

**PMI Healthcare SIG
Board of Directors Meeting
January 22, 2007**

Board of Directors:	Michele Mills – President Sue Houston – Vice-President Dawn Brennan – Secretary Katherine Hill – Treasurer David Kumpf* – Director of Development Mary Armijo* – Director of Education and Certification Elizabeth Allen – Director of Events Ray McIntyre – Director of Membership Adam Birnbaum – Past President
Meeting Date:	1/22/07 – 7:30 to 8:30 pm

*Absent

Topic	Lead	Discussion	Action Items/ Responsibility
1. Admin Updates	<p>Michele</p> <p>Katherine</p> <p>Dawn</p>	<p>President Report. Michele has worked with other people and will have other comments during the meeting.</p> <p>Treasurer Report. Katherine has begun transitioning with Dawn. However, there has been trouble with installing QuickBooks. This was finally completed today and data has been uploaded. Katherine and Dawn will wrap this up next week. Dawn generated the December 2006 financial reports for this meeting. These were approved.</p> <p>Adam and Dawn have working credit cards. Beth, Sue, and Michele's credit cards are suspended. Dawn hopes to have this cleared up by the end of the week. Treasurer, Events, President, Past-President (retreat organizer) need to have credit cards. Michele and Katherine will talk to figure this out.</p> <p>Approval of Minutes. Minutes were approved.</p>	<p>None.</p> <p>Katherine: Schedule meeting with Dawn to complete Treasurer transition.</p> <p>Dawn: Continue to work with Wachovia credit cards to complete the transfer and un-suspend the remaining credit cards.</p> <p>Katherine: When the credit card issue is cleared up, new cards will be ordered and credit limits will be revised.</p> <p>None.</p>
2. WINS	All	<p>Michele did a Utah HIMSS presentation. The presentation was wonderful. Looking for local interest. Follow-up survey shows positive feedback.</p> <p>Sue's abstract to American Nursing Informatics Association has been accepted in Las Vegas for the spring. Also submitted to PMI for lessons learned on starting a PMO.</p>	All: Report your "WINS" (professional or personal) at the next BOD meeting.

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3. HCSIG Project Website	Michele / Dawn	<p>Purpose This is a new process. Want to reduce the painful part of the Board meeting and the monthly reading of the reports. SIG member (Pat Tubiville) contacted Adam and Michele to introduce this <u>free</u> service. The purpose of the website will be to share information and details on our projects – above and beyond what we submit in our reports.</p> <p>Overview / Training All board officers have access to the Eclipse website. Michele and Dawn will be super administrators. Other board members are administrators. If people update their project websites, then we can eliminate the status reports. Need to check this before coming into the board meeting each month. All Board members can go in and add other team members to review tasks and add information to the websites. There is a document repository. The minutes can also be posted here.</p>	<p>All: Over the next few weeks, check out the Eclipse website and add your projects. Prior to the next BOD meeting, update your project plan (tasks, documents, etc.).</p> <p>Also, determine whether additional training is required. Provide feedback regarding feasibility of using this to update activities.</p> <p>Dawn: Send out the link for the users guide.</p>
4. Project Issues to Escalate	All	None reported.	
5. HIMSS Update	Beth	<p>Beth has sent out the list of people to cover the booth. Everything is getting pulled together. Sunday is the first day that the booth is open. If assigned, please show up so that others can attend presentations.</p> <p>Beth has received different requests from different groups for events. There is no reimbursement for these events. We cannot do these without payment unless there is a local officer or member that can attend.</p>	<p>HIMSS Attendees: Provide Beth with availability to serve at the booth.</p> <p>Beth and Michele: Additional discussion regarding when and where to honor these requests.</p>
6. April 2007 Board Retreat Travel	Michele	Arrive Friday in time for dinner (April 20) – time and location for dinner to be determined. Meet all day on Saturday and dinner on Saturday night. We still need to figure out what to do on Sunday – maybe just a breakfast meeting. We all may need to do some prep work in advance if we are leaving early on Sunday. Hotel is 35 – 40 minutes from the airport. Each officer may need to prepare his/her own presentation. We will have two retreats in 2007 so this which will likely include progress made for the year. Second retreat will talk about goals for the next year, which will be in conjunction with PMI.	All: Make travel arrangements ASAP to fly into Denver on Friday (April 20) and leave on Sunday (April 22).

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7. Procedures Manual	Michele	The goal for this year is to get our procedures in writing and polish as much as possible. We want to have something to pass onto the next group of people.	All: Review sections of manual and send changes and comments back to Michele. Make sure that your section is accurate – especially for the new officers.
8. Component Renewal	Dawn	This is to be completed by 2/1/07. Dawn cannot access this. This is the first time that this is to be done electronically. Last year's renewal is available in the documents that Adam passed onto Michele.	Michele: Work with PMI to provide access for Dawn to assist with completing the Component Renewal.
9. Member Presentation / Flyers	Beth	<p>This presentation needs to be updated with current information. Beth is talking with Mary about this but cannot complete it by Wednesday.</p> <p>No new flyers are needed at this time. One whole pack left and may need to order after HIMSS. We have lots of post-it notes to hand out.</p>	<p>Michele and Adam: Work on this and send to Mary.</p> <p>Beth: May need to order additional flyers and post-its following HIMSS.</p>
10. Next Meeting	All	<input type="checkbox"/> March 26, 2007 <input type="checkbox"/> 7:30 pm to 8:30 pm	