



Summary of Activities for Board

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

Karen L. O'Donnell, RHIA

Date: September 6, 2007

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

Activities since the June 20, 2007 board meeting

Membership Counts as of September 1, 2007: (total: 1331)

Active	932	Student	85	Senior	33
New Grad	27	Honorary	1	Cert only	253

Emailings & Mailings:

- **June 27, 2007 - Email blast** to MHIMA membership and RAC contacts regarding a conference all to be held June 29, 2007 (hosted by BIDMC) to discuss RAC issues in pilot states and planning for contractors here in MA.
- **June 28, 2007 – Email blast** to membership with supporting material for RAC call.
- **June 28, 2007 – Email** to Annual Exhibitors for 2007 to provide final attendee listings.
- **June 28, 2007 – Email** to Vendor Marketing list to solicit Corporate Partnership with MHIMA.
- **June 29, 2007 – Email blast** to membership with corrected phone number for RAC call.
- **July 5, 2007 - Email blast** to full mailing list, e-Channel subscribers and AHIMA state presidents to launch **July e-Channel**.
- **July 25, 2007 – Hard copy Mailing** to all vendors on vendor marketing list to solicit Corporate Partnership with MHIMA.
- **August 13, 2007 - Email blast** to full mailing list and NE CSA Presidents Fall Meeting/Coding Seminar notice September 21st, and Corporate Partnership Campaign.
- **August 21, 2007 – Email blast** to full mailing list second notice of Fall Meeting/Coding Seminar on September 21; solicit volunteers for MyPHR booth at AARP convention; upcoming meeting dates.
- **August 30, 2007 – Email** to MAHQ program committee with results of Joint Meeting in June.
- **August 31, 2007 – Email blast** to full mailing list third notice of Fall Meeting/Coding Seminar on September 21; second plea for volunteers for AARP convention; Coding Roundtable Renewals; upcoming meeting dates.
- **September 5, 2007 – Email blast** to Coding Roundtable Membership for annual renewals.
- **September 5, 2007 - Group email** to New England State HIMA Presidents/President-Elects to send Annual Meeting 2007 Financial Report & Profit Share Report.

Meetings:

- **June 22-23, 2007 – MHIMA Joint Meeting** with MAHQ, Doubletree Hotel, Waltham.
- **July 31, 2007 – Communications Committee** conference call
- **August 20, 2007 – Site visit** to Café Escadrille, Burlington, MA for consideration of Winter Mtg.
- **August 21, 2007 – Meeting** with Christine Carr from the Canadian Consulate in Boston to sponsor upcoming Annual Meeting and join as Corporate Partner.
- **August 29, 2007 – Communications Committee** conference call.

- **August 30, 2007** – Website programming conference call.
- **Upcoming: September 21, 2007** - Preparing registrations and meeting materials for **Fall Meeting/Coding Seminar** at the Doubletree Hotel, Westborough.
- **Upcoming: October ??, 2007** - Making arrangements for the western MA Educational Seminar-Regulatory Updates for 2006 at the Clarion Hotel in West Springfield. Full agenda to be posted by Sept 20th.

Other Activities:

- Finalized Annual Meeting 2007 Financials and send profit share checks and financial summary to all New England CSA's.
- Booked date for winter meeting – January 25, 2008 at the Café Escadrille, Burlington, MA
- Assisted with design and tested Corporate Partner & Banner Ad applications for website
- Solicited new Corporate Partners from vendor listings and outside contacts.
- Working with Communications Committee to update MHIMA Career brochure.
- Ongoing updates to job bank, MHIMA news, board listings, and Calendar on MHIMA website, as needed.