



MEETING NOTES: Monday, February 20, 2006 20:00 – 21:00 EST

Present: Adam Birnbaum, Dawn Brennan, Barbara White, JoAnn Klinedinst, Jay Ress, Marc Hirschfield, David Kumpf, Sue Houston

Excused:

TOPIC	DISCUSSION	ACTION/RECOMMENDATION
APPROVAL OF PREVIOUS MEETING MINUTES	The minutes from the previous meeting were approved as distributed.	
PREVIOUS BUSINESS		
Administrative Updates	<p><u>Financial Report.</u> Dawn reported that the SIG balance as of 1/31/2006 was \$10,000, with \$2,300 reported as income. She reminded the BOD that a new expense report, check request form, and undated reimbursement form have been emailed with the previous month's minutes.</p>	
	<p><u>Membership Report.</u> Sue reported that membership as of January 2006 was 1,725 with a goal of 2,300 members for the year. Further, she reported that the Annual Survey will be distributed by close of business on Friday February 24th and the Non-Renewal Survey will be distributed the following week. Other projects noted previously are on hold because of a lack of a secure website connection. Sue also reported that 99 unique people stopped by the booth at HIMSS06, representing a potential for membership. Regarding rewards, no information is available at this time; however, Sue is hoping to distribute information by the end of February or early March. The group discussed types of awards other than a plaque for the Project of the Year and Project Manager of the Year. JoAnn noted that she received a glass statuette engraved with the HIMSS logo for her HIMSS 2005 Leadership Award.</p>	
	<p><u>President's Report.</u> Adam noted that all updates for this meeting were provided in an email of February 15th. Please review and comment.</p>	

MEETING NOTES: Monday, February 20, 2006 20:00 – 21:00 EST

Present: Adam Birnbaum, Dawn Brennan, Barbara White, JoAnn Klinedinst, Jay Ress, Marc Hirschfield, David Kumpf, Sue Houston

Excused:

TOPIC	DISCUSSION	ACTION/RECOMMENDATION
Primary Projects Update	<u>HIMSS '06 San Diego</u> . PM sessions by Marc, Jay, Laura Azid, and JoAnn and Nancy Stetson were very well received. This indicates a need for this type of programming, whether offered as pre-conference or during the regular session. Adam thanked all who participated in the booth duties with Monday and Tuesday showing the most traffic. The presentation by Marc and Sue at the HIMSS PM SIG meeting on the CAPM and PMP were well received and provided lots of synergy between the two groups.	
	<u>HIT Week</u> . Reminder: A ¾ day event will be held at the Renaissance Hotel with a networking lunch to include PMI corporate attendees prepared to discuss resources for healthcare project managers.	Adam to report when more information becomes available
	<u>San Francisco Symposium</u> . Jay reported that registration will open the week of February 20 th . He's had some conversations with Kaiser Permanente regarding the Symposium, but some topics are still open for discussion.	
	<u>New Jersey Symposium</u> . No updates to report. Adam deferred to March BOD meeting.	
	<u>Baltimore Lunch/Learn and Board of Directors Meeting</u> . Reminder: Adam has scheduled a Board Retreat for July 28 – July 30 th . A lunchtime speaker will be scheduled. This event will result in opportunities for strong, local networking opportunities for members. ▼	Adam to report when more information becomes available.
Special Projects Update	<u>HIMSS/PMI Healthcare SIG Relationship</u> . Nancy Stetson will assume the new role of Chair of the HIMSS PM SIG on July 1 st . JoAnn Klinedinst has been named the liaison between the PMI Healthcare SIG and the HIMSS Project Management SIG. Each have worked together extensively on HIMSS-related projects and the appointments will strengthen the alliance between the two organizations.	

Deleted:

MEETING NOTES: Monday, February 20, 2006 20:00 – 21:00 EST

Present: Adam Birnbaum, Dawn Brennan, Barbara White, JoAnn Klinedinst, Jay Ress, Marc Hirschfield, David Kumpf, Sue Houston

Excused:

TOPIC	DISCUSSION	ACTION/RECOMMENDATION
	<p><u>Global Outreach</u>. Adam discussed the possibility of expanding into the Toronto area. Updates to be provided when available.</p>	
	<p><u>PMI Foundation Discussion</u>. Discussions regarding this topic are on hold. Adam will be interviewed regarding topic by PMI Corporate.</p>	
	<p><u>PMI Operations Manual</u>. JoAnn discussed the tentative components of the SIG Operations Manual which were modeled from her organization's Administrative Policy and Procedure guide. She is currently preparing the project plan for manual creation and distribution along PMBOK guidelines. She further discussed the following sections and components: Administrative Section (Organizational chart; Responsible Positions; Alignment with PMI; Release of Information to the public; Mission, Vision and Values of the SIG; Appointment of Ad Hoc Committee members; Change Management strategies with respect to versioning; Operating Procedures; and Board Dispute Resolution); Personnel Section (Complaint Resolutions; Code of Ethical Behavior; Deviation from Existing Policy and Procedures; Conflict of Interest Policy); Finance Section (Reimbursement Policy; Cash Advance Policy; Request for Funds Policy). JoAnn expects to get a draft out to the BOD for review and input by the end of February.</p>	<p>JoAnn to follow-up at next meeting.</p>

MEETING NOTES: Monday, February 20, 2006 20:00 – 21:00 EST

Present: Adam Birnbaum, Dawn Brennan, Barbara White, JoAnn Klinedinst, Jay Ress, Marc Hirschfield, David Kumpf, Sue Houston

Excused:

TOPIC	DISCUSSION	ACTION/RECOMMENDATION
-------	------------	-----------------------

OPEN DISCUSSION		
ADJORNMENT	The meeting adjourned at 8:50. The next meeting will be held on Wednesday March 22, 2006 from 20:00 – 21:00 (note that this date is revised based on BOD feedback.)	