

**LA Chapter of HIMSS  
Board of Directors**

**Meeting Meetings  
January 18, 2008  
Conference Call 2:00 pm**

✓ Jeanie Berg (318) 347-6454	□ Tony Sun MD (225) 926-6353	□ Douglas Menefee (337) 326-4204
✓ Claudia Blackburn (225) 765-3200	✓ Susan Melsheimer (225) 765-8948	✓ Terry M. Evans (985) 637-5662
✓ Errol Labat (225) 936-7310	✓ Paul Kirk (225) 924-8306	✓ Chris Belmont (985) 956-0303
□ Bach Nguyen (985) 230-6676	□ Keith Schexnayder (225) 317-2226	□ Robert Clowers (318) 251-6319
□ Dr. Larry Flake	□ Chris Williams (225) 938-8905	

1. President's Report-Jeanie Berg

- Board member positions to be assigned.
  - President-Elect needed – David Graser has moved out of Louisiana.
  - At Large Members – Jeanie received 2 calls Dr. Henderson and Dr. Bonilla. Tony is interested in getting off the board. 15 positions are allowed per our bylaws.
  - Jeanie & Errol heard from Angela Kennedy and Sue Rachuig of interest in another position thus wants to perhaps amend our bylaws for more positions. Jeanie will contact Stephanie at HIMSS to change.
  - CE credits-Board Position – Jeanie would like to identify an individual interested in this position so we could start providing CE credits for our conference sessions. This would likely increase attendance interest for clinical professionals.
- LAHIMSS Social Events-Terry/Jeanie
  - April 24th – Bossier-Shreveport: Based on Terry's suggestion board agreed to not do have this one since we are planning a conference in that area in the fall.
  - May 29th – Monroe; Call participants agreed with Terry's suggestion that we only do one reception function in Monroe as a test to see how it does. 20 minutes for vendor on podium.
  - Estimates: About \$2000 per event if we hold at a facility such as Ralph and Kacoos in Shreveport. We might be able to locate an alternate location in Shreveport like a university through some contacts from Dr. Maran to keep the cost down. LAHIMSS would spend about \$1400 per event if we use a commercial facility.
- Feedback Requested
  - Do we want sponsors? Terry suggested we have two sponsors per event at \$300 each.
  - They would have 20 minutes on the agenda and a table set up.
  - Selecting Keynote speakers ...
  - More details on first draft of our brochure
  - How do we get the word out? Paul can send out notices to our distribution list. We need to get word out to non-members in the area if we want to solicit new memberships.
  - How do we control registrations? Errol suggested if we didn't charge a fee we could still set up the Website for registration with no charge so we can get an idea on attendance. Terry suggested we require pre-registration and shut down about a week ahead so we can determine food and drink needs.
  - Tote Bags-HIMSS: Jeanie has some available that could be handed out to individuals that sign up for HIMSS membership at the reception.

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- Membership Table: Jeanie would like to set up a table where attendees can find out about HIMSS and register for membership if interested.
2. Secretary's Reports – Claudia Blackburn: Minutes from November meeting have been posted.
3. Treasurer's Report for December – Errol

▪ **Income & Expense Summary**

	<b>December</b>	<b>YTD</b>
Revenue	\$ 3,140	\$21,801
Expenses	<u>(1,305)</u>	<u>(17,232)</u>
Gain/ (Loss)	\$ 1,835	\$ 4,569

▪ **Cash Account Summary**

November Statement (11//23)	\$34,062
December Statement (12/21)	<u>29,894</u>
Gain/(Loss)	(\$4,168)

▪ **Current Balances (01/18)**

▪ Checking Account	\$13,387.19
▪ Savings Account	<u>\$15,385.42</u>
▪ Total Cash	\$28,772.61
▪ A/R	None

- The December detailed financial statement was sent to all board members earlier this month. The cash balance declined because several large expenses paid in November for the conference cleared in our December statement.
- Significant Revenue included
  - \$ 2,600.00 Vendor/Sponsor Fees
  - \$ 520.00 Membership Dues
- Significant Expenses included:
  - \$ 820.28 Conference Travel Expenses
  - \$ 368.60 Board Travel Expenses (Jeanie HIMSS 2008)
- We need three non-signature board members to serve as our financial review committee for the current fiscal year. They will be responsible for insuring our responses are correct and that we are following HIMSS policies for financial reporting. Susan and Terry offered for this year. Terry may not be eligible because he has signature authority on the bank account. Errol will look into this and try to have an update at next months meeting.
- Special thanks to Susan who has been conducting the secondary monthly bank account reconciliation for the Chapter. With Susan's assistance we are now current through the December review.
- All revenue and expenses have now been accounted for the Fall Conference. On gross revenue of just over \$19,600 we had a very good net income of approximately \$5,800.

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- We need to determine how much we would like to donate to the HIMSS Foundation Scholarship fund for 2008. Board agreed to \$1000.00 again this year. Errol will contact HIMSS to request the donation submission form.
4. Technology Chair- Website Report-Bach Nguyen
  5. Advocacy Report - Dr. Larry Flake
  6. Membership Chris Williams
    - Count in the November report was 175; January shows 159. Chris will follow up with Dr. Caillouet at ULL about student memberships.
  7. Newsletter Chair-Susan Melsheimer  
Updates on website: Susan needs one article to complete the newsletter so she.
  8. Communications Chair- Report - Paul Kirk  
Emails to members – LAHIMSS Socials Terry will send updated flyer to Paul to send out.
  9. Regional-Shreveport-Conference call-TBD Chapters (3 states) discussed a 2 day workshop with programs the first day and sessions the 2<sup>nd</sup> day. Jeanie will send out an email for the next conference call.
  10. Meeting Wrap Up
    - Action Items for next meeting
    - Meeting's Dates

Board Meeting		
Date	Place	Time
18-Jan-08	Conference call	2:00-3:00
15-Feb-08	Conference call	2:00-3:00
21-Mar-08	Conference call	2:00-3:00
29-May-08	Social-Monroe-University	2:00-3:00
June 20, 08	Conference call or face to face-TBD	2:00-3:00