

CMSA – MADISON CHAPTER

Meeting Minutes of CMSA – MADISON CHAPTER BOARD

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|-------------|--|------|-------------|
| Date | 3/25/10 | Time | 4 pm – 5 pm |
| Facilitator | Marlene Roewer – Chapter President | | |
| Attendees | Sue Meudt, Linda Viney, Brenda Bartz, Terri Donati, Jodi Atwell, Jennie Watson | | |
| Absent | Jan Wierschke, Naomi Witter | | |

| # | Agenda Topic | Previous highlights/ Discussion | Name of responsible/ committee resolutions |
|---|--------------------------------|---|--|
| 1 | Call to Order | Call to order by Marlene Roewer for first board meeting of 2010 with the new board. | Marlene |
| 2 | Review of Minutes from 2/26/10 | Minutes reviewed. Sue moved to approve, Linda seconded. Minutes approved. | Brenda |
| 3 | Meet and Greet | All board members present introduced themselves and gave a brief bio on themselves. Discussed the accomplishment of the website. Webmaster completed our request. Invoice of \$300 payment approved. Marlene had checked responses for the seminar printed out the roster of attendees for tonight. The web site was reviewed. We will be adding a privacy notice on the newsletter. | All |

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| 4 | Responsibilities of Officers | <p>Policies / procedures for nomination process, treasurer position responsibilities, newsletter procedure. CMSA listing of responsibilities. Jan will help with education committee. Education process to be put in writing. Template of letters are completed. Pharmaceutical budget cuts and pharmaceutical laws have limited our ability to book seminars with CEUs. This could put more expenses on the Chapter for having seminars with CEUs. Sponsorship is about \$800 a meeting. National – can we get speakers and are there other alternatives. Suggested topics: Neonatal; Compact state issues (from national); Development of role of case manager – transitions; Patient centered medical home; Health literacy; CCM prep course.</p> | <p>Marlene Linda – write up education process. Brenda – write up secretary process</p> |
| 5 | Survey Results | <p>Survey questions and answers reviewed. Discussion of annual conference with more Case Management specific topics. Possibly having on a Monday vs week-end day. An idea for October is to have a panel presentation on Case Management that includes case managers from the following areas: Hospital; Disease; Case; Insurer; work comp</p> | <p>Sue</p> |

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| 6 | Goals for the year | <p>Conference for next spring; Panel presentation of different types of Case Managers for October meeting. Membership – Outreach to those that dropped or don't attend. CMSA Award – apply for an award for development of our website and submit for 2011. State Journal – Business section article. Define roles of the board as specific to our chapter. Meetings quarterly. More frequently if we have a conference. Possible phone conferences for board meetings.</p> <p>Next month: Pipeline for some fall speakers. Panel – ask in next newsletter if anyone is interested in participating as part of the panel. Next meeting: Possibly teleconference for next month.</p> | All |
|---|--------------------|--|-----|

| # | Action Item | Responsible | Target Date |
|---|--|-------------|-------------|
| 1 | Seminar speakers | All | |
| 2 | Define responsibilities / duties that relate to keeping a functioning chapter and providing educational seminars | All | |
| 3 | Membership Committee – Linda volunteered | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

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4/22/10
Date Submitted

Marlene Roewer
Marlene Roewer, Chapter President

Date 4/22/10