

Saskatchewan Health Information Management Association  
In-Person St. Paul's Hospital  
May 8<sup>th</sup>, 2010

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

**1. Call to Order**

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

**2. Approval of Agenda**

Change 5.3 from Amanda to Melissa

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

**3. Approval of Minutes; May 8, 2010**

No additions or corrections. **Blaire Johnson made a motion to accept the minutes from the May 8, 2010 meeting. Seconded by Melissa Jesney. 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 March 31, 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 SHIMA Website Update/Revisions**

Linda suggested the following items be added to our website; agenda, minutes and reports from the February 4<sup>th</sup>, 2010 executive meeting. **Plan: Blaire will send reports from the February meeting to Almir so he can update the website.**

Also 2008-09 bylaws; we need the 2009-10 bylaws. **Plan: Kathy was going to check into this and send Almir the updated file.**

The Data Quality link is missing reports. **Plan: Linda contacted the committee to get the missing reports.**

The following things can be deleted from our website; minutes, reports and agendas from 2007-08, AGM minutes from 2006 and 2008, Data quality agendas, reports from 2008.

Donna has already updated the outstanding member information.

Melissa suggested having a different area for corporate sponsorship instead of being on the what's new page. **Plan: Melissa will discuss this with Almir to see what they can come up with.**

Amanda had Almir take the clipboards off the merchandise page.

Kathy would like to see a section for Student Info to give contact information and where students can take courses. She has already emailed Almir and asked him about this. She can draft up the information for this if Almir would like.

## **5.2 Education Session**

Linda, Kathy, Melissa, and Donna met to discuss the ideas for the education session. They decided Sno-Med was the topic. This session would be offered by teleconference. We would like to have the session late this spring. **Plan: Donna has contacted Jennifer Hall and is waiting to hear back from her.**

## **5.3 Display Board**

Donna and Melissa went to staples to look into getting a display board put together. The cost is \$40.00 an hour for the labor. Then for 12 sq ft (they charge by the foot) it would be 71.88. If we wanted it laminated it would cost 96.20 plus the labor costs. This display board would compliment our new banner and give facts about SHIMA and HIM's. **Kathy Braaten made a motion for a budget of \$300.00. Amanda Helmeczi seconded this motion. Carried.**

#### 5.4 PDF Conversion Software

Amanda and Almir discussed purchasing the software. They decided it would be best if Almir purchased this. **Plan: Linda will find out if Almir has purchased this already or not.**

#### 5.5 Membership Due Increase for 2011

At the previous meeting we discussed increasing our membership fees by \$5.00 for each category (active, inactive, honorary, etc) We decided to put the fee increase on hold for now. **Plan: Linda was going to put together a letter to find out why people aren't becoming members of SHIMA. She will send this out after our June 30<sup>th</sup>, 2010 due date. Amanda was also going to look into the costs of putting an ad in the newspapers to try and promote more memberships.**

### 6 New Business

#### 6.1 3M User Forum –Sask. Update – see attached letter from 3M

3M is having a forum in Vancouver in September 2011. They have asked if someone from Saskatchewan could give an update on provincial initiatives and strategies. Amanda has also been invited and is interested in going. **Plan: We will wait to find out about costs and discuss what we should present at the next meeting.**

#### 6.2 Centralized E-mail

Almir had suggested putting e-mail under the executive page. Some of the executive didn't think this was necessary. Blaire suggested possibly putting a correspondence section under the executive page; this way if we had emails that were necessary to save we could send these to Almir to be attached under the correspondence. **Plan: To monitor our e-mails and see if we have enough important information that is would be necessary to keep them for correspondence on the website.**

#### 6.3 Amendments to Bylaws, Rules and Regulations

All amendments to the bylaws and rules and regulations need to be into CHIMA 6 weeks before the AGM. Then the executive will have 3 weeks to review them before the AGM. Linda suggested some changes regarding duties of the HI&T certificates would this be the past presidents duty or would this fall under professional development. Also corporate sponsorship duties, are they the responsibility of the past president or the ppp. There is also reference to an education assistance fund which we haven't used for years. Could this be taken out. **Plan: Linda reminded the**

**executive to review both the bylaws and rules and regulations. Also to send out an email to remind members they can review the bylaws if they want to suggest changes.**

#### **6.4 Executive Vacant Positions**

Kathy will be moving into the role of president and Linda will move into the past president position. Amanda Helmeczi and Donna Deutscher will be remaining in their current positions. This leaves the positions of president elect, secretary-treasurer, and convention planner still vacant. Melissa has a couple people interested in taking on the position of convention planner.

#### **6.5 Corporate Sponsorship**

CHA has decided to become a bronze sponsor. This is our first corporate sponsorship in a long time. We need to decide what steps need to be taken. Who sends the package/certificate/invoice. **Plan: Past-President will be responsible to collect the necessary information from the executive members (ie. Invoice/receipt from secretary-treasurer, publication dates for the newsletter from publications) and will send packages and keep in contact with the sponsor.**

#### **7. Other Business**

No other business at this time.

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

The next meeting will be in late August or early September to prepare for the AGM. An in person meeting vs. teleconference will be decided at a later date.

#### **9. Adjournment**

Linda adjourned the meeting at 12:22 pm.