



Washington State Society for Healthcare Engineering

Board Meeting

January 23, 2015 - Ellensburg, Washington

| State | Puget Sound | Eastern | Southwest |
|---|---|--|---|
| <input checked="" type="checkbox"/> Eric Rodgers President | <input checked="" type="checkbox"/> Michael Kimberlin President | <input checked="" type="checkbox"/> Curt McNeilly President | <input checked="" type="checkbox"/> Keith Geary President |
| <input checked="" type="checkbox"/> Mike Chitwood Secretary / Treasurer | <input checked="" type="checkbox"/> Jim Mead Secretary | <input checked="" type="checkbox"/> Brad Jones Secretary / Treasurer | <input checked="" type="checkbox"/> Rich Newton Secretary / Treasurer |
| <input checked="" type="checkbox"/> Dave DeVous Past President | <input checked="" type="checkbox"/> Gary Nevius Treasurer | <input checked="" type="checkbox"/> Eric Rogers Past President | <input checked="" type="checkbox"/> Dave DeVous Past President |
| <input checked="" type="checkbox"/> Rob Pewitt President Elect | <input type="checkbox"/> Tom Nance Past President | <input type="checkbox"/> Greg Palmanteer President Elect | <input type="checkbox"/> Marnie Boomer President Elect |
| <input checked="" type="checkbox"/> Geoff Glass Annual Conference Chair | <input type="checkbox"/> Open President Elect | <input checked="" type="checkbox"/> Phil Kercher Alternate | <input type="checkbox"/> Keith Deline Alternate |
| <input checked="" type="checkbox"/> Phil Kercher ASHE Liaison | <input type="checkbox"/> David Bain Education Chair | <input checked="" type="checkbox"/> Will Mackin Education Chair | <input checked="" type="checkbox"/> Jose Diaz Education Chair |
| <input checked="" type="checkbox"/> Katie Bohocky Executive Director | <input type="checkbox"/> Tom Kelley Education Coordinator | <input type="checkbox"/> Guest | <input type="checkbox"/> Ray Tiedemann Guest |
| <input checked="" type="checkbox"/> Heather Warner Conference Services Manager | <input checked="" type="checkbox"/> Robert Blakey Guest | | |
| <input type="checkbox"/> Kevin Kajita Advocacy Chair | | | |
| <input type="checkbox"/> Ben Myers Communication Chair | | | |

President Eric Rodgers opened the meeting at 11:34 am and welcomed all attendees, a quorum was established. President Rodgers asked the attendees to introduce themselves after break.

ADMINISTRATIVE

Approval of **Minutes**

- October 14, 2014 Minutes accepted as written, with no corrections.

State President Elect – Eric Rodgers

- Motion to elect Rob Pewitt as State President Elect, 2nd, Board unanimously accepted.

Business Plan Review – Eric Rodgers

- Review of draft 2015 business plan. Discussion of energizing new membership. Katie to cross reference list of all hospitals in WA state with current members to find targeted hospitals for membership. David DeVous will Chair and ask for representatives from each Chapter to contact. Mail out WSSHE membership brochure to potential hospitals along with agenda for upcoming Symposium or Conference. David will reach out to Ben Myers for help with updating the brochure.
- Discussion of holding mixer for new and potential members to learn about WSSHE. Keith Geary will visit 3 or more hospital and host a new & potential member event.
- Board interested in a possible video brochure describing member benefits, personal testimonials, etc. to post to our website and show at new & potential member mixers. App that shows a map of where members are in each Chapter for website.
- Motion to approve draft 2015 Business Plan, 2nd, Board unanimously accepted.

Financial Update – Mike Chitwood

- Mike reviewed financial reports with Board of Directors. Revised 2014 year end reports will be available at April Board meeting after final year end Chapter financial reports are entered.

2015 Draft Budget – Mike Chitwood

- Review of draft 2015 budget. Motion to support research committee to determine margin on operation and allocation of reserve funds consistent with all IRS regulations, 2nd, Board unanimously accepted.
- Board would like both Mac McKenzie and Pete Peterson full funded each year and remaining revenue allocated to alternate charities. Increase number of scholarships as our membership grows.
- Motion to accept draft 2015 Budget, 2nd, Board unanimously accepted.

AMI Management Contract – *Eric Rodgers*

- Review of annual contract. Motion to accept without changes, 2nd, Board unanimously accepted.

Bylaws Update – *Jim Mead*

- Discussion of Bylaws. Jim will introduce changes and revisions to the Bylaws at the April 2015 Board meeting.

Scholarship Updates – *Robert Blakey*

- Pete Peterson funded 8 scholarships for the Annual Conference. Proposal to increase number of scholarships and funding based on WSSHE's income level.
- Mac McKenzie awarded 6 scholarships for the CEM program. I current request for CHFM scholarship. Board is updating Bylaws and electing new Board members. Mac McKenzie would like to thank WSSHE for donation of \$37,000 to fund education.
- Geoff Glass will research history of Mac McKenzie to add to WSSHE's website, and give brief overview at April 2015 Board meeting.

ADVOCACY & NETWORKING

Advocacy – *Kevin Kajita*

- No update as Kevin Kajita was not in attendance.

ASHE Liaison – *Phil Kercher*

- Board discussed ASHE's great work on our behalf with relocating power strip issue. ASHE providing good education with active shooter situation and energy star based dashboard program.
- WSSHE thanks Robert Blakey for continue work toward training.

Affiliation agreement with ASHE – *Phil Kercher*

- Elite status – New Elite status offered through ASHE. Board decided it is too late for 2015. Work on pursuing for 2016
- Platinum level – Katie completes application and compiles data, communications, and membership roster. All 2014 ASHE Annual Conference attendees will email Katie their certificate of attendance for inclusion in the Platinum submittal.

Nomination of Region 10 Emerging Leader – *Phil Kercher*

- Brad Jones reviewed benefits of winning Emerging Regional Leader award. Nomination of David DeVous as our 2015 Emerging Regional Leader, and Eric Rodgers as our 2016 Emerging Regional Leader. Motion to accept nominations, 2nd, Board unanimously approved. Phil will work on letters of recommendation. David will request a letter from his boss for recommendation, letter from his employer approving of time commitment, picture and personal letter for submission.

ASHE 2015 Annual Conference Attendees July 12-15, 2015 - Boston, MA

- Board selected attendees to be President, Eric Rodgers, President Elect, Rob Pewitt, Keith Geary and Conference Services Manager, Heather Warner.

Regional Conference

- Keith Deline will coordinate with ASHE Region 10 for a Regional Conference in 2017 in Spokane, WA. Heather and Katie will work on booking Spokane as our standard Annual Conference with room to grow into a Regional Conference if all 5 states participate.

GROWTH

Semiannual Symposium

- Discussion of topics. Geoff Glass suggested the topic of "Cod Red: Maintaining Compliance with the Life Safety Code." Board approved topic.
- Robert Blakey will coordinate Semiannual Symposium. Robert will contact the education chairs of each Chapter to help with booking program speakers.
- Chad Beebe to host a firework show after the President's reception at his own cost. WSSHE thanks Chad!
- Discussion of redesigning sponsorship costs and opportunities. Katie suggested smaller sponsorships options. Board liked suggestion of Lake Chelan Winery table sponsorships. Opportunity to boost our sponsorship income.

Annual Conference

- Education committee to meet directly after Semiannual Symposium to start planning. WSSHE will cover cost of Friday, April 24th, 2015 additional hotel night for Education committee.
- CHFM Exam Review Course will be held in conjunction with our Annual Conference on Tuesday, October 6th.

- Education committee will be: David Bain, Rob Pewitt & Robert Blakey for Puget Sound Chapter, Eric Rodgers, Philip Kercher & Greg Palmanteer for Eastern Chapter, Marnie Boomer, Keith Geary & Geoff Glass for Southwest Chapter, Conference Services Manager, Heather Warner, and a representative from Vancouver.

Education – Robert Blakey

- Fall education – tentatively looking at offering the following classes during either the week of October 26-30 or November 2-6”
 - Infection Prevention (IP)
 - Healthcare Construction Certificate (HCC)
 - CHC Exam Review Course
- Marketing to all Region 10 members and offer same rates as WSSHE members.

COMMUNICATION

Communication Chair Update – Ben Myers

- No update as Ben Myers was not in attendance.
- Job postings on WSSHE’s website have increased. Postings are added to website and WSSHE’s Facebook page.

Chapter Reports

Remember to check the state website for upcoming programs.

Eastern

- \$28,434.19 as of December 23rd, 2014. Currently have 162 Members (77 Associate & 85 Professional)
- Brad Jones WSSHE member of the Year.
- 1st program of the year held on December 5th by Brent Tracy at McKinstry.
- Brad Jones and Curtis McNeilly elected new officers. Will Mackin holding Education Chair.
- Education survey out to membership.
- Annual training to be held in June in Moses Lake. Topic will be chosen from education survey results.
- Next meeting will be held March 6th with Rob Hewitt.

Puget Sound

- \$39,771.87 year end 2014 balance. Currently have 506 Members (387 Associate & 119 Professional)
- Planning meeting held in December. Goals are to improve Associate member recognition with email blasts, plaques, etc. “Bring the Bling” when Associate members host or help with education events.
- Reported great education event in November with 54 people in attendance.
- Education survey sent to PS Chapter members who yielded 38 responses for future topics and education.
- Annual Holiday Party & Auction held December 11th was a success. \$11,779 raised for Charity House.
- Board adding a Communication Chair for social media aspect.
- Goal to raise \$8,000 for donation to Pete Peterson through Golf.

Southwest

- \$19,052.02 year end 2014 balance. 166 Members (100 Associate & 66 Professional)
- Reported last education event on 797 went well with 44 people in attendance.
- Next education event will be February 11th at DaVita in Federal Way.
- March education event planned at Harrison on operating room temperature humidity and pressurization monitoring. HVAC 101diagnostics of refrigerants. Soliciting members for hot topics.
- Donated \$5,000 to the Mac McKenzie Scholarship Fund due to Golf Tournament success.
- September 2015 Golf Tournament will be held at McCormick Woods.

Open Agenda

- Robert Blakey discussed need for Scholarship and Education Chairs at State level. These Chairs will coordinate volunteer members for Semiannual Symposium and Annual Conference. Scholarship Chair will coordinate between Mac McKenzie Board, Pete Peterson Board and WSSHE State Board.
- Eric Rodgers appointed Robert Blakey as Education Chair and Jim Mead as Scholarship Chair. Motion to approve appointments, 2nd, Board unanimously accepted.

Adjourned: 3:15 pm