



Boar Meeting Minutes

June 4, 2010

Fairmont Hot Springs Resort, MT

Directors Present: Donja Erdman, Steve Scharmann, Mark Nash, Kim Lucke, Robin Hill, Greg Peterson, Scott Thorn, Linda Nygaard, Bob Olsen, Joe Vachal, Shar Shaeffer, Maria Conn, Don Miller

Directors Absent: Tina Montgomery

The meeting was called to order at 7:55

Don Miller motioned to approve the minutes from the April 14, 2010 meeting, Greg Peterson seconded, the motion passed unanimously.

Brian Green, CAT team member from the Nebraska Chapter was introduced.

Important Dates:

June 20-23: ANI – Las Vegas

July 1: Chapter verification forms, Founders points due

August 1: IRS 990, Audit, Authorization of Inclusion of Chapter Information for the Group Tax Return Form, Certification of Chapter Organization, Practice of Operating Policies due

August 10: DCMS 1st quarter education events and newsletter due

August 28-30: Fall President's meeting – Hawaii

October 20-22: Fall Conference – Crowne Plaza Billings

Old Business:

PFS Staff training – Steve wasn't able to get a secure copy of the workbook from Arizona chapter. Training module is expensive and would not work so well in rural areas. Idea is tabled until future date.

LTC – Don reported on the program track. Don discussed the idea of sending our past president as the chapter representative to ANI, which aligns with most chapters. Don mentioned that starting next year we should send the past president to ANI instead of the president. Consensus was reached to send the past president.

Scott discussed the idea of the Treasurer attend other tracts, such as the president-elect tract. This would help the individual in attaining the most value out of the LTC experience.

Maria talked about the great newsletter track and some of the ideas that she picked up from LTC.

Donja talked about a past president's breakfast for conference or free registration for life for the past presidents.

Region X Webinar – Mt. is scheduled to have our Webinar in October. There is a technical training session next week. Colorado had their meeting in April. We had 10 members and 27 non-members attend this session.

Committee Reports:

Secretary/Treasurer – Don reviewed the financials for FFY 2009-2010. Budget for 2010-2011 has been submitted to national. Don reported a net loss of 5,600. The loss will increase due to needing to defer sponsorship revenue. Balance Sheet shows that all CD's have matured. Have \$43k with insured deposit program at DAD. Greg motioned for Don and Scott to work with DAD to maximize our investment needs consistent with the Chapter's cash needs. Steve seconded. The motion passed unanimously. Don and Scott will work with Dave at DAD to invest some of the money with DAD. Scott will have everyone sign conflict of interest forms.

Program Committee – Donja shared that the split with MHIMA for the Spring Conference was 51-49 (HFMA/MHIMA). Donja reported on the evaluations. People wanted tables, not theater seating. Don discussed the fall program. He talked about getting the program ready for CEU's – need objectives, level of knowledge, etc. Don has a template for gathering the necessary information that he will share with the Program Committee. The committee will work with speakers to get handouts timely. Mark will be the facility contact. The general theme is going to center around HC reform. Lewis Enoff – consultant w/diff countries health care plans has been confirmed. The MASH program has generously sponsored this speaker by picking up all of the costs. An External Provider w/BC has been mentioned as a possibility for a speaker. Don reported that he had a lot of good ideas coming in and will have the first committee call in a few weeks. We had a discussion about joint conferences with MHIMA. Vendor viewpoint has positives and negatives. Our Chapter gets ½ credit for MHIMA's education hours. Cost splitting is another big advantage. Logistics need to be worked out prior to the conference to keep it from being too lopsided on our end. Don will be in contact with MHIMA. Location was an issue in the survey. Rotating between Billings/Missoula in the fall and Bozeman/Helena in the spring was discussed. We came to a general consensus to keep the fall meeting in Billings and rotate the spring meeting. There was discussion on possible collaboration with the Wyoming chapter for the fall 2011 conference. Locations in Billings were discussed, Holiday Inn/Convention Center and the Billings Hotel. **Mark/Greg/Scott will look at availability and pricing for the fall conference.** We discussed the idea of rotating the spring conference between Bozeman, Helena, Missoula and possibly Great Falls. **Don will look at dates in Misoula at Hilton for spring in 2012.**

Sponsorship – Steve reported on 2009-2010. We have \$1,450 in sponsorship \$ not paid. We will record this as AR for 2009. We will look at booking an offset in bad debt. Received HON's payment of \$2,500 twice, and will defer one payment to next year. This will increase the 2010 loss as reported by Don. \$5,250 will now be deferred. Should meet the budgeted number of 24,480 for next year. Steve identified possible duplicate payment for Array Services Group or ASG. There was discussion about the calendar

versus fiscal year sponsorship and the policies for vendors and their payments. Joe motioned to change sponsorship to a fiscal year basis, Greg seconded, approved unanimously. Report on vendor meeting, nametags were an issue with vendors. Want to increase the size of the names on the badges. ***Steve will follow up with Tina and Luann about the results of the vendor meeting from April.***

Membership – Greg reported that membership is currently at 197. Membership declined by 8%, and our retention is at 84%. We started with 214 members. We have increased membership since our last meeting. There was discussion about how we increase membership with the St. V's groups. ***Greg will contact Revenue Cycle Partners to see if we can get more people to join.*** We will look at the non-renewers in October.

Audit – Joe has person identified. Will begin the audit shortly.

Task Force – Linda reported about the region x meeting. Dates for our webinar are set for Wednesdays in October around our fall conference. Charging was discussed. The consensus was not to charge for our webinar. We need to look at attendee/sign-in sheets that identify members/non-members. Possible topics were discussed, and that the Task Force Committee and Program Committee need to work together in order to avoid duplication. There are members between the two committees to ensure duplication is avoided. A Blue Cross attorney to discuss reform legislation was discussed as a potential speaker. Date will be either 10/6 or 10/13. Call from noon to 1:30. ***Steve will contact the BC gentleman. Task Force will schedule a task force call in August.***

Nominating Committee – No new update. Donja, Scott, Robin will be on committee.

By-Laws – No new report.

Newsletter – Don discussed a gift certificate for Joy for putting the newsletter together. Don motioned a \$50 gift certificate for Joy, Maria seconded, motioned passed unanimously. Maria mentioned that she has received a couple of articles for the June newsletter.

Web-site – Joe needs committee lists and goals and objectives for posting. Scott has joined the website committee.

New Business:

Cancellation policy – Donja brought up National's policy which allows a credit for future conferences. The consensus was to leave our policy as is.

Region X Update – The Colorado chapter is doing certification courses in 4, 1-hour courses at no charge. They are extending this to our Chapter. Donja will give us an update. A Region Certification Advisory Committee was discussed. We are to nominate a representative to this committee. Don tabled our nomination until the committee's goals are identified.

Region X program- ***Don will nominate someone to serve as our Chapter's participant for the Region X program.***

The Region's treasury is going to get low – potential dues assessed to chapter in the fall. Hopefully will get the money from sponsors. Dave Chohon is our new regional rep.

Certification committee – Scott brought up the idea of a Certification Committee. The merits of having a Certification Committee were discussed. Brian Green discussed Nebraska's committee and process. Greg motioned to set-up a Certification Committee with Scott as the chair, Steve seconded, motion passed unanimously.

Strategic Planning – Brian Green CAT team member led a Strategic Planning session. Brian reviewed some chapter specific information. He also mentioned that all of these statistics were available on HFMA National's web site.

Reviewed common themes from the SWOT survey. The top themes from the analysis for each category were identified.

Strengths: Leadership team is strong, membership diversity, education, networking ops, newsletters, diversity of board, provider influence, vendor support.

Weaknesses: Decline in membership/education sessions, new member acclimation/orientation, geography, ed venues, key providers lack of involvement, volunteer action/overextended volunteers, cfo participation, active young members, education topics/variety, finding quality speakers, drop in professional support in facility's cfo's.

Opportunities: Cyber education, certification, increased member participation, collab w/other organizations, non-member attendance, tap into volunteers, large facility involvement, healthcare reform, new venues for education events.

Threats: Competition for members/education \$'s, economy loss of sponsors/members/attendees, mergers and acqs of providers, turnover of key volunteers, cost of events/participation, volunteer pool decline, willingness to serve.

Strategic Initiatives:

Webinar/Cyber education – Collaborate with MHA on more education seminars (Task Force does some of this). Webinars would be an option to collaborate/partner with MHA. Bob reported that there is a pretty substantial demand for virtual education as seen by MHA. Proposal for HFMA to approach MHA and bring forward a way for collaboration with the organizations. **Goal – work through where/what committee the webinar resides and start working with MHA and other chapters to provide an increase in Webinar/Cyber education. Steve will do this as a subcommittee of the program committee by October.**

Certification – Goal - Develop a certification committee led by Scott. Report back to Board by October Board Meeting. The Certification Committee will be established by Scott and initial goals of the certification committee will be identified. Initial members of the committee discussed were Greg Peterson, Donja Erdman, Steve S., Mary Dalton-McKittrick. Brian Green is willing to act as a resource.

Increase Membership – A presentation titled HFMA 101 was discussed to provide to new and potential new members. A new member breakfast/mentoring at the fall conference was discussed as well. **Goal – To increase new membership and educate/welcome newer members to the Montana Chapter by the October Board Meeting. The Membership committee will work on a new-member breakfast orientation, etc. by the October board meeting.**

Education – Goal - The Program Committees will find someone to work the facility side for the Program Committee. This has been completed and Mark has accepted this position.

Membership – Goal – To increase participation of members – The Chapter identified some individuals willing to serve on committees. *Donja will contact those individuals and assign committees for those willing to serve by October.* An idea was discussed for conference attendees to have a drawing where people go around and have committees sign-off on a card in order to win an award. Communicating information about each committee was discussed. *Each committee chair will write an article for the newsletter/Maria will solicit articles from each committee chair by the October meeting. Membership committee will develop a flyer about committees to be included in the Fall Conference registration packet.*

Donja would like feedback on the value of having a CAT team member come to our meeting. CAT will send out an evaluation as well. Brian will summarize his notes and compare with Scott's.

Don motioned to adjourn, Greg seconded, the motion approved unanimously. Meeting adjourned at 1:14.

Respectfully Submitted,

Scott Thorn, Secretary/Treasurer