

**HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION
NEW JERSEY CHAPTER**

Policy: E05
Title: Meeting Minutes Format

Date Approved by the Board of Directors: September 9, 2008

Last Reviewed:

Most Recent Revision:

Effective Date: September 9, 2008

Policy: NJHFMA Committee and Forum Chairpersons will prepare minutes for all regularly scheduled meetings using a standardized format.

Purpose: The use of an approved standardized format allows committee members and others to easily recognize the work that was performed during the meeting and all action items which were completed or are in progress. The documentation of educational programs provided during scheduled meeting will allow for the activity to be considered for inclusion in the Chapter's DCMS educational hours reporting.

Procedure: Committee Chairpersons will use the attached template when preparing minutes for regularly scheduled Committee and/or Forum meetings.

The Davis Chapter Management System (DCMS) submission deadlines and the Chapter Balanced Scorecard (CBSC) requirements are such that all Chapter activity must be submitted within the quarter in which it occurred. The quarterly submission deadlines are follows:

August 10
November 10
February 10
May 10

All Committee minutes must be completed submitted to the Chapter Secretary, Publications Chair and Chapter Administrator no later than the last day of the month in which the meeting took place.



[FORUM/COMMITTEE NAME]

Meeting Minutes

Meeting Date:

Author of these minutes:

Author's e-mail address:

Attendees (*first and last names only, separated by commas*)

HFMA Members:

Non-HFMA Members:

Motion for Minutes Approval:

Motion Made By:

Seconded:

Board/Committee Liaison Report(s)

Subcommittee Report(s)

Old Business

New Business

Speaker/Roundtable Discussions

Speakers:

Speaker Name:

Topic:

Timeframe:

Learning Objectives:

Roundtable Discussions:

Topic:

Timeframe:

Learning Objectives:

Meeting Adjourned at:

Next Meeting:

Date:

Time:

Location:

Comments Regarding Next Meeting:

Committee Chairs' Names:

Committee Chairs' E-Mail Addresses: