

Great Lakes Chapter of **HFMA**
Board Meeting Minutes

Date: June 24th, 2004

Start Time: 7:30 AM

Location: Linwood, Maple Leaf Golf Course

End Time: 9:05 AM

<u>Position</u>	<u>Name:</u>	<u>Attendance</u>
President	Joe Kozumplik	Y
Past President and Newsletter	Terry Lutz	Y
President Elect	Don Misener	Y
Secretary	Ray Stover	Y
Treasurer	Tony Colarossi	N
VP-NLP	Steve Leach	N
VP-UP	Paula Newton	N
Board Member	Paul Hasselschwert	N
Board Member	Melissa McAfee	Y
Board Member	Dave Fabrizio	Y
Board Member & Sponsorship	Jerry Krevinghaus	Y

Committee Chairs:

Membership	Bob Lutz	Y
Hospitality/Mentoring	Melissa McAfee	Y
Program	Jerry Krevinghaus	Y
Vice Chair Program	Gina Butcher	N
Publications & Membership Service Plan	Lisa Ballard	Y
Net Working	Tim Brake	Y
Certification	Ted Anderson	Y
News letter and website	Bill Roche	N
Sponsorship	Jeff Gardner	Y
Audit	Tom Holerback	N

Other

Staff	Pam Allen	N
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Kozumplik called the meeting to order at 7:30am.

Secretary Report:

The minutes from the May 5th, 2004 meeting were reviewed and accepted. Misener discussed the need for a policies and procedures notebook. Misener will take the lead in developing the notebook while seeking assistance from committee chairs.

Davis Chapter Management: Misener recommended that the secretary verify this report prior to submission to national. Stover will follow up with Pam Allen.

T. Lutz reported that the chapter would receive 4 Yerger awards. Awards were received for:

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- 3) Committee Restructure improvement
- 4) Innovation Approach (recruit from organization)

We also received two other awards, one for education improvement and the other for increase in membership.

Treasurer Report:

Stover reviewed the May year-end financial report. Total income for the year of \$33,755 was offset by \$35,662 in expenses for a loss of (\$1,906) for the year. The primary reason for the shortfall was due to less than expected corporate sponsorships. The group agreed that this needs to be improved next year. A motion was made and accepted to approve the year end financial report.

Leadership development/strategic planning: The group agreed to keep our current goals and continue to follow up.

Honoring Terry Lutz: Kozumplik presented T.Lutz with an award for his work as President. Lutz was thanked and complemented for his leadership and efforts.

Program: The group discussed the current programs. It was determined that program expenses that require contracts should be approved by the treasurer prior to signing. Also, a profit/loss statement of each program should be reviewed.

Membership: B. Lutz reported membership as of May 31st at 257. Lutz feels we can increase education hours by offering patient accounting and revenue cycle courses. Lutz also identified hospitals in our region that currently do not have members as potential recruiting targets.

Hospitality/Mentoring: McAfee reported that 19 out of 35 new members had been contacted by a mentor. McAfee will talk to committee members to improve these numbers.

Certification: Anderson stated that he can write up something for the news brief to inform members about certification. Anderson reviewed upcoming changes in the program and discussed the core exam manuals. It was agreed that the chapter should order another manual once the new manuals are available.

Sponsorship: Gardner updated the group on sponsors. All but one of the existing sponsors have agreed to return. Gardner is confident one or more new sponsors can be recruited by the committee this year.

Newsletter: Kozumplik reported that the newsletter is on schedule to be released this fall.

There being no further business, the meeting adjourned at 9:05.

Respectfully submitted,

Ray Stover
Secretary