

MEETING NOTES: Monday, January 16, 2006 20:00 – 21:00 EST

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

TOPIC	DISCUSSION	ACTION/RECOMMENDATION
<b>APPROVAL OF PREVIOUS MEETING MINUTES</b>		
<b>PREVIOUS BUSINESS</b>		
<b>Administrative Updates</b>	<p><u>Financial Report.</u> Dawn reported that the SIG balance as of 12/31/05 was \$9,200. Expenditures were up 185% over last year; income increased 32% from the previous year; and profits decreased by 150%. Income vs. expenses was reported at year-end for \$5,870, with \$5,000 brought forth from 2005 and \$2,000 from reserves.</p>	<p>Adam stated that SIG operations will rely less on third-party consultants for various administrative tasks and more on SIG members. All agreed.</p>
	<p><u>Membership Report.</u> As of November 2005, membership has increased overall but not as much as the previous year. Net result for December is ten members. Seventy five members chose not to renew. The group agreed that the SIG needs to generate involvement and interest upfront and will need to look for opportunities to do so.</p>	
	<p><u>President's Report.</u> Adam announced that Marc was absent from the Board meeting for a more important matter due to the arrival of Evan Hirschfield! Congratulations to Marc and family! We understand all are doing well and wish Marc many sleep-filled nights!</p>	

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<b>Primary Projects Update</b>	<u>HIMSS '06 San Diego.</u> Adam reported that booth giveaways have been ordered, the booth staffing has been completed, all booth materials are enroute to San Diego, and that MeetingOne is joining us for dinner on Monday evening. Nancy Stetson and JoAnn Klinedinst are co-presenting at HIMSS on Feb 15 <sup>th</sup> from 0830 – 0930 on “Pearls of Wisdom: Secrets of Project Management Success”. Jay Ress is hosting a sold-out workshop on Sunday 2/12 on “Project Management Case Studies and Lessons Learned in Electronic Health Solutions”. Marc Hirschfield and Jay Ress will be conducting a certification presentation on February 13 <sup>th</sup> from 1400 – 1600 at HIMSS which will highlight both the PMP and the CAPM.	Follow-up at next meeting for those who attend.
	<u>HIT Week.</u> A ¾ day event will be held at the Washington, DC Renaissance Hotel with a networking lunch to include PMI corporate attendees prepared to discuss resources for healthcare project managers.	
	<u>San Francisco Symposium.</u> Jay stated that he would be in contact with all members in San Francisco about recruitment efforts for the SF Symposium and we would like to do a follow-up and look for a significant project. Paula will reach out to potential members in California, Oregon, Nebraska, and Colorado for the SF Symposium and as advertised in Healthcare Speaks. Paula and Dan have completed the registration form and are now awaiting speaker detail.	Jay will continue his speaker outreach efforts to Kaiser Permanente and will follow-up at our next meeting.
	<u>New Jersey Symposium.</u> Event will proceed as scheduled. Need to propose education with Marc, Adam, and Sue volunteering to do so. Representatives responsible for the NJ Symposium are interested in helping the PM HC SIG identify opportunities for LIG's.	Marc, Adam, and Sue will work together to identify educational opportunities for the New Jersey Symposium. Update at next meeting.
	<u>Baltimore Lunch/Learn and Board of Directors Meeting.</u> Adam has scheduled a Board Retreat for July 28 – July 30 <sup>th</sup> . A lunchtime speaker will be scheduled for PMI members to attend. This event will result in a opportunities for strong, local networking opportunities for members.	Adam to report when more information becomes available.

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<b>Special Projects Update</b>	<u>HIMSS/PMI Healthcare SIG Relationship.</u> Nancy Stetson will assume the new role of Chair of the HIMSS PM SIG on July 1 <sup>st</sup> . 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.	JoAnn to provide a status at next meeting.
	<u>Global Outreach and Marketing.</u> Paula will obtain a non-healthcare SIG list for non-healthcare members. Ideas are currently a work-in-process with more information coming at the next meeting. Robert Chacko has been named the new Marketing Director for the PMI:HCSIG. He will focus on new member development, retention, and branding for the SIG. Paula has previously noted that there are currently 13,000 names in the DEP database (a membership database that PMI provides monthly to the HCSIG) that represent prospects.	Paula to follow-up at next meeting.
<b>NEW BUSINESS</b>	<u>PMI Foundation Discussion.</u> Barbara discussed that the mission of the PMI Healthcare SIG Foundation is to promote project management at all levels by sponsoring programs, and improving the image of project management. Its mission will include being a two-way contact for providing information to the SIG and visa versa. Foundation members will help with local fundraising and life skills programming. The Foundation is currently looking for a component liaison.	Barbara to follow-up at next meeting.
	<u>PMI Operations Manual.</u> JoAnn reported that she is championing an effort to develop a PMI Operations Manual that will contain policies and procedures for the business of the SIG. This will be an iterative process and she will need recommendations of topics of interest for content from the SIG Board. Her intent would be to offer this resource to other SIGs. Dawn volunteer to help with assembling the information. Further, Dawn will forward to JoAnn templates for PMI: HCSIG expense reimbursements and check requests.	JoAnn to follow-up at next meeting.

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	<p><u>Member Awards Program.</u> The intent for the HCSIG Member Awards Program is to follow similar guidelines for the Project Manager of the Year Award and the Project of the Year Award. Criteria need to be developed. Sue will email PMI to get information on the other awards. And the intent is to present the award annually at Global Congress.</p>	<p>Sue to follow-up at next meeting.</p>
	<p><u>Membership Survey.</u> The last HCSIG membership survey was conducted in 2003. Sue will email changes out to the Board for review. Currently, the survey has 62 questions that may be a bit long. Further discussions will be delayed until a February timeframe. An announcement will be emailed separately in January inviting participation in the survey. Also, an announcement will be placed in the Jan. 15<sup>th</sup> Healthcare Speaks. A second survey regarding retention is being developed that is not as long as the Membership survey. Sue will solicit information from the Journal of American Dietetics and Nutritional Informatics for suggestions.</p>	<p>Sue to follow-up at next meeting.</p>
<p><b>OPEN DISCUSSION</b></p>	<p>JoAnn is experiencing problems with deleting emails from the Secretary mailbox. She followed instructions provided by Adam and was not successful.</p>	<p>Adam to follow-up and communicate findings.</p>