



Summary of Activities for Board

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

Karen L. O'Donnell, RHIA

Date: January 10, 2008

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

Activities since the November 30, 2007 board meeting

Membership Counts as of December 30, 2007: (total: 1345)

Active	953	Student	87	Senior	33
New Grad	23	Honorary	1	Cert only	248

Emailings & Mailings:

- **December 13, 2007 - e-Alert** to MaHIMA membership announcing new logo, certification scholarship and date for Winter Meeting.
- **January 3, 2008 – e-Alert** to MaHIMA membership to announce Cvent invitation release and products for sale at Winter Meeting to promote new logo.
- **January 3, 2008 – Cvent invitation for Winter Meeting** emailed to MaHIMA membership and friends.
- **January 8, 2008 – Cvent email for release of MaHIMA January e-Channel.**

Meetings:

- **December 14, 2007 – Annual Meeting Program Committee conference call.**
- **December 28, 2007 – Communications Committee conference call.**
- **January 3, 2008 – Annual Meeting Program Committee conference call.**
- **January 7, 2008 – Meeting with Café Escadrille for Winter Meeting set up.**

Other Activities:

- Training for Cvent event management software, December 6, 2007.
- New member letters for December to President for signing.
- Preparation of Winter Meeting notice in Cvent.
- Annual Meeting Agenda follow up.
- Ongoing updates to job bank, MHIMA news, board listings, and Calendar on MHIMA website, as needed.