



Board Meeting Agenda  
Telephone Meeting

- In Attendance: Toni Wood, Deb Anderson, James Cox, Marcy Johnson, Cindra Stahl, Chris Deinerkarr, Tom Hering, Sharon Phelps
- Approval of previous meeting minutes (12/16/2015)
  - Minutes are unanimously approved by the board
- Introductions
  - Chris Deinerkarr: assisting with conference planning
  - Marcy and Sharon
- Missoula Mixer Update
  - 10 registrants so far, but there are likely additional people who are interested.
  - Amber Rogers is working on the catering/alcohol. James is trying to keep the cost under \$500 per the budget
- Pre-Conference CAHIMS/CPHIMS
  - Budget
    - Toni has offered to Sam to stay for an extended time to do an education for the conference.
    - The break-even point is around 10 attendees. Sam is willing to hold the course with as little as 8 attendees.
  - Exam
    - The Big Horn does have room for the exam have added it to the contract
    - Exam registration is closed 7-10 days prior to allow HIMSS time to double-check registrants are qualified
    - The exam takes 2 hours. The board agrees to hold the exam the on the 11<sup>th</sup> from 3-5 PM.

- Toni will check to see if course materials are given prior to the course or if they are only given to students the day of the course
- Spring Conference
  - Budget/Contract Updates
    - Toni has the contract, but is waiting to sign it to ensure everything is taken care of
  - Attendee Registration
    - The board agrees to open registration
  - Vendors: same room as sessions or separate room setup
    - Deb has requested to have the conference setup similar to how it was in Fairmont. Toni has asked Big Horn if this is possible.
    - Toni will send out the conference area charts with seating arrangements for everyone to review
  - Reception
    - No major updates at this time
  - ACHE topics/panels
    - The topics are chosen (see topics in last meeting minutes), but the panelists have not yet been chosen
  - Speaker scheduling (how many needed)
    - If we keep things the same as last year, we are looking at having 6 educational speakers, 1 keynote, and 2 ACHE panels
    - We have received two applications in constant contact and have received interest from Cerner and Matt Jones (who would be looking for a paid keynote speaker spot)
    - Chris has a huge list of speakers from her chapter. We might be able to find speakers from that list. She will send that list to Deb.
  - Review of open to do items
- New/Other Business
  - The Missoula event will be held in the 6<sup>th</sup> floor conference/board room
- **ACTION ITEMS**
  - Toni to check with Sam regarding course materials

- Toni to send conference area charts with seating arrangements for the board to review
- Chris to send list of potential speakers to Deb