

**Heart of America Chapter
Healthcare Financial Management Association
Board Meeting
September 22, 2011
12:00 pm to 2:00 pm
North Kansas City Hospital (Health Services Pavilion)**

<p>Officers: Esteban Ponce, President Jeff Vanek, Vice President Andrea Lindsay, Secretary Jim Mozena, Treasurer</p>	<p>Board Members Present: Mary Knollmeyer (Board, By-Laws Chair) Terri Bradley (Board, Certification Chair) Mea Austin (Board, Sponsorship Co-Chair) Sharon Fiene (Board, Membership Co-Chair) John Travis (Board) Becky Grupe (Board, Membership Co-Chair) Paul Knudtson (Board, Sponsorship Co-Chair) Heath Leuk (Board, Networking Co-Chair) Michelle Narayan (Board, Publication Co-Chair)</p>
<p>Other Attendees: Paul Kim (Website Co-Chair) Bridget Palmer-Doleshal (Publications Co-Chair)</p>	<p>Not Present: Pete Frankel (Networking Co-Chair) Mary Jonscher (Board, Past President) John Maschger (President Elect) Donna Findley (Directory Chair)</p>

Call to Order

Esteban Ponce

Esteban Ponce called the meeting to order at 12:17 pm.

Approval of April 2010 Board Minutes

Andrea Lindsay

Mary Knollmeyer made a motion to approve the minutes, John Travis seconded. Minutes approved without changes.

Treasurer's Report

Jim Mozena

Current days cash on hand appear high. However, not all expenses for the joint program with the Sunflower chapter have been paid. Estimated loss for joint program with the Sunflower is \$1700. A brief discussion was held regarding if we were going to continue the joint program with the Sunflower program. Esteban reported that this will need to be reviewed for next year. A more in depth review of the joint program financials will be completed @ the next Board meeting as all income & expenses will be resolved by then. Jim is to make corrections descriptions of journal entries made on 8/31/11. Descriptions should be specific to the actual transaction. Corrections are also to be made to the column

titles on the Profit & Loss by Class report. Neither of these changes will impact the financial amounts.

Jeff Vanek made a motion to approve the financials, Bridget Palmer-Doleshal seconded. Financials approved with the description changes previously noted to be made.

2010 -2011 Financial Review and IRS 990

Heath Lueck

Heath reported the FY 2011 Chapter Review was completed with no findings. National added several steps to review process this year but all requirements were met. FY 2011 records were very clean and Heath encouraged the chapter Treasurers to continue with this type of record keeping in the future. A small profit was turned in 2011 and days cash on hand increased. No further suggestions made.

Andrea reported 990 completed on time and filed with National. National approved 990. Andrea reported this information was previously sent to the Board after being approved by National.

Future Business: Todd Kenney is now the Audit Committee Chair and will conduct the audit for FY 2012.

Review of Action Items from Last Meeting

Andrea Lindsay

Please see the section below, “Action Items for Completion from the February 23, 2011 Board Meeting”.

Chapter Balance Scorecard

Esteban Ponce

Esteban distributed the CBSC progress report that reflects data thru 9/9/11.

The chapter has 1.1 education hours per member for a total of 360 hours education hours. Education hours for the joint program with the Sunflower chapter & Fall Workshop have not yet been reported.

Membership is up to 263; the goal is 318.

Currently 7.9% of the membership is certified. We need 3 more people to take test this year to meet goal.

All DCMS requirements met for 1st quarter.

Fall President’s Meeting

Esteban Ponce

Esteban reported the Fall President’s meeting is scheduled for September 28th during a 5 day cruise for Region 8. A new Regional Executive will be voted on and John Travis is one of the 4 nominees.

Fall Workshop**Esteban Ponce/John Maschger**

Esteban reported the Fall Workshop went very well. A follow-up call is scheduled for September 23rd for all participating chapters to review outcome of workshop. Suggested locations for next year's workshop are Branson & Columbia. Concerns have been reported about possible speaker expenses for next year due to the lack of airports in both of these locations. Next year's workshop will be moved back to October and there has also been discussion of moving the meeting days from Wednesday-Friday to Sunday-Tuesday. The Heart of America chapter will be responsible for programs next year. The financials for the workshop are not yet final. John Maschger is to report on final financials @ the next Board Meeting.

The Sunflower Chapter has confirmed they will no longer participate in this workshop due to low attendance from their chapter.

Joint Program with Sunflower Chapter**Jim Mozena/Esteban Ponce**

See information above in the Treasurer's report. The final financials are not yet in. These will be reviewed @ the next Board meeting.

List Serve Email Notification Update & Discussion**Andrea Lindsay**

Andrea indicated the number of monthly emails that can be sent via the list serve has increased from 3 to 8 without any additional cost to the chapter. The Board agreed we should limit 2 email notifications per event. Andrea also reported that we can have 2 administrators for the list serve. The Board agrees the current Secretary should be the primary administrator with the previous year's Secretary serving as a back-up in cases of emergency.

Committee Updates**Committee Chairs**

Membership: New member lunch was held on September 15th with 3 of 13 new members in attendance. Membership committee plans on hosting an additional new member lunch later in the year for additional new members as well as those that could not attend on the 15th. Becky also reported there will be a push for member referrals as there has been a significant drop this year. A discussion was held regarding stepping up our prize for the member get a member program. An agreement was made to reach out to current & potential sponsors to solicit prizes for this program. Becky will coordinate communication to sponsors and potential sponsors for this program with the Sponsorship Committee. Board agreed this was a good approach as long as we are very specific with the sponsors donating prizes regarding what their benefits will be.

Networking: Sporting KC event on August 20th was successful. Tailgating party was sub-par and there were problems with the parking passes. However, Pete Frankel followed-up with the staff @ the Livestrong Park and feels certain this will not be an issue in the future should we choose to have another event there. Heath reported the committee would like to have another social event in the fall as well as one following the April 26th program. The Board agreed a social event following the November program would be good. Heath is to look into possible venues for both events. Andrea reminded group that happy hour social event sponsors must make a check payable to the HOA

chapter and HOA must pay the venue directly. Sponsors are buying a sponsorship benefit, not food & drinks. This was clarified by the HFMA National office in April 2011.

Publications: Next newsletter will be out in October. There will be a focus on disaster preparedness.

Programming: Planning for the October and November programs is almost complete. Planning will soon begin for the January program.

Next Board Meeting

Esteban Ponce

Next Board Meeting is scheduled for November 29, 2011 @ 10:00 – 12:00 @ the Ritz Charles.

Adjournment

Esteban Ponce

Esteban Ponce closed the meeting at 1:52 pm.

Action Items for Completion from the February 23, 2011 Board Meeting

Item	Description	Assigned To	Due Date	Status
1.	Research if any investment alternatives exist with a better return for the long term investment account	Mary Jonscher	Before Next Board Meeting	Janis reported rates are low at this time and are not anticipated to go up any time soon. Closed.
2.	Update the certification chair's job duties by requiring chapter members requesting an on-line study guide sign a form that they will take the certification exam within 12 months or reimburse the chapter.	Terri Bradley	Before Next Board Meeting	Need electronic copy to update. Esteban to send electronic copy to update.
3.	Update the treasurer duties that they will request chapter members who have received access to the on-line certification study guide but not taken the exam within 12 months to reimburse the chapter.	Andrea Lindsay	Before Next Board Meeting	Need electronic copy to update. Esteban to send to Board.
4.	Update the treasurer duties by requiring speakers submit an IRS W-9 form before the treasurer will reimburse speaker fees	Andrea Lindsay	Before Next Board Meeting	Need electronic copy to update. Esteban to send to Board.

New Action Items for Completion from the September 22, 2011 Board Meeting

Item	Description	Assigned To	Due Date	Status
1.	Correct descriptions of journal entries made on 8/31/11. Corrections are also to be made to the column titles on the Profit & Loss by Class report.	Jim Mozena	Before Next Board Meeting	Open
2.	Financials to be completed for joint program with the Sunflower Chapter.	Jim Mozena	Before Next Board Meeting	Open
3.	Financials to be completed for Fall Workshop.	John Maschger	Before Next Board Meeting	Open
4.	Coordinate communication to sponsors and potential sponsors for prize donations for the Member Get a Member program with the Sponsorship Committee.	Becky Grupe/Mea Austin/Paul Knudtson	Before Next Board Meeting	Open
5.	Research possible venues for both happy hour social events for November & April	Heath Lueck	Before Next Board Meeting	Open
6.	Research possibilities for new credit card processing within our chapter.	Jim Mozena	Before Next Board Meeting	Open
7.	A form for members to sign that they agree to reimburse the chapter if they do not take the certification exam within 12 months will be sent to the Board for review via email.	Terri Bradley	Before Next Board Meeting	Open
8.	Send electronic copy of Board, Officer and Committee Chair duties to Board so positions can be updated.	Esteban Ponce	Before Next Board Meeting	Open