



Education Committee Minutes from Tuesday, June 10, 2008

Present: Judy C., Julie D., Sherri D., Lyle E., Viggo M., J. Paul O'H., Rich P., Barry R., Kellie S., Richard U., Peggy W., Gail S., Brad L.

Absent: Carrie C., Ken G., Dave J., Robin R., Joe S., Paul M.

Approval of May 6, 2008 Meeting's Minutes – MOTION: to approve from Barry. Seconded by Lyle. Passed unanimously.

Old Business

2008 Meetings

- **Spring 2008** – Overall, the Spring Conference was very successful, producing our highest profit. Discussion regarding our evaluation process brought out concerns mostly related to the illegibility of the comments. Suggestions were made for improving the evaluation methods at the fall conference. These practices will be implemented for fall:
 - 1) Cover sheet with clear instructions & right/wrong samples to be provided with the eval forms
 - 2) Section to include voluntary information, i.e. name, demographic info, etc.
 - 3) Speaker level evals to be distributed and collected after each session
 - 4) Evaluation completion instructions & reminders to be part of the agenda at the meeting
 - 5) Overall conference evaluations to be available on-lineIt was also suggested that comments that could not be read by the scanner be omitted. Peggy suggested buttons for the Education Committee Members, perhaps saying, "We strive for Excellence" or something similar be used to promote the value of returning the evaluation forms.
- **Compliance Course** –Evaluations sent 5/15/08 for review.
- **O&M – Summer** – July 10-12 at Sheraton Station Square Hotel in Pittsburgh, PA.
Registrations: 31
- **Fall Conference** - September 10-12 at Paradise Point, San Diego, CA
Registration will be open as soon as a glitch with the on-line system is corrected. The updated template shows the 2 new Compliance Pre-Conference programs. Gail is working on the brochure and the Exhibitor Prospectus. Peggy & Marla will call Gail regarding information to be included on the registration form about the annual auction.
We will continue with producing a smaller program book for fall. The book will also include Speaker Profiles.
- **O&M – Fall** – October 23-25, 2008 – The Pfister Hotel, Milwaukee, WI. *Registrations: 6*
- **Advanced O&M** – December 3-5, 2008 – Revised contract coming from The Boulders. Brad reported that Bob & Dave are working on the program and should have something to us soon.
- **Disaster Plan Workshop** – On Hold. Considering offering a Pre-Conference session led by Rich & Julie. No update.

▪ **Distance Learning – 2008**

Survey results from prior program sent on 5/19/08.

Upcoming DL programs include:

- June 18 "Outsourcing PRO & CON" joint WebCast with RBMA *Registrations: 28*
- July 17 "Public Speaking Skills" with Lori Miller *(to be taped on June 18th)*

▪ **Distance Learning – 2009**

Carrie, Julie, Peggy & Paul will have a call at the end of June. Julie requested committee members to review the proposed topics and send her recommendations of speakers.

Sherri reported on contacting Patricia Gein (sp?), Deputy Chief from the VA Denver Office. This is an opportunity for an educational program, perhaps as a speaker at a national conference or a DL program. They have an office in DC. Brad mentioned that 2 CMS speakers might be possibilities for an audio cast.

B. 2008 Committee Goals - No update.

C. 2008 Fall Education Committee Planning Meeting

Julie reminded everyone to keep this in mind when making plans to attend the conference.

ACTION: Julie asked anyone interested in assisting with planning this meeting to contact her.

D. Program with HFMA in September: Ken Goodin & Scott Everson will be presenting.

E. HBMA & APF: Program completed. No other plans at this time.

F. 2009 HBMA Education Calendar

Holding the Fall 2009 meeting at Caesar's Palace September 9-11 has not received any positive responses. Discussion further solidified the Education Committee's concerns due to this being the first week of school for many & the hardship this would create in attending the conference. Two possible locations for October 14-16 dates include Denver & the JW Marriott in Summerlin, NV. October dates might be an advantage with the Spring Conference being so late. Brad also pointed out that MGMA conference in Denver ends the day before our conference would begin, which might attract some new exhibitors. It was agreed that Denver is a nice city and could be a draw if promoted appropriately.

ACTION: Fran will compile the results of the site search and results will be sent to the committee.

We should plan for either spring or fall of 2010 to be held in Las Vegas.

G. Committee member updates: Welcome to Kellie Swartz.

ACTION: Everyone should review the committee roster for accuracy of information and send any corrections to Paul.

H. Education Committee Time-Line

This is close to being done. Paul will finalize after his vacation.

I. Review completed of current HBMA CD programs in library (Goal #10)

Sherri reported that the library is complete in terms of content. The next step is to review older programs to see if the information is still timely.

ACTION: The following individuals will each receive a few of the older CDs to review for timely information:

J.Paul, Sherri, Julie, Dave & Lyle.

New Business: None

Adjournment: Motion to adjourn: Rich. Seconded by Richard.

Next committee call: Tuesday, July 8th, NOON, EDT
#866 642-1665 Pass code: 6235245