



Board Meeting Minutes

12/04/2014

Hilton Garden Inn, Great Falls, MT

- Introduction of members
 - Via Teleconference: Damien Brockel, Toni Wood, Deb Anderson, Mike Ferruci, Brian Fay, Brittney Souza, Charlie Faught
 - In Person: Dave Nixdorf, Ben Power, John Osment, Marcie Sannon, Tom Hering, Mary Erickson

- Approval of previous meeting minutes
 - Name spelling correction - Kathy Boelter
 - Toni motions to approve the meeting minutes. Deb seconds the motion. The board unanimously approves the meeting minutes.

- Current Business (including Standing Agenda Items and Chair Reports):
 - Governance
 - Introduction of new Programs - Vendor/Sponsor Chair
 - Brian Fay has accepted the position of the new Programs Chair in charge of Vendor/Sponsorships

 - Selection of new Communications Chair
 - Deb recommends Brittney Souza as a replacement to Marcy Johnson.
 - The officers in attendance all vote to approve Brittany the Communications Chair.

 - Attendance review for board meetings and mixers
 - The board agrees that the sooner the meetings can be planned; hopefully the number of board members who can attend is higher. Also, we would like to see a minimum of 6 board members attend each mixer to support the mixer.
 - Deb will write this into the procedure for setting up programs.

- Chapter Leader Exchange update
 - Chapter collaborations and Upper Great Plains group
Deb has attended the CLE task force meetings every 2 months. This month the meeting was focusing on CPHIMS and CAHIMS training programs. Any relevant information is being shared with the board and added to MT HIMSS Program information
- Advocacy
 - Mike got disconnected from call, so there is no update at this time
- Programs
 - Committee structure and roles
Deb previously agreed to write up procedures in regards to the programs committee structure and roles. Deb will send these out to the program committee group and then the rest of the board after their approval.
 - Mobile app review
John reviewed different apps for the conference but they are all very expensive (upwards \$2500). His favorite app is Crowd Compass (which started at \$2500). He then created his own app for this (Yapp), but it doesn't meet all of our requirements. John did find one for about \$599, but did not think that was any better than the free app he has created. John recommends the free app, but would like to have everyone on the board review it to get additional feedback.
 - Vendor/Sponsor Program ideas for Brian
 - Upper Great Plains at the next HIMSS conference requested a sponsor for the breakfast chapter meeting. Deb sent this to 2 sponsors, but has not heard back from either of them. If anyone has any other ideas on potential sponsors, please contact Deb.
 - Deb sent Brian information regarding structuring the vendor/sponsorship program. This includes 2 different ideas - an annual sponsorship that could include participation in the spring

conference as well as sponsorships for only the spring conference. Dave suggests we send Brian the packet and have him talk to Tom and/or Toni as they have experience with a lot of this. Then Brian can run with it, as he likes. Toni will reach out to Brian in the next few weeks regarding this.

- HTS Webinars

There will be additional webinars coming up and Deb will work with Brittany to get this info out to the members. The next webinar will be December 17th at 10:30 AM. This will be focused on just-in-time training for EP's on Meaningful Use Stage 2.

- Rural HIT funding follow up workshops

- Wyoming – Deb is wondering if we want to co-sponsor the workshop Jan/Feb on telehealth. The board approves this and allows her \$50 for each workshop.
- Montana – Deb is also wondering if we want to hold a follow-up workshop for Montana. We would like to pursue this at the Spring Conference.

- Medical Informatics Boot Camp – Feb 12-13 in Deadwood, SD

Deb is still waiting on the sponsorship application/flyer from South Dakota HIMSS. There will be CEU's for nurses as well as CAHIMS and CPHIMS. The cost is \$595 for early birds and \$650 for late registrations. Deb sent out the application earlier today for 5 - \$100 sponsorships. Mary will send Deb the application for the Rural Health IT Grant Program. The program committee will approve this. Brittany and Deb will send a Save-the-Date to MT HIMSS regarding this.

- March Social event

Deb has had an offer to hold a social/educational event March 5th (a Thursday afternoon/evening) at Parsec Data in Billings. Deb would like to do a recap of the informatics workshop from whoever attends it. Deb will

get absolute confirmation from the sponsors and then send the communication out to the members.

- Spring Conference 2015

After discussion on availability and pricing at various facilities in MT, Ben motions to hold the spring conference at the Holiday Inn in Great Falls. Tom seconds the motion. The board unanimously approves the motion. The board turfs the date back to the program committee who will review the options and bring a recommendation back to the group for a final vote. Marcie will contact Jordan on their interpretation of the 30-day rule to see if we can hold it on the May 13-14 dates.

- Medical Informatics Bootcamp

Deb would like to explore adding this around the time of MHA in the fall or to our 2016 Spring Conference. The board agrees with this. Deb will check with Susan Newbold to see what her schedule looks like for fall next year.

- Summer board retreat/meeting – end of June

Tom makes a motion to have a summer board retreat – date and location TBD. Ben seconds the motion. The board unanimously approves this motion.

- Financial – Tom

- Authorized Signatures and Approval for Expenses Policy

Tom drafted this policy for the board to review for the next meeting. All members need to review the policy and send any feedback or changes to Tom.

- Investment options

Tom looked at options for 6-12 month investments. He talked to US Bank and they really didn't have any options other than a savings account. Until we have more money saved up to where we could do a longer-term option, Tom recommends we should table investing at this time. Dave recommends

we form a financial plan as to when we should invest, how much we should invest, etc.

- Membership – Ben

Ben sent out the new membership report. Ben has been making effort to contact outgoing members to try to get their renewal.

Tom did budget next year for a corporate membership for Benefis. John found out the Air Force is not renewing their corporate membership, so John is working with Malstrom to get individual renewals.

- Website – Damien
See attached report

- Student Relations- Jim A. is absent, so no update this time.

- **Open Discussion**

- Dave would like to add two agenda items to the next meeting - Wyoming and members at large.

- **Action Items:**

- Deb to write board mixer/conference attendance requirements into the procedure for setting up programs.
- Deb to write procedure on program committee structure/roles and route to program committee then full board for approval.
- John to send app to board members for review and feedback.
- Toni to reach out to Brian Fay with last years vendor packet as well as general information on how vendor sponsorships were handled.
- Deb and Brittney will gather information from Marcy J regarding templates and constant contact
- Deb and Brittney to send information on next HTS webinar out to members.
- Marcie to contact Jordan regarding the requirements for the 30-day education rule after the HIMSS national conference.

- Deb and Brittney to send Save The Date for Medical Informatics Bootcamp with mention of sponsorship opportunities to members.
- Deb to check with Susan Newbold regarding her availability to do bootcamp in MT next fall.
- All board members to review Authorized Signatures and Board Expenses Policy and send any feedback to Tom.