



## Board Meeting Minutes

October 21, 2009

Crowne Plaza, Billings MT

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

Directors Absent: None

The meeting was called to order at 8:29 am.

Hal Prink from the Colorado chapter was introduced as our Region Executive

Minutes from the June 19, 2009 meeting were approved.

### Important Dates:

November 10, DCMS 2<sup>nd</sup> reporting period

Feb 19, Board meeting w/newly elected members

Spring Conference- Helena- April 14-16

LTC- Phoenix April 18-20

Steve discussed the dates for the February Board meeting. Date was set for Feb 19. Location will be set at a later date, possibly Great Falls.

Steve indicated that he looked more into the board's approval to spend \$1200 for chapter education. It turns out this is not direct education, but more a train the trainer for certification. It was agreed that since it is not direct for members, we would forego the expense at this time. Discussion centered around the chapter purchasing some study guides for certification and have them available for members.

#### Region X report:

Hal Prink reported on Region X activities. Region execs serve as a liaison between chapters and National, as well as between chapters. JJ Carmody is the exec- elect, elect, elect. The position is rotated among the 9 states in the region. Hal has been attending the chapter meetings- at least 1 program per chapter. Other chapters are looking at incentives for renewals because of declining renewals as well as ways to utilize social networking. Others are having joint programs with other organizations or joint meetings with other chapters. Hal shared some ideas for speakers which he will provide to Donja.

Fall President's Meeting: Steve reported on the Fall President's meeting in Hawaii. Membership surveys will be coming out in November. It will go out to all members except the board. The national board has recommended that the survey be conducted annually rather than every 2 years. National is concerned about the decline in the economy as is our Chapter. National has laid off 8 people from their staff, closed the Washington DC office and consolidated to Chicago in order to reduce expenditures. If we every revise our bylaws, they need to be approved by National before they take effect. Region X conference will be held July 2011 in Loveland, CO which is near Denver and Gillette, WY. Because the last Region meeting made money, chapters have not been assessed a fee for the region. It appears we can make it through 2011 without a dues assessment. If the regional conference can continue to make money, chapters will not have the assessment.

Next President's meeting will be in Kauai and Donja and Don will attend- August 2010.

#### Committee Reports

Treasurer: Don reported on the financials- sponsorship income is lagging behind but just coming in. A CD just came due and we will look at reinvesting it in another CD. We will wait until the Fall conference expenses are in so we can determine our cash needs. We will perform an e-mail ballot when we determine how much to re-invest.

Steve started a discussion regarding a response to Dave Richhart about the chapter budgeting for a loss this year. The board discussed being good stewards of the chapter's finances and we brainstormed ways to keep expenses down. The consensus was to take a look at all expenses and re-evaluate the budget after the conference. The board will also communicate to the membership that we are looking to be good stewards.

#### Program Committee:

Donja distributed the agenda for the program. We had one cancellation for a speaker. As of this morning, we had 77 registered members plus 44 vendor representatives. The Spring conference will be conducted jointly with AHIMA in Helena.

#### Sponsorship:

Tina reported that some of the emails did not get delivered so we are behind in collections. We have 27 sponsors with booths the conference. Sponsor revenue is expected to be \$23,000. We still have the majority of the sponsorship fees to collect as only \$6500 has been deposited thus far. Tina will meet with the sponsors at this meeting and report back to the board.

#### Membership:

Greg reported on the membership. We started the year with 214, 6 new, 4 reinstated, 2 transferred in , 1 transfer out and 46 non renewals. We reviewed the non renewals and assigned individuals to contact those who we felt may still be interested in remaining active in the chapter.

#### Audit Committee:

Scott reported that Katie Robinson completed the audit. She noted that vendor revenue is not consistent as we have various start/end dates. Some of the checks and posting dates were not exactly the same, but no significant findings.

#### Task Force and Current Issues:

Linda reported on the task force presentations- one was recently completed with MHA. Linda will be contacting Bridgefront to see if other opportunities exist for distance learning. Linda would like to get the task force committee together to discuss future topics.

#### Nominating Committee:

Kim reported Joe, Maria, Kim, JJ, and Greg will be expired terms. JJ will be fulfilling her regional exec commitment for the next 3 years. The remaining will be running again for an additional term. Kim will be getting additional nominations.

#### By Laws Committee:

Kim had nothing to report.

#### Newsletter Committee:

Tammy reported that Steve's president's message was recognized as one of the best from the national level. The next newsletter will be out by the end of the month.

#### Web Site:

Joe reported that hits on the site are significantly decreased. He continues to update as necessary. Our facebook page has 12 friends and we will allow all sponsors to allow a link on it.

Meeting adjourned at 10:51 am.

Respectfully submitted,

Donald Miller, Secretary/Treasurer