

PMI HealthCare SIG Meeting Agenda
Board Meeting
7 April 2009 at 7:30am CT
Meeting phone number: Use Go To Meeting

1 Attendance

- Facilitator: Rami Haddad
- Invitees: Mary Armijo, Mike Allman, Amy Kentera, Brandie Allen, Mike Jenkins, Michelle Robles, Josef Spencer, Pat Collins

2 Roll Call

Attending: Rami, Brandie, Michelle, Joe, & Mike J

3 Objectives for 2009

Discussion Item	Action	Priority	Owner
Other	Improve the value and freshness of the content through HCS and the web site (articles, presentations, etc). What are the standards for that?	TBD	TBD
	More focus or effort toward industry knowledge	Q2	

4 Technology

Discussion Item	Action	Priority	Owner
Other	Need to get ownership of LinkedIn to be with the Director of Technology. Update the name of the group to be "PMI Healthcare SIG"	2009	Mike
New platform	Initial requirements were to: simplify site, improve security, and allow for dynamic content	NA	NA

	Do we move to a new platform now, since we want to move to VCP at the end of 2009? The new platform may have a large impact on our administration work. Can we do a hybrid of current website with some content locked into the new platform?	Q2	Mike
Support for webinars	Mike to review with Amy the events from the cancelled webinar and discuss options.	Q2	Mike
	Volunteer backup to manage the technology?	Q2	Mike
	Cheat sheet with checklist of preparation items and steps to initiate the webinar?	Q2	Mike
	Training session?	Q2	Mike
	Can we offer recorded webinar in iPod mp4 format? Can it be through a video podcast? How to secure the link only to members.	Q3	Mike
Email black hole	Post on the home page to request feedback if people are not receiving routine communication.	Q2	Rami
	Email members whose membership will expire in April and inquire about receiving communications	Q2	Rami
	Review Constant Contact log or approach for email?	Q2	Mike
	Understand CC capabilities and features.	Q3	Mike
Volunteer opportunities	TBD	TBD	TBD

5 Education

Discussion Item	Action	Priority	Owner
Other	"Train Wreck" articles in HCS of what went wrong with projects and lessons learned.	Q3	Comm
Templates	Use the presentations from the webinars to build the template library.	Q2	Amy
	What are the templates? Use the outputs from PMBOK as an example list of potential templates we are looking for.	Q2	Amy
	Communicate in HCS & the web to members that we are looking for their contributions to the library.	Active	Amy

Webinars	Communicate to members that we have removed the log-in temporarily from the library, and will add later by 30 June?	Q2	Rami
	Update the permission form for documents and presentations that they will be available to the public, instead of just for members.	Q2	Joe
Education of health-care and project management topics	The feedback from HIMSS and from our survey last year is strong interest in healthcare topics and industry trends.	NA	NA
	Use some contacts to address some of these topics. Pat Collins specifically will reach out to contact and attempt to arrange for one webinar a month from the industry.	Q2	Pat
	Need to evaluate closely how to provide PDUs for these healthcare topics, as many do have a project management component and may qualify.	Q2	Amy
Webinars	Add the presentation file to the archived webinars.	Q2	Amy
	More frequent communication about the schedule of events, with two or three reminders for events.	Q2	Amy
	What is the backup plan when SolutionQ decides not to renew? Can we offer the past SolutionQ webinar in the archive? For 2009, we will meet the PDU goal. But for 2010, without SolutionQ, can we still offer the 20?	Q4	Amy
Volunteer opportunities	Volunteers for the template review committee?	Active	Amy
	Volunteers for template extraction webinar presentations?	Q3	Amy
	Webinar technology coordinator (2 positions?). Coordinate the webinar event and access to it. Coordinate the record and file format conversion from the webinar.	Q2	Mike

6 Events

Discussion Item	Action	Priority	Owner
Local chapters	Identify which locations that we want to target: two locations in the US Orlando, San Francisco, and Atlanta.	Q2	TBD
	Contact the local chapter and look for volunteers to organize.	Q3	TBD
	Can we leverage other national events?	Q3	TBD

PMI Global Congress	Review schedule for Leadership Institute	2009	Brandie
Volunteer opportunities	Identify four volunteers for each of the four local chapters	2009	Rami

7 Membership

Discussion Item	Action	Priority	Owner
Other	Some people do not understand the web site.	NA	NA
	“What’s new” announcements on the home page and HCS	Q3	Paula
	Treasure hunt on the web site.	Q3	Comm
Member survey	How many members are also HIMSS members or attend HIMSS conference?	Q2	Rami
Automated email types, content, and format	Review and update the automated emails	Q2	Joe
Volunteer opportunities	Volunteer to manage the survey to publish by end of May.	Q2	Joe
	Communications coordinator (Patti Colon candidate)	Q3	Joe

8 Lessons learned from HIMSS

- Integrate closer with HIMSS PM SIG within HIMSS and potentially outside of HIMSS. Hold the same member meeting with them during HIMSS.
- PDUs offering during HIMSS: can we partner with HIMSS to identify in the books those sessions that qualify for PDUs, specifically those presented by PMPs.
- Look for a way to announce our member meeting in HIMSS booklet or catalog of events.
- Timing of the member meeting should not overlap as much as possible with education sessions in the middle of the day.
- HCS abridged copy was useful guide.
- Incorporate the raffle within the HIMSS raffle system.
- The raffle ticket and writing names and numbers was cumbersome.
- Big ticket items are more attractive than multiple lower cost items. Or do we need a prize? What are the guidelines from VCP for next year?

- Work with the local PMI chapter to arrange for the events and get further support.

9 SIG administration

Discussion Item	Action	Priority	Owner
Monthly status reports	Brandie to work with board members and agree on a one page dashboard	Q2	Brandie
Board meeting preparations	Reminder one week ahead of the board meeting to members so they submit their status reports	Q2	Pat
	Incorporate key items from the previous meetings into the next meeting's agenda, along with notes and action items all in one file to post on the web site.	Q2	Pat
	Make sure the items you want to discuss are on the agenda, rather than waiting until the meeting	Q2	All
Board meeting agenda	Board meetings should remain strategic forward looking. We need to spend more time on that.	Q2	All
	Need to identify issues, and not necessarily go into too much detail. Take some of them offline as applicable	Q2	All
	Set time on the agenda to talk about different ideas, in a way setting the strategy for 2010.	Q2	Pat
	Love the immediate submission of minutes after the meeting with action items highlighted.	Active	Pat
Other	Business cards for board members	2009	Rami