

**Wisconsin Chapter of the Healthcare Financial Management Association  
Meeting Minutes of the Board of Directors  
Hall Render Killian Heath & Lyman, PC  
July 27, 2007**

**1. Call to Order**

President - David Snow called the meeting to order at 9:05 AM

**Roll Call**

<b>Officers</b>	<b>Leader</b>	
President	D. Snow	Present
President-Elect	J. Voight	Present
Secretary	B. Zeisberger	Present
Treasurer	J. Nelson	Present
VP Programs	M. Everson	Present
<b>Directors</b>		
Northern District	B. Lorenz	By Phone
Western District	C. Schank	
Eastern District	K. Gigot	By Phone
Southern District	D. Meister	By Phone
Southeastern Dist. #1	M. Herder	
Southeastern Dist. #2	J. Adkisson	Present
Southeastern Dist. #3	S. Wallner	Present
Director-at-Large #1	A. Mertig	By Phone
Director-at-Large #2	C. Lichter	Present
Assistant Treasurer	C. Miettinen	By Phone
Immediate Past President	C. May	Present
Prior Past President	B. Sullivan	
WHA – Ex Officio	B. Potter	By Phone
<b>Committee Assembly</b>		
Advisory	B. Sullivan	
Certification	L. Banfi	Present
Compliance	C. Wolf	Present
Directory	J. Dietsche	
Financial Review	C. Swanson	
Founders Awards	K. Berger	
Legislative Advocacy	Open	
Long Range Strategic Plan	J. Voight	Present
Medicare/Medicaid/State Issues	L. Wink	Present
Membership & Membership Marketing (co-chairs)	T. Tanel M. Ruesch	Present
Newsletter	M. Staubach	Present
Nominating	C. May	Present
Electronic Communications (Co-chairs)	S. Wallner D. Severson	Present
Program Chair – Fall	J. Brick	By Phone
Program Chair – Winter	B. Lee	
Program Chair – Spring	A. Stowman	
Small & Rural Providers	Open	
Social	B. Gulig	By Phone
Sponsorship	G. Boerema	

## II. Approvals

### a. **Secretary's Report: Approval of Minutes from May 23, 2007.**

Scott Wallner moved to approve the May 23, 2007 Board meeting minutes included in the Board packet. Mike Everson seconded and the motion was approved by a voice vote.

### b. **Outgoing Treasurer's Report: Agreed Upon Procedures**

Eide Bailly completed the Agreed Upon Procedures this year. The Chapter passed all of the review procedures. One area of recommendation related to the timeliness deposited checks beyond 14 days from date written on the check. This matter was discussed during the Board meeting and corrective measures will be put in place to correct this finding.

The Officers and Board of Directors would like to thank Eide Bailly for agreeing to perform this pro bono review for our chapter.

Carol May moved to approve the Agreed Upon Procedures findings. Jean Voight seconded and the motion was approved by voice vote.

### c. **Treasurer's Report: May 31, 2007 Financial Statements**

Bud Zeisberger reported that the chapter has \$220,328 in its checking/savings account.

Total Current Assets are \$239,738

Total Account Payable for this reporting period is \$24,583 and is comprised primarily from payments made to the Blue Harbor Resort for the Annual meeting.

Current Liabilities are \$24,583

The Accounts Receivable balance is \$10,164, which is almost identical from the previous year.

The treasurer role was successfully transitioned from Bud Zeisberger to James Nelson, during this Board meeting.

After review of the financials, Cindy Lichter moved the acceptance of the Treasurer's Report. Jim Nelson seconded and the motion was approved by voice vote.

### d. **Banking Resolution**

Dave Snow reported that as a requirement of our Chapter's new Incorporation, there are Asset Transfer and Dissolution Agreement forms that needed Officer signature approvals and Board Approvals. The forms were signed and will be submitted. Dave asked for Board approval.

Jay Adkisson moved to accept the banking resolutions. Scott Wallner seconded and the motion was approved by voice vote.

## III. Officer/Committee Chair Reports Not Requiring Board Action / Input

### a. **Presidents Report**

Dave Snow reported that our final 2007-08 Chapter's Balanced Scorecard has been completed and submitted to National. This scorecard will be our measuring stick as to how the chapter performs based on National HFMA criteria. There are some updates which need to be made, but our goal is to meet all of the standard requirements. Jean Voight volunteered to assist Dave with monitoring our scorecard performance.

Chapter Incorporation papers were signed by the Officers and will be submitted to National.

The new Corporate By-Laws are now in effect.

Dave Bolen (Beloit Memorial Hospital) has accepted the role of Regional Executive Elect for the 2008-09 Fiscal year. Thank you Dave.

### b. **Certification**

Scott Wallner asked Lee Banfi for a list of Certified members to put on our website. Dave Snow will send congratulations – on website.

### c. **Membership / Membership Marketing**

Tom Tanel reported membership as of April 30<sup>th</sup> is 658. This membership count earned the chapter the silver level membership retention award.

Sara Hull has agreed to present at the new member breakfast at the September meeting.

The Board approved the purchase of 33 Brewer tickets for a social event to be held on Sunday, September 16, 2007. This get a member – bring a member social event is on a first come, first serve basis, until all tickets are sold. Invites will be sent out soon. Other social events like a boat cruise in October, are being considered.

**d. Resource Directory:**

Carmen Wolf reported that notices have been sent to all chapter sponsors & business associates to determine their interest in having their company description included in the new 2007-08 directory. Personal phone calls are being made to all sponsors and business associates who participated in last year's directory. The deadline is set for August 17<sup>th</sup>.

**e. Electronic Communications**

Scott Wallner reported that DuWayne Severson from Mercy Health System has agreed to assist Scott with this committee. Thank you DuWayne.  
Solicitation to the membership during the September meeting will take place to determine if we need a "face lift" to possible improvements to our website.

**f. Sponsorship**

Jean Voight reported for Gail Boerema that to date, we have fewer paid sponsors than last fiscal year, but because of the changes to the sponsorship program, we will receive more revenue for these sponsorships. Additional sponsorships are expected.

**g. Small & Rural Providers**

The Chapter is looking for a volunteer to Chair this committee. We currently do not have any educational programs specifically scheduled for this group. Dave Snow will contact the Rural WI Healthcare Cooperative and other groups to see if we can co-sponsor events with them. There seemed to be a general feeling that the Committee is no longer needed, now that so many Critical Access educational sessions are available.

**h. Programs**

Mike Everson and Bob Gulig have completed a site visit at the Hotel Mead in Wisconsin Rapids, for our September meeting. Post cards to members will be sent soon. Jim Brick – Program Chair, is completing the agenda and Mike Bovee is assisting with the selection of the golf course.

**Mega Conference** – Carol May reported that the planning committee continues to meet regularly and is on schedule with all planning activities. More than half of the sponsor spots are full and about 15% of the exhibitor booths are rented.

Profits are expected to exceed the 2004 conference numbers. This is dependent upon sponsor, exhibitors and registrations. Board members and committee chairs are asked to visit sponsor booths and thank them for their contribution.

The Board approved spending \$500 for chapter door prizes. Same as in 2006.

**VI. New Business**

Carol May presented a proposal for discussion to initiate a HFMA WI Chapter Scholarship Program. The intent of the program is to make our organization more visible and make this program available to upper classmen graduating with an accounting, public policy or related degrees.

Scholarship funds could come from any proceeds generated from the Mega Conference. The Board members authorized Carol form a small committee to explore this further and report back to this Board at the next meeting in September.

**V. Future Board Meetings**

Locations are still needed for the off-program Board meetings. Dave Snow asked members to forward him suggestions.

- A. September 27, 2007 – Meade Inn, WI Rapids
- B. November – tbd
- C. January 30, 2008 – (Wednesday) 4:00 PM Kalahari / Mega Conference
- D. March – tbd
- E. May 22, 2008 (Thursday) 4:00 PM – The Abby Resort – Fontana

**VI. Adjournment**

Jean Voight moved for adjournment at 10:37 AM. Carol May seconded and it was approved by voice vote.

Respectfully submitted,

*Bud Zeisberger*