

**LA Chapter of HIMSS
Board of Directors**

Call In: 866-802-6672 Participant Code: 445082 Moderator Code: 4450829
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Meeting Minutes
FY2007-2008
July 20th Ralph and Kacoo's
11:00am

- | | | |
|------------------------------------|------------------------------------|----------------------------------|
| ✓ Jeanie Berg (318) 347-6454 | ✓ Tony Sun MD (225) 926-6353 | □ Douglas Menefee (337) 326-4204 |
| □ Claudia Blackburn (225) 765-8285 | ✓ Susan Melsheimer (225) 765-8948 | ✓ David Graser (504) 349-2375 |
| ✓ Errol Labat (225) 936-7310 | ✓ Paul Kirk (225) 924-8306 | ✓ Terry M. Evans (985) 637-5662 |
| ✓ Bach Nguyen (985) 230-6676 | ✓ Keith Schexnayder (225) 317-2226 | □ Chris Belmont (985) 956-0303 |
| □ Dr. Larry Flake (318) 212-3810 | ✓ Chris Williams (225) 938-8905 | |

1. National HIMSS

- EOY – Reports – Jeanie
 - Complete and submitted
- YTD Financial & Audit – Errol
 - **Income & Expense Summary**

	June	YTD
Revenue	\$ 186	\$22,809
Expenses	<u>(65)</u>	<u>(14,102)</u>
Gain/ (Loss)	\$ 121	\$ 8,707

- **Cash Account Summary**

May Statement (05/21)	24,116
June Statement (06/21)	<u>24,216</u>
Gain/(Loss)	\$ 100

- **Current Balances (07/18)**

▪ Checking Account	\$ 9,054.58
▪ Savings Account	<u>\$15,227.46</u>
▪ Total Cash	\$24,282.04
▪ A/R	None

- The May detailed financial statement was sent to all board members earlier this month.
- Significant Revenue included
 - \$ 160.00 HIMSS Membership Dues (2008 Membership)
 - \$ 25.59 Savings Account Interest
- Significant Expenses included:
 - \$ 35.00 Telusys Website maintenance
- Membership revenues collected for 2007 was \$2,940 representing 147 members. Our final membership count is reported as 190. We have an unpaid revenue balance for 43 members of \$860.00. Errol has contacted HIMSS national to determine the discrepancy and is in the process of reconciling individual monthly reports to the full membership list to determine the variance source. It appears that we do receive dues from CHIME memberships. Once determined will get back in touch with national for assistance.
- Errol contacted Roy Hebert in effort to determine if we should file a 2007 tax return and about conducting a third party financial audit. We do not need to fill out a return but we can expect to receive a letter from the IRS that will require us to respond specifying that our revenue was below \$25,000 for the fiscal year. Roy can conduct the financial

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audit but we need to know what level of audit is required. Errol will contact national to inquire more specific information about the audit requirements.

- Errol produced CD copies of the fiscal 2006-07 financial files for Jeanie and Terry to keep in their records. If any other board members are interested in receiving a copy send Errol an email with the desired mailing address.
- Add HIMSS Summit07 & HIMSS08 info to Website – Bach
 - Want to add some items to website such as National HIMSS meeting. Bach will include Board Member list and dates/locations for the meeting- Nov 9 in Shreveport. Terry and Keith will forward sponsors to Bach for inclusion on the web.
- Possible Awards
 - Discussion on possibility of recognizing hospitals in LA that have won awards. David Graser to lead committee to decide what achievements to recognize and how. The concept is partly that this will draw people to meetings for acceptance of award as well as create publicity for hospitals. Motion made by Jeanie and approved by group. Group also to look into what awards are available for local HIMSS chapters.

2. LAHIMSS

- Add New Board Info to Website- Bach
- Start Next Year's Budget for Two Conferences – Errol & Terry
- October 4th & 5th New Orleans P Center - Terry & Keith-(To be discussed-Spring conference)
 - HISPC looking to partner with organizations for a conference. There would be funding available from DHH possibly. They would prefer a location in South LA. The Board decided to locate to fall in New Orleans and move spring meeting to other part of the state. Discussion of small meeting in Shreveport and Monroe prior. Dr Sun to possibly speak. LAHIMSS would need to market to physician groups.
 - Terry to check dates for the Pontchartrain Center in New Orleans for fall. HISPC could hire a meeting coordinator for this meeting. Jeanie to check on details
 - There was the discussion of 3 road shows- Alexandria(Chuck), Monroe(Terry), Shreveport (Dr Flake) Dr Flake to suggest dates he is available. Use some or all of these dates as board meetings. Need a theme for these.
 - Would need to have a membership drive to recruit new members in conjunction with the road shows.
- Nov. 9th - Shreveport Convention Center –
 - Jeanie sent us information on Convention Center by email
- Theme for Conferences
 - Security
 - Physician patient portal
 - EHR for physicians
 - Bedside Medication Verification- feasible plan for JCAHO
 - Terry to send ideas via email
 - National Health Information Network
- 2007 Louisiana HIPAA & EHR Conference – Support
 - Meeting to be held November 12 &13 in Baton Rouge.
 - Co-sponsor with them. Need speakers. Terry Evans to work with Greg Frost as our liaison.

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- Dress Shirts
 - Dr Sun has a XL shirt to return. Need to order more for new board members. Jeanie to follow up on making a new order.
- Tote bags-
 - National have some black bags from NO meeting they are sending to us.
- CE credits
 - Don't have time to put together application for Oct meeting. But could do one in spring for credits for physician or nurses.

3. General Business

- 2007/2008 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
At-Large-Member	

4. Board member – expectations

Jeanie asked the group for a goal for each role. They are listed below:

- Grow and get good membership
 - Beef up treasury more; ability to increase contributions
 - Offer more info on web and discussion area; maybe get students involved
 - Four newsletters
 - Would like to go north for meetings
 - Get better at sponsorship; make sure people at conference match the vendor representation
 - Stay involved; have treasury on very solid ground; take next step for attendance and vendors; want to push to membership how to get involved.
 - Have the board set a goal and track it. Make use of alliances. Take a personal responsibility individually.
 - Take folder to give to potential member.
- Perks for Board Members
 - Terry proposes us try to send all Board Members to national as a future goal. President to be funded here after. Approved.

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5. Meeting Wrap Up

- Action Items for next meeting
- Meeting Dates - Third Friday of the Month

Board Meeting		
Date	Place	Time
20-Jul-07	Ralph and Kacoos	11:00am
24-Aug-07	Conference Call	2:00-3:00pm
21-Sep-07	Conference Call	2:00-3:00pm
19-Oct-07	Conference Call	2:00-3:00pm
02-Nov--07	Conference Call	2:00-3:00pm
7-Nov-07	Conference Call	2:00-3:00pm
9-Nov-07	CONFERENCE	
DEC	No Conference call	
18-Jan-07	Conference call	2:00-3:00pm
22-Feb	Conference call	2:00-3:00pm
21-Mar-07	Face to Face-TBD	2:00-3:00pm
25-Apr-07	Conference Call	2:00-3:00pm
March or April	CONFERENCE	
23-May-07	Conference call	2:00-3:00pm
20-Jun-07	Conference Call	2:00-3:00pm
25-Jul-07	Face to Face-TBD	2:00-3:00pm

*****Subject to change due to meetings in Alexandria, Shreveport, Monroe*****