

PMI Healthcare SIG  
Board of Directors Monthly Meeting  
September 2006

## ADMINISTRATIVE UPDATES

### 1. President Report – Adam

- Spring Retreat – Adam has made contact with the Westin for April 20-22, 2007. A contract has been signed to reserve space
- Bylaws – Adam sent the copy of the new bylaws to PMI headquarters, they made 3-4 recommendations for minor changes. Adam will make the modifications and send to the board for review. The bylaws have been posted on the website for over a year, we will bring them to the membership in October at the Annual meeting for approval.

### 2. Treasurer Report – Dawn

- Dawn reviewed the financial documents sent out prior to the meeting. There were no questions.
- Dawn is working on the 2007 budget and requests information from each director by Monday.
- Jay requested for cost information from the current online education to assist with planning for 2007. Adam noted that the base cost for audio presentations is \$499 plus the cost of the call (if we pay for toll-free calling). Adam suggested budgeting \$500 each.

## PROJECT REPORTS

### Project Reports

For future meetings, these projects will be organized by person.

- a) Submit Articles to Periodicals Targeting Executives – Submit 4 articles to periodicals by December 2007 – David
  - a. Dave requested input on which periodicals to target, please send thoughts to Dave
- b) Submit Proposals to Conferences Targeting Executives – Submit 4 proposals for conference presentations by December 2007 – Beth
  - a. Dave is planning on submitting in the future, Sue presented at the National Food and Nutrition Conference and Expo (Am. Dietetic Assoc. National Conference) in Hawaii in September.
- c) Create Marketing Materials Targeting Executives – Create materials to be in core market packets focused on executives by 2<sup>nd</sup> quarter of 2007 – David
  - a. Tracy is working on this, an update will be available at the next call
- d) Outreach Through Conferences – To have a booth/table at HIMSS and PMI annual/regional events – Beth
  - a. PMI – GC – we are in good shape with plans for the room, door prizes, communication, SIG table and poster. We currently have 10 registrants, not including board members, for the annual meeting. We have received 2 sessions to endorse (IND02 ‘Setting-up a PMO in a Healthcare Information Technology Organization – Special Challenges and Unique Considerations’ and ISS01 ‘It’s all about ME (Managing Expectations))

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- b. HIMSS – We know the number of board members attending and some preliminary work has been done.
- c. NJ-PMI – Materials have been sent for Jay
- d. NAPHIT – was completed last weekend.
- e) Consortium Efforts – Investigate options for consortium efforts and post a business case on the website by December 2007 – David
  - a. No update, this is scheduled for 2007
- f) Project Manager of the Year – Hold the 1<sup>st</sup> annual Project Manager of the year with presentation at membership meeting – Marc
  - a. Planned for 2007
- g) Project of Year – Offer 2<sup>nd</sup> annual Project of the Year with presentation at membership meeting – Marc
  - a. A letter was sent to the winner who will be at Global Congress. A certificate and plaque will be presented at the Annual SIG member meeting
- h) LIGs – Create tools/packet for LIG development by 1<sup>st</sup> quarter 2007 – Marc
  - a. Marc has a meeting scheduled with the team tomorrow and will have an update next month. Matt is looking for marketing materials and will be working with someone from Dave's group on this.
- i) Mentor Programs – Established by December 2007 – Marc
  - a. No update this month
- j) Member Directory – Add to secure area of website by June 2007 – Marc
  - a. The website is due to be completed at the end of this month, there was a delay, but it will be completed by Global Congress
- k) Discussion Groups – Add to secure area of website by January 2007 – Marc
  - a. The website is due to be completed at the end of this month, there was a delay, but it will be completed by Global Congress
- l) HIMSS – Maintain relationship during 2007– David
  - a. There has not been any action on this, additional dialog needs to occur to determine what needs to be done to maintain these relationships while focusing on new ones. Adam is active in the HIMSS-PM SIG
- m) NAPHIT – Maintain relationship during 2007– David
  - a. There has not been any action on this, additional dialog needs to occur to determine what needs to be done to maintain these relationships while focusing on new ones. Last weekend, we sponsored an event as well as have a presence at the event.
- n) Others to be Determined – Design a package of services to offer new organizations in 1<sup>st</sup> quarter 2007 and establish relationship with 4 new organizations by December 2007– David
  - a. Dave is working on a list of talking points for when we contact new organizations. He is starting to reach out to other organizations.
- o) Provide a Secure Member's Section – available by January 2007 – Marc
  - a. The website is due to be completed at the end of this month, there was a delay, but it will be completed by Global Congress
- p) The HCPML HealthCare Project Management Library – Established by fall 2007 – Jay
  - a. Jay noted that he is looking at online templates and best practices
- q) Job Posting – Add to secure area of website by January 2007– David
  - a. Dave is putting a list of requirements together for this and will continue to work on this objective as the website is finalized
- r) Blogger – Add to secure area of website by January 2007 – Marc

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- a. The website is due to be completed at the end of this month, there was a delay, but it will be completed by Global Congress
- s) Face to Face Education – To provide 6 face-to-face educational opportunities (HIMSS, Chapter/LIG meetings, etc.) – Jay
  - a. Jay is checking for a list of topics of interest to the BOD and membership. He requests each of us to send him hot topics in our organizations
  - b. We are sponsoring a full day pre-conference at HIMSS 07
  - c. We will be presenting ‘Best Practices in Healthcare Project Management at a New England regional HIMSS event in late May 07
  - d. There is a presentation of ‘Lean Healthcare’ at the Nashville LIG that Jay is trying to make available on the web. There was also discussion about having a webinar of a panel discussion as Beth is involved with this concept and Sue knows someone who has also been through the training
- t) Online Education – To provide 6 new online educational opportunities in addition to current offerings – Jay
  - a.
- u) Membership Survey (incl. education) – To annually survey members with a minimum of 5% response rate – Marc
  - a. Scheduled for 2007
- v) Conduct Marketing – Grow membership by 25%– David
  - a. Dave is working on the overall marketing message and plan now. Plan is to target growth from January through December 2007.
- w) Conduct Retention Program – Having the lowest attrition rate of all SIGs – Marc
  - a. Matt and Karl are working together on the retention program.
  - b. The follow-up calls/emails for non-renewals.
    - Some thought they renewed
    - Some provided constructive feedback – mostly regarding educational offerings
    - Some did not respond when messages were left/sent
    - Marc asked if this was beneficial enough to continue – all agreed to doing this quarterly by sending at least an email.

It was noted that we need someone to coordinate the website if we have anyone with the right skill set.