

**HL7 FHIR Foundation Board Call**  
**Friday, July 1, 2016**  
**6:00 – 7:00 pm ET**  
**Dial in: 770-657-9270 Pass code: 2627371#**  
**To mute:\*6; to un-mute: \*6**

Participants: Stan Huff, MD; Pat Van Dyke; Russ Leftwich, MD; Ed Hammond, PhD; Chuck Jaffe, MD, PhD; Wayne Kubick; Grahame Grieve; Karen Van Hentenryck (scribe)

**Agenda**

1. **Roll call/agenda review** – (3 minutes) Huff called the meeting to order at 6:05 pm ET
2. **Approval of the minutes from 06/17/2016 minutes** (2 minutes) – **MOTION** by Kubick: To approve the minutes with one correction (change “expected participants” at the top of the page to “participants”); seconded by Van Dyke. The motion carried unanimously.
3. **Board composition (enlisting/retiring)** – (10 minutes) Huff
  - Response from Ewout K., Paul B., Todd C. and Viet N. – Huff has not had an opportunity to contact them but will send an initial email to them over the weekend.
  - Conversation with Dave Shaver (Grahame) – Grieve has not had an opportunity to speak with Dave, but he will do so before the next call.
  - Enlisting new members – The group agreed to wait until they hear from those above before discussing other possible Board members.
  - Separating Board chair from president – Huff noted that a foundation president manages its operations. In the short-term Huff is happy to continue serving as both president and chair but once the foundation is established he does not wish to serve as president. Huff also noted that if there is a large volume of administrative work required for the foundation, the president may need to be a paid as opposed to volunteer position. This issue will be added to a future agenda.
4. **Review/approve mission/vision statements** (10 minutes) - Huff  
[https://docs.google.com/document/d/1PPP9aJOSOB\\_OC3fMcVkUHTcgy9jsfu7bARLr7FaVEI/edit](https://docs.google.com/document/d/1PPP9aJOSOB_OC3fMcVkUHTcgy9jsfu7bARLr7FaVEI/edit)
  - Mission – Leftwich asked if a word is missing from the mission statement. In the original statement, he would add “will”: The FHIR Foundation will help. Huff supports Kubick proposed mission: Enabling health interoperability through FHIR. **MOTION** by Grieve: To approve the proposed mission as stated above; seconded by Kubick. The motion carried unanimously.
  - Vision – **MOTION** by Hammond: To approve the vision statement as provided on the Google docs link above; seconded by Leftwich. Jaffe feels statement is too long and after some discussion the group decided to take more time to review the vision. **MOTION** by Kubick: To table approval of the vision until the next call.

**5. Continued discussion of membership model/benefits (20 minutes) – Huff**  
[https://docs.google.com/document/d/1PPP9aJOSOB\\_OC3fMcVkUHTcgy9jsfu7bARLr7FaVEI/edit](https://docs.google.com/document/d/1PPP9aJOSOB_OC3fMcVkUHTcgy9jsfu7bARLr7FaVEI/edit)

Grieve noted that access to members only content is somewhat thin so we might consider moving this benefit toward the bottom of the list. However, it was also noted that many of the items on the member benefit list should actually be sub-bullets under the members only content of the FHIR.org website. Grieve does not want the FHIR Foundation to compete with other members. The right to elect directors requires some discussion. Maybe have someone propose how we approve/appoint directors in the future. Hammond supports Board members being selected by the Board. Grieve feels that we need mechanisms to maintain trust/transparency and other mechanisms to maintain continuity and leadership. There is some tension between those needs. Grieve supports allowing foundation members to elect some directors. Huff added that 60% can be appointed by the Board and 40% elected by members or whatever makes most sense. Appointed members should be in the majority. Grieve would like members benefits to include election of some directors without specifying how many or what percentage they get to elect. There was a brief discussion about what voting on the member benefits means. This is a starter set of member benefits for the IRS paperwork. They can be updated and changed as needed in the future. **ACTION ITEM:** Huff will propose Board constituency rules for the next call. **ACTION ITEM:** Van Hentenryck will pull together a clean copy of member benefits and distribute via eVote for approval before the next call.

**6. Review/approve form 1023 (5 minutes) –**

References:

- IRS Form 1023(Short Form DRAFT as of 21-June 2016.pdf;
- IRS Form 1023 Part IV- Description of Foundation activities.docx; (review by attorney) – Comments from Wayne.- don't need to mention free.
- IRS Form 1023 Part V – board members.docx;
- IRS Form 1023 Part VIII 4a – Description of fundraising activities
- IRS Form 1023 Part VIII 4d and 15.docx

Kubick noted that he sent a few changes to the Part IV (description of Foundation activities) to Van Hentenryck. **ACTION ITEM:** Van Hentenryck will post Part IV to Google docs for group review/editing. Huff asked if there is a deadline. Van Hentenryck indicated that staff has a key initiative to forward the IRS documentation the attorney by mid-July. **ACTION ITEM:** Van Hentenryck will conduct an eVote on IRS Form 1023 and attachments prior to the next call.

**7. Hosting Implementation Guides on FHIR.org (5 minutes) –** Grieve reported that are two use cases for hosting implementation guides on FHIR.org. The first involves implementations that manage content that is not appropriate to ballot through HL7 but would bring value to the community by being published. The second use case involves groups like HSPC that want their content endorsed and are asking how to pass it on to the FHIR community. Grieve has published some guidelines around the first option. Huff noted that there are groups like HSPC trying to generate consensus around a set of things (the Argonaut Project is another example) and then there are regulatory bodies such as CMS that have authority to prescribe the use of various documents Huff asked if we would host both types of documents on the FHIR.org website Grieve

indicated that regulatory agencies typically want to publish their documents on their own site. **MOTION** by Kubick; That this be undertaken as a pilot project (so we can build up additional criteria) and that we adopt these initial rules with the expectation that they will be expanded and modified as we gain experience; seconded by Jaffe. Jaffe asked what would happen if an implementation's documents were posted but they no longer qualify under the guidelines. Would their content be removed from FHIR.org? Posting is contingent on the criteria established by the board. That doesn't mean that content, once posted, will remain there permanently. The motion carried unanimously.

## **8. Housekeeping**

- Next call/frequently of calls – Karen will set up another Board meeting about two weeks from now.
- Agenda items for next call:
  - Approval of minutes
  - Board compositions
    - Response from individuals (Ewout K. Paul B. Todd C. and Viet N) invited to join the Board – Huff
    - Report from conversation with Dave S – Grieve
  - Review/approval of vision statement
  - Review proposed Board constituency (rules around foundation members and voting directors)- Huff
  - Review proposed membership process - Grieve

Call adjourned at 7:07 pm ET