

LA Chapter of HIMSS Board of Directors

Meeting Minutes
August 24, 2007
2:00 PM

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

1. President's Report

o Welcome new board members:

- Jeanie welcomed Dr. Flake and Robert Clowers, CIO for Green Clinic Health Systems in Ruston, to the board. Robert will be joining the board as an At Large member for 2007-08.
- Jeanie asked Dave if he had any information regarding possible awards for the conference. Dave spoke with the company that did our founding board member displays and each trophy would be \$41.79 plus a one time \$50.00 set-up fee. Jeanie will contact them regarding the setup fee since we are using the same display as before.
- After discussion the board decided on three awards for Innovative Use of Technology: 1 – Large Hospital (200+ beds); 2 – Small Hospital (Under 200 beds); 3 – Non-Hospital organization.
- Award nominations will be solicited from the LA Chapter members, via email, and the board agreed to use the same form that CHIME uses for this purpose. Dave will get with Paul and have him send out the form to all members.

2. Secretary's Report – (Claudia)

- o Claudia was not able to join the call so no report was provided.

3. Treasurer's Report – (Errol)

- o The following financial summary was provided for the board:

▪ **Income & Expense Summary**

	July	YTD
Revenue	\$ 30	\$ 30
Expenses	<u>(286)</u>	<u>286</u>
Gain/ (Loss)	\$ 256	\$ 256

▪ **Cash Account Summary**

June Statement (06/21)	24,216
July Statement (07/23)	<u>24,060</u>
Gain/(Loss)	\$ 156

▪ **Current Balances (08/23)**

Checking Account	\$ 9,345.04
Savings Account	<u>\$15,286.36</u>
Total Cash	\$24,631.40
A/R	None

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- The May detailed financial statement was sent to all board members earlier this month.
 - Significant Revenue included
 - \$ 29.57 Savings Account Interest
 - Significant Expenses included:
 - \$ 35.00 Telusys Website maintenance
 - \$250.82 Board meeting lunch expense
 - Further research regarding the discrepancy in members to revenue Errol reported last month it was determined that we do not get revenue for Chapter members who come in through a CHIME membership or a corporate membership.
 - Regarding the annual audit Errol will take the HIMSS form and modify it for sign-off by an independent third party, Roy Hebert. He will provide Roy with the board roster, fiscal year financial reports and our fiscal year check register so he can review and confirm the items on the audit list. Board officers may be contacted by Roy to confirm the audit report responses so please return his call if you are contacted.
 - Our bank account records have been converted from MS Money to Quicken for Small Businesses as of July and our July statement was reconciled/balanced on quicken. Errol provided a copy of our statement, and a Quicken reconciliation report to Dave Graser to conduct a secondary review, as suggested I the audit. Once Dave does that and provides a notice of confirmation Errol will save the review confirmation off in a fiscal year folder.
4. Technology Chair/Website – (Bach)
- Nothing to report regarding the Website changes.
 - Bach had signed up to participate in the HIMSS/Telusys Webinar on Website maintenance but it was cancelled and will hopefully e rescheduled at a later date. Right now we are relying on Telusys for all Website updates. While Telusys has been responsive Bach would like to take over some of the updating so we are less dependent on Telusys for Website updates.
5. Advocacy Report – (Dr. Flake)
- Dr. Flake is looking to engage advocacy efforts on two angles. Initially he will start in North LA / Shreveport region encouraging peer physicians to join HIMSS. He will also start engaging political groups to establish connections with state and national official and solicit their involvement in HIMSS. Additionally he plans to get involved with topic related conferences.
 - Jeanie will have Dr. Flake's name added to the national HIMSS Advocacy Group so he will start to get information on opportunities to engage and work with that group.
6. Membership Report: – (Chris W)
- The latest membership report (08/03) from national shows we have 157 members.
 - Chris is focusing on student membership and has been working with Dr. Phil Caillouet, chair for the Acadiana Health Informatics organization.

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- Terry asked if Chris could contact the Garden Hilton to obtain a block of rooms and reserve a room for the reception Thursday (10/25) evening. Chris agreed.
- 7. Newsletter Report – (Susan)
 - Susan not on the call so Jeanie went on to the next agenda item.
- 8. Communications Chair – (Paul)
 - Paul was not able to join the call this week so no report was provided.
- 9. General Business/Conference – (Terry)
 - Terry reported an update on Conference preparation activities.
 - The invitation/registration flyer is just about ready and Terry reviewed with the board. Terry has a number of speakers already lined up and several additional speakers tentative. Terry is working to get a Microsoft executive as a possible speaker. He has placed request to Jindal' and Vitter's offices for their attendance but it is too early to get a commitment just yet. Dr. Flake offered to contact both offices as well. Doug will see Jindal at a function on Tuesday (8/28) and will talk with him about the conference as well.
 - Terry has put together an initial floor layout and space will be a little tight so the maximum number of vendors we can accommodate is 23. So far we have four vendor commitments. Terry requested that board members direct any vendors interested in participating to contact him. Terry has sent vendor packages to last years vendors.
 - Paul will be coming up with a flyer that can be posted to the Website as soon as possible. Meantime Terry will provide Bach with the updated announcement/ registration form so it can be posted. Terry will get with Paul to ask if he can take care of getting word out for advertising purposes.
 - Jeanie reported that HISPC would like to post the conference on their Website as soon as we can get something to them. They would like speaker bio's to post on their site as well. The board agreed to let HISPC members attend using the same prices as HIMSS members (\$20 advance / \$30 late). Bach will get them listed separately on the Web registration site.
 - Jeanie reported that HISPC requested to be able to hand out a recognition award at our conference when HIMSS presents theirs. The board members in attendance approved the request.
- 10. Meeting Wrap Up
 - Action Items for next meeting –
 - **Friday 09-21-2007 at 2:00 PM** – Conference Call
 - Bach to update Website for online registration and conference notices
 - Terry to provide final vendor/sponsor fees to Bach and Errol
 - Errol to setup the final budget plan for the conference and adjust for HISPC attendance
 - Dave/Jeanie take care of LA HIMSS recognition awards
 - Paul to distribute flyer announcement and award nominations notices
 - Meeting Dates - Third Friday of the Month