

MINUTES

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

June 6, 2018

**Called to order from Dryden, Ontario, Canada
via webcast**

1.1 Welcome and order of proceedings

Jeff Nesbitt, CEO & registrar, welcomed members and guests to the annual general meeting.

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, proxy voting is not permitted. Voting options were also outlined for the members, noting the following:

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

Jeff introduced Robert, the chair of the board of directors for CHIMA, to begin the official meeting.

1.2. Call to order

My name is Robert Van Oort and I have the pleasure of being the Association and College board chair.

With that, I would like to officially call to order the 2018–19 Canadian Health Information Management Association and College Annual General Meeting at 2:03pm Eastern time on June 6, 2019 from Dryden, Ontario, Canada.

By those registered on this webinar, we are pleased to recognize quorum with 50 or more professional members, and we would like to extend a warm welcome to our professionals across the country. We would also like to offer a warm welcome to our New Brunswick chapter, who are dialed in for the proceedings today from their chapter event and extend our thanks to David and the chapter committee for their effort to put on a learning session in Fredericton. It is great to see our profession connecting and learning from each other.

To start today, we have two recognitions to begin our proceedings with.

First, we would like to begin by acknowledging that I'm chairing this meeting from Treaty 3 territory and the traditional territory of the Anishinabe (Ah-nish-i-nah-bay) and Métis Peoples. We also recognize many other original Nations and peoples whose traditional territories that span Turtle Island.

This recognition of Indigenous peoples must be connected to our collective commitment to make the promise of the truth and reconciliation real in our communities and, in particular, to bring justice for murdered and missing Indigenous women and girls across our country.



Second, we would like to recognize it is the 75th anniversary of D-Day, the largest seaborne invasion in history that began the liberation of German-occupied France from Nazi control in World War II. We would like to recognize every Canadian who served and scarified so we may live free.

It was verified that a total of 167 eligible voting members were logged onto the WebCast event; therefore, a quorum was established. In addition, it was confirmed that the New Brunswick chapter had an additional 30 voting members for a total of 197 members participating in this AGM.

1.3. Approval of the minutes of the annual general meeting of members June 8, 2018

The first order of business is item 1.3 – Approval of the June 8, 2018 annual general meeting minutes. I remind members that only those in attendance at last year’s AGM meeting can vote on this motion and that the minutes were distributed as part of the agenda package.

It was **MOVED** by Jessica MacDougall (NS), **SECONDED** by Lindsay Page (YK) **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 June 8, 2018, be accepted as circulated.

Web cast	Approved – 87 (82%) Oppose – 0 Abstain – 23 (18%)
In person	Approved – 4 Oppose – 0 Abstain – 26

CARRIED.

2.1. Accountability report – highlights

Robert Van Oort, chair of the board of directors, noted that the 2017–18 Accountability Report was posted on the website on May 30, 2019 and a copy was sent to membership the same day. 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 report and share with their colleagues.

2018 conference: Our national conference was held in Niagara Falls in 2018. We welcomed over 270 delegates from across the country to connect with each other and learn about Data: A Vital Resource and discuss the critical role that quality health data plays in optimal patient care and outcomes. It is a rare and special opportunity afforded to us every two years to gather in this manner, and based on the feedback and results, our members and partners enjoyed this opportunity.

Professional development: This past fiscal year, CHIMA worked with our chapters and partner organizations to produce free learning sessions covering a range of relevant topics for our members. Whether it is classification and coding, analytics, or health system transformations across Canada, there are free learning modules being added into the CHIMA learning management system all the time.

We have complemented these free sessions with targeted learning in leadership development. These professional development sessions are being well received both inside and outside our membership. We would like to thank



the Canadian College of Health Leaders and many other partners for co-marketing these learning opportunities to their membership through last year.

We look forward to this year, when we will be launching a series of privacy professional development sessions, including two sessions that focus on release of information. Stay tuned later this year about how to register for these sessions.

Chapters: We are also pleased about our collective effort and success with our chapters. Back in 2016, we welcomed each provincial organization into CHIMA. We continue to advance the connection between members through our chapters.

The chapters are putting forward online continuous learning sessions through CHIMA and, this year, are hosting in-person education days, as demonstrated today by our colleagues in New Brunswick. I would encourage each of you to reach out to your chapter and get involved. The CHIMA team is happy to connect you with the chapter if you wish to have a discussion about participation.

CHIMA team: We have successfully transitioned from our previous operating structure to one led by Jeff Nesbitt, our CEO & registrar. A renewed energy is beginning to take hold in health information management across the country, and people are starting to notice our forward progression. I would like to take a minute to recognize our CHIMA team during this time of transition. More national than ever with staff from British Columbia to Nova Scotia, they are working hard to deliver more value to our membership by focusing on advancing the profession and facilitating engagement with members. Again, thank you to our CHIMA team for helping all of us connect and share knowledge to advance the profession across Canada.

Robert introduced Marlene Raasok, Chair of the Committee on Education, Certification, and Accreditation.

2.2 The Canadian College of Health Information Management

Thank you, Robert, and good afternoon from Alberta. The Canadian College of Health Information Management is advancing its strategic plan in a meaningful way by launching long-awaited specialties and engaging with educational institutions across the country to advance both the practice and profession of health information management.

I would like to take a few minutes to highlight some of the successes we achieved during last fiscal year. First, we turn to accreditation and reaccreditation. We are excited to have accredited a new post-graduate certificate from McMaster University—a strong brand and a partner in our efforts to bring more well-trained and qualified health information management professionals into the workforce. In addition, we would like to recognize that three long-standing partners were reaccredited during last fiscal year: Fleming College, St. Lawrence College, and La Fleche College in Quebec. We would like to thank our educational partners for their continued support and advancement of the HIM® profession.

Second, we would like to recognize the introduction of new specialties into the HIM® practice. This includes working with educational partners such as University of Victoria to bring educational pathways to market that begin to broaden our HIM® practice through credentials that will be offered during this fiscal year. These discipline areas, such as terminology standards and clinical documentation, are key expansion areas for the profession as we look to become more inclusive in our broader practice, welcoming in adjacent professionals to the broader domains of health information management.

Finally, a last update on a governance change with the College. We took the opportunity to re-examine the Governance structure of the College. We have brought to a close the Council on Education and have struck a new board-level committee with a focus on education, certification, and accreditation. This new board committee will look at shaping two elements on behalf of the board of directors:



First, we will provide governance oversight to the activities of the College in relation to education, certification, and accreditation. Within the new governance structure, this duty will be held by the board of directors.

Second, we will be forming over the next year a thought leadership advisory board that will provide insight, ideas, and advice to both the board of directors and our CEO & registrar. The membership of this group will contain people across all sectors and will include a broad range of expertise in order to provide true thought leadership about the broader market environment and, more specifically, health information management.

Again, with these governance changes and also the early results being demonstrated that are in line with our strategic plan, we are excited to see what this fiscal year brings to the Canadian College of Health Information Management.

2.3 Audited financials – revenue & expense

Thank you, Marlene, and good morning from British Columbia. I would like to thank all of our members dialing in from across the country.

As secretary-treasurer, it is my pleasure to present to you the 2018–19 CHIMA Financial Report.

As a condition of CHIMA's Certificate of Continuance and in accordance with the Not for Profit Act, CHIMA is 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... "In our opinion, the accompanying combined financial statements present fairly, in all material respects, the financial position of the Canadian Health Information Management Association and Canadian College of Health Information Management (together, the Organization) as of February 28, 2019 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations."

PriceWaterHouseCoopers have prepared an audited assessment of CHIMA for the 2018–19 fiscal year in accordance with generally accepted accounting principles, or GAAP, and have 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 2018–19 reflects a positive result of revenue over expense of nearly \$18,000 vs. a loss the previous fiscal year of just over \$74,000. Three major factors contributed to this positive result:

- A successful 2020 Niagara conference
- Growth in professional development offerings
- Cost control at an operations level as we begin to prepare for organizational investment towards our strategic plan

2.3 Audited financials – Statement of Financial Position and Fund Balances

In addition to the revenue and expense statement, you will see on your screen the Summary Statement of Financial Position and Fund Balances. This statement indicates that CHIMA's total asset and liability with fund balances equals \$1,529,110 for the fiscal year ending February 28, 2019. This is in line with expectations. For



membership, a full set of audited financial statements for the fiscal year ending February 28, 2019 is available upon request.

2.3 Approval of accountability report, audited financials, auditor FY19–20

This concluded the accountability and financial report from Yoel Robens-Paradise. He then requested the activities for the board of directors during fiscal year 2018–19 be approved.

This motion was **MOVED** by Yoel Robens-Paradise (BC), **SECONDED** by Nancy Haugen (BC) **THAT:**

The Fiscal Year 2018–2019 accountability report, audited financials and PwC auditors for FY19–20 for the Canadian Health Information Management Association and The Canadian College of Health Information Management be approved.

Web cast	Approved – 129 (94%) Oppose – 0 Abstain – 8 (6%)
In person	Approved – 26 Oppose – 0 Abstain – 4

CARRIED.

3.1 Recognition of board chair

Yoel Robens-Paradise began recognition of our volunteers, starting with Robert Van Oort, board chair of CHIMA.

We will spend time today saying thank you to the people that make a difference to the profession through their energy, time, and commitment. I have the distinct pleasure to begin this portion of our time together by saying thank you to Robert.

For those of you who may not be aware, Robert is ending his term as the chair of CHIMA. He has filled this role since June 2017 and will be recognized as a board chair that has brought in an ambitious strategic plan to advance the profession. Under his guidance and leadership over the past two years, we have put in place both governance and structures that will move our profession and CHIMA forward into the future. This includes:

- A strategic plan that sets the course for transformation of the HIM profession;
- Successful stewardship of our 2020 Niagara Falls national conference; and
- The selection and recruitment of Jeff Nesbitt, our CEO & registrar.

We all volunteer on organizations because of the difference it makes to our community, but also because of the incredible people we meet. Robert, it has been an absolute delight to sit with you at the board table of CHIMA and I’m pleased that you will continue on the board as past chair so we can still benefit from your wisdom, expertise, and great sense of humor.

I’m now pleased to hand it back over to Robert to say a few words and take a moment to recognize our Pinnacle Award winners and national volunteers who have helped advance our profession during this past fiscal year.



3.2 Pinnacle Award winners

Robert Van Oort began recognition of our volunteers.

Yoel, thank you for the kind words. It has been an absolute delight working with the people around the board table to advance the profession and I'm humbled to be recognized alongside our next set of award winners and volunteers.

As all of you know, HIM professionals are the protectors, custodians, and facilitators of Canadians' health care information. As the amount and frequency of data grows, it's more critical than ever that information is properly collected, shared, and understood.

We connect the worlds of health and data so that Canadians continue to have access to the world's best health care system and can trust in the care they receive.

That is why we are absolutely delighted to recognize this year's Pinnacle Award winners.

We would like to recognize all of our Pinnacle Award winners this year during our AGM. These winners are brought forward by the profession across the country to recognize the outstanding dedication and contribution of people in building knowledge within health information management.

First, we would like to say thank you to our graduating students of the year, who were nominated by your program coordinators and recognized by your local chapters. Congratulations on finishing your HIM program and we look forward to your contribution to the profession in the future.

Second, we would like to recognize Vanessa Pozniak out of Saskatchewan for her commitment and help on building the chapter and also the advice, friendship, and connection that she helps foster across our chapters nationally.

Now we move to our Tribute to Excellence. The Tribute to Excellence Award is our highest honour that we bestow on people who continue to make a difference to the profession. Winning both a Volunteer and Tribute Award, Sue Schneider's dedication and commitment to the profession is unwavering. Working for eHealth Ontario, her most recent contribution has been to work with the Canadian College of Health Information Management and the University of Victoria on the terminology standards program and credential. We have our first set of eight graduates that are expected from this program in September, and all of them have indicated they are interested in this new national credential. We would like to thank you, Sue, for your continued support and help to advance health information management across the country.

Finally, we would like to recognize Kathleen Addison from Alberta. The former board chair of CHIMA, she is one of the thought leaders in HIM® and we are grateful for her wisdom, dedication, and contribution to the profession. She was recognized in the winter on our communication channels and has been provided a framed certificate recognizing her contribution for her time on the board and as chair. It was a delight to serve with you, Kathleen, and we are pleased to recognize you as an award winner this year. Thank you, Kathleen.

Congratulations to all our 2019 winners. Each of you embodies our values and the best of the profession.

3.3 Recognition of volunteers

Robert continued with his recognition of volunteers.

In addition to our Pinnacle Award winners, we would like to take a moment to recognize our other national volunteer groups that were active during last fiscal year.



First, as Marlene mentioned we have retired the previous council and associated subcommittee structures as we look to the future to build out our new committee structures. We would like to say thank you to all the volunteers who helped us during last fiscal year with the duties that related to the Council of Education and Continuing Practice.

Second, we are fortunate that Gerald Yu out of British Columbia facilitated a national CPE task force to simplify our CPE structure for the profession. This new structure, even though launched in the current fiscal year, was designed and approved by the board last fiscal year and we all are grateful for the simplified structure we introduced this year.

Finally, we would like to say a thank you to our chapter committees and chairs. With the transition of the chapters into CHIMA in 2016, we are now starting to experience the benefits of being part of the same family. Transitions take leadership, and we want to recognize and thank our chapter committees, chapter chairs, and Nancy Haugan, chair of the chapter chairs, for their dedication and commitment to the profession.

Thank you again to our volunteers for the difference that you make to the HIM profession.

4.1 2019–2020 board of directors elections (second term)

Robert Van Oort continued his comments.

Turning our attention to our last set of volunteers, I would now like to hold our elections for our board for this fiscal year. As stipulated by our not-for-profit bylaws, we will put before membership those directors moving between terms for reappointment. All directors listed have agreed to stand for reappointment.

It was **MOVED** by Marci MacDonald (ON), **SECONDED** by Stephanie Tambeau (ON) **THAT:**

Leah Anscombe, Yoel Robens-Paradise, Marlene Raasok, and Karen Pietrangelo are reappointed to their second three-year term on the CHIMA Board of Directors.

Web cast	Approved – 130 (93%) Oppose – 2 (1%) Abstain – 8 (5%)
In person	Approved – 23 Oppose – 0 Abstain – 6

CARRIED.

4.2 Installation of new board chair

Robert Van Oort continued his comments.

We now turn our attention to a historic tradition at CHIMA: the installation of our new board chair. As spoken to me by Kathleen Addison when I became chair, I will do the same as I transition out of the chair role and welcome a new leader.

At a meeting in Buffalo in 1942, the American Association presented the Canadian Association, through Sister Mary Paul, with a beautiful EBONY GAVEL. This is the last piece of ebony to be secured in the US.

The office of the chair of the board of this Association and College is one of responsibility and requires the utmost wisdom and attention.

Again, I would like to express my gratitude to the membership and the board of directors for their trust during my tenure as board chair. I look forward to contributing as past chair on the board and watching the profession grow and succeed through the strategic plan that we have shaped together.

It is now, with absolute delight, that I announce that Leah Anscombe from British Columbia has been appointed the new board chair of the Canadian Health Information Management Association and College by the board of directors.

Leah, I know that you will lead the board in its responsibilities of effective governance and accountability for achieving the mission. I am confident of the success of the board under your leadership. Leah, over to you to make some remarks as our new board chair.

4.2 Installation of new board chair, continued

Thank you, Robert, for your leadership, and it is a great honor to be installed as the board chair of CHIMA. We are beginning to enter the mid-point of our strategic plan and the results are beginning to show across all our priorities:

- Strengthening our chapters;
- Enabling strategic partnerships;
- Developing educational pathways; and, finally,
- Increasing the value to our CHIMA members.

In light of our progress together, I can't think of a better time to make a special announcement about our next 2020 conference.

This conference for 2020 will be focused on building connections and helping advance our knowledge in health information management. It will provide an experience for people to connect, learn, and grow together. This is an experience you won't want to miss.

We are pleased to announce that Winnipeg, Manitoba will be our host city for our National Health Information Management Conference, September 28–29, 2020.

The event will be held at the RBC Convention Centre and our evening thought leadership event on the Monday night will be held at the Canadian Human Rights Museum. We can't think of a better backdrop for a national conversation on the relevance of health information and the impact on Canadians.

Tickets will go on sale towards the end of this year, so make sure to put it in your calendars. You won't want to miss it.



4.3 2019–2020 board of directors

So, with that, it is a great pleasure to present to you the names of our current board of directors for fiscal year 2019–2020.

Leah reviewed the board members and the provinces that they reside in for the members.

During this fiscal year, we will be opening our board nominations process to have candidates apply to the board. So, please keep your eyes open for that email and consider serving. Speaking from personal experience now moving into my fourth year on the board of directors, the impact your contribution makes toward the profession and the people you get to meet and serve with is incredible.

At this point, I’m going to hand this back over to Robert to close off our fiscal year 2018–2019 annual general meeting.

5.1 Closing remarks and adjournment

Robert Van Oort began speaking to close the meeting.

Thank you, Leah, and I’m looking forward to attending Winnipeg. We are a national college and association and hosting our conference in different cities allows us to celebrate this diversity. We are delighted to bring the conference back to central Canada. Our last visit to Winnipeg was in 2005 and we are excited to return to the city.

At this point, that concludes the business of the 2018–19 CHIMA Annual General Meeting.

There being no further business, it was **MOVED** by Monique Rasmussen (ON), **SECONDED** by Vanessa Pozniak (SK) **THAT:**

The 2018–2019 annual general meeting be adjourned.

Web cast	Approved – 138 (99%) Oppose – 0 Abstain – 2 (1%)
In person	Approved – 23 Oppose – 0 Abstain – 0

CARRIED.

There being no further business the meeting adjourned at 2:36 pm ET.

Robert Van Oort, Chair of the Board of Directors – 2018/19