

# **PMI Healthcare SIG**

## **Meeting Notes**

11 June 2008

6:00pm ET

Meeting phone number: 800-870-8981

Type of Meeting: Board of Directors

Meeting Facilitator: Sue Houston

Invitees: Board Members

### **Roll call**

Marie, Rami, Mike, Don, & Sue

### **Approval of minutes from last meeting**

Approved as published.

### **Review of 2009 objectives**

<i>Objective</i>	<i>Update</i>
Document Library (Education: Amy)	<ul style="list-style-type: none"><li>• No update available.</li></ul>
Career Center (Development: Marie)	<ul style="list-style-type: none"><li>• Fatima Merza is working on this web site. Marie has not been on the web site recently, but she will go out and check. Meanwhile, Don checked the web site and all appeared in order.</li><li>• Regarding the remaining action items, will focus mainly on getting more traffic and postings on the web site, and the writing of policies and procedures.</li><li>• The action for charging for postings is may be too early. Will consider later.</li></ul>

<i>Objective</i>	<i>Update</i>
Organize Chapter Participation (Development: Marie)	<ul style="list-style-type: none"> <li>• Received some positive feedback from NAPHIT.</li> <li>• WHO will have a symposium later this Fall and will get an opportunity to work with them closer.</li> <li>• Working with list of CIOs (that originally Brad Summers brought as committee members) to pull together marketing material to promote PMI to technology executives.</li> <li>• Last week got access to CIO database of hospitals in the US. Got permission to promote PMI material to them. This is not to sell them anything. Rather, to promote the PMI methodology and raise awareness.</li> <li>• Marketing material is almost ready. Will send a letter template to Sue to address on behalf of SIG. Looking into printing option for the brochure.</li> <li>• Marie feels this objective is tracking well toward the goals for this year.</li> </ul>
Sustain Current Events (Events: Don)	<ul style="list-style-type: none"> <li>• All scheduled events are tracking as scheduled.</li> </ul>
Online Education (Education: Amy)	<ul style="list-style-type: none"> <li>• No update.</li> </ul>
Outreach and Communication (Membership: Ray)	<ul style="list-style-type: none"> <li>• No update.</li> </ul>

## Updates

- SIG college officer meeting: Philip Diab, chair of PMI board, was talking about VCP. They have questions & action items from EMEA PMI meeting. They referenced the dissolution of sig assets, and recommended referencing the bylaws
- There is a PMI meeting in Philadelphia in July to discuss VCP. PMI is paying for one representative from each SIG to attend. Sue recommended either Rami or Mary to attend. Rami is available. Waiting to confirm with Mary. PMI is also considering allowing two representatives to attend.
- We closed the account with Bank of America ad and transferred everything to Wachovia, including the online bill payment. We still have credit cards with B of A.
- Regarding the annual survey: Sue sent access information to surveymonkey to Rami. Rami will work on it and try to publish soon.
- HealthcareSpeaks: drafts will be sent to all board members for review.
- Make sure to copy Sue on all requests from Paula so that Sue can be aware of volume and type of requests.

- HealthcareSpeaks content: received member feedback that they have not received any communication from us in about a year. It could be that the email on the profile is wrong. We know that some communications of HCS returns bounced email. Need to post on the web site a reminder for all members to keep their contact information current.
- Board contact information: check the committee members on the second tab and update their status or contact information.
- Fall retreat: need to get some PDUs from education during the retreat meeting. The board and officers will present from their experience and knowledge to share with others.
- Mike completed the booking for the Fall retreat. Thank you.

**Action items**

<i>Item</i>	<i>Owner</i>
Check how many PDUs we have offered so far this year.	Sue
Follow up with Ray and review the goal for membership profile.	Sue
Send the meeting notes from SIG office meeting.	Sue
Work with the web master to announce on the web page for members to make sure their email is up to date.	Mike
Logo design.	Sue
Submit topics for presentations during the Fall retreat (30-45 minutes).	All

**Adjourn**

At 7:00pm ET.