

DFW ANIA Chapter Board Meeting

- January 2017 -









Meeting Date: 1/12/2017 8:00 AM

Location: Tenet Healthcare - Dallas Office - 1445 Ross Avenue - Conference Room 1829

Link to Outlook Item: [click here](#)

Invitation Message

Participants

-  [Gulker, Lisa](#) (Meeting Organizer)
-  [Montgomery, Donna C.](#)
-  ['DEBRA.SCHUMANN@childrens.com'](#)
-  [Carpenter, D'andre](#)
-  [Mari Tietze \(mtietze@twu.edu\) \(mtietze@twu.edu\) \(mtietze@twu.edu\)](#)
-  [Johnson, Liz](#)
-  [Nelson, Tanna](#)
-  [DeBoever, Donna](#)

Notes:

Topic	Discussion	Next Steps
December Meeting Minutes Review and Approval	Minutes were approved with modifications	<input type="checkbox"/> Lisa to make modifications and send to the group
Duties and Job Roles	Titles <ul style="list-style-type: none"> Donna Montgomery - Chair Debbie Schumann - Vice Chair, Treasurer Tanna Nelson - Secretary D'Andre Carpenter - Membership, Social Media and Communications Donna Deboever - Programs Development Lisa Gulker - Communications and Programs Development 	Transition of Duties <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Tanna to request Admin access for D'Andre <input type="checkbox"/> Tanna to demo JotForm and PayPal details to Dorothy and D'Andre <input checked="" type="checkbox"/> Donna to give D'Andre admin rights to Facebook page
Events For This Year	The group discussed how many meetings to have in 2017. <ul style="list-style-type: none"> Determination: <ul style="list-style-type: none"> 2 in-person Chapter meetings 2 Webex virtual events 1 CI academy would provide many opportunities for members to participate. 	<input checked="" type="checkbox"/> Tanna to send Lisa the abstracts

- Presentations should be grouped thematically. Couldn't quite remember how many total were selected for WebEx
- Debbie agreed to set up Webex and work on getting CEs
- Donna D and D'Andre to moderate, Donna M to kick us off

Chapter Meeting #1:

Tenet meeting rooms are free and available, but parking and traffic is an issue. Could be a backup location when needed. The group suggested THR.

- **When:** January 25, 2017 5:30-6:00 dinner and networking, 6:00-7:30 Speaker and discussion
- **Who:** Liz Johnson - Washington update, brief overview, changes in administrative roles, interactive, post-inauguration info - will have a slide to show how to stay connected
- **Where:** Texas Health Resources System Services or Tenet

Virtual Event #1

- **When:** March 22 3:30 to 4:30
- **Who:** CI Symposium abstracts not selected but thought to be a great topic for virtual event - TBD
- **Where:** WebEx

Chapter Meeting #1 - Next Steps

- ☒ Tanna will check on availability
- ☒ Donna D will work with Joe Jackson on vendor presentation and dinner
- ☒ Donna D will create rolling ppt slide show and manage slides for presentation
- ☐ Debbie to check on setting up Webex access to meeting for remote attendees
- ☐ Debbie to pay Mari for the two books to be given away as door prizes
- ☐ Donna D will bring tickets for the door prize
- ☐ Mari will arrange for Susan McBride to attend for book-signing opportunities.
- ☐ Mari will bring books for purchase.
- ☒ Tanna/D'Andre to set up online payment for books
- ☐ Debbie will begin working on Ces for meetings
- ☐ Tanna will bring sign-in devices (not discussed, but needed)

Virtual Event #1 - Next Steps

- ☒ Tanna to provide D'Andre and Lisa with abstracts
- ☐ D'Andre and Lisa to coordinate with presenters
- ☐ Tanna and D'Andre to set up Event registration on website
- ☐ Debbie to set up WebEx?
- ☐ Donna D and D'Andre to coordinate structure and flow
- ☐ Donna M provide opening remarks

	<p>Chapter Meeting #2 Should provide door prizes - ANIA giveaways previously meant for the Symposium, but circumstances were such that the prizes did not make it to the conference.</p> <ul style="list-style-type: none"> • When: May 17, 2017 5:30-6:00 dinner and networking, 6:00-7:30 Speaker and discussion • Who: TBD • Where: TBD - THR? <p>Virtual Event #2 Lisa and D'Andre to coordinate with presenters.</p> <ul style="list-style-type: none"> • When: Sept. 20th 3:30-4:30 • Who: CI Symposium abstracts not selected but thought to be a great topic for virtual event - TBD • Where: WebEx <p>CI Academy When: November 16th (Tenet only), 17th and 18th (all)</p> <ul style="list-style-type: none"> • Theme: It's All About Outcomes • Who: Keynotes TBD • Where: TBD <p>Discussion:</p> <ul style="list-style-type: none"> • We have Dorothy back this year for planning! • Ask Joe to take care of networking event and vendors and vendor experience evaluations • CE's pending an owner • ANIA givaways/invite regional representatives 	<p>Chapter Meeting #2 - Next Steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> Liz to bring door prizes <input type="checkbox"/> Donna D will work with Joe Jackson on vendor presentation and dinner <input type="checkbox"/> Donna D will create rolling ppt slide show and manage slides for presentation <p>Virtual Event #2 - Next Steps</p> <ul style="list-style-type: none"> <input type="checkbox"/> D'Andre and Lisa to coordinate with presenters <input type="checkbox"/> Tanna and D'Andre to set up Event registration on website <input type="checkbox"/> Debbie to set up WebEx? <input type="checkbox"/> Donna D and D'Andre to coordinate structure and flow <input type="checkbox"/> Donna M provide opening remarks
<p>Board Meetings:</p>	<p>Board members, advisors, and contributors to meet via conference call once per month around lunch time on the first Tuesday of every month</p> <p>There will also be two in-person CI Academy planning meetings - one before abstracts are due and one after to select presenters</p>	

	<ul style="list-style-type: none"> Discussion on dates - last year we met in early July to select abstracts. No date set for 2017 <p>There will be one in-person Board meeting to review and accept the top new Board member nominees (mid-June/early July?)</p> <p>Meeting minutes should be posted on the DFW ANIA website after approval by all Board members.</p>	
New Board Member Nominations and Voting	<p>Announcement to Members during May 17th in-person Chapter meeting. Open nominations immediately.</p> <ul style="list-style-type: none"> Nomination committee for 2017 will be the DFW ANIA Board. For 2018 we will form a Chapter-based nominating committee with Board oversight The Board will meet in-person to accept the top nominees and then open for voting (mid-Jun/early-July?) 	<input type="checkbox"/> Tanna and D'Andre to update nomination form and release on May 17th
Membership Goals & Social Media Presence	<p>Goal for increase is 20% this year (current membership 161)</p> <p>D'Andre would like to live Tweet during events and also any interesting information in the informatics world - Send him your key moments to tweet out</p> <p>Increase Facebook membership and posts</p> <p>D'Andre would like more information about how to best communicate with our members.</p>	<input type="checkbox"/> D'Andre to set up Twitter Account <input type="checkbox"/> Donna D to give D'Andre Facebook admin rights <input type="checkbox"/> D'Andre and Tanna to develop a questionnaire for our members about preferred communication methods
Next Meeting	<p>Face to Face from 3:30-5:30 on January 25th prior to Chapter meeting</p> <ul style="list-style-type: none"> Mari to provide TNA update, and lead a discussion on student mentorship Dorothy to provide an update on Academy planning and her needs from the group <ul style="list-style-type: none"> Set dates for abstract submission meeting and keynote identification Set date for review of abstracts Create a communication plan for speaker management D'Andre to provide an update on social media presence 	