



MN-HIMSS Board Meeting Minutes

Wednesday, November 14, 2007

5:30pm – 7:30pm

Children’s Hospitals & Clinics IT Services

2900 Centre Pointe Dr

Roseville, MN

Dial in: 888-844-7278

Passcode: 936 7398

Andy Galbus	X	Jeff Huxley	X	Margaret Senn	X	Ray Gensinger	X
Christina Stephan		Jennifer Boehne	X	Mark Rubin		Sandeep Methi	
Dan Davenport	X	John Eichten		Pam Graves	X	Steven Due	X
Dan Fitzgibbons	X	Ken Stensvold	-	Pete Palmer	X	Sue Green	X
Faye Torstenson		Lonna Stork	X	Randy Lentz	X	Susan Heichert	X

Guest Members:

Discussion Topics

- 1) Review Minutes (Group)
Everyone was ok with them. From this point on we will validate people saw the minutes but the expectation will be that they get reviewed within the first week after sending them out in draft
- 2) Review membership (Pam)
We had discussion about roles and responsibilities. If there are issues with people performing their duties the board needs to know so others can help. There have been issues with roles not getting performed – several times there have not been updates from a group or the updates indicate there may be a problem getting the work. Sponsorship, programs, advocacy, RHIO, outreach, finance, all need to be participating or ask for help.
- 3) Holiday Board Meeting
Date: Wednesday 12/12 endorsed by group, Location: (Group discussion)
We will be looking for a room at a place in Burnsville. The feedback from last year was that it was very difficult to hear from others in the location we had last year. There was consensus that many would attend again. Chateau Wine Bar was one place brought up. Randy Lentz will investigate and report
- 4) Innovation Award Status 2006-2007
- Podcast status has been submitted along with our Advocacy Program efforts that garnered our award last year.
- 5) Forum Update:
- Physician (Ray/Andrew)
Ray updated the board that 17 people attended with a good cross-section, academics, consultants, and operational users. There was good discussion and data mining discussions. Children’s and HealthEast provided good initial presentations that led to fruitful discussions. 5-6 more topics were generated for future discussions. The group does want to continue the forum. Tuesday, February 5th will be the next forum.
- 6) Web Site
- Programs
Updates were discussed including getting the flyer out on the calendar of events page as well as on the event banner.
The elected board positions will be listed but the non-elected positions will not be listed on the board on the website. Sue will attempt to do this and send a draft to Andy and Pam.
- Status of Minnesota photos on home page
The group felt there was enough to choose from. Andy will set up a survey to vote on the photos. Jennifer has some photos to email Andy before the survey goes out. The goal is to get the decision before the December 12th meeting. Andy or a Rochester representative attending the 12th meeting will bring the winning photos.
- Board members, logos were updated with many outdated logos being removed by Sue.
- 7) Committee Updates
 - a. Programs (Pete)
 - November Program status
58 people are registered, 21, 23, 14 Minneapolis, Rochester, Duluth respectively.
 - Upcoming programs status
We are going to shoot for January or early February for Advocacy and then May program are coming.
 - National Reception status
Peabody center will be the location. Pete and Margaret are getting the logistics worked out. Lonna had offered to assist with table tents and other displays.

- b. Member Relations
 - Jeff has been sending out letters to new members. There are 3 new members in November and 30 from earlier in the year. Feedback is that this letter is appreciated.
- c. RHIO (Christina) *no update*
- d. Outreach - *open*
- e. Communications *see discussion on website*
- f. Regional Coordinators
 - no update but a meeting is scheduled for the coordinators for the November program
- g. Professional Development (Ray)
 - Andy was promoted to Fellow
 - Pete has started his form
 - Sue is a certified CPHIMSS trainer. Healthia is doing an internal pilot training 5-6 employees in the 1st quarter 2008. A board member may be able to participate. Anyone interested should contact Sue. More information is also available on the HIMSS National website at :
http://www.himss.org/ASP/certification_cphims.asp
- h. Advocacy (Randy)
 - He is looking into updating the web pages for the chapter leveraging the National resources. Healthia has a business development coordinator also assisting.
- i. Sponsorship (Dan)
 - Dan gave updates with several checks hopefully coming in December. When payments are received he will get the spreadsheet updated.
 - Giveaway proposal. There isn't anything communicated to sponsors yet but this is on Dan's list.
- j. Scholarship (Ken)
 - The question was whether any board member should be excluded from applying. Should vendors be excluded was also asked. There were multiple viewpoints and the consensus was that the scholarship chair should propose any exclusion based upon the feedback and after verifying the qualifications of National asking them as well.
 - We have 1 application submitted. Several people have contacted him with questions so there is interest in the scholarship.
- k. Finance (Dan & Steven)
 - Audit process
 - The audit was submitted.
 - IRS 990 update
 - The same person did the audit & IRS form this year and was the auditor last year. As of Tuesday this was completed. The audit and IRS form will be placed on the SharePoint.
 - The bank accounts were also verified.
 - HIMSS Foundation: We discussed if there was a budget to give to the HIMSS Foundation. We looked at our income to verify that there were sufficient funds but decided that since the line item was budgeted and since we had funds from the past, that we would fund this line item now.

The next regular board meeting: January 9, 2008.