

SDHFMA Planning Meeting

3/25/08 & 3/26/08

Ramkota Hotel, Sioux Falls, SD

Julie Norton opened the meeting at 2:09 p.m. and read through the agenda.

Attendance: Mark Miller, Mark Thompson, Tom Loff, Geoff Knobloch, Anne Christiansen, Paul Gerhart, Renae Tisdall, Jeff Sandene, Julie Norton

National HFMA Review:

The board briefly reviewed Chapter Leader Resources section on the National HFMA website. Discussion ensued on who should be the DCMS primary contact and it was agreed that the Secretary would continue in that role to coordinate and facilitate the entry of chapter data by the other officers.

The board briefly reviewed the list of Regional Executives-elect. Julie noted that that SD HFMA belongs to Region 8 and our Regional Executive-elect is Todd Nelson from Iowa. Discussion ensued on utilizing a Chapter Advancement Team (CAT) consultant to help advance our chapter. The board agreed to table a request for a CAT consultant at this time.

The board reviewed the SD HFMA Chapter Acknowledgement Report and Market Segment Report.

Bylaw Review:

The board discussed Section 5.3(b)(4), which states that a representative of SDAHO may be appointed to serve *ex officio* as a non-voting member, but agreed to leave the composition of the board as is, without adding another member.

The board agreed to recommend amending 6.3(b) to eliminate “and may not serve for more than three (3) full consecutive terms. Terms of such committee members may be staggered.”

The board agreed to recommend amending Section 6.6(b) to read “composed of up to three (3) Chapter members” rather than “composed of three (3) Chapter members.”

The board discussed Section 7.1(b) and agreed to establish policies and procedures for the fair and orderly conduct of elections.

The board agreed to recommend amending Section 7.1(e) to read “The current President and the Nominating Committee shall oversee the counting of election ballots.” rather than “The Secretary or Treasurer, and at least one other director, shall oversee the counting of election ballots.” An additional change recommended for Section 7.1(e) that “The President shall announce the names” rather than “The Chair shall announce the names.”

The board agreed to bring the recommendations to vote to the entire membership present at the business meeting on 03/26/2008.

Tom Loff will submit the suggested Bylaw changes to National and will distribute the amended Bylaws to members as stated in Section 16.2(c).

Policy Review:

The board discussed the Annual Financial Review policy and agreed to modify the second procedure to read “August 1” rather than “September 1”.

The board noticed the Depository Institutions policy still stated funds must be invested in an institution covered by FDIC, even though the policy was amended during the September 2006 Business Meeting to allow funds to be invested in money market funds rated AAA or similar high quality ratings. Mark Thompson will follow up to make sure the policy changes are updated on the website. The board also noted that checks for \$2,500 or more require the signature of both the Treasurer and President.

Renae Tisdall recommended an application form be created for the Dues Relief and Education Seminar Relief policy. The board agreed and assigned the task of creating the application form to the Membership Committee.

The board discussed the Financial Records policy and agreed to modify the Procedures to read “The report of the Financial Review Committee, based on an accrual basis, shall be presented to the Board of Directors no later than August 1.” rather than “September 1”. The board also discussed record retention and agreed that Renae Tisdall will review the items in the Treasurer box and discard records that are not required to be retained according to the policy.

The board noted that modifications to the Registration Refunds policy were made at the 2007-8 Planning Meeting to address on-line registrations but the website was not updated. Mark Thompson will follow up to make sure the policy changes are updated on the website.

The board agreed the Nominating Committee will create a policy on the conduct of elections.

Organization Chart and Job Description Review:

Julie Norton noted that the Membership Directory Committee chair and the Financial Review Committee chair positions were still unfilled.

The board agreed to separate the Website Committee from the Public Relations Committee, given the extra time and effort involved in enhancing and maintaining the website. Rita Blasius will become the Chair of the Public Relations Committee and Bev Fiferlick will be asked if she is interested in the Website Committee Chair.

The board agreed to modify the President's job description's second goal, objective and responsibility to read "Develop overall chapter organizational structure and submit to national HFMA and Website Committee." rather than "Develop overall chapter organizational structure and publish in Membership Service Plan and Directory."

The board agreed to modify the Vice-President's job description by adding the following goals, objectives and responsibilities:

- "Maintain educational session attendance records for professional education requirements for three (3) years."
- "Report education hours on the DCMS."

The board agreed to the following modifications to the Secretary's job description goals, objectives and responsibilities:

- Delete "Responsible for the recorder for the chapter."
- Delete "Attend chapter strategic planning session."
- Amend "Provide meeting minutes to members via the Chapter Newsletter" to read "Submit meeting minutes to the Website Committee"
- Add "Submit approved updates to the By-laws, Policies, and Job Descriptions to Website Committee and maintains those records."
- Add "Serves as the DCMS contact and insures the DCMS reporting is completed."

The board agreed to modify the Treasurer's job description goals, objectives and responsibilities by deleting "Assure that appropriate information is submitted to the National office for reporting on a timely basis."

The board agreed to the following modifications to the job description of the Membership Committee's goals, objectives and responsibilities:

- Add "Present Dues relief applications to the Board of Directors."
- Amend "Work with appropriate Board member to identify health care related organizations to promote membership and the chapter." to read "Work with appropriate Board member to identify health care related organizations, and other organizations such as colleges, to promote membership and the chapter."

The board agreed to change the term of the Newsletter Committee Chair to two years from one year. The board also agreed to add "Completes DCMS reporting for chapter newsletters." to the goals, objectives and responsibilities.

The board agreed to modify the Certification Contact job description by adding "Responsible for chapter study guides and recommends purchase of new study guides." to the goals, objectives and responsibilities.

The board agreed to modify the Founders Point Contact job description by adding the following goals, objectives and responsibilities:

- Add "Submit orders for individual awards to national HFMA."
- Add "Coordinate Awards Luncheon biographical information with SDAHO."

The board agreed to the following modifications to the job description of Membership Plan/Directory Committee:

- Delete “Plan/” from the Job Description name.
- Pending answer from national HFMA, amend “Distributes the SD Chapter Membership Directory to all members and submission to National HFMA by deadline.” to read “Distributes the SD Chapter Membership Directory to all members.”

The board agreed to the following modifications to the job description of History & Bylaws Committee:

- Add “Coordinate with committee chairs for submission of annual reports to the Website Committee.” Jim Tomlinson has agreed to chair this committee.
- Amend “To report to the members any recommended changes.” to read “To report to the Board of Directors any recommended changes.”

The board agreed the Public Relations Committee job description general description is “The Public Relations Committee is responsible for coordinating chapter networking events.” The board did not change the term of one year. The board agreed on the following goals, objectives and responsibilities for the Public Relations Committee:

- To promote awareness of SDHFMA by coordinating the preparation and distribution of newsworthy information.
- To record chapter events by taking photos of education, social and other activities.
- To provide to the Newsletter Committee any relevant pictures and verbiage on chapter activities.
- Plan and coordinate the chapter networking events with the Program Committee and Treasurer.

The board agreed the Website Committee job description general description is “The Website Committee is responsible for maintaining and updating the chapter website.” The board did not change the term of one year. The board agreed on the following goals, objectives and responsibilities for the Website Committee:

- Coordinates on-line ballot with the Nominating Committee and insures availability by March 1.
- Coordinates on-line registration for chapter events with the Program Committee.
- Continually monitors the performance and effectiveness of the webmaster.

The board agreed to recess until 10:00 a.m. Thursday.

Julie called the meeting to order at 10:15 a.m.

Attendance: Mark Thompson, Rita Blasius, Erica Peterson, Geoff Knobloch, Anne Christiansen, Julie Norton, Paul Gerhart, Renae Tisdall, Mark Miller, Tom Loff, Jeff Sandene

Chapter Survey Review:

The board reviewed the chapter survey conducted in October - November 2007 and noted the 53% response rate from chapter members. The board also noted that all categories improved from the prior survey except “The coverage of state and regional issues” which was the same as the prior survey.

The board reviewed the topics of national interest and noted the highest request was “Medicare reimbursement policies.”

The board reviewed the topics of local interest and noted the highest request was for “Trends and outlooks for local healthcare industry.”

The board reviewed and discussed the Event timing considerations responses.

Chapter Balanced Score Card Review:

The board reviewed the Summary of Changes for the 2008-9 CBSC.

The board discussed and agreed on the following CBSC chapter goals:

- Registrant Hours per Member goal – agreed on the gold award level.
- Member Retention goal – agreed to change the goal to “Retain current count” per national HFMA goals.
- Financial Executive goal – agreed to the same goal as National (65% of membership or 10% increase.)
- Member Satisfaction goal – agreed to set the goal of 60% of members responding Very or Extremely Satisfied.
- Provider Percentage of Officers and BOD goal – agreed to the same goal as National (60% of Officers and BOD are providers or one more than last year.)
- Seamless System of Service goal – agreed to the following:
 1. Complete and Submit a Comprehensive Strategic Plan
 2. Utilize HFMA National’s On-line Chapter Meeting Registration.
- Days Cash on Hand goal – agreed to the same goal as National (between 150 and 600 days.)
- DCMS Compliance goal – agreed to 100% on-time reporting.

Strategic Plan Review:

The board discussed created strategic plans for the committees as they related to the different CBSC chapter goals. (See attached SD HFMA Strategic Plan FY 2009.)

The board discussed ideas for submitting Yerger awards.

Committee Review:

The board discussed possible Chairs for the Financial Review Committee and Membership Directory Committee. Teresa Mollete was suggested for Membership Directory Committee. Jim Thurm and Paul VanSloten were suggested for the Financial Review Committee.

The board discussed and agreed to encourage members to sign up for committees at the Spring Symposium.

The board recommended attempting to move the July meeting to June pending availability of Cedar Shores. The board also discussed possible topics for the 2008-9 meetings, including:

- Summer meeting - bond environment, RAC update, 990 update, Statement 15
- SDAHO meeting - Medicare updates, leadership
- Fall Meeting - financial reporting update
- Winter meeting - budgeting and forecasting. Discussed the continuation of a two-track format and agreed the Program Committee may alternate the tracks from year to year.
- Spring Symposium - state reimbursement and regulatory environment, healthcare futurist

The board also assigned Stan Knobloch as Co-chair of the Program Committee and PR Committee Chair Rita Blasius as a committee member. Anne Christiansen will also be a Program Committee member as past Chair.

Membership Committee Chair Geoff Knobloch reviewed the goals for the Membership Committee.

The board agreed that Mark Miller will continue to be the Newsletter Committee Chair and publish the Newsletter.

The board agreed to ask Teresa Mollet to chair the Membership Directory Chair. Julie Norton will ask her.

The board agreed to appoint Jeff Sandene as the Sponsorship Committee Chair. Renae Tisdall, as Treasurer, will also be a committee member.

The board agreed to appoint Rita Blasius as the Public Relations Committee Chair. Erica Peterson will also sit on the committee. The board discussed the importance of continuing excellent networking events at each educational meeting and brainstormed ideas.

The board agreed to appoint Bev Fiferlick as the Website Committee Chair. The board also discussed finding a temporary replacement for her while she is out on maternity leave.

The board agreed to appoint Jim Tomlinson as the History and Bylaws Committee Chair. The board discussed the importance of making a concentrated effort to complete the history portion of the website to be updated to the current year.

The board agreed to appoint Maureen Cadwell as the Certification Contact.

The board agreed to appoint Paul Gerhart as the Financial Review Committee Chair. The board discussed asking Jim Thurm and Paul VanSloten to assist and rotate through the chair position.

Budget Review:

Stan Knobloch presented a proposed 2008-9 Budget. The board discussed the budget, made several modifications, and agreed to recommend a budgeted \$5,000 loss. (See attached SD HFMA Budget FY 2009.)

Other Business:

None.

Meeting adjourned at 03:24 p.m.

Stan Knobloch
Secretary