

SDHFMA SDAHO Meeting

September 21, 2006

Sioux Falls, SD

Meeting was called to order by Bryce Pattison at 4:17 P.M on September 21, 2006.

Members present: Bryce Pattison, Tom Loff, Julie Norton, Anne Christiansen, Mark Thompson, Maureen Cadwell, Tina Horner, Jeff Sandene, Deb Heupel, Bob Bohm, Renae Tisdall, Stan Knobloch, Paul Gerhart, Allen Berreth, Matt McLeod, Rita Blasius, Ken Trammell, Geoff Durst, Mike Healy, Brian Bertsch, Mark Miller, and Tom Peterson.

Bryce congratulated Brian Bertsch, Maureen Cadwell for receiving the Muncie Gold Award.

1. **Minutes of Planning Meeting – Secretary, Anne Christiansen.** Anne distributed the minutes for the Planning Meeting on May 18-19, 2006. Anne reported that the minutes of the strategic planning meeting are on the website. Motion by Mike Healy and seconded by Bob Bohm to approve the minutes for the strategic planning meeting. Motion carried.
2. **2005-2006 Financial Review – Paul Gerhart.** Paul reviewed the balance sheet and income statement for fiscal year 2006. He noted that due to a successful year of programming, we had net income of \$7,219 compared to a budgeted loss of \$2,000. Due to this success, cash increased to \$56,695 and net assets were \$57,444. Paul indicated the financial review for fiscal year 2006 had been completed and commended Anne Christiansen for an excellent job as treasurer. Motion by Brian Bertsch and seconded by Renae Tisdall to approve the financial statements as presented. Motion carried.
3. **2006-2007 Budget – Treasurer, Mark Thompson.** Mark reviewed the budget for FY 2007. The revenue budget includes \$25,000 from meetings and \$11,750 from sponsorship. The larger items in the expense budget include \$20,050 for meetings and \$12,500 officer's travel. Social event expense was a new line added to the budget to provide networking events at meetings. The budget produces a breakeven margin. Motion by Mike Healy and seconded by Geoff Durst to approve the 2006-2007 Budget. Motion carried.
4. **Treasurer Report – Treasurer, Mark Thompson.** Mark reviewed the financial statements for the period of June-August, 2006. The summer meeting revenue was \$2,910 which was over budget by \$410. Expenses related to the meeting were \$1,746 which over budget by \$246. Mark commented that there is one bill outstanding, and the meeting will have a profit approximately \$900. Officer's travel was \$1,937 for Maureen Cadwell to attend ANI. We had a net loss of \$1,251 YTD August, 2006. The bank account total includes \$30,741 in checking and \$25,789 in the Primvest account. Mark reported that the Primvest account is not a FDIC account as required by the Depository Institutions Policy. Mark recommended the following addition to the policy:
 - *Said funds are to be invested in any institution covered by FDIC. Money Market funds rated AAA or similar high quality ratings are also permitted. Investment transactions are to be reported by the treasurer to the Board at each meeting.*

Motion by Bob Bohm and seconded by Stan Knobloch to approve the revision to the Depository Institutions Policy to include the statement: Money Market funds rated AAA or similar high quality rating are also permitted. Motion carried.

The members were in agreement to move excess cash in the checking account to the Primvest account.

5. **2006-2007 Strategic Plan – President-Elect, Tom Loff.** Tom reported on changes in the strategic planning process that were discussed at the Fall President’s Meeting. With the changes, the preliminary planning will need to be done prior to the Spring Symposium. Tom stated that he will share more information as it becomes available from National.

6. **Committee Reports**

- a. **Program – Julie Norton.**

- i. Julie reported on the Fall meeting scheduled for October 26-27 meeting in Rapid City at the Quality Inn. The draft agenda has been completed and will be mailed next week. The topics for the meeting are the new Medicare Administrative Contractor - Noridan, revenue cycle management, accounting and fraud updates, tax updates and compliance updates. The networking event is Dinner at Sanford’s Grub & Pub.
 - ii. The committee is planning a lunch and learn audio web cast early in December.
 - iii. The Winter meeting is scheduled for February 1 in Chamberlain. The one day workshop will include two tracks: (1) long term care and (2) Critical Access Hospitals. Diane Atchinson will be the primary speaker for the long-term care track. We have contacted Eric Shell with Stroudwater Associates as the speaker for the CAH track. His fee for a one-day session is \$3,000. Julie asked the members for their thoughts on spending this much money for a one-day speaker. The members agreed that we clearly have the resources to pay for the speaker and that we should contact SDAHO to see if they would like to co-sponsor this speaker. Motion by Bob Bohm and seconded by Tom Loff to approve contracting with Eric Shell of Stroudwater Associates for the Winter meeting and to contact SDAHO about co-sponsoring Eric Shell. Motion carried.
 - iv. The Spring Symposium is scheduled for March 28-30 in Sioux Falls. The hotel has not yet been determined because the Encore Inn is closed for renovations. An event will be planned for Dave Timpe’s retirement.

- b. **Newsletter – Allison Bolger.** No report.

- c. **Membership – Renae Tisdall.** Renae reported that we had 139 members at the end of May, and we now have 127 members. Some of the drops were students. Renae has contacted the non-renewals members.

- d. **Sponsorship – JJ Linn.** Bryce received an email from JJ stating that the committee will be mailing the sponsorship letter in November.

- e. **Membership Directory – Deb Heupel.** Deb reported that Rapid City Regional will be unable to print the directory. Deb contacted a local printer in Deadwood, and there would be a significant increase in cost. Prior to today’s meeting, Bryce had email discussion with the Officers and Board. The deadline to submit the directory to National is November 10. The direction given to Deb is to produce a directory that lists the officers, board of directors, members and sponsors and to work with the PR/Website Committee to place as much as possible on the website. 50 copies of the directory will be ordered.

- f. **PR/Website – Tina Horner.** Tina reported that the Chapter website is not permitted to have the Chapter membership listing on it. To access the Chapter membership, you can use the Hot Link to National. Tina walked through the website categories. New categories are going to be added for testimonials and membership enrollment. Beginning with the August newsletter, the link to the

chapter website was provided in the newsletter email rather than attaching the PDF file. Members can earn Founder's Points for submitting articles to the newsletter. A link has been set up for members to send articles to Allison Bolger. Chapter Business provides the strategic plan and minutes from the business meetings. Committees currently list the committee chairmen only, but Tina would like to include the committee members also. Policies and Procedures include the PDF file of the Chapter Policies and Procedures. Programs identify the upcoming workshops. On-line registration will be available for the Fall Meeting in Rapid City, but you will still need to mail the registration check to Mark. Chapter awards are identified on the Home Page. History pages are done and organized by decades. Tina is looking for historical photos for the on-line photo album and for pictures of awards from the 80's and 90's to create a trophy case. Tina is working on giving the website a new fresh look and will be submitting the website update for a Yerger Award.

- g. **History and By-Laws – Ken Trammel.** No report.
 - h. **Certification – Tim Renelt.** No report.
 - i. **Financial Review – Maureen Cadwell.** No report.
 - j. **Founders Points – Stan Knobloch.** No report.
7. **Fall President's Meeting – Bryce Pattison and Tom Loff.** Bryce and Tom both attended the Fall President's meeting last week with a cruise leaving from Los Angeles. Tim Renelt also attended as the Regional Exec-Elect. Topics discussed at the Fall President's were:
- a. The perception of taking a cruise for the Fall President's Meeting was discussed. Bryce reported that the Regional By-laws dictate that the Fall President's meeting cannot be held in the Region.
 - b. The large cash balances maintained by the chapters within the Region were discussed.
 - c. National is looking at changes in the planning process and scorecard report but did not have final details on the changes. This will also impact the reporting deadlines.
 - d. National HFMA has decided to incorporate as a legal entity in the State of Illinois. Bryce and Tom stated that we will have to look at some standard language in our by-laws and will also need to review what the State of SD requires.
 - e. Bryce stated that information on the upcoming changes will be shared with the members as it becomes available from National.
 - f. Bryce concluded by stating that the Region allows us to speak as one voice to National.
8. **Awards Presentations – Maureen Cadwell.** Maureen presented the awards that our chapter received at ANI this summer. South Dakota received 3 awards, and she commended the chapter for their efforts. The following awards were presented:
- a. **Bronze Award of Excellence for Certification** – presented to Tim Renelt for his efforts as Certification Chair.
 - b. **Silver Award of Excellence for Education** – presented to Tom Loff for his efforts as Program Chair.
 - c. **Silver Award of Excellence for Membership** – presented to Renae Tisdall for her efforts as Membership Chair.

Bryce gave a thank you to Julie Norton for her work with the SDAHO Convention.

Meeting was adjourned at 5:28 p.m.