



**Agenda and Meeting Minutes for the Executive Committee
Meeting in Avignon, France, October 16, 2012
Website Version**

In Attendance: Poul Erik Hansen (Chair; President); Jean Marie Rodrigues, Jiro Okochi, Jason Sutherland, Virginia Jordan, Céu Mateus, Kristiina Kahur, Jugna Shah, Brian McCarthy, Jeff Hatcher, Janette Green and Steve Sutch

Absent: Dana Burduja, Olafr Steinum, and Jacob Hofdijk

1. Welcome from 18:00 – 18:10 (Poul Erik)

Poul Erik welcomed the committee to Avignon and reviewed the agenda with the group.

2. The conference in Avignon, 2012 - latest update from 18:10 – 18.30 (Jean Marie)

- The conference has 250 registered participants. For the first time in 28 years, France is the country with more representatives than any other (43 from France, 22 from Denmark, 18 from Belgium, 16 from Sweden, 11 Australia, 9 Netherlands, 8 from Canada, 7 Ireland, 8 South Africa, 7 UK, 5 Switzerland, and 4 from the U.S).
- Not everyone has paid in full yet but payment has been received from approximately 180 people. This was expected because many national agencies or organizations will pay after the conference because according to French law they cannot pay in advance.
- 150 people are registered for the Gala Dinner
- There were some communication issues with the Power Health Solutions sponsorship deal and when asked about this during the meeting, Poul Erik indicated a separate meeting has been set up during the conference to discuss this. Note: a meeting was held the next day during the conference and another meeting held during the course of the conference and the issue was resolved.
- With respect to voting, the group agreed that only those members present at the conference can vote. This change needs to be made in the rules on the nomination form. It is already on the Election Rules document on the website (number 10 states that “All received ballots will be checked to ensure that the person who has cast a vote is a registered PCSI member and is present at the conference.”)
- There was some discussion about the Finnish group’s website for the conference. They are continuing to develop it but we should request that they move the PCSI logo up so that it is more prominent. Also, we should assign a few people from our Executive Committee to work closely with the Finnish group as was the case with the Montreal conference which went very well
- The Avignon conference should have a link at the top of the site following the conference that says that the conference is over and that the site will be closed within “X” months.

3. The conference in Helsinki, 2013 - from 18:30 – 18.45 (Kristiina)

- Dates: Sept 18th – 21st, 2013 (Wednesday – Saturday, 4 days).
- The Website is: www.pcsi2012.fcg.fi and the theme is “Transparency in Healthcare”
- The preliminary early bird fee for the conference is 580 Euros. This includes the Gala Dinner but not the PCSI membership fee or VAT. This amount was considered by the EC to be high and they asked for more information about the contributing costs. It was suggested that the price needs to be reduced in order to keep the overall cost for our members affordable.
- The Venue, an old style Congress Centre, has been reserved. It has capacity for about 300.
- Hotel rooms have been blocked and these will be held through early summer. The average price is about 150 Euros per night.
- The gala dinner option at present is a restaurant named Stock Market. Space has been reserved along with an orchestra but a deposit has not been paid so this could be changed if needed.
- A working group of 4 people including Poul Erik, Brian, Jeff, and Janette will work with the Finnish group so that things can proceed smoothly.
- Kristiina is considered a member of the local organizing committee and not a representative from the Executive Committee in order to avoid any conflicts of interest.
- Jason and Jeff will share with Janette and Brian what they did on their monthly conference calls with the Montreal committee. They will also share timelines etc. so this group can implement a good working process.
- Sponsors and plenary speakers need to be sought out early and they need to be confirmed.
- Jeff suggested linking his colleague from the Montreal conference with the working group and with Minna Lissa, the chief Finnish delegation organizer. The small EC working group agreed to meet with the Finnish local organizing group during the Avignon conference and this was accomplished.
- Registration should be ready starting January 2013 and other dates carefully worked out.
- Appropriate deadlines for abstract submission (maybe May 15th) and the early bird deadline (around July 30th) need to be set. A draft program needs to be available in time for people to take advantage of the early bird rates.
- Since the conference is happening earlier, we really need to be mindful of all dates.

4. The General Assembly in Avignon – from 18:45 to 19:15 (Jugna and Poul Erik)

Two General Assembly meetings will be held in Avignon (again) and Jugna agreed to prepare both meeting agendas. These were prepared and provided to Poul Erik for review and they were accepted and used at the General Assembly.

Jeff and Olaf had previously agreed to present information on the Winter and Summer schools respectively. These presentations were allocated to the First General Assembly.

We agreed to have at least three people count votes: Brian, Steve, and Ginny.

Ginny provided the closing accounts for the 2011 financial year. EC approved the accounts for presenting at the General Assembly and asked that a 2012 forecast be included in the presentation to the GA.

5.The schools from 19:15 to 19:30 (Jeff and Olaf)

Jeff shared that the 2013 Winter School will be held in Sydney with a view to bringing the school to the Asia Pacific region. The costs are expected to be a bit higher which is why the fee is also budgeted to be higher at 2400 Australian Dollars compared to 1500 Euros in the past. As a result, they need 23 students to sign up for this school to cover expenses and the limit will be 30 students. The classroom currently booked handles about 24 people so if we get more students than that, a different room will have to be found. Jeff would like us to have all info about the school on the web-site updated/revised and to send an email to our membership. Jeff agreed to provide Jugna text and Jugna agreed to send out a message.

Kristiina filled in for Olaf and gave a brief update about the 2013 Summer School and explained that it will again be held in Tallinn. The faculty and the program will likely remain the same as this year. The fees will be about the same as this year and the budget is expected to be similar. For the 2012 school, we had 24 registered students, of which 12 were early bird and 8 were given some reduced fees supported by PCSI. There were 10 faculty members.

There was some discussion about rebranding the schools so that we are not tied to a season, like Winter or Summer School in case we are in locations/climates that differ from the school name. We will face this with the 2013 Winter School being in Australia during their Summer season. We could instead call the Summer school, “The Basic Casemix School” and the Winter School, “The Advanced Casemix School”. At present we are not going to change the names since the website is already programmed in a specific way but we can change that in the future if that is the decision. Ginny and Jiro agreed to come up with some names for the schools for the next EC meeting. The 2014 Summer School may be hosted in Hong Kong or Kuala Lumpur and we may be able to get some sponsorship funding from the United Nations. Jiro is checking on how likely it is that the school could be hosted in Hong Kong and will get back to the EC. Back-up 2014 school options are Avignon or Evora since we’ve been to both places and it would be relatively easy to have those places host again.

6.The future conferences from 19:30 – 19:45 (Poul Erik)

- 2013: Poul Erik explained that Helsinki is well on its way to be being organized.
- 2014: Spain; Poul Erik has spoken with the Spanish contacts several times and it is not clear if they will be able to host the conference in 2014 so we may need a back-up location. Poul Erik said that we’ll need a decision very soon, and ideally no later than early Feb 2013, though some suggested it would be best to know by year end. Poul Erik said he would talk with the Spanish contacts again during the conference to see what other information they has available.
- 2015: Göteborg, Sweden; Poul Erik has visited the Swedish local organizing committee led by Irene Bolin and The Society of Clinical Coders in Sweden in cooperation with The National Board of Health and Welfare. They have ideas about venue and other logistics and appear to have no issues at this time.
- 2016: South Africa; Brian Ruff is Poul Erik’s contact there and he said he will help us get in contact with the Ministry of Health.
- 2017: Croatia is a possibility
- 2018: Not clear where the conference will be this year.

Several EC members asked the question of whether our conference program needs to go back to Wednesday being a pre-conference day and then starting with a cocktail/welcome reception that evening followed by the full conference starting on Thursday morning and continuing on Friday all day, and Saturday for a half day. Some members stated that they would like to use this model since it's worked in the past and unless there is some strong economic reason to change this (This was changed in Avignon due to costs), then we should probably stay with what has worked and what our members are used to. Others stated that they like the idea of starting on Wed afternoon as we did this year and ending on Friday evening so that everyone can leave on Sat to have the weekend at home. There was no final resolution to this except that the EC members that will work with the local organizers will keep the rest of the committee up to date during the year as we expect to make more use of Skype and Go To Meeting type technology to keep our work moving during the year.

Poul Erik agreed to exploring Go to Meeting and other methods that can have EC members join in by phone and video.

7. The future EC meetings from 19:45 – 20:00 (Poul Erik)

Ginny presented the preliminary results from the forecast analysis of the sustainability of PCSI paying for EC members travel to two meetings per year. Based on the financial figures presented and if we begin to hold more meetings outside Europe alternative options should be considered. PCSI EC asked to consider 2 options:

Option 1 - EC members not already present for the Summer School attend the June EC meeting by phone/Skype.

Option 2 – EC members attend in person for the Summer School meeting as it occurs prior to the annual conference and dedicated time can be given to the many topics to be discussed. A second meeting can be held using Skype.

In either case, the EC agreed that it is now time to explore alternatives to in-person meetings to manage the financial risk.

It was also agreed that EC members must attend and participate in the Skype meetings as there is a risk that people will participate less when they are not being funded to be present in person.

EC DINNER: 20:00 – 21:30

8. The Mission and Vision statement from 21:30 – 22.30 (Poul Erik)

Poul Erik has revised the Mission/Strategy and would like feedback from the group on it.

9. Other business from 22:30 (All)

Two changes are being proposed to the PCSI Charter. The first is that we need to amend the charter to add Africa as a region. The second is to add the procedure to follow if the President of the Executive Committee resigns or dies while in office. In this case the

proposed amendment to the Charter is that the Vice-President would step in and assume the duties of the President until the next General Assembly.

The EC agreed that these two changes should be made to the Charter. In order to do this however, the proposed changes need to be presented to the General Assembly twice. It was agreed to present it this year and again in 2013 and if both are accepted, Jean Marie will organise getting the Charter changed. It was also agreed that Poul Erik would present the proposed Charter amendments during the GA meeting.

Another piece of new business presented by Poul Erik was the information that there was a surplus from the Munich conference, and the Germans have agreed to pay this sum to PCSI so the organization's balance will be increased by this amount.

The final item discussed was Jiro's request that everyone attend the Poster session and that two people from the EC volunteer to help him judge the best poster prize. Ceu and Kristiina volunteered to help Jiro with this. They agreed to judge the posters against a set of criteria, including but not limited to, whether the presenter was present to explain his/her poster during the official session, whether the content/methodology was related to PCSI topics, whether the poster was in an understandable format, and whether the work advances the field/body of casemix knowledge.

Poul Erik adjourned the meeting around 23:00.