

**LA Chapter of HIMSS
Board of Directors**

**Meeting Minutes
September 19, 2008
Conference Call**

- | | | | | |
|---|---|---|---|--------------------------------------|
| <input checked="" type="checkbox"/> Jeanie Berg | <input type="checkbox"/> Dr. Edwin Bonilla | <input type="checkbox"/> Douglas Menefee | <input checked="" type="checkbox"/> Claudia Blackburn | <input type="checkbox"/> Sue Rachuig |
| <input type="checkbox"/> Angela Kennedy | <input checked="" type="checkbox"/> Errol Labat | <input type="checkbox"/> Robert Clowers | <input checked="" type="checkbox"/> Terry M. Evans | <input type="checkbox"/> Bach Nguyen |
| <input type="checkbox"/> Keith Schexnayder | <input type="checkbox"/> Chris Belmont | <input checked="" type="checkbox"/> Karen Ziecker | <input checked="" type="checkbox"/> Chris Williams | <input type="checkbox"/> Paul Kirk |

President's Report-Jeanie Berg

Face to Face meeting -Retreat and Workshop

Sept 19 - Lafayette 11:00-5:00

- Claudia is working on putting together an agenda for the planning retreat based on information she learned at the recent HIMSS leadership workshop she attended in Chicago.
- Location: FMOLHS in Baton Rouge at Our Lady of the Lake medical office plaza deBethanie room which is in plaza II on the 6th floor - first door on the left off the elevator. Date: October 17, 2008 Confirmed: Chris Williams, Karen Ziecker, Jeanie Berg, Angela Kennedy, Claudia and possibly Errol. Claudia will send the agenda out. Claudia will cover shirts as requested by Jeanie. Discuss 11/8 summit.

HIMSS Southern Regional Update

May 14 -15 - Shreveport Sam's Town Casino

- A multi-region conference call is held on the third Tuesday of each month from 3:00 to 4:00 with the next one being September 30th. Jeanie encouraged LA Board members to sit in when they can on the call. Jordon ran the last call where they went through check lists and dates. Track suggestions are needed: Care transition, privacy/security of data are ideas. Jeanie will send out an agenda for the next conference call.

YTD Financial & Audit - Errol

Annual Financial Review - Due October 31

▪ **Income & Expense Summary**

	August	YTD
Revenue	\$ 279	\$ 622
Expenses	(60)	(400)
Gain/ (Loss)	\$ 219	\$ 222

▪ **Cash Account Summary**

August Statement (08/21)	27,937
July Statement (07/22)	<u>27,658</u>
Gain / (Loss)	\$ 279

▪ **Current Balances (09/19)**

Checking Account	\$10,412.84
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LA Chapter of HIMSS Board of Directors

Savings Account	<u>\$17,435.18</u>
Total Cash	<u>\$27,848.02</u>
A/R	None

- The August detailed financial statement was sent to all board members earlier this month.
- Significant Revenue included
 - \$ 276.58 Registration Fees
- Significant Expenses included:
 - \$ 35.00 Telusys Website maintenance
 - \$ 25.45 Registration for URL www.himss.regional.com
- Errol sent out a follow up reminder for the annual financial review worksheet along with appropriate files for Paul, Chris, and Susan to conduct the review. Errol spoke with Paul and had to send a letter to CHASE authorizing access to our account information. Completed report is due to National HIMSS by October 31, 2008.
- Errol and Jeanie received notice that the IRS requires filing of the Form 990-N, in lieu of a tax return, if gross receipts is less than \$25,000 for the year. Below is the notice that was received. Errol will review the form to see what is required and submit it if an accountant review isn't needed.

All HIMSS Chapters whose gross receipts are normally \$25,000 or less must now file an informational return with the IRS. Chapters whose gross receipts are normally \$25,000 or less must now file the [Form 990-N](#), also known as the e-Postcard, for the tax year ending June 30, 2008. All Chapters must file with the IRS by **November 15, 2008**. Chapters whose gross receipts are greater than \$25,000 are required to file the Form 990-EZ or Form 990. Chapters that do not file by the November 15th deadline will risk losing their tax-exempt status.

LAHIMSS Monthly Chair Reports

Add New Board Info to Website - Bach

- The board agreed to silver sponsor LHCQF Board President inviting the LA Health Information Management & Systems Society to sponsor our fall Summit to support of the Quality Forum. Shannon Robshaw, Executive Director, Louisiana Health Care Quality Forum 304 Laurel Street, Suite 2D, Baton Rouge, LA 70801, www.lhcqf.org, 225-334-9299, srobshaw@lhcqf.org We will put up a booth and we'll talk about who will man it at the 10/17 meeting. The Quality Forum will hold its fall summit on November 7, 2008 in Baton Rouge, Louisiana. The topic is transforming our health system through tools of health information technology (HIT). Experts on using HIT tools and health care professionals from around the nation are scheduled to speak at the event. Janet Marchibroda, CEO of the eHealth Initiative, is the featured speaker.
- Regarding CEUs from Angela: Jeanie reports May social in Lafayette with all board members active and participating. Should we go April or February with the work for March.

LA Chapter of HIMSS Board of Directors

Lead time is needed for nursing CEUs (45 days in advance paperwork).

- Does the spring social event have to be separated from HIMSS? Conferences have to be separated. One is needed in Feb/March.

Angela Kennedy-Vice President Report:

No report provided.

Secretary's Reports - Claudia Blackburn:

Last month's minutes are posted on LAHIMSS.org.

Advocacy Report - (HIMSS-advocacy):

No report provided.

Membership Chris Williams

- Chris reported current membership is at 139.

Newsletter Chair-Karen Ziecker

Karen asked for content. eNewsletter to be discussed at the retreat 10/17.

Communications Chair- Report - Paul Kirk

No report provided.

Business Cards - Sue Rachuig

No report provided.

Meeting Wrap Up

- Next meeting will be the board planning retreat on October 17, 10:30 AM to 5:00PM. Location to be Our Lady of the Lake.