**HL7 Board of Directors Meeting**

**Tuesday, September 16, 2014**

**Chicago, IL**

**MINUTES**

Board Member Participants: Stan Huff, MD; Ed Hammond, PhD; Calvin Beebe; Keith Boone; Hans Buitendijk; Jamie Ferguson; Doug Fridsma, MD, PhD; Liz Johnson; Austin Kreisler; Ken McCaslin; Pat Van Dyke; Diego Kaminker; Helen Stevens Love

HL7 Staff Member Participants: Charles Jaffe, MD, PhD; John Quinn; Mark McDougall; Karen Van Hentenryck

Expected Affiliate Chair Participants: Fernando Campos (HL7 Argentina); Trish Williams (HL7Australia); Stefan Sabutsch (HL7 Austria); Marivan Abrahao (HL7 Brazil); Melva Peters (HL7 Canada); Libor Seidl (HL7 Czech Republic); Juha Mykkanen (HL7 Finland); Nicolas Canu (HL7 France); Christof Gessner (HL7 Germany); Catherine Chronaki (HL7 Greece); Lavanian Dorairaj (HL7 India); Stefano Lotti (HL7 Italy); Michio Kimura (HL7 Japan); Byoung0Kee Yi (HL7 Korea); Bert Kabbes (HL7 The Netherlands); David Hay (HL7 New Zealand); Line Saele (HL7 Norway); Fancisco Perez (HL7 Spain); Beat Heggli (HL7 Switzerland); Philip Scott (HL7 UK)

Invited Guests: Bern Blobel (HL7 Germany); Mark Shafarman (past Chair of HL7); Grahame Grieve

**Agenda**

# Establish quorum and agenda review – Huff called the meeting to order at 1:30 pm CT. The agenda was reviewed; no additional items were added.

# FHIR license – Grahame Grieve reiterated his discussion with Ferguson. Ferguson’s concerns were that creative commons doesn’t prevent editing and re-publishing the standard. Grahame agreed that is the case but that copyright does provide those protections. Protecting the trademark and imposing encumbrances on the name would be counter to an open license. MOTION by Ferguson: To accept the creative commons license with the language that has been proposed in the written document; seconded Beebe. The motion carried unanimously.

# HL7 Foundation – Chronaki reminded Board members that they are also on the Board of the HL7 Foundation. The problem is how the Board can be more informed about what is going on in Europe and in helping HL7 meet its mission. The Foundation met this morning and had a challenging meeting. Chronaki reviewed the motion and focus areas of the Foundation. They sponsored a newsletter and events such as education, connectathons, etc. They are closing a phase on the eHealth Governance Initiative, which was approved by this Board. The SementicHealthNet was part of this initiative and brought HL7 to the table in Europe. Antilope was another successful project that is closing at the end of the year. The SPAN project is ongoing. New projects include AssessCT (assessing SNOMED CT for large scale deployment in Europe), eStandards (reinventing standards and revisiting collaboration in Europe) and OpenMedicine (medication standards for Europe). Huff noted that the EU has indicated that they will fund these projects. He asked if people would bid on these. Chronaki confirmed that yes, they will be open for bid and is the Primary Investigator. How can the HL7 International Board be engaged and informed in the EU activities? What the Foundation is requesting is the formation of the European Strategic Advisory Board to which the responsibility is delegated. The rationale for creating the Advisory Board is as follow:

# Advise the Foundation Task Force (similar to HL7 International Advisory Council support the business relevance in HL7 in Europe)

# Support coordination of European meetings (Prague, Paris)

# Translation of (European) project aspects to stakeholder specific issues (information to HL7 Affiliates🡪Localize this information to stakeholders)

# Launch Technical Groups to support European projects (e.g., SemanticHealthNet; spSOS; Antilope).

# Discussion:

# Ferguson likes the idea and feels it is important to have direct representation of the HL7 International Board on this Board.

# Hammond supports this as well as long as we can get enough people engaged. We need to differentiate the roles of the Foundation and the Strategic Board. He hopes this becomes a model to be used by Asia and South America. We also need bi-directional representation from that group interacting with the Board.

# Beebe asked if this would impact the budget. Chronaki indicated that the impact on the budget is currently unknown.

# MOTION by Stevens; seconded by Kreisler: That the board approve the formalization of a European Strategic Advisory Board, with no current financial impact, comprised of the Chairs of the HL7 European Affiliates plus at least one representative from the HL7 Board, with the mandate to:

# Advise the Foundation Task Force

# Support coordination of European meetings

# Undertake translation of (European) project aspects to stakeholder specific issues

# Launch Technical Groups to support European Projects

This motion pushes the responsibility of resourcing European projects to the European affiliates.Philip Scott also noted that this will help withthe perception that HL7 is not International**.** McCaslin expressed some discomfort with the proposal. Huff responded that this gives the European affiliate chairs a little more clout. Huff noted we are explicitly not giving this Advisory Board authority to spend more money without consulting the HL7 Board and not authorizing them to make policy decisions. Fridsma asked if there is a sense of urgency for the decision to be made today. He would like more time to consider the proposal. Boone feels this is like creating a task force. Outcome: The motion carried with 12 in favor, zero against and 1 abstention (Fridsma)

1. **Review/ approval of August retreat minutes** – **MOTION** by Hammond, seconded by Fridsma to approve the minutes. The motion carried unanimously.
2. **Chair’s report** – Huff feels that as a Board needs to stay focused on the following:

# Supporting and enhancing CDA

# Supporting and advancing FHIR

# How to make HL7 perceived as truly international by people who do not live in the US

1. **CEO report–** Jaffe reported on the following:
* New Funding initiatives
	+ ONC
		- HL7 technologies; C-CDA, FHIR
		- 3 different funding vehicles under evaluations
		- Target date; FY 2015 (Start Oct 2014)
	+ Military health
		- HL7 technology: C-CDA
		- Contract vehicle
		- Target Date: 1Q2015
	+ Legislation
		- Collaboration with Nelson Mullins contract
		- HL7 technologies; none specified
		- Target date: FY2015

Boone asked why we think the ask will be different this time around. Kreisler also asked what is specifically being proposed with the contract. Kreisler noted that we should bring the Structured Documents WG in on that at some time. Beebe also suggested that we get a description of the ask at some point in time. McCaslin is disappointed in the Board as they should be strategic but seem to be digging into details.

* Proposed new Advisory Council – Chuck has gotten commitments from several high-level industry leaders. He noted that additional non-North American advisors are needed. Philip Scott and Hans Buitendijk suggested he go out to the affiliate chairs for suggested additions.
* IHE collaboration – Chris Carr, Todd Cooper and Chuck Jaffe met regarding this issue. The framework for the HL7 WG was devised by Chris Carr and tentatively endorsed by Stan Huff. An initial informal meeting of the newly proposed WG will take place Thursday Q3-4. The proposed objective of the WG is to support coordination with IHE technical framework profiles. Additional objectives will be determined, as needed, to achieve more seamless collaboration. Boone noted that there is a standard process for setting up work groups and asked why EC approval is needed. Huff noted that we will not be circumventing the process but just making sure that the goals of the collaboration are being met. Jaffe noted that the IHE Board approved this.
* Updated vision statements – Chuck reviewed the updated statement
* Conformance testing update
	+ Go live scheduled for 9/15 has been postponed, pending funding notification
	+ Contract with AEGIS still incomplete
	+ TSC has tentatively approved development of C-CDA profiles
	+ Continue to collaborate with other testing partners (Healtheway, VA)
	+ Discussions with other potential testing partners (IHE)

Buitendijk asked if we’ve had any discussions with NIST. Jaffe noted that yes, we have had discussions. Buitendijk noted that in his discussions with NIST, it sounds like they are expanding their testing in this area.

* HL7 Summits: Payer Summit sponsorships and registration are sold out. Policy Summit planned for 4Q2014; Genomics Summit 1Q 2015; Pharma Summit 102Q2015
* Learning Health Systems
	+ Going through normal channels to create this work group. Objectives to include domain model, standards evaluation and gap analysis
	+ Collaboration with other LHS initiatives (U Michigan)
	+ Coordination with LHS programs (PCORI, Mini-Sentinel)
	+ Collaboration with DHHS Office of Innovation
	+ Expansion of LHS programs outside of North America
* IHTSDO to be addressed by John Quinn

**MOTION** by Booneto approve CEO report. Seconded by Fridsma. The motion carried with 9 in favor and one opposed (Stevens), two abstentions **MOTION** by Stevens: That significant international representation be added to the Advisory Council; seconded by Hammond. The motion carried with 10 in favor, 0 opposed, and 1 abstention.
1. **CTO report –** Quinn report on the HL7/HTA meeting with IHTSDO. IHTSDO has been reluctant to advertise the updated agreement until we have a plan. They recognize that lots of people using SNOMED will be using HL7. When we talk about national license agreement between NLM and IHTSDO, they need to understand that not all HL7 users are from the US. The group convened today. HTA is exclusively focused on the content derived from external terminology SDO code systems. We need to maintain relationships with external terminology SDOs to ensure legal use of their products. They want to ensure that we are in synch with what they need to do legally WRT their licensing.
* Heather Grain and Sandy Stuart chair this group. Other members include Jos Baptist, Jean Narcisi, Rob McClure and Julie James. Observing members are Woody Beeler, Russ Hamm, and Ted Klein. IHTSDO rep is Jane Millar; David Markwell is the backup. Jim Case is the NLM representative
* HL7 & IHTSDO have a collaboration agreement to work together to improve the quality of HL7 Value Sets
* Progress has been slow but picking up steam
* It is very important that HL7 respond in a timely fashion if we want to maintain the good relationship. However various difficulties have been encountered.
* Difficulties include: (1) different HL7 Produce families create and store value sets differently (2) common tooling does not exist to perform these actions across the product families; (3) the quality of the existing value sets is highly variable (4) there are very few resources with HL7 that have the capability of responding to these difficulties.
* Approach: They want to bring resources together to (1) Identify a set of use cases for things like FHIR, CIMI, HL7 CDAT, etc (2) identify the corresponding value sets (3) undertake the necessary remodeling, curation and quality assurance ensuring fitness for purpose (4) recognize the international standards that can be used across different development and run-time architectures (5) all of the above will give us requirements for the tooling and process that must be developed.
* The result of all of the above will give us the necessary info the create a road map to review all HL7 value sets
* They understand that we value the relationship. Between now and the beginning of the year we should have a better idea of the funding needs.

Discussion:

* Boone noted discussions have been raised about coordination with VISAC and whether HTA would be working on that. Quinn affirmed that yes, HTA would be working on this.

 **MOTION** by McCaslin to approve CTO report; seconded by Johnson. Discussion: Ferguson also feels that HTA’s role may be enlarged to include mapping LOINC to SNOMED. The motion carried unanimously (13 in favor).

1. **Treasurer’s report** – Beebe
* 2014 Revenues – Budget
	+ Org and individual membership revenues were budgeted to be 20% less than 2013’s yearend forecasted revenues
	+ Revenues from the affiliates, WGMs, educational summits and distance learning were budgeted to be roughly flat to 2013 actual revenues
	+ New webinar series is budgeted to generate $80k
	+ Off-site workshops and new certification testing service is budgeted to generate $130k
	+ Budget includes $4.462 M in revenues
* 2014 YTD Revenues
	+ Org membership revenues total $2.411m INCLUDING $760k of funds that have been received for 2014 dues but not yet booked (as we book 1/12th of dues each month)
	+ Org membership revenue forecast is $2.45 M, which is $199k or 8.9% better than budget
	+ Individual membership revenues total $146k INCLUDING $44k of funds that have been received for 2014 dues but not yet booked
	+ Affiliate dues received total $231k
	+ January WGM in San Antonio revenues were $267k, which is $67k or 20% less than budgeted amount of $335k
	+ May WGM in Phoenix revenues were $348k, which is $73k or 26% more than budgeted amount of $275k
	+ Most line items have the yearend forecast equaling the budget unless there is insight to forecast other figures
	+ Preliminary yearend forecasts for 2014 revenues total $4.77M, which is $309k or 6.9% better than the budget of $4.462M
* 2014 Expenses - Budget
	+ Most of the budgeted expenses are flat to 2013 levels
	+ Corrected figures for the CEO base fees in the 2013 financial were mapped to corrected figures for the 2014 budget per terms in the employment agreement
	+ $200k for tooling projects remains in the budget
	+ Reduced V3 project management expenses to $30k, as compared to $75k in 2013 and $100k for several years.
	+ Eliminated funds for Business Plan Develop & PM
	+ Eliminated funds for the Investment/R&D/Innovation/Business Model Initiatives/Professional Membership pilot
	+ During the March 3, 2014 Board meeting, the Board approved increasing the marketing budget from $50k to $100k and adding $25k for additional support from Virginia Riehl
	+ Budget includes $5.189M in expenses
* 2014 YTD Expenses
	+ January WGM had $262k in expenses that was $2k under budget
	+ May WGM had $263 in expenses that was $13k over budget
	+ September Plenary is forecasted to have $360 in expenses that was $80k over budget due to union rules more than doubling the cost of AV expenses
	+ Per the terms of a contract signed in 2008, HL7 owes a final payment to the vendor who was contracted to rebuild the website. The payment owed is $51,600, which includes $44,100 for the final contract paymet plus $7,500 for a new workflow automation module which is needed to completed our highest priority system requirements. Further details were provided in the written CTO report.
	+ Most other line items have the yearend forecast equaling the budget unless there is sufficient insight to forecast other figures
	+ Preliminary forecast of yearend 2014 expenses total $5.37M, which is $168k or 3.2% over budget. Most of this forecasted variance ($131k( is from the AV in Chicago ($80k) and fulfilling the 2008 website contract ($51k)
* 2014 Yearend Cash Balance
	+ The 2014 budget of yearend cash balance is $4.629M, or 10.71 months of expenses
	+ Preliminary forecast has a yearend cash balance of $4.77M or 10.68 months of expenses.

**MOTION** by Beebe to approve Treasurer’s report; seconded by Fridsma. The motion carried unanimously.

1. **Retreat follow up** –
* Collaboration group – The group has not met yet but tried to do work offline. They have done some work but hope to do more. McDougall put together key orgs we might partner with. McCaslin’s task was to put together the list of orgs with whom we have SOUs. Work to date has been around gathering data. Next step is to determine which groups would make good collaborative partners.
* Implementation group – Hans Buitendijk reported that they have not met since the retreat. They will be meeting in the next few weeks. Beebe noted they spent a full quarter talking about this and they have made some good input
* SHARE group – Helen Stevens noted that they have made a bit of progress. She provided a presentation to the international council on Sunday that was well received. Q3 on Thursday in the International Council lunch where the project will be discussed again with the goal of getting some additional input and resources. Communication has progressed well. Mechanism end of things (website) has progressed. The next steps are to try to bring to Oct Board meeting a project scope statement that would outline approach, budget, etc. Boone has made some progress on his own and feels we will have a phased approach. Looks like we can make some good progress with the current website.
1. **Update from the Internationalization Committee** – Van Dyke reviewed the vision, charter and principles of this task force. Several members had threatened to cede from the group. The group has currently shared their individual view of how things should be. The next deliverables will be 2-3 states of nirvana. By December, we will have proposals to back those up. Huff wants to ensure that financial equity is being discussed. The group confirmed that this has been a large part of the discussion.
2. **Case study report** – Keith Boone explained the origins of the study. What people picked up on right away is that there is a mission shift underway (towards supporting implementers). Help desk, conformance testing, etc were evidence of this. Their recommendation was that we should update our mission/vision. They also noted that the HL7’s marketing opportunities need to be identified and perhaps be more focused on how and to whom membership is promoted. There was a recommendation that the Membership Director coordinate more closely with the membership committee. Plan for expansion into new markets.
3. **New business** – Huff noted that he hopes we talk about the things that are most important to HL7.

**MOTION** by Stevens: That we publish full minutes for all meetings and conference calls recognizing that the publicly published minutes to be redacted of any in-camera content. Seconded by Buitendijk. Johnson disagrees as she feels Board members need to have their positions protected. Boone feels that we should publish minutes as our meetings are open.

**MOTION** by McCaslin to table; seconded by Johnson. Five were in favor of tabling, 6 in favor of continuing with the current motion. The motion to table did not pass. The original motion passed with 8 in favor, 4 were opposed, 0 abstentions.

**MOTION** by Fridsma to adjourn at 5:25 pm CT