



DATE	Tuesday, December 08, 2009	TIME	06:00PM – 7:00PM EST										
FACILITATOR	Rami Haddad	RECORDER	Diana Bishop										
LOCATION	GoToMeeting https://www2.gotomeeting.com/join/143198251 Dial 218-844-4920 Access Code: 143-198-251												
AGENDA / OBJECTIVES	<ol style="list-style-type: none">1. Call to Order and Roll Call (Rami)2. Approval of November 11, 2009 meeting minutes.3. VCP Business Plan Update (Diana)4. Events (Shaun)5. Technology (Mike Jenkins)												
ATTENDEES	<table><tr><td>Rami Haddad, President ✓</td><td>Brandie Allen, Vice President</td></tr><tr><td>Diana Bishop, Secretary ✓</td><td>Patti Conlon, Dir. of Communications</td></tr><tr><td>Shaun Wilde, Director of Events ✓</td><td>Mary Armijo, Past President</td></tr><tr><td>John Crilly, Director of Education</td><td>Josef Spencer, Director of Membership</td></tr><tr><td>Mike Jenkins, Director of Technology ✓</td><td>Michael Allman, Treasurer</td></tr></table>			Rami Haddad, President ✓	Brandie Allen, Vice President	Diana Bishop, Secretary ✓	Patti Conlon, Dir. of Communications	Shaun Wilde, Director of Events ✓	Mary Armijo, Past President	John Crilly, Director of Education	Josef Spencer, Director of Membership	Mike Jenkins, Director of Technology ✓	Michael Allman, Treasurer
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Mike Jenkins, Director of Technology ✓	Michael Allman, Treasurer												

SUMMARY OF BOARD VOTES AND KEY DECISIONS

N/A

OTHER DECISIONS (BY CONCENSUS, NO OFFICIAL VOTE REQUIRED)

SUBMISSION OF BUSINESS PLAN – Agreed that we can't formally submit the business plan to PMI until the members have voted to dissolve the SIG. We will have informal reviews if this would be beneficial to the transition process once approval is received.

CALL TO ORDER AND ROLL CALL

Meeting called to order at 6:07 PM

APPROVAL OF MINUTES FROM 11-NOV-2009 BOARD MEETING

The info requested (i.e. HIMSS to task list) was received from Shaun and nobody had other changes to the draft distributed after the meeting. Consider approved.

REVIEW BUSINESS PLAN AND GENERAL VCP STATUS



BUSINESS PLAN

- Draft completed and mailed to board last week. Minimal updates received
- Nicole Ritz provided new pre-populated plan template which includes SWOT analysis categories, predefined value statements, role descriptions and Year 1 priorities
 - Board needs to review and determine if agrees with changes
 - SWOT analysis to be completed

VCP DISCUSSION

- All board members have voted
- Next steps should be:
 - PMI drafts member ballot
 - Board updates and approves when ready
 - PMI sends ballot to members
 - Members have 45 days to vote
- Communication with members required
 - 100% of the members questioned informally were completely unaware of the VCP
 - Emphasizes the need to communicate with members in advance of the vote
 - Initial plan is to feature in the January newsletter and send a special notice immediately before PMI sends the vote. (Patti and Josef need to weigh in and agree.)
- Concern expresses over lack of project plan and timeline to guide process
 - Patti and Shaun have offered to take on the plan if Brandi doesn't have the time

Actions: Rami, Diana and Rami will look over new business plan and determine is ready to submit
Diana to check with Nicole Ritz on business plan prelim review
Rami to check with Brandi on timing and availability to complete the initial VCP plan

EVENTS (Shaun)

LOTS OF EVENTS ON THE SCHEDULE

- HIMSS 2010 – Rooms reserved; planning in process
- IT Health Summit – Initial conversations underway
- New Jersey Chapter – Event scheduled for Feb 16
- LA Chapter – Event to be scheduled for March 18 or 21
- Toronto Chapter – Initial planning underway
- Michigan Chapter – Just started discussions
- New England HIMSS – Full day Lean/Six Sigma for Healthcare Summit in Rhode Island on May 7th
- Word Congress – approached Shaun about a potential project management roundtable in late spring
- Diana is also speaking at the December meeting of the Massachusetts Association Medical Staff Services and will promote the SIG at that event

TECHNOLOGY (MIKE)

SPACE ON WEB SERVER

- Have been getting notices since over the 2/3 of total capacity
- Have areas that can be cleaned out to gain more space or can purchase more at minimal cost



- Overall, not an issue and he will watch it going forward

WEB STATISTICS

- Last month was the highest ever
 - 1,800 unique visitors
 - 2,700 total visit
 - 50,000 pages served
 - 109,000 hits

PODCASTS

- Rami suggested we look into podcasts via iTunes
- Mike can do but will require some software (\$<50)
- Decided to try it and see if it drives increased membership and/or perceived member value

NEXT MEETING

DATE & TIME: Tuesday, January 12, 2010

TYPE: Board Meeting

AGENDA: TBD

NOTE: Informal working sessions on VCP, etc. will occur as necessary prior to this meeting

ADJOURNMENT

The meeting was adjourned at 6:38 pm.

Respectfully submitted,

Diana Bishop, Secretary

[See next page for action item tracking sheet.](#)



DATE	ACTION ITEM	STATUS
11-11-09	<u>HIMSS</u> - Shaun to determine who gets complimentary badges and needs to register.	OPEN
11-11-09	<u>HIMSS</u> - Diana to make arrangements for board meeting on Sunday, February 12, 2010send email to board regarding board meeting and registration information	OPEN
11-11-09	<u>HIMSS</u> - All to respond on update Diana/Shawn on when they will arrive and depart	OPEN
11-11-09	<u>VCP</u> - Rami to work with PMI to finalize board vote	CLOSED – Board vote completed.
11-11-09	<u>BUSINESS PLAN</u> - Initial draft for board review at next working session on <u>Nov 24th</u>	CLOSED – Draft distributed to board 11-28-09
11-11-09	<u>VCP PROJECT PLAN</u> - Brandie agreed to develop an initial business plan based on checklist in business plan	OPEN NEW 12-08-09 - Rami took action item on to follow up. Patti and Shaun have offered help
12-08-09	<u>BUSINESS PLAN</u> - Rami, Diana and Rami will look over new business plan against template received Dec 9 th and determine if is ready to submit	NEW
12-08-09	<u>BUSINESS PLAN</u> - Diana to check with Nicole Ritz on business plan prelim review	NEW
12-08-09	<u>PODCASTS</u> – Mike Jenkins to check into putting our webinars on Podcasts (via iTunes?). If viable and time available, will try one or two and monitor impact.	NEW