

Washington State Society of Health Care Engineering

Board Meeting

February 10, 2012

Ellensburg Washington

State	Puget Sound	Eastern	Southwest
<input checked="" type="checkbox"/> Ben Myers President	<input checked="" type="checkbox"/> Kevin Kajita President	<input type="checkbox"/> Tim Heidlebaugh President	<input checked="" type="checkbox"/> Dave DeVous President
<input checked="" type="checkbox"/> Mike Chitwood Secretary / Treasurer	<input type="checkbox"/> Diane Munroe Secretary	<input checked="" type="checkbox"/> Brad Jones Secretary / Treasurer	<input checked="" type="checkbox"/> Ray Tiedemann Secretary / Treasurer
<input checked="" type="checkbox"/> Geoff Glass Historian	<input checked="" type="checkbox"/> Robert Blakey Past President	<input checked="" type="checkbox"/> Ben Myers Past President	<input checked="" type="checkbox"/> Richard Newton Past President
<input checked="" type="checkbox"/> Phil Kercher ASHE Liaison	<input checked="" type="checkbox"/> Gary Nevius Alternate-Treasurer	<input type="checkbox"/> Alternate	<input type="checkbox"/> Alternate-Pres. Elect
<input checked="" type="checkbox"/> Heather Warner Conference Services Mgr	<input type="checkbox"/> Russ Kent Alternate	<input checked="" type="checkbox"/> Will Mackin Alternate Pres. Elect	<input checked="" type="checkbox"/> Keith Deline Alternate
<input type="checkbox"/> Guest	<input checked="" type="checkbox"/> Rob Pewitt Alternate Pres. Elect	<input type="checkbox"/> Guest	<input type="checkbox"/> Dara Darsow Education Coor.

President Ben Meyers opened the meeting at 11:34pm and welcomed all attendees.

Administrative

President-Elect -

- Robert Blakey, Puget Sound nominee for president elect.
- **Motion** by Gary Nevius to accept the nomination from the Puget Sound Chapter for state president elect.
Second by Geoff Glass. **Passed**

Business Plan Review -

- Change the location of the ASHE National Conference to San Antonio in 2012. Blakey discussed the strategic planning event within the business plan. Consensus to highlight this event in the Planning paragraph under Goal 3.
- **Motion** by Phil Kercher to approve the business plan with noted changes. Second by Keith Deline. **Passed**

Proposed Budget -

- President will modify various line items to the proposed budget to reflect board discussion. Discussion about the proceeds from the Puget Sound golf tournament going to the Pete Peterson foundation, ASHE dinner, CPI expenses, credit card fees, chapter event sponsors, etc.
- **Motion** by Rob Pewitt to require the chapters to submit their proposed budgets by January 31 with their fiscal year close. Second by Rich Newton. **Passed.**
- **Motion** by Geoff Glass to have the Treasurer speak with AMI regarding a reasonable reserve amount and annual budgetary margin. Second by Rob Pewitt. **Passed**
- **Motion** by Robert Blakey to ask AMI about their insurance coverage relative to errors and omissions and additional insured endorsements. Second by Phil Kercher. **Passed.**
- **Motion** by Phil Kercher to have Treasurer discuss the pros and cons of an alternate year financial review with AMI. Second by Dave DeVous. **Passed**
- **Motion** by Gary Nevius to approve the proposed budget with the changes discussed by the Board. Second by Rich Newton. **Passed.**

Financial Update – Mike Chitwood

- Treasurer presented a quick overview of last year net income, assets, liabilities, and owner equity.

Bylaws Update –

- Committee will present proposed changes at the next Board meeting. The intent is to have changes ready for a membership vote at Chelan.

Mac McKenzie Scholarship Update –

- Our accountant is working through the process to have the IRS recognize this fund as a non-profit corporation. The committee awarded two scholarships last year. The fund can support up to six \$750 scholarships per year.

Advocacy & Networking

Advocacy Chair: Update from Chicago – Don Kilgore

- Don provided a written update of the discussion items in Chicago: role of liaison, ASHE tools, poor code interpretations, FGI Guidelines, etc.

DOH-CRS Fee Increase –

- WSSHE representatives discussed the construction review program with DOH representatives. Discovered the fees generally stay within the CRS department. President is seeking volunteers to participate in the next round of meetings with the DOH. Robert Blakey volunteered to participate in this discussion.

ASHE Liaison Report – *Phil Kercher*

- Two major educational conferences are on horizon; PDC and ASHE annual.

Affiliation Agreement

- Submitted to ASHE on January 4, 2012, received confirmation of receipt.

Growth

ASHE Chapter Relations Web-Conference (Barnes & Thornburg Law Firm) –

- The primary take away from this discussion is a caution from the IRS regarding the value of a single gift; any gift valued more than \$600 requires sending information to the IRS. Kercher reports the chapter affiliation application is going very well.

WSSHE Semi-Annual – *April 25-27 – Tame the Wet 'n Wild: Fire Suppression for Health Care Facilities*

- The flash was sent last Monday and we are already seeing sponsorships and registrations.
- Board meeting is at 3:00 pm on Wednesday, April 25, 2012 prior to opening the conference.
- Call for Presentations
 - The education committee would like your abstracts for presentations for the semi-annual.

Campbell's Contract thru 2015

- We are pursuing a contract extension with Campbell's. This has been a great venue over the years.

Annual Conference

- Scheduled for October 2-5, 2012 in Spokane.
- Yakima – (Holiday Inn)
 - The Holiday Inn in Yakima would like WSSHE to consider them the next time we have a conference in town.

Communication

Communication Chair

- Keith Deline is appointed as the communication committee chair.

Archiving of Presentations on Website

- Our communication chair will make a recommendation to the Board regarding how long to keep past conference presentations on the web.

WSSHE Chapter Reports

- Check the web site regarding chapter meeting schedule and educational plans.

Southwest – *David DeVous*

- Next meeting on February 16, 2012.

Puget Sound – *Kevin Kajita*

- Planning three full presentations this year, first on March 6, 2012.

Eastern – *Brad Jones*

- Record attendance at their last meeting at Holy Family.

Open Agenda Items

How do we spend some of our reserves in a way that is consistent with our mission of outreach and education?

- Invest in a “board retreat”, possibly with a professional speaker to present a leadership development program to the Board for their commitment to WSSHE
- Invest in a college student to a Facility Management program each year.
- Seed each Board member with a blank check to visit hospitals to find and introduce a new engineer to WSSHE.
- **Motion** by Brad Jones to create a task force to research educational opportunities at a collegiate and/or vocational technical level. WSSHE will commit \$25,000 for this initiative. A member from each chapter will perform this search and report at the Semi-Annual Conference. Second by Robert Blakey. **Passed.**

Next Meeting: 3:00 pm on Wednesday, April 25, 2012 at Campbell’s in Chelan

Adjourned: 3:18 pm