



Board Meeting Minutes (Butte, MT)

11/18/2013

In Attendance: Deb Anderson, Charie Faught, Toni Wood, John Osment, Marcie Reddinger, James Cox, James Aspevig, Mike Ferucci, Mike Felton (Systems, Inc)

In Attendance via Teleconference: Luke Schneider, Marcy Johnson, Damien Brockel, Tom Hering

Meeting called to order at 9:08 A.M. by Charie Faught

- Approval of previous meeting minutes
 - Minutes were reviewed and approved
- Additions to the Agenda
 - Current Business (including Standing Agenda Items and Chair Reports):
 - Programs – Mary, Randy, Tom, and Candy
 - Spring Conference 2014
 - Will be held at Fairmont May 15th and 16th.
 - Toni suggests using the same overall dollar amount as last year as a budget. The board agreed upon this.
 - Damien will setup Telusis when needed. John suggests we download the price points from Telusis so everyone can review in the next week. Damien will do this and send out to the board.
 - Mary will add to the speaker form if they need any special equipment (i.e., wireless mic, etc.). We also need to make it clear to speakers on what is included and isn't included – as in we won't set up their booths for them.
 - Marcy suggests we put someone in charge of the speaking area to make sure there is someone getting them mic'd up, etc.
 - We will cover the speaker hotel rooms.
 - Damien suggests making a decreased cost in registration with the purchase of a membership.
 - We will communicate the conference to non-MT HIMSS members by sending packets to healthcare organizations and other professional societies.
 - Tom mentioned holding the nursing informatics boot camp during the conference. Randy to check on an additional meeting room to be able to hold this. Tom will check get the nursing informatics bootcamp contract and we will proceed from there.
 - Co-sponsored Webinars- Action Required
 - Toni will see if she can find the co-sponsor event application and send it to Deb.

- We must gain vote and have board approval prior to holding the webinar and also have to be communicated through the communications chair.
 - Toni motioned that we approve all co-sponsored webinars through the REC through the end of June. Marcie seconded the motion and the board unanimously votes in favor.
- Financial – John
 - Currently, we have \$12,890.06.
- Membership – Deb and Mike
 - Organizational affiliate memberships – they get unlimited membership. Marcy will contact Judy Robertson at IHS to let her know they have this type of membership. Mike and Deb will make a plan to target larger organizations about this type of membership.
 - Corporate memberships – Mike Felton with Systems, Inc. is in attendance as they are very interested in joining Montana HIMSS. We will send an email blast out to vendors who attended the Spring Conference to let them know about corporate memberships.
- Website – James C. and Damien
 - Marcy put together a survey to rate the value in possible conference topics. This will kick out to the webpage after the survey is complete. She is wondering if we could reduce the size of the photo on the front page.
 - The spring conference dates and location will be added to the web page.
 - Deb will send Damien and James on the co-sponsored webinars so these can be added to the webpage.
 - The board decided to leave vendors on LinkedIn who may no longer be members.
- Student Scholarships- Jim A.
 - Discussion around sponsoring students to the spring conference.
 - For the membership sponsorships, Deb has a list for the application that she would like added to the website and social media and emailed to the membership list and emailed to the college contacts. Selection committee (Marcie, Toni, and any others – email Deb if interested) was determined as well as the date to get the information out (12/15/13), application deadline (1/31/14), and selection deadline needed (will select at February meeting). These sponsorships will also include admission to the spring conference, but we will ask for time as a volunteer.
 - John brings up the opportunity to provide a student scholarship. Deb would like to set this up through HIMSS foundation. Toni will check with national to see what this takes.
 - James will look into creating a distribution list for the selection committee. Jim will build the pdf application.
- Communications – Marcy
 - Marcy emailed the template, but will update it and send it out again.

- Marcy will work further on the template for CIO's with Deb and Mike.
 - Marcy would like to develop a theme for the spring conference so everything is coordinated and has a professional look to it. Toni suggests waiting until after the survey of conference topics and develop a theme based on what attendees are looking for.
 - Before the end of the year, Charie will send out another communication to all members.
 - Governance –Charie, Toni
 - No updates at this time
 - Advocacy
 - Mike has been working with Governor Bullock and participated in the Montana Ambassador event.
 - Deb nominates Mike as the Montana Advocacy co-chair and John seconds this motion. The board unanimously votes in acceptance. Mike will finish out the year in membership as well until the end of the year.
- New Business
 - HIMSS National- anyone attending?
 - Jim Aspevig, Mike, Luke and perhaps Deb.
 - AHEC/HRSA grant
 - Montana received a \$300,000 grant to provide tuition assistance to healthcare providers to get a certificate at the Montana schools offering these. These are targeted for rural Montana for anyone working at a CHC or CAH. Mike motions this be included in a newsletter to the membership and James seconds this motion. The board accepts this motion unanimously. Jim will send this information to Marcy.
 - Fundraising/Networking Events
 - Tom will contact Kitty from Great Falls Easter-Seals Goodwill about potential partnering.
 - Mike volunteers Billings as a location for the February meeting. We will do some sort of educational session and advocacy session with a networking event afterward.
 - Rebranding
 - Look into the process of becoming the official Montana-Wyoming State Chapter
 - We would need to refile the nonprofit forms, which HIMSS handles. John mentions that we would have to push HIMSS national to allow us to rebrand. John to check with national to see what their thoughts are.
 - Deb would like to check with other potential states – ND and ID – to see if there is any interest. John will see if he can find past emails from other states wanting to join our chapter.
 - Chapter of the Year Award Submission
 - Areas to improve:
 - Partnerships with other professional societies

- Co-hosted events
- Leaders from participating societies speaking at our events
- Partnerships with other HIT entities
 - Need to work on Health Information Exchange in Wyoming
 - Need to partner with an ACO – Billings Clinic?
 - Partner with other chapters for regional events
 - Partnering with charitable organizations
- Academic/Students
 - Co-hosted events with academic institutions
 - Have a student liaison on the board of directors
 - Scholarship program
- State Advocacy and Public Policy Day
 - Host a state advocacy day
 - Legislator or elected official to speak at an event
 - Schedule meeting with state officials
- Additional chapter activities
 - Sponsorship program
 - Membership campaign
- Active committees or events focused on specific content areas
 - Nursing Informatics training
- Future Board Meeting Locations and times
 - Charie will setup another meeting time for a phone conference in the next few weeks the first and second weeks of December.
 - Other suggested meeting times:
 - January or February
 - Spring Conference
 - June meeting – Deb would like to hold this in Sheridan, WY
 - Other meetings as needed

Open Discussion

- Marcy and Charie will revisit building a template to send to potential members for board members to send out to their contacts.

Action Items

- Damien to download last year's conference price points from Telusis to send to the board.
- Mary to add to the speaker form if they need any special equipment (i.e., wireless mic, etc.).
- Randy to check on an additional meeting room to be able to hold nursing informatics bootcamp.
- Tom to check get the nursing informatics bootcamp contract.

- Toni to send co-sponsored event application to Deb.
- Mike and Deb to make a plan to target larger organizations about organizational affiliate memberships.
- Marcy to contact Judy Robertson at IHS to let her know they have an organizational affiliate membership.
- Marcy and Deb to send an email blast out to vendors who attended the Spring Conference to let them know about corporate memberships.
- James and Damien to add the spring conference dates and location will be added to the web page.
- Deb to send Damien and James on the co-sponsored webinars so these can be added to the webpage.
- Toni will check with national foundation to inquire about student scholarships.
- James will look into creating a distribution list for the selection student sponsorship committee.
- Jim to build the pdf application for student sponsorships.
- Marcy to email template that board members can send to members.
- Marcy will work on the email template for CIO's with Deb and Mike.
- Jim will send AHEC/HRSA grant information to Marcy.
- Tom will contact Kitty from Great Falls Easter-Seals Goodwill about potential partnering.
- John to check with national to see about rebranding.
- John to check past emails from other states wanting to join our chapter.
- Charie to set up phone conference in next few weeks for follow-up items.