

**Saskatchewan Health Information Management Association  
Teleconference  
February 4<sup>th</sup>, 2010**

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

**1. Call to Order**

The meeting was called to order at 7:32 pm.

**2. Approval of Agenda**

**Amanda Helmeczi made a motion to approve the agenda. Seconded by Kathy Braaten. Carried**

**3. Approval of Minutes; October 24, 2009**

No additions or corrections. **Melissa Jesney made a motion to accept the minutes from the October 24, 2009 meeting. Seconded by Amanda Helmeczi. 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 January 25<sup>th</sup>, 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** – See Donna's attached report. **Report placed on file.**

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

**5. Old Business**

**5.1 Job Postings**

Last meeting we discussed job postings and the fees. Amanda was going to take a look at the job posting fees and see if we could make some changes to them to include a fee for sending out email notifications of the

job. We haven't had any job postings for the website since our last meeting so she hasn't had a chance to do anything with this.

### **5.2 Education Session/Career Fairs**

Melissa, Kathy and Donna attended a career fair in November. There is another career fair coming up in March, these ladies will be attending. Donna is going to draft a letter to send to the school board, so they can disperse these to the career counselors. The letter will include contact information so they can contact us with more career fair days.

Education session: should it be an in person workshop or done through teleconference. It was suggested that we join the education session and convention together and have another day for the workshop like they do at the CHIMA conventions. Or have the education session in the spring via webex or teleconference. **Action: Ask around and find out what members/co-workers would be interested in and if they would prefer a workshop (day or half day long) or a teleconference. Send Donna any input you get back. Melissa will send out a message to the zone reps to get some feed back, as well.**

### **5.3 Display Board/Banner Bug**

Linda has received the banner bug that Mandy had ordered from 4Imprint. Donna and Melissa created the display board, there is quite a bit of information on this board and it would be nice to get it looking more professional. Linda was going to send a picture to Mandy. Mandy was going to check 4Imprint and see what they could do for us.

### **5.4 HI&T Week Contest**

We received 4 entries for the HI&T contest. Melissa and Kathy judged the entries. They decided to give each entry a prize since there was only 4. First place went to Lloydminster Hospital with \$100, St Paul's Hospital came next and received \$50, and Swift Current and SIAST students each received \$25. Melissa created certificates for each of the winners, as well. Melissa is going to send her article she wrote for the newsletter to CHIMA.

### **5.5 Membership Dues**

Linda got prices from the other provinces on how much there members fees are. Fees were as listed;

<b>Province</b>	<b>Active Member</b>	<b>Associate/Inactive Member</b>	<b>Student Member</b>
<b>British Columbia</b>	<b>70</b>	<b>40</b>	
<b>Alberta</b>	<b>93</b>	<b>49</b>	<b>31</b>
<b>Manitoba</b>	<b>50</b>	<b>35</b>	<b>15 (for 2 years)</b>
<b>Ontario</b>	<b>75</b>	<b>75/50</b>	<b>20</b>
<b>Nova Scotia</b>	<b>50</b>	<b>60/30</b>	
<b>New Brunswick</b>	<b>45</b>	<b>40/20</b>	
<b>Newfoundland</b>	<b>30</b>	<b>25</b>	

We discussed increasing fees. This is something we will have to get the members to vote on at the AGM. We can discuss how much to increase at a later date. Students and Honorary members could still be free.

## **6 New Business**

### **6.1 CIHI Education Courses/Website Update**

CIHI had contacted Almir and Amanda asking if it was possible to include information about CIHI courses in the 'What's New' section of the Saskatchewan Health Information Management Association's website, or within the next edition of the 'For the Record' newsletter. Amanda didn't have CIHI information for the last edition of 'For the Record' but said she could definitely include this in the next edition. The executive thought this was a great idea. Almir has also been doing some updates to the website again recently.

### **6.2 CHIMA Convention Silent Auction Item**

CHIMA has asked that Linda for SHIMA to donate a silent auction item. She asked Melissa what the item was last year and how much she spent. Melissa bought a picture and stained glass ornament, the cost was approx. \$75. Linda was looking for suggestions on what to get. She has looked at the Medal Art Gallery and Saskatchewan Made Store. The executive suggested she purchase an item from the Saskatoon berry pottery collection. The executive put this towards a vote and all were in favor of the pottery item at approx. \$75. Carried.

### **6.3 Insurance for Storage**

We recently had to renew our lease at InStorage for our locker. As part of their lease they wanted us to have insurance for fire, water damage, etc. They offered us a monthly rate of \$9.97 to cover this. Blaire contacted our insurance company and had them update our policy to cover this, which will increase our fees from \$400 to \$450 yearly. The insurance company sent out a copy of our policy to InStorage.

#### **6.4 Release of Information in the Electronic World**

At the NHIMA meeting they asked if Linda would bring forward the question of having a fee for releasing electronic records. The topic of e-mailing information was discussed but as for actually having a fee to release electronic records the executive didn't have know any policy or procedures at this time.

#### **6.5 Radius Communications**

Radius Communications is a community radio station in Regina. We recently received the invoice to subscribe for another year. The cost is \$30. Blaire wanted to know if the executive thought this was something we should renew for another year or not. The executive suggested not renewing at this time, as we have no one from Regina to maintain this.

#### **6.6 PDF Conversion Software**

Amanda has been looking around for PDF software; currently she uses free trials off the internet to convert her documents for the website, which is potential putting her computer at risk. She has checked Staples in Lloydminster which was very costly for the website. She also found a few online. The executive is going to do some investigating in Saskatoon and see if they find something cheaper.

#### **6.7 Regulation of Profession**

Linda read the article Gail Crook from CHIMA had presented at the NHIMA meeting. (see attached report) The executive discussed the pros and cons to doing this. Some of the concerns were the cost for each province, as well at the general benefits to being a regulated profession.

### **7. Other Business**

#### **Merchandise**

Amanda had picked out a few items from 4Imprint, the same company we purchased the banner from. The executive agreed these items would be great. Amanda is going to pick some colors and send these to the executive, after executive approval Amanda will order these.

### **8. Date of Next Meeting**

The next meeting will be in May. An in person meeting vs. teleconference will be decided at a later date.

### **9. Adjournment**

Linda adjourned the meeting at 9:15 pm.