



**SASKATCHEWAN HEALTH INFORMATION MANAGEMENT ASSOCIATION
MINUTES
FEBRUARY 7, 2011
EXECUTIVE TELECONFERENCE MEETING**

ATTENDANCE: Linda Perrier, Kathy Braaten, Jennifer Fortune, Donna Deutscher, Helene Ray, Amanda Helmeczi

REGRETS: Megan Ferris, Almir Muhamedagic

1. Call to Order – meeting was called to order at 1902 hours

2. Adoption of Agenda

Agenda was adopted by Donna

Seconded by Linda

3. Approval of Minutes of October 30, 2010 meeting

Approved by Helene

Seconded by Amanda

4. Executive Reports

4.1 President's Report – please see report on file

4.2 Past President's Report – please see report on file

4.3 President-Elect's Report – please see report on file

4.4 Secretary/Treasurer's Report – please see report on file

4.5 Publications, Publicity and Public Relations' Report – please see report on file

4.6 Professional Development Report – please see report on file

4.7 Convention Planner Report – please see report on file

5. Old Business

- 5.1 Publishing members names on the website – the decision was made that we will not be publishing members names on the website. The issue was raised because a member had thought it might be beneficial if we did that as it would provide an easy reference for members to check and see if they had paid their annual dues. The consensus with the executive was that this would represent a breach of privacy and because we are not a certifying body, (ie. It is not mandatory for our certification purposes to belong to SHIMA) this would not be necessary. **ACTION: Kathy will contact Almir to have him add to the website that if members needed to inquire about the status of their dues they should contact the secretary/treasurer and provide her email address.**
- 5.2 Fundraising – this was covered under 6.3 Merchandise/SHIMA logo
- 5.3 MHIMA and HIM's in Manitoba/HIM's in Chronic Care Hospital – **ACTION: 1) Donna will contact Lori Knight at SIAST for information regarding the HIM profession history in Saskatchewan 2) Kathy will contact Gail Crook for any guidance that CHIMA can offer 3) Linda will contact the HIM from the chronic care facility who lost her job to the clerks when the facility became chronic care only.**
- 5.4 Cancellation of the annual CHIMA conference – We reviewed the letter sent to Kathy from Val Alston and Gail Crook in response to the letter we as an executive sent out. Linda stated that this was not discussed at the AGM last year and was not discussed at the Presidents' meeting either. There was some concern addressed that the bigger provinces maybe had more say in this decision, even though we don't know this. Concern was also expressed for the lack of support for the provincial associations because it is not mandatory to belong to the provincial associations to keep our credentials. The executive feel that the mention of only '1% of members who are able to attend conferences' is a bit misleading as there were 300+ people in Halifax and Saskatoon's convention was very well attended too. **ACTION: Kathy is going to create a letter to our members attaching a copy of the letter the executive sent to CHIMA and CHIMA's response so that the members would be kept informed.** Helene made a motion that the funds that would have been used to send this years' president to the convention be used to send next years' past president (this years' president) to the convention next year along with next years' president. Donna seconded that and all were in favour.
- 5.5 Members not getting their emails for renewal of membership – discussion did center around membership accountability and that perhaps what was really needed was more incentive to have members join. Some suggestions for incentives were: anyone who would submit two articles for "For the Record" would receive free membership; have a draw for those members who do pay for membership offering something like a magazine subscription, payment for their membership; the first few members who renew annually would get a pen or something like that; offer a free convention pass to all paying members or

the first member to renew; offer incentives for those who bring a friend back or into the association. There was a lot of interest in providing a free convention pass as well as encouragement of bringing a friend into the association or back. Also we are going to offer free membership to those who provide two articles for "For the Record". **ACTION: Amanda will draft a letter for the zone reps to distribute letting HIM's know that they will be offered free membership with the submission of TWO articles for "For the Record".**

- 5.6** Storage Site – our contract with our storage site will be done at the end of March. St. Paul's has offered us storage there as long as we have an acting member of the executive living in Saskatoon. We would like to have the totes that lock and these can be bought at any stationery store. **ACTION: Linda will purchase the required totes and contact our storage facility to ensure our contract is cancelled at the end of March. Kathy will contact Megan to ensure she does not send any money to the storage site after March.**
- 5.7** Med2020 User Session Webinar – please see the Professional Development report. Donna feels that the best way to cover cost for this would be if SHIMA covered the cost (depending of course on what the cost would be). There was a question of the time line and we don't know that exactly but hopefully it would work into a Spring Education Day again.
- 5.8** Call for Articles for "For the Record" – covered above.

6. New Business

- 6.1** One Association/Chapter Model – concerns regarding the implementation of this type of model expressed by the executive were: our voice might be taken away from us; we might become 'swallowed up', especially being a smaller association from a smaller population based province; would there be equal say and fair representation from each provincial chapter; how would the money be handled, (ie. Who collects dues, how are they distributed, what happens with the money we currently have in our bank account); concern was expressed that before any type of change is made a vote needs to be taken of all members across Canada and that a lot of deliberation goes into this beforehand. **ACTION: Kathy will attend the NHIMA meeting and give our concerns as well as bring back any discussions made at the meeting to the executive.**
- 6.2** Breakdown of Convention Costs – we do not have any past records of how costs for each convention were broken down. We know from last year the food was paid for through the fees for the convention. Other than that there doesn't seem to be much direction. **ACTION: Helene is already preparing an operation manual to be kept with the Convention Planner tote and she is going to start keeping records of the breakdown of convention costs on a flashdrive that will stay with the Convention Planner tote and it will become part of the duties of the convention planner to keep detailed record of the breakdown of costs each year. Kathy will contact**

Megan to see if she has any record of the breakdown of costs for previous conventions.

- 6.3 Merchandise/SHIMA logo – we still have 80 tote bags left from last year (the pink ones where \$1 goes to cancer research) and some magnets. Therefore we will not order more totes as they are not great sellers apparently. The pens and mugs were good sellers this year. Ideas for merchandise this year include: pens with highlighters, mugs, fridge magnets that double as letter openers, sticky notes and note pads. Another idea was that we could maybe have some give aways for the goody bags at the convention. Whatever we decide to give away would be different from that which we sell. **ACTION: Amanda will price out the above and get back to the executive with what she finds. Decision to be made from that will be what to sell and what to give away in the goody bags.** Kathy had raised some concern about selling of the SHIMA logo and that maybe we should create some kind of written disclaimer for this (ie. That the logo will only be used for the purposes approved by the executive). Reaction to this was mixed in that we would really be unable to police this and would probably not be able to do anything about it should the logo be used for something inappropriate. There are still some members who feel that there should be some type of disclaimer to let members know who purchase this that it should only be used for the purposes intended and not for something that would misrepresent SHIMA. No action item was decided upon. **Kathy will contact the executive with a suggestion.**

7. Other Business

Kathy had contacted Alysha Garrett regarding whether or not they would be having another career fair at E.D.Feehan as last years' was very good. She informed me that they were and would love to have us attend. **ACTION: Kathy will contact Rhonda about this and Donna and Jennifer will finish the display board prior to the career fair.**

8. Date of Next Meeting

We will try to have our next meeting in May, 2011.

9. Adjournment