



IFHIMA
International Federation of
Health Information Management Associations

IFHIMA 17th General Assembly

**Palais des Congres
Montreal, Canada**

Minutes of Meetings held May 12, 2013

0900 hours EST

IFHIMA Board Present:

Margaret Skurka	USA	President
Lorraine Nicholson	England	Immediate Past-President
Darley Petersen	Denmark	Chair, Membership Committee
Stuart Green	England	Regional Director, Europe
Yukiko Yokobori	Japan	Regional Director, South East Asia
Ryo Hirano	Japan	Representative for Ms. Yokobori
Sallyanne Wissmann	Australia	Regional Director, Western Pacific
Angelika Haendel	Germany	President-Elect
Joon Hong	Korea	Regional Director, Africa & Eastern Mediterranean
Marci MacDonald	Canada	Regional Director, the Americas

National Directors and Deputies Present:

Australia	Sallyanne Wissmann	Vicki Bennett
Canada	Marci MacDonald	Gail Crook
China	Liu Aimin	Lui Chum Lin
Germany	Angelika Handel	- - -
Indonesia	Siswati Sumarto	Elise Garmelia
Jamaica	Veronica Miller-Richards	Marjorie Hendriks
Japan	Yukiko Yokobori	- - -
Korea	Joon Hong	Yoo-Kyung Boo
Netherlands	Marcel Van de Haagen	Wybe Dekker
Spain	- - -	Ramon Romero
United Kingdom	Stuart Green	- - -
United States	Lorraine Fernandes	Lynne Thomas Gordon

Regrets

Ireland		
Israel	Davida Shalti	
Italy		
Kenya		
Nigeria	Wole Ajayi	Adepoju Kayode
Philippines	Lourdes Palapal	
Sweden		

105 Observers in attendance.

- 1) The meeting was called to order by President Margaret Skurka at 0905 hours, and all were welcomed. In particular, all mothers in attendance were wished a happy Mother’s Day!

All Board Members introduced themselves, stated what country they are from, and what region they represent.

The National Directors then did the same, as well as introduced their Deputy Directors.

Special introductions were then extended to:

Gail Crook, CEO of CHIMA (Canadian Health Information Management Association)
Peter Murray, CEO of IMIA (International Medical Informatics Association)
Lynne Thomas Gordon, CEO of AHIMA (American Health Information Management Assoc.)
Professor Rolf Engelbrecht, Germany and serving on an IMIA Task Group.

- 2) The agenda was approved, and Marci MacDonald, Canada, was appointed rapporteur.
- 3) Minutes of the 16th General Assembly, held in Milan, Italy, on November 15, 2010, were approved as pre-circulated.

**Moved by Lorraine Nicholson
Seconded by Sallyanne Wissmann
All approved. Motion Carried.**

- 4) Margaret explained the history of the IFHIMA Presidential gavel, and that it was given to IFHIMA in 1976 at the General Assembly in Toronto, Canada, by the Canadian Association of Medical Record Librarians, and is made of Canadian wild cherry.
- 5) There were no proxies for this meeting.
- 6) At this moment, Margaret took a moment to remember our departed colleague, Dr. Leonardo Di Pietra, who held the position of President of the Italian HIM Association, and host of the 2010 Congress. Dr. Di Pietra lost his battle with cancer, last year. He was a great supporter of the HIM profession, and lead the Italian association in bringing the Congress to his home city of Milan. He is dearly missed.

7) Carol Lewis - USA, Ulli Hoffmann - Germany, Jean Clark - USA, Lorraine Nicholson – United Kingdom, Phyllis Watson - Australia, and Vicki Tichbourne – Canada – all Past Presidents of IFHIMA – stood and were recognized for their past contributions to IFHIMA and the global HIM profession!

8) **President’s Report**

Margaret Skurka explained that IFHIMA is the global voice for the HIM profession, with 19 member countries, devoted to strengthening HIM world wide. She explained the need to reach out to the regions in need of support.

She then reviewed the Strategic Direction of IFHIMA, enforcing that IFHIMA is 100% made up of voluntary support, and a virtual association. She stressed the great importance of our volunteers and the vital role they play.

The three Strategic Directions were reviewed:

Advocacy – global partnerships, outreach to non-member nations, work with WHO-FIC and contributions to ICD-11.

Knowledge Domain – HIM education and competencies, the electronic health record, data quality and data management.

Membership – how to support countries? How to increase membership? How best to meet the needs of all our members.

She further explained the Strategic Evolution of the association, focusing on Education, Clinical Data Management, Privacy and Confidentiality, Electronic Health Records, and the Needs of Developing Countries.

IFHIMA is now 19 countries strong, with two new members having joined this past year =

HIMAN = Health Information Management Association of Nigeria

AMRO-K = Association of Medical Record Offices of Kenya

All in attendance were asked to donate to the website and the Global News. Honorable Mention to our Website Coordinator, Ms. Julie Wolter!

Margaret also took this opportunity to give special thanks also to Lorraine Nicholson for all her outreach work to the nations of Africa, and Angelika Handel, for producing and publishing the Global News.

Margaret also thanked AHIMA for supporting her travel throughout her Presidential term, and supplying clerical support in processing membership payments.

9) **Financial Report**

Margaret reviewed the year end financial figures, for the past 5 years:

<u>Year</u>	<u>Year End Balance</u>
2008	58,060
2009	63,256
2010	62,849
2011	65,800
2012	76,246

- explaining the IFHIMA is extremely budget conscious, and attempts to keep spending at a minimum, and as such is very reliant on support and donations from member nations – recognizing the support specifically from the USA during her term of office. Margaret stated on behalf of herself and the entire Board, she was pleased to be able to present such a positive budget.

She then explained that recently IFHIMA became incorporated in the USA in the State of Illinois, as the United States Internal Revenue Service had challenged IFHIMA when we started accepting credit card payments. Our legal advice was that we must incorporate. As IFHIMA is an Educational Organization, IFHIMA has applied for status to continue to operate without the need to pay taxes.

10) **Member Survey Results**

Margaret then referenced the Member Survey, that was sent out in the Fall of 2012, as the Board wants to hear what our membership wants, and work toward meeting those needs – at the same time being realistic given our virtual – voluntary existence.

Main top themes received are:

- international focus
- increase in knowledge
- feel HIM credentials are respected and valued
- appreciate the strong website
- like the regular publication and access to the Global News

11) **Future “Go Forward” Goals**

There is a global demand for increased Mortality and Morbidity coded data, and IFHIMA continues to work through WHO-FIC to support these initiatives, as well as vetting the future ICD-11.

IFHIMA is committed to strengthening relationships at a regional level, utilizing support of the National and Deputy Directors to further regional focuses.

Focus will continue on the key priorities and Strategic Directions – those being Knowledge Domain, Advocacy and Education.

Margaret also shared that 60 years ago, at the 1952 Meeting of IFHIMA in London, England, the main focus was documented to be:

- the profession
- data collection for disease management

and 60 years later – this still holds true, and we shall continue on!

Margaret concluded by thanking all for attending, and for having given her the honour to have served as President of such a vibrant and dynamic association!

12) **Report of Immediate Past - President**

Lorraine Nicholson explained her role and gave a brief summarization of the extensive work she has done in the past 3 years.

This includes the following –

- Governance
- Knowledge Base
- Education
- Outreach to Africa
- Europe (member of the European Regional Team since 2004 and Chair since 2005)
- General Assembly and Congress Preparation
- Promotion of IFHIMA
- Communications
- Collaboration with other organizations

Lorraine was thanked for her incredible work and boundless and tireless energy dedicated to IFHIMA!

13) **Chair, Membership Committee**

Darley Petersen gave a report on her work and advancement of increasing both National and Associate members. She explained her promotional work and membership recruitment campaign. 530 people are on the distribution list, and all receive the Global News. These are all not Associate Members, and are called “IFHIMA Friends”. There will be a project post-Congress to approach the “Friends”, encouraging them to become Associate Members.

Darley went on to explain the value and appreciation of the Global News, and highlighted the importance of accessing and contributing to the IFHIMA website. Members were reminded to inform IFHIMA if they change their email addresses, so that Global News email blasts are not returned.

Darley then explained the member categories:

- a) National
 - = national country HIM Association
 - National Membership Dues are based on the number of HIM Professionals registered with the national association.

- b) Associate
= any private individual who wishes to support IFHIMA and get involved with the association. Must be working in the HIM Field. The fee is \$35 USD per year.
- c) Corporate
= any institution, company, hospital or other organization working in the healthcare field. Corporate members have the right to serve on IFHIMA committees and task groups, but have no right to hold office or to vote. The fee is \$550 USD per year.
- d) Honorary
= long time members who have made significant contributions to IFHIMA, and have shown to be dedicated supporters. To date, IFHIMA has 6 Honorary Members. There is no annual membership fee for these individuals.

Darley Petersen concluded by stating she is retiring from the Board, and that Lorraine Nicholson will be taking over her position, as an ex-officio member.

14) **Communications Report**

Angelika Handel explained the contents and distribution of the Global News, and invited all to be engaged in this publication, and to participate by submitting information on their organizations, any congresses and conferences, their professional work, educational undertakings and opportunities, and anything that they would like to share with their HIM colleagues globally. She gave special thanks to the Global News Editorial and Advisory Boards.

Those in attendance were asked to send photos, write articles, share their experiences through the Global News. Members not feeling comfortable submitting articles in English, were assured that the Editorial Board proof reads all articles, and provides support to correct any errors in grammar or spelling.

The website and the Global News are great communication aids, and our window to the world!

At this time, Julie Wolter, Website Coordinator – demonstrated the website for all in attendance. In particular, she showed the “Learning Modules”, and highlighted the student area – where HIM students were asked what inspired them to join the profession? Testimonials are welcome from all students and educators. If any member has any suggestion whatsoever – they were encouraged to not hesitate to contact any Board member!

IFHIMA also has a Facebook page – which can be accessed and contributed to by all! This is proving to be a great place for discussion.

15) **Constitutional Changes**

Margaret Skurka then reviewed the following Constitutional Changes:

- i) to increase the size of the Executive Board by one member – from 7 to 8.

This aligns with the six WHO Regions and increases the size of the Board, in order to deal with workload efficiently and effectively, and to more equitably represent the regions by having a Board Member responsible for each region - without the need to combine responsibility for regions.

Therefore, Article V, Section 1, would be changed to read:

It shall consist of eight (8) members, who are officers of the Federation. The officers shall consist of a President, a President Elect and 6 Directors; one to have oversight of each of the six (6) regions: Europe, the Americas, Africa, the Eastern Mediterranean, South East Asia and the Western Pacific.

Margaret asked if there were any questions or comments. There being none – the proposed change was put to a vote.

**All in attendance voted in favour.
The constitutional change was approved.**

- ii) Margaret then presented the second constitutional change, that being adding one sentence that stipulates that IFHIMA is incorporated in the United States, as per the laws in that country.

Therefore, Article VIII, NEW Section 3, would read:

IFHIMA is incorporated in the United States (in the State of Illinois) since 2013.

Margaret asked if there were any questions or comments. There being none – the proposed change was put to a vote.

**All in attendance voted in favour.
The constitutional change was approved.**

16) **Standing Rules**

Margaret then explained the definition of “Standing Rules”, and that they do not require constitutional change, and therefore do not require a vote by the membership, but can be applied by the IFHIMA Board. Traditionally such rules deal with the administrative work of an organization. Today, there is one Standing Rule to be presented to the membership.

An ex-officio Board Member, Membership Chair/Treasurer, will be appointed by the President at the beginning of each term, and will serve the same term as the President.

The rationale behind same is that there is a significant workload in IFHIMA associated with the role of membership and oversight of the financial operation of the Association. This would help dramatically with this important work. As a Standing Rule, this item may be evaluated by future Boards for appropriateness, and altered as they see fit.

All in attendance were asked if there were any questions or comments. There were none, and the membership was asked to if they approved of this change, by voting in favour or not in favour. All in attendance voted in favour, and endorsed this new Standing Rule of the Board.

At this time, Angelika Handel asked Lorraine Nicholson if she would serve as Membership Chair and Treasurer, throughout her term as President – beginning at the close of this Congress. Lorraine accepted the position.

17) **Regional Reports**

Regional Reports were previously circulated, briefly reviewed, and members were asked to refer to the written reports for further detail. Margaret asked if there were any questions related to same. There being none,

Lorraine Nicholson moved and Marci MacDonald seconded that the Regional Reports be accepted.

**All in attendance moved in favour.
Motion carried.**

18) **IFHIMA Executive Board – 2013 - 2016**

Margaret presented the ballot of the Board for the next 3 year term.

There were no competing members for positions, therefore positions were elected by acclamation. The ballot is as follows:

President	Angelika Handel	Germany
President Elect	Marci MacDonald	Canada
Directors of the Association =		
	Sallyanne Wissmann	Australia
	Yukiko Yokobori	Japan
	Yoo-Kyung Boo	Korea
	Wole Ajayi	Nigeria
	Lorraine Fernandes	United States

Margaret Skurka moved and Lorraine Nicholson seconded that the nominations for office of the 2013 – 2016 Board, be accepted and approved.

**All in attendance moved in favour.
Motion carried.**

Margaret then took the opportunity to thank profusely Stuart Green – United Kingdom, Joon Hong – Korea and Darley Petersen – Denmark – for all their hard work over the past years, and extended warm welcomes to Wole Ajjai – Nigeria, Lorraine Fernandes – United States, and Yoo-Kyung Boo – Korea.

19) **Bids for the 2016 – 18th IFHIMA Congress**

Bids for the next Congress were presented by the following countries in alpha order:

- Australia
- China
- Indonesia
- Japan

Margaret thanked all four countries for their inspired and fantastic presentations!

Carol Lewis, Ulli Hoffmann and Phyllis Watson – were thanked for agreeing to serve as Scrutineers of the voting process. Carol Lewis explained the process to follow when voting.

Ballots were circulated by Marci MacDonald, collected, with results to be presented later in the day.

20) **Afternoon Break Out Sessions**

Margaret then reviewed the process to be followed for the afternoon break out sessions, which consist of three Focus Groups – Membership – Advocacy – Knowledge Domain. All were reminded that they were to have signed up for one of the sessions, and to reassemble in this main General Assembly Room promptly at 1345 hours, in order to organize groups into the appropriate rooms for these discussions. The discussions are booked until 1545 hours, at which time – a report will be presented to the entire group. Each group will be assisted by two IFHIMA Board Members, and a scribe – who shall take notes in point form – to be shared with all.

21) **Recognition Award**

Just prior to the lunch break, Marjorie Hendriks, National Deputy Director for Jamaica, called Carole Lewis of the USA to the stage. On behalf of Jamaica, Carol was honoured for support of this country since 1970, at which time she assisted in creating the association, and has continued to provide financial support to HIM students, as well as provide HIM support to the Jamaican Ministry of Health. Carol was presented with a lovely crystal plaque, with a huge “thank you” on behalf on the entire Jamaican HIM profession!

22) **Break Out Sessions**

Please see attached documentation for information provided by each of the Focus Groups, who reconvened in the main General Assembly room at 1545 hours.

Each group presented their findings – and Margaret thanked them all – and reiterated that the Board will be taking this information and using it as the foundation for the next 3 years, and beyond. She also announced the new Board will be meeting this week, on May 15th, following the close of the Congress.

23) **Regional Meetings**

Margaret reminded all of the Regional Meetings taking place at the close of this meeting, and informed all what room each region would be meeting in. She also reminded everyone of the Welcome Reception beginning at 1800 hours this evening, and encouraged all to attend.

24) **New Business**

- a) There is a request from the WHO-FIC group, to have an IFHIMA member sit on the ICF (international Classification of Functioning and disability) work group. This would be a voluntary position and consist of teleconferences and one in-person meeting annually. If anyone is interested, and knowledgeable in ICF – please contact Margaret Skurka.
- b) WHO is also looking for volunteers to review and assist with the creation of ICD-11. Anyone interested in supporting this interesting work, please contact Margaret Skurka.
- c) WHO has also asked IFHIMA to assist in identifying members who can do ICD-10 training – to assist with training in developing countries. The IFHIMA website will be used as an advertising mechanism, and IFHIMA will serve as a connector liaison between WHO and qualified trainers. Please note, that IFHIMA is not involved in the hiring or organization of such arrangements, but just serving as a communication tool for WHO – to build a pool of potential ICD-10 trainers.
- d) Margaret asked if there was any New Business from the floor. There was none.

25) **Voting Results for the 18th IFHIMA Congress in 2016**

Margaret announced that the successful country is Japan! The Congress will be held in Tokyo, sometime in October, 2016.

All bidding countries were thanked again for their exceptional presentations!

26) **Adjournment**

Margaret Skurka drew the 17th IFHIMA General Assembly to a close at 1645 hours – encouraging all the attend their Regional Meetings, and reminding everyone of the Welcome Reception at 1800 hours this evening!