

# Meeting Agenda

## Board Meeting

### 20 August 2008 at 6:00pm ET

#### 1 Attendance

- Facilitator: Mary Armijo
- Invitees: Ray McIntyre, Rami Haddad, Mike Allman, Amy Kentera, Marie Medenbach

#### 2 Notes

- Roll call: Rami, Mary, Amy, Marie, and Ray
- Approval of minutes from last meeting: approved
- Don, our Director of Events, resigned for personal reasons (new born son). We are now recruiting for three positions:
  - Secretary
  - Director of Membership (for term starting January 2009)
  - Director of Events (for the remaining of current term)
- Rami started with briefing everyone on the results from our membership survey, highlighting the following:
  - 406 respondents.
  - Identified the three winners of iPods.
  - The majority agreed with the Board's strategy for 2008.
  - More than 40% are available to volunteer.
  - Topic of learning that received highest preference is Healthcare: quality, EMR, informatics
  - More than 75% of respondents expressed interest in receiving targeted communications with priority announcements, outside of the regular communications through HealthcareSpeaks newsletter.
- Mary discussed the objective of the meeting format to focus on the Board objectives for 2008 as were agreed upon in the Spring retreat. She emphasized that Board members will submit monthly status report (of one PowerPoint slide) for their initiatives.
- Update from Director of Membership:
  - Outreach and mentorship program
    - There has not been much movement on the program.
    - Included some relevant questions in the survey and will be reviewing the answers and contacts that are interested in the program.
  - Project of the year
    - Started receiving more input since simplifying the instructions and extending the deadline for submission.
    - Will prepare gift and presentation and agenda for Global Congress.
    - Shirts and small gifts (such as pens or badges) for PMI HC SIG members that are attending the Congress: Mary will look into ordering the shirts. Marie will look into pens and badges.
- Update from Director of Development:
  - Career Center

- Web site is active.
  - Need to get numbers to complete status report dashboard.
- Global Congress
  - Marie expressed interest in helping out with preparing with Global Congress, while we do not have a Director of Events. This is particularly convenient since she is local to Denver, the site of the Congress in October.
  - She will help with setting up membership meeting room and event schedule.
- Update from Director of Education:
  - Document Library
    - Only received one template from Mary. Need more.
    - Mary reiterated her request for all Board members to submit one template to Amy by end of July.
    - Library structure is not in place, but Amy does not expect it to take long to prepare and start posting documents.
  - Training
    - Amy is still looking to offer 20 PDUS for 2008.
    - Actively working to renew the contract with SolutionQ,
    - Will be looking at the list of volunteers that we received from the survey.
- Update on web site content: Mary emphasized the need for an updated web site, that is the front of our organization. She request each Board member to review the relevant are on the web site by end of July. Marie and Ray may not be able to complete and Mary will help.