

Summary of Activities for Board

Committee/Task Force/Other: **Administrative Coordinator**

Karen L. O'Donnell, RHIA

Date: April 3, 2008

Summary of Activities: include meetings held or planned; any action or follow-up in process; any other relevant activity

Activities since the January 10, 2008 board meeting

Membership Counts as of March 31, 2008: (total: 1343)

Active	941	Student	75	Senior	35
New Grad	32	Honorary	1	Cert only	259

Emailings & Mailings:

- February 26, 2008 – email to membership from President re: Awards Nominations
- March 11, 2008 – Cvent invitation for Dot Wagg Seminar to MaHIMA membership and friends.
- March 20, 2008 – Cvent reminder for Dot Wagg Seminar emailed to no response invitees.
- March 20, 2008 – email to all CSA Presidents & President Elects seeking board approval for Annual Meeting budget and final program
- March 29, 2008 – Cvent invitation for 6 State HIMA Annual Meeting sent to all 6 NE CSA memberships and friends
- March 31, 2008 – Cvent reminder for Dot Wagg Seminar emailed to no response invitees.

Meetings:

- January 23, 2008 – Communications Committee conference call
- January 25, 2008 – Winter Meeting/Coding Seminar, Café Escadrille, Burlington, MA
- January 30, 2008 – Annual Meeting Program Committee conference call
- February 26, 2008 – Communications Committee conference call
- March 6, 2008 – Site Visit – Worcester Art Museum & Hilton Garden Inn – Annual Meeting
- March 11, 2008 – Site Visit – Gillette Stadium – potential Fall Meeting site
- March 14, 2008 – Annual Meeting Arrangements/Hospitality conference call
- March 28, 2008 – Communications Committee conference call

Other Activities:

- Booked Fall 2008 (Doubletree, Westboro) and Winter 2009 (Café Escadrille) MaHIMA Meetings
- Plans for Winter Team Talks/Hill Day, Washington, DC April 6-8
- Researched potential meeting sites for Annual Conference 2009 (CT location)
- Summarize Winter Meeting & Upcoming Annual Conference for April issue of e-Channel
- New member letters for January-March to President for signing
- Preparation of 3rd quarter reports for Finance Chair
- Preparation of Dot Wagg Seminar notice in Cvent.
- Preparation of 6 State Annual Conference in Cvent
- Dot Wagg Seminar, Annual Meeting Exhibitor & Attendee Registration in progress.
- Ongoing updates to job bank, MaHIMA news, board listings, and Calendar on MaHIMA website, as needed.