



<b>DATE</b>	Tuesday, November 11, 2009	<b>TIME</b>	06:00PM – 7:00PM EST										
<b>FACILITATOR</b>	Rami Haddad	<b>RECORDER</b>	Diana Bishop										
<b>LOCATION</b>	GoToMeeting <a href="https://www2.gotomeeting.com/join/143198251">https://www2.gotomeeting.com/join/143198251</a> Dial 218-844-4920 Access Code: 143-198-251												
<b>AGENDA / OBJECTIVES</b>	<ol style="list-style-type: none"> <li>1. Call to Order and Roll Call (Rami)</li> <li>2. Approval of October 11, 2009 meeting minutes.</li> <li>3. HIMSS 2010 Planning (Shaun)</li> <li>4. VCP Update (Rami, Brandie)</li> <li>5. Round Robin Updates</li> </ol>												
<b>ATTENDEES</b>	<table> <tr> <td><b>Rami Haddad, President</b> ✓</td> <td><b>Brandie Allen, Vice President</b> ✓</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>			<b>Rami Haddad, President</b> ✓	<b>Brandie Allen, Vice President</b> ✓	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 ✓
<b>Rami Haddad, President</b> ✓	<b>Brandie Allen, Vice President</b> ✓												
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John Crilly, Director of Education ✓	Josef Spencer, Director of Membership ✓												
Mike Jenkins, Director of Technology	Michael Allman, Treasurer ✓												

#### SUMMARY OF BOARD VOTES AND KEY DECISIONS

N/A

#### OTHER DECISIONS (BY CONSENSUS, NO OFFICIAL VOTE REQUIRED)

**BOARD MEETING AT HIMSS** – Agreed (unanimously) to meet the Sunday prior to HIMSS (February 28, 2010) for a full day board meeting. Everyone will need to arrive on Saturday, February 27<sup>th</sup>.

#### CALL TO ORDER AND ROLL CALL

Meeting called to order at 6:10 PM

#### APPROVAL OF MINUTES FROM 11-OCT-2009 BOARD MEETING

Moved by Shaun and seconded by Rami. Minutes approved unanimously.

#### REVIEW IN HIMSS 2010 (Shaun)

##### OVERVIEW OF HIMSS PLANNING

- Shaun reviewed preliminary project plan and received volunteers for help with some sections (see attachment below)



HIMSS2010Projectpa  
In (V1).xls

- Board Meeting
  - Rami would like a full day meeting on Sunday
  - Everyone will need to arrive on Saturday
  - It is important we attend the HIMSS kickoff meeting Sunday evening
- Passes
  - We have 6 in total; 4 from HIMSS plus two from other contract
  - Two will go to members in a drawing; the remaining will go to board members
  - Others will need to register directly
  - Shaun to determine who will get the badges and who needs to register
- Education (Shaun/John???)
  - Looking to have some type of speakers for coordinating
  - John

**Action:** Shaun to determine who gets complimentary badges and needs to register  
Diana to send email to board regarding board meeting and registration information  
All to respond on update Diana/Shawn on when they will arrive and depart  
Shaun to make the additional reservations needed  
Diana to make arrangements for the meeting (Shaun to provide hotel contact info)

## VCP TRANSITION (Rami/Brandie)

### BOARD BALLOT (Rami)

- Most of focus between global congress and now has been to keep the conversation open and moving forward with the transition
- This ballot is for board members to confirm that we have all the approvals needed to move with the dissolution and submit the ballot to the members
- Rami has taken note of our comments and will communicate to PMI
  - Dates: Need to be added clarify
  - Inconsistency: Some discussion on the questions relating to disposition of funds
  - Board Member Transition: Will be added; but will not add names

**Action:** Rami to work with PMI to finalize board vote

**Milestone:** Final ballot to be ready for review at next working session on Nov 24th

### BUSINESS PLAN

- Current version is one Mary had pulled together at the Congress and Shaun and John had updated
- Nothing has occurred since that update
- Patti, Brandie/Diana have updates before goes into editing
- Diana agreed to do initial edit to make sure reads as “one voice”

**Action:** Diana to locate current draft and send to Patti for updates

Patti to update and return to Diana

Brandie and Diana to add updates on organization

Diana to work through draft for edits, etc.

**Milestone:** Initial draft for board review at next working session on Nov 24th



#### PROJECT PLAN

- Everyone is uncomfortable not having a project plan to work from
- PMI has provided a check list in the back of business plan but not a business plan to follow
- Other SIGS have followed checklist but we have be unable to find a template plan
- Concern that not enough is happening and people are not being informed of what they need

**Action:** Brandie agreed to develop an initial business plan based on checklist in business plan

**Milestone:** No timeline discussed

#### MEMBER BALLOT

- After board votes on dissolution the clock starts on the member ballot
- SIG needs to provide sufficient information to our members prior to their receipt of the ballot
- Diana expressed concern over timing between board vote and member vote
  - If is a specific time interval we need to know and manage timing of board vote
  - If vote to members is kicked off during holidays we won't have sufficient time to develop internal communications and will not have member focus. (Note, there won't be a newsletter in December.)
- Discussion over length of time ballot to members must be open.
  - Diana believes it is 45 days regardless of communication mechanism

#### NEXT MEETING

DATE & TIME: Tuesday, November 24th 6:00 – 7:00 Eastern (NOTE: This is Thanksgiving week)

TYPE: Working Session

AGENDA: VCP ballot update and final approval; updated business plan; round robin as necessary

#### ADJOURNMENT

The meeting was adjourned at 7:05 pm.

Respectfully submitted,

**Diana Bishop**, Secretary