

**SASKATCHEWAN HEALTH INFORMATION MANAGEMENT ASSOCIATION**  
**EXECUTIVE MEETING - TELECONFERENCE**  
**SEPTEMBER 12, 2011 AT 7:00 P.M.**

ATTENDENCE: Linda Perrier, Kathy Braaten, Megan Ferris, Helene Ray  
REGRETS: Almir Muhamedagic, Donna Deutscher, Amanda Helmeczi, Jennifer Fortune

**1. Call to Order**

Kathy called the meeting to order at 7:01 pm

**2. Adoption of Agenda**

Agenda was adopted by Megan  
Seconded by Helene

**3. Approval of Minutes – May 14, 2011**

Kathy had brought forward:

**May 14, 2011 - 5.5 Retired Members Becoming Honorary Members**

Linda has contacted the Honorary Members; a number of members had said they would **like to be recognized as Honorary Members as follows:**

**May 14, 2011- 6.3 SHIMA Bursary**

The SHIMA Financial Committee and Executive have agreed that 2 active paying members will be awarded the bursary. Kathy will update the Rules & Regulations to reflect our decision.

Minutes were adopted by Linda  
Seconded by Megan

**4. Executive Reports**

- 4.1 **President-** report be placed on file as read
- 4.2 **Past President-** report be placed on file as read
- 4.3 **President Elect-** report be placed on file as read
- 4.4 **Secretary/Treasurer-** report be placed on file as read
- 4.5 **Publications, Publicity and Public Relations-** report be placed on file as read
- 4.6 **Professional Development-** report be placed on file as read
- 4.7 **Convention Planner-** report be placed on file as read

## **5. Old Business**

### **5.1 Merchandise for Convention**

Amanda had delivered Kathy and Amy a car full of merchandise. The pink totes will be used as convention packages. Kathy will be sending them to Helene. As an Executive we have decided that the SHIMA merchandise will be sold as follows:

- SHIMA Pen: \$1.00
- SHIMA Water Bottle: \$5.00
- SHIMA Coffee Mug: \$5.00

A cash convention float was also discussed in the amount of \$150.00 will be prepared by Megan. Kathy and Amy have volunteered to work the merchandise booth.

### **5.2 HIM's in Chronic Care Hospitals**

Kathy had sent out numerous emails to Gail Crook. However, Kathy has had no response. Kathy feels impacted by this issue. Kathy had offered to contact Sharon Penny if we do not hear from Gail Cook shortly. Linda has agreed to acknowledge this issue at the AGM Meeting to make the membership aware as well.

### **5.3 One Association/Chapter Model**

Kathy has reported that she is currently at a standstill in regards to this subject and has not heard anything from Nancy Haugen who has been piloting the project. Kathy will contact Nancy and update the Executive at the next Meeting.

### **5.4 MUGinar Session**

Kathy had received a number of responses from email sent in February 2011. The survey had showed that October 19, 2011 between 9:00 and 11:00 am would be a perfect date/time. Kathy will be contacting Judy Ruest in regards to members who are interested in the MUGINAR sessions. Kathy will also mention that between 9:00 and 11:00 am on October 19, 2011 this will be the MUGinar Session "test-run" and that an IT Personal will be available onsite if any problems are to arise.

### **5.5 Changing of the Membership Package**

Donna had brought forward this subject, however, this will be discuss in the new year Executive Meeting with the new development team

## **6. New Business**

### **6.1 NHIMA news.**

#### **6.1.1 Representation**

Kathy had attended a NHIMA Meeting. She had recently spoken to Sonya Stacykizar who is a Chair Member on the Committee who informed Kathy that: Traditional the President of the Provincial Association would attend the NHIMA Meetings. However,

since the Presidential role can be busy at times. Sonya had informed Kathy that the Past President could take the place of the President. However, Kathy strongly emphasised that this was only an idea if the Executives wanted to go forward with this idea.

Linda had brought up, the matter that since the President attends the Annual NHIMA Meetings and is funded to do so, would the Past President have the same privileges to go to these meetings as well? Kathy then asked the question if the NHIMA Meetings would have to be changed to a teleconference meeting due to the Past Presidents involvement with NHIMA.

### **6.1.2 Dues for FY 2012/13**

As a Provincial Association we currently pay a NHIMA Membership due of \$300.00/ fiscal year. NHIMA has asked that we consider, what would be a fair amount to pay for Membership dues. Linda had questioned if this would be a temporary increase or would our dues go back to being the regular amount. Helene had suggested that if this increase of the NHIMA dues is to help assist the cost of the International Convention, which the Provincial Associations will agree to pay a minimum amount only to support the convention. Once the convention is over the NHIMA Membership dues will return to a normal set amount. Kathy will contact Sonya and Kathy Brocks and will return to the Executives with a reason why NHIMA has asked us to consider our membership fee.

### **6.2 Insurance policy**

Kathy has contacted Seaborn Agencies and has cancelled the insurance for the storage shed. Kathy had acquired a report from Seaborn Agencies with an explanation of what our current insurance policy covers. Kathy will be sending a copy of this insurance policy to each Executive.

Linda had questioned if the insurance policy would cover the information stored at the St. Paul Hospital in the storage bins. Helene responded that if any information were to be destroyed/lost it could not be recovered and that no material equipment is used or stored by SHIMA. So the Executives felt as though it would be a waste of money to expand our insurance.

### **6.3 Poster Board**

Donna and Jen had worked very hard and created a poster board. It has been used for many events such as HI&T Week. The intent of the poster board was to be used anywhere in the Province. The Executive have decided we would allow the poster board to be used by a SHIMA Member but would have to pay a retainer fee. The Executives have decided that the cost of the retainer fee would be the cost to replace the poster board. The poster board will be displayed at the convention to help promote the profession and the usage of the board.

#### **6.4 Alice Rublee Award**

Tara Fournie has nominated Anatolii Maranduik for the Alice Rublee Award. Donna has agreed to create a certificate and purchase a frame to present to the individual at the AGM.

#### **6.5 Newsletter**

Kathy had spoken to Amanada in regards to the newsletter. Amanda had mentioned the difficulty to maintain two newsletters a year. Helene had suggested that we should take a vote at the Convention to see if we want to continue with a newsletter or would a News Bulletin on the SHIMA Website would be a better way of communicating. Amanda had emphasized the struggle she had to gathering articles to publish in the News Letter. Kathy felt as though the news letter is a strong way of communication and will be discussing this at the AGM.

#### **6.6 Mail outs to honorary members**

Kathy wanted to know who was responsible for the mail outs?

Linda: ppl who are Honoary members would like mail outs sent to them ie) newsletter or any other mail outs. Linda will send Megan a list of the Honorary Members. Linda will send the names and contact information of our honorary members to the zone reps so they in turn can keep the honorary members informed of what is going on.

#### **6.7 Outstanding member award**

Kathy had purposed that the Outstading member award should be renamed to honour the late Kathy Marcotte. Kathy will first speak with Kathy Marcotte's family to have their blessing and perhaps a biography and photo. The Executives will discuss this at the AGM and will be discussed before the Bylaw changes are voted upon.

#### **6.8 Convention**

Helene has requested that all the Executive Reports be sent in no later then Monday September 19, 2011. Helene has also requested a copy of last year's AGM. Helene will be sending the Convention cheques to Megan. Helene had confirmed that she has written a number of receipts and invoices in regards to the Convention. Helene has informed the Executives that we are currently \$2,000 in the red. But we do have a number of Vendors/Local Physician which are willing to help sponsor the Convention. The Executives did cater to the what the membership wanted and we were aware that the Spa would be expensive.

Helene did mention that the most difficult part about the Convention was finding presenters, the largest issues where with the vendors confirming they would attend the AGM. Helene also mentioned that the contact names and numbers to the vendors were unclear. Helene has created a policy to reflect the names and numbers of annual vendor's names and contact names and numbers.

Helene had mentioned Donna Gamel with Accentus has offered to be a business sponsor however questioned if in turn would they be apart of the SHIMA Membership; Linda had said no.

Helene has offered the Executives to help with the creation of Policies and Procedures templates for the SHIMA Executives.

### **6.9 AGM Agenda**

Kathy had accepted other ideas for the AGM Agenda. Some of the suggestions that were mentioned were as follows:

Publishing Members names on the website:

NHIMA Update: Montreal Convention dues

Honorary Members

News Letter

Outstanding Member Award

### **7. Other Business**

Kathy said we need to get the Executive boxes ready for the new executive member. During the first meeting of the Executives, both the old and new executives will attend to hand off the boxes and have the old members counsel the new members regarding their new roles.

Helene has created a very comprehensive policy procedure for the convention planner and it was felt this is something we may want to do with all positions.

Kathy will endeavour to create one for the President before the meeting and we can discuss it further at that time.

Megan had an unpleasant experience with a new member after she had charged a late fee to that member when she applied to become a member. Kathy will send an apology letter to the member in question. Jennifer will add to the Bylaws the bullet that states we will not charge late fees to new members when they sign up, even if after the deadline.

Sharon Penny had spoke to Kathy in regards to the Policies and having something on the website ie)Retention Polices for SHIMA. Kathy will bring forward to the next meeting.

Helen had brought up the topic of Telehealth as an alternative to teleconference for the SHIMA Executives.

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

Next meeting will be October, 2011 date will be decided by Jennifer.

### **9. Adjournment**

Meeting was adjourned at 9:05 pm