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Report to the Board (4th Quarter and Annual Summary)

To: Eve-Ellen Mandler, President
From: Michelle Wieczorek, Chairperson, Publications
Date: May 21, 2007

During the 4th Quarter, I performed the following functions as Publications Chairperson:

1. I attended one Board Meeting.
2. I attended the EHR Educational Session.
3. I published 1 issue of "Off the Record".
4. I completed 3 article submissions to the PHIMA Keystoner.
5. I updated the website documentation for www.wphima.org and Paypal.
6. I updated the membership via email blasts and changes to the website regarding any information that the President wanted the membership to have access to.
7. I revised the content on www.wphima.org/seminars to reflect the educational sessions being offered and updated the online payment and registration systems accordingly.
8. I reviewed, forwarded and when appropriate responded to external correspondence into the website inbox.

Annual Summary:

As Publications Chair and Webmaster, I accomplished the following:

1. Created standardized templates for communications within WPHIMA.
2. I authored and moved live the first website for WPHIMA.
3. I created a new template for the WPHIMA newsletter "Off the Record".
4. With the assistance of the Executive Board, established an online membership application, online class registration, and online payment system for WPHIMA.
5. With the assistance of the Membership Chair, updated the membership database for WPHIMA and utilized it to improve communications with membership.

Thank you for allowing me to serve as Publications Chairperson. If there are any questions, feel free to contact me at webmaster@wphima.org.