



Washington State Society for Healthcare Engineering

Board Meeting

April 22, 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 type="checkbox"/> Rich Newton Secretary / Treasurer
<input checked="" type="checkbox"/> Dave DeVous Past President	<input 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 checked="" type="checkbox"/> Greg Palmanteer President Elect	<input checked="" 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 checked="" type="checkbox"/> Chad Beebe Guest
<input checked="" type="checkbox"/> Kevin Kajita Advocacy Chair			
<input type="checkbox"/> Ben Myers Communication Chair			

President Eric Rodgers opened the meeting at 3:15 pm and welcomed all attendees, a quorum was established.

ADMINISTRATIVE

Approval of **Minutes**

- January 23, 2015 Minutes accepted as written, with corrections.

Financial Update – Mike Chitwood

- Mike reviewed financial reports with Board of Directors. Katie will look into negative opening balance equity and reallocate.

2014 Budget Year End Financials – Mike Chitwood

- Mike reviewed 2014 year end financial reports with Board of Directors. Robert Blakey commented 2014 was a good fiscal year. Ended with a profit, and provides the possibility of contributions in 2015. Question on why the expense line item of “Dues to Chapters” is \$0 at end of year. Katie explained dues to Chapters are paid throughout the year and are reflected in the individual Chapter’s income. Dues income is not an expense and cannot reflect as an expense.

Bylaws Update – Jim Mead

- Discussion and review of proposed changes. Motion to change the “Semiannual Symposium” to “Spring Symposium”, 2nd, Board Unanimously accepted. Motion to move article IX to Article VII, 2nd, Board unanimously accepted. Jim will submit final version of the Bylaws to the Board at the next Board meeting to vote for acceptance. Once the final Bylaws are accepted we will notify the membership for acceptance at the 2015 Annual Conference. Board thanks Jim for his hard work on the Bylaw updates.

Scholarship Updates – Jim Mead

- 8 PPSF accepted applications for the 2015 Spring Symposium. Applicants are evenly distributed throughout the 3 Chapters. 1 MMSF scholarship was a carry-over from 2014 and 1 MMSF scholarship was approved for the Leavenworth Conference, and one pending application.
- MMSF significant updates to the Bylaws. Revisions to the scholarships for up to 10 scholarships per conference at up to \$1,000 per scholarship. Updating Bylaws to submit to the IRS for approval. Bylaws currently allow 6 scholarships at \$750 each. Board would like to hold a Board meeting at the Spring Symposium for additional updates and changes. Looking to have a sustaining capability for both the MMSF & PPSF.

ADVOCACY & NETWORKING

Advocacy – Kevin Kajita

- Rob Pewitt updated the Board on Kevin's behalf regarding the fire code issue. Local fire marshal trying to pass legislation to allow CMS level means and methods for doing their inspection. Exempted that portion of the fire code. Did not pass which is good for WSSHE. Update on compartmentalization as it relates to fire alarms and systems. Strong argument, but ongoing. Issue of nurse calls in public restrooms failed and did not pass. National level pushes to accept most current FGI guidelines regarding pharmacy. Kevin is available to the Board for further discussion.
- ASHE needs all of our help in protecting wireless telemetry. Share request for everyone to get involved and help protect.

ASHE Liaison – Phil Kercher

- ASHE website is outstanding with relative information. ASHE needs our help to prevent harmful interference to wireless telemetry patient monitors. Narrow banding = less accessibility for others. ASHE makes it easy to support by simply downloading document onto your letterhead to share for lobbying and advocacy support. AHA Smart Market – supporters of ASHE. Risk assessments as it addresses medical equipment. New info relative to that process. 2014 FGI guidelines available through ASHE for an annual cost.
- Download the ASHE app – free monographs you can download. HCAP scores into a star rating. On the list for review to add to Annual Conference.
- Further discussion of current and future ASHE issues.

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. President & President Elect to use 2 free ASHE vouchers. Heather and Keith will submit for reimbursement.

Regional Conference

- Phil Kercher will discuss coordinating the ASHE Region 10 for a Regional Conference in 2017 in Spokane, WA with Keith Deline. 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

- Recently renamed Spring Symposium – 309 attendees total. All Putt-Putt holes have been sponsored. Katie will oversee the Spouse event. All sponsorships sold except for the Friday Breakfast and lunch. LCW event – all sponsorship covered thanks to UMC. LWC event – need to pass out wrist bands and drink tickets at registration to attendees and spouses. Volunteers established for registration desk and signage. Assignment of Board members that will introduce speakers.

Annual Conference

- Planning meeting on Friday afternoon to review topics and programs.

Education – Robert Blakey

- After Annual Conference Robert will start announcing ideas and topics earlier in the year for the 2016 Spring Symposium. Robert would like the program to be established by the January 2016 Board meeting. 6 months planning ahead for Annual. Robert is taking responsibility to start Spring Symposium planning process earlier in Dec 2015 as our Education Chair.
- Fall education – Courses offered October 26-30. Contracted and online registration open. Held at Renton Technical College (RTC), which can accommodate 110 people. IP organization – list to Katie to send communications to. Aggressively advertise after Spring Symposium. Board congratulates and thanks Robert for all of his hard work for putting these courses on. AHA certification opportunity.
 - Infection Prevention (IP) – 4 registrants currently.
 - Healthcare Construction Certificate (HCC) – 7 registrants currently.
 - CHC Exam Review Course – 0 registrants currently.
 - CFHM held with Annual Conference. Advertising to start after Spring Symposium.

Outreach Update – David DeVous

- No update at this time. Each Chapter is to review a list of their Chapter membership and participating hospitals. Then reach out to hospitals that are not participating in their region for membership and participation. Board suggested reaching out to people in a system that's affiliated to join. Baby steps on this project recommended. PS Chapter created a new membership committee to focus

on their Chapter region. Associate members are a valuable tool to help push WSSHE membership and participation from their contacts. Reminder of importance for each Chapter to push membership when communicating to potential WSSHE members. Suggestion that Board members add a tag line under their signature for WSSHE to promote awareness. Discussion of the best way to promote membership and awareness. Creative way to leverage retired member's wealth of knowledge and promote the next generation into becoming members. Katie will email the Chapter President's with a current list of their Chapter members. Chapters can use this list to identify non-participating hospitals in their region for contact.

- Marketing brochure – Board congratulated Heather on a good job on the brochure. Up on the website – available digitally. Heather to amend the .pdf to state “Spring Symposium” and Katie will upload to the website.

COMMUNICATION

Communication Chair Update – Ben Myers

- No report as Ben is not in attendance.

Chapter Reports

Remember to check the state website for upcoming programs.

Eastern

- Treasurer report – \$28,434.19 account balance as of December 23, 2014. Membership is 162 members (85 Professional and 77 Associates).
- 1st quarterly meeting held on March 6th at Samaritan Hospital in Moses Lake. Rick Matthews, Natural Gas Broker with IGI Resources, gave a fantastic presentation on the wild crude oil market, and its impact on natural gas, alternative energy sources and what may occur in the future.
- June 19th training event on “Energy Efficient Chiller Operation” program at the Best Western in Moses Lake 10am – 2pm. Next chapter meeting on June 5th for “Arc Flash” safety held at Valley Hospital. Greg Palmanteer to host. September 4th, SimplexGrinnell in Spokane hosted by Angie Frederick. December 4th, Yakima Valley memorial in Yakima hosted by Ron Urlacher.

Puget Sound

- Full day of education on May 13th. Nalco presenting on a water theme with a storm water piece, water conservation strategies, ice machine cleaning – hot topic discussion of sanitizing and cleaning.
- Recently created a membership committee with Associate & Professional members. Charity committee will plan and coordinate charity holiday party and charity event (2 events a year for charity).
- Balance of \$35,000 in bank.
- More recognition for Associate members who are involved and active, including recognizing the companies that fund Associate members participation and sponsorships.

Southwest

- Balance as of 4/17/2015 - \$19,052. 108 current members with 56 Professional and 52 Associate.
- Held a joint February meeting with PS Chapter centered around Firestop Systems, NFPA 99 Medical Gas Systems and an update of 797 Code from Kevin Kajita. Good attendance by both chapters. Hosted by DaVita in Federal Way.
- March program held at Harrison hospital in Silverdale. Topic was Operating Room Humidity and Temperature requirements and monitoring. Topic was given by Department of Health, Steve Pennington. 40 ppl good information and in room feedback from P&A.
- May / June program will be “Ice Machine” maintenance, operation & diagnostics. Program date and place TBD. Possibly combine with PS Chapter's ice machine cleaning topic – another joint event.
- Richard has stepped down from Treasure's position, in need to fill vacancy.
- Outreach – hit 5 different hospitals phone and in person. Ongoing.
- Golf tournament set for September 4th at McCormick woods. Million dollar hole in one challenge will be held again. Insurance company runs it challenge and video tapes it. One winner pulls 50% of ticket proceeds.

Open Agenda

- Location for Annual Conference in 2017 – Phil Kercher contacted Spokane locations for Oct 17-20, 2017. 2 hotels - Doubletree and Spokane Grand with a skybridge connection to Spokane CC. 1-40 free room at double tree and a 1-50 free room at Spokane Grand. Tentatively lock in dates. Proposed by Keith Deline to make it a Region 10. 4 Chapter/States involved. Need a task force group to lead the Region 10 conference – Robert Blakey will chair an Education committee to help from WSSHE. Call for presentations. Katie and Heather to work on logistics. Motion to approve to commit to Spokane as a Region 10 at the levels of 2010, 2nd, Board unanimously accepted.

- Phil Kercher retiring in 3 months. Role as ASHE Liason will end on that date. Need a replacement as ASHE Liason. Communication link between WSSHE and ASHE. Brad Jones nominated as ASHE Liason. Motion for Brad to become the new ASHE Liason, 2nd, Board unanimously approved. Board congratulates Phil on all of his hard work and retirement. Phil wants to remain involved and participating in WSSHE. Katie will contact ASHE for details and dates for transition to Brad.
- Toast to Phil Kercher during the Spring Symposium and created a congratulation and thank you – introduction – 5 min video to music. Show appreciation to Phil for all of his work with WSSHE for 33 years. Draft a proclamation to put Phil in some form or capacity to attend any Conference (reg, travel, lodging). Motion from the Board to present Phil Kercher with a written proclomation to attend any and all Symposiums/Conferences that Phil chooses to be present. He will be invited as an official speaker, 2nd, Board unanimously accepted. Name the Member of the Year after Phil Kercher. “Phil Kercher’s Member of the Year”, 2nd, Board unanimously accepted.
- Chad Beebe – closing his pyrotechnical display company to focus on his role at ASHE full time. Chad looks forward to giving back in his role at ASHE. Gifting a 9-15 minute fireworks show at 9pm for all Spring Symposium attendees as a thank you to all WSSHE leaders whom he learned so much from. Board thanks Chad for this generous gift!
- Funding education scholarships to MMSF & PPSF – Jim will make a proposal for next Board meeting. Tabled until next Board meeting.

Adjourned: 5:58 pm