

## **SDHFMA - March Business Meeting**

March 28, 2007 – Sioux Falls, SD

**Meeting was called to order by Bryce Pattison at 6:10 p.m. on March 28, 2007.**

Members present: Bryce Pattison, Tom Loff, Julie Norton, Anne Christiansen, Mark Thompson, Matt McLeod, Paul Gerhart, Stan Knobloch, Jim Frank, Renae Tisdall, Tina Horner, Jim Tomlinson, Jeff Sandene, Allison Bolger, Dave Goerhing, Mike Miller, Tim Renelt, John Vetsch, Brian Bertsch, Al Berreth, John Wodzinski and Rita Blasius.

- 1. Minutes of the January 9, 2007 and February 22, 2007 Board Meeting Conference Calls - Secretary, Anne Christiansen.** Anne distributed the minutes from the conference calls held on January 9, 2007 and February 22, 2007. The minutes from January 9th conference call were approved during the February 22nd conference call. The minutes are posted on the website. Motion by Jeff Sandene and seconded by Dave Goerhing to approve the minutes from the February 22, 2007 conference call. Motion carried.
- 2. Treasurer Report – Treasurer, Mark Thompson.** Mark reviewed the Balance Sheet and Income Statement as of March 28, 2007. The Chapter has a cash balance of \$76,734. Accounts receivable are \$1,905 for \$1500 of unpaid sponsorship and \$405 of unpaid Winter meeting registrations. Mark reported that we had a good year in programming with income of \$25,560 which exceeded the budget of \$25,000. We also had a great year for sponsorship revenue of \$12,000 which exceeded the budget of \$11,750. We increased the number of platinum sponsors from four to six. The total income was \$41,779. On the expense side, the programming expenses are \$11,751 excluding the expenses for the Spring Symposium. Leadership training expenses will be increasing with the upcoming Leadership Training Conference in San Diego in April. Social expenses are \$1,473 through the February meeting. The total expenses are \$20,193. The net income is \$21,585. Mark reported that with the use of Quick Books, a Profit & Loss statement can be generated for each meeting or class. Motion by Tim Renelt and seconded by Tom Loff to approve the financial reports as of March 28, 2007. Motion carried. A question was raised why we no longer offer a USD scholarship. The decision had been during a past planning session to eliminate the scholarship due to lack of participation. Tim Renelt commented that the goal for cash for next year's officers will adversely be impacted if day's cash are less than 150 days and greater than 600 days. Currently, we are at 607 days cash because we have been very successful in our programming and utilizing the free national speakers provided by HFMA National.
- 3. 2006-2007 Strategic Plan – President-Elect, Tom Loff.** Tom asked the members their thoughts on reducing cash in planning next year's budget. Tom informed the members that National HFMA will be implementing a balanced scorecard for the upcoming year. The balanced scorecard will have a maximum of 100 points and will include a number of key indicators. Day's cash on hand is one of the indicators. A chapter needs to achieve a minimum of 40 points to qualify for national awards. Based on our current year's activity and cash balance, we would achieve 70 points. We need to target our days in cash to be within the acceptable range. Suggestions from the members included: Random draw to pay the tuition for a member to attend a HFMA national seminar; and/or bring registration fees down. Tom asked the members to send any ideas or suggestions to him or the other officers and board members before the planning meeting next week. Bryce commented that next

year with Tom as President will be a challenging year with the implementation of the balanced scorecard.

4. **Chapter Incorporation – President, Bryce Pattison.** Bryce reported that we will be incorporated in the State of Illinois dba SDHFMA Chapter. The reason for the change in incorporation was for liability coverage of the Directors and Officers and consistent operations in all chapters. The new by-laws have been submitted to National HFMA. Bryce thanked Ken Trammel for reviewing and updating the by-laws. The new by-laws were approved by Bryce Pattison, Tom Loff and Tina Horner and submitted to National. National HFMA has approved the new by-laws. The incorporation documents will need to be signed by April 1 by Bryce, Tom and Tina. Dan Johansen, National HFMA, will be the corporate secretary during the change in incorporation.
5. **Election of Officers and Board of Directors – President, Bryce Pattison.** As part of the new process, there was a change in how and when the elections for Officers and Board of Directors are to be conducted. The Officers and Board of Directors are to be named by March 1. In order to move up this process, an on-line ballot was created on the website, and an email was sent to all the members informing them of the election of officers and board of directors. Tina Horner reported that 52 unduplicated ballots were received. Motion by Tina Horner and seconded by Rita Blasius to approve Stan Knobloch as Treasurer and Debbie Pullman and Jeff Knobloch to the Board of Directors as elected by the on-line ballots. Motion carried.
6. **Committee Reports**
  - a. **Program – Julie Norton.** Julie reported that this is her final report, and she will be turning the reins over to Anne Christiansen. Julie reported that the Winter Long Term Care and CAH workshops were very successful, and we were able to provide education to more members from the CAH track. Julie suggested that we continue with the CAH track at the Winter Meeting. Julie thanked the members of Program Committee for their outstanding job this past year. Julie reported that we will not hit the revenue target for the Spring Symposium, but the expenses will also be below the budget. Julie stated that we are able to keep the cost down because National provides free speakers, and we just have to pay travel costs. Julie will be providing a summary of the evaluations for the planning session to help identify what members have requested for educational needs.
  - b. **Newsletter – Allison Bolger.** Allison reported that April will be the last newsletter for this year. Members can submit newsletter articles for Founders points. Allison thanked the committee members for their great job this past year. Allison will be retiring from the Newsletter Chairman, and Mike Miller will be taking over.
  - c. **Membership – Renae Tisdall.** Renae reported that we started the year with 137 members. At 02/28/07, we had 138 members, and as of 03/28/07, we have 141 members. Renae is optimistic that we should receive awards in new member retention and in growth. Renae stated that of the 17 members that had dropped, 10 had relocated outside of South Dakota. The new members in March were Alice Glirbas (Sanford Health), Lynn Moller (Community Memorial Hospital – Redfield) and Jennifer Schmaltz (Rapid City Regional Health). We have one student member from USD. Bryce reported that a couple years ago Tom and he met with USD, but a mutual benefit no longer existed between the two organizations. Tom Loff reported that the University of Sioux Falls healthcare finance program has expressed an interest in a establishing a relationship with

SDHFMA. Tim Renelt congratulated Renae, the Officers and the Board for the great job in membership.

- d. **Sponsorship – JJ Linn.** Jim Frank reported that their goal was \$11,000 and we were able to raise \$12,000 in sponsorships. He commended JJ Linn for the great job he did as the Sponsorship Chair. Jim also thanked Tina with the website and Allison with the newsletter for their great job in promoting the sponsors.
- e. **Membership Directory – Deb Heupel.** No report. Bryce did comment that we did not receive any negative feedback on the condensed version of the membership directory. A question was raised why the full membership is not on the website. Tina Horner responded that National HFMA has strict regulations on listing the membership unless it is in a PDF file.
- f. **Public Relations/Website – Tina Horner.** Tina will be conducting a survey of the website at the meeting tomorrow and asked the members to complete a survey. The results of the survey will be summarized and included in the Yerger Award application for the website. Tina reported on some of the recent changes in the website included on-line ballot and on-line registrations. We will be investigating on-line payment through National HFMA.
- g. **History/Bylaws – Tina Horner.** Tina reported that the new by-laws will be posted on the website once approved by National HFMA. Chapter history up to 1995 has been posted on the website based on the book written by Robert Sheldon. The committee is developing the format to rebuild the history from 1996 and years going forward.
- h. **Certification – Tim Renelt.** Tim congratulated Jim Frank for receiving his certification. He recently passed the core exam and one specialty exam. Jim encouraged members that it is worth their time to become certified.
- i. **Financial Review – Maureen Cadwell.** No report.
- j. **Founders Points – Stan Knobloch.** Stan reminded the members that Founders points are awarded for writing articles for the newsletter. Stan contacts Allison for the names of the members who have written articles for the newsletter and reports these names to National HFMA.

- 7. **Leadership Training Conference – President-Elect, Tom Loff.** Tom reported that the National HFMA Leadership Training Conference will be held April 22-24, 2007 in San Diego. The officers - Tom, Julie, Anne, Mark and Stan and the incoming Newsletter Chair – Mike Miller will be attending.
- 8. **Chapter Planning Meeting – President-Elect, Tom Loff.** Tom reported that the Chapter Planning Meeting has been scheduled for April 5-6 at Cedar Shores in Chamberlain for the officers, board members and committee chairs. The planning meeting is being held about six weeks earlier than normal. National HFMA has directed that the planning meeting be held prior to the Leadership Training Conference. Tom reported that the Committee Chairs have already been approved for the upcoming year, and he will be circulating a committee member sign-up sheet at the meetings tomorrow and Friday. Tom requested that any information that you would like to have included in the planning binder be emailed to Tom by Wednesday, April 4.

**Adjournment:** Motion by Jim Tomlinson and seconded by Renae Tisdall to adjourn the meeting. Motion carried. The meeting adjourned at 7:05 p.m.

Anne M. Christiansen, SDHFMA Secretary