

MN-HIMSS Board Meeting Minutes
Wednesday, October 11, 2005 5:30pm – 7:30pm
Children's IT Offices
2900 Centre Pointe Dr.
Roseville, MN

Call-in number: 877-238-0036, passcode: 612-850-8058

Attendees	Y/N		Y/N		Y/N		Y/N		Y/N
Jeff Huxley	Y	Margaret Senn	Y	Ken Stensvold	Y	Pete Palmer		Pam Graves	Y
Susan Heichert	Y	Stephen Parente		Dave Mann	Y	JoAnne Valerius	Y	Christina Stephan	
Shawna Schueller	Y	Indi Watts		Clark Averill	Y	Andy Galbus	Y	Bobbie Carroll	
Mark Rubin		John Eichten		Randy Lentz	Y				
Sandeep Methi		Ray Gensinger		Liza Ingvalson		Dan Davenport	Y	Dana Kimmel	Y

Discussion Topics

- 1) Audit Committee Update (Dan)
- 2) Innovation Award (Pam)
Pam reviewed the innovation award with the board. The Ontario chapter will be invited to add anything else and then.
- 3) CIO Forum – October (Susan)
Only about 6 responses so far. It will be at the Westfire Grill. Susan will send out a reminder. If there are not at least 10 it will be cancelled.
- 4) MN E-Health discussions and how they relate to advocacy
Discussion centered on who might best represent MN HIMSS on the committee. Consensus was that Christina Stephen might fit well with her RHIO role. Andy will contact her to see if she has an interest and then she could invite advocacy as well as needed.
- 5) Committee Updates
 - a. Member Relations
We discussed an apparent 100 member drop or so and discussed what might be the reason. Changes to the timing of renewal was thought could possible be related. Outreach
Nothing this month
 - b. Communications
Bobbie and Dana mentioned that the user survey is ready to go out. Sandeep has it and it should go out soon.
 - c. Regional Coordinators
Nothing this month
 - d. Professional Development
Nothing this month

- e. Advocacy
Shawna mentioned the award – 2nd level certification award she received. Mark Kennedy was being pursued for next year in the October timeframe to speak to MN HIMSS. There were some concerns but we spoke about how we could ensure we didn't appear to be endorsing a candidate. We spoke about trying to get all available candidates to speak next year instead after elections. Tom O'Keefe might give the update. We will target January or February with March as a possible timeframe if needed. The March program would then have to shift to May. The preference is to have this in addition to the March program as an additional offering.
- f. Sponsorship
We discussed where payments had come from and what was left.
- g. Scholarship
Ken shared that he and Joann had some discussions prior and they had questions about who they were trying to attract in the scholarships. The belief is that the lack of applicants may be due to the form itself. The form appears to be intimidating and unclear as to who we are wanting to try and assist with the scholarships. We clarified that the student need not be a HIMSS member – by applying they will then become a free student member. Ken and Joann will attempt to revise the application from the feedback and bring a proposal with communication plan to our next meeting.
- h. Finance
Dan gave an update. The 5 month CD was mentioned last time as an option with a \$25 penalty. The board approved to get that so we could get some interest.
- i. Programs
 - i. November program
The last September program went very well. The feedback was overall positive. Some felt there may have been too much information but overall it was well received. The Twin Cities was not well attended. Possible reasons was due to it being a Monday evening. The website currently showed it was Wednesday the 25th but it was Monday.
November – Dr. ___ is from JCAHO. He is presenting many times on Medication Reconciliation. Margaret is targeting him to focus on technical patient safety aspects. Pam will introduce him.
 - ii. Chapter Reception at National
Shawna and Pam are arranging the event. We are planning on the Monday night again since that worked out well in the past. 5:30-7:30 timeframe.
 - iii. Upcoming Programs
March – ITIL is a potential topic. Pete Palmer was going to assist in coordinating .
 - iv. Drawing
For the May program Susan mentioned that we need to be preparing and saving the attendees.

Committee	Goal	Strategy	Next Steps
Member Relations	Increase chapter membership in: <ul style="list-style-type: none"> • Twin Cities, Rochester, Duluth • Out-state (e.g. St. Cloud, Winona, Red Wing) • Neighboring states (Fargo, Sioux Falls) 	<ul style="list-style-type: none"> • Review / define target membership • Evaluate program attendance and member participation for creating a baseline for future comparisons 	<ul style="list-style-type: none"> • Create committee and meet to discuss membership target • Create prospect list • Obtain attendance data and analyze and present findings to the board
	Survey members on an annual basis and obtain score of 4 out of 5	<ul style="list-style-type: none"> • Determine goals, questions, timeline for survey 	<ul style="list-style-type: none"> • Create committee and define goals, questions and timeline for survey and present to the board
	Survey members at each educational program and obtain score of 4 out of 5	<ul style="list-style-type: none"> • Prepare survey for next program, tabulate and communicate results 	<ul style="list-style-type: none"> • Prepare survey for Sept program
	Engage upper/middle management to provide feedback on programs, chapter operations	<ul style="list-style-type: none"> • Coordinate CIO dinner 	<ul style="list-style-type: none"> • Follow-up with CIOs to confirm attendance • Build presentation for the dinner • Send follow-up thank yous to attendees
Outreach	Enhance outreach in existing outreach areas: <ul style="list-style-type: none"> • Twin Cities • Rochester and Mayo Health System • Duluth • WI-Dairyland HIMSS Chapter 	<ul style="list-style-type: none"> • Determine additional locations for existing outreach areas • Define roles / responsibilities with Dairyland 	<ul style="list-style-type: none"> • Research alternative locations in Twin Cities for video-tel, including Northland Inn • Appoint Twin Cities Regional liaison from Committee to coordinate logistics for events
	Explore outreach opportunities in new areas: <ul style="list-style-type: none"> • St. Cloud • Southwest MN • Northeast SD • Iowa HIMSS Chapter 	<ul style="list-style-type: none"> • Invite CIOs to CIO Dinner • Coordinate introductory meeting with Outreach CIOs • Create Regional Hub 	<ul style="list-style-type: none"> • Define CIO Outreach list (GM, DM) • Send invitations to CIO Outreach list (SS) • Define travel policy (JH) • Make follow-up calls to

	<ul style="list-style-type: none"> • Northwest MN • Western MN (Fargo/Moorhead) 		CIOs to explain HIMSS goals and evaluate interest in events / outreach
Financial	Dan Davenport (Chair)	Manage a fiscally responsible chapter adhering to the annual budget	<ul style="list-style-type: none"> • Continue tracking percentage of income spent on education • Perform annual audit
			<ul style="list-style-type: none"> • Submit IRS form if prior year income >\$25,000
			<ul style="list-style-type: none"> • Submit application for Speaker Reimbursement from National
			<ul style="list-style-type: none"> • Evaluate opportunities for preserving chapter capital
Advocacy	Shawna Schueller (Chair)	<ul style="list-style-type: none"> • Achieve at least "Ambassador" chapter advocacy certification level 	<ul style="list-style-type: none"> • Attend Advocacy Committee calls / meetings and provide update to board / members Hold one advocacy meeting • Attend Advocacy Day on the Hill • Conduct a site visit for an elected official at the chapter level in support of current HIMSS issue • Host an open advocacy event at the chapter level in conjunction with hosting an Advocacy Day at the State Capitol • Invite an elected official (or their staff) to speak at a chapter meeting • Recruit U.S. House / Senate members to join HIT Caucus • Provide regular advocacy updates at chapter meetings / communication • Respond to HIMSS Action Alerts

			<ul style="list-style-type: none"> • Post Advocacy content on chapter's web site
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Communications	Identify member liaisons to assist in program and membership marketing efforts, both with other professional societies and member organizations		<ul style="list-style-type: none"> • Define committee • Create liaison list • Send program announcements to liaison list 4-6 weeks before event
	Create and publish chapter newsletter quarterly		
	Maintain chapter web site monthly		
	Create and publish Education program and social event notifications to members		<ul style="list-style-type: none"> • Create promos, reg form and promo schedule

Programs	Conduct at least 3 2-hour educational programs, 1 all day seminar and 2 social events soliciting at least 2 nationally renowned speakers	<ul style="list-style-type: none"> ◆ Evaluate online check-in or centralized tracking database (himss-mn tracking form/reporting database) ◆ Baseline program attendance ◆ HITI Committee Joint Sponsorship Committee (Evaluate cross-promotional and other partnership opportunities with other professional societies with similar mission and goals of the chapter (i.e. MINING, MN-AHIMA, MN-HFMA, etc) and present findings to the board) 	
	Work with National and other trade organizations to offer more programming for members		
	Increase overall program attendance by 20%		
	Increase out-state attendance by 5%		
	Develop supporting committees: <ul style="list-style-type: none"> • HITI • Joint Sponsorship 		
Regional Coordinators	Assist Program, Member Relations & Outreach Chairs in accomplishing the goals outlined for the year		
Professional Development	Coordinate CE request for CPHIMS credits with National		
	Explore additional CE options for member beyond the existing CPHIMS CE options provided currently		<ul style="list-style-type: none"> • Explore nursing CEU and RHIT/RHIA CEU requirements (BC)
	Encourage board and chapter members to		

	advance within the society as qualified to do so		
	Encourage board and chapter members to take the HIMSS certifications as qualified to do so		
Advocacy	Extend relationship with National Advocacy Program	<ul style="list-style-type: none"> Attend Advocacy Committee calls / meetings and provide update to board / members 	
	Define and communicate mission of advocacy within the chapter	<ul style="list-style-type: none"> Hold one advocacy meeting Attend Advocacy Day on the Hill 	
Sponsorship	Acquire \$10,000 in sponsorship funding	<ul style="list-style-type: none"> and extend sponsorship for the year Define prospect list Define new sponsor process & roles/responsibilities 	
	Refine sponsorship program offerings as appropriate	<ul style="list-style-type: none"> Work with existing sponsors to define their goals and feedback Evaluate other chapter sponsorship strategies and present findings & recommendations to Board 	<ul style="list-style-type: none"> Review other chapters offerings including Midwest Gateway Develop processes, procedures, guidelines for sponsors Work with National to define clarification on National sponsors vs. local sponsors
Scholarship	Increase application submission	<ul style="list-style-type: none"> Evaluate other chapter scholarship strategies Extend promotional activities 	<ul style="list-style-type: none"> Present findings and recommendations to Board Investigate campus visits

		<ul style="list-style-type: none"> Evaluate development of a student board member 	<ul style="list-style-type: none"> Investigate scholarship database listings, online and print
Board Recruitment	Work to recruit additional strong board members		
Financial	Manage a fiscally responsible chapter adhering to the annual budget	<ul style="list-style-type: none"> Begin tracking percentage of income spent on education Perform annual audit Submit application for Speaker Reimbursement from National Ensure the chapter's finances are protected against unforeseen circumstances 	<ul style="list-style-type: none"> Define what's included and begin to measure the metric Define requirements and process from National Perform audit in compliance with National's recommendations Evaluate event cancellation insurance (PG)
National Relationship	Strengthen relationship with National and other chapter leaders t	<ul style="list-style-type: none"> Attend leadership / educational workshops Leverage Chapter Leaders web site 	
	Ensure all chapter standards are met timely	<ul style="list-style-type: none"> Complete Articles of Incorporation Complete Annual Standards 	
	Define policies in accordance with National recommendations	<ul style="list-style-type: none"> Anti-trust Conflict of interest Comprehensive insurance Code of ethics 	<ul style="list-style-type: none"> Review policy examples from National, present to the Board for approval / signature (JH)