

Meeting Minutes

Board Meeting

9 December 2008 at 6:00pm ET

1 Attendance

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

2 Notes

- Roll call: Mike J., Amy, Brandie, Rami, Marie
- Approval of minutes from last meeting: Approved
- Operational Report Updates were provided by Amy, Mike A. and Mike J. Attached are the slides for the respective areas.
- Clean up of email forwards: Mike Jenkins has cleaned up the majority of the email forward list. In some cases he has added or corrected the forwards with the appropriate board member contact information. If any additional questions come up he will bring them back to the group for resolution.
- Invoice Process regarding Paula's time: Any work that a board member provides to Paula to complete must CC: the HC SIG president for approval and CC: the Director of Technology (Mike Jenkins) as an FYI.
- Content for Health Speaks: Must be sent to Paula by Friday December 12, 2008
 - 2009 board members:
 - President: Rami Haddad
 - Vice President: Brandie Allen
 - Secretary: To be announced
 - Treasurer: Mike Allman
 - Director of Education: Amy Kentera
 - Director of Technology: Mike Jenkins
 - Director of Membership: To be announced
 - Director of Events: Michelle Robles
 - HC Speaks Transition President's Message
 - Mary will compose the President's statement for HC Speaks for the month of December to summarize all of the SIG's accomplishments for 2008 and make a transition statement to our members.
 - Rami will write the statement for January's edition welcoming all of the new members and setting the expectations for what our members can look forward to in 2009.
 - All of the 2009 board members will submit a photo by the end of December to add to HC Speaks for the January edition as a part of our introduction along with our bio's this will be posted to our Website as well.
 - Announcement to be announced in HC Speaks: HIMSS meeting in New England on Jan 16th, 2009. HC SIG is co-sponsoring a workshop on Six Sigma.

- **Web Content:** The group had a discussion around web content and ownership of the content in a proposed content management system based on Joomla for the website. The feedback that was provided was that some did not like the idea of having to do the updating ourselves. Amy's experience showed that this becomes unmanageable and the website ends up looking cluttered and inconsistent with fonts etc. It becomes a "hodge podge" of information. They would like to see it kept consistent. Mike appreciated the feedback and encourages everyone to continue to look at our site, work with it and provide feedback on what we can do to make it better.
- **Component Leadership Website:** Rami showed everyone where to go to access the component leadership website. There is a lot of great information on this site available to each board member. This is a good resource for information regarding policies, procedures, transition to VCP, etc.... <http://componentleadership.pmi.bluestep.net> (use your PMI login and PMI password to access site)
- **2009 Secretary Position:** Voting closes on December 19th, 2008 and announcement will be made in January.
- **2009 Meeting Time:** We will readdress this at the January meeting to allow our new members input on the meeting time as our time zones vary.
- **Review Operational Reports for each of the following areas:** Please reference the December Operational report presentation for details.
 - Education: Amy Kentera
 - Technical: Mike Jenkins
 - Financial: Mike Allman
 - Membership: None
- **2009 Objectives and Approach:** Rami and Brandie have met with the Director of Education, Director of Technology and the Treasurer to discuss and develop the objectives and approach for 2009 in each respective area. They have not met with the Director of Membership or Director of Events as of yet but plan to do so over the next few weeks. These meetings will continue on a monthly basis with each Director to ensure the HC SIG goals are being met.