



Board Meeting Minutes
Telephone Meeting
12/16/2015

- In Attendance: Toni Wood, Deb Anderson, Charie Faught, Marcie Sannon, Cindra Stahl, James Cox
- Approval of previous meeting minutes (11/10/2015)
 - The board unanimously approves the minutes
- Spring Conference 2016
 - Date Confirmation
 - Registration and Vendor set up will be the evening of May 10th
 - Dutch Dinner at Rib and Chop House May 10th at 7 PM.
 - There is a room that will accommodate 25 people. We will only invite our board members and ACHE board members. If we want to invite speakers or someone, we are able to do that. The Rib and Chop House will allow us to order off their regular menu and will provide us with separate checks.
 - Conference May 11, 12
 - Reception hosted by Cerium/ACHE May 11 at Yellowstone Art Museum
 - Possibility for extra pre-conference event May 10th
 - Survey Results
 - We received some results from the conference topics survey. The top topic suggestions are HIT Innovations and HIE.
 - CPHIMS/CAHIMS Session Discussion
 - Toni has been in contact with Sam King, who would be the individual holding the session. He is available on May 10th. He charges 1500 for 10 people. If there are more than 10 attendees, then it is \$150 per additional attendee. He would be traveling from California and wants us to cover his airfare, 2 nights of lodging and any additional incidentals. The Upper Great Plains Board recently held a boot camp and they charged \$225/person to

help cover the cost of him. Cindra offered to help sponsor the course. The board unanimously agreed to move forward with the boot camp.

- CPHIMS/CAHIMS Examination: Sam can also proctor the test the day after the boot camp. Toni will get more information from Sam about our options – in particular, if we offer the exam but if no one signs up.
- Chris: Assistance with conference planning
 - Cost
 - Travel from Seattle
 - Conference Registration
 - 2 Nights of Hotel
 - Incidentals
 - Stipend of \$1000
 - The board unanimously approves to have Chris assist with planning
 - Task list review
- HIMSS Speaker Request form
 - Toni will see if Tammy Kwiatkoski would be able to speak as she has recently been promoted to Director, Clinical Informatics. If she cannot, we will then pursue submitting a request for a HIMSS speaker.
- HIMSS Scholarship Request Form
 - Toni has started this request. She will finish it and get it submitted to National.
- Vendor Packet
 - Deb has a draft vendor packet. She will review this with Chris to see if she has any other suggestions.
- Speaker Packets
 - Application form is ready to go, but additional information for a flyer is needed before this is sent out. Deb will work on a flyer in constant contact.
- Other
 - ACHE topics – HIT Innovations & Health Information Exchange
- Missoula Mixer
 - First Interstate Bank has a nice room that they would donate to us. LMG Security is willing to sponsor and provide the education. James thinks social engineering would be a potential topic. He believes they will sponsor some food and drink. The

event will be held Wednesday, January 27. James will get the information together to Toni who will put something together in Constant Contact.

- Planning Session
 - Toni would like to hold a planning session before the yearly report is due next year.
- New/Other Business
 - Newsletter – Marcie will work on putting together a newsletter to be sent next week so we can get the word out about the Missoula event as soon as possible.
 - Cindra will write an article for the newsletter.
- Open Discussion