



## **Chapter Annual Standards Report HIMSS SOUTHERN CALIFORNIA 2005-2006**

### **Expectations & Standards**

Chapters represent industry professionals within their regionally assigned territories to promote a better understanding of healthcare information and management systems.

Chapters are dedicated to promoting Chapters provide membership, educational opportunities, and valuable links between healthcare professionals in close proximity. There are currently 45 HIMSS Chapters across the United States, including Ontario, Canada. Each Chapter is governed and managed by a local Board of Directors. The Chapter Board of Directors must support the vision and mission of HIMSS.

### **HIMSS Vision**

Advancing the best use of information and management systems for the betterment of health care.

### **HIMSS Mission**

To lead change in the healthcare information and management systems field through knowledge sharing, advocacy, collaboration, innovation, and community affiliations.

### **What are the Expectations of a HIMSS Chapter?**

As an entity chartered by HIMSS, Chapters must meet minimum organizational and program delivery requirements. The HIMSS Chapters Task Force has defined the requirements of the HIMSS standards program.

The standards are designed to help Chapters achieve their organizational goals, by identifying their strengths and weaknesses and helping them determine where to focus attention. Each standard must be completed in the Annual Standards Evaluation Report. The report must be received by July 31st of each year. Failure to submit report may result in probation status.

<p><b>Standard #1</b> <b>Chapter Officer List</b></p>
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**Standard #1 – Chapter Officer List:** The Chapter must have leadership consistent with the structure delineated in the Chapter’s bylaws. At a minimum, there must be a president and president-elect or vice president. It is highly recommended that there is a secretary, treasurer, membership chair, program chair, web chair, advocacy liaison, RHIO liaison and members at large. These additional board members will become the future Chapter leaders and make it easier to run the Chapter.

After a Chapter holds its election, the Member Services staff must be advised of the slate of officers and directors. This information is used to keep the Chapter Leaders in the communication loop. A Chapter must provide a list of newly elected Officers for the incoming fiscal year by July 31<sup>st</sup>.

- **Chapter Completed**

NAME	POSITION	CONTACT INFORMATION
Carlos Munoz	President Term Expires: 6/30/07	Manager, Performance Improvement White Memorial Medical Center 1720 Cesar E. Chavez Ave. Los Angeles, CA 90033 Tel (323) 260 – 5881 Fax (323) 881-8872 munozce@ah.org
Adnan Hamid, MBA	President Elect Services Term Expires: 6/30/07	I.S. Manager, Applications/Project Henry Mayo Newhall Memorial Hospital 23845 McBean Parkway Valencia, CA 91355 Email: hamidae@henrymayo.com Phone: 661-253-8375 Fax: 661-253-8327
Brian Mattson	Past President Term Expires: 6/30/07	VP, Sales and Business Development Fletcher Flora 1580 Orangethorpe Way Anaheim, CA 92801 Tel: (818) 865-1716 Fax: (818) 337-2070 Cell: (818)519-4069 Email: brianmattson@sbcglobal.net
Carl Hill	VP, Administration Term Expires: 6/30/08	Western Region Sales Executive Avega Health Systems 200 N. Sepulveda Blvd, Suite 600 El Segundo, CA 90245 Office: 310-563-3237 Cell: 562-544-6863 Fax: 310-563-3201 chill@avega.com
Stan Augustine	VP, Finance	Chief Financial Officer

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### 2005-2006

	Term Expires: 6/30/07	House Ear Clinic 2100 West Third Street Suite 111 Los Angeles, CA 90057 Tel (213)989-6701 Fax (213) 483-0905 saugustine@hei.org
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### Standard #2 Chapter Self Assessment

**Standard #2 – Chapter Self-Assessment:** The Chapter Board should review the past year and assess the performance and goals of the Chapter.

- **Chapter Completed**

**1. What were the one or two successes during the past year for which the Chapter Board might feel satisfaction?**

- Expanded Chapter program hosting to northern Chapter members
- Conducted 8 programs
- Generated substantial net revenue, a portion to be set-aside for HIMSS scholarships
- Conducted the first annual Northern and Southern California HIMSS member lunch in San Diego

**2. In your opinion, what are the critical issues facing the HIMSS Chapter at this time?**

- Serving geographically diverse membership
- Increasing Board volunteers to facilitate succession planning

**3. How can the Chapter Board's organization or performance be improved in the next year and future?**

- Recruit and train Board volunteers
- Mid-year review of ByLaws and Strategic Framework

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## Standard #3 Modifications to you Chapter Bylaws

To become a Chapter, the originator must adopt the HIMSS Standardized Chapter Bylaws and conduct an annual review of their bylaws. HIMSS must review all bylaws. Approved bylaws will then be on file at HIMSS, but the Chapter should retain a copy. Bylaws are living documents and should be changed as needed to reflect the practices of the Chapter and HIMSS.

- **Chapter Completed**

**No changes made to the HIMSS Southern California Bylaws for 2005-2006**

## Standard #4 Educational Programs

A Chapter will hold a minimum of **three** Chapter educational events/meetings within each fiscal year or a minimum of **twelve** educational programming hours. Any Chapter hosting a guest speaker, or a special seminar, may be considered as an educational program. It is recommended that Chapters send all programming dates to the national office as soon as they are scheduled in order to be included in promotional materials.

- **Chapter Completed**

Eight educational programs were provided including local, national and internationally recognized healthcare leaders. Program dates and agendas were provided to HIMSS National.

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## Standard #5 Chapter Communication

A Chapter will provide communication with its members at least **four** times a year. These communications may be in the form of a quarterly newsletter. Chapters are required to send a copy of their communications to the national office (email to [chapters@himss.org](mailto:chapters@himss.org).) at the time that it is sent to the members.

- **Chapter Completed**

Monthly emails from the President were sent to all members regarding educational programs and the first annual Northern and Southern California HIMSS member lunch. In addition, our Chapter website was updated at least monthly.

## Standard #6 Chapter Board Meetings

Chapter Boards will meet the minimum of **four** times per year. These can be in person or via conference call. If the Board meetings are open to members, they apply toward this standard. If the Board is interested in having a HIMSS representative join a meeting, please contact Member Services staff at [chapters@himss.org](mailto:chapters@himss.org).

- **Chapter Completed**

Chapter Board meetings were conducted monthly via conference call along with at least one annual face-to-face meeting. The exception to this schedule was January and February due to National HIMSS. In addition, more frequent Board communication was conducted via email.

Meeting minutes are attached.

## Standard #7 & #8 Financial Report and Annual Operating Budget

This document must be one that you can share with your members. Chapters have to adopt a July 1-June 30 fiscal year. Chapters will produce Annual Financial Reports at the end of the fiscal year. A copy of these reports must be available at anytime per request of HIMSS. At the close of the fiscal year, the Chapter will conduct an audit of its accounts. The audit

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may be performed by an unrelated account firm or by an audit committee appointed by the Chair. An appointed committee will consist of at least three members who have had no responsibility for the Chapters past year's financials.

An Operating Budget ensures that Chapters are operating within a planned financial framework. It should be prepared for the upcoming fiscal year.

- **Chapter Completed**

The Chapter's 2005-2006 financial review is attached as part of the 2006-2007 Chapter budget.

<b>Standard #9 Annual Plan</b>
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Chapters will develop a written, annual plan that includes Chapter goals for the coming year. This is essential for all Chapters to establish a road map. The following suggestions could be addressed in the Report: membership growth, member satisfaction, educational programs, Chapter communications and student scholarships. The annual plan must include strategies for membership growth and measurement of member satisfaction. is a copy of the Financial Report.

- **Chapter Completed**

The 2006-2007 Chapter Goals are:

- Maintain a minimum of 6 programs this year
- Increase our vendor sponsorship program by adding 2 new Annual Sponsors
- Conduct an annual Member survey
- Rotate location of programs to include Ventura and San Diego county members
- Target a minimum of one nationally recognized speaker per program
- Recruit a Member Chair volunteer
- Recruit a minimum of 5 new volunteers to the Board
- Achieve Chapter Advocacy Certification – Presidential level
- Conduct joint educational program with Northern California chapter
- Work with Northern California on an Advocacy Day in Sacramento – Annual State meeting
- Host joint event with Northern California chapter during National HIMSS
- Contribute to the student scholarship program
- Increase the number of voting chapter members to 100

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- Conduct periodic phone calls to reach out to membership
- Host a recruitment fair

Humbly submitted on behalf of the Board of HIMSS Southern California:

Carlos Munoz

President, HIMSS Southern California Chapter

Carl Hill

VP, Administration