

**SASKATCHEWAN HEALTH INFORMATION MANAGEMENT ASSOCIATION
EXECUTIVE COMMITTEE MEETING
ROYAL UNIVERSITY HOSPITAL
SASKATOON, SASKATCHEWAN
OCTOBER 30, 2010
TIME: 10:05 – 12:04
In-Person Meeting**

In Attendance:

Linda Perrier, Kathy Braaten, Jennifer Fournune, Donna Deutscher, Megan Ferris, Helene Ray

Regrets: Amanda Helmeczi

1. Call to Order

The meeting was called to order at 10:05 am.

2. Approval of Agenda

Kathy Braaten made a motion to approve the agenda. Seconded by Donna Deutscher. Carried

3. Approval of Minutes; August 21st, 2010

No additions or corrections. *Linda Perrier made a motion to accept the minutes from the August 21st, 2010 meeting. Seconded by Megan Ferris. Carried*

4. Executive Reports

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

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

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

4.4 Secretary-Treasurer – See Megan's attached report. **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 Helene's attached report. **Report placed on file.**

5. Old Business

5.1 Display Board

Melissa Jesney has volunteered to help Donna with the display board. Donna is open to ideas from the Executives. Donna wants to make the display board give information on a wide scope. The display board could potentially be used at career fairs as well as a prop during HI&T week.

5.2 Storage Site

The storage unit that we are currently using is on a contract for \$600 for the year (March 2011). Kathy spoke with the Storage unit Manager and in order for SHIMA to end the contract with them; someone else would have to rent the space from us. Linda did however offer to store plastic totes at the St Paul's Hospital. A form would be created indicating that St Paul's is not responsible for any damage that happens to the totes while being stored. There would be no charge for storage. A suggestion was made by Helene to buy plastic totes which could have locks on them to ensure confidentiality. Linda offered to send out emails to the numerous zone reps to try and hand off the storage unit to anyone whom would like to use it.

5.3 Sask. Archives

Kathy had offered to contact Sask. Archives.

5.4 Digital Clothing Logo

Donna wanted to know at what cost it would be to members to have the digital clothing SHIMA logo. Kathy said she would discuss this with Amanda. Donna also expressed concern about how would you be able to control who and how people use the logo. Kathy explained that we would just have to trust our members and plus it would be advertising either way.

6. New Business

6.1 Deleting old emails

Donna and Kathy both expressed how they are receiving an abundant amount of emails that don't necessarily need to be kept. Donna suggested that the person whom initiated the email should archive it for the recommended retention period (2 years). It was agreed by all members of the Executive.

6.2 3M Convention in Vancouver in October

Kathy stated that 3M will be hosting a convention in Vancouver and that we would discuss it later at our next meeting when Amanda would be present.

6.3 HI&T week

Kathy explained how she uses props during HI&T week at the Royal University Hospital to promote the profession. Donna offered to give Kathy the SHIMA Banner to also help promote HI&T week. Helene was open to ideas for what smaller facilities should do for HI&T week. Kathy, Donna and Linda expressed ideas for Helene such as having an open house in the department, bake sale, display board etc. Helene explained how her facility celebrates HI&T week more so in December by hanging a wreath on Health Records Department door. The wreath has mock out-patient forms and wrist bands. Linda suggested that Helene post that on the website on the "Did you know?" column. Linda offered to send an email to the zone reps regarding brochures to help promote HI&T week. Jennifer had a suggested having T-shirts with the saying "Best Kept Secret" (front), "Health

Information Management” (back), which she had done for a career fair. Megan offered to promote HI&T week at her facility as well.

6.4 Fundraising

Megan will present the updated totals for the merchandising that was done at the convention. If SHIMA made more money in merchandise sales then there would be no need for fundraising anymore. Donna suggested that fundraising would occur during conventions and perhaps a silent auction would be more suitable rather than a raffle or door prize.

6.5 Med2020 User Session Webinar

Donna informed the executives there would be an in-service in Saskatoon for the Med2020 Annual Convention.

6.6 Conference Vendors

Kathy wanted to thank Lana and her team for such a wonderful job they did at the September 23-24, 2010 SHIMA Convention. Kathy explained how there was an incident at the convention where a vendor pushed Lana into letting him speak at the convention, while the Med 2020 vendor managed to convince Lana to allow them to also speak at the convention as well. Lana was unaware that vendors were not permitted to speak at the convention because it would be considered a conflict of interest. Kathy however did inform the 3M of the incident and apologized to them for not asking if they would also like to speak at the convention at the time, 3M was very understanding. It was made as a general rule if a vendor wished to present the Convention Planner would ask the vendor if they wish to present.

Helene will create a procedure manual. If and when a vendor wishes to present they must donate towards the convention. Helene will bring a draft policy/procedure to the next Executive Meeting.

6.7 MHIMA and HIM's in Manitoba

A member of MAHIMA Ardean wrote a letter to Kathy regarding the pay grade difference between Manitoba HIM's and Saskatchewan's HIM's. Rhonda Murphet replied to Ardean's letter, and replied back saying that SAHO approved to increase the wages of Manitoban's HIM's. However, that would not necessarily mean anything to the Manitobans. Any suggestions would be beneficial to help MB to increase their wages. Donna suggested that they change the classification of their profession. Donna will be contacting Lori Knight of the Wascana SIAST Campus to further investigate the history of the profession in Saskatchewan. Kathy asked the question if there was any difficulty recruiting HIM's. Kathy believed that the members of MAHIMA are fighting their union and that Ardean's management should become more involved with this problem at hand.

6.8 HIM's in Chronic Care Hospitals

Cheryl from the Spiritwood health region has recently lost her HIM position due to the fact that her management and union don't want to pay her and HIM's salary. Management has told her that coding for Prince Albert will cease. While Sask. Health says that Cheryl will continue to code for Prince Albert. Currently the Acute Care hospital is being conformed into a Chronic Care facility. Cheryl does have clerks whom are performing HIM jobs. Kathy will be contacting SHIMA as well as CHIMA regarding finding some sort of help for Cheryl. Linda offered to find out more about Cheryl's union. Kathy will send an email to Cheryl urging her to create an article for the newspaper.

6.9 Call to members for articles for "For the Record"

Donna suggested that we post upcoming career fairs. Amanda will be contacting zone reps if they wish to post an article as well.

6.10 Honorary Members

At the September 24, 2010 AGM meeting there had been a section in the Bylaws regarding honorary members. If a member wishes to be an honorary member there would be no charge to be part of SHIMA as well they would be able to stay current with SHIMA updates and events. Linda and Megan will contact the zone reps and create a list of Honorary Members. Megan will be creating an article for SHIMA regarding the Honorary Members and how important it is.

6.11 Annual CHIMA Conference cancelled

There was some displeasure from many members who received the letter from CHIMA regarding the cancellation of the CHIMA Convention this year. Kathy had written a letter to CHIMA explaining how upset all the members were. Kathy had first asked the other provincial associations what they thought of the CHIMA Convention Cancellation. BC as well as NFL Associations replied. They both seemed displeased.

Donna voted to send Kathy's letter to CHIMA. Donna explained maybe perhaps CHIMA should have provided an alternative.

Jennifer explained how there has been an international bid and they have been focusing there attention to the international convention rather than the national convention.

Helene voted to send Kathy's letter to CHIMA. Helene explained how CHIMA is Canada's national voice and they should have asked their members how they would have felt if they were to cancel the convention. Helene expressed how she no longer felt she was unimportant to be a member of CHIMA.

Kathy decided to send the letter will notify the executives when she has sent it.

6.12 Gift for the outgoing President

Linda wanted to know if the Executives will be giving gifts to the President anymore. Donna suggested instead of a gift, perhaps a certificate of recognition would be more suitable.

Jennifer will be responsible for acknowledging the president. Jennifer will also be adding this to the rules and regulations- duties sections for the President Elect.

7. Other Business

7.1 Members not getting their emails for renewal of membership

Megan will be creating an article in the newspaper regarding renewing memberships. Megan will also be contacting the zone reps of when membership's renewals are coming. It will also be noted that members can renew their memberships at anytime. Megan will be sending an updated membership list to all executives. Donna had created a new Membership package for new members. Almire will be creating this document to a PDF document. Megan will add a step into the "New Members" Document located on the SHIMA 2010/2011 Disc.

8. Date of Next Meeting

The next meeting will be a teleconference/in person in February, 2011.

9. Adjournment

Kathy adjourned the meeting at 12:04 pm.

Minuets taken by
Megan Ferris
Secretary Treasurer