

-----  
Audio and On-site meeting  
-----

Please use SharePoint to share/reference any documentation: <https://portal.himss.org/sites/MnChapterBOD/default.aspx>

Required							
Andrew Galbus	P	Pam Graves	P	Shyamala Bhat	P	Steven Due	P
Jennifer Boehne	R	Megan Salmela	R	Ken Stensvold	P	Katie O'Brien	R
Sue Green	P	Dan Davenport	P	Bill Thomson	R	Lance Guth	P
Tammy Winden	P	Amy Watters	P	Amy Lorentz	R	Matt Kinder	P
Lonna Stork	R	Mark Rubin	P	Jim Rosenthal	R	Hunt Russell	P
Diane Walizer	P	Dr. Rajeev Chaudhry	R	Margaret Senn	P		

**(Attendance: P = Phoned in, I = In person, R = Regrets)**

**Yellow**: Action Items

**Blue** : Board decisions

**Green** : Agenda item for next meeting

## Topics

### 1) Approve Oct 2009 Meeting minutes

- Minutes approved

### 2) Review all Action Items from Oct 2009

- Approved minutes from previous board meeting will be converted to PDF. Andy proposed and accepted
- Bill has all information need to void the checks

### 3) Committee Updates

- Finance (Bill) : Andy
  - Short in our sponsorship income
  - TAJ sponsorship was accounted for in the previous year – incorrectly?
  - \$34,000 under budget; \$20,000 budgeted for sponsorship but we are only \$4000 in scholarship
  - Bill can indicate Savings balance and checking balance
  - Steven checked the WF online a/c. Checking \$13593.89 savings \$15,432 total \$28,837. President Elect reviewed the statement as well. (The statement should be reviewed by one other person than the treasurer – **Steven to do that. Andy will communicate this to Bill.**)
- Programs (Ken)
  - ePrescribing panel : 4 people on the panel (Mayo, MNHIE, FairView, SureScripts) at Allina
  - Introduction, canned questions – request board for more questions; WebEx sessions too
  - Pam and Mark volunteer to be there at Allina
  - Ken will send out the Telusys link out on Tuesday; will try and record it and distribute it later on
  - Limit the presentation time and increase the question time based on feedback last time
  - Ken needs a contact at Health Partners for a room – **Dan will do that to Mark, Rubin, Amy and Ken**
  - January 27th 2010 is the advocacy program; CIO at Intermountain health and will be speaking of meaningful use and how HIE is impacted by the health budget. First promo by Thanksgiving
  - **Ken to send inputs for all future known program to Sue to update the Events calendar on the chapter website**

- Can we put the invitation on the board member calendars (Ken)? Mixed reaction from the board. Good idea if its an option. Email with announcement that allows the user the option to add to calendar or not.
- Midwest Fall Technology Conference (Margaret) – debrief
  - 400 attendees; Lessons learned to improve on 2010 Minnesota Fall Technology Conference
  - Presentations were not available onsite due to a web administration glitch; will be uploaded on the Mid-west website
  - Kick-off meeting for 2010 conference early February. Same event planner as for the last 2-3 years.
  - Core group of Minnesota chapter members for deciding on location. Dan will be chair of marketing committee and Margaret will be chair of speaker committee
  - Will have draft timeline in January
  - Great job by Margaret!!! (Dan)
- Communications (Sue Green)
  - Working with Hunt and Lance; Promos went out with Auto-registration
  - Nov 18<sup>th</sup> program has 32 attendees registered so far
  - Outreach distribution list has been created and posted the outreach members list on Sharepoint
  - Dan to check with Telusys to see if they have a tool for surveys – no response to Sue’s follow up
  - Using Facebook and LinkedIn (Andy) :
    - LinkedIn for professional networking; Chapters that use it favor having it; not much other substance posted; discussions are open and not moderated on the site; 28 members; we will need to investigate how to use this more effectively ?
    - Facebook is informal networking; some chapters did not use it or recommend it; there are some who use it
    - Steve had a motion to keep LinkedIn and move away from Facebook; Dan, Andy agree;
    - **Defer decision until next meeting (Andy)**
- Outreach (Hunt)
  - Meet and greet on Nov 12 : 3 website reg + 1 other; 4 more – about 10
  - **Is there a standard slideset available? Andy will send a copy of the slide-deck; Lance to email [chapters@himss.org](mailto:chapters@himss.org) asking for a toolkit for orientation of prospective members**
  - Did an email going out with a reminder; did a mailing to 50+ people IT/CFO/Administrators
- Membership (Andy/Amy)
  - Amy has posted two graphs on Membership folder; 1) by professional title 2) by worksite
  - Board okayed putting this out on the next newsletter with numbers along with percentages
  - Next newsletter Dec 10<sup>th</sup> – Megan help will be greatly appreciated
  - **Amy received a list of Minnesota members who have not renewed and is working on sending an email to them. Amy to send that to Lance/Hunt. Amy to clarify if it is lapsed renewal or declined to renew.**
- Sponsorship (Matt)
  - Members with approximately \$10,000 worth in sponsorship intend to renew
  - **Was Phenomenal Networks sponsorship \$ accounted for in the previous year?**
  - No contact: Siemens Medical, Sprint, Vertelligence and ?? **<Matt to fill in>**
  - Avaya confirmed sponsorship
  - Andy approaching the Mayo sponsorship for approval
  - \$20,000 is for maintaining last year’s budget. TAJ’s sponsorship was over and above the budget.
- Scholarship update (Steven Due)
  - Steven : Online format consolidated; Form put together by Sue/Dan; the new version does not need a separate resume; process is simpler for the scholarship
  - Correction to online form to reflect the correct # of scholarships
  - Andy: Can we put it out on the site and start promoting – can this group look at it ? Target Thanksgiving for putting this out
  - **Dan to change the email to a HIMSS one before getting the form online SurveyMonkey; will also update all the description on SurveyMonkey;**
  - Should archive old form in SharePoint
- Christmas social (Andy)
  - Steven recommends Wed Dec 16<sup>th</sup> 6:00 PM at Chateau Lemos /Stephanos Bistro near Burnsville; board okayed Chateau Lemos
  - **Shyamala to send out an invite to get count of people attending**
- Physician Forum (Pam) : looking for help with scheduling, administration of meetings etc. She has had an offer of someone to help facilitate the forums if Dr. Mellin is unavailable.

- Advocacy Updates (received from Katie by email)
  - Have confirmed speaker for January Advocacy event: Marc Probst
  - Marc is the CIO at Intermountain Healthcare in Salt Lake City and a Member of the US Health Information Technology Policy Committee. He will be speaking on meaningful use and how HIT is impacted by the stimulus act
  - Date is confirmed for January 27, 2010
  - Location TBD. Currently working with the Programs Committee, Mark Rubin and Amy Lorentz to secure a location & logistics.
  - Once location is secured, will start to create promotional materials and get posted to the website.

**4) Review any new board proposals, other topics? NA**

**NO BOARD MEETING IN DEC 2009**