



VHIMA Board Meeting
Conference Call

September 21, 2007

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
Members in attendance	Karen Phipps, Marion Swain, Cindy Phelps, Allison Viola, Patty Campola, Evelyn Bickley, Teri Jones, Arnita Perry, Don Asmonga, Loren Wolf, Amy Shay, Leslie Twine, Gloria Litton, Shelia Gunn	
Call to Order	The meeting was called to order at 10:01 a.m. by Karen Phipps, MA, RHIA , President	

<p>Guest Speaker Advocacy/State Hill Day Planning</p>	<p>Don Asmonga- 3 to 4 wks in advance (hard cutoff date) Type of meetings: Meet w/both Senators and Congressman in the district in which you work. Health Committees, Commerce Committees. Make appointments 3 wks before the Hill Day. Fax in meeting request form. (standardized forms from AHIMA). Follow-up is important. Could come down to the last day before confirmation. Utilize one person as contact person for meetings and one for Hill Day Planning. Keep a master meeting list (comments area needed). Make appointments with legislator and senators. Find the bio's for the people u r meeting with. Information Packets (several) for the legislator and senator. During in the meeting indicate what's in the packet. (AHIMA, VHIMA – Personal Health Record, business cards, letter supportive or opposition any issue the legislator is working on right now.) 2nd packet for attendees= maps, schedule, places eat, security restrictions, debriefing forms (goes onto master list) Provide a final briefing prior to Hill Day for attendees. Provide breakfast. Reserve a room in the home capital for home base throughout the day (provide lunch and snacks throughout the day) Have attendees to complete evaluation forms. Who you met with. Was it a good or bad meeting. May provide CEU's for attending Hill Day (1 or 2) Make eval a requirement to hand in. Plan reception the night before of the event. Get a sponsor. Allison ?: how do you invite to reception. Send email 3 wks before event and again 1 wk before event. Marion S.?-Calendar-go to VA website ?-critical issues- schedule event beginning of session to avoid issues that may delay sessions. ?-good idea to work around Hospital Association-may be a good idea to have a Co-Hill Day. Could have our event a week later.(don't have it on the same day with HA) ?how many people does it take to do this...set the date, start advertising (newsletter)...signup form...start 6months in advance...make the appoints depending on the number of attendees... (utilize one person-need to know who, what when on master list.) Do you want a sponsored reception? NEED COORDINATOR-POINT PERSON.</p>	<p>Don will send a copy of check list. Send us Fl, Mass and N. Carolina for state level models for Hill Day. Linda will review all info from Don and check the legislator calendar.</p>
<p>Review/Approval of Minutes</p>	<p>The minutes from the June 2007 and August 2007 meeting were reviewed with the following corrections noted: 2nd page for scholarship guidelines- Kristin and meetings for rest of the year updated.</p>	<p>The minutes for June and August 2007 were approved.</p>

<p>Treasurer's Report Fiscal Yr 7/2007- 6/2008.</p>	<p>Budget for 2007-2008: Rebate-same Interest on Money Market –same State Convention Revenue: increase \$: good attendance, increased # exhibitors ?Arnita-any \$ income from Coding Roundtables A-Could increase \$ fee (March) Outcome-discuss, track and keep in mind for next budget year Expenses: Amy Shay is officially on board. Convention-conservative Silent Auction-same Education-decreased (administrator position influence) Legislative-\$500 may be to low? Check with other states (Florida) to get estimate. Scholarship-\$2000.00 = Expect increased interest this year. Team talks- good Treasurer-good Website-good ?CEC education-request \$ for board member to attend annual meeting and refreshments at presentations = \$1,500.00</p>	<p>Board approved as working budget.</p>
<p>Delegate Report</p>	<p>HOD October 2007: Karen, Gloria, Cindy, Arnita and Katherine voted on the resolutions of the virtual HOD in September 1. HIC and HIM Educator-insuring Education for HIM thru 2016. Changing education and job skills to make HIM individuals better suited to work in the electronic environment. 2. Data and Documentation Quality E-HR 3. Develop practice standards for E-HR HOD will be developing articles for newsletter after the AHIMA Annual Conference</p>	<p>.</p>
<p>2008 Convention Report</p>	<p>2008 April Amy: 2.5 days for the convention Tuesday for the Board Meeting 23 and 24 for the convention (Wed and Thurs) Registration: Terri Johnson, Teresa Harris & Shelia Gunn Exhibitor: Loren Wolf & Terri Connell Arrangements: Amy Shay Coding portion or program: Paula Hathorn Program: Not identified Silent Auction: Needed</p> <p>2009 Convention: Return to Hampton Roads for discount. (NC 4/27 – 5/1 2009) check for availability at Hampton Roads – Arnita will report back.</p>	<p>Board voted for Wednesday and Thursday for 2008 VHIMA Convention</p> <p>Forward listing to Teri Jones to update minutes and website. Amy to contact Leslie to obtain additional personnel for volunteers.</p>

Newsletter Items	<p>Convention: Job posting: Amy to receive info and send checks to Evelyn for posting. Website to be revised to reflect changes. Newsletter for this fall- October 19th due date for articles: Summarize AHIMA Convention Resolutions of HOD President address VHIMA website Rerun call for presenters CEC Tidewater and Southwest events New president for Central VA Coding Roundtable- Paula and Lynn Summer Team Talks-Karen Awards from AHIMA-Karen Hill Day-Allison and Linda Scholarships-deadline to be established by Kristin 2008 VHIMA Convention</p>	
Strategic Plan	Add information for Coding Roundtable Advocacy	Please forward to Karen
Committee Reports	<p>Sent out open solicitation for CEC educator Webinar format for November to start training in November</p>	Marion will review the results of the open solicitation to outline educators for statewide regional coverage.
Coding Roundtable	<p>Gloria sent the summary from last week's roundtable. Karen informed board that she has contacted DC and MD associations regarding joint coding roundtable. Will be moving forward w/in the next 30 days.</p>	
Membership	<p>Shelia THIMA – Michele Lakins-Waller – sending membership file In October 19th –Coder's Day (State of VA)</p>	
Local Association	<p>Leslie reports that a THIMA meeting is scheduled for November 2, 2007 in Norfolk, VA Request was made for the Board to donate a silent auction item – donate Jefferson Cups</p>	
Adjournment	Adjourned @ 11:53am	
Next Meeting		October 19 th – Conference Call @ 10:00am

Submitted: Teri Jones, RHIT, CCS, CCS-P
Secretary

Approved: Karen Phipps, RHIA
VHIMA President