



## Massachusetts Health Information Management Association

### Summary of Activities for Board

Committee/Task Force/Other: Finance Committee

Chair(s): Joan L. Usher

Members: Betty Ann Carroll, Susan Marre, Marsha Estabrook, Jackie Raymond, Robert Seger, George Wilson, Linda Hyde, Karen O'Donnell

Date: November 24, 2007

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

Current chair and past chair met September 6, 2007 to review the types of financial reports available and to discuss budgetary concerns. L. Hyde has been working on creating new spreadsheets specific to each committee. These spreadsheets will serve as templates each year for committee chairs to forecast based on actual previous year spending.

September 17, 2007 the Finance Committee met via conference call to discuss the budget which will be presented to the full membership. Additional monies were shifted to into the reserve account to allow for a minimum of 12 months of expenses as requested by AHIMA.

September 21, 2007 the budget was presented at the Fall Meeting in Westborough to the full membership. Membership accepted the budget as written.

First quarter report is in progress. J. Usher to meet with K. O'Donnell to review first quarter figures.