

Washington State Society of Health Care Engineering Board Meeting

April 25, 2012
Lake Chelan 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 |
| 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 |
| X Russ Harbaugh- Region 10 Guest | <input checked="" type="checkbox"/> Rob Pewitt Alternate Pres. Elect | X <input type="checkbox"/> Jim Mead Guest | X Dara Darsow Education Coordinator. |

President Ben Myers opened the meeting at 3:00 pm and welcomed all attendees.

Administrative

1. Approval of Feb 10, 2012 minutes – **Passed**
2. Financial Update- Ben Myers;
 - AMI contract signed and approved
 - Program expenses were viewed and approved
 - Fees for credit cards are in the process of review for a new Credit card processor to reduce the fees. – Ben to review options and provide recommendation at August Board Meeting
3. ASHE 2011 Gift
 - **Motion** by Phil Kercher to request ASHE of \$5000 to send WSSHE officers for travel expenses to the 2012 Conference. Second by Keith Deline. – **Passed**
 - President Ben Myers will write letter for request.
4. Bylaw update; Jim Mead submitted the new bylaw revisions.
 - Changes were the reflection of the ASHE bylaws. Many housekeeping changes were incorporated.
 - Some of the Bylaw items were noted changes;

ARTICLE III BOARD DIRECTORS & OFFICERS; ... **Professional Members; the President, the immediate Past-President and the Secretary and/or Treasurer in addition to three representative Professional members from each Chapter. Each Chapter should have two designated alternates to fill in when Board members are unable to attend the meetings. These alternates may vote in Board decisions.**

ARTICLE IV – MEETINGS ... **Section 4. Quorum**

A quorum shall consist of at least six standing Board Members at Board of Directors Meetings. At Membership meetings, no less 20 percent of eligible Society voting members who are present at the meetings and is in good standing shall be entitled to one vote. Proxy voting shall not be permitted.

- **Motion** by Robert Blakey to approve the Submitted BYLAWS. Second by Will Mackin. – **Passed**

5. Mac McKenzie Scholarship Update –
 - Article of Incorporation has been submitted to the IRS to recognize this fund as a non-profit corporation.
 - Funds have been transferred from the WSSHE account to Mac McKenzie. The Mac McKenzie Scholarship will be web linked on The WSSHE web page. **Ben** to follow-up with AMI & Dana complete.

Advocacy & Networking

1. REGION 10 UPDATE - Russ Harbaugh
 - Region 10 is providing a lot of programs to strengthen Healthcare programs. Education to all regarding new changes to the health industry. ASHE members will strengthen their knowledge and new future leaders. CHFM program will give the current and future leaders proper qualifications to the healthcare professional.

Advocacy Chair: *Russ Harbaugh*

- Members must look at e-mails for Education information, take this information and pass onto new people in their organization to make them aware the importance of this free and worthwhile tool.
- **Kevin Kajita** will be the advocacy for WSSHE State starting June 2012.

WSSHE/CRS Discussion – *Geoff Glass*

- WSSHE representatives discussed the construction review program with DOH representatives. That we need to get together and do conference calls. This will be a great way to get the information into the proper processes and be able to be more effective.

ASHE Liaison Report – *Phil Kercher*

- Submitted to ASHE was Keith Deline for ASHE Region 10's 2012 Emerging Leader The Emerging Leader Award recognizes members who have demonstrated exemplary leadership skills and commitment to the field of health care facility management

Growth

1. Annual Conference
 - Scheduled for October 2-5, 2012 in Spokane.
 - Yakima – (Holiday Inn)
2. Outreach & Education
 - It was discussed that WSSHE needs to create more scholarships for semi-annual conference and that the scholarships were fully used.
 - Opportunities Program for internship from ASHE. **Robert Blakey & Dave DeVous** will research this.

Communication

Communication Chair- *Keith Deline*

- Archiving of Presentation's was possible on the Web page under education. The question was "How long should they be on the site?" No conclusion was confirmed and that people stated if they are current or has information that is useful that they should stay.

WSSHE Chapter Reports

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

Southwest – **David DeVous**

- Next meeting on May 16, 2012.

Puget Sound – **Kevin Kajita**

- Education presentation, Safeco Field- Elevators- May 17. Next meeting on May 4, 2012.

Eastern – **Brad Jones**

- Annual technical training is scheduled for June in Moses Lake. Subject to be determined. Next meeting on May 8, 2012.

Next Meeting: 11:30am on Friday, August 10, 2012 at Ellensburg Washington

Adjourned: 4:18 pm