

**LA Chapter of HIMSS
Board of Directors**

Meeting Minutes

February 15, 2008

Conference Call

2:00pm-3:00pm

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

1. President's Report - Jeanie Berg

- Board member positions: Jeanie noted there will be at least two board positions open for new members in July. Susan, one of our three remaining Chapter founders will not be renewing. Jeanie needs to speak with other members (Errol, Claudia, Paul, Doug) whose terms are up in June. Errol noted that Dr. Sun is planning to discontinue his position in June.
- Professional Development Chair-Angela Kennedy: Jeanie introduced and welcomed Angela Kennedy who will not officially join the board until July but is planning to join our monthly meetings to get familiar with our board and Chapter. Angela has agreed to take on a newly proposed board position noted below and work with us to obtain CE credits for our conferences.

Professional Development Chair: The Professional Development Chair shall be responsible for activities related to promoting the chapter's scholarships to prospective students and for leading the evaluation team to review and score the scholarship applications. The Professional Development Chair shall also be responsible for obtaining approval from the appropriate accrediting body for continuing education credits for all Chapter programs. In addition, a library that is accessible to members will be maintained to help members obtain their CPHIMS certification and Fellowship Status

- At Large-Dr. George Henderson: Jeanie reported that Dr. Henderson has expressed interest in joining the board.
- La HIMSS Social Events- Terry has scheduled an event for Thursday May 29, 2008 in Monroe at the ULM campus at the alumni center.
- Communication-Marketing the social events-Update - Paul to communicate the event once Terry provides him with the announcement notice and agenda.
- Registration for the social events - Plan to use the Chapter Website with No Fee to keep track of planned attendees.
- Sponsors - Jeanie noted that Terry has two potential sponsors and speaker providers, GE and ACS.

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2. Secretary's Reports - Claudia Blackburn noted last month's minutes were posted on himss.org

3. Treasurer's Report - (January) - Errol provided the following monthly financial report:

• **Income & Expense Summary**

	January	YTD
Revenue	\$ 261	\$22,062
Expenses	(35)	(17,381)
Gain/ (Loss)	\$ 226	\$ 4,681

• **Cash Account Summary**

December Statement (12/21)	\$29,894
January Statement (01//23)	<u>29,241</u>
Gain/(Loss)	(\$ 654)

• **Current Balances (01/15)**

▪ Checking Account	\$12,765.19
▪ Savings Account	<u>\$15,406.14</u>
▪ Total Cash	\$28,171.33
▪ A/R	None

• The January detailed financial statement was sent to all board members earlier this month.

• **Significant Revenue included**

▪ \$ 240.00 Membership Dues

• **Significant Expenses included:**

▪ None to report for January

• 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

• Errol researched and the requirements for the Annual Audit Committee. Participants (at least three participants) can not have been chapter officers for the past year (e.g. President, Treasurer, and Secretary). The committee can include individuals from general chapter membership or non-members. Terry and Susan should be OK to serve on the committee.

• Errol did send in a check for \$1,000.00 to the HIMSS Foundation as approved by board participants of the January meeting.

4. Technology Chair - Website Report - Bach Nguyen No update to report.

5. Advocacy Report - Dr. Larry Flake No update to report.

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6. Membership - Chris Williams
 - Count as of February - Jeanie reported for Chris that we received a report listing 70 members that have not renewed. Errol noted that Doug Menefee is on the list and if he doesn't renew he is not eligible to serve on the board. Jeanie will try to reach Doug to determine his status.
 - Chris is working in the Monroe/North LA region to invite area students to the social event and other events.
7. Newsletter Chair-Susan Melsheimer - Jeanie requested on behalf of Susan to send articles for the newsletter publication.
8. Communications Chair- Report - Paul Kirk: Paul is waiting on the Monroe evening social agenda and announcement from Terry so it can be distributed to Chapter members.
9. Regional Conference call-March 5,2008:
 - Jeanie reported that a conference call was held with other chapters earlier this month and we were unable to get another call coordinated for February so Stephanie Serra is trying to organize a meeting during National HIMSS. The next call is scheduled for March 6, 2008
 - Errol suggested to Jeanie that she discuss at HIMSS with other chapters about doing a regional in 2009 (Spring or Fall) but continue planning. With only 7 months until an October conference, wanting to do a location interest survey and possibly getting CEs it wouldn't leave adequate time. If we work for 2009 we can set a goal of setting a date and location for general announcement by late summer then having speakers and agenda lined up by 12/31. This would provide time for obtaining CE credits and announce the well in advance. Jeanie said she would bring that up.
 - HIMSS 2008: Jeanie, Terry, Paul and Claudia are planning to attend HIMSS/Orlando the week of Feb 22, 2008.
10. Meeting Wrap Up
 - Action Items for next meeting
 - Meeting's Dates

Board Meeting		
Date	Place	Time
21-Mar-08	Conference call	2:00-3:00
April 18,2008	Conference call	2:00-3:00
May 29, 2008	Social	
June 20, 08	Conference call or face to face-TBD	2:00-3:00