

## **SDHFMA Planning Meeting**

**3/24/09 & 3/25/09**

**Ramkota Hotel, Sioux Falls, SD**

---

**Attendance:** Mike Miller, Mark Thompson, Geoff Knobloch, Stan Knobloch, Anne Christiansen, Paul Gerhart, Jamie Schaefer, and Julie Norton.

Anne Christiansen opened the meeting at 2:10 p.m.

### **2008 Planning Meeting Minutes Review**

The board briefly reviewed the minutes from last year's planning meeting.

The Registrations Refund policy was to be modified for on-line registrations but the website wasn't currently updated, even though it was some time ago. Mark Thompson will make sure it is updated again.

Nominating Committee was going to draft a policy on elections.

Anne Christiansen was going to put an educational binder together that can be passed to the Program Chair each year. The purpose would be to track registrations and contain forms to grant CEUs. She will complete and give to Mark Thompson to allow him to update it before passing it to Stan Knobloch.

### **National HFMA Review:**

The board briefly reviewed Chapter Leader Resources section on the National HFMA website.

The board briefly reviewed the map of Region 8.

The board briefly reviewed the National HFMA officers. Catherine Jacobson, the 2008-9 Chairman-Elect will be present at this year's Spring Symposium for the installation of SD HFMA officers.

Tim Renelt was appointed to the National Advisory Council by Catherine Jacobson.

The board briefly reviewed the list of Regional Executives and Regional Executive-elects. Anne noted that our Regional Executive is Carol Friesen from Nebraska. She completed Todd Nelson's term and will continue to be the Regional Executive in 2009-10 as well. Carol is currently both the Regional Executive-elect and the Regional Executive.

Discussion ensued on utilizing a Chapter Advancement Team (CAT) consultant to help advance our chapter. Anne encouraged the board to give the idea some thought.

The board reviewed the latest Notes from National. Anne encouraged the officers and board to read it each month since it contains a lot of good information.

**SD HFMA Review:**

The board reviewed the Davis Chapter Management Acknowledgement Report. Discussion ensued on increasing the education hours per member, encouraging certification of members, and membership retention and growth.

The board briefly reviewed the Monthly Membership Activity Statistics Report, Market Segment Report, and Chapter Profile Report.

**Bylaw Review:**

The board reviewed the bylaws.

There was some discussion regarding the filling of vacancies, separate board of director only meetings, nominating committee membership, and a banking resolution. No changes were recommended by the board.

The board agreed to add a banking resolution to the annual meeting to authorize the President and Treasurer to be the authorized signers on the bank accounts.

**Policy Review:**

The board reviewed the Policy Manual.

The board agreed to modify the Depository Institutions policy to read “The Chapter President and Chapter Treasurer shall be appointed as Authorized Signers by a resolution of the Board of Directors” instead of “Authorized Signatures shall be of the Chapter President and/or Chapter Treasurer“.

The board agreed to have Anne send the Donations/Memorials policy to Eileen Crow at National for review and comments.

The board agreed to modify the Dues Relief and Educational Seminar Fees Relief policy by striking “a full year of” from Item #1 under Dues Relief Requirements.

The board agreed to modify the Expense Reimbursement – Speaker policy:

- 1) By adding “and sign a Speaker Contract” after “Prior to engagement, a speaker should be asked to give an estimate of his/her expenses.”
- 2) By striking “and approved by the President” from the bullet point “Honorariums shall be paid only when recommended by the Program Committee and approved by the President.”
- 3) By adding a bullet point stating “Honorariums in excess of \$5,000 requires the signature of both the Program Chair and President on the Speaker Contract.”
- 4) By striking “Other expenses should not exceed budget.”

The board agreed to modify the Travel Expense for Chapter Business and strike “may” from the bullet point “Miscellaneous Expenses – Other reasonable expenses may be reimbursed. These expenses must be itemized and may require an accompanying receipt.”

Mark Thompson made a motion to accept all the modifications and Julie Norton seconded it. The motion carried.

### **990 Policy Review:**

Geoff Knobloch introduced the need for three new additional policies regarding Document Retention and Destruction, Whistleblowers, and Conflict of Interest.

The board reviewed the Document Retention and Destruction policy but delayed action until Renae Tisdall, Chapter Treasurer, was present to provide her point of view.

The board reviewed the Whistleblower policy and recommended approval by the members at the annual meeting.

The board reviewed the Conflict of Interest policy and recommended approval by the members at the annual meeting.

### **Organization Chart and Job Description Review:**

Anne reviewed the SDHFMA 2009-10 Organization Chart. Discussion ensued on appointing Co-chairs to allow succession planning for committees. The board recommended adding a column on the committee sign-up sheets to see if there is interest in co-chairing the committee.

The board reviewed the Job Descriptions.

The board agreed to change “Vice-Presidents” to “Vice-President” in the first sentence of the Vice-President Job Description.

The board agreed to add “, Co-Chair (optional), “ to all the committee Job Descriptions General Description so the sentences reading “The Committee will include a Chairperson, Co-Chair (optional), and committee members as determined.”

The board agreed to change the Financial Review Chair/Committee Job Description General Description to “The Chairperson will coordinate the review and report to the Chapter at a SDHFMA Business meeting no later than August 1.” from “during the September meeting”.

The board agreed to change the Membership Directory Chair/Committee Job Description to strike “Plan/” from the General Description and to add a bullet point stating “Provides SDHFMA membership directory to the Membership Chair for distribution to new members.”

The board agreed to add a bullet point stating “Coordinates the update of information to the chapter website.” to the Website Chair/Committee Job Description.

The board agreed to change the Sponsorship Chair/Committee Job Description to strike “Plan and” from the first bullet point and read “Membership Directory”.

The board agreed to create a Nominating Chair/Committee Job Description to read:

**General Description**

The Nominating Committee is responsible for nominating officer and director candidates for the succession planning of the Chapter.

**Term:**

One Year

**Goals, Objectives and Responsibilities:**

- To nominate officer and director candidates from qualified members of the Chapter.
- To communicate with potential nominees and obtain written verification of their interest in the elected position.
- To report the names of the candidates on the ballot to the President of the Chapter.
- To ensure independent verification of election results and report the election results to the President.

At 6:42 pm, the board agreed to recess until 10:00 a.m. Wednesday, March 25, 2009.

**March 25, 2009**

**Attendance:** Mike Miller, Mark Thompson, Geoff Knobloch, Stan Knobloch, Anne Christiansen, Paul Gerhart, Jamie Schaefer, Rita Blasius, Erica Peterson, Julie Norton, Jeff Sandene and Renae Tisdall.

Anne called the meeting to order at 10:21 a.m on March 25, 2009.

**Chapter Survey Review:**

The board briefly reviewed the chapter survey conducted in October - November 2007.

The board discussed the event timing considerations responses and holding the Summer Meeting in June instead of July. The board agreed to continue holding the Summer Meeting in July.

The board briefly reviewed the Comparison Report by Chapter Geographic Region.

The biannual chapter survey will be conducted in October-November2009, and the survey results will be available in January 2010.

### **Chapter Balanced Score Card Review:**

The board reviewed the Chapter Balanced Score Card. It was noted that we should achieve points for all the categories, with the possible exception of the Chapter Goal Achievement if we do not achieve the chapter goal for education hours.

The board discussed the 2009-10 changes to the Chapter Balance Score Card. Major changes included the removal of the following categories - Financial Executive, Provider Percentage of Officers and BOD, and Chapter Goal Achievement. The DCMS Timely Reporting will be separated into three categories: On-Time Reporting of Chapter Requirements, On-Time Reporting of Chapter Education Events, and On-Time Reporting of Chapter Newsletters. A new category was added for Certification, and the goal is for chapters to have at least two more certification exams taken than in the previous year. The Threshold Performance Level (TPL) will increase from 40 points to 50 points for 2009-2010. If a chapter falls below the TPL, a Chapter Advancement Plan will be required.

### **Strategic Plan Review:**

The board discussed and updated the strategic plan for the committees as they related to the different CBSC chapter goals. (See attached SD HFMA Strategic Plan FY 2010.) The board agreed to the following goals:

- Registrant Hours per Member – agreed on the gold award level even though the National HFMA goal will be 13.5 hours per member or 0.5% increase.
- Membership – agreed to the same goal as National (Retain current count).
- Member Satisfaction – agreed to set the goal of 60% of members responding Very or Extremely Satisfied.
- Seamless System of Service – 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 – agreed to the same goal as National (between 150 and 600 days.)
- DCMS On-Time Reporting of Chapter Requirements – agreed to 100% on-time reporting.
- DCMS On-Time Reporting of Chapter Education Events – agreed to 100% on-time reporting.
- DCMS On-Time Reporting of Chapter Newsletters – agreed to 100% on-time reporting.
- Certification – agreed to the same goal as National (Have at least two more certification exams taken than in previous year).

### **Committee Review:**

The board was informed that Erica Peterson has agreed to serve as the Chair of the Membership Committee. Geoff Knobloch and Erica Peterson reviewed the goals for the Membership Committee.

The board was informed that Mike Miller has agreed to continue as Newsletter Chair for the next two years. The board agreed to reduce the number of newsletters to 4 per year from the current 6 per year – May, August, November, and February.

The board was informed that Teresa Mallett has agreed to continue as the Chair of the Membership Directory.

Jeff Sandene presented some notes and information to the board relating to the 2008-09 Sponsorship activities. The board was informed that Dave Goehring accepted the Chair and Matt McLeod has accepted the Co-Chair of the Sponsorship Committee.

The board was informed that Rita Blasius has agreed to continue as the Chair of the Public Relations Committee. Rita reviewed the years networking activities, and her plans for next year.

The board discussed assigning photography duties to a member to record chapter events with pictures. The board agreed that the Public Relations Committee Chair would assign a committee member to take pictures at events.

The board was informed that Bev Fiferlick has agreed to continue as the Chair of the Website Committee.

The board was informed that Jim Tomlinson has agreed to continue as the Chair of the History/Bylaws committee. Anne relayed Jim's concern for records retention. The board discussed archiving records electronically. Julie Norton will work with Jim Tomlinson to archive the chapter history.

The board was informed that Maureen Cadwell has agreed to continue as the Chair of the Certification Committee.

The board was informed that Phyllis Birk has accepted the Financial Review Committee Chair.

The board agreed that the Anne Christiansen and the committee chairs will give a brief description of committee duties and encourage membership sign up at the annual business meeting.

**Budget Review:**

Renae Tisdall briefly reviewed the current financial statements.

Renae Tisdall presented a proposed 2009-10 Budget. The board discussed the budget, made several modifications, and agreed to recommend a budgeted \$5,000 loss. (See attached SD HFMA Budget FY 2010.)

Mark Thompson made a motion to approve the budget and Erica Peterson seconded the motion. Motion carried.

**Other Business:**

Anne Christiansen solicited ideas for Yerger Awards and the board discussed several ideas. Possible ideas are: (1) On-line registration, (2) History & Bylaws – addition of 3 years of history in 2008-2009 and continued into 2009-2010, and (3) New process for dues relief application.

Meeting adjourned at 03:15 pm.

Stan Knobloch  
Secretary