



A Strategic Asset

Health Information Management Association of Australia Limited
(South Australian Branch)
A.C.N. 008 451 910

Minutes of the Annual General Meeting of the HIMAA Ltd (SA Branch) held on Wednesday 18th November 2009, at Meeting Room, Level 3, SA Health, 11 Hindmarsh Square, Adelaide

MEETING OPENED 1700hrs

1.0. READING OF THE NOTICE OF THE MEETING

Anita Forrester announced the AGM.

2.0 PRESENT AND APOLOGIES

PRESENT

A. Forrester (President)	C. Robey
K. Williams (Treasurer)	E. Holmes
T. Drake	N. Portakiewicz
J. McCartney	

Copy of minutes to email: EO@hima.org.au

APOLOGIES

L. Ward	C. Garvey
A. Minchella	S. Schultz
A. Cook	A. Coshan
I. Malibe	B. Sydes (Secretary)
N. Moshos	

3.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING (28th November 2008)

The minutes of the Annual General Meeting held on the 28th November 2008 were accepted as a true and accurate record.

Moved: A Forrester Seconded by: K Williams Carried.

4.0 EXECUTIVE COMMITTEE AND OTHER REPORTS

4.1 PRESIDENT'S REPORT

Anita Forrester thanked all Executive member and in particular Belinda Sydes for undertaking the administrative groundwork for the Branch, Kelly Williams for her role as Treasurer, and Jen McCartney for organising the professional development sessions.

Executive meetings were held on the following dates:

- Friday 20th February
- Thursday 7th May
- Wednesday 15th July
- Friday 11th September
- Tuesday 3rd November

All meetings were held at 8am at Bocelli's Restaurant, Hutt St

General meetings were held on the following dates and locations:

3rd April – Oriental Hotel, Norwood
24th July – Robson Lecture Theatre, Royal Adelaide Hospital

HIMAA Social event

The annual social event for the year is the AMF Bowling night to be held on Friday 4th December 2009.

2008/2009 Executive Committee and Branch Positions

Executive Officers:

President:	Anita Forrester
Senior Vice President:	Tanya Drake
Secretary:	Belinda Sydes
Treasurer:	Kelly Williams

Other Branch Positions:

Professional Development Facilitator:	Jen McCartnery
Employment Officer:	Narelle Portakiewicz
Membership Officer:	Catherine Garvey
Website Manager:	Irene Malibe
Editorial Board State Liaison Officer:	Erin Holmes

Committees Representatives:

Clinical Coders' Society of Australia:	Lesley Ward
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Anita also informed members that the HIMAA National Office would be providing future funding to branches for professional development sessions. HIMAA SA Branch will be receiving \$6,500 per year.

4.2 SENIOR VICE-PRESIDENT'S REPORT

Tanya Drake thanked all Executive members for their continued input into the branch.

4.3 HONORARY TREASURER'S REPORT

Kelly Williams presented the honorary treasurers report for 2008 / 2009 – Full Financial year.

Opening Balance:		\$3,519.61
INCOMING		
1/8/08	Invoice 08-001 - chq payment - RAH	\$105.00
1/8/08	Invoice 08-002 - chq payment - RAH	\$40.00
1/8/08	Invoice 08-005 - chq payment - RAH	\$140.00
1/8/08	Invoice 08-004 - chq payment - RAH	\$20.00
22/9/08	Invoice 08-003 - chq payment - St.Margaret's	\$40.00
22/9/08	Sponsorship - chq payment - Rolls	\$200.00
24/9/08	Sponsorship - EFT - 3M	\$500.00
	Sponsorship - chq payment -	
5/11/08	Infomedix	\$300.00
	Cash deposit - monies received on Bowl-Off	
5/11/08	night	\$859.00
24/11/08	Sponsorship - chq payment - Iron Mountain	\$500.00
31/3/09	HIMAA Capitation Payment	\$635.00
7/4/09	Cheque from Rolls for sponsorship	\$400.00
		\$3,739.00

OUTGOING

1/7/08	CBA - Gross fee rebate	\$1.45
8/7/08	Chq 64 - Deposit to AMF for Bowl-Off	\$747.50
11/7/08	Chq 65 - Education session catering - The Lunchroom	\$412.50
24/7/08	Chq 66 - Education session catering - RAH	\$211.75
1/8/08	CBA - Gross fee rebate	\$3.65
21/8/08	CBA - Audit certificate fee	\$30.00
1/9/08	CBA - Gross fee rebate	\$5.15
4/9/08	Chq 67 - HIMAA Symposium registration fee	\$505.00
1/10/08	CBA - Account Service fee	\$10.00
31/10/08	Chq 70 - Balance due to AMF for Bowling night	\$694.50
3/11/08	CBA - Account Service fee	\$10.00
11/11/08	Chq 72 - Reimbursement to J. McCartney for purchases	\$148.00
14/11/08	Chq 69 - Reimbursement to A. Forrester for purchases	\$11.98
14/11/08	Chq 71 - Reimbursement to A. Forrester for purchases	\$80.00
1/12/08	CBA - Account Service fee	\$10.00
16/12/08	Chq 73 - Leukaemia Foundation - Bowling night profit	\$250.00
2/1/09	CBA - Account Service fee	\$10.00
2/2/09	CBA - Account Service fee	\$10.00
2/3/09	CBA - Account Service fee	\$10.00
16/3/09	Chq 74 - Deposit for room hire at Oriental Hotel	\$200.00
1/4/09	CBA - Account Service fee	\$10.00
10/4/09	Chq 75 - Payment to Tanya Perry & Associated - Ed session	\$660.00
22/4/09	Chq 76 - Payment - Sheeds Creative - Branch banner	\$412.50
28/4/09	Chq 77 - Oriental Hotel - Balance of function	\$305.00
1/5/09	CBA - Account Service fee	\$10.00
1/6/09	CBA - Account Service fee	\$10.00
		\$4,768.98
	Closing Balance:	\$2,489.63

4.4 PROFESSIONAL DEVELOPMENT FACILITATOR'S REPORT

Jen McCartney reported on the three education sessions provided in 2009. All sessions were well received and Anita thanked Jen and those who assisted with organising these events.

Friday 3rd April

Presentation: Work/Life Balance

Presenter: Tanya Perry

Location: Oriental Hotel, Norwood 5.30pm

Attendees: 20: 13 members, 7 non members

Tanya Perry identified techniques that help us achieve our own balance, ways to make our energy cycle work with us not against us, and the benefits of a healthy work/life balance.

The session was very well received and relevant. Cost was extremely reasonable, with people happy to pay more. The hotel setting was relaxing with the only downside being the noise through the window.

Friday 24th July

Presentation: Health Information Portal (HIP)
Presenter: Susan Shultz, Senior Manager, Information Delivery, Health Intelligence SA Health
Location: Robson Lecture Theatre, RAH 4pm
Attendees: 16: 10 members, 6 non members

Susan Schultz discussed how monthly ISAAC data flows through to the Central Data Warehouse after being 'cleaned' and is made available for reporting and analysis via the Health Information Portal. Susan demonstrated how we could use this reporting tool (HIP) to view and compare activity across multiple hospitals/health units and produce reports.

The session was rated as excellent with then demonstrations making it meaningful. No cost for session

Friday 9th October

Presentation: " Audits? Plaudits!"
Presenter: Angela Cook, Director Health Management Advisors
Location: Oriental Hotel, Norwood 5.30pm
Attendees: 33: 15 members, 18 non members

Angela Cook discussed why and how audits are preformed, how to prepare for them, gain the most benefit and the common findings.

The session was well presented, comprehensive, informative, interesting and fun. Angela was knowledgeable, engaging, entertaining and humorous.

The cost was reasonable for non-members and the food was excellent with a good range for all tastes.

Jen provided a list of future education session ideas that were identified through completion of the feedback questionnaire at the education sessions. These included:

- Difficult staff management
- DRGs and Casemix
- Coding / Clinical update sessions
- Medicolegal/ROI process
- Leadership and staff management
- How to say NO! Prioritising workloads.
- Retention and disposal and trends in record management
- More social gatherings

4.5 STATE LIAISON OFFICER – HIMAA JOURNAL REPORT

Anita Forrester welcomed Erin Holmes as the new State Liaison Officer. Members discussed potential future articles including an article on ePAS. Erin informed members that a profile article was being written on Narelle Portakiewicz.

4.6 MEMBERSHIP OFFICER'S REPORT

Tanya Drake reported membership numbers for 2008/2009 on behalf of Catherine Garvey, provided by Belinda Sydes. Membership figures to date are presented in the table below.

Category	08/09	07/08	06/07	05/06	04/05	03/04	02/03	02/01	2001/00
Full	16	15	15	16	14	19	18	18	17
Associate	9	7	12	8	10	6	9	7	12
Student	1	1	1	1	0	1	1	1	1
Organisational	1	0	0	0	0	0	1	1	0
Inactive	0	0	0	1	1	0	0	0	0
Concessional	0	1	0	0	0	0	0	0	0
New Grad	0	2	0	0	0	0	0	0	0
TOTAL	27	26	28	26	25	26	29	27	31

4.7 EMPLOYMENT OFFICER'S REPORT

Narelle Portakiewicz informed members that her visit, with Chris Russell, to LaTrobe University earlier in the year to promote HIM positions in South Australia had been successful, with the recruitment of a HIM to the Medical Record Advisory Unit. In addition Narelle has received a number of phone calls from students interested in working in South Australia.

5.0 ELECTION OF RETURNING OFFICERS AND SCRUTINEERS

Anita Forrester advised that the election of returning officers and scrutineers was not required, as the number of nominations did not exceed the number of Executive Committee positions.

6.0 ELECTION OF EXECUTIVE COMMITTEE

Anita Forrester declared all positions vacant and read the nominations of the 2008/2009 Executive Committee of the HIMAA Ltd (SA Branch) in alphabetical order:

- T. Drake
- E. Holmes
- J. McCartney
- N. Moshos
- C. Robey
- B. Sydes
- L. Ward

All members were elected unopposed to the Executive Committee, therefore Anita Forrester declared all to be duly elected with positions to be allocated pending the Executive meeting in the new year.

7.0 SPECIAL BUSINESS

Members discussed the upcoming social event at AMF Bowling.

8.0 CLOSE OF MEETING

Anita Forrester closed the meeting at 17:40

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CHAIRPERSON

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COMMITTEE MEMBER