



Board Meeting

6/22/12 Butte, MT

- **Attendees:** Dave Nixdorf, Charie Faught, Candy Deruchia, Marcy Johnson, Marcie Reddinger
- **Board members excused:** John Osment, Toni Wood, Rita Spear

Meeting called to order by Dave Nixdorf at 9:15 am.

- **Previous Meeting Minutes**

Charie will check with Rita on the status of the previous minutes so we can get them approved and post them to the website.

- **Old Business:**

- Spring Conference
 - Attendee survey
 - We will send a survey to all attendees to get feedback on food, location, education, etc. This will be sent when we send out the notification that CE's have been approved for CPHIMS. HealthShare MT has a Survey Monkey account that will be utilized, but we will also send a paper survey. Charie will work with Rita on developing this survey.
 - Location
 - We want to make sure that future locations are close enough so that Wyoming members can attend, so it would be best to keep it in the southern part of the state. Chico is suggested for next year.
 - Costs
 - The check from S&K for the food was received.
 - After all expenses, we still ended up in black.
 - Length of time to prepare
 - It would be better to have more time to prepare as we seemed to be doing a lot at the last minute. Moving forward, an ad hoc committee will be formed after the MHA Fall Conference to work just on the spring conference.
 - Improvements
 - Dave received feedback on the food – attendees thought it would be hors d'oeuvres, not an actual meal. This decreased the ability for vendors to mingle with attendees.
 - We need to create more structure for vendors, i.e., showing them where to set up their booths, more information about guidelines and times, different price structures, when we want their booths taken down.
 - Would also be a good idea to create more of an incentive to mingle with the vendors – such as a game where attendees have to go to each booth and introduce themselves to get entered in to win a prize.
 - Other improvements will be discussed when we receive attendee survey results
 - What we did well
 - Finding good quality speakers.

- Presentations
 - All speaker presentations need to be posted on the website.
 - Candy doesn't believe we have all the presentations. Candy and Toni will contact their respective speakers to gather all remaining presentations.
- Pictures
 - These need to be posted to the website too.
 - Dave mentioned this to John in an email recently.
- Board Membership
 - Review latest board list
 - President
 - Dave will remain president for one more year after which Charie will step in.
 - HIE Liaison
 - There hasn't been any interest from anyone else from HealthShare MT, so Marcy will remain in this position.
 - Communications Chair
 - Marcy Johnson is interested in serving in this position.
 - Membership Chair
 - Carolyn hasn't been in contact, so she is removed from this position. This chair is now open. Marcy would be interested in this position if someone else wants the communications chair.
 - The possibility of having two membership chairs – one for Montana and one for Wyoming – was discussed. Dave will check with an informatics nurse from Sheridan Memorial who has expressed interest in MT HIMSS. Deb Anderson from Eide Bailey might be interested as well.
 - Advocacy Chair
 - Since we have legislature approaching, this is a chair that we will try to get filled.
 - Web Chair
 - This position needs to be filled quickly so the incoming chair can get the website updated.
 - Program Chair
 - Dave discussed the need to have four program chairs – two for each conference. Candy and Toni will be split up and will each be given one of the incoming program chairs to work with since they have experience planning the conferences.
 - Potential Board Members
 - Dave will contact the members who have expressed interest in serving on the board. After he has heard back from everyone, a call will be held with Dave, Charie, John and Marcie to assign/vote people into chair positions.
 - Those who have expressed interest include:
 - Tressa Tokerud – Candy will check in with her and then let Dave know if Tressa is still interested. Potential program chair.
 - Damien Brockel
 - James Cox
 - Mary Gallicano – we will need to find out what type of membership she has. If she has a vendor membership, then she will not be eligible to serve on the board.
 - Sheresica Miller – potential student liaison.
 - Rita Spear – move from secretary to a different position on the board.

- Discussed about potentially asking Chris Stevens if he has anyone who would be interested at Billings Clinic in serving on the board.
 - Candy will also look for names of anyone else who talked to her about being on the board at the spring conference.
 - Fall Meeting
 - Toni has everything squared away for the fall education events at MHA. We will have John Whalen from Cerium doing a presentation on security and Dr. Jonathan Griffin elaborating on his presentation on data analytics that he gave at the spring conference. The board meeting will be held that Thursday at 8:00 AM. HIMSS will once again share a vendor booth with Montana Tech. Board members in attendance need to dedicate more time to help man the booth to better publicize MT HIMSS.
 - Recruitment
 - Dave will send out some sort of summer newsletter.
 - **New Business:**
 - Budget
 - John's absent. He emailed that he will send a full financial report.
 - Policies and Procedures
 - Board Membership Policy
 - There are some concerns about the clause regarding to responding to email. Charie states that there has to be standards around how many emails are sent – if the president is sending daily emails, board members shouldn't be expected to respond to every one. However, if the president is sending this many emails, the officers would need to step in and let the president know that is excessive and give him/her more boundaries and guidelines. Marcy also voiced concerns about needing to know when a response is required to emails – whether it is a FYI or if an action is needed. This is something that is used and will continue to be used.
 - After the discussion, the policy was approved.
 - Annual Standards Report
 - This report must be completed and submitted to HIMSS national by July 31st.
 - We will need to appoint the chair positions before this date as this is a component of the report.
 - The self-assessment portion was completed.
 - Dave will complete the educational programs and board meetings sections.
 - Charie will complete the chapter communications section.
 - John will complete the financial section as well as the operating budget.
 - **Standing Agenda Items and Chair Reports:**
 - Financial Report – John
 - Absent
 - Membership Report
 - Absent
 - Website
 - Absent
 - Student Issues - Marcie
 - In order to encourage better student participation from students at the spring conference, Charie is thinking of switching their seminar class from the fall to the spring in order to

coincide with the spring conference. This wouldn't take place until the 2013-2014 school year.

- Getting students from other colleges/universities in the state involved in MT HIMSS was also discussed. Jim Aspevig can work with the student liaison on developing relationships with these schools and students in order to better market MT HIMSS.
- Advocacy
 - Absent

- **Open Discussion**

- The HealthShare Montana Stakeholder Meeting is being held July 12, 2012. During the meeting, Marcy will discuss MT HIMSS, our conferences, and the opportunities there are to be on the board or just members of the chapter in general.
- Dave discussed how he would like to develop a one day, intensive class in the fall. This would help to keep the momentum up since many IT professionals in the state do not attend MHA. This could be something like a four-hour class on a certain subject, and we could bring experts in to do the presentations/lectures. The two fall program chairs would handle finding the education for both MHA and this education, while the other two would focus on just the spring conference. This is something we are thinking about starting next year when we have all the program chair positions filled.
- Marcy brought up all the different IT/health IT certifications that are out there. It might be a good idea for MT HIMSS to educate the chapter members on what these certifications are, what they mean, which ones are more marketable, etc. The student liaison could be the main person working on this since they should be researching what is needed in the field as students. The student liaison could also work with the program chairs on researching these and developing communication to members about the certifications – in the form of newsletters, emails, etc.

- **Action/Next Business Items**

- Communicate with members about MHA. Dave will develop the summer newsletter which will mention our educational programs at MHA.
- Dave will contact all interested board members, and the officers will appoint all positions by the end of July via teleconference. Candy and Marcy are gathering information on potential board members as well.
- Finish annual standards report and submit to HIMSS by July 31st.
- Develop/send out attendee survey along with communication about CE credits.
- Candy and Toni to finish gathering the education sessions to be put on the website.
- John to post pictures to the website.
- John to send out financial report.
- Next meeting to be held in early August to initiate board members and have a final meeting before MHA.