

Saskatchewan Health Information Management Association

Executive Meeting

August 15, 2009

In Person

Present: Melissa Jesney, Charity Blechinger, Sharon Jaindl, Linda Perrier, Blaire Johnson

Regrets: Tammy Roche, Almir Muhamedagic , Nina Lindo

1. Call to Order

- Melissa called the meeting to order at 9:15

2. Adoption of the Agenda

- Charity made a motion that agenda be accepted as circulated. Seconded by Sharon.
Carried

3. Approval of Minutes: April 23, 2009

- Charity made a motion to approve the April 23rd meeting minutes as circulated.
Seconded by Blaire. Carried

4. Reports

4.1 President – See Melissa’s report. Report will be placed on file.

4.2 Past –President – See Charity’s report. Report will be placed on file.

4.3 President Elect – no report was provided at the time of the meeting

4.4 Secretary/Treasurer – See Blaire’s Report. Report will be placed on file.

4.5 Publications, Publicity and Public Relations - See Nina’s Report. Report will be placed on file.

4.6 Professional Development – See Tammy’s Report. Report will be placed on file.

4.7 Convention Committee – See Sharon’s Report. Report will be placed on file.

- It was decided to have a silent auction at this years convention with approx. 10 items.

5. Old Business

A) SHIMA Website Update

- Melissa is going to talk to Almir about taking the member login off the web-site.

B) Education Session

- Need to figure out how all the participants can log onto the education session. Clarity Conferencing can host approx 200 participants in a WebEx session. Melissa was going to ask Clarity Conferencing for a few more details about there product. Melissa is also going to contact Kelly and find out sessions would count towards CPE credits.

C) Promoting Health Information Management Profession

- Tammy has arranged to be part of the career fair in Regina.
- Suggested to contact SIAST and see if they have a calendar of career fairs throughout the province.
- Plan to get a SHIMA display (i.e. canvas) to use at career fairs or conventions, Charity was going to find out a price and this will be proposed at the AGM.
- Set up a challenge throughout HIM departments during HIM week and get them to send their pictures or stories to the executive where we would give the winner a prize.
- Updating our merchandise. Sharon was going to get some prices for SHIMA clothing and bags, etc.

D) Athabasca Health Region

- Melissa and Nina put together 2 gift packages for their staff appreciation . They were very thankful for these.

E) Corporate Sponsor

- We currently have no corporate sponsors. Charity sent letters out to 10 different people and no response. Haven't been able to get a corporate sponsor since it was proposed to try. Charity suggested maybe letters need to go to main offices instead of certain contacts within the business', she was going to look into this and update for the fall. Suggested to have a follow-up phone call to these contacts and find out why they aren't signing up (i.e. price)

F) Teleconference: Clarity

- Nothing new at this time
- SHIMA has its own personal account for this now vs going through the presidents personal account. This way bills will always come to SHIMA.
- Melissa will put account passwords into the presidents binder for future use.

G) Fundraising Results

- Should be receiving money from CHIMA for our help with their convention.

6. New Business

A) Bylaws and Regulation

- Proposed to make how many meetings and how they are carried out a bylaw. Suggested this be a regulation. Decided that should say how many meetings and that how they were carried out would be call of the chair.
- New duty for publications: to put AGM minutes in the newsletter
- Suggested to put notice of the AGM on the website
- Use of logo
- Award insert for bylaws
- Melissa will make all proposed changes to her documents and email them around again with the discussed revisions at the meeting.

B) Recruitment

- Blaire will send Charity the 2008-09 membership list to try and recruit members from there. There is one member this year that may be interested in being part of the executive, Charity will contact her.

C) Alice Rubliee Award

- Has been awarded to Brandy Hegyi. Tammy has one pin left. Tammy needs to make certificate up for her and Tara will be providing a Bio to Tammy. Blaire will need to get a cheque of \$200.00 ready as well. Also need to make sure Brandy will be at the convention.
- Pins will need to be ordered again next year.

D) Outstanding Membership Award

- Cassandra Klassen has been nominated. Blaire need to check if she is an active member. Also check if Rhonda Murfitt and Leslie Olson are active members

E) AGM Agenda

- Change location
- New Business omit c and l
- Add convention committee report
- Have executive reports to Sharon by September 11, 2009

7. Other Business

- No other business at this time

8: Date of Next Meeting:

- AGM September 18, 2009 in North Battleford
- Executive to meet in North Battleford the evening before the AGM

9. Adjournment:

- Melissa adjourned the meeting at 11:50