be raised to \$50.
<b>Treasurer's Report</b>	The past three years of back taxes are being finalized. Checking balance is \$44,001.45. Total balances combined from all accounts is \$125,466.56	Treasury information is to be placed on the Website by February 2009. Access to this information will be limited to the Treasurer, President and Past-President.
<b>State Hill Day Planning</b>	Linda shared the agenda for the day's activities. The planning committee needs to know how many will attend. Sponsors have been confirmed for box lunches, gifts and bags.	Linda will continue to work on scheduling appointments with senators and delegates. Members planning to attend will be asked to respond by mid October.
<b>Administrative Coordinator's Report</b>	Website has been updated.  Topics and speakers are currently being considered. A theme for the convention is needed. Ideas were discussed.	Board members asked to check their contact information for accuracy.  E-mail Amy your suggestions. Arnita, Evelyn and Patty will determine the budget breakout for convention planning.
<b>Committee Reports</b>	<ol style="list-style-type: none"> <li>1. Delegate Report - 9/26/08 is the last day for delegates to vote on action items.</li> <li>2. CEC – Training conducted on 9/18/08 via phone conference had 7 participants. Now there are a total of 10 trained educators in Virginia. Monthly training for new consumer educators and a monthly phone conference with existing educators is being scheduled for next year. Each individual trained committed to doing two presentations in the next 4 to 6 months.</li> <li>3. Scholarship – No Report</li> </ol>	Patty will send Arnita information on ordering new vests for delegates.

	<p>4. Coding Roundtable – The next meeting is scheduled for 9/30/08, in Fredericksburg, offering a total of 6 CEU’s. Twenty-two people have registered a maximum of forty will be accepted. Cost is \$30 for members, and \$35 for non-members. The next roundtable will be held at Williamsburg in December, then Fisherville, February 19, 2009. The Coding Roundtable will have 6 members with Gloria as the chair. Amy will be asked to help set up the bi-monthly one hour chats on the CoP. These chats will occur the months without a scheduled roundtable session. Topics for the chats will be based on member request.</p> <p>5. Membership – No Report</p> <p>6. Nominating Committee – No Report</p> <p>7. Local Associations – No Report</p>	<p>Gloria and Patty will work out a detailed budget for the coding roundtable.</p>
<b>Adjournment</b>	Meeting adjourned at 11:57 am	
<b>Next Meeting</b>	November 21, 2008 , Conference Call, 10:00 am	

Submitted: Christina Upton, RHIT  
Secretary

Approved: VHIMA Board 11/21/08