



October 20, 2010
Crowne Plaza Hotel, Billings

Present: Don Miller, Donja Erdman, Maria Conn, Kim Lucke, Linda Nygaard, Shar Scheafer, Steve Scharman, Mark Nash, Greg Peterson, JJ Carmody, Bob Olson, Joe Vachal, Robyn Hill and Scott Thorn
Absent: Tina Montgomery

Donja called the meeting to order at 08:21

Important Dates:

November 10th: DCMS 2nd Reporting Period
February 10: DCMS 3rd quarter reporting period
April 20-22: Spring Conference – Bozeman
May 10: DCMS 4th quarter reporting period
May 15-17: LTC – New Orleans (Don, Scott, Incoming Secretary/Treasurer)

Steve motioned Bob seconded approving the minutes from the June Board meeting. The motion passed unanimously.

Maria motioned and Steve seconded to pass special minutes from the August 4th vote conducted by e-mail. Motion passed unanimously.

Winter board meeting will be February 11th, 2012. Donja will pick a location at a later date.

Old Business:

Strategic Plan: Donja reviewed strategic plan goals. Webinars with MHA has not been updated. We are still interested in collaborating with MHA. Region X webinar went well. The webinar was well attended by members throughout the entire region.

Certification committee will report later.

Increase in membership – HFMA 101 Donja will present at 7:30 on Thursday morning. Greg spoke with Jeff Kessler at Revenue Cycle Partners (St. Vincent's PFS function) about becoming more involved with HFMA. There was discussion about organizing games to increase familiarity and to increase membership with HFMA. This was tabled.

Education – Identifying someone to work on the facility side for future programs was discussed in order to better facilitate between the Chapter and the facility. Mark Nash volunteered to be that person.

Maria solicited articles in June for the Bottom Line newsletter. She received some articles. Maria will focus on individual committees for future newsletters as well.

New Business:

Region 10 update: JJ reported on Region 10 meeting July 27-29 in Denver at the Tech Center. Dick Clarke will speak. He will open with a state of healthcare address. The agenda is starting to come together. Sponsorship money is starting to come in. Incoming regional exec is Allan Robinson from Utah. Fall President's Meeting will be in Puerto Rico, Cabo or Hawaii.

Fall President's Meeting: Update from James Lee- National was looking at the reform law and how facilities can prepare for it. HFMA's MAP initiative was reviewed. Ed Schofeck- HFMA staff member, reviewed content from National, chapter presidents. Webinars – more coming free to members, changes in certification, student memberships, investment program (long-term portion only), LTC and how to improve, membership recruitment/retention, toolkits on HFMA's web-site. Voted to send JJ to Chicago for the Regional Exec meeting in November. The regional webinars were discussed as a best practice and the region will submit for a Yerger award. Chapter Liason role with state hospital associations was talked about to cover specific healthcare issues, not HFMA issues. This is Bob's role. Region web-site up and running with pay-pal. Allan Robinson was elected as the Regional Exec Elect. Best practices were discussed and shared with the region's other chapters.

New member breakfast will be tomorrow. Donja will present about the benefits of HFMA and being an active member. There was discussion on chapter awards, specifically the Medal of Honor. Steve Ballock is eligible for the award, but was not recommended last year. He will remain eligible until we act on it. Bob will follow up with Steve Ballock to see if he is wanting to become an active member again. Founders awards will be handed out in April instead of October.

Committee Reports:

Secretary/Treasurer: Scott reported on the financials.

Program Committee: Don reported on the program. We have had a favorable response, with 100 registrants and 40 vendors. Don discussed the cancellation policy. 4 people have requested refunds for various reasons. Discussion revolved around the thought of exceptions to the policy. Reasons varied for death and medical purposes. Refunds are granted less a \$25 processing fee >10 days out, less than 10 days no refund. Each exception was reviewed individually. A refund was wanted due to hospitalization, Steve motioned to refund, Robin seconded passed unanimously. The second refund requested was due to an Uncle's death and funeral. Greg motioned to approve the refund, Shar Seconded, motioned passed. The third refund requested was for a friend's father's death.

Joe motioned to not approve the refund, seconded by Steve, motioned passed unanimously. The last refund requested was for a health problem due to back issues. Mark motioned to not refund, Linda seconded and the motion passed unanimously. Mark discussed a more direct policy for refunds, to be written in policy itself. We will address this at the February meeting. **Don will work on the policy.** Mark is ensuring the accuracy of the bill from the Crowne. Early bird drawing will be held at the lunch meeting.

Sponsorship: We have 24 booths, with 43 attendees. AR update – we have collected \$27k vs. budget of \$24k. Most of the outstanding AR is from two vendors. Joe updated vendor registration on the web-site. Vendor area will not open until 10:30. Space assigned based upon sponsorship level and power needs. The vendor meeting will be held at 10 on Thursday.

Membership: Greg reported that we started at 196 members added 11 but lost 40 members. We currently have 164 members, which is a –16% growth rate, and a retention rate of 82%. We added two new certified members. The Board reviewed the non-renewer list.

Audit: Joe reported that the audit has been completed. There was a comment about matching revenues and expenses to correct fiscal year's. Accruals were not trued up for actual activity. Sponsorship revenues did not match as in prior year's. Joe doesn't think we need the full audit, more of a review. He suggested completing a full audit every five years, and a review annually. Greg motioned for a \$50 dollar gift card plus the cost for the individual who completed the audit, Mark seconded, the motion passed unanimously. Joe will get the card for the auditor.

Task Force: Linda listed the members on the committee. Dan Green has new contact information. The committee put together October 13th Region X webinar. A review of the upcoming regional webinars was done. We need to get the attendee lists by chapter to each chapter from the October 13th webinar. Scott will forward the information to Linda. Bob discussed some potential topics including the Medicaid passport, etc.

Nominating: Kim reported the expiring Board terms: Mark Nash, Robin Hill, Linda Nygaard, Shar Scheafer expire in 2011. Terms expiring in 2012 include Joe Vachal, Maria Conn, Greg Peterson and Kim Lucke. Kim will put the ballot together and hold the election in December.

By-Laws: Kim reviewed for the addition of the Certification Committee.

Newsletter: Fall newsletter is with Joy. Maria will solicit committee articles from the board for the next newsletter. The Fall newsletter will come out on October 29th.

Web-site: Joe reported web-site is up to date to his knowledge. The sponsorship forms are now current. We should think about a generic form for the web-site. The new sight format is very unfriendly. Hits have decreased. Activity for the Fall Conference on the

secure sight is down as well. The member area could be set-up to store some documents, but storage space is limited.

Certification Committee: Scott reported about the change in the certification process.

Maria brought up the un-deliverable messages to our member list. Some firewalls may be prohibiting the delivery of messages.

Steve motioned to adjourn, Greg seconded, motion passed unanimously. Meeting adjourned at 10:27.

Respectfully Submitted,

Scott Thorn, Secretary/Treasurer