



Board Meeting

12/7/12 Benefis Great Falls, MT

- **Attendees (In Person):** Tom Hering, Marcy Johnson, Rita Spear, Candy Deruchia, Randy Hagerman, Toni Wood, Charie Faught, Dave Nixdorf, John Osment, James Cox, Marcie Reddinger
- **Attendees (Distance):** Deb Anderson, Damien Brockel
- **Board Members Excused:** Kristin Greenwalt, Jim Aspevig

- **Meeting called to order by Dave Nixdorf 9:45 AM**
- **Previous meeting minutes**
 - The minutes from the 9/20/12 board meeting were approved.
- **Governance – Dave and Charie**
 - Goals
 - Dave will send out board membership policy for Dave, Marcie, John, and Charie to sign.
 - Board Membership (Advocacy Chair)
 - Marcie and Dave finished the job description for the advocacy chair. The description was approved by the board. Dave will send it out to the entire board.
 - All interested applicants need to be given the job description. All applicants need to submit a one-paragraph vision of how they see themselves in the role and the position to Dave 12/31/12. The board will then vote for the candidate via email through Dave.
 - Dave brought up the email we can send out on behalf of the board from National HIMSS for bill 1789, amendment 2060. A vote was taken and it was decided that we will send out the email to Montana chapter members. Dave will send this out.
 - WebEx Connection
 - James hasn't tested it out yet. WebEx Connect has a free version, so James will test it out and see if it works well. If it doesn't work out well, we can try Skype or Google Hangout.
 - Dave and Charie will be discussing the transition of the presidency. We will be opening up the vice president's seat at the spring conference.
- **Financial – John**
 - See attached financial report
- **Membership – Deb and Kristin**

- Goals – See attached membership report
- Deb will start including the regional board contacts in all new member welcome letters. The regional division contacts are as follows:
 - 1- Candy
 - 2 – Tom and John
 - 3 – Marcie and Dave
 - 4 – Charie, Rita, Toni, Randy, Jim, James
 - 5 – Damien and Marcy
 - 6 – Deb and Kristin
 - Marcy will develop an email template for the regional contacts to use when contacting the new members.
 - The regional contacts will send any students to the student liaison who will contact the students.
 - Deb will send out emails with the new members for us to contact by region
 - Deb will include contact names and phone numbers for the regional contacts in the new member welcome letter.
- Mousepads, lanyards, pins and other items for purchase – Marcie & John
 - The board would like to potentially order lanyards, lapel pins, pens, portfolio, and/or shirts. Marcie will look into this and gather prices for the board to decide upon.
- WebEx Educational Sessions
 - There is a webex in January from John Alt that is being presented by Eide Bailly. Montana HIMSS can this event co-sponsor with Eide Bailly. Charie will work with Deb on contacting Tammy and Jordan to get the correct paperwork.
- **Website – James and Damien**
 - See attached report
 - Candy encourages the board to post articles, etc. to the LinkedIn group to get the word and communications out.
 - Marcy would like a link to the newsletter on the webpage as well as a link to LinkedIn.
 - John will send pictures to James and Damien to post to the website from the Spring Conference.
 - Marcy to bring a camera to every meeting. The board will also make a priority to get presentations from speakers before the conferences.
 - Charie will contact Amanda at Montana Tech to get pictures from our first board meeting.
 - We will take the blog off the website as this is now out-of-date.
- **Student Issues**
 - Charie is meeting with Tom Gallagher with U of M. This should open up the doors to other schools.
 - Randy wasn't able to hold a student meeting as none of the students were too interested in attending.

- Even though he is graduating in December, Randy will be staying in the state so he will hold the position for the remainder of the term.
- Wyoming student update – Deb
 - Deb has been in contact with various colleges around Wyoming to see if they have any HIT programs in place. Sheridan College doesn't have any HIT program. Laramie Community Colleges are set to kick-off a new 2-year HIT program in about a year. Kristin will check with Powell to see if they are offering a HIT program.
- The board discussed setting up a career center at the spring conference. We will set up a booth where employers can put job openings and pamphlets about their facilities to try and recruit employees and/or interns.
- **Communications – Marcy**
 - Goals
 - Marcy would like to do a quarterly newsletter instead of a semi-annual. The board agreed with this.
 - Deb and Marcy are going to work together to compile lists of Wyoming members in order to let them know they can join the Montana Chapter.
- **Programs – Candy, Toni, Rita, and Tom**
 - Goals
 - Fall Conference 2012 Follow-Up
 - Spring Conference 2013
 - We will hold the conference at the Crowne Plaza. Toni will get this booked and Dave will sign the final contract.
 - A discussion arose around taking better care of vendors. We will make a concerted effort to do this at the conference, with potentially assigning a student to do this job. We will also do a game (similar to what MHA does) to get attendees going to the vendor booths.
 - Toni will put something together to send to speakers and vendors that is standard so we are getting the same message out. Board members can send out the packet, and then vendors can contact Toni or Rita to get scheduled.
 - Tom and Candy will take the lead in speakers. If any board members have ideas or contacts for speakers, they are to contact Tom and Candy.
 - John and Dave determined the Spring Conference budget to be \$3500 - \$4000. Rita and Toni are to manage this budget.
 - The board determined the attendances prices for the conference are to be \$90 for early birds and \$125 for late registration.
 - Rita, Marcy, and Deb will develop a vendor packet to hand out at the conference.
 - The fee for student attendees will be the same as last year.
 - Spring Conference 2014

- Will try for Chico or Bozeman for first Thursday and Friday in May. Rita to look into booking this.
 - Open Discussion
 - Marcie was contacted by Tammy Kwiatkoski on behalf of the Washington State Chapter. The Washington State Chapter is interested in holding a reception during HIMSS13 that encompasses surrounding states. It was decided that the Montana chapter would participate, but still hold our own reception as well.
 - Next Meeting – February 14, 2013 in Billings at HealthShare Montana.
- **Action Items**
 - Dave to send board membership policy to officers for signatures.
 - Dave to send email to Montana Chapter members regarding educating the members on bill SA 1789, amendment SA 2060.
 - James to test WebEx Connect.
 - Marcy to develop email template for regional board contacts to use when welcoming new members.
 - Deb to include regional board contacts in new member welcome letters.
 - Deb to start letting regional board contacts know when a new member joins.
 - Marcie to gather prices on promotional items.
 - Charie and Deb to contact Tammy and Jordan regarding the co-sponsored Eide Bailly/Montana HIMSS webinar.
 - Kristin to check with the Powell College to see if they have a HIT program.
 - Damien to post a link on the webpage for our newsletter and LinkedIn account.
 - John to send pictures of the 2012 Spring Conference to Damien and James who will upload them to the website.
 - Charie to contact Amanda at Montana Tech to see about the possibility of getting the pictures that were taken from our first board meeting.
 - Damien to take the blog off the website.
 - Deb and Marcy to compile a list of Wyoming members.
 - Toni to book the Crowne Plaza for the Spring Conference.
 - Toni to put together information to send to speakers and vendors regarding the Spring Conference.
 - All board members to send ideas for speakers to Tom and Candy.
 - Rita to book Chico or Bozeman for the 2014 Spring Conference.



Web Chair Report

12/7/12

Web Co-Chairs

- James Cox, Dir. Network Services, Community Hospital of Anaconda
 - 406-563-9051, jcox@chofa.net
- Damien Brockel, System Consultant, Billings Clinic
 - 406-657-3853, dbrockel@billingsclinic.org

- Website update with current Board members/Chairs, updated Student Liaison
- LinkedIn group created and named *Montana Chapter of HIMSS*
 - As of 12/4/12, current member list is 29
 - Vendors requesting membership to the LinkedIn group will be denied unless they are current Chapter members
 - Trying to post links and discussions frequently to stimulate activity
 - At this time, any member of the group can share or post a discussion

- Spring Conference (2013) details/registration information on website when available



Membership Report

12/7/12

- Membership Co-Chairs
 - Kristin Greenwald, MSN, RNC, Informatics Nurse at Powell Valley Healthcare (Wyoming)
 - 307-754-2267 ext 490, kgreenwald@PVHC.ORG
 - Deb Anderson, Eide Bailly Technology Consulting, Sheridan Wyoming
 - 307-751-1636, danderson@eidebailly.com
- Current Montana members – 98 (2 from Wyoming)
- Current Wyoming members not affiliated with the MT Chapter – 15
- New members added
 - June 2012 - 2
 - July 2012 - 2
 - August 2012 – 3
 - September 2012 – 10
 - Susan Clark, Health Technology Services (Mountain Pacific REC)
 - Mary Erickson, Health Technology Services (Mountain Pacific REC)
 - Patricia Kosednar, Health Technology Services (Mountain Pacific REC)
 - Daniel Meyers, Health Technology Services (Mountain Pacific REC)
 - Sheresica Miller
 - Bryce Thompson, Information Technology Manager St. John's Lutheran Hospital
 - Alyssa Molly Francis, Project Manager
 - Thomas Gallagher, Professor The University of Montana
 - Liz Bangerter, Representative State of Montana
 - Kris Beatty
- Regional List of members – Board Members for each region
- New member letter - will require next event update
- Compiling list of Wyoming HIT professionals for direct membership campaign
- **Membership Goals:**
 - Establish consistent member/non-member participation at all sponsored events.
 - Increase/maintain membership enrollment across the state of Montana and Wyoming
 - Continue to establish new affiliations and strengthen existing affiliations with groups which have a mutual mission as Montana HIMSS
- **Strategy:**
 - Provide high quality, accessible and affordable education events, furthering the core mission of Montana HIMSS.
 - Promote new membership/affiliation throughout Montana while advancing our mission to the existing membership/affiliates.
 - Use the attendance from the 2012 Spring Conference to establish baseline data.