

PMI Healthcare SIG
Board of Directors Monthly Meeting Notes
July 30, 2007 @ 7:30pm EDT
Call-in Number: 866-897-0207

ATTENDEES

Paul Turkal, Katherine Hill, Michele Mills, Adam Birnbaum, Sue Houston, Dave Kumpf, Ray McIntyre

ADMINISTRATIVE UPDATES

1. President Report – Michele
 - a. The HIMSS PM SIG has asked us to cosponsor their activities for 2008 HIMSS at no charge. Specifics as to what was required of the PMI HCSIG are unknown at this point but the board is willing to assist if needed.
2. Treasurer Report – Katherine
 - a. Membership for the month was very good and the SIG is doing well. – 4400 members in June.
 - b. The transfer of banking/credit cards between Wachovia and Bank of America has not been very smooth. All Wachovia credit cards have been paid off but a couple of issues arose that have been resolved.
 - c. A mysterious check of \$125.00 has surfaced dated June 23, 2007. The bank account number is the HCSIGs but the account is titled to PMI International Development/Bob Street and signed by Glen ?. The money was taken out of our Wachovia account. Katherine is continuing to investigate the issue and will follow up with SIG to inform them of the account number issue and to inquire that the check was written from their account. Katherine sent the bank an email, which a copy of will be forwarded to Michele and Sue for their records.
 - d. A \$405.00 charge for website design will be submitted.
3. Approval of Minutes – Beth
 - a. The minutes from the June meeting were approved.

WINS

1. Sue announced that her book, “Project Management for Healthcare Informatics” is available on Amazon for pre-order at \$69.95 and will be published in December 2007. The price may come down.

PROJECT REPORTS

1. David
 - a. Status of marketing material for Executives – Chris is working on a two-page document for trade show use. The first draft is in review and will undergo another review on August 19 and then is send to the board for review and approval. Chris is obtaining quotes from executives and has obtained statistics. Dave will have Chris get in touch with Sue for a quote from her director.
 - b. Status of Career Center design – There is no update from Fatema. Mike put together design and Fatema is to review and get feedback to Mike.
 - c. Review organizations targeted for strategic relationships – Marie, Strategic Relations Liaison, met in late May with Dave to determine which organizations we want to target and is working on an outreach message. The current list to target consists of: AHIMA, WHO, ACHE, PAHO, CHIME. Other suggestions are: American Nursing Informaticists, AHRA, and AMIA. Three more organizations will be targeted by year-end.
2. Paul
 - a. NAGC – The membership meeting is scheduled for Saturday, October 6, 2007 at 7:30 at the Hyatt. The networking reception is scheduled for Monday, October 8 in the early evening. Paul and Michele are working on the agenda and presentation. Beth to confirm current supplies of marketing material and provide information to Paul. Dan Kinder has volunteered to be National Events Coordinator and is working on the NAGC events with Paul
 - b. Other events – The HIMSS agreement has been signed and faxed by Dave.
3. Ray
 - a. Lapel pins – The cost for 1000 pins is approximately \$700.00. Questions arose as to whether we sell the pins or give them as gifts to members as a benefit. Ray will discuss this with other SIGs. Consideration will be given to purchasing a smaller quantity, which will be less investment on our part, to gather feedback. Lead-time for making pins needs to be considered since pins would be available in October at NAGC.
 - b. Project of the Year – Ray will meet offline with those board members reviewing the current entries.
 - c. General membership – Ray will investigate the increase in the retention rate of our member so if there is a trend or anything that the SIG is doing – we want to replicate any efforts that have possibly caused our members to stay. Additionally, Ray is following up with those members that have dropped out of the SIG and is encouraging them to rejoin and obtaining feedback.

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HOT TOPICS

1. Discuss BOD meeting days/times – It was decided that the BOD meetings will now move to the 2nd Wednesday of the month at 7:30 PM Eastern Time. The next meeting will be on September 12, 2007. Adam will not be able to attend that meeting. There will not be a meeting in October due to NAGC.
2. Ops manual – Sue is waiting to review this on Thursday. Her target is to finalize and approve the manual with the board at the retreat in October.
3. PMO SIG would like to sponsor Sue's paper. Sue is working with PMI to sort through the details.
4. HCSpeaks feedback is positive. There is strong interest in getting the Members Only section available.
5. Six Sigma – Ray will get with Mary to get a status on where this educational session is and get back to the group.

Next Meeting: Wednesday, September 12, 2007, 7:30 PM EDT.

Agenda items:

Ops manual status and review

Submitted by: Beth Allen