



Special Board Meeting Agenda

8/11/11

Butte, MT

- **Attendees:** Dave Nixdorf, Carolyn Bacon, Toni Wood, Rita Spear, Charie Faught, Marcie Reddinger, Mike Barnes, Candy Deruchia
- **Board members excused:** John Osment, Brian Moreau
- **Special Guest:** Randy Hagerman

Meeting called to order by Dave Nixdorf at 10:15 am.

- **Previous Meeting Minutes**
Amended meeting notes accepted.
- **Old Business:**
 - Montana HIMSS website – Mike
 - Started making some of the edits Dave suggested
 - Mike asked board members to look at web site
 - HIMSS templates are available
 - Mike and John will get started with initial page
 - Web address will be in letter sent out
 - MHA Convention – Dave
 - 5010 panel – Charie Faught, Andrew, and Rita
 - Health Information Exchange – Loren Schrag
 - MU – Candy Deruchia, Brian Moreau, Loren, Schrag, Rick Yearry, Tim Sizemore
 - Board Meeting – Thursday morning 8:00 am, location will be available at registration, coffee will be provided
 - Standard meeting
 - Carol Bischoff will send a letter out to the IT people at the CAHs
 - 10 scholarships for MHA annual convention are available:
 - \$110 or ½ registration, travel voucher, and lodging, in conjunction with MT HIMSS chapter for networking of MT IT people
 - MT HIMSS will have 3 sessions at MHA
 - Dave also has the list of Montana members in HIMSS
 - Premium member – organization package, HIMSS registration
 - \$140 national member – local gets \$20

- Local Chapter \$30 – register online
- Student \$30 – register online
- Historically MHA did not attract IT people
- Charie to coordinate booth schedules
- Update from HIMSS Leadership Training – Candy
 - www.himss.org
 - www.himsschaptersleaders.org
 - separate website, with resources
 - information from the conference, slide presentations
 - Candy asked that board members go through the slides
 - Wednesday conference call – calendar of events, lots of avenues to get engaged
 - 40,000 HIMSS members, 175 HIMSS employees
 - New membership:
 - Online membership, doesn't include chapter yet
 - Premier membership coming – corporate members (state chapter gets \$30)
 - Strategic relationships
 - State Government Affairs
 - Tom will assist
 - Current challenges
 - CMS state EHR incentive program
 - State health IT coordinators
 - Accountable Care Organizations
 - 3rd Friday every month 10:00 Chapter advocacy roundtable (CAR)
 - Templates for relationships, pay attention to policies
 - Not-for-profit – Legal Best Practices
 - Most chapters have an attorney
 - Conflict of interest
 - Should be in minutes that we are reviewing documentation
 - Register to do business in Montana – need to get this done
 - Annual reports – what is required
 - New provisions of the Illinois NFP Act
 - MT Chapter is licensed under national HIMSS
 - Appropriate division of authority
 - Roles and responsibilities
 - Fiduciary responsibilities
 - Governance policies
 - Ethics committee – every member except President and V.P
 - Treasurer maintains financial records
 - Secretary maintains records and meeting notes
 - From 990 review
 - Annual report due at the end of June
 - At every meeting, we put one of the reports necessary on the agenda – suggested by Charie
 - Record retention policy

- Meeting minutes that include only action items
 - Review bank statements every 3 months – looks good for audit purposes
 - Form 990 and governance documents – public availability
 - Monitoring of HIMSS related actions – including web blogs
- Educational and professional development
- Social media, publications - > templates
- Policy and procedures
 - Good standing
 - Annual standards report by July 31
 - Financial review
 - All chapters must file with IRS by Nov. 15
 - All membership must go through HIMSS for processing, including local chapters only
 - Chapters received \$20 per paid individual, corporate and chapter only members. Chapter receive 4% of payment for organizational affiliates
 - Conflict of interest
- All reports due by July 31 – activities, officer lists, etc.
- Nominations in spring meeting – replace board member in June
- **New Business:**
 - Goals and objectives to be sent to board members
 - Establish meetings – winter and summer, phone conferences, MHA
 - Agenda Format – Dave
 - Policy review
 - Action items reporting from previous meeting – highlighted in agenda (minutes reflect action items only)
 - Standing agenda items correspond to goals and annual reports
 - Education, etc.
 - strategic meeting prior to annual meeting, goals and programs for following year
 - 4 meetings
 - Fall
 - Solicit goals
 - Winter
 - Discuss goals
 - Spring
 - Finalize goals
 - Nominate president and VP and Vote (must be member of national HIMSS)
 - Interest in positions
 - Start budget
 - Summer
 - Budget and bylaws
 - Complete annual report checklist
 - July 31 – re-elect new members
 - New/Removed Board Member – Dave

- Tressa is being replaced by Toni Wood
 - Attendance – Dave
 - Track attendance
 - Membership Fees for MT Only Members – Dave
 - Don't make changes right now
 - Vendor Memberships – Dave
 - Don't make changes right now
 - Letterhead and Envelopes – Charie
 - Mailing address – 1300 W. Park St., Butte, MT 59701
 - Financial mail to be forwarded to John Osment
- **Standing Agenda Items and Chair Reports:**
 - Financial Report – John
 - Membership Report – Carolyn
 - Website – Mike
 - Advocacy – Andrew
 - Student Issues – Marcie
 - Students marketing to other colleges
 - Free entrance fee
 - Guest lecture at seminars
 - Internships, mentoring,
 - John - Business school at UM
 - Sept. mock interviews and resumes
 - Spring meeting – career fair
 - Student liaison should be a student
 - National health IT week in October - HIMSS
- **Open Discussion**