



Board Meeting Minutes

February 19, 2010

Hilton Garden Inn, Great Falls

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

Directors Absent: Robin Hill

The meeting was called to order at 9:10 am

Minutes from the October 21, 2009 meeting were approved.

Important Dates:

April 14-16 Spring Conference Helena

April 18-20 LTC Phoenix

April 30, end of 4th DCMS reporting period

ANI- June 20-23, Nashville

June 4, 2010 Board Meeting- Fairmont

Oct 20-22, 2010, Fall Conference

Old Business

Steve discussed the certification coaching courses. It has a \$1200 price tag and also comes with 5 exams. The course would last 2 full days and require individuals to be able to teach. Tina took the courses at ANI and her perception is that self-study is almost as beneficial as the trainers don't have inside knowledge of the exam itself. The course at ANI is \$695. Greg suggested that we poll the membership to gauge the interest before making a decision. Since there will be new materials for 2011-12 it would be a consideration for next year's budget.

New Business:

The Region X webinars will be produced this coming year. Each chapter will be responsible for 1 session. All chapters were assessed a \$100 fee to cover the go to webinar fees. Montana will be responsible for facilitating the October session. Joe and Scott agreed to be the IT gurus for our session, but no one had been assigned to do the actual training. The benefit is that each chapter will be able to access multiple programs for education. If we choose to charge we can capture the revenue. The fee is capped at a maximum of \$50 per site. It was agreed that the Task Force Committee will coordinate the training for the Montana Chapter.

Mini LTC- This board meeting will be held on June 4 at Fairmont Hot Springs. Donja suggested that we have a CAT Team member attend and assist with the training. Motion was made by JJ and seconded by Greg to fund a CAT team member at Mini LTC on June 4, 2010.

Revenue Cycle Training

Steve reported that one of the challenges identified is that we often have a difficult time reaching members who don't attend conferences for training. Hal Prink has asked National about purchasing the Revenue Cycle modules. Arizona has purchased one of the modules and was well received by the members. Bob suggested that we first take a look at the training books to see the content. The minimum investment would be approximately \$1000. Steve will see if he can get a copy of the workbook and also find out if this is open to the entire region. This would require having someone from HFMA conduct the training at individual organizations and this was seen as an obstacle for successful implementation of this training.

DCMS Progress Report

Steve reported our DCMS reports. Overall we are doing well; areas we are low in include membership retention and certification exams.

Member Satisfaction Survey

National will begin sending out this survey annually now instead of every 2 years as in the past. We had 49 responses which was a 33% response rate. The results were discussed in detail. Bob suggested that we duplicate some of the questions on our evaluations to get a sense of what the members who are actually attending feel about the program versus members who haven't experienced the conferences first hand. The suggestion was also made to have each member of the program committee contact individuals outside of the board and request topics for future consideration. There was considerable discussion regarding allowing partial conference participation- for instance allowing participants to attend for one day at a slightly reduced price. Steve will formulate a communication to senior leaders asking for their input. We will put the results on the website and Steve will summarize it for the newsletter.

Secretary/Treasurer Report

The year to date budget was reviewed. Based on current expenses and revenues we need to formulate a budget for next year. Sponsorship revenue looks above budget but revenue for conferences is down.

The largest expense we have is from the Crowne Plaza and based on their increase in rates they are over twice the cost of the Gran Tree. Greg will speak to other facilities in Billings to see if we can get better rates and it was determined that we will be moving from the Crowne. Alternate locations were also discussed including the possibility of having a conference in Missoula. Because the Crowne has increased rates so much in the past couple of years, we may end up having the Fall conference somewhere other than Billings if no suitable locations can be found. Don will prepare a preliminary budget and send it out for review prior to submission to National.

Program Committee

Donja reported on the current status of the spring program. The sessions have been established and speakers confirmed. MIHIMA does not want to participate in providing free drink tickets to their attendees. We decided that we will use this event to discontinue the tickets as well. Tina will work with the vendors if they wish to pre-purchase tickets to give away. Donja, Steve, Scott and Shar met with the Colonial earlier today and rearranged the rooms so the vendors will be in the ballroom. This means that some of the rooms will be tight and the seating will have to be theater style vs. classroom.

The flex grant is being used to provide some registrations for CAH's at this convention so there should be some additional members.

Don suggested that we monitor sessions to ensure that those in attendance have paid to be at the function.

Membership

Greg reported that membership is down this year- mostly from a couple of facilities- St Vincent's and Billings Clinic. He also provided information about the committees and asked that all chairs review to make sure their members are listed. We also reviewed non-renewals and will contact some of them for potential reinstatement. Ideas for gaining additional members were discussed. . We had a lot of non-members on the recent task force call and Greg was going to see about contacting them for membership.

Audit

Nothing to report

Task force and current issues committee

Linda reported on the last task force conference call which was successful. The committee researched using the National events planning tool. They do the marketing and charge a fee for doing this. They have some programs already designed. There is a \$200 fee plus a per line charge. They also collect a percentage of the fees charged.

Nominating Committee

Kim reported on the latest election. Joe, Kim, Maria and Greg were all re-elected and Shar was elected

as the alternate and will assume the term of whoever moves to the chairs next (later, Scott was nominated and selected for the Secretary/Treasurer position, so Shar will complete the remaining 1 year on his term).

Bylaws Committee

Nothing to report from Kim.

Newsletter

Tammy reported that we have had 3 successful editions this year and one more will be completed by the end of the DCMS reporting period.

Website

Joe reported that we received a refund of \$250 from epage city for services we did not need to use. Our new website was up and running in January. Site hits are up a small amount.

Committee Chairs Election:

Nominations for Secretary/Treasurer were opened: Scott Thorn was nominated by Bob, seconded by Tina. With no other nominations, Scott Thorn was elected.

The following individuals were appointed as chairs for committees listed:

Membership- Greg

Audit- Joe

Task force and current issues- Linda

Nominating- Kim

Bylaws- Kim

Newsletter/Publicity- Maria

Website- Joe

All committee chairs need to get their list of members to Donja so that they can be submitted to National.

The board agreed to send Maria to LTC this year as it is a good learning tool and will be helpful for her to learn the Newsletter functions as well as gain a broader understanding.

Meeting adjourned 2:52

Respectfully submitted

Donald Miller