



Washington State Society for Healthcare Engineering

Board Meeting

October 6, 2015 - Vancouver, Washington

State	Puget Sound	Eastern	Southwest
<input checked="" type="checkbox"/> Eric Rodgers President	<input type="checkbox"/> Michael Kimberlin President	<input checked="" type="checkbox"/> Curt McNeilly President	<input 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 type="checkbox"/> Rich Newton Secretary / Treasurer
<input type="checkbox"/> Dave DeVous Imm. Past President	<input type="checkbox"/> Gary Nevius Treasurer	<input checked="" type="checkbox"/> Eric Rodgers Imm. Past President	<input type="checkbox"/> Dave DeVous Imm. Past President
<input type="checkbox"/> Rob Pewitt President Elect	<input type="checkbox"/> Tom Nance Imm Past President	<input checked="" type="checkbox"/> Greg Palmanteer President Elect	<input checked="" type="checkbox"/> Marnie Boomer President Elect
<input checked="" type="checkbox"/> Geoff Glass Historian	<input type="checkbox"/> David Bain President Elect	<input checked="" type="checkbox"/> Phil Kercher, FASHE, CHFM Alternate	<input checked="" type="checkbox"/> Jose Diaz Education Chair
<input checked="" type="checkbox"/> Phil Kercher ASHE Liaison	<input type="checkbox"/> Chris Moore Education Chair	<input checked="" type="checkbox"/> Will Mackin Education Chair	
<input checked="" type="checkbox"/> Katie Bohocky Executive Director	<input type="checkbox"/> Nancy Brown Education Coordinator		<input checked="" type="checkbox"/> Keith Deline ASHE Region 10 Rep
<input checked="" type="checkbox"/> Heather Warner Conference Services Manager			
<input checked="" type="checkbox"/> Kevin Kajita Advocacy Chair			
<input checked="" type="checkbox"/> Ben Myers Communication Chair			
<input checked="" type="checkbox"/> Robert Blakey Education chair			
<input checked="" type="checkbox"/> Jim Mead Scholarship Chair			
<input checked="" type="checkbox"/> Brad Jones ASHE Liaison			

President Eric Rodgers called the meeting to order at 3:15 pm and welcomed all attendees. A quorum was established.

ADMINISTRATIVE

Roll Call of attendees was held.

Minutes of August 7, 2015 accepted with corrections.

Financial Update – Mike Chitwood

- Mike reviewed financial reports reflecting total assets as of September of \$490,733.20.
- Review of draft 2016 draft budget. Main increase is income and expense for ASHE education courses. Robert estimates a net of \$38,000 in income for ASHE education courses for 2015. Mike would like to grow WSSHE's reserve account.
- PPSF & Mac McKenzie – scheduled to give \$38,000 in scholarship funds. Board would like to see financial reports for both MMSF and PPSF for scholarships funded, growth and clarity. MMSF financial reports produced and distributed monthly by AMI. PPSF treasurer is Bruce Holliday. Jim Mead will contact Bruce for PPSF financial reports to distribute to the Board. 4 applications for 2015 Annual conference.
- Robert proposes income made from 2015 ASHE educational programs to be donated to PPSF for funding 2016 scholarships. Remainder of income to be donated to MMSF to sustain for future years.
- Mike would like to see annual positive revenue in WSSHE allocated to our reserve account to grow WSSHE's reserves. Discussion regarding growth or sustainability actualized for WSSHE, PPSF & MMSF.
- Chapters to send their financial reports to Katie for 3rd quarter to be included in WSSHE financial reports.
- Decision for funding PPSF, MMSF & reserves at January 2016 meeting.
- Draft 2016 budget tabled for acceptance.

Bylaws Update – Jim Mead

- Jim reviewed possible Bylaw updates. Motion for all retired members to pay annual membership dues, 2nd, Board U Accepted.
- Board of Directors holds 12 Professional members with the ability to vote. Jim would like to identify the 12 voting Board member at the beginning of each Board meeting.

- Bylaw, Scholarship & Conference Services Manager chairs should be moved as Committee Chairs.
- Secretary / Treasurer position responsibility to review all contracts.
- Create a separate article for the Conference Services Manager and define duties and responsibilities. Heather to develop a job description to add to the Bylaws. Establish an oversight group of Board members that can speak on behalf of the Board for Conference questions and decisions.
- Article 5 – Discussion of should committee chairs be required to be Professional and members in good standing. Motion to require State Committee Chairs to be Professional members, 2nd, Board does not unanimously accept. Motion not passed. Tabled until next Board meeting.
- Review of final Bylaw changes and tabled changes. Jim will redraft the Bylaws and resend to the Board of Director's for acceptance before sending to the membership.
- Eric would like to consider a Board retreat for discussion of in-depth changes and discussions.

Scholarship Updates – Jim Mead

- MMSF has 5 applications - 1 awarded and paid and 4 applications awarded but not yet paid for October ASHE education courses.
- MMSF will discuss awarding scholarships to applicant that have recently joined, unemployed or repeat applicants. 8 available scholarship with 5 awarded applicants.
- PPSF to send financial reports to Board for review.
- Ilse B. Almanza Scholarship Fund – Keith Deline reviewed scholarship fund supports education and training for healthcare future leaders in Ilse's honor. Donation from WSSHE. EA Chapter of \$500.

ADVOCACY & NETWORKING

Advocacy – Kevin Kajita

- New advisory on how to deal with relative humidity. Kevin will send out additional information to the Board.
- Elite status will be granted to chapters that are actively involved with Energy to Care, ASHE's energy benchmarking and awards program that encourages facilities to reduce operational costs through energy savings.
- The Energy Efficiency Challenge (E2C) [*now Energy to Care*] program now offers hospitals a way to compete with others in their regions. ASHE will still be giving E2C awards to hospitals or health care campuses that reduce energy use by at least 10 percent over a 12-month period. But the expanded E2C program also allows hospitals to create team challenges. Hospitals can challenge other facilities within their health care system, ASHE chapter, or ASHE region. 10% of WSSHE hospital members have participated in reduction. Recognition annually and to your leaders.

ASHE Liaison –Brad Jones

- Brad reported EA Chapter donated \$500 to the Ilse B. Almanza Scholarship Fund.
- National Health Care Facilities and Engineering Week "Health Care's Behind-The-Scenes Heroes" October 25-31, 2015. ASHE will be holding a complimentary webinar "Culture at the CORE: The Impact of the Built Environment on Patient Satisfaction". Brad encourages all of the Board members to attend this webinar.
- 12,000 members in ASHE. Largest in PMG's by membership and profits. Offer several awards. Brad encourages Board to review at the awards offered by ASHE.
- Brad reviewed current releases from ASHE and encourages Board members to check ASHE's website for good education.
- Update from Keith Deline - excited about press releases CDC grant proposals and ASHE won. A new business for ASHE. Could go a long ways in making ASHE more visible in Healthcare.
- Associate member review from ASHE regarding roles, duties and responsibilities – CHC exams – yes, in a neutral balanced has to be an ASHE member.
- Just Ask ASHE – Not doing as well as expected. Subject matter experts to turn around answers in a 48 hour window. Yes, it's alive but the 48 hour turn around needs improvement. Not sure how it will move forward. Hope to take questions & answers and build a database that is searchable online.
- WMTS huge deal – Originally hospital protection zone. FCC public auction for frequencies – can sell that frequency . Not protecting protected frequency. Get on the list and get licensed. Interference will take place in your hospital if frequency sold near you.
- Volunteer selections process changing. Letter out to everyone in database for volunteer selection.
- Review of elections results for ASHE.

Regional Conference Spokane 2017

- Venue and hotel set. Keith Deline chairing education. Montana and Wyoming excited as well.

GROWTH

Annual Conference – Geoff Glass

- Heather updated 97 booths. Largest amount of booths sold at an Annual Conference. 185 conference attendees with 400 attendees total.
- One day comp'd registration requests – multiple feedback regarding this. Discussion of pro's and con's. Motion no comp'd or reduced rates for our Conferences, 2nd, Board U Accepted.
- AIA & Pursuit of CES for Conferences - Board responded they did not feel WSSHE becoming a provider of AIA CEU's was a good idea. Keith will reach out to ASHE to lead the charge on this as a value to all of the Chapters.

Fall Education Opportunities – Robert Blakey

- Robert reviewed the courses: Infection Prevention (IP), Healthcare Construction Certificate (HCC), CHC Exam Review, and CFHM. 40+ registrants for IP, Sell out at 115 for HCC and 40+ for CHC program. 33 attendees for CHFM program. Factor in cost for food and ASHE program with speakers = net profit \$38,000 including negative net profit from CHFM course. Robert believes we can put on the HCC and CHC program every year and turn a profit. Only national certified programs this side of the Rockies.

Outreach Update:

- Each Chapter to send Erick an update.

Spring Symposium and Technical Exhibition – April 20-22, 2016 – Chelan, WA

- Heather reported we should lower our guarantee room #'s. Sending proposal for 2016 for review. Robert would like to get together with Rob to discuss education soon. Sooner we have topic/titles better advertising for our members and sponsors.

COMMUNICATION

Communication Chair Update – Ben Myers

- Ben reported no update.
- Rob would like to talk with Ben regarding flash communication and who can authorize.

WSSHE Chapter Reports

Eastern

- Curtis actively working with the BOC education program, and will continue to support and build numbers.
- September 4th meeting held in Spokane for "Fire Drills for Healthcare Facilities". Brief education for fire drills for healthcare facilities. Region 9 healthcare coalition wild fire mitigation affecting hospitals. How region 9 can partner with WSSHE. Smoke infiltration and inhalation with case studies.
- Last meeting to be held in December regarding "Legionella Risk Development" in Yakima, WA.

Puget Sound

- Rob reported golf tournament went well. Final financial number not yet available.
- Education and meeting on "Infection Legionella" well received.
- Holiday party scheduled for December 10th. Held at the Holywood Schoolhouse in Woodinville, WA. Charity is PhOENIX House Foundation for the 3rd year in a row.
- Fisher House with a day of service along with that – Board attended event later this month.

Southwest

- 150 total members with 50% Professional members (76 Professional and 75 Associate).
- Oversold for golfers – 144 golfer registered. A great success! 2016 Golf Tournament will again be held at McCormick Woods with the theme "Pirates".
- Next SW Chapter program will be held Thursday, 19th of November at Providence St. Peters Hospital. Program will be on "Joint Commission Preparedness, Statement of Conditions".

Open Agenda

1. CHFM courses books for paid no-shows will be handed out at registration tomorrow. ½ a dozen left for Board members.
2. Overview of annual conference program and responsibilities.

With no further business, meeting adjourned at 6:15 pm