

Oregon HFMA Summer Board Meeting Minutes

July 15, 2015 11:00am – 1:00pm

Bend, OR

***Present:** Jeff Johnson, Kim Carter, Matt Navigato, Scott Harvey (telephone), Ben Shah, Liana Hans, Tammie Coon, Rick Sanders, Stephanie Winchester, Rachel Seeder, Meredith Peterson, Joseph Chow, Lisa Hynes, Bruce Seiler*

***Absent:** Joanna Martsen, Martha Spillman, Nick Ihnen, Norma Pearce*

Conducting: Jeff Johnson

Meeting was called to order at 11:14 am by Jeff Johnson.

1. Minutes from the May 2015 board meeting were approved. – Jeff Johnson
2. Chapter Consent Items Update – Jeff Johnson
 - a) Treasurer’s Report- Ended favorable by about 6k. Travel expenses came in under budget but meetings came in over budget about 10k (unfavorable) for the 4 conferences. Attendance was lower and speaker fees higher than anticipated. Eugene meeting caused 9k unfavoarble. Eugene variance was because low attendance, the hotel was expensive and we had to pay for a block of rooms.
 - b) CBSC – Reviewed during the meeting and attached
 - c) DCMS Report – Reviewed during the meeting and attached
3. Chapter Scholarship- Jeff Johnson

If member has unemployment they can petition to have registration waived. We did extend one scholarship to a past member (Bruce Seiler) . Problem came up because according to National the person has to be a member for 5 years in the chapter.

CORRECTION: Jeff Johnson did further research and National’s policy was speaking addressing member’ fees NOT registration relief so we are in alignment with National’s policy. Discussion with board and we feel comfortable with our current Oregon policy. Motion to change local unemployment scholarship policy to add Treasure approval. MLN will update policy with this language (attached).
4. Financial Report – Scott Harvey
 - a) Investment Allocation

We moved 25k out of investments and into cash in April due to low cash. We moved money from bond and short term investment account. Last page of Treasure report shows where we want to be with investments. We are a bit



out of line. Do we want to right size investments and get them back in line?
Motioned to actively get investments back in line. Approved.

b) Year End Financial Information

Scott had year end meeting with National and they approved our finances. Scott met with auditors last week and they are now starting to test and we should hear back in approximately 4 weeks. Kim recognized Scott's leadership and hard work for being the first chapter to meet with National. ROCK STAR.

5. Venue Locations – Meredith

Winter session is in Eugene. Salishan updated through 2018 or 2019 May. Resort at the Mountain will be a new venue. Oregon Garden is 2016 and Heathman Lodge in 2017. Brainsotrming about more Portland locations. Meredith will check out the new convention center area hotels in Portland. Samaratin is interested in hosting. Meredith to reach out to representative. Matt suggested having an organization host Summer 2017 Fall 2017 Winter 2018.

6. Refund Policy: Motioned, discussed and approved moving our conference refund policy from 5 days advanced notification to 10 days. Kim was wondering if we were too far off the norm. We agreed with 10 days from a business perspective because we need to let venues know final food and attendance count this far in advance. MLN will review policies and see what we need to document.

7. Region 11 Co-Lead with San Diego 2017 – Jeff Johnson/Kim Carter

Venue will be back in Vegas in January 2017 at Planet Hollywood. Jeff asking for interested volunteers to co-lead. Tammie Coon, Liana Hans, Rick Sanders, Lisa Hynes (no education) all volunteered. Spread the word to get volunteers interested at this conference. E-mail will go out to members from Jeff Johnson.

a) Chapter Lead Volunteers

1. Core Committee
2. Education Committee
3. Sponsor Committee

b) Matt Navigato has sign up sheet

8. Speaker Policy and Travel Policy- Matt Navigato Motioned and approved with one change... Policy covers one nights lodging.

9. Website Discussion – Jeff Johnson (pending until next meeting)

10. Drop Box Idea for Program Agenda – Matt Navigato (Approved)

11. Join WA/AK Meeting – Jeff Johnson/ Liana Hans

Joint meeting is coming up. We are ahead of schedule.

a) Tracks – On track



- b) Activity/Sponsorship – Portland Spirit for social hour, dinner and dance. Script will be used for drink tickets. Shana asked if she needs to take into consideration of WA/AK vendors and sponsorship. No, Oregon is hosting so it is all us.
- c) Women’s Conference – Liana and Meridith worked together to organize lunch at \$38.00 and with registration being \$50.00 they felt this conference will be funded through registration fees. Karen Sharpman (Kaiser CFO) is excited about keynoting. Planning committee is thinking about doing headshots for members. Maybe someone from Nordstrom’s to present on professional dress in the workplace. Looking for other great women speakers in our chapter. Liana is now putting together a committee to push through and get organized for the event in September. Liana asked that we move the board meeting since the Women’s conference will be on Wednesday and Jeff agreed. Liana will write the Yerber for this event. Men are welcome to attend. Liana is going to No Ca next week at a winery to preview a Women’s event and get ideas.

12. Sponsor Marketing Material – Shana Murphy

A new literature table at the conferences is now include for specific sponsorship packages. Only literature submissions were made Hawes, Cardon and RelayHealth. The table cannot contain “stuff” but needs to be “brochures”. Sponsor needs to be on the list to prevent any sponsor from slipping their materials on the table. Bronze cannot display but all other sponsor levels can display. They also get 3 minute introduction about their company. Feedback has been that people were not happy with price increase and the way we communicated (or lack their of) to the sponsors.

13. Committee Reports

- a) Finance Programs – We are locked and loaded for this conference. Joint Keynote was the issue and they found one that was expense. Eric Dishman is from Portland and maybe try and get him down from 10k since there will be no travel expenses for him. The Oregon chapter has reached out to him to see if he can speak. Legacy has heard him speak and give a thumbs up.
- b) Patient Accounts Programs – Locked and loaded. Janet and Ken are unable to attend so we have volunteers to help run this conference for patient accounts programs. Lunch and learn topics during fall and winter is a recommendation from Janet. The board is supportive of this idea.
- c) Reimbursement Programs – Jon is on point. Webinar will be the format. Jeff talked to Jon on how to record. Matt/Jon to reach out to National to see if the Oregon Chapter can get educational hours if members listen to recorded webinars.



- d) Sponsorship – Just shy of 45k and goal is 55k. Shana is helping message fee increase by giving them perks like introducing sessions and a small introduction of their company. Ben suggested inviting sponsors to a group session in Winter and Jeff agreed he would do that. Communication should have been better. Also, for May Shana will be changing price of golf to be more consistent with the actual course costs.
- e) Activities/Facilities – [Summer 2017](#), [Fall 2017](#) and [Winter 2018 x2 in Portland](#)
- f) Networking – Tammie and Michelle are nervous cause this is the first conference. Trolley will be going to St. Francis McMinn. People need to catch the Trolley by 9pm to get home or they will have to take a cab. Scavenger hunt for kids tomorrow.
- g) Membership- There is always a membership drop in July because the people who do not enroll get dropped. We have close to 600 members now and we will probably drop about 100 but don't panic. This is when membership committee needs to step it up and we all know they will. A reminder to sign up for mentors, leadership and volunteer and get the word out to members about these programs. On line directory is coming soon.
- h) Communication – We need more articles. We need content on our website. Ben tweeted #ORHFMASUMMER15. Twitter wall is up and running!
- i) Certification – Lot's of material on certification from HFMA. We have always funded the CHFP. Feedback from webinar resulted in group pricing for local chapters. Example: 10% discount for 5 licenses; 20% discount for 10 licenses. New certification format is taking webinar then taking the test. Then another webinar and another test and then you are certified. Providing webinars for learner and educator series to broaden message and to get members to teach some of the courses. They expect pass rate to be 80% because it is all relevant and the test happens immediately after the webinar. Stephanie worries that money will be paid out for webinar but people don't take and pass tests since it is web based. Budget is 5k and total cost if we purchase 11 which = 320.00/member which includes everything. Marketing may include a free webinar option to non-Portland members to get more participation. This new program is so new and no one has experience yet about program and this is why we are unsure on how many licenses to purchase. The good news is that there is no expiration on pre-purchases so we can use them in future years. Shana, Matt and Kelly Smith volunteered to go through the new certification program and provide feedback to the group.
- j) Newsletter – Deadline is fast approaching. Get Martha articles and pictures.



14) Other Business

Liana asked where do we stand with session evaluations. We moved to MailChimp for evaluations. Better reporting and easier QR code access. We are trying to do as much electronically as we can. This session will have the new functionality and we will ask members for feedback.

Adjourned 1:15 pm by Jeff Johnson



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