



Board Meeting

9/22/11

Billings, MT

- **Attendees: Dave Nixdorf, Rita Spear, Charie Faught, Mike Barnes, Candy Deruchia, Brian Moreau**
- **Board members excused: John Osment,**
- Special Guests: Gary Garrard, James Cox, Ben Power, Bert Ridge, Carla Neiman
Meeting called to order by Dave Nixdorf at 8:15 am.
- **Previous Meeting Minutes**
Meeting notes were emailed just prior to the meeting.
- **New Business:**
 - Montana HIMSS Web Site
 - Contact information for all MT members
 - Nice for networking purposes, but it must be password protected
 - Discussion around who will maintain the user logins
 - Mike Barnes said MT web site could use the login from the national web site
 - Poll membership for opinion on making contact information available
 - Board members to give Mike feedback
 - Put relevant links on web page
 - Communication
 - Required by charter to communicate with state members 4 times per year
 - Method of communication is up to the board
 - newsletter posted on web site - email to members with link
 - MHA updates will be part of web site
 - MHA meeting
 - HIMSS gifts to be given away at booth
 - Booth 93
 - MT HIMSS will have 3 sessions at MHA
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 - Board membership
 - Andrew Horton, advocacy chair, has resigned
 - Dan Sullivan from St. Pete's or Rick Yearry from the REC, and Rebecca Manna from Kalispell Regional Hospital were suggested
 - Candidate for board positions

- Nominations for president-elect and decision to stay on the board or to leave position – president’s letter to be sent by Dave
 - Annual report is not required this year. Financial reporting must be sent by Nov. 15
 - Review a document, by-laws, strategic planning, etc. each meeting
 - Vendor sponsorship – requirements, sent by Candy, tiers for sponsorship
 - Exposure at meeting – logos on web site
 - – annual – fiscal year membership – bonus 18 month sponsorship
 - copper – logo on web site
 - sapphire – logo and table at meeting
 - next level for sponsorship ?
 - letter for vendors – state where the money is going, table at spring meeting and definition of a table, levels and sponsorship amount
 - membership letters didn’t go out yet, letter was supposed to be at booth – Charie to send out letter
 - Spring meeting
 - where, when, educational programs – 1 day or classes,
 - Candy, Tony, Rita,
 - End of March or April,
 - Bozeman or Fairmont (James Cox to follow up with Fairmont) were suggested
 - Start at noon Thursday, dinner Thursday night, meetings and education on Friday.
 - Next meeting in December – documents to review, phone conference,
 - Monthly phone conferences – same day of the month - Wed or Thurs.?
 - Link for state and federal
- 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
- Communications Chair – Charie
 - Requirement for MT Chapter to communicate with members 4 times per year
 - Letters and Envelopes – electronic version printed as necessary
 - 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
 - Student Issues – Marcie
 - National health IT week in October - HIMSS
- **Open Discussion**