

**SASKATCHEWAN HEALTH INFORMATION MANAGEMENT ASSOCIATION**  
**ANNUAL GENERAL MEETING**  
**TEMPLE GARDENS, MOOSE JAW SK**  
**SEPTEMBER 23, 2011**  
**TIME: 8:30-10:00**

**1. Call Meeting to Order**

1.1 Kathy Braaten called the meeting at 8:34 am

**2. Establish Quorum**

2.1 Quorum established

**3. Approval of Agenda**

3.1 Motion: Denise Corbin

3.2 Second: Mona Reimer

**4. Approval of Minutes- September 24, 2010**

4.1 Motion: Kathleen Gieni

4.2 Second: Melanie Douglas

**5. Presidents Annual Report-** please see attached report from Kathy Braaten

**6. Executive Reports**

6.1 *President-* report be placed on file as read- Kathy Braaten

6.2 *Past President-* report be placed on file as read- Linda Perrier

6.2.1 The Membership present has voted in favour to allow the 10 people in Linda's report to be Honorary Members.

6.3 *President Elect-* report be placed on file as read- Jennifer Fortune

6.4 *Secretary/Treasurer-* report be placed on file as read- Megan Ferris

6.5 *Publications, Publicity and Public Relations-* report be placed on file as read- Amanda Helmezci

6.5.1 Amanda did not submit a report

6.6 *Professional Development-* report be placed on file as read- Donna Deutscher

6.6.1 In Donna's absence, Kathy read Donna's report

6.7 *Convention Planner-* report be placed on file as read- Helene Ray

**7. Old Business**

**7.1 Storage Site**

7.1.1 SHIMA's information is being held at the St Paul Hospital under two conditions:

- i. One Membership of the Executive from Saskatoon
- ii. Sign Release of Responsibility

7.1.2 Kathy has also removed the Storage Shed from the Seaborn Insurance.

## **7.2 Upcoming MUGinar Session**

**7.2.1** The first MUGinar Session will take place on October 19, 2011 from 9:00 – 11:00 am.

**7.2.2** SHIMA will sponsor the MUGinar Sessions

## **7.3 Promotion of Profession**

**7.3.1** By attending Career fairs and promoting HI&T Week we can better educate the public and other departments about our profession.

**7.3.1.1** HI&T Week Contest Winners:

i. Cypress Hills Health Region- \$100.00 Award

ii. Royal University Hospital- \$50.00 Award

iii. St Paul Hospital- \$25.00 Award

**7.3.2** Poster Board

**7.3.2.1** A Poster Board was created to help with promoting the HIM Profession at Career Fairs and HI&T Week.

**7.3.2.1.1** Created by Donna Deutscher and Jennifer Fortune

**7.3.3** Two members lost their HIM Roles due to Health Region CEO and VP dismissing them their roles as HIMs

**7.3.3.1** This issue is something that the SHIMA Executives will continue to pursue.

**7.3.3.2** QUESTION: Are they currently employed?

**7.3.3.2.1** Linda responded: Yes, they do still have jobs but they are not HIM positions.

**7.3.3.2.2** We have been in contact with Gail Crook from CHIMA

**7.3.3.2.2.1** However there has been no feedback.

**7.3.3.2.2.2** Any ideas or suggestions are always welcome.

## **7.4 Corporate Sponsorship**

**7.4.1** Linda has sent out requests to Companies to be Sponsors

**7.4.1.1** Helene contacted Accentus

**7.4.1.1.1** Accentus is now our Silver Sponsor- \$750

**7.4.1.2** Canadian Health Association (CHA) have not renewed their corporate sponsorship

**7.4.1.3** SHIMA will continue to search for more sponsors

**7.4.1.4** SHIMA will compare our sponsorship to other provinces

## **8. New Business**

### **8.1 Outstanding Member Award**

**8.1.1** Awarded to an Outstanding Member agreed upon by the SHIMA Executive

**8.1.2** Kathy Braaten nominated Kathy Marcotte

**8.1.3** Kathy: purposed we change the name of the “Outstanding Member Award”, to the “Kathy Marcotte Award”.

**8.1.3.1** All in favour

**8.1.3.2** This year the \$50.00 Award will be donated to Pancreatic Cancer Research

**8.1.3.3** Kathy Marcotte Biography will be available on the SHIMA website.

**8.2 *Alice Rublee Award***

**8.2.1** Awarded to a student each year

**8.2.2** Tara Fournier had nominated Anatolia Maranduik

**8.2.3** Kathy the award to Almir Muhamedagic accepted the award on behalf of Anatolia absence.

**8.3 *Bylaw Proposed Revisions-*** See attachment

**8.3.1** Motion: Helene Ray

**8.3.2** Second: Cheryl Harvey

**8.4 *Rules and Regulations Revisions-*** See attachment

**8.5 *Budget Review-*** See attachment

**8.5.1** QUESTION: Why is the Mileage so high?

**8.5.2** Megan will be updating the Millage and CHIMA Convention as this was added into the Millage budget.

**8.6 *Publishing of Members Names on Website***

**8.6.1** Kathy informed the Membership SHIMA does want to provide privacy

**8.6.1.1** Managers and Zone Reps found it difficult to know who was a SHIMA Member

**8.6.2** QUESTION: If CHIMA does this why can't SHIMA?

**8.6.3** QUESTION: Shouldn't members have the choice to decide if they want to be on the website due to privacy issues

**8.6.4** Kathy will check with the Privacy Commission and CHIMA, and will send a letter to the Membership with the response.

**8.6.5** Kathy purposed that on the website the following would be displayed:

i. First Name

ii. Last Name

iii. Membership Status

**8.6.6** All in favour

**8.6.6.1** Kathy carried the decision

**8.6.7** This will be discussed again at the next AGM.

**8.7 *NHIMA Update- IFHIMA Conference in Montreal 2013***

**8.7.1** Kathy read her synopsis she submitted to the June 30, 2011, *For The Record*

**8.7.1.1** Kathy attended the NHIMA meeting via Teleconferencing.

**8.7.2** There may not be a CHIMA Convention next year; The Executive will keep the membership posted.

## **8.8 Initiatives of One Association Chapter Model**

- 8.8.1** One association with Provincial Chapters
- 8.8.2** Process of a pilot project
- 8.8.3** Kathy has not heard anything in regards to the pilot projects progress.
- 8.8.4** QUESTION: What province is started this and which are the provinces that are part of the pilot project?
  - 8.8.4.1** Kathy responded; CHIMA put the idea out there, and BC, ON and one of the maritime provinces are the provinces on the pilot project
  - 8.8.4.2** CONCERN: We should be afraid that we will lose our own personal control of our Provincial Organization.
- 8.8.5** Kathy would like more feedback on the subject
- 8.8.6** Take the responses forward to CHIMA and NHIMA.
- 8.8.7** A letter to every member in regards to the One Association Chapter Model details
- 8.8.8** QUESTION: What is to come with the One Association? A list of pros and cons?
  - 8.8.8.1** If the Provincial Chapter Model does pose a risk to our Convention, Award Ceremonies etc. The SHIMA Executives would not be on board with the project.
- 8.8.9** Kathy informed the membership we were offered to be a pilot province.
  - 8.8.9.1** Kathy denied the request due to the absence of two SHIMA Executives.
  - 8.8.9.2** Kathy denied the request on the NHIMA Level.
- 8.8.10** QUESTION: Are we all going to receive an analysis of this pilot project
  - 8.8.10.1** Yes, the SHIMA Executive will make sure that every member receives a copy of this report.
- 8.8.11** Kathy has offered to post the information on the website.
- 8.8.12** If and when the One Association Chapter Model is proposed
  - 8.8.12.1** We will strongly request a vote of 80% of members in favour.
- 8.8.13** Kathy will keep each member posted via email and website communication.
- 8.8.14** REQUEST: There was not enough room at the CHIMA Webinar for some members to join. Could Kathy write a letter of recommendation?
  - 8.8.14.1** Kathy agreed to write a letter of recommendation.
- 8.8.15** IFHIMA: Save the Date: May 13-15
  - 8.8.15.1** CHIMA wants our support.

## **8.9 Poster Board**

- 8.9.1** Displayed on the Merchandise table.

- 8.9.2 Created with the intention for Health Regions could use it for Career fairs, HI&T week, etc.
- 8.9.3 There will be a retainer of: \$100.00 (approx) for the replace
- 8.9.4 If multiple request for the Poster Board, there will be discussion for the creation of another board.

***8.10 Nominations for 2011-12 Executive Committee***

- 8.10.1 Linda asked for nominations for the: President-Elect
- 8.10.2 Linda asked for nominations three times
- 8.10.3 Heather Gartner has let her name stand (Heather was absent, and informed Linda that she would let her name stand if no one was nominated)
- 8.10.4 Heather Gartner is the new President Elect.

***8.11 Recognition of the 2010-11 Executive Committee***

- 8.11.1 Kathy Braaten recognized the Executive Committee
  - 8.11.1.1 Past President- Linda Perrier
  - 8.11.1.2 President Elect- Jennifer Fortune
  - 8.11.1.3 Secretary/Treasurer- Megan Ferris
  - 8.11.1.4 Publications, Publicity and Public Relations- Amanda Helmezci
  - 8.11.1.5 Professional Development - Donna Deutscher
  - 8.11.1.6 Convention Planner- Helene Ray

***8.12 Introduction of the 2011-12 Executive Committee***

- 8.12.1 President- Jennifer Fortune
- 8.12.2 Past President- Kathy Braaten
- 8.12.3 President Elect- Heather Gartner
- 8.12.4 Secretary/Treasurer- Megan Ferris
- 8.12.5 Publications, Publicity and Public Relations- Amiee Goss
- 8.12.6 Professional Development – Jana Hansen
- 8.12.7 Convention Planner- Patti Dutka

***8.13 Installation of the New***

- 8.13.1 Kathy Braaten welcomed Jennifer Fortune as the SHIMA President.

**9. Adjournment**

Jennifer adjourned the meeting at 10:13 am

Meeting Minutes Taken by:  
Megan Ferris  
Secretary Treasurer