



Meeting Title: LAHIMSS Board Retreat
Date: 10/17/2008
Time: 10:30am-4:00pm
Location: Our Lady of the Lake
 Medical Office Plaza II
 deBethanie Room, 6th floor

MEETING MINUTES

ATTENDEES	KEITH SCHEXNAYDER, CLAUDIA BLACKBURN, ERROL LABAT, PAUL KIRK, JEANIE BERG, SONJA PATTON, CHRIS BELMONT, TERRY EVANS	
TIME	AGENDA	LEADER
10:30am-10:45	Call to Order Introduction <ul style="list-style-type: none"> ◆ Welcome and Introductions ◆ Review Agenda and Handouts ◆ Confirm LAHIMSS Mission, Focus, Direction After introductions for Dr. Patton, Claudia played the 5 minute membership video (see powerpoint for URL) and briefly went through the pack et of information.	Jeanie Berg Claudia Blackburn
10:45–11:15am	Roles and Responsibilities: Profile of the Board at Work <ul style="list-style-type: none"> ◆ Review Board of Directors Roster ◆ Chapter Annual Standard Report ◆ Identify key Board Roles and responsibilities ◆ Conflict of Interest agreement Errol reviewed the board roster. Jeanie went through the annual report which asks us to focus on (1) increasing membership and (2) getting our board more involved. To this end, it was decided that board members must attend 50% of the monthly calls and 50% of the face-to-face meetings effective 1/1/9. The secretary is responsible to assure attendance has been met. If a board member attends the National conference, this can substitute for one face-to-face meeting attendance. Claudia will get a proxy vote on this but 8/15 approved thus majority vote has been attained. Claudia showed the board manual and later obtained the URL for the electronic version from Stephanie: http://www.himsschapterleaders.org/resources/resources2.html All board members in attendance signed a conflict of interest form. Stephanie later clarified that these are to be kept on file by LAHIMSS and may be requested by HIMSS at any time. Claudia has them now and needs to get with Back to create a secure page on lahimss.org to keep these. Claudia will obtain an electronic copy of the board transition manual and make a first pass to reflect LAHIMSS.	Errol Labat Jeanie Berg Claudia Blackburn
11:15-11:30am	Professional Development : Seniors and Fellows Each board member was given the senior and fellow application. All board members should have enough HIMSS credit to be seniors by simply filling out the form. CPHIMS was reviewed by Terry who is a certified trainer thus may offer training at a future conference.	Terry Evans

11:30	Catered lunch from Copelands	
Noon-1pm	<p>Telusys Status (see powerpoint) New Features membership@himss.org was setup at the retreat and Stephanie is updating her email address with this instead of a persons name. This forwards to Chris and Paul.</p> <p>Jeanie asked that Bach add Paul and Claudia to the Telusys website for access to post communications and minutes.</p> <p>Questions on the eNewsletter fee (\$75 to setup a header) are to be addressed to Telusys per Stephanie.</p>	Claudia Blackburn
1pm – 1:30pm	<p>Financial and Legal Discussion Errol went through the finances of the last 3 years. The best profit was the year with the eHeathconference at the centroplex. We also discussed the “chapter support program” and it was unclear whether the \$30 /month to telusys should be free now or as part of that program. If part of the program, it is profitable as it gives us 4 free membership. Claudia emailed Stephanie Serra who wants to setup a conf call to discuss the week of Nov. 3rd. Claudia to ask Jeanie & Errol who to invite to setup.</p> <p>There was discussion on local chapter only \$30 memberships. <u>Errol please note</u> - Stephanie reported back that if we send HIMSS these memberships with the payments then they will process them and keep up with renewals. They are treated as a membership category but with limited benefits.</p>	Errol Labat Claudia Blackburn
1:30-1:45pm	<p>Break – Ice Breaker I think the group enjoyed the M&Ms ☺</p>	
1:45-2pm	<p>Advocacy – Claudia went through the HIMSS ppt – see URL in Retreat PPT</p>	Claudia Blackburn
2pm – 2:45pm	<p>Student Liaison position Academic Alliance Membership The board wants to add Sonja as a board member and rather than create a new position, we will place her “at large”. The board felt a student should be on the board. Claudia’s research with Stephanie Serra returned this email for discussion in our next call: “It is up to you how you want to create the Student position. Many chapters do have Student Liaisons. If you create it, would have to be a motion during a board meeting and then added to your policies. Please notify us if you appoint this position, so we can add the person to receive chapter leader communications. There is a section in the chapter manual about students, that might be helpful. Yes, some chapters have students serving on their board.”</p>	Claudia Blackburn Dr. Patton
2:45pm – 3:45pm	<p>Programs, Marketing & Communications</p> <ul style="list-style-type: none"> ◆ Chapter Education Programs Support ◆ Oct 2007 survey results ◆ Sam’s town update, responsibilities, needs request 	Jeanie Berg Paul Kirk Terry Evans Keith Schexnayder
3:45pm – 4pm	Program Calendar development and closing comments	Jeanie Berg
4pm	Adjournment	Jeanie Berg