



Board Meeting Minutes

June 12, 2009

Fairmont Hot Springs

Directors Present: Greg Peterson, Scott Thorn, Linda Nygaard, Donja Erdman, Kim Lucke, Maria Conn, Bob Olsen, Joe Vachal, JJ Carmody, Robin Hill, Donald Miller, Tammy Trovatten

Directors Absent: Tina Montgomery

The meeting was called to order at 8:55 am.

Minutes from the April 15, 2009 meeting were approved.

New board members were introduced: Maria Conn, Robin Hill and Linda Nygaard.

Important Dates:

June 14-17 ANI

August 1 Chapter Verification forms due to National

August 22-24 Fall President's Meeting

Oct 21-23 Fall Conference- Billings

April 14-16 2010 Spring Conference- Helena-

Committee Reports

Secretary/Treasurer- Donja reported on the current financials. The chapter made approximately \$15, but had budgeted for a loss. Sponsorship revenue was higher than expected. Education fees were lower than budgeted due in part to savings from moving the Spring conference to the Gran Tree and fewer speakers requesting fees for presenting. At this time there will not be ongoing Region X fees as the last conference made approximately \$15,000 and they will carry this amount forward and not charge the individual chapters. Steve reminded the boards that if you have guests at a function, please remember to reimburse the chapter for the cost of the guests.

Program Committee:

Steve discussed the evaluations from the Spring conference which were overall positive. The only negative was the light attendance. The facility was rated highly by both vendors and participants. Don has locked up the dates for 2011 as well with the GranTree in Bozeman.

Donja listed her committee as follows:

Members:

Donja Erdman- Chair

Dave Richhart

Kathy Schmock

Shar Shaeffer

JJ Carmody

Bob Olsen

Becki Collinsworth

Don Miller

Steve Scharmann

Shari Meissner

Scott Thorn

Tammy Trovatten

Purpose

The Program Committee is responsible for planning and coordinating at least two Chapter educational meetings for members. Duties include selecting a location, contracting with speakers, advertising the workshop and facilitating registration to ensure a high quality educational event for the membership.

Specific Goals and Objectives

1. To assist Chapter membership by providing the highest quality education programs
2. To broaden the input from the membership of educational needs to assure the program is meaningful and effective

3. Review current healthcare trends and issues and identify topics for program sessions

The Fall conference is taking shape and the keynote speaker will speak about generational differences and performance for pay.

The Spring conference is slated for the Colonial in Helena and AHIMA has requested that this be a joint conference. Rooms will be tight for both vendors and participants. A joint session has been held 3 times in the past. Bob stated that the key for success is coordination during the conference. The recommendation was made to have Donja continue to explore this option with her committee including fitting 30 vendors in the trade show area.

Sponsorship

JJ reported that she is working with Tina to invoice. We currently have 35 vendors and 1 call since our Spring conference to become a vendor. We had 25 attend the Spring conference. The vendor meeting was successful- not a lot of input, but were pleased with the Gran Tree and the table arrangement. The vendors were supportive of having the breakfast in a separate area, but like the concept of keeping the social hour and snacks in their area. Since we seem to be growing in our vendors, a change of venue may be necessary in the future which could accommodate all of us.

Sponsorship- Tina Montgomery, Chair

Membership

Greg reported that we gained a net of 14 members during the past year with a 93.5% retention rate. The list of non-renewals was reviewed. Discussion ensued on how to increase membership given that some facilities are cutting costs and limiting the number of members they will sponsor. This was a topic at LTC on the national level and no suggestions were provided.

Membership Committee Members are:

Greg Peterson- Chair

Robin Hill

Audit

Scott, Steve and Donja are the audit committee. An individual has been selected to perform the audit but does not have a CPA. The consensus was that she did have the background and will be fine.

Committee: Scott Thorn, Chair

Steve Scharmann

Donja Erdman

Task Force

Committee:

Co Chairs: Bob Olsen and Linda Nygaard

John Green, St Peters

Dave Richhart, Community Medical Center

Deb Green, Clark Fork Valley

Kathy Schmock, St Vincent Healthcare

Paul Soukup, St Luke Community Health Network

Becki Collinsworth, Marcus Daly

JJ Carmody

The committee has co-sponsored the RAC teleconferences with MHA as well as Work-comp issues. Future program considerations should include looking at Web-ex. As issues emerge, the task force committee will set up training.

Bridgefront has a series of 7 different education opportunities as well. The cost is \$750 per session or \$500 each if we purchase 3 or more. There was considerable discussion regarding the use of web-based training. It is a viable tool, but integrating into our current format may prove challenging. We will continue to explore the use of Web-x technology as it allows some significant advantages in ease of training.

Nominating Committee

Kim Lucke – Chair

Paul Soukup

Donald Miller

Steve Scharmann

The nominating committee will be working to get prospective candidates by the Fall meeting. Kim stated that the goals as currently listed will stand this year, but is adding a 4th- To increase the number of members voting in the election.

By laws committee

Kim Lucke- Chair

Bob Olsen

Cami Calinski

Steve Scharmann

Linda Nygaard

Paul Soukup

Newsletter Committee

Last newsletter went out on time in April and Tammy is working on the July edition. Tammy asked that all submissions be in by mid-July in order to get the publication out in time.

Committee:

Tammy Trovatten- Chair

Don Miller

Bob Olsen

Donja Erdman

Tina Montgomery

Shar Schaeffer

Deb Green

Maria Conn

Motion: Don made a motion to provide a \$25 gift certificate to Joy Mizzoni for her work on the newsletter. Second: Tammy. Motion passed unanimously.

Website

Joe asked about the notification process when someone provides an inquiry-currently the website links to Bob. This will be changed to Joe's e mail address and he will either provide the information or pass it along to the correct person. One of the chapter goals is to have a link to the national directory- Joe reported we already have the link and are in compliance.

The suggestion of creating a Facebook page for the Chapter was discussed as well as Twitter. Facebook was seen as a potentially valuable tool and Don volunteered to set up the page. It can be found by searching for MT HFMA on Facebook. Currently, Don, Steve and Donja are administrators of the account.

New Business

Steve reviewed the chapter resource calendar. This is also available on the HFMA website under chapter leader resources www.hfma.org

Steve and JJ reviewed the purpose of the Davis Chapter Management System. This has been established to track the progress of chapters. The system has evolved from chapters setting their own goal to National establishing goals and the local chapter choosing which to use. This year we have set using online registration and having a link to the national directory.

Steve reviewed the DCMS goals for next year.

Steve reported that MT will receive the following awards at ANI

Gold award for education

Gold- certification

Gold- membership retention

MT is the only chapter receiving 3 Gold awards.

Certification information- national is providing a discount for study guides- for \$1200 we can receive manuals and 5 free tests. The consensus was that it would be a good idea for our chapter to invest in this for the members.

Motion: Don moved that the chapter spend \$1200 for the exams and study guides.

Second: Scott Thorn

Motion passed unanimously

Board dinners- Steve brought up the fact that board dinners are for board members and presenters and in the past we have had some additional guests. Family members are welcome, as long as the board member reimburses the chapter for the expenses.

Steve discussed different committees that were discussed at LTC.

Distance education: Discussion revolved around the overlap between the task force committee and a new committee. Bob stated that the items from the task force committee would be done anyway, but he would not be set up to establish a webinar.

It was discussed and decided that the current task force committee structure will be the best way to facilitate the education at this time.

CFO committee- the board saw value in having something like this, but did not feel that the format would necessarily be successful given the other avenues available at this time.

Our chapter will be nominating JJ Carmody as our representative for Regional Executive. She will be directly involved with National including DCMS goals .

Program Planning Guide- DCMS

We reviewed the program planning as outlined at

http://www.hfma.org/chapter_resources/toolkits/dcms

Greg will send an e mail to members who have not attended the most recent meeting to invite them to be more active if they are able.

The committee chairs gave presentations on their goals for the next year.

Steve will send out a group e-mail contact with all the board member information.

Meeting was adjourned at 1:36 pm.

Respectfully submitted,

Donald Miller, Secretary/Treasurer