

Saskatchewan Health Information Management Association

Annual General Meeting

Yorkton, Saskatchewan

September 24, 2010

1. Linda Perrier called the meeting to order a 0804
2. Quorum was established
3. Approval of the agenda
 - 3.1. Motion: Heather Gartner
 - 3.2. Second: Kathy Gieni
4. Approval of the Minutes from the AGM September 2009
 - 4.1. Motion: Aimee Goss
 - 4.2. Second: Denise
5. President's Annual Report – Please see attached report from Linda Perrier
6. Executive Reports:
 - 6.1. Past President's Report – Please see attached report from Melissa Jesney
 - 6.1.1. Correction to attachment, should be Lloydminster instead of Lethbridge
 - 6.2. President Elect's Report – Please see attached report from Kathy Braaten
 - 6.3. Secretary-Treasurer Report – Please see attached report from Blaire Johnson
 - 6.3.1. In Blaire's absence, Linda Perrier read Blaire's report
 - 6.4. Publications, Publicity and Public Relations – Please see attached report from Amanda Helmeczi
 - 6.4.1. Amanda will also be attending the 3M Western Users Forum in Vancouver, BC on behalf of SHIMA and Saskatchewan
 - 6.4.2. Amanda will give a small presentation regarding the different initiatives and challenges of HIM's within Saskatchewan
 - 6.4.3. SHIMA Merchandise for sale at the registration desk following AGM
 - 6.5. Professional Development – Please see attached report from Donna Deutscher
 - 6.5.1. This year membership packages will be electronic and emailed to new SHIMA members to save costs
 - 6.5.2. The membership package will also be available on the SHIMA website
 - 6.6. Convention Planner – Please see attached report from Lana Lee Ferguson
7. Old Business
 - 7.1. Website Management
 - 7.1.1. Almir Muhamedagic is SHIMA's webmaster
 - 7.1.2. Indicated there have been increased visits to our website, not only within Canada, but also internationally as well
 - 7.1.3. Almir's goal is to make the SHIMA website appealing, interesting, informative and engaging with the ultimate goal of promoting the HIM profession
 - 7.1.4. Want the website to also appeal to Students and provide information that may persuade them into taking an HIM course

- 7.1.5. WCB had 5 times more applicants for a posted job position by posting the position on the SHIMA website
- 7.1.6. There is the Members area where the meeting minutes and presentations are posted
- 7.1.7. There is a corporate sponsor section
- 7.1.8. Under the Spotlight Section
- 7.1.9. There is an agreement between SHIMA and CIHI to post each other's links on each other's websites
- 7.1.10. Almir requires up to date and correct email addresses to be able to notify member of new posting on the website
- 7.1.11. Please feel free to contact Almir if you have any suggestions or ideas for the website
- 7.2. Corporate Sponsorship
 - 7.2.1. Intention is to raise money for events and education opportunities
 - 7.2.2. 21 organization were contacted in regards to corporate sponsorship for SHIMA with only CHA and CIHI responding.
 - 7.2.3. This year CHA became a bronze sponsor and is one of the first corporate sponsors SHIMA has had in many years
 - 7.2.3.1.They were provided with a certificate
 - 7.2.3.2.CHA submitted an article for our newsletter
- 7.3. Education Session
 - 7.3.1. June 16, 2010 held a SNOMED CT Webex/Teleconference
 - 7.3.2. Was held at lunch time to minimize employer time to attend the learning session
 - 7.3.3. Felt it was in a great format and went over well
 - 7.3.4. More people able to attend as no traveling or expenses were involved
- 7.4. Promotion of the Profession
 - 7.4.1. It is so important to promote the HIM profession and require the help of the membership
 - 7.4.2. SHIMA has been attending career fairs at various high schools throughout the province
 - 7.4.3. SHIMA is ordering new merchandise
 - 7.4.4. November 7 through 13, 2010 is HI&T Week with this year's theme being "Ensuring Health Information Integrity"
 - 7.4.5. Encouraging the Membership to participate and raise awareness of our profession
 - 7.4.6. SHIMA's new President Elect will hopefully bring some new fresh ideas being fresh from college and promoted "Best Kept Secret" in Nova Scotia
 - 7.4.7. Discussion from the membership:
 - 7.4.7.1.The executive this year seems very motivated
 - 7.4.7.2.Commended on efforts to promote the profession
 - 7.4.7.3.Will contact SIAST to be a sponsor for SHIMA
- 8. New Business:
 - 8.1. Bylaw Proposed Revisions – see attachment
 - 8.1.1. Motion: Karen Hayduk
 - 8.1.2. Second: Heather Gartner

- 8.1.3. All in favour
- 8.2. Rules and Regulations Revisions – see attachment
- 8.3. Financial Statement – See attachment
 - 8.3.1. Decreased membership
 - 8.3.2. Sold some merchandize this year
 - 8.3.3. Received the \$2000 from CHIMA convention last year
 - 8.3.4. Mileage costs increased because executive traveling from Yorkton and Lloydminster
 - 8.3.5. Purchased merchandise which hasn't been done in some time so spent a bit more than budgeted
 - 8.3.6. Bought a SHIMA banner
 - 8.3.7. QUESTION: Balance not adding up
 - 8.3.7.1.ACTION: Linda will review the financial statement and communicate with the membership as soon as the error is discovered
- 8.4. Storage Site
 - 8.4.1. The cost of our storage unit to keep all the information indicated in retention policy as permanent keeps going up
 - 8.4.2. We are able to get out of the lease if someone wants to take it over only
 - 8.4.3. Looking at perhaps scanning all the documents and storing on a CD, smart stick, etc. which would take up very minimal space and eliminate need for the storage unit
- 8.5. Newsletter
 - 8.5.1. During this past year it was decided to reduce the number of issues of "For the Record" from four to two due to lack of articles for 4 issues
 - 8.5.2. Reviewed newsletters for all the other provincial associations across Canada and it seems Saskatchewan is lacking
 - 8.5.3. Goal is to create a newsletter that is comparable to rest of the country
 - 8.5.4. Would like to see more participation from the membership
 - 8.5.5. CPE credits for article submission
 - 8.5.6. Some ideas include regional updates, celebrating successes of HIM's within the province, innovations in technology to assist our profession, promote privacy, promote HIM's, etc.
 - 8.5.7. Membership assistance to make these newsletters interesting, informative and useful
- 8.6. Alice Rublee Award
 - 8.6.1. Awarded to a student each year
 - 8.6.2. This year awarded to Linda Knoll from Regina
 - 8.6.3. Linda was unable to attend, but her pin and monetary award will be delivered to her
- 8.7. Nominations for the 2010-2011 Executive Committee
 - 8.7.1. President Elect – Jennifer Fortune
 - 8.7.1.1.Motion: Kathy Gieni
 - 8.7.1.2.Second: Aimee Goss
 - 8.7.1.3.All in favor
 - 8.7.2. Convention Planner
 - 8.7.2.1.Discussion of location

- 8.7.2.2. Assinaboia to plan in Moose Jaw
- 8.8. Recognition of 2009-2010 Executive Committee
 - 8.8.1. Linda Perrier recognized each executive member
- 8.9. Introduction of 2010-2011 Executive Committee
 - 8.9.1. President Elect – Jennifer Fortune
 - 8.9.2. President – Kathy Braaten
 - 8.9.3. Past President – Linda Perrier
 - 8.9.4. Secretary-Treasure – Megan Ferris
 - 8.9.5. Publications, Publicity and Public Relations – Amanda Helmeczi
 - 8.9.6. Professional Development – Donna Deutscher
 - 8.9.7. Convention Planner – Helene Rey
- 8.10. Installation of the New President – Kathy Braaten
- 9. Annual General Meeting adjourned at 0911