



Board Meeting Minutes
Teleconference
9/04/2014

- Introduction of members

In Attendance: Charie Faught, Toni Wood, Marcy Johnson, Tom Hering, Marcie Reddinger, Deb Anderson, John Osment, Ben Powers, Mike Ferruci, Damien Brockel, Dave Nixdorf, Jim Aspevig

- Approval of previous meeting minutes

The minutes will be sent in an email to be electronically voted on.

- Current Business (including Standing Agenda Items and Chair Reports):

- Governance –Charie, Toni

- Annual Report – We sent in our annual report in June so we are in good standing. We received an extension on our Financial Report.

- Policy Development

Charie would like to start building more policies and procedures. She wonders which policies we want to start with first. Tom mentions one could be developed regarding who can actually authorize expenses and what limitations we should place. Tom will start working on that.

Deb would like policies regarding educational events, including education credits and collaborations.

Toni would like a policy on how we select speakers for our events.

- Programs – Deb, John, James, Randy

- Fall Conference 2014

- We will have Mac McMillan and Jon Ault as speakers at MHA. Deb will also be doing a presentation as part of an ACHE panel. Our business meeting will be held Friday 9/26 at 8:30 AM. We will be sharing the Montana Tech booth again. Charie will send out the times we have to man the booth so others can assist.

- Spring Conference 2014

- Setup a separate meeting for the program committee to develop different date and venue ideas. Hold this in the next few weeks so it can be discussed again at the MHA business meeting.

- Other?
 - A discussion arose as to whether to allow the program committee to approve continuing education credits. Toni motions that we allow the program committee to make the decision. Marcie seconds the motion and the board unanimously voted in favor.
 - HTS doesn't have any planned webinars at this point. Deb mentions it would be nice to video record the sessions at the spring conferences and MHA to post these on our website.
- Financial – Tom
 - We made \$1902 revenue from our Spring Conference 2014. John finished the 2014 Financial Report – we now need 3 individuals to review the financial report and sign off on it. Marcie and James will assist with the review.
 - Tom will give the details of the budget for the new fiscal year at the next business meeting.
- Membership – Mike and Ben
 - For MHA, Mike would like to send an email to members reminding them of MHA. He would also like to do a mixer there to attract new membership. Mike, Marcy and Ben will work on setting up a venue and time for this so we can email an invitation out to our members.
- Website –Damien
 - The new website has been live since 8/28. The old website is no longer accessible.
 - Damien took over the Facebook page and updated the website on both Facebook and on LinkedIn.
- Communications – Marcy
 - Marcy used Constant Contact to be able to send her last newsletter. She would like to put this into the budget. Marcy to get Tom the pricing on this.
 - Only 26 people opened the email Marcy just sent.
- Student Relations- Jim A.
 - Tech is finishing up becoming an organizational affiliate with MT HIMSS. This includes unlimited free student memberships.
- New/Other Business
 - None at this time

Action Items

- Charie to send out the times we have to man the booth at MHA.
- The Program Committee to setup a separate meeting for the program committee to develop different date and venue ideas.
- Mike, Marcy and Ben to work on setting up a mixer for membership at MHA.
- Marcy to get pricing on Constant Contact to Tom.