

LA Chapter of HIMSS Board of Directors

Meeting Agenda
June 29, 2007
Conference Call 2:00 – 3:00

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Jeanie Berg (318) 347-6454 | <input type="checkbox"/> Tony Sun MD (225) 926-6353 | <input checked="" type="checkbox"/> Douglas Menefee (337) 326-4204 |
| <input checked="" type="checkbox"/> Claudia Blackburn (225) 765-8285 | <input checked="" type="checkbox"/> Susan Melsheimer (225) 765-8948 | <input checked="" type="checkbox"/> David Graser (504) 349-2375 |
| <input checked="" type="checkbox"/> Errol Labat (225) 936-7310 | <input checked="" type="checkbox"/> Paul Kirk (225) 924-8306 | <input checked="" type="checkbox"/> Terry M. Evans (985) 637-5662 |
| <input type="checkbox"/> Bach Nguyen (985) 230-6676 | <input type="checkbox"/> Keith Schexnayder (225) 317-2226 | <input type="checkbox"/> Chris Belmont (985) 956-0303 |

1. National HIMSS

A. EOY – Reports – Jeanie / Claudia

Terry has the forms from the president's conference and last years budget vs. actual for Jeanie. These are due July 31st.

B. YTD Financial & Audit – Errol

Income & Expense Summary

	May	YTD
Revenue	\$ 106	\$22,623
Expenses	<u>(65)</u>	<u>(14,102)</u>
Gain/ (Loss)	\$ 41	\$ 8,521

Cash Account Summary

Apr. Statement (04/20)	\$24,044
May Statement (05/21)	<u>24,116</u>
Gain/(Loss)	\$ 72

Current Balances (06/27)

Checking Account	\$11,929.58
Savings Account	<u>\$12,227.46</u>
Total Cash	\$24,157.04
A/R	None

- The May detailed financial statement was sent to all board members earlier this month.
- Significant Revenue included
 - \$ 80.00 HIMSS Membership Dues
 - \$ 25.54 Savings Account Interest
- Significant Expenses included:
 - \$ 29.52 Board meeting conference call
 - \$ 35.00 Telusys Website maintenance
- Membership revenues collected to date is \$2,940 representing 147 members. Our final membership count is reported as 192. We have an unpaid revenue balance for 45 members of \$900.00. Errol has contacted HIMSS national to determine the discrepancy but has had little success in finding who can assist with it. Will contact again to pursuit further.
- David Graser has agreed to do a secondary account reconciliation review each month. We are currently using MS Money and Errol has not been able to determine how to get reconciliation report out of MS Money to send to David along with the bank statement so he can do the verification. Quicken does provide a reconciliation report upon balancing an account that should be sufficient for David to do the review. Errol will purchase Quicken for the Chapter and convert our financials to it for the start of the new fiscal year and have David start reviewing in July.

LA Chapter of HIMSS Board of Directors

- Errol and Jeanie took care of getting Jeanie added as an authorized signature for our CHASE business accounts and had Claudia removed. Errol (Treasurer), Terry (Pat President) and Jeanie (President) have account signature authority for fiscal 2007-2008.
- Errol requested permission from the board to have Roy Hebert conduct a fiscal year audit of our LA HIMSS financial practices. Roy did our tax filing for last fiscal year. Errol will also ask Roy if we should file a tax return this year even though we didn't make the minimum of \$25,000 in revenue. The board approved having the audit done.
- C. Add HIMSS Summit07 & HIMSS08 info to Website – Bach
Bach was unable to attend the call so no update was provided.
- D. Possible Awards
Terry suggested we cover the cost for the chapter president to attend the national HIMSS conference each year.

2. LA HIMSS

- A. Add New Board Info to Website- Bach
- B. Start Next Year's Budget for Two Conferences – Errol & Terry
Errol was asked to estimate the budget based on 200 attendees and 20 vendors. Part of the budget formula is the price that we charge.
- C. October 4th & 5th New Orleans P Center - Terry & Keith
Pontchartrain has a conflict for Oct 5th but Oct 3rd & 4th are available. All agreed we need to keep this to Friday, October 5th if we have a conference in October – see next item.
- D. Nov. 9, 23,30th - Shreveport Convention Center –
 - Jeanie reported that Health Information Security & Privacy Coalition is looking for a technical group to sponsor 50 people to come to a Shreveport November conference on security and privacy. Interoperable Health Information exchange and AHRQ have a team of experts to develop plans on the national network in 40 states. They pay travel too.
 - Jeanie sent the following information:

RTI International to Support National Health Information Security and Privacy Collaboration (HISPC)

RESEARCH TRIANGLE PARK, N.C. -- RTI International has been awarded a contract from the U.S. Department of Health and Human Services to work with the Office of the National Coordinator for Health Information Technology (ONC) and the Agency for Healthcare Research and Quality (AHRQ) to identify best practices and develop solutions to overcome variances in laws and business practices that prevent the nationwide sharing of electronic health information.

- The board suggested that instead of having 2 conferences back to back, perhaps just focus on one in Shreveport with the coalition and consider having a duplicate conference in the spring 2008 in New Orleans or Baton Rouge.
- Board discussed promoting the conference to Texas and Arkansas based HIMSS Chapters in the interest of drawing attendance from south Arkansas and Northeast Texas.

**LA Chapter of HIMSS
Board of Directors**

E. Theme for Conferences – Next Meeting

3. General Business

A. 2008 Board Members – Jeanie

Position	July-June 2007/2008
President	Jeanie Berg
President Elect/ Speakers	David Graser
Secretary	Claudia Blackburn
Treasurer	Errol Labat
Technology	Bach Nguyen
Advocacy	Dr. Larry Flake
Membership Chair	Chris Williams
Newsletter Chair	Susan Melsheimer
Communications	Paul Kirk
Sponsorship	Keith Schexnayder, Jr.
At-Large-Member	Douglas Menefee
At-Large Member	Tony Sun M.D. MBA
Program Chair	Terry Evans
At-Large-Member	Chris Belmont

B. Perks for Board Members

Terry suggested we cover mileage for board members having to travel to board functions. Errol reported that we do cover mileage when the member supplies the Treasurer with their organization's mileage reimbursement form or an email indicating the amount.

4. Meeting Wrap Up

A. Action Items for next meeting

- Errol will put together an updated board roster for fiscal year 2007 – 2008, a planning budget for the fall 2007 conference, year-end financial statement, contact Roy Hebert about audit and tax filing, and work with Jeanie on completing year end financial reports for national HIMSS.
- Jeanie will work on HIMSS national year end standard reports for submission by July 31, 2007 and distribute information on the Shreveport Convention Center.
- Terry will begin work on vendor/sponsors for the fall conference.
- All come up with suggested themes for the fall conference to be discussed at the June face-to-face meeting.
- February 24, 2008 is national Advocacy Day and we need to determine what the LA Chapter wants to do in support of advocacy.

B. Meeting's Dates - Third Friday of the Month

July 20 - 11:00 to 1:00 at Ralph & Kacoos in Baton Rouge