

# Interest Group Agenda/Action Form

**Date: September 6, 2008**

**Time: 8:00 a.m.**

**Location: Philadelphia, Pennsylvania**

**Attendees: Art Beckman, Ken Carmichael, Jane Densch, Cecelia Foy Dorsett, Eric Fitzgerald, Maureen Farran, Karen Hope, Pat Jeremy, Barbara Keefer, Bob Kelso, James Klauke, Chris Lachance, William, McCullough, Bob McHenry, Tony Nix, Donna Popow, Robert Riccobono, Eric Sieber, Andrew Zagrzejewski**

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## Agenda topics

### 1) COE Committee Report: Barbara Levine

Claims Section won “Gold with Distinction” for the 2<sup>nd</sup> year in a row and had the largest submission of any interest group. We are currently exploring ways to capture data throughout the year so as to simplify the submission process. In addition, we are going to pilot approaching the project on as a “group” project with individuals responsible for compiling the information into their assigned category while a “gatekeeper” oversees the process and overall submission.

### 2) Claim Interest Section Website Report: Art Beckman

Art Beckman is the driving force in the management of the section website. In an effort to add value to our members, we have tried to blog questions or topics to our membership but received limited response. We continue to explore ways to drive our membership toward the website. We will update the site with upcoming annual meeting details as well as NLI information.

### 3) Newsletter: Keithley Mulvihill, Bob Kelso, James Beckley, Marsha Sweeney

Generally the CQ is published 4 times a year. There is always a need for articles. We discussed being more proactive about getting articles through “Notices to members” when we are seeking articles. We are currently awaiting the publishing of 2 CQ’s that are ready to go once Malvern has completed the

work on their end. We will follow up with Malvern on the status of those publications. We discussed whether the document should be go to an email format or remain in the paper form.

4) Membership

We discussed how to identify and encourage membership in the Claim Interest Section once the new dues structure is in place. Andy Zagrzejewski will serve as the point person to develop a method of communication to those potential members. He will update the group at the April meeting.

5) Philadelphia Seminars: Barbara Keefer, Cecelia Foy Dorsett, and Andy Zagrzejewski.

All speakers are confirmed to be present and the presentation material is ready for the sessions.

6) Proposed Seminars for Denver 2009: Robert Riccobono, Eric Fitzgerald, Barbara Levine, John Giknis, and Maureen Farran

In keeping with the meeting Theme of "Embracing Change" the section will propose two seminars for the Denver meeting. "Embracing Change: A New Approach to Controlling Litigation Cost" and Medicare Set Asides will be developed and presented to the Society for consideration.

7) Creation of Interest Section Sub Committees

In an effort to keep all committee members active, we are exploring the creation of some additional sub committees to address areas such as new membership recruitment and Webinars.

8) Webinars: Jane Densch, James Beckley, and Cecelia Foy Dorsett

We have created a Webinar sub committee to develop and present some webinars to our membership. The committee will work with Malvern to put all the details in place. Our goal is to present two webinars by April 2009.

9) Succession Planning

Tony Nix assumed the role of Claims Interest Section Chairman while Barbara Levine was elected as the Vice Chair. She will work with Tony over the next 3 years to prepare herself to take over as Chair once his term expires.

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### Topic 1.

Discussion: The COE sub committee has expanded and the responsibilities of collecting, evaluating, and compiling the data for our COE submission will be divided among the sub committee members based on specific COE categories. An email blast will be sent out in December asking members to submit qualified activity that has been completed since June 2008.

Conclusions: This is an effort to simplify the COE submission process

Action items: Sub committee will meet and organize themselves to address the above stated goal. They will provide an update at the April Mid year meeting

Person responsible:  
Barbara Levine, Eric Sieber, Robert Riccobono, and Karen Hope

Deadline:  
April 2009

### Topic 2.

Discussion: We continue to seek ways to add value of our website to our membership. The site will be updated with all meeting information for the upcoming NLI and Annual Meeting.

Conclusions: This is an ongoing activity within the Interest Section that requires consistent focus.

Action items: Continue to monitor website hits and interest in the site. An updated report will be presented at the Mid Year Meeting

Person responsible:  
Art Beckman

Deadline:  
April 2009

### Topic 3.

Discussion: The Claims Interest Section CQ is a valuable tool to our membership. Currently there are two CQ's that are ready to be published but are awaiting Malvern to finish the copyright activity and publish. Our goal to in publish 4 CQ's per year. We cognize that based on cost factors, the CQ may need to be converted to an electronic format as opposed to the paper form. The Society is currently researching this approach.

Conclusions:

Action items: Follow up with Malvern on release dates for the two current publications that are on hold. Continue to seek worthwhile content from our membership.

Person responsible:  
Keithley Mulvihill, Bob Kelso, Marsha Sweeney,

Deadline:  
12/1/08

	James Beckley	



#### Topic 4.

Discussion: With Society membership dropping and the new dues structure being implemented, we have established a membership sub committee to develop and coordinate communication to new prospective members encouraging their membership in the Claim Interest Section. Correspondence will be sent to those members who have designed the Claim Interest Section as the section they want to join as a part of the new dues structure welcoming them to the section and providing information about the section and how they can become involved.

#### Conclusions:

Action items: Develop and coordinate communication with Malvern.

Person responsible:  
Andy Zagrzejewski

Deadline:  
1/1/09

#### Topic 5

Discussion: Seminars have presented as planned.

#### Conclusions: The reviews received from the programs were positive.

Action items: None

Person responsible:

Deadline:

#### Topic 6

Discussion: Ideas for two workshops will be developed and presented to the Society for consideration for the Denver 2009 Annual Seminar. The topics are 1) Embracing Change: A New Approach to Controlling Litigation Costs and 2) Medicare Set Asides. In addition, topics are already being developed for the 2010 Annual Meeting.

#### Conclusions:

Action items: The Seminar Proposal Templates will be completed and forwarded to the Society for consideration.

Person responsible:  
Robert Riccobono, Eric Fitzgerald, John Giknis, Maureen Farran, Barbara Levine.

Deadline:  
12/1/08

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## Topic 7

Discussion: In an effort to provide all committee members an area to serve, we created two new sub committees. The membership subcommittee and Webinar sub committee have been developed. The membership sub committee will address the anticipated increase of new members as a result of the new dues structure. The Webinar committee will develop and present webinars through coordination with Malvern.

## Conclusions:

Action items: Membership committee will develop communication to send to potential members and those that have designed Claims as their interest section. The webinar committee will present two webinars by April 2009.

Person responsible:

Membership: Andy Zagrzewski

Webinar: Jane Densch, James Beckley, Cecelia Foy Dorsett

Deadline:

1/1/09

4/1/09

## Topic 8

Discussion: See above Topic # 7 Webinar

## Conclusions:

Action items:

Person responsible:

Deadline:

## Topic 9

Discussion: The Claim Interest Section has formalized a succession management plan. This will provide consistency in the leadership of the interest section as well as valuable training in the responsibilities associated with the Chairmanship.

Conclusions: Currently Tony Nix serves as the Chairman and Barbara Levine serves as the Vice Chair.

Action items: None

Person responsible:

Deadline:



## Board Recommendations:

Recommendation 1

Description/Value:

Implementation/Impact:

Resource/Cost:

Recommendation 2

Description/Value:

Implementation/Impact:

Resource/Cost:

Recommendation 3

Description/Value:

Implementation/Impact:

Resource/Cost: