

# Washington State Society for Healthcare Engineering

Board Meeting Minutes

Ellensburg, Washington

19 February, 2010

Note: Action items are shown in red. Board decisions are shown in blue.

Note: Tabled items are listed in attached Issue Status Report (ISR).

Attachments:

Attendance Roster  
Strategic Plan (Final)  
2010 Budget (Final)  
Issue Status Report

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- Meeting convened at 1130

## Part 1 of meeting

### i. Strategic/Business Plan

- Russ explained format and content of proposed Strategic Plan.
- Board brainstormed potential Process Improvement Initiatives, settling upon and **approving** the following for 2010:
  - 1) Improve Communication:
    - *Send 12 communications to members on educational subject: (Phil Kercher Lead)*
  - 2) Policies and Procedures:
    - *Begin development of Policy and Procedure Manual (Jim Mead and Keith Deline Lead)*
  - 3) Member Recruiting:
    - *Each board member recruit a new member during the year (All)*
  - 4) Leadership Development:
    - *Each new board member partner with a veteran board member as a mentor (New board members)*
- Approval of strategic plan as a whole was deferred to end of meeting in order to better evaluate format.

## Part 2 of meeting (format based on proposed strategic/business plan)

### A. Process Improvement

- See previous section for selected PII. Future agenda and minutes will include discussion/update of PII status.

### B. Standard Operating Objectives

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## 1. Education

- Russ reviewed status of preparations for Semi-Annual Conference. Topic is *“Don’t get Burned 101”, Plugging the gaps in your Fire and Smoke Barrier Construction, Repair, and Maintenance Strategies*. Board recommended that a “save the date” flash be published soon, if not the entire agenda.
- Geoff and Phil reviewed status of preparations for annual/Region 10 conference, and handed out draft conference agendas.
- Board discussed and **approved** a proposal that conference budgets include a donation of 10% of net proceeds to a health-care related charity in the host city. Conference planning committee will coordinate charity selection and presentation.
- Board discussed venue options for 2013 annual conference. Topic tabled until next meeting, at which time **Ray Tiedemann** will present a proposal for Tacoma, and **Bruce Price** for the tri-cities area.
- Russ relayed a request for support in development of Healthcare Engineering Educational Curriculum (similar requests from both Steve Grose and Kevin Kajita). After discussion, board agreed that this was a good idea, but that WSSHE itself does not possess the resources to support. Support on an individual basis by members is more likely.
- Ray Tiedemann and Jim Mead presented status of Mac McKenzie and Pete Peterson Scholarship Programs.

## 2. Advocacy

- Don Kilgore has agreed to assume the advocacy committee chair.
- Board agreed that advocacy is a great way for new members to become involved (interested parties should contact Don).
- Geoff Glass described development and adoption of 2010 AIA Guidelines.

## 3. Administration

- Russ reviewed status of 2010 Budget. Subject to clarification of figure for “Scholarships”, board **approved** the budget, which is attached. (*Note: after the meeting, Brad Jones discovered that the 2009 expenditure for “scholarships” was actually related to the Mac McKenzie scholarship program*).
- Financial Report: deferred to next meeting.
- Job postings on website: deferred to next meeting.
- Fee schedules (Sponsorships, technical exhibits, membership, web site, etc.): deferred to next meeting.
- Brad discussed the recent issue where a vendor had not paid their debt from 2008. Board agreed that a procedure change was not necessary since this appears to be an isolated case, but that AMI should inform board of bad debts quickly so that prompt action may be taken.

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- Jim Mead talked about new IRS focus on non-profits, and that we need to make sure we stay in compliance with rules.
- Gary Nevius talked about Puget Sound Chapter experience with a Costco Gold Account to enable credit card collection at a lower cost.
- Russ relayed a request that the board consider improving membership benefits (for example, free copy of AIA standards or LEED guidelines) in light of improving financial condition. Item tabled for future board consideration.
- Russ reported that he had made very little progress in deployment of Google Docs. Further work in this area will fit well with PII #2.

### 4. Chapter Affairs

- Dan Clark, Richard Newton, and Phil Kercher gave reports on their respective chapters.
- Russ gave ASHE Membership voucher to each chapter president, and gave CHFM test voucher to Phil Kercher for distribution.

### 5. Associate Member Affairs

- No issues at this time

### 6. ASHE Affairs

- Phil discussed the “Levels of Affiliation Award” package. Criteria for “dual membership” has been changed this year (25% for all levels). As a result, WSSHE might reach Platinum status for the first time. Phil needs **chapter representatives** to email him education documentation (agendas, etc.)
- Phil gave a brief review of ASHE preparations for the 2011 Conference in Seattle. Board agreed that WSSHE should assign a volunteer to participate on ASHE planning committee. **Puget Sound Chapter has for action.**
- Geoff reported that Steve Grose is working hard to re-establish the Hawaii chapter.

### *Closing Comments*

- Russ reviewed action items (shown in red on these minutes).
- Board approved the format and contents of the Strategic Plan.
- Next meeting: 1400, Wednesday, 28 April, Chelan (Campbell's)
- Meeting Adjourned at 1430