

MN-HIMSS Board Meeting Minutes
Wednesday, September 13, 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	Y
Shawna Schueller		Indi Watts		Clark Averill		Andy Galbus	Y	Bobbie Carroll	
Mark Rubin	Y	John Eichten	Y						
Sandeep Methi	Y	Ray Gensinger	Y	Liza Ingvalson		Dan Davenport	Y	Dana Kimmel	Y

Discussion Topics

- 1) By-law approval
 JoAnne and Clark were not sure they could make all the meetings so before the bylaw change was put into place regarding attendance at the board meetings. Discussion was we should indicate which roles need the 70% attendance. Roles not needing the 70% would be Regional coordinator, advocacy, outreach, at large, and ?
- 2) Audit Committee Update
 Jason had a discussion with ___ in Rochester. In the next week or two a discussion would be coordinated to prepare for the audit.
- 3) Newsletter Updates
 Items needing update will be from the following committees; scholarship, sponsorship, membership committee, advocacy, and RHIO. Margaret will send the attendance count so that too can be included. We decided to have them due by the 20th and then we would send it out on October 2nd.
- 4) CIO Forum – October 19th
 Ron _____ from Healtheast agreed to present a topic on, “The Role of the CMIO (Chief Medical Information Officer).” Susan is looking for a location.
- 5) Committee Updates
 - a. Member Relations
 Mark mentioned he was unable to get a brochure electronically. The recent HIMSS members for MN was recently downloaded. Ray Gensinger mentioned changes from the national perspective moving to an anniversary basis for memberships.
 - b. Outreach
 Emails went out for the September program to try and get more participation. No other updates. A more formal update in October will be coming.

- c. Communications
Sandeep and Dan Davenport gave an update. Things are working well with the updates now. Minutes are on the web and the registration for the program is out there. The committee was pleased with the progress and completeness.
- d. Regional Coordinators
No updates.
- e. Professional Development
Approval for credits for the next program. At National Ray heard we should be trying to move up getting biographies to National sooner – 30 days. Another HIMSS fellow has been applied for from Minnesota. We have quite a few now for the state..
- f. Advocacy
Ray reported that _____ was out for a visit at HCMC last week. There may be an opportunity to get them interested in our May program for a presentation.
- g. Sponsorship
Email update given earlier in the day. A question arose if sponsors could present. The discussion and decision was no. Our members do not want to have vendor presentations.
- h. Scholarship
JoAnne and Ken received the previous documents for the application. They are meeting soon to discuss the documents, evaluate other chapter scholarship strategies. They will also be meeting with student HIMSS board member.
- i. Finance
Financial data was sent ahead of time via email. Recommendation was to put \$5,000 into an interest bearing savings account. Other options were shared but this appeared to make the most sense for now. An interest bearing checking account will be investigated first as well as waiting for more of the money from the sponsors that is coming in. CD's were also investigated which may be pursued. In October we will get an update and make a decision.
- j. Programs
 - i. September program
Margaret updated the group. Promotions went out. 29 members – 19 at Mayo, 10 at St. Kates, and 1 at St. Lukes. There is a need to push for more. Onvoy did a test on the 7th. St. Kates can hold 20. There were some concerns of its size. Regional coordinators are ready. Margaret will do the intros and facilitate.
 - ii. Upcoming Programs
We had hoped to do something with advocacy mainly due to elections. At programs meeting they discussed having a Medication Reconciliation. A speaker from the national level is being pursued. JCAHO members may also be pursued. November date has not been set.

Nursing Informatics – MINING is a very active group in Minnesota. Med-reconciliation topic may get more of them members. The question was should we pursue a more formal linkage between the two groups? The discussion led to seeing how medication reconciliation program topic evolved and see if there was interest in them helping in the program. Susan said she would talk with

the MINING board and pursue the topic cautiously.

Christina Stephan mentioned RHIO Federation has partnered with the E-Health Initiative to be announced soon. ___ Offered to help with Internet 2. Mike McGill from HIMSS offered to be more involved with Health Information Exchange. There may be opportunities to dovetail.

Other: Chapter Innovation – Cross Border Conversations was served as the topic worth offering. Andy Galbus and Pam Graves will look back at the old promotions info and draft a joint application with the Ontario chapter.

October 11th is the next meeting.

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
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
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			<ul style="list-style-type: none"> • Evaluate opportunities for preserving chapter capital
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 	<ul style="list-style-type: none"> Completed for 2004 – 2005 in May (SS) Complete Annual Standards by July 31 (SS, JH)
	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)