



CANADIAN HEALTH INFORMATION MANAGEMENT ASSOCIATION

MINUTES

SIMULTANEOUS ANNUAL GENERAL MEETING (AGM) OF MEMBERS OF THE CANADIAN HEALTH INFORMATION MANAGEMENT ASSOCIATION CANADIAN COLLEGE OF HEALTH INFORMATION MANAGEMENT

June 8, 2018
London, Ontario
Via WebCast

1. Call to Order

Members were reminded that in accordance with CHIMA Bylaws only certified active members, retired members, honorary members and the Board of Directors are eligible to vote. In addition, as outlined in the Bylaws, no proxy voting is permitted. Voting options were also outlined for the members noting the following:

- i. Approve (I agree);
- ii. Oppose (I do not agree); and
- iii. Abstain (I am not voting)

The meeting was called to order by Robert Van Oort, Chair of the Board of Directors on June 8, 2018 at 1:35 pm.

It was verified that a total of 122 eligible voting members were logged onto the WebCast Event at that time. Therefore, a quorum was established.

2. Approval of the Minutes of the Annual General Meetings of Members May 30, 2017 – London, ON.

Following discussion, it was **MOVED** by Karanne Lambton (BC), **SECONDED** by Jennifer Southwell (ON) **THAT: *The minutes of the Simultaneous Annual General Meeting of the members of the Canadian Health Information Management Association and the Canadian College of Health Information Management held May 30, 2017 be accepted as circulated. CARRIED.***

Approved Webcast – 8
2
Opposed Webcast – 0
Abstained Webcast – 18

Approved In-Person – 1
Opposed In-Person – 0
Abstained In-Person – 0

Total Approved – 83
Total Opposed – 0
Total Abstained – 18

3. Board Business Reports

3.1 Business (2016/17 Accountability Report) Business Report

Robert Van Oort, Chair of the Board of Directors noted that the 2017/18 Accountability Report was posted on the website on June 1, 2018, and a copy was appended to the agenda package.

A brief overview of some of the accomplishments and activities undertaken over the past year was provided and members were encouraged to read the full Accountability Report and share with their colleagues.

Highlights included:

Governance and Corporate Services –

CHIMA launched a Renewed Strategic Plan in March 2018, on the heels of its 75th Anniversary in 2017. To commemorate CHIMA's 75th Anniversary, a video was created and disseminated. A second video highlighting the Renewed Strategic plan was released to members in March 2018. Members were urged to review and provide feedback on the videos released.

Association Activities – Member Services –

Health Information Professionals Week:

Several members submitted photos and articles highlighting their exciting HIP Week 2017 experience! Expressions of gratitude were conveyed to members who were able to take the time to participate during the 2017 celebratory week (March 26-April 1, 2017). It was noted that HIP Week helps to shine the light on the thousands of HIM professionals who perform their duties masterfully throughout the year.

HealthAchieve 2017:

CHIMA once again exhibited and collaborated in conjunction with HealthAchieve, to host a 90-minute HIM session on What Senior Leaders and the HIM Professional Community Need to Know about HIM®! As CHIMA celebrated its 75th anniversary, it was fitting to offer this significant and illuminating HIM session, powered by an expert panel of key influential leaders of HIM, which focused on the role of HIM.

CHIMA 2018 Conference:

Planning for the 2018 CHIMA Conference, Canada's only HIM conference, commenced in 2017. Over the past several months, CHIMA's Conference Planning Committee has been working hard with the planning and organizing of this prestigious event scheduled September 17-18, 2018 in Niagara Falls, ON. Members were reminded to check the CHIMA website for more details.

Professional Development

CHIMA offered its members access to over 50 hours of free, and 56 hours of fee for service Professional Development opportunities, allowing members the ability to earn Continuing Professional Education (CPE) hours between March 2017 and February 2018. Together with industry partners, these offerings included numerous topics.

CHIMA Chapters

The 'CHIMA with Chapters' Model is in its second year and this has been an exciting time for all involved in its successful launch at the beginning of the 2016/17 fiscal year. This built upon the great work done by the dedicated volunteer Chapter Committees in the first year.

Continued support and commitment from the CHIMA Board of Directors, and from the CHIMA Leadership and staff, meant that the Chapter Model flourished operationally and as a structure. In doing so, we are positioned to better serve the needs of the CHIMA members.

Please refer to the Accountability Report with respect to the 2017/18 Key Accomplishments for the Chapters.

College Activities

The following College Activities were highlighted in the Chair's address:

Longitudinal study of Operational Stress Injuries in the RCMP

In December 2017, the University of Regina received an \$8.9 million grant from Public Works Canada and the RCMP to conduct a study on operational stress in the RCMP. CHIMA is proud to support the research project by ensuring excellence in HIM by providing oversight for records management, content, and privacy.

International Standards Organization (ISO) 22287 Workforce Roles and Capabilities for Terminology and Terminology Services in Healthcare

Dr. Kelly Abrams represented the Standards Council of Canada in Liverpool, England, and presented the work on the technical specification for *Workforce Roles and Capabilities for Terminology and Terminology Services in Healthcare*. The project is a result of the Canadian partnership between Canada Health Infoway and CHIMA that resulted in the first curricular competency document in Health Terminology Standards.

Advanced Education & Certification for HIM & HI Professionals

The development of the Evolve the College workforce transformation report led CHIMA to form strategic partnerships to create four areas of specialty education and credentialing which respond to the evolution of Health Information Management and Health Informatics in Canada. These advanced training and certification opportunities support alignment with digital health priorities. In partnership with industry leaders, advanced educational opportunities are available now.

Canadian HIM Lifecycle:

The Canadian Health Information Management Lifecycle was published in May 2017. The creation of a Canadian HIM lifecycle document was a priority given the scarcity of standardization in HIM-related policies, processes, and procedures across Canada. The Canadian HIM Lifecycle publication will provide support and guidance to those working in the health information management field across the country.

Career Matrix:

In April 2017, CHIMA launched the HIM Career Matrix. A career matrix provides information on jobs available in a specific profession and the different levels of achievement possible. It includes information on the education and experience required to reach each role and/or achievement level to demonstrate a career pathway for those interested in pursuing a career and for those interested in progressing in their career. The Career Matrix is available on the CHIMA website, and we encourage you to take advantage of this tool.

National Certification Examination (NCE):

Five examinations were conducted in 2017 with an 82% pass rate. Five (5) candidates met the requirements for the Honour's Award in 2017. Their names can be found in the Accountability Report. Congratulations to the 2017 Honour Award recipients.

3.2 Finance Report

Robert Van Oort, CHIMA Board Chair, passed the floor to Yoel Robens-Paradise, the Secretary Treasurer, for him to present the financial report for the year ending February 28, 2018.

Yoel provided an overview of the PricewaterhouseCoopers^{LLP} (PWC) audit, advising the members as a condition of CHIMA's Certificate of Continuance and in accordance with the Not for Profit Act, CHIMA is now required to conduct a full audit of our financial statements. The process for an audit demands a much higher level of detail, reporting and scrutiny of all financial processes. Any Audit Report is essentially looking for reasonable assurance that the financial statements are free from material misstatement or error, and that internal controls, such as policies and procedures are in place.

PriceWaterHouseCoopers, CHIMA's Auditors have stated that in their opinion, "the combined financial statements present fairly, in all material respects, the financial position of CHIMA and The College as at February 28, 2018, and the results of its operations and its cash flows for the year then ended are in accordance with Canadian accounting standards for not-for-profit organizations".

PriceWaterHouseCoopers has prepared an audited assessment of CHIMA for the 2017/18 fiscal year in accordance with Generally Accepted Accounting Principles or GAAP, and has indicated that CHIMA's financial position presents fairly, which represents a validation of CHIMA's financial policies, procedures and controls.

The Summary Statement of Revenues and Expenses report for 2017/18 reflects an operating budget **\$1,656,380** for the year ended February 28, 2018.

Additional expenses incurred over the year included the following:

- a. The hiring a consultant for the Strategic Planning process
- b. A Marketing Strategy and video for the 75th Anniversary and Strategic plan
- c. Engagement to a search firm for a new CEO
- d. Amortization and a loss in the Shares of CHIM INC.

CHIMA's operating budget had excess of revenues over expenses in the amount of \$43,801 for 2017/18 fiscal year.

A full set of 'audited' financial statements for the fiscal year ending February 28, 2018 are available to our members upon request.

The Summary Statements of Financial Position and Fund Balances report which indicates that our 2017/18 **Total Assets were \$1,656,369** the **Total Liabilities were \$1,703,567** and our **Total Liabilities and Fund Balances are \$1,656,369**.

This concluded the Financial Report from Yoel Robens-Paradise and he then requested the activities for the Board of Directors during the fiscal year 2017/18 be approved.

Following discussion, it was **MOVED** by Shirley Learmonth (BCYT), **SECONDED** by Ida Sadowski (SK) **THAT: The activities of the Board of Directors, during the fiscal year 2017/18 be approved. CARRIED**

Approved Webcast – 100	Approved In-Person – 1	Total Approved – 101
Opposed Webcast – 0	Opposed In-Person – 0	Total Opposed – 0
Abstained Webcast – 8	Abstained In-Person – 0	Total Abstained – 8

4.0 Business Arising

- 4.1 Robert Van Oort, CHIMA Board Chair, passed the floor to Leah Anscombe, Chair of the Leadership Recruitment Committee (LRC).

Establishment of the 2017/18 Leadership Recruitment Committee (LRC)

Leah Anscombe explained to the membership that the mandate of the Leadership Recruitment Committee or the LRC is to recruit CHIMA members for positions on the Board of Directors and Council on Education and Professional Practice to ensure the Association and the College are governed with excellence and vision. In accordance with current bylaws, there will be a representative from western, central, and eastern Canada. In addition, Leah Anscombe provided an overview of the objectives, duties and responsibilities of the LRC.

As part of their official duties, the 2017/18 LRC representative actively sought out candidates for nomination to the Leadership Recruitment Committee for 2018/19. Because of their efforts, the following individuals have been nominated, and have accepted their nominations.

- Heather Beblow from the western region – has let her name stand
- Stephanie Tambeau from the central region – has let her name stand
- Jennifer Currie has nominated Wendy Clarke from the eastern region

Following discussion, it was **MOVED** by Lindsey Page (BCYT), **SECONDED** by Mary-Ann James (ABNT) **THAT: Heather Beblow – West; Stephanie Tambeau – Central; and Wendy Clarke – East, be acclaimed and form the 2017/18 Leadership Recruitment Committee. CARRIED.**

Approved Webcast – 96	Approved In-Person – 1	Total Approved – 97
Opposed Webcast – 0	Opposed In-Person – 0	Total Opposed – 0
Abstained Webcast – 7	Abstained In-Person – 0	Total Abstained – 7

5.0 Volunteers

5.1 Recognition of Volunteers

Robert Van Oort on behalf of the Board of Directors took the opportunity to thank the hundreds of volunteers who bring vision, strategic thinking, ideas and necessary hands-on support as our success is due largely to the ongoing support of our volunteers who strengthen our Association and College.

5.2 Recognition of Outgoing Board Directors

Altat Stationwala, the President and CEO of the Mackenzie Richmond Hill Hospital who is a non-HIM Board Director that has served in many capacities since being elected in 2014/15 was thanked for his many contributions and in particular his most recent Board role as the lead for the CHIMA Advocacy Campaign to heighten awareness of the HIM profession.

6.0 Installation of the Board of Directors

6.1 2018/19 Board of Directors Election

Robert Van Oort noted that the CHIMA Board of Directors is responsible for all dimensions of governance, from authority and decision-making, to accountability for the stewardship of our resources, while maintaining alignment with our Strategic Plan. These decisions are always made with the best interest of our members in mind.

The following candidates were presented as the 2018.19 CHIMA Board of Directors, for election:

- Robert Van Oort
- Leah Anscombe
- Yoel Robens-Paradise
- Kathleen Addison
- Marlene Raasok
- Sonya Stasiuk
- Karen Pietrangelo
- Keith Denny
- Monique Rasmussen
- Nona Gatchalian

Following discussion, it was **MOVED** by Sandra Cotton (ON), **SECONDED** by Ida Sadowski (SK) **THAT:**

Robert VanOort, Leah Anscombe, Yoel Robens-Paradise, Kathleen Addison, Marlene Raasok, Sonya Stasiuk, Karen Pietrangelo, Keith Denny, Monique Rasmussen, Nona Gatchalian be elected as the 2018/19 Board of Directors.

CARRIED.

Approved Webcast – 105	Approved In-Person – 1	Total Approved – 106
Opposed Webcast – 0	Opposed In-Person – 0	Total Opposed – 0
Abstained Webcast – 2	Abstained In-Person – 2	Total Abstained – 2

8.0 Closing Remarks

Robert Van Oort noted that this concludes the business of 2017/18 CHIMA Annual General Meeting and on behalf of the Board of Directors, thanked the membership for participating in the CHIMA Annual General Meeting.

9.0 Adjournment of the AGM

There being no further business it was **MOVED** by Carol Adam (ON), **SECONDED** by Carol Barron (AB) **THAT:** ***The 2017/18 Annual General Meeting be adjourned.***

CARRIED.

Approved Webcast – 110	Approved In-Person – 1	Total Approved – 111
Opposed Webcast – 0	Opposed In-Person – 0	Total Opposed – 0
Abstained Webcast – 0	Abstained In-Person – 0	Total Abstained – 0

There being no further business the meeting adjourned at 2:10pm (EST).

Robert Van Oort, Chair of the Board of Directors – 2017/18