

WPHIMA Board Meeting Minutes July 23, 2009
Panera Bread
Monroeville, PA

Members Present: Peri Long, Cathy Straub, Debra Pendergast, Jennifer Bitkowski, Michelle Bartholomew, Eve-Ellen Mandler, Chris Parfitt, Jon Gabster

Call to Order: Meeting was called to order by President at 6:05pm

Intro: Brief introduction was made of new board members.

Review of Minutes: Minutes from May 19, 2009 Board meeting were reviewed and approved by the board.

Old Business: Website_maintenance – Andrea Koppelman of Knowledge Connects is currently transitioning into the maintenance of the website.

- Knowledge Connect will take over web page.
- Changes to update the WPHIMA website are needed; Peri and a subcommittee will work on this with Andrea. Would like to spread the revisions out to keep the revisions within our 2 hours/month as possible.
- Job postings/Job Bank – update address listed on website for job bank submissions. Information will be provided to Andrea.
- Past President Board position proposal – Will vote on this during next annual meeting. Will go into effect next fiscal year, if voted in favor of.
- Bylaws – Will address at a later date
- Membership list; Ways to better maintain were discussed may be possible with the new web arrangement. The current process is manual update of membership list by membership chair person. Andrea input will be requested for ways to maintain membership via a data base linked with PayPal. The board favors this process over the current manual process.
- Membership form – If bottom of form not completed by member, the board considers that person not to be added to membership list for sale.

New Business:

- Website review for new board members – Board-only access page was reviewed.
- Budget Review – Our current balance is \$15,891.35. Peri distributed 2009-10 proposed budgets for review and discussion. Chris, who attended last Team Talks meeting, included their recommendation to keep local operating budgets below \$25,000 due to non-profit status, etc.

- Discussions took place re: re-instatement of WPHIMA President Benefit to attend AHIMA National Convention. Board was in favor, based on provisions that must be met first:

1. Budget must be > \$10,000
2. Submit for early bird registration

The following would be paid for to attend national convention:

- Early bird registration discount price
- 4 nights hotel
- Airfare or mileage

The benefit would occur during Past President term.

Board members discussed a possibility of providing a random lottery of some kind in order to send a member(s) to PHIMA State Conference in efforts to boost membership as an added benefit of being a WPHIMA member. Discussed a random drawing to select 2-WPHIMA members to receive each a \$500 expense paid to attend the state conference. The Board was in favor of this.

The Board also discussed incentives to increase voting participation for WPHIMA Board elections by having a drawing post-election to include 5-\$10 gift cards. Voting members would be eligible for the drawing. The Board was in favor.

Budget update: Due to new recommendations for added member benefits addressed above, the Board agreed to accept a negative budget.

- Since the business meeting will be held September 18, board reports will be due to Peri by September 11, 2009.
- A board meeting date for next quarter will be determined. Possibly mid October to avoid AHIMA, bad weather and the busyness of the holidays.

Submitted by:

Cathy Straub, RHIT, CCS
WPHIMA Secretary