



#### 4. Headquarters Report

##### 4.1 Headquarters, Amsterdam

The letter from the President to Arvid Gunderson was approved, whereby for financial reasons it is necessary for IMIA to dispense with his services. John Flint had met with Arvid Gunderson in Amsterdam to discuss matters arising from this action and the Board agreed the following :

- (a) Arvid Gunderson has been asked to transfer all MIA funds to the Treasurer's keeping in Canada.
- (b) The Treasurer has sent a letter to all members explaining the recent increase in fees and asking for payment of the invoices already sent out by Gunderson to be sent to the Treasurer in Canada.
- (c) The President will send a letter to all members, informing them of the situation and of the new Headquarters address for all correspondence to be sent to the Treasurer in Canada.
- (d) IFIP secretariat and cognisant officer for IMIA are to be informed.
- (e) Documents held in Amsterdam relating to bookkeeping and contracts will be sent to the Treasurer. All minutes and general correspondence for 2 years will be sent to the President.
- (f) The President will arrange for the handling of all IMIA books at present in Amsterdam ensuring that as far as possible a complete set of all IMIA/TC4 publications is assembled.
- (g) A complete set of IMIA newsletters will also be assembled by the President.
- (h) The President will arrange for a printing of stationery with the new address and updated in all detail.
- (i) The list of participant addresses for Medinfo 83 should be sent to Professor Van-Bemmel for use by the Medinfo 86 organisation.
- (j) The Medinfo 83 accounts have now been agreed and the Treasurer for Medinfo 83 is arranging the transfer of monies due to IMIA to John Flint, the IMIA Treasurer.

## 5. Regional Groups

### 5.1 EFMI

The report to the IMIA Board by Barry Barber was noted. In particular the Board were delighted with progress of MIE 85 and it is expected that the opportunity will be taken to hold a programme committee of Medinfo 86 at Helsinki. It was thought there could be some advantage in holding a Steering Committee as well. It was also noted that Switzerland had been admitted a member and the Secretary was instructed to ascertain the representation that might be appropriate for IMIA.

### 5.2 IMIA - LAC

The correspondence between the President and the President of SUCESU was noted and the following was agreed.

(a) Barry Barber would be asked to send details of the EFMI organisation and byelaws to assist the organisation of IMIA-LAC.

(b) The Board will recommend to the General Meeting the acceptance of E. Molino as vice-president of IMIA for IMIA-IAC until a successor has been regularly appointed.

## 6. International Organisations

### 6.1 WHO (World Health Organisation)

Correspondence was noted and it was hoped that Dr. Mandil would be able to attend our next meeting in Lisbon.

### 6.2 WMA (World Medical Association)

The Board welcomed Dr. Jos Willems as the new representative to succeed the late Dr. Schlogell and hoped he would be able to attend our next meeting in Lisbon

### 6.3 IHF (International Hospital Federation)

The report from Barry Barber the liaison officer with IHF was noted. It is hoped that it will be possible to send books from the HQ collection to the IHF library in response to Barry Barber's suggestion.

### 6.4 IMEKO (International Measurement Conference)

The Secretary's action on behalf of IMIA was endorsed in agreeing to co-sponsor an IMEKO conference on "Measurement in Clinical Medicine" in Edinburgh in September 1982. The Board instructed the Secretary to ascertain what mutual benefits might be gained from a continuance of the association.

### 6.5 IFHRO (International Federation of Health Records Organisations)

Correspondence with IFHRO was noted and it was agreed that IFHRO would be invited to send a representative to the next meeting in Lisbon where our mutual interests might be explored further.

## 7. Committee Reports

### 7.1 Nomination

The Board noted that the membership was now Kaihara and Manuel Barbosa. It was agreed that David Shires as an active Honorary Fellow would be recommended to the General Meeting as the third member of this Committee.

### 7-2 Membership

The Board discussed the membership of this Committee and pending

appointments by the General Meeting it was agreed that Qatar and Switzerland would be invited to send a representative to our next meeting at Lisbon. Depending on the talks between Board members and Egyptian representatives, Egypt might also be invited to send a representative to Lisbon.

### 7.3 Publicity

The Board discussed the membership of this Committee.

### 7.4 Audit (Finance)

The Treasurer offered to endeavour to obtain the services of an independent firm of auditors to audit the accounts.

### 7.5 Newsletter

This is still largely in the hands of Kaihara and the Board noted the need for all members to pass information to the Editor of the Newsletter particularly Working Group and Working Conference Chairmen.

## 8. Medinfo

### 8.1 Medinfo

As the Board had noted previously (minute 4j) that the problems besetting the completion of the final accounts had now been resolved.

### 8.2 Medinfo 86

A report had not been received from Don Lindbergh but the Board hoped

to review progress in Helsinki in August '85 through the Programme Committee meeting, possibly through a Steering Committee meeting.

### 8.3 Medinfo 89

The Board looked forward to receiving a good proposal from China at the General Meeting in Lisbon and hoped to have the next Board meeting in China to see at first hand the arrangements being made. It was also noted that the Chairman of the Programme Committee should be nominated by the President in good time for the event.

## 9. Working Groups

The Board particularly requested Working Group Chairman to submit a short report on the activities of the Groups for the General Meeting together with an up-to-date list of Working Group members names and addresses. The 2000 Sw. francs for the Nursing Working Group was noted as a first priority on available funds. It was also agreed that while the intent of the financial rules suggested by the Oslo General Meeting was acceptable, some redrafting was necessary. The Treasurer undertook this task for presentation to the Lisbon General Assembly.

## 10. Working Conference

The Board noted progress of the various conferences planned for the future. It was also noted that a new conference is planned in Havana, Cuba in Spring 1986 entitled Health Informatics for Development - David Shires and Otto Eindhoven are the proposers for IMIA.

## 11. Next Meetings

### 11.1 Board Meeting, Lisbon, Portugal October 1985

It was agreed that the next Board meeting should precede the next Annual General Meeting on 21st October 1985.

### 11.2 Annual General Meeting, Lisbon October 1985

It was understood that the preferred dates for the Portuguese Seminar are now 24/25 October and it was agreed that the preferred dates for the Annual General Meeting would be 22/23 October. The Secretary would agree this with Manuel Barbosa.

### 11.3 Board meeting, Beijing, China, Spring 1986

The Board were pleased to accept the invitation to hold their meeting in China in April 1986.

### 11.4 Board meeting and Annual General Meeting, Washington 1986

It was agreed that arrangements should be made for these to precede Medinfo 86.

## 12. Any Other Business

12.1 The success of the Rio meeting was noted and considerable regret was expressed about the need to change the Annual General Meeting at such a late stage. At the same time the Board were very appreciative of facilities offered by Norway.

12.2 It was agreed that Otto Reinhoff would send out surplus books from North Holland incurring a maximum expenditure initially of 250 Swiss francs.

12.3 Hans Peterson thanked the members for their attendance and closed the meeting.

## AGENDA

Board Meeting - Spring 1985

Cairo, Egypt - 10-11 March, 1985.

- 1 Welcome
- 2 Agenda
- 3 Approval Minutes
- 4 Headquarters Report
- 5 Regional Groups
- 6 International Organisations
- 7 Committee Reports
- 8 Medinfo
- 9 Working Groups
- 10 Working Conferences - Future
- 11 Future Meetings
- 12 Other Business

## Action List

### Hans Peterson

- 3.3. To write to all members re details of names, addresses etc.
  
- 4.1c To write to all members re change of H.Q. address and discharge of Arvid.
  - d To inform IFIP Secretariat and John Finch.
  - e Arrange receipt of minutes and correspondence.
  - f Arrange for handling of books held by Arvid including 10 sets of Medinfo 83 (NB. Cairo, China, IHF).
  - g Arrange for assembly of complete set of the News Letter.
  - h Arrange for printing of new letterhead stationery.
  - i Ensure list of Medinfo 83 participants sent to Van Bommel
  
- 5.1/ Suggest to Don Lindburgh a Medinfo 86 Steering Committee in Helsinki.  
8.2
- 6.5 Invite representative to Lisbon from IFHRO.
- 7.2 Invite representation from Qatar, Switzerland and possibly Egypt to Lisbon.

8.3 Consider nomination for Chairman of Programme Committee for  
Medinfo '89.

- Invite Stephanie Smit to Lisbon.

John Flint

- 4.1 a) To ensure receipt of all funds from Arvid G.
  - c) Arrange receipt of bookkeeping documents and contracts.
  - d) Ensure receipts of monies due from Medinfo 83.
- 7.4 Arrange Auditors.
- 9.0 Pay Nursing W.G. 2000 SWF as soon as possible. Redraft rules for WG's.
- 12.2 Inform Otto Reinhoff of minimum expenditure for postage of surplus N. Holland books.
- Ensure receipt of royalties from N. Holland.

Bud Abbott

5.1 Ascertain name and address of Swiss member of EFMI and arrange an approach on behalf of IMIA.

5.2 a) Arrange with Barry Barber to send EFMI organisation and byelaws to SUCESU.

b) Bring forward recommendation to Lisbon.

6.2 Ensure WMA representative is on address list for Lisbon.  
+ WHO

6.4 Establish contact with IMEKO.

6.5 Ensure IFHRO representative is on address list for Lisbon.

7.2 Ensure Qatar, Switzerland and possibly Egypt on address list for Lisbon.

7.3 Write all Chairman WG asking for short report (½ page) for Lisbon and list of WG members.

11.1 ) Confirm dates of Lisbon meeting. Arrange notice of meeting )

11.2 ) now. Send out agenda nominations, proxy forms etc. in good time say 31st July 1985.

- Ensure Stephanie Smit on list for Lisbon.

Kaihara

7.1 Invite David Shires as member of the nomination committee.

7.2) Prepare nominations for Lisbon considering some suggestions from  
)

7.3) Board members.

7.5 Newsletter

8.3 Assist China to ensure good proposal for Medinfo 89.