



DATE	Sunday, October 11, 2009	TIME	08:30AM – 5:00PM EDT										
FACILITATOR	Rami Haddad	RECORDER	Diana Bishop										
LOCATION	Celebration Hotel Conference Room, Orlando, Florida												
AGENDA / OBJECTIVES	Call to Order and Roll Call (Rami) Round Robin Progress by Directors Discussion of By-Laws Work on Business Plan Visit from Brantlee Underhill and Nicole from PMI												
ATTENDEES	<table> <tr> <td>Rami Haddad, President ✓</td> <td>Brandie Allen, Vice President ✓</td> </tr> <tr> <td>Diana Bishop, Secretary ✓</td> <td>Patti Conlon, Dir. of Communications ✓</td> </tr> <tr> <td>Shaun Wilde, Director of Events ✓</td> <td>Mary Armijo, Past President ✓</td> </tr> <tr> <td>John Crilly, Director of Education ✓</td> <td>Josef Spencer, Director of Membership ✓</td> </tr> <tr> <td>Mike Jenkins, Director of Technology ✓</td> <td>Michael Allman, Treasurer ✓</td> </tr> </table>			Rami Haddad, President ✓	Brandie Allen, Vice President ✓	Diana Bishop, Secretary ✓	Patti Conlon, Dir. of Communications ✓	Shaun Wilde, Director of Events ✓	Mary Armijo, Past President ✓	John Crilly, Director of Education ✓	Josef Spencer, Director of Membership ✓	Mike Jenkins, Director of Technology ✓	Michael Allman, Treasurer ✓
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Mike Jenkins, Director of Technology ✓	Michael Allman, Treasurer ✓												

SUMMARY OF BOARD VOTES AND KEY DECISIONS

MOTION 1: To start the process of requesting a membership vote to dissolve the SIG and move to a community of practice within PMI.

Motion made by Rami Raddad and seconded by Mike Jenkins

Vote: Yes: 10 No: 0 Abstentions: 0 **Motion carried.**

MOTION 2: To instruct PMI that no communication is to be sent to our members relating to voting on dissolution of the SIG until said communication has been approved by the board.

Motion made by Josef Spencer and seconded by Shaun Wilde

Vote: Yes: 10 No: 0 Abstentions: 0 **Motion carried.**

MOTION 3: To amend the bylaws to allow SIG funds remaining upon dissolution to be transferred to PMI to be held in an account to be used exclusively for the benefit of the Healthcare SIG following transition.

Motion made by Rami Haddad and seconded by Mike Allman

Vote: Yes: 10 No: 0 Abstentions: 0 **Motion carried.**

BY-LAWS RESOLUTION: Brantlee Underhill, Director of PMI Practitioner Markets, acting on behalf of PMI, approved the PMI Healthcare SIG by-laws dated October 14, 2005 retroactive to that date.

PMI will post these bylaws to the PMI Component site as the official bylaws of the SIG.



OTHER DECISIONS (BY CONSENSUS, NO OFFICIAL VOTE REQUIRED)

COMMUNICATIONS – Newsletter to be moved to the Members section of the website. First page of the newsletter to be posted on new Facebook page as a teaser to bring more people to our website and entice to become members.

EDUCATION – The templates review team does not have to obtain board review or approval to accept a template. The board should be notified when a new template is added to the site.

CALL TO ORDER AND ROLL CALL

Meeting called to order at 8:15 AM

REVIEW OF BY-LAWS SITUATION (Rami)

BY-LAWS UPDATE

- No official record of 2005 bylaws being approved; must revert to 2003
- No one in a current board is legitimate
 - No one is elected
 - Terms will expire at the end of year regardless as bylaws call for one-year term
- Rami contacted PMI legal
 - “In person” means just that and we can’t get enough people together
 - “Mail” means snail mail; cannot use email
 - Legal is looking into what is an acceptable grace period for us to operate as is prior to transition
- Next Steps and Timeline
 - Friday, October 16th: Legal to get back to us on grace period
 - Do we have a grace period to operate as is?
 - Is the MOU Rami signed valid?
 - Tuesday, October 20th: Special board meeting to get quick update
 - Friday, October 23rd: Target for getting first communication to members to look for the mail and that it is important for them to respond.
 - Monday, November 2nd: Mail by-laws update request to members
 - Thursday, December 17th: 45 days from date mailed

NOTE: Above issue became moot when Brantlee Underhill of PMI approved the 2005 bylaws retroactive to October 14, 2005. (See Summary of Votes and Key Resolutions above). As of October 20, 2009, the 2005 bylaws had been posted the PMI component site as the effective bylaws for the SIG.

GENERAL DISCUSSION ON VCP TRANSITION

TRANSITION BACKGROUND

- Because of bylaws issue Rami feels is necessary to transition as soon as possible
- We have made our concerns known to PMI
 - Not getting answers to our questions
 - Not getting the support we need
- PMI listened have offered all the help we need



- CEO and COO had discussions with Rami and/or Brandie at Leadership Conference
- Brantlee Underhill has been assigned as our executive liaison
- They will be attending our meeting this afternoon
- Discussion on options
 - PMI will not renew charter for any SIG after 12-31-2010
 - If we choose not to transition (and we do have choice) we have to totally disassociate from PMI

FIRST STEPS FOR TRANSITION

- SIG signs Memorandum of Understanding (Completed in August, 2009)
- Board votes to proceed with vote to dissolve SIG and transition to PMI Community of Practice
- PMI initiates vote to board according to our bylaws
- PMI initiates vote to members on our behalf
 - Asking to approve dissolution
 - Asking to approve transition of funds to an account on our behalf; or to select a charity according to the bylaws at dissolution

ROUND TABLE (Directors)

MEMBERSHIP (Joe)

- Continuing to send emails to members
 - Also asking if they are interested in volunteering
- Also sending emails to expiring members asking to join back in and
- Member issues keep coming up but minor compared to prior issues
- Presentations
 - Don't have any in queue after December; need to push out another call for speakers
 - Patti: Question if the person doing the four part article on ICD-10 for newsletter might be interested in presenting

EDUCATION (John)

- Presentation
 - 207 attendees at last webinar – a new record
 - Getting members from across the world (Saudi Arabia, India, China)
 - Emphasized importance of reviews of presentations by all board members
- Templates
 - Has team of two in place to work this important area
 - Requested board to provide templates
 - Goal to have two for each knowledge area by end of the year
 - Approval process – does board need to approve the templates?
 - Agreed there is no need to come to board
 - Just send note that the template approval team has finished its review

TECHNOLOGY (Mike J)

- LinkedIn: 586 members; 44 discussions; lots of new requests
- Facebook Group: Just set up; currently have 10 members
- Video Podcast: looking into converting the webinars
- Need to check if our legal agreement with speakers allows for that
- Infrastructure – Plans to rebuild next year not necessary if transitioning to VCP



COMMUNICATIONS (Patti)

- Question to board – should newsletter be moved to members only area?
 - Everyone agreed yes
 - Discussion on Newsletter and Facebook – suggested only print front page as “teaser”
- Can we start publishing new members in the newsletters?
 - Joe agreed – will provide October names for November newsletter

EVENTS (Shaun)

- Local Events
 - November - partner with New Jersey chapter event; will have booth
 - February 15 – All day session with NJ chapter on “Careers in Healthcare”
 - February – California event in process
 - Option to link with Atlanta chapter on March 1st HIMSS event
- Other
 - December – Boston event with Healthcare
 - March – HIMSS
 - Will be reviewing seminar list and finding those which are PDU worthy
 - Reservations made
 - Next working session needs to dedicate the majority of the time for HIMSS planning discussion

MIKE – FINANCE

- Doing well: \$51k in bank, within budget for last month by \$2.74
- 11 new members last month
- Discussion on the credit cards (we have 2; \$10k on one and \$8k on two).

VISIT BY BRANTLEE UNDERHILL AND NICOLE FROM PMI

BYLAWS

- Original process of having PMI review before submission to members wasn’t followed and/or records were lost
 - Neither we nor PMI have records – although we both have notes
 - Brandie acknowledges that board members who were around verified vote was taken
- Changes
 - Name change alignment needs to occur as part of transition
 - Healthcare project management SIG (what PMI has on file)
 - Project Management Institute Healthcare Specific Interest Group
- Brantlee Underhill, Director Practitioner Markets approves on behalf of PMI the bylaws dated October 14, 2005 retroactive to that date
- Next steps
 - PMI will post 2005 bylaws on PMI component website – thus making them the official bylaws of record

LOGO AND BRANDING

- Logo - do we retain our approved logo after transition?
 - No – Logo retires and we will share PMI logo and branding
 - We will use the PMI logo; but it will have our name as Healthcare CoP below it
- Branding – Are we restricted to using only PMI marketing materials?
 - No – but PMI doesn’t have anything specific to us or any communities at this time



PMI Healthcare Specific Interest Group 11 Oct 2009 Board Meeting Minutes

- Will work with the communities on getting what they need
 - We have lots of things coming up this year; who do we work with
 - Answer: Nicole
- LinkedIn – Do we need to shut down our LinkedIn site?
 - No, PMI doesn't discourage social networking sites; feels it is a way to attract new members
- URL and Contact for Leaders – do we lose them?
 - Website is retired
 - Email will set up for each leader as with following convention first.last.vcleader@pmi.org

MEMBERSHIP

- Members – How do we know who are members are?
 - Still working it out; know there are issues
 - There is a special technology group looking into items and this is a priority
 - Looking for suggestions from communities
- Issues discussion
 - How do you select leadership if don't know who your membership is?
 - Who gets the vote in an election?
 - How do the CoPs find out their needs and provide valuable information?
 - Answer: Idea to run web analytics to see what is pulling people to our site
 - Who do we send our newsletters to?
 - Answer: Technology group scheduled to roll out a subscription service by 12-31-09
- Brantlee asked if we have suggestions to please pass them along
 - Not just a PMI problem – don't want PMI to make all the decisions
 - Suggested that we use web analytics to determine who is coming to the site to analyze what is important
- Josef suggested that we need to put a line in the sand and say we don't move until the question of the member list

BUDGET AND FINANCE

- Budget Process after Transition
 - Opens in May and closes in July
 - PMI covers all core services and defined
 - SIG only plans for anything beyond what are considered core services
 - No guarantee we will get – but if have history of meeting commitments have better chance
- Budget (and Business Plan)
 - If transition in March – only need to do 9 months plan
 - If transition in June – may have to plan and budget for 18 months (through 2011)
 - Driven by annual budget process
- Accounting for Funds
 - Funds that transition
 - Are held for our exclusive benefit
 - For spending beyond core services which are provided
 - Rolls over from year to year
 - Annual Revenues (excess over spending)
 - Must be used within the year
 - Does NOT roll over from year to year
 - So in our best interest to earn revenues early in the year
 - PMI will look at our success with sponsors, events, etc. as part of budget process



- CoP Fees Timing and Planned structure - PMI
 - Plan is to be free through the middle of next year
 - After that is \$35.00 for all CoPs
- SIG Fees
 - Set to zero when PMI releases our new URL to members
 - We need to establish a timeline that sets dues to zero at a point that gives enough notice to minimize requests for refunds
- Finance Role
 - Very minimal or goes away after transition
- Funding big events
 - Credit cards are canceled as part of dissolution
 - PMI will fund everything using their process

LEADERS AND SUCCESSION

- Roles
 - PMI has suggested set of roles; but we are free to modify to meet our needs
- Succession Planning
 - PMI has recommended election process, two year terms and recommended succession planning
 - **Action:** Nicole to make available to us
 - CoP can change suggested titles
 - PMI prefers that the current board lead the CoP through Year 1 – 2010
 - IS and IT SIGs have both appointed a separate transition team to allow current board to continue to focus on value; were in same cities so could work together
- Specific Roles
 - Finance
 - Essentially goes away or is very minimal
 - Taxes will need to be filed until corporate dissolution is final
 - Technology
 - Becomes a site administrator
 - Note: Technically PMI will set up entire board as administrators
 - Layout is set; not clear how much will be flexible in the future
 - **Action:** Brantlee to check what status is
 - Administrative Support (Paula)
 - Has an integral role in our newsletter, email blasts (formatting and distribution)
 - PMI has editors on staff who can help with review
 - Not sure (probably not) have anyone who will do what Paula does
 - **Action:** Nicole to check what is available to us going forward
 - **Action:** CoP to define the needs as part of the business plan
 - Knowledge Content
 - PMI seeing most CoPs don't have the role or is embedded in other function
 - Number of people needed
 - PMI has estimated it takes at least 10 people to be active in the management of the CoP

REVIEW OF PMI'S ACTION ITEMS ACTION

- Post 2005 bylaws on component website as approved, official version



- Set up meeting with Lynn and Tom on knowledge management
- Set up meeting with Patti and Shaun on Branding and marketing (including discussion of some aspects of Paula's role)
- Set up emails accounts
- Send deliverables package to Rami (includes succession planning suggestions)
- Provide access to the website to Mike Jenkins
- Work with Patti to take the member vote once board approves to proceed
- Obtain Answers to the Following Questions
 - Webinars – how to set up with PayPal
 - Exactly what happens to the budget – who takes over when
 - Find out status on technology tasks (SharePoint flexibility and how to determine membership)

DISCUSSION AND VOTE ON TRANSITION

See "Summary of Board Votes and Key Decisions"

LEADERSHIP DISCUSSION

DIRECTOR POSITIONS

- Position announced through CoP communications channels to all members
- Must be nominated by Current council member – ideally someone already in the role
- People can nominate themselves
- Interviewed by designated council
- Approved by current council majority vote
- Terms are two years; alternating positions
 - Membership, education, events
 - Technology, events, treasurer
- Current terms
 - 12-31-09: Education
 - 12-31-10: Membership, Technology, Events, Communication, Treasurer

SUCCESSION POSITIONS

- Secretary is the only nominated and elected position
- **Action Item:** Need to start the election process for 2010 soon so have a secretary in place during transition

NEW ROLES RECOMMENDATIONS (WORKING NOTES)

- Knowledge Content (New – we don't do today; is a local librarian)
- Education → Education Lead (not a position)
- Membership → Membership Development Lead
- Events → Community Involvement
- Communication → Communication Liaison
- Treasurer



- Technology
- Secretary → Community Co-Chair Support
- VP → Community Co-Chair Support (elected)
- President → Community Manager
- Past President =>

Actions Items on Overall Business Plan:

- Mary to send biz consolidated business plan draft for review
- Brandie to send two examples from Consulting and Retail
- Everyone to provide feedback

NEXT MEETING

DATE & TIME: Tuesday, October 27th 6:00 – 7:00 Eastern

TYPE: Board Meeting

AGENDA: HIMSS 2010 (focus); updates on business plan

ADJOURNMENT

The meeting was adjourned at 5:10 pm.

Respectfully submitted,

Diana Bishop, Secretary