

**SASKATCHEWAN HEALTH INFORMATION MANAGEMENT ASSOCIATION**  
**EXECUTIVE MEETING – RUH ROOM 5423**  
**SATURDAY, MAY 14, 2011**

ATTENDANCE: Linda Perrier, Kathy Braaten, Jennifer Fortune, Megan Ferris, Amanda Helmeczi

REGRETS: Almir Muhamedagic, Donna Deutscher, Helene Ray,

**1. Call to Order:**

Kathy called the meeting to order at 10:15 am

**2. Adoption of Agenda**

Agenda was adopted by Amanda  
Seconded by Linda

**3. Approval of Minutes: February 7, 2011**

Minutes were adopted by Megan  
Seconded by Jennifer

**4. Executive reports**

**4.1 President-** please see report on file

**4.2 Past President-** please see report on file

**4.3 President Elect-** please see report on file

**4.4 Secretary/Treasurer-** please see report on file

**4.5 Publications, Publicity and Public Relations-** please see report on file

**4.6 Professional Development-** please see report on file

**4.7 Convention Planner-** please see report on file

**5. Old Business**

**5.1 Merchandise/SHIMA logo**

Kathy had approved that we would spend \$650.00 on merchandise; part of this amount was taken out of the fundraising budget. We have decided that we would spend the money on such items as:

- Pens
- Ceramic Mugs
- Water Bottles

We have also decided to use the colours of the SHIMA Logo (Green and white). It was decided that it would not be reasonable to sell the SHIMA logo, nor would SHIMA clothing.

## **5.2 Storage Site**

Linda has contacted Storage Mart and informed them we would not be renewing our contract and we would have our archives removed by the end of March. Kathy and Linda moved our archives to St. Paul's Hospital in the Health Record Department's file room on Level 00 on March 26. The totes have been labelled with the items listed that are stored inside. We have signed a Release of Responsibility agreement with the Health Record Dept. at St. Paul's Hospital for any loss, theft or damage of our archives. We are only able to store our archives there while there is an executive member working in one of the acute care hospitals in Saskatoon.

## **5.3 MHIMA and HIM's in Manitoba/HIM's in Chronic Care Hospitals**

Donna has tried to contact Lori Knight regarding the HIM history of this province. However, Donna was not able to attend the meeting and this will continue to be an ongoing action item and will stay on the minutes until it has been resolved.

***ACTION:** Kathy will contact Gail Crook at CHIMA in regards to giving us some sort of direction. Linda will check into if HIMs are able to work in Chronic Care facilities.*

## **5.4 One Association/Chapter Model**

We have been asked by Nancy Haugen to do a pilot province for the One Association/Chapter Model. Linda and Kathy felt the executive wouldn't have the time to become one association with 3 others, due to medical leave and other business of the current Executives. Kathy has informed Nancy of this and has also sent an email with questions in regards to what we would be expected to do and have happen to our original association. Nancy Haugen has not yet replied.

Amanda has expressed concerns regarding if our Membership fees would rise? And fears of less memberships, and that there must be a definite benefit to our members. Kathy reassured that yes, it is a huge change and a big incentive so we are still unsure. Linda also expressed concern that since we are such a little province, are we at risk of being swallowed going to up by a larger association? Kathy then read Nancy Haugen's letter in regards to the proposal to becoming one association. If we do decide to go with the merger, Kathy would like to be a part of the merger and help guide Jennifer (President Elect) until the end. Kathy does not want to leave Jennifer in a sea of uncertainty.

## **5.5 Retired Members Becoming Honorary Members**

Linda has received a list of 11 retired members from zone reps. In the Bylaws and Rules and Regulations it states that we must inquire first, if the retired members wish to be Honorary Members and if they so choose to be they must be approved by the AGM.

***ACTION:** Linda will contact the retired members and inquire if they wish to be Honorary Members.*

## 6. New Business

### 6.1 Med2020 MUGinar Sessions

Linda and Kathy recently were involved in a teleconference, with Judy Ruest from Med2020 discussing an education sessions from June and September. There was a survey conducted and from that survey there were 30 responses. The surveys that were done indicated that people request that Wed from 9:00 to 11:00 am were the best times to have these sessions. During the teleconference Kathy and Linda were informed that the cost would be \$65.00/site.

Our intention is that this will be helpful in building the membership by providing education sessions.

Amanda expressed concerns that only a few people use the sessions and would they increase the price because we would have less sites using these sessions?

Kathy informed we need to clarify

- What are we purchasing for \$65.00 per site?
- And would the cost change?
- What session we were wanting to purchase?
- We would might have to double-up sites for education sessions
- Would we have to download special software

Our main focus is to give our members their \$45.00 membership fee worth and give them 15 sites. Amanda suggested that we will have the 1<sup>st</sup> session in the fall because we do not have time for a session set up in June and this way we won't be rushed in getting a session working and informing the members.

As an Executive we have decided that 15 sites in October will have an education and that SHIM will pay \$1000.00 for these sites. However, this will only support SHIMA Members; all other non members will have to pay \$65.00 to attend these education sessions.

***ACTION:*** Kathy will draft a letter, relaying the results of the survey to Med 2020 and to the members.

### 6.2 Membership Renewal Letters

Linda has already sent a letter to the zone reps regarding renewal of memberships.

Note: June 15, 2011 is the last day she will be accepting articles.

Amanda: we need more articles from different people.

We have still no response to the 2 articles for free membership

***ACTION:*** Amanda will put on the website as an Article regarding the renewal of memberships and our special offers (submit 2 articles and receive a free membership). Amanda will also will contact Tara Fournier, head of the HIM SIAST program and CIHI regarding articles they would be willing to submit. Amanda will have to change the email on the website due to her new employment location. Linda will ask students for an article of their experience of the program. Linda has also offered to contact the zone reps to see if they would want to submit

*an article in regards to their life in the health records department. Megan will send a email to all the members regarding renewing the membership.*

### **6.3 SHIMA Bursary**

Amanda had reminded the Executive that we should make members aware also of the SHIMA bursary. Kathy suggested that we create an application and guidelines for the bursary. There is a note in the Bylaws and Rules and Regulations regarding the bursary;The Finance Committee will decide the guidleines and cost

We have set a dollar amount for the bursary: \$250.00/each for 2 active paying members once a year. We will allow 2 members to be awarded this bursary.

We had also decided we would add into the guidelines that the individuals must write us an article regarding what course they are taking? How will this course benefit them as an HIM? In the end the Finance Committee will decide which members will be awarded the bursary.

***ACTION:** Kathy; will send a note to the zone reps regarding the bursary and Amanda will make an article in the newsletter*

### **6.4 Alice Rublee Award**

We will be awarding the Alice Rublee Award winner with a cheque of \$150.00 and a framed certificate. The Outstanding Member will be awarded a \$50.00 cheque and a framed certificate as well.

### **6.5 Changing of the Membership Package**

We have decided that this will be discussed at the next meeting.

### **6.6 Convention Package**

Linda has expressed concern on what would Telehealth speaker be speaking about. We decided that we would have to ask Helene what it entails. Jennifer asked the question if we could send out an email to Managers in regards to who were members and non members; this way Managers can allow members to go first before they allow non members to attend the Convention. However we have decided that is confidential information and we will not be sending an email.

***ACTION:** Linda and Kathy will send an email to the zone reps in regards to the Convention date and registration form.*

## **7. Other Business**

Kathy has decided that emailing an ACTION items list to each of the Executives is a great idea. It is a great friendly reminder and ensures that no items are over seen.

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

Saturday August 13,2011

## **9. Adjournment**