



Board Meeting Minutes
Telephone Meeting
11/11/2015

- Meeting called to order by Toni Wood at 15:32.
- Attendees: Toni Wood, Damien Brockel, Jim Aspevig, Marcie Sannon, James Cox, Cindra Stahl, Charie Faught, Deb Anderson, Tom Hering
- Approval of previous meeting minutes (10/14/2015 and 09/24/2015)
 - The board unanimously approves the meeting minutes with the recommended changes on the minutes from 9/24/2015 from Deb.
- Current Business (including Standing Agenda Items and Chair Reports):
 - Governance –Toni, Deb, Charie
 - Toni would like to consider pursuing giving incentives to members to attend meetings and/or assisting with planning conferences.
 - Deb would like to visit more about the program committee, including discussions on quarterly mixers and any other educational offerings that would fall under programs.
 - Financial – Tom
 - Financial Report – see attached
 - IRS 990 form submitted on 11/9/2015. Tom received notification on 11/10/2015 that it was received.
 - Programs - Deb
 - Spring Conference 2016
 - Welcome Reception - Toni asks for opinions on if we want to do a reception the first night (Monday night). Tom doesn't think we have had much attendance at this in the past. Marcie thinks it would be better to have one reception with the most possible attendance possible rather than spend money on an event that wouldn't have good attendance. Cindra also leans toward not having a reception Monday night. Deb thinks we could do a small reception at the Montana Rib and Chop house Monday night and invite any members who register

that night to attend. Toni will contact the Rib and Chop House to get some general pricing on this.

- Theme discussion: (One voice-one vision transforming healthcare)
 - The board agrees we should use this theme.
- Committee Planning
 - We will need 1 or 2 people to be a vendor liaison and 1 or 2 people to be a speaker liaison.
 - Deb sent Toni another option of someone who can assist with conference planning. She is willing to do as much as we would want her to if we can identify areas where we need some help. Marcie suggests reviewing the conference checklist to see what we will need assistance with. Toni will send this out to the board to review.
- Schedule – Toni asks the board if we want to keep the schedule the same as last year. The board agrees to keep it the same.
- Pre-Conference Course – There is a CAHIMS/CPHIMS boot camp available that would help our prepare examinees for the tests. Since we aren't sure about how many members are interested in this, we will send a survey in our next newsletter ask members if they would be interested in this course. We will also include a general survey to see what other conference topics members are interested in. Deb suggests including a list of topics, and then including a question about what the members top two choices would be for the pre-conference workshop. Toni, Marcie, and Deb will work on this.
- Reception - Deb has been in talks with Jim Wilson about the possibility of Cerium providing a reception in coordination with ACHE at the Yellowstone Art Museum. Deb thinks it would be best to hold this Tuesday night in order to get the most possible attendees. She will continue discussions and let the board know more as it develops.
- Vendor Packet – Deb discussed doing annual vendor sponsorships. She is getting information from other chapters and will get a packet out to the board to review soon.

- Speaker Packets – Deb updated the speaker application. We have received 3-4 applications so far. Cerner has agreed to send a speaker and a few of the other applications are from speakers who are requesting compensation. Toni suggests leaving the topics we have had previously until we get the survey results back from the general membership. HIMSS offers a stipend of \$1000 once per fiscal year to pay for a speaker not associated with HIMSS and they also offer speakers from National. Toni will apply for both of these.
- Fees – the board unanimously agrees to keep fees at the same price as last year.
- Sponsorship Fees – we will keep what we had last year.
- Membership – Ben out for a while. Need fill in
 - 115 Members in November report
- Website –Damien
 - Damien has been working on keeping the website updated. Please let him know if there is anything you would like him to add.
- Communications – Open position
 - Newsletter Topics – Toni would like to get the newsletter out early next week. Potential topics:
 - Conference
 - Educational Survey
 - CPHIMS/CAHIMS session survey
 - Open Board Position
 - HIMSS Learning Center Spotlight
 - Board member spotlight – James has agreed to write a short bio to include
 - Call from members to write an article for website and newsletter
 - Constant Contact – we can get a 30% discount if we pre-pay for 12 months instead of paying month-by-month. Tom and Deb will look into this more.
- Advocacy – Cindra
- Student Relations
- New/Other Business
 - Ben Power Benefit: November 14 at the Elks Club in Dillon from 6-10
 - Open Action Items

- **Action Items**

- Toni to contact Montana Rib and Chop House to inquire about a small reception the Monday night of the conference
- Toni will send last year's conference task list out to the board to review.
- Deb, Marcie, and Toni to work on creating newsletter with surveys for input on conference topics.
- Deb to send vendor sponsorship information to the board.
- Toni to apply for speaker stipend from National HIMSS.
- Toni to request a speaker from National HIMSS.
- James to write short bio to include in newsletter.
- Deb and Tom to investigate purchasing a yearly subscription of Constant Contact.

Checking Account Transactions
 Montana HIMSS Chapter
 FROM 2015-07-01 TO 2015-11-10
 Created 2015-11-10

Date	Transaction	Debit	Credit	Balance
July 22, 2015	Income - Chapter Membership Dues	20.00	0.00	24,795.35
July 29, 2015	Expense - Debit Purchase - Visa Ctc*constantcont855-2295506 Ma	0.00	42.75	24,752.60
Aug. 18, 2015	Income - Chapter Membership Dues	69.00	0.00	24,821.60
Aug. 31, 2015	Expense - Debit Purchase - Visa Ctc*constantcontxxx-xxx5506 Ma	0.00	42.75	24,778.85
Sept. 15, 2015	Income - Chapter Membership Dues	23.00	0.00	24,801.85
Sept. 29, 2015	Expense - Debit Purchase - Visa Ctc*constantcontxxx-xxx5506 Ma	0.00	42.75	24,759.10
Sept. 30, 2015	Expense - Check View Image-1056	0.00	95.00	24,664.10
Oct. 29, 2015	Expense - Debit Purchase - Visa Ctc*constantcontxxx-xxx5506 Ma	0.00	42.75	24,621.35
Oct. 29, 2015	Income - Chapter Membership Dues	92.00	0.00	24,713.35
Nov. 5, 2015	Expense - Check View Image-1057	0.00	53.00	24,660.35
Nov. 9, 2015	Expense - Web Authorized Pmt Paypal	0.00	120.00	24,540.35
Total		204.00	439.00	