

**LA Chapter of HIMSS
Board of Directors**

Meeting Minutes

June 20, 2008

Ralph & Kacoo's

11:30am-2:00pm

✓ Jeanie Berg	<input type="checkbox"/> Tony Sun MD	<input type="checkbox"/> Douglas Menefee
✓ Claudia Blackburn	✓ Susan Melsheimer	✓ Angela Kennedy
✓ Errol Labat	✓ Paul Kirk	<input type="checkbox"/> Terry M. Evans
<input type="checkbox"/> Bach Nguyen	✓ Keith Schexnayder	✓ Chris Belmont
<input type="checkbox"/> Dr. Larry Flake	✓ Chris Williams	<input type="checkbox"/> Robert Clowers
✓ Sue Rachuig		

1. President's Report - Jeanie Berg

- New board members: Jeanie welcomed the new board members: Sue Rachuig (at large) and Angela Kennedy (president elect). Dr. Henderson will not be able to join the board but instead Dr. Bonilla will.
- Newsletter position: With Susan's term ending Jeanie offered that Karen Ziecker from LHCR assist with the newsletter. Susan to send info to kziecker@lhcr.org. We wish Susan well - she reports she may come back in a few years like Sue did. (yippee!)
- Student liaison board position: A possible new position to pull in residents and other health information technology students was discussed. Sue will introduce LAHIMSS and invite her 120 residents to join (HCA/New Orleans). Claudia to find out if other chapters have such a position.
- EOY Report: Jeanie reported that she will shortly send out the annual report for review as it is due 7/31/8. It has the LAHIMSS goals for next year.
- YTD Financial & Audit: Errol will use a committee instead of an outside person to audit the books this year.
- Chapter Leader Workshop: Claudia will attend the chapter leader workshop July 14-15 in Chicago to bring back ideas from other chapters.
- October 08' Social: It was decided that the target for October would be students and residents which led to a New Orleans location decision. Jeanie noted that the Treasure Chest Casino was a nice location for a meeting in previous years and assigned Claudia to find a location for Oct. 08.
- Feb 09' Social: To target southern Louisiana, specifically Lake Charles, Alexandria and Lafayette, the May 09' social location was decided for Lafayette. Errol has connections through Phil and can find out exam schedules.
- First Southern Regional - Shreveport, La May 2009: Sam's Town Casino in Shreveport the 2nd week in May 2009 will include Mississippi, Dallas, Central Texas and Louisiana. The calls are the 3rd Tuesday of each month at 3pm. Dallas is handling the marketing. Mississippi is handling speakers and the agenda. Louisiana is handling food and location. Jeanie has 100 rooms

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blocked at \$65/night. Jeanie will send topics so we can obtain sponsors.

- RHIO Liaison: Jeanie asked for a RHIO liaison. Chris Belmont suggested himself or Dr. Whitherspoon.
- Lessons Learned: (a) Membership forms need to be at each registration desk at each event LAHIMSS has. A place to enter questions would help because Jeanie received multiple emails with questions after the last event. (b) CME offerings are needed, especially with the high interest from nursing and residents. (c) Invite biomedical research communities - Anglea has connections. (d) Socials allow more time to meet people and talk with them about experiences (e) Invite speakers from the National Libraries of Medicine - Chris W will. (f) A multi-year plan is needed per Paul (g) we ate too late at the May 29 ULM social. (h) Thank Dr. Maran for the ULM location in Monroe.

2. Secretary's Reports - Claudia Blackburn noted last month's minutes were posted on himss.org
3. Treasurer's Report - (May) - Errol provided the following monthly financial report:

▪ **Income & Expense Summary**

	May	YTD
Revenue	\$ 303	\$22,742
Expenses	<u>(981)</u>	<u>(20,136)</u>
Gain/ (Loss)	\$ 678	\$ 2,606

▪ **Cash Account Summary**

May Statement (05/21)	\$27,904
April Statement (04/21)	<u>\$28,295</u>
Gain / (Loss)	(\$ 391)

▪ **Current Balances (06/18)**

▪ Checking Account	\$ 9,874.10
▪ Savings Account	<u>\$17,426.42</u>
▪ Total Cash	\$27,300.52
▪ A/R	\$300.00

- The May detailed financial statement was sent to all board members earlier this month.
- Significant Revenue included
 - \$ 300.00 Spring Social Sponsorship
- Significant Expenses included:
 - \$ 533.45 Spring Social food expenses
 - \$ 300.00 Refund of sponsor fee to CDW

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- One Spring Social sponsorship payment remains outstanding from Meru Systems.
 - Errol spoke with Carla Mazique of the BR River Center about the eHealth payment discrepancy. Carla was to contact former director, Randy Philipson, about the settlement amount to confirm. Errol hasn't heard anything further so is assuming it has been cleared up at this time.
 - Errol will start drawing up a preliminary planning budget for the Regional Conference in May 2009 and will send it out to the board for review.
4. Membership - Chris Williams
- Count: 149 since 6/6/8
5. Meeting Wrap Up
- Thank you presentation of plaque to Susan Melsheimer for her years of service as a founding member.
 - Thank you presentation of plaque to Jeanie Berg for her year of leadership as president.

Action Items	Responsible Person
Invite new residents to join LAHIMSS	Sue
Find out other chapters view on student liaison position at chapter workshop	Claudia
Jeanie to send logo to Sue to create business cards	Jeanie
Research free standing state of Louisiana for registration table	Claudia
Order new banner (price – perhaps assistance from Paul/Womans') sponsored by Symantec perhaps	Claudia
Distribute Tiger Initiative for nursing IT information	Angela
Determine if Terry has booked anything for Oct. 09'	Claudia
Distribute website link for company that will take a list of attendees and offer the attendee the option of printing a certificate (cost needed). We'd give this link to attendees so later they can obtain a certificate of attendance for CE.	Angela
Send out annual 08/09 goals for review by LAHIMSS members	Jeanie
Send newsletter info to Karen Ziecker at LHCR kziecker@lhcr.org	Susan
Add new board member information to the website	Bach
October location for social (possibilities)	Claudia
ULL midterm exam schedule with respect to May 09' for Lafayette social	Errol
Send conference call information for the Southern Regional conf call each 3 rd Tuesday at 3pm for board members to join in	Jeanie
Share topics with all board members for May 09 southern regional conference so sponsors can be identified	Jeanie
Invite biomedical research communities to LAHIMSS events & membership	Angela
Invite speakers from the National Libraries of Medicine.	Chris W
Multi year plan – are other chapters able to do this? (chapter conf question)	Claudia
Thank Dr. Maran for the ULM location in Monroe	Jeanie
Find out if other chapters use emails @lahimss.org and how they forward/utilize (chapter conf question) pros/cons [Also chat room "ask your peer"]	Claudia
Research marketing of USB wristband from www.iclickusb.com	Chris W
Contact Greg Frost to provide advocacy report at each LAHIMSS brd mtng	Paul