

Saskatchewan Health Information Management Association
In-Person St. Paul's Hospital
August 21st, 2010

In Attendance: Linda Perrier, Kathy Braaten, Melissa Jesney, Amanda Helmeczi, Lana Lee Ferguson, Almir Muhamedagic and Blaire Johnson
Absent: Donna Deutscher

1. Call to Order

The meeting was called to order at 10:15 am.

2. Approval of Agenda

Kathy Braaten made a motion to approve the agenda. Seconded by Melissa Jesney. Carried

3. Approval of Minutes; May 8, 2010

No additions or corrections. **Almir Muhamedagic made a motion to accept the minutes from the May 8, 2010 meeting. Seconded by Blaire Johnson. Carried**

4. Executive Reports

4.1 President – See Linda's attached report. **Report place on file.**

4.2 Past President – See Melissa's attached report. **Report placed on file.**

4.3 President-Elect – See Kathy's attached report. **Report placed on file.**

4.4 Secretary-Treasurer – See Blaire's attached report which includes the Financial statement for June 30, 2010. **Report placed on file.**

4.5 Publication, Publicity and Public Relations – See Amanda's attached report. **Report placed on file.**

4.6 Professional Development – No report available at this time

4.7 Convention Planning – See Lana Lee's attached report. **Report place on file.**

5. Old Business

5.1 SHIMA Website Update/Revisions

See Almir's attached report. **Report place on file.**

Kathy would like to see an education page added to our website. Almir also agreed this would be a good idea. **Plan: To get a education page set up on our website.**

Weyburn has had a job posting up on the website for quite some time (since April). Amanda doesn't remember billing Weyburn for this posting

but our longest term is a month so this posting can come down. **Plan: Amanda is going to check when she invoiced Weyburn for this posting and Almir is going to remove this posting from the website.**

5.2 Education Session

Kathy and Melissa estimated approximately 40 members attended the SNOWMED CT session we had. Donna has the exact numbers of attendance; however, these were unavailable at the time of the meeting. The session ran about an hour and the executive felt it was well attended because there was no fee to attend. We will have to start thinking of new topic ideas for a session in the 2010-11 year.

5.3 Display Board

No update on the display board at the time of meeting.

5.4 Emails on SHIMA Website

It was decided that having our e-mails on the website was not necessary at this time.

5.5 Executive 2010-11

Melissa has recruited Megan Ferris for the position of secretary-treasurer, and Jennifer Fortune for the position of president-elect. Amanda is going to remain in the publication, publicity and public relations position, Donna is going to remain in the professional development position, Kathy will move into the position of president and Linda will move into the past-president position. This leaves the position of convention planner still vacant. **Plan: Melissa was going to try and contact Moose Jaw, Prince Albert, and Weyburn to try and recruit for the convention planner position**

5.6 Corporate Sponsorship

We were able to get one bronze sponsorship this year. Melissa had Almir add a page on the website for our sponsor. She also got the package together, she sent Blaire the cheque, and sent Amanda the submission for the newsletter. Sponsorship fees are for one year term so we will have to get this sponsor to renew in June of 2011.

5.7 Merchandise

Ordering clothing is costly for the association. Amanda suggested we provide members with our digital logo so they can get their own clothes made. The members would have to provide the executive with a draft of what they are going to put the logo on and then the executive would approve their designs. A signed agreement would be put together between the executive and members using the logo. There would be a fee to use the logo; members would have to pay before receiving the digital logo. **Motion to provide members with our digital logo was made by Kathy Braaten and seconded by Almir Muhamedagic. Carried. Plan: Amanda will report this idea to the members at the AGM. Kathy will add to our bylaws that a fee may apply and present these changes at the AGM. Blaire is going to get the digital logo from the clothing company in Wilkie.**

5.8 Increasing our Membership/Promoting our Profession

Linda reported that the NHIMA presidents meeting in Halifax she learned the Newfoundland employers pay for their employees membership dues. In Saskatchewan according to the JJE HIMs need to be part of CHIMA but not part of SHIMA so its difficult to ask employers to pay for the employees membership dues because it isn't a requirement of the job. If the employers did pay for the membership dues, we would probably have an increase in membership.

CHIMA needs to assist in promoting our provincial associations. Linda said this was another topic at the NHIMA meeting and CHIMA is going to try and look into doing some of this for the provincial associations.

6 New Business

6.1 Storage Mart

InStorage has increased our rent from \$45.00 a month to \$52.99 a month. Kathy and Linda went through our storage unit this summer and got rid of a bunch of older records. There is still about 5 or 6 boxes of stuff in the unit. Linda looked into other storage businesses in Saskatoon and they all range from \$45-\$100 a month. Amanda suggested we send our stuff to Saskatchewan Archives. We could send everything from 1995 and prior to Sask. Archives, and then hire a company to scan everything from 1995- present. If Sask. Archives won't take the documents we will have it all scanned. Look at changing some of the retention periods for the association. Blaire suggested changing the retention period from the membership renewal forms from 2 years to 1 year. **Plan: Blaire is going to call Kathy Gieni at the Sask Hospital and ask her about the Sask Archives, they recently sent documents to them. Blaire will also read the lease we have with InStorage and see if we can get out of it.**

6.2 Newsletter

Amanda is having a hard time finding articles to put into the newsletter. The average newsletter ranges from 5-8 pages, but it is starting to lack HIM related information. Members are putting no interest into the newsletters. We need to send out a reminder to members that if they submit an article to the SHIMA newsletter they earn education points for CHIMA. Amanda suggested only doing 2 newsletters a year instead of 4 a year. One newsletter in the summer and one newsletter in the winter. **Kathy Braaten made a motion to only have 2 newsletters a year. This was seconded by Lana Lee Ferguson. Carried.** If a member sends in an article for the newsletter, their name will go into a draw for a free SHIMA membership for each newsletter. **Blaire made a motion to have this draw. This was seconded by Amanda Helmeczi. Carried**
Plan: Amanda will present these ideas to the members at the AGM.

6.3 Bylaws, Rules & Regulations Proposed Revisions

Bylaws;

Add the duties of corporate sponsorship under the past-president position.

Add a corporate sponsorship section in the bylaws and regulations. Melissa will draft this for Kathy.

Rules and Regulations;

Take out Article 9 – education assistance fund

Add Article 9 – Professional Development Bursary – only active members will be eligible for this. The executive will create standards to meet in order to be awarded this bursary.

Plan: Sent letter to the members asking for changes or suggestions for the bylaws and rules and regulations be in by September 1st, 2010. The executive will also review the bylaws and rules and regulations and if they have any changes or suggestions sent them to Kathy by September 1st, 2010.

6.4 Alice Rublee Award

SIAST should be contacting Donna with the winner of the Alice Rublee Award.

Donna needs to get the certificate ready for the AGM. Blaire will need to provide a cheque for the award winner.

Diamond Gallery is closing. Our wheat sheath pins were purchased from them.

Linda is going to contact the company Diamond Gallery ordered from and see if we can purchase them still.

6.5 Outstanding Member Award

The outstanding form on the website hasn't been updated it still says 2009. Not sure if Donna has got any nominations or if she sent out information to members.

Plan: Melissa will send the information out to the members and request it be returned by September 1st, 2010. Melissa will also update the form and send it to Almir to have him update it on the website.

6.6 AGM Agenda & Executive Reports

AGM Agenda – we don't need the PDF Conversion software(7.1)

Lana Lee would like the report from the executive for the AGM by September 1st, 2010.

6.7 Preparation of Positions for New Executive

Linda suggested that the executive update or prepare a list of duties for the new executive members starting. Also to shred anything we don't need to keep.

7. Other Business

No other business at this time.

8. Date of Next Meeting

The next meeting will be the AGM. Linda would like to meet the Thursday evening around 5 in her room to quickly go over any last minute details.

9. Adjournment

Linda adjourned the meeting at 1:35 pm.