

**LA Chapter of HIMSS
Board of Directors**

**Meeting Minutes
August 15, 2008
Conference Call**

Jeanie Berg Dr. Edwin Bonilla Douglas Menefee Claudia Blackburn Sue Rachuig
 Angela Kennedy Errol Labat Robert Clowers Terry M. Evans Bach Nguyen
 Keith Schexnayder Chris Belmont Dr. Larry Flake Chris Williams Paul Kirk

President's Report-Jeanie Berg

Fall Social Event

Location -Treasure Chest Casino-October 24

- Talking with the Casino representative a buffet room section can only be held for 1 hour on a Friday evening because it is their busiest night of the week. An alternate week night would allow us to have the dinner and presentations in the same room.
- Participants decided an alternate night may be better than Friday because of the buffet limitations.
- Terry will not be able to participate on 10/24 because of an important family commitment and has not begun working on securing sponsors.
- Jeanie expressed concern about time to organize is running short. Terry suggested that we postpone doing the fall social so we can put our attention on the Regional Conference and consider doing the Spring Social in Lafayette. All participants on the call were in agreement so the social will be postponed.

Face to Face meeting -Retreat and Workshop

Sept 19 - Lafayette 11:00-5:00

- Claudia is working on putting together an agenda for the planning retreat based on information she learned at the recent HIMSS leadership workshop she attended in Chicago.
- Sue was unsuccessful at securing a location in the New Orleans area for the retreat.
- Errol will contact Phil Caillouet at ULL to see what suggestions he may have for possible facilities on the ULL campus or in the Lafayette area.

HIMSS Southern Regional Update

May 14 -15 - Shreveport Sam's Town Casino

- A multi-region conference call is held on the third Tuesday of each month from 3:00 to 4:00 with the next one being August 19. Jeanie encouraged LA Board members to sit in when they can on the call. Jeanie will be out next week so Errol will be running the call.
- Jeanie reported a multi-Chapter Logo has been provided by National HIMSS and she will be sending it out to the board to see. It should be used when sending out information on

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the Regional Conference to acknowledge the four participating chapters.

- We are working on a save the date electronic announcement for distribution to the respective chapter members. Paul's contact information was provided as the LA communications chair. Paul reported he has not been contacted regarding this.
- Terry will start working on updating the agenda, working on sponsors, booth layouts and accommodations.

YTD Financial & Audit - Errol

Annual Financial Review - Due October 31

▪ **Income & Expense Summary**

	July	YTD
Revenue	\$ 343	\$ 343
Expenses	<u>(340)</u>	<u>(340)</u>
Gain/ (Loss)	\$ 3	\$ 3

▪ **Cash Account Summary**

July Statement (07/22)	27,658
June Statement (06/20)	<u>27,038</u>
Gain/ (Loss)	\$ 620

▪ **Current Balances (08/10)**

Checking Account	\$10,510.96
Savings Account	<u>\$17,432.32</u>
Total Cash	\$27,934.28
A/R	None

- The July detailed financial statement was sent to all board members earlier this month.
- Significant Revenue included
 - \$ 340,00 Membership Dues
- Significant Expenses included:
 - \$ 35.00 Telusys Website maintenance
 - \$ 211.27 Board recognition gifts
 - \$ 94.05 Reimbursement for Claudia attendance at leadership conference.
- Errol sent out the annual financial review worksheet along with appropriate files for Paul, Chris, and Susan to conduct the review. Errol suggested that the three of them meet for lunch one day and sign it after the confirmation work is completed. It needs to be turned in to National HIMSS by October 31, 2008.

LAHIMSS Monthly Chair Reports

Add New Board Info to Website - Bach

- Bach has updated the information he has from the roster. Dr. Bonilla's information is needed.

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- Jeanie has sent Errol the information for Dr. Bonilla and Errol will update the roster and get it distributed this weekend.
- Bach inquired if the vendor sign up/payment function could be disabled. Errol reported all the spring social sponsors have paid and the site could be deactivated.
- On the member bulletin board Bach has been receiving some limited feedback. Probably need to publicize it to the Chapter members. Will get information to Paul to send out a notice to the Chapter mailing list.
- Jeanie suggested the topic of Interoperability has been drawing significant interest and may be a good topic for the bulletin board.

Angela Kennedy-Vice President Report:

No report provided.

Secretary's Reports - Claudia Blackburn:

No report provided.

Advocacy Report - Dr. Larry Flake (HIMSS-advocacy):

No report provided.

Membership Chris Williams

- Jeanie reported current membership is at 140 and expressed concern it is down significantly from last year's high.
- Errol reported that is pretty normal due to processing of renewals starting in July. The membership generally declines at the start of the new fiscal year then builds up for a couple of months.
- Another influx of membership generally occurs late in the year and early in the New Year as people decide to go to the National HIMSS conference and join so they can pay the membership attendance fee.

Newsletter Chair-Karen Ziecker

No report provided.

Communications Chair- Report - Paul Kirk

- Paul is ready to distribute save the date notices once they are provided for distribution.

Business Cards - Sue Rachuig

- Sue can get cards produced she just needs to know what to put on the cards.
- Participants agreed it would include the Chapter Logo, Name, board officer/chair title, email and phone numbers.

Meeting Wrap Up

- Next meeting will be the board planning retreat on September 19, 11:00 AM to 5:00PM. Location to be determined.